



PERSONNEL COMMISSION MINUTES

Regular Meeting, Wednesday, November 20, 2019, 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

DEPARTMENTS: PLEASE POST	ADMINISTRATORS and MANAGERS	PRESIDENT/SUPERINTENDENT and SENIOR STAFF
<p>3400 Airport/SBDC: Sasha King Academic Affairs: Sharon Thomas Accounts Payable: Cristina Hamblet Admissions & Records: Esau Tovar African American Center: Sherri Bradford Athletics: Sandra Hernandez Auxiliary Services: Ofelia Meza Bundy: Beverly Redd-Walker Bursar's Office: Veronica Romo Business Department: Peter Murray Campus Police Office: Jennifer Jones Campus Store: Jaime Recinos Career Services: Vicky Rothman Center for Media & Design: Jamina Russell Community Education: Michelle King Counseling Office: Laurie Guglielmo Custodian Time Clock: Anthony Williams Disabled Students Center: Nathalie Laille Early Childhood Ed.: L. Manson Emeritus College: V. Rankin-Scales English Dept.: Martha Hall EOP&S: Nick Mata ESL Office: Janet Harclerode Events Office: Joy Bice Faculty Association: Peter Morse Financial Aid Office: Stacy Neal Health Sciences: Bronwyn Webber-Gregg Health Office: Nancy Alfaro HSS: Carolyn Baugh Institutional Research: Trena Johnson International Students Center: Ana Jara KCRW: Cheryl Gee Latino Center: Maria Martinez Letters & Science: Madison: Gail Johnson Maintenance/Operations: Anisha Fullard Math Village: Mitra Moassessi Media Center: L. Nakamura Modern Language: Jeanette Santana Music: Lori Geller Outreach & Recruitment: Will Taylor Payroll: Ian Fraser Science: Ingrid Cardwell Student Life: Amelia Trejo Student Success Initiatives: Superintendent/Presidents Office: L. Kilian STEM: Vanan Yahnian Theater Arts: Judy Louff W& ED/Bundy: Tricia Ramos</p>	<p>Emeritus: Scott Silverman Facilities: Dennis Biddle HR: Tre'Shawn Hall-Baker Info Tech: Marc Drescher IEC: Denise Kinsella Instructional Technology: Joshi John Maintenance: Devin Starnes Operations: Anthony Barlow Derrick Davis Felicia Hudson Robert Villanueva Receiving: Lisa Davis Supplemental Instruction: Wendi DeMorst</p>	<p>Superintendent/President: Kathryn Jeffery Executive VP: Elaine Polachek VP Academic Affairs: Jennifer Merlic VP Business/Admin: Chris Bonvenuto VP Enroll. Services: T. Rodriguez VP Human Resources: Sherri Lee-Lewis VP Student Affairs: M. Tuitasi Senior Director Government Relations & Institutional Communications: Don Girard Community Relations: Kiersten Elliott Public Information: Grace Smith</p> <p>PUBLIC POSTING LOCATIONS</p> <p>2714 Pico: exterior display box Library for Public Posting (1) Library for Archives (2) Mailroom SMC Personnel Commission Office SMC Human Resources Staff Lounge</p> <p>EMPLOYEE ORGANIZATIONS</p> <p>CSEA Labor Rep.: Jessica Gonzalez CSEA Chapter Pres.: Mike Roberts CSEA Chapter 1st V.P.: Cindy Ordaz CSEA Chapter 2nd V.P.: Miguel Reyes CSEA Chief Job Steward: Darrell Heximer CSEA Corresponding. Sec'y: CSEA Recording Sec'y: Kennisha Green SMC POA President: – Officer Cadena Mgmnt Assoc: C. Bonvenuto</p> <p style="text-align: right;">Revised 11/14/19</p> <p>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.</p>

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

**Santa Monica College Personnel Commission
MINUTES of Regular Meeting, November 20, 2019**

Board Room, Business Building, Room 117, 1900 Pico Blvd., Santa Monica, CA 90405

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 12:05 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

Carol Long, Director of Classified Personnel, reported the following:

Cyclical Classification Studies

Personnel Commission staff is bringing forward for approval today our next annual calendar of classification review projects. Further details about the preparation, review process, and the criteria for prioritizing projects will be covered in the agenda report.

Personnel Commission staff is also bringing forward today for approval requests for one classification revision. We are close to completing additional classification studies within Student Services, Facilities Trades, Human Resources, and the Personnel Commission.

Recruitment Activities

We are bringing forward today two eligibility lists for approval: Human Resources Analyst – Employee and Labor Relations, and Construction Systems Supervisor. Recruitments are anticipated to be completed prior to our next regular Personnel Commission meeting for six additional classifications.

Merit Rules Advisory Committee Update

The Merit Rules Advisory Committee is bringing forward today for a first reading revisions to Chapter 3, Merit Rules 3.3.4, 3.3.6, 3.3.7, and 3.3.8, covering different aspects of the reclassification study process.

III. COMMENTS AND INFORMATIONAL REPORTS

**Recognition of Employee Longevity: November 2019
(*Present to Receive Acknowledgement)**

5 YEARS

Christina Fuller, EOPS Specialist, EOPS

***Jeremy Lange, Student Services Specialist-International Students, IEC**

Janet Wolf, Administrative Assistant II, read a message from Denise Kinsella, Dean of International Education, “Jeremy, I am excited to offer you congratulations on completing 5 years of outstanding work at Santa Monica College. In that short time you have readily gone the extra mile to help students, reaching out and supporting them in any way you could. You have advanced from a Student Services Assistant to a Student Services Specialist, providing more comprehensive support to our intensive English program students. You have taken ownership of the IEP and it shows. Your students rely on you to support them while they are in the program and they seek out your help when they are ready to transition to the academic program at SMC. They know they can trust you to walk them through the process. You also contribute to our campus community and to global health through your participation in the Sustainable Transportation Task Force. Thank you for keeping us all mindful about the transportation choices we make every day. We are lucky to have you in the International Education Center and at Santa Monica College. Thank you for sharing your talents and passions with our students and with us. I look forward to the next 5 years with you.”

Ana Jara, Administrative Assistant I, congratulated Mr. Lange and shared that, “Jeremy always goes the extra mile. It is wonderful for us to have him as a colleague in our department. He completes us.”

***Benjamin Johnson, Network Communications Technician I,
Technical Support Services**

10 YEARS

John Oswald, Enterprise Business Services Clerk, Cashier’s Office

15 YEARS

Gina Brunell, Administrative Assistant I, EOPS

Gina Brunell, Administrative Assistant I, shared that, “I love my job. This is the best place to work.”

20 YEARS

Gonzalo Cabrera, Laboratory Technician-Life Science, Life Science

Jose Cesar Casillas, Financial Aid & Scholarships Specialist, Financial Aid

Debra Locke, EOPS-CARE Supervisor, EOPS

30 YEARS

Joshi John, Instructional Technology Services Manager, Academic Computing

Marc Drescher, Chief Director of Information Technology, stated, “I would like to recognize and congratulate Joshi John for his 30 years of service to Santa Monica College. In 1989, Joshi started as an Instructional Specialist, worked his way through the IT ranks becoming a Supervisor in 1992, and then earned his current position as a Manager, in 2015. Today, Joshi manages the support of over 1,300 computers and the supervision of 10 staff members spread out across 23 instructional labs. Joshi ensures students have access to the technology resources needed to be successful at Santa Monica College, six days a week, from morning to night. Joshi’s dedication, teamwork and willingness to take on new assignments make him a valued member of the Santa Monica College community. “

A. Comments from Vice President of Human Resources

Sherri Lee-Lewis, Vice President of Human Resources, congratulated the classified employees celebrating their longevity with SMC. Ms. Lee-Lewis wished everyone a Happy Thanksgiving and a wonderful holiday.

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)

Ana Jara, Administrative Assistant I, International Education Center, shared her suggestions and requests for the International Education Center’s reclassification study.

Suong Nguyen, Senior Student Services Specialist-International, International Student Center, expressed her confusion and disappointment after learning that the Senior Student Services Specialist-International classification is being abolished. Ms. Nguyen shared that she has held the position since 2000. She listed some of the complex duties and responsibility of the classification, such as, updating school information for SMC certification, maintaining I-20, accepting F-1 students, sending requests to extend F-1 students, handling issues/emergencies that arise for students. Ms. Nguyen would like clarification if she is required to continue doing the complex duties and responsibilities if she doesn't hold the Senior Student Services Specialist-International title. Ms. Nguyen does not agree with the salary range that was proposed in the salary recommendation. She expressed her disagreement with the class study findings.

Jeremy Lange, Student Services Specialist-International Students, International Student Center, stated that he supports the comments made from his coworkers, Ana Jara and Suong Nguyen. Mr. Lange reiterated that SMC has one of the largest international student populations and it is difficult to have comparables since it is a specialized program. "We have a solid team of immigration specialists and admissions specialists, we would like to grow and work together along with the clerks and assistants." Mr. Lange expressed his concern about upward mobility or the opportunity to promote if the Senior Student Services Specialist-International position is abolished.

F. Comments by Personnel Commissioners - NONE

IV. AGENDA REPORTS – MAJOR ITEMS OF BUSINESS

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V. CONSENT AGENDA

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

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VI. ADJOURN AT _____ P.M.

Next regularly scheduled meeting: Wednesday, December 18, 2019 at 12:00 p.m.

AGENDA REPORT NO. 1

SUBJECT: **APPROVAL OF MODIFICATION TO PERSONNEL COMMISSION MEETING
SCHEDULE:
FISCAL YEAR 2019-2020**

DATE: November 20, 2019

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

The Personnel Commission approved the following scheduled meetings for Fiscal Year 2019-2020 at the regular meeting on June 19, 2019.

<u>Regular Meeting Dates</u>	<u>Time</u>	<u>Place</u>
Wednesday, July 17, 2019	12:00 noon	Business Building, Room 117
Wednesday, August 21, 2019	12:00 noon	Business Building, Room 117
Wednesday, September 18, 2019	12:00 noon	Business Building, Room 117
Wednesday, October 16, 2019	12:00 noon	Business Building, Room 117
Wednesday, November 20, 2019	12:00 noon	Business Building, Room 117
Wednesday, December 18, 2019	12:00 noon	Business Building, Room 117
Wednesday, January 15, 2020	12:00 noon	Business Building, Room 117
Wednesday, February 19, 2020	12:00 noon	Business Building, Room 117
Wednesday, March 18, 2020	12:00 noon	Business Building, Room 117
Wednesday, April 15, 2020	12:00 noon	Business Building, Room 117
Wednesday, May 20, 2020	12:00 noon	Business Building, Room 117
Wednesday, June 17, 2020	12:00 noon	Business Building, Room 117

Reference: Merit Rule 2.2.1 Regular Meetings

We are requesting a modification to the regular meeting date in December 2019, as follows:

FROM: Wednesday, December 18, 2019 12:00 noon Business Building, Room 117
TO: Wednesday, December 11, 2019 12:00 noon Business Building, Room 117

DISPOSITION BY THE COMMISSION

MOTION MADE BY:
SECONDED BY:
AYES:
NAYS:
ABSTENTIONS:

Amendments/Comments **Motion was made to table Agenda Report No. 1**

AGENDA REPORT NO. 2

**SUBJECT: ADVISORY ITEM: REAPPOINTMENT OF COMMISSIONER:
JOY ABBOTT**

DATE: November 20, 2019

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

Please be advised that Commissioner Abbott's current term is scheduled to expire on November 30, 2019. Commissioner Abbott is one of the Board of Trustee nominees to the Personnel Commission.

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

The Board of Trustees has notified the Personnel Commission Office that they voted to re-appoint Joy Abbott to the Personnel Commission for a three-year term commencing December 1, 2019.

This item was approved by the Board of Trustees on the November 2019 Board of Trustees meeting agenda.

Commissioner Abbott expressed her gratitude to the Board of Trustees for nominating and re-appointing her to serve as a Commissioner to the Personnel Commission. Commissioner Abbott shared the following, "I truly love this institution. My daughter attended SMC and my best friend was a continuing student at SMC. SMC is part of my experience living in Santa Monica. Thank you."

Commissioner Jansen shared her appreciation for Commissioner Abbott's contributions to the Personnel Commission. "She brings her business acumen. I appreciate the balance of her perspective, her fairness, thorough examination of the issues, attention to details and her compassion for the mission of student success. I appreciate serving with you."

AGENDA REPORT NO. 3

SUBJECT: RE-APPOINTMENT OF COMMISSIONER: LAWRENCE LEONE

DATE: November 20, 2019

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

Please be advised that Commissioner Leone's current term is scheduled to expire on November 30, 2019. Commissioner Leone is the fifth Commissioner appointed by the other four Commissioners.

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

Commissioner Leone has expressed willingness to be reappointed to the Personnel Commission.

Commissioner Leone meets the eligibility requirements for reappointment under Education Code 88064.

- 1) Be a registered voter and resident within the territorial jurisdiction of the community college district.
- 2) Be a known adherent to the principle of the Merit System.

RECOMMENDATION

It is recommended that the Personnel Commission formally announce its intended reappointment of Commissioner Leone and schedule an open hearing at the next regularly scheduled Personnel Commission meeting on December ~~11~~18, 2019 to provide the public, employees, and the employee organizations the opportunity to express their views on the qualifications and reappointment of Commissioner Leone.

DISPOSITION BY THE COMMISSION

MOTION MADE BY: Deborah Jansen
SECONDED BY: Barbara Greenstein
AYES: 4
NAYS: 0
ABSTENTIONS: 0

Amendments/Comments Commissioner Leone shared that, "It is a privilege to be a Commissioner in terms of the dedication to transparency, fairness and service to the community."

Motion was passed.

AGENDA REPORT NO. 4

SUBJECT: **AMENDMENT TO RULES AND REGULATIONS OF THE CLASSIFIED SERVICE - CHAPTER 3: RECLASSIFICATION – FIRST READING
MERIT RULE 3.3.4: REQUESTS FOR RECLASSIFICATION
MERIT RULE 3.3.6: NOTIFICATION OF RECLASSIFICATION
MERIT RULE 3.3.7: EFFECTIVE DATE OF RECLASSIFICATION
MERIT RULE 3.3.8: RECLASSIFICATION OF VACANT POSITION**
(Note: No formal action will be taken at this meeting.)

DATE: November 20, 2019

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

Proposed changes to Chapter 3: Merit Rule 3.3 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.

3.3.4 REQUESTS FOR RECLASSIFICATION

- A. Requests for reclassification of an existing position shall be submitted in writing to the Director of Classified Personnel on a form provided by the Personnel Commission. [Request for Working out of Class form can also be filed with the Personnel Commission at this time.](#)
- B. The supervisor, the employee, the collective bargaining unit representing employees in positions in the subject classification, or the Personnel Commission may initiate a request.
- C. The written request shall include a statement indicating the reason(s) the supervisor and/or the employee feel the reclassification is justified.
- D. A completed Position Description Questionnaire (PDQ) showing the new duties and responsibilities must accompany the request.
- E. Incumbents whose positions are reclassified must meet the minimum requirements of the new classification in order to be reclassified with the position.
- F. Reclassification may become moot if the out-of-class duties are removed from the position. Compensation for the higher level duties performed may be confirmed through the Working Out of Class procedures.
- G. At least two (2) years must elapse from the time the decision is finalized before another request for reclassification can be initiated for the same position.

3.3.~~86~~ NOTIFICATION OF RECLASSIFICATION (~~Education Code 88076, 88076, 88104.5~~)

A. The Director of Classified Personnel will provide a notification of the results of the reclassification ~~audit review and the right to inspect the review file~~ to the incumbent(s) affected, supervisor(s), the District administration and the employee's exclusive representative within ~~sixty (60)~~ one hundred (100) calendar days from the date the Position Description Questionnaire is submitted, unless the Personnel Commission grants an extension upon the showing of good cause. The notice will indicate whether the ~~audit review~~ findings support reclassification ~~up or down~~, or that the position ~~be sustained~~ remain in the current classification. Notice of the recommendation will be given to all the parties listed above before the Personnel Commission adopts the classification proposal.

B. Good cause includes but is not limited to:

a. a determination that a new classification needs to be created;

b. a more extensive study is needed that would affect a group of employees or employees in more than one department;

C. Personnel Commission staff will notify affected incumbents, supervisor(s), and the employee's exclusive representative to inform them that additional time will be needed.

3.3.~~97~~ EFFECTIVE DATE OF RECLASSIFICATION (~~Education Code 88104, 88104.5~~)

A. Changes in classification and salary resulting from the permanent reclassification of a position shall be effective no later than whichever of the following dates is applicable:

1. The first day of the month following the date on which the Personnel Commission takes action to approve reclassification of the position, provided the employee is eligible to be reclassified with his/her position without examination as specified in these rules.

2. The first day of the month following the date the employee becomes fully qualified for the position by successfully completing all parts of the selection procedure.

B. ~~R~~Permanent reclassification of a position shall not have retroactive effect. However, Working out of Class compensation may be considered through procedures described in Merit Rule 3.2.10.

C. The Commission shall be the final approving authority concerning reclassifications.

3.3.~~408~~ RECLASSIFICATION OF A VACANT POSITION

If a reclassification occurs to a vacant position, the position shall be filled through normal selection procedures.

AGENDA REPORT NO. 5

SUBJECT: **CYCLICAL CLASSIFICATION STUDIES -
PROPOSED ANNUAL CALENDAR 2019-2020**

DATE: November 20, 2019

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

BY: Carol Long, Director of Classified Personnel
Amy Gurjian, Classification and Compensation Manager

Attached for your review is the proposed annual calendar for anticipated classification review projects.

BACKGROUND

Merit Rule 3.3.2 requires the Personnel Commission to maintain a system of continuous classification review. Merit Rule 3.2.9 states: "Each year, the Director of Classified Personnel shall prepare a schedule of anticipated review projects and present it for approval to the Personnel Commission".

All classified positions at Santa Monica College are allocated to specific classifications, which are then allocated to salary ranges. Personnel Commission staff allocates new positions to existing classifications, creates new classifications and class descriptions as needed, ensures classification descriptions accurately reflect current job duties and qualifications, reviews minimum requirements on classification descriptions to ensure they are appropriate and not unduly restrictive, establishes and maintains a plan for continuous review and update of class descriptions and salary allocations, conducts external and internal salary studies and recommends appropriate salary ranges for all job classifications based upon the principle of like pay for like work. **(Merit Rules, Chapter III; Education Code Sections 88004, 88009, 88076, 88081, 88095, 88104, 88104.5)**

As a part of the scheduled cyclical reviews, the Personnel Commission has completed studies for each of the following job disciplines:

- Accounting and Finance
- Bookstore & Cashiers
- Business Administration (Management)
- Facilities Operations
- Instructional Media and Reprographics
- Management Information Systems
- Payroll Services
- Purchasing, Procurement, and Asset Management
- Telecommunications
- Transportation
- Warehouse

Santa Monica College Personnel Commission
MINUTES of Regular Meeting, November 20, 2019

Studies are currently in process for the following job disciplines:

- Facilities Maintenance and Construction
- Personnel Commission
- Human Resources
- Student Services

REVIEW PROCESS

Each cyclical study will start with an orientation, and an initial review of class descriptions falling within the job discipline which is being studied. The primary purpose of this review will be to determine if the job duties listed in each class description are an accurate reflection of the work assigned. At this time, both management and employees can request further reviews of salary allocation, and individual position studies to determine if work performed is outside the scope of the assigned classification. Following an analysis of all relevant information, recommendations will be provided for review to management staff, senior staff, incumbents, and union representatives prior to presenting to the Personnel Commission and Board of Trustees for final approval.

In unique circumstances, additional studies can be requested for classifications which are not included on the attached annual calendar. Ad-hoc classification studies, or studies not scheduled for the upcoming year, can be requested by an incumbent or manager by completing and submitting a request form. Requests for ad-hoc studies must first be approved by senior management, the Superintendent/President, and represented bargaining unit.

Requests for single position reclassifications will continue to be accepted as requested.

Requests for minor classification description revisions or new classifications that have minimal impact on other related positions or classifications will be accepted when these requests are directly related to an upcoming recruitment.

RECOMMENDATIONS

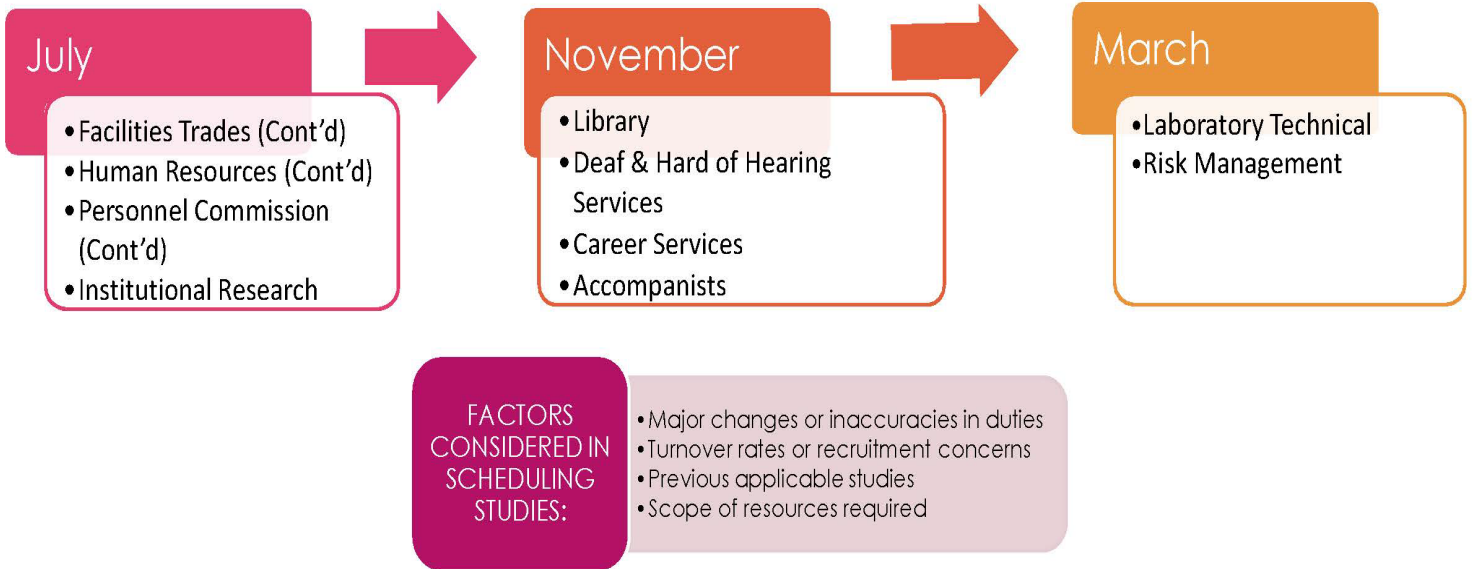
It is recommended that the Personnel Commission approve the proposed annual calendar of classification/compensation studies for Fiscal Year 2019 - 2020.

The attached calendar was reviewed with CSEA, Management Association, and senior staff.

The following factors were used in determining the most immediate priorities:

- Major changes or inaccuracies in job duties or the role of the classification as identified by Personnel Commission staff, District management, or union representatives
- Ongoing or anticipated turnover rates, or other recruitment challenges
- Previous applicable studies conducted of other related jobs within the occupational group, leading to potential inequities within an occupational series
- Scope of resources required to carry out classification description reviews

Classification Review Timeline by Job Discipline 2019-20 Study Plan



Note: Study timelines subject to change and pending approval

DISPOSITION BY THE COMMISSION

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

Amendments/Comments

Commissioner Abbott inquired whether the Student Services Specialist classifications will continue to be studied in the coming year, 2020.

Carol Long, Director of Classified Personnel, replied that the Student Services Specialist classifications will continue to be studied in 2020. The Personnel Commission staff is finishing up the study for the International Education specialists.

Motion was passed.

AGENDA REPORT NO. 6

SUBJECT: **APPROVAL OF ADVANCED STEP PLACEMENT:
DIRECTOR OF FACILITIES FINANCE**

DATE: November 20, 2019

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

BY: August Faustino, Personnel Analyst

It is requested that the Personnel Commission approve an initial salary placement for John Greenlee, Director of Facilities Finance, at **Range M32, Step E** on the Classified Management Salary Schedule.

Minimum requirements for Director of Facilities Finance include a Bachelor's degree in a related field, and five years of professional-level experience, including two years in an administrative or management capacity, with responsibility for municipal financing strategies, construction finance, and public bond financing for major building projects, including experience managing finances for bond measures while fulfilling public bond financing requirements.

John Greenlee has a Bachelor's degree in Economics and possesses extensive public sector finance experience. He has worked in the field of Public Finance for over 30 years. He has been employed as a Managing Director for the last 15 years and has specialized experience in public bond financing, including the regulatory requirements for Community Colleges.

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:	Lawrence Leone	SECONDED BY:	Deborah Jansen
AYES:	4	NAYS:	0
		ABSTENTIONS:	0

Amendments/Comments

Motion was passed.

AGENDA REPORT NO. 7

SUBJECT: REQUEST FOR APPROVAL OF RETITLE, CLASSIFICATION REVISIONS, AND SALARY REALLOCATION: STUDENT SERVICES SPECIALIST – DSPTS TO DSPTS SPECIALIST

DATE: November 20, 2019

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

BY: Olga Vasquez, Personnel Analyst

BACKGROUND

Attached for your approval is a retitle, class description revisions and salary reallocation for **Student Services Specialist – DSPTS**.

As part of the cyclical review process, we are reviewing classifications in the Student Services Specialist job discipline. Classifications within the student services area play a pivotal role in ensuring that students receive the services and resources to achieve their personal, career and educational objectives. The Disabled Student Programs & Services (DSPTS) serves students with disabilities so that the students may have access to all programs and activities on campus, by providing academic counselors educational assessment, study strategies training, appropriate accommodation services, and other support for students with disabilities. This classification is responsible for coordinating services for disabled students, supporting the day to day office activities and providing lead direction to staff and student workers.

The Student Services Specialist – DSPTS was established in April 1998. This classification was revised in November 2006 as part of the Hay Study and in June 2016 as part of a classification study. There are currently two incumbents in this classification. The proposed changes will not adversely affect the current status of the incumbents.

METHODOLOGY

This study was scheduled in the cyclical review calendar for 2017-18. Incumbents from multiple-incumbent Student Services Specialist classifications, as well as CSEA, were invited to participate in a class study orientation on March 28, 2018, to discuss the purpose of the study, methodology, timelines, possible outcomes and implications, and frequently asked questions. At the time of the orientation, the Student Services Specialist – DSPTS classification was vacant. This class study, along with other multiple incumbent Student Services Specialist classifications were placed on hold until the cyclical reviews for single incumbent Student Services Specialists were completed.

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Once this classification was filled in June 2018, the incumbent was requested to complete a Position Description Questionnaire (PDQ) by January 25, 2019. Commission staff subsequently conducted a job audit to obtain input from that incumbent. The information gathered from the job audit was reviewed with Stephanie Schlatter, Director, Disabled Student Programs & Services.

During the course of the study, there was a change in Department leadership. Personnel Commission staff met with Nathalie Laille, Faculty Coordinator (Center for Students with Disabilities) and Denise Henninger, Deaf & Hard of Hearing Supervisor, to finalize the changes to the class description. In addition, management was 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 modified to more accurately reflect the technical responsibilities of this classification. Classification revisions were sent for review to the incumbents, CSEA, department management, area Vice President, Business Services, Human Resources, 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.

RESULTS

Based on the data gathered, a retitle and revisions to the class description are being proposed. These changes serve to clarify essential duties and KSAs (knowledge, skills, and abilities), and properly distinguish this classification from other related classifications. Additionally, a title change is being made to align the title with the recently revised Student Services classifications.

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.

AGENCY	CLASS TITLE	MIN	MAX	MEDIAN
Santa Monica College	Student Services Specialist - DSPS	\$4,490	\$5,457	\$4,974
Cerritos College	Disabled Students Program Specialist	\$4,982	\$5,992	\$5,487
El Camino College	Student Services Specialist	\$4,637	\$5,949	\$5,293
Glendale Community College	Student Services Technician	\$4,542	\$5,796	\$5,169
Mt. San Antonio College	Student Services Program Specialist II	\$4,324	\$5,519	\$4,922
North Orange County CCD	Student Services Specialist	\$4,325	\$5,242	\$4,784
Ventura County CCD	Disability Services Technician	\$3,728	\$5,154	\$4,441
	Average	\$4,423	\$5,609	\$5,016
	25th Percentile	\$4,325	\$5,311	\$4,818
	50th Percentile	\$4,433	\$5,658	\$5,045
	75th Percentile	\$4,613	\$5,911	\$5,262
	80th Percentile	\$4,637	\$5,949	\$5,293
	90th Percentile	\$4,810	\$5,971	\$5,390
	SMC % RANK	55.20%	35.50%	44.10%
	SMC Differences From AVG	1.49%	-2.78%	-0.85%
	SMC Differences From MED	1.26%	-3.68%	-1.45%

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The current salary range for Student Services Specialist – DSPS is \$4,490 to \$5,457 per month (Classified Employee Salary Schedule, Range 30). In this survey, SMC is in the 44th median percentile compared to all benchmark agencies with comparable classifications; that is, 56% of market comparables were paid higher than the SMC classification.

SALARY ALLOCATION

It is recommended that the salary for Student Services Specialist – DSPS be reallocated from Range 30 of the Classified Employee Salary Schedule (\$4,490 to \$5,457 per month) to Range 32 (\$4,714 to \$5,730 per month), a 5% increase. The proposed increase would place the median salary for this classification at the 69th percentile compared to the market median. Salary reallocation is justified given recently reviewed student services roles that are similar in level of knowledge required, complexity of work, decision making, scope/effect of work, and nature and purpose of contacts. Study results been sent for review to incumbents, CSEA, the Executive Vice President, Business Services and Human Resources.

CLASS TITLE	REPORTS TO	MIN	MAX	RANGE	% DIFF BETWEEN LEVELS
<i>DSPS Specialist (Proposed)</i>	<i>Director, DSPS</i>	<i>\$4,714</i>	<i>\$5,730</i>	<i>32</i>	<i>30.76%</i>
Disabled Student Services Assistant	Director, DSPS	\$3,431	\$4,171	21	

STUDENT SERVICES SPECIALIST CLASSIFICATIONS	MIN	MAX	RANGE
Senior Academic Records Evaluator	\$5,197	\$6,317	36
Senior Online Learning Services Specialist	\$5,197	\$6,317	36
Senior Veterans Resource Specialist	\$5,197	\$6,317	36
Supplemental Instruction Coordinator	\$5,197	\$6,317	36
Senior EOPS Specialist	\$5,073	\$6,167	35
Curriculum Specialist	\$4,950	\$6,016	34
Outreach & Recruitment Specialist	\$4,950	\$6,016	34
Program Specialist	\$4,950	\$6,016	34
Transfer & Articulation Specialist	\$4,950	\$6,016	34
Academic Records Evaluator	\$4,831	\$5,873	33
EOPS Specialist	\$4,831	\$5,873	33
Financial Aid & Scholarships Specialist	\$4,831	\$5,873	33
<i>DSPS Specialist (Proposed)</i>	<i>\$4,714</i>	<i>\$5,730</i>	<i>32</i>
Senior Enrollment Services Specialist	\$4,714	\$5,730	32
Veterans Resource Specialist	\$4,714	\$5,730	32
Enrollment Services Specialist	\$4,490	\$5,457	30
Online Learning Services Specialist	\$4,490	\$5,457	30
Student Services Specialist – Welcome Center*	\$4,490	\$5,457	30

**Proposed in subsequent agenda item*

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RECOMMENDATION

It is recommended that the Commission approve the retitle, proposed revisions, and salary reallocation for the Student Services Specialist – DSPS classification description.

FROM: Student Services Specialist – DSPS
\$4,490 to \$5,457 per month (Classified Employee Salary Schedule Range 30)

TO: DSPS Specialist
\$4,714 to \$5,730 per month (Classified Employee Salary Schedule Range 32)

DISPOSITION BY THE COMMISSION

Amendments/Comments

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

Motion was passed.

Santa Monica Community College District
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Student Services DSPS Specialist ~~—DSPS~~

CONCEPT OF THE CLASS

The position in this classification coordinates support services for disabled students, provides information about the Disabled Student Programs & Services (DSPS) program to students, faculty and the community and provides administrative support to staff.

DISTINGUISHING CHARACTERISTICS

The **Student Services DSPS Specialist ~~—DSPS~~** coordinates and supports the ~~day-to-day~~ day-to-day activities of the office and provides lead direction to Disabled Student Services Assistants and student workers. Incumbents are specialists in their functional area and exercise a higher degree of responsibility and independent judgment.

The **Disabled Student Services Assistant** class performs general clerical and receptionist duties for DSPS, in addition to a variety of support services to assist students with disabilities, including proctoring, notetaking, and preparing alternate instructional media.

~~The **Student Services Assistant** class performs moderately difficult clerical duties. Incumbents are responsible for completion of a functional phase of clerical work necessary in the student services area.~~

~~The **Student Services Clerk** class provides a variety of general and routine clerical duties for student services departments and programs.~~

ESSENTIAL DUTIES

Coordinates, schedules, facilitates, monitors, and provides approved testing accommodations related to classroom, placement and proctored tests for students with disabilities; prepares or arranges for modifications of testing instruments to enhance students' ability to complete tests; confers with faculty to clarify testing administration criteria, enhance student learning.

Coordinates, schedules, facilitates, monitors, and provides instructional support services, such as note-taking, scribing, reader services, and tutoring as determined by authorized DSPS certificated staff in compliance with laws, regulations, codes, policies, and procedures.

~~Interacts with, p~~Provides information, and responds to inquiries from students, parents, campus community service and healthcare providers, advocacy agencies, students, and faculty and outside stakeholders regarding DSPS services; and eligibility; generates necessary participates in the resolution of complex issues correspondence in response to inquiries and supports outreach efforts.

Manages and maintains the student notetaking service by recruiting, Participates in the recruitment and selecting, reviewing applications, and ensuring payment of services on-of students and temporary help who provide support services to students with disabilities.

Refers students to appropriate staff or department for assessment of services needed; schedules appointments with certificated DSPS staff, prepares appointment files, monitors and manages staff schedules.

Enters timecard information for students and classified employees and submits to payroll.

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Requests ~~provides, and verifies~~ and collects disability documentation ~~of disability~~ from licensed medical professionals and outside agencies to ensure certificated staff has accurate student records to verify DSPS eligibility and make appropriate assessment.

Creates, organizes, maintains and monitors student files in compliance with established privacy and confidentiality requirements.

Creates and maintains forms, spreadsheets, databases, or documents related to disabled student services and department activities, such as staff work assignment schedule, inputs counseling faculty schedule, student notetaking requests, notetaking assignments for student and temporary help, proctor room schedules, and test scheduling for students needing scribes for exams.

Researches cost and availability of office supplies and alternate media products and equipment for student use; prepares and monitors requisitions and tracks supply expenditures and inventory.

Prepares, complies and maintains various descriptive records and reports on DSPS services provided to students with disabilities.

~~Assists students in registering for classes as needed.~~

Performs other related duties as requested or assigned.

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

SUPERVISION

Supervision Received:

Under general supervision, ~~the employee receives assignments~~ from the Director, Disabled Student Programs and Services, ~~this classification and~~ is expected to perform job duties ~~carry them~~ through to completion with substantial independence.

Supervision Exercised:

~~The positions~~ in this classification ~~does~~ not supervise others, ~~but classified positions.~~ ~~May~~ provide specialized knowledge and guidance ~~and direction~~ to other staff, faculty and student workers ~~assistants~~.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, FERPA and AB422

Federal and State regulations, requirements and procedural guidelines pertaining to student programs as it relates to Disabled Student Services & Programs

Customer service principles and techniques

Recordkeeping and report preparation techniques

Conflict resolution techniques

Specialized equipment, software, furniture, and supplies for students with disabilities

District ~~and department~~ policies, ~~and~~ procedures and objectives of Disabled Student Programs & Services

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~~Personal e~~Computer based software programs that support this level of work, including student information systems, word processing, database management, spreadsheet, and data management

Ability to:

Collaborate with other student services areas

Work in a fast-paced and busy environment~~Complete work~~ with multiple interruptions and competing assignments and deadlines~~distractions~~

Organize and maintain specialized files and confidentiality of employee and student information records~~ensuring proper security and privacy requirements are met~~

Organize, plan, and implement a variety of tasks simultaneously

Communicate effectively, both orally and in writing

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

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

Perform a variety of office support activities, provide specialized program support services to assist disabled students and academic staff

Establish and maintain effective working relationships with District management, staff, students, the public and others encountered in the course of work in a ~~Provide sensitivity and understanding of the diverse, multicultural and multi-ethnic educational environment academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students and staff~~

~~Maintain effective working relationships with students, staff, external contacts, and the general public~~

MINIMUM QUALIFICATIONS

Education Requirement:

~~Graduation from high school or evidence of equivalent educational proficiency plus t~~Two (2) years of college level coursework or equivalent.

Experience Requirement:

~~Four (4)~~Two (2) years of experience ~~in a higher education setting performing progressively specialized administrative or program support duties in a student services area, and complex~~ Experience working with students with disabilities in an educational setting is desirable ~~student services or journey level secretarial duties which included customer service in a demanding environment.~~

Education/Experience Equivalency:

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

Licensure and/or Certification:

None

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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 ~~varies greatly.~~ is usually quiet.

CLASS DETAIL

Job Family: Student Services (Non Classroom)

FLSA Status: Non-exempt

Personnel Commission Approval Date: ~~4/1998~~ 11/16/06

Class History: Disabled Student Services Specialist, Student Services Specialist - DSPS

Revision Date(s): 11/16/06, 6/15/16, 11/20/19

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AGENDA REPORT NO. 8

SUBJECT: **EXTENSION OF PROVISIONAL APPOINTMENT:**
 • **GROUNDWORKER**
 • **RECEIVING, STOCKROOM AND DELIVERY WORKER**

DATE: November 20, 2019
TO: Members of the Personnel Commission
FROM: Carol Long, Director of Classified Personnel
BY: August Faustino, Personnel Analyst

The Personnel Commission was advised of the following provisional assignment(s) at previous regular meetings:

Candidate	Position	Department	Duration
Pedro Curiel Lopez	Grounds Worker	Grounds	06/20/2019 to 10/04/2019
Jesus Mendoza	Grounds Worker	Grounds	06/20/2019 to 10/04/2019
Anthony Ramirez	Receiving, Stockroom and Delivery Worker	Warehouse	08/01/2019 to 12/04/2019

Provisional assignments can be authorized for 90 working days per fiscal year. This provisional employee will be reaching their 90 working day limit.

A recruitment is currently in progress to fill the permanent assignment in the above area. The hiring department has requested that this temporary employee be allowed to serve in this role until the eligibility list has been produced and a permanent or limited term appointment can be made. The Personnel Commission has the authority to authorize a 36 day extension for this assignment, once the initial 90 working days have been completed.

Merit Rule 7.2.1 (C) states:

The Personnel Commission may extend the 90 working day provisional appointment for a period not to exceed 36 additional working days provided:

1. *The examination for the class was given during the initial 90 working days of the employee's provisional assignment.*
2. *Satisfactory evidence is presented indicating:*
 - a. *Adequate recruitment effort has been, and is being made;*
 - b. *Extension of this provisional assignment is necessary to carry on vital functions of the District;*
 - c. *The position cannot satisfactorily be filled by use of the following in priority order:*
 1. *the eligibility list for the class*
 2. *other employment lists such as reinstatement; or transfer*
 3. *other appropriate substitute eligibility lists*

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It is recommended that the Personnel Commission approve the following assignment extension(s):

Candidate	Position	Department	Duration of Extension
Pedro Curiel Lopez	Grounds Worker	Grounds	Not to exceed 36 additional working days
Jesus Mendoza	Grounds Worker	Grounds	Not to exceed 36 additional working days
Anthony Ramirez	Receiving, Stockroom and Delivery Worker	Warehouse	Not to exceed 36 additional working days

DISPOSITION BY THE COMMISSION

MOTION MADE BY: Deborah Jansen
SECONDED BY: Barbara Greenstein
AYES: 4
NAYS: 0
ABSENTIONS: 0

Amendments/Comments

Commissioner Jansen inquired about the status of the recruitments for the Grounds Worker and Receiving, Stockroom and Delivery Worker.

Carol Long, Director of Classified Personnel, responded that the Performance Exam for Grounds Worker will be completed in mid December, then the eligibility list will be established. The recruitment is still open for Receiving, Stockroom and Delivery Worker. The written exam is scheduled for December 14, 2019, then there is a performance component and then the list will be compiled in January or February 2020.

Motion was passed.

AGENDA REPORT NO. 9

SUBJECT: RATIFICATION OF EXTENSION AND WORKING OUT OF CLASS ASSIGNMENTS

DATE: November 20, 2019

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. Extension of Assignment

Name/Permanent Class	WOC Assignment*	Dates of Initial Assignment	EXTENSION
Bronwyn Webber-Gregg/ Administrative Assistant II	Clinical Placement Specialist	06/04/19 to 10/04/19	10/05/19 to 11/15/19

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.
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).

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- 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.

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: Lawrence Leone
AYES: 4 NAYS: 0

SECONDED BY: Deborah Jansen
ABSTENTIONS: 0

Amendments/Comments **Motion was passed.**

AGENDA REPORT NO. 10

SUBJECT: **EXTENSION OF ELIGIBILITY LISTS:**
 • **EOPS SPECIALIST**
 • **LEAD LIBRARY ASSISTANT - CIRCULATION**

DATE: November 20, 2019

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
EOPS Specialist	6/13/2019	12/13/2019	7	5	6/13/2020
Lead Library Assistant – Circulation	6/6/2019	12/6/2019	14	6	3/06/2020

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: Lawrence Leone
SECONDED BY: Barbara Greenstein
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
11	Certification of Seniority List: Mail Services Worker I	30
12	Ratification of Eligibility Lists: <ul style="list-style-type: none"> • Construction Maintenance Supervisor • Human Resources Analyst-Employee & Labor Relations (Confidential) 	32
13	Ratification of Limited Term Assignments	33
14	Examination Schedule: <ul style="list-style-type: none"> • Outreach and Recruitment Specialist • Stage Construction Technician-Lighting 	34
15	Approval of Minutes	35
16	Advisory Item: Appointments to Limited Term Positions	36
17	Advisory Item: Appointments to Provisional Assignments	37
18	Classification & Compensation Status Report – Information Only	38
19	Recruitment & Examination Status Report – Information Only	41

DISPOSITION BY THE COMMISSION

MOTION MADE BY:	Deborah Jansen	SECONDED BY:	Barbara Greenstein
AYES: 4	NAYS: 0	ABSTENTIONS:	0

Amendments/Comments

Motion was passed.

AGENDA REPORT NO. 11

SUBJECT: **CERTIFICATION OF SENIORITY LIST:
MAIL SERVICES WORKER I**

DATE: November 20, 2019

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 effective November 20, 2019:

Classified Employees and Classified Managers

Mail Services Worker I

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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"MAIL SERVICES WORKER I" Seniority List

Classification: **Mail Services Worker I**

Range: 21

Monthly Base Salary Range as of July 1, 2019: \$ 3605 to \$ 4382

PC Certification Date: November 20, 2019

Review Period: October 28 to November 1, 2019

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 Mail Services Worker I
Bice, Jonathan	4/16/2019	No	4/16/2019	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: Deborah Jansen SECONDED BY: Barbara Greenstein
 AYES: 4 NAYS: 0 ABSTENTIONS: 0

Amendments/Comments

Motion was passed.

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AGENDA REPORT NO. 12

SUBJECT: **RATIFICATION OF ELIGIBILITY LISTS**

DATE: November 20, 2019

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
Construction Maintenance Supervisor	Promotional	2	2	10/30/20
Human Resources Analyst-Employee & Labor Relations (Confidential)	Merged Promotional & Open Competitive	1	3	10/29/20

DISPOSITION BY THE COMMISSION

MOTION MADE BY: Deborah Jansen SECONDED BY: Barbara Greenstein
AYES: 4 NAYS: 0 ABSTENTIONS: 0

Amendments/Comments

Motion was passed.

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AGENDA REPORT NO. 13

SUBJECT: **RATIFICATION OF LIMITED TERM ASSIGNMENTS**

DATE: November 20, 2019

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
Administrative Assistant II (1 full-time position)	Counseling	11/01/19- 12/20/19
Custodian (1 full-time position)	Operations	10/17/19- 03/26/19

DISPOSITION BY THE COMMISSION

MOTION MADE BY: Deborah Jansen SECONDED BY: Barbara Greenstein
AYES: 4 NAYS: 0 ABSTENTIONS: 0

Amendments/Comments

Motion was passed.

Santa Monica College Personnel Commission
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AGENDA REPORT NO. 14

SUBJECT: **EXAMINATION SCHEDULE**
DATE: November 20, 2019
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
Outreach and Recruitment Specialist	Promotional	3 weeks
Stage Construction Technician – Lighting	Merged Promotional and Open Competitive	3 weeks

DISPOSITION BY THE COMMISSION

MOTION MADE BY: Deborah Jansen SECONDED BY: Barbara Greenstein
AYES: 4 NAYS: 0 ABSTENTIONS: 0

Amendments/Comments

Motion was passed.

AGENDA REPORT NO. 15

SUBJECT: **APPROVAL OF MINUTES**

DATE: November 20, 2019

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 – October 16, 2019

DISPOSITION BY THE COMMISSION

MOTION MADE BY: Deborah Jansen SECONDED BY: Barbara Greenstein
AYES: 4 NAYS: 0 ABSTENTIONS: 0

Amendments/Comments

Motion was passed.

Santa Monica College Personnel Commission
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AGENDA REPORT NO. 16

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

DATE: November 20, 2019

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
Abid, Michelle	Administrative Assistant II	Counseling	11/01/19-12/20/19	07/18/19
Torregano, Erik	Custodian	Operations	10/17/19-03/26/20	09/06/19

*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
MINUTES of Regular Meeting, November 20, 2019

AGENDA REPORT NO. 17

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

DATE: November 20, 2019

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*
Huddleston Jr., Donte	Custodian	Operations	10/15/19-03/16/20
Majidi, Hamidreza	Instructional Assistant-Math	Math	11/12/19-12/20/19
Baldwin, Juliana	Library Assistant	Library	10/17/19-02/28/20

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

AGENDA REPORT NO. 18

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

DATE: November 20, 2019

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, November 20, 2019**

CLASSIFICATION & COMPENSATION STATUS REPORT (In Process)								
CLASSIFICATION	ASSIGNED TO:	STUDY TYPE	# OF INCUMBENTS	PDQ DEADLINE	JOB AUDIT	STAKEHOLDER REVIEW	STAKEHOLDER STATUS	PC AGENDA
Student Services Specialist-DSPS	OV	Cyclical	Multiple	1/25/19*	01/11/19	10/24/19	Agenda	11/20/19
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	
Personnel Specialist	OV	Cyclical	None	02/02/18	NA	10/23/19	Senior Management	
Personnel Technician	KM	Cyclical	Single	02/02/18	01/11/19	10/23/19	Senior Management	
Senior Student Services Specialist-International	AF/JG	Cyclical	Single	4/18/18*	02/14/19	07/25/19	CSEA	
Student Services Specialist-International Students	AF/JG	Cyclical	Multiple	4/18/18*	1/15-2/7	07/25/19	CSEA	
Accountant	AF	Salary	Multiple	NA	NA			
Administrative Assistant I	AF	Reclass	Single	09/30/19	10/11/19			
Enterprise Business Supervisor	OV	New Class	None	NA	NA			
Human Resources Analyst - Employee & Labor Relations	JL	Cyclical	Multiple	02/02/18	09/19/18			
Human Resources Analyst - Leaves & Benefits	JL	Cyclical	Single	02/02/18	10/09/18			
Instructional Technology Services Manager	JL/JG	Reclass	Single		10/21/19			
Network Communications Manager	OV	Revisions	Single	01/15/19	03/15/19			
Personnel Analyst	AG/JL	Cyclical	Multiple	02/02/18	01/28/19			
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 &			
Student Services Specialist-Welcome Center	AF	Cyclical	Multiple	4/18/18*	NA			
Journeyman Trade-Electrical	KM	Cyclical	Single	05/09/18				
Journeyman Trade-HVAC	KM	Cyclical	Multiple	05/09/18				
Journeyman Trade-Plumbing	KM	Cyclical	Multiple	05/09/18				
Journeyman Trade-Welding	KM	Cyclical	None	05/09/18				
Recycling Program Specialist	KM	Cyclical	Single	NA				
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					
*Extension								

**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
Career Services Advisor		Revisions	Single					
Senior Career Services Advisor		Revisions	Multiple					
Director of Classified Personnel		Cyclical	Single	02/02/18				
Classification & Compensation Manager		Cyclical	Single	02/02/18				
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			
<i>*Extension</i>								

AGENDA REPORT NO. 19

**SUBJECT: RECRUITMENT AND EXAMINATION STATUS REPORT –
INFORMATION ONLY**

DATE: November 20, 2019

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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Recruitment and Examination Status Report

Classification	Assig	FOC	VAC	Opened	Closed	Written	T & E	Perf.	QAI	E-List	Ratif.
Administrative Assistant III-Confidential	CL	P	1	9/23/19	10/15/19						
Assistant Director Facilities Maintenance	CL	MPO	1	6/21/19	7/22/19		9/10/19		11/15/19		
Athletic Equipment Specialist	JG	MPO	1	11/12/19	12/4/19						
Buyer II (on hold)		MPO	2	4/1/19	7/26/19				9/12/19		
Campus Safety Officer	JG	MPO		8/23/19	9/16/19	9/28/19		11/16/19	10/21/19		
Career Education Specialist	JG	MPO		7/26/19	8/16/19						
Chief Director of Business Services	AG/TM	MPO	1	10/21/19	11/26/19						
Construction Maintenance Supervisor	KM	P	1	8/30/19	9/29/19				10/22/19	10/31/19	11/20/19
Controller	AF/JL	MPO	1	10/21/19	11/26/19	NA				10/1/19	10/16/19
Director of Network Services	JL/TM	MPO	1	8/6/19	8/26/19		10/21/19		12/5/19		
Financial Aid & Scholarships Specialist	AF	P	1	9/16/19	10/4/19				11/21/19		
Grounds Worker	JG	O	2	9/5/19	9/25/19						
Human Resources Analyst-Employee & Labor Relations (Confidential)	OV	MPO	1	2/13/19	8/6/19		10/9/19		10/22/19	10/30/19	11/20/19
Instructional Assistant-Math	JG	O		10/25/19	11/15/19	12/7/19					
Receiving, Stockroom, and Delivery Worker	AF	MPO		11/12/19	12/4/19	12/14/19					
Senior Buyer	AG/TM	P	1	10/18/19	11/7/19		11/13/19				
Senior Career Services Advisor	OV	P									
Senior Online Learning Specialist	OV	MPO	1	10/22/19	11/12/19						
Sign Language Interpreter III		MPO									
Student Services Specialist-Welcome Center	CL	P	1	5/7/19	5/28/19				11/18/19		

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	
Costume Designer		MPO	1
Lead Custodian	KM	MPO	
Outreach and Recruitment Specialist	OV	P	1
Recycling Program Specialist		MPO	1
Senior Buyer		P	
Skilled Maintenance Worker II	KM	P	
Stage Construction Technician-Lighting		MPO	
Student Communications Coordinator	OV	P	1
Theater Technical Specialist		MPO	Temp.
Items in bold are pending approval by the Personnel Commission.			
*Pending approval by the Board of Trustees			

Santa Monica College Personnel Commission
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VI. ADJOURN AT 12:50 P.M.

DISPOSITION BY THE COMMISSION

Amendments/Comments

Motion to adjourn was passed.

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

The next regular Personnel Commission meeting is scheduled for:
Wednesday, December 18, 2019 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, November 20, 2019, 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.