



# PERSONNEL COMMISSION MINUTES

Regular Meeting, Wednesday, December 18, 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

<b>DEPARTMENTS: PLEASE POST</b>	<b>ADMINISTRATORS and MANAGERS</b>	<b>PRESIDENT/SUPERINTENDENT and SENIOR STAFF</b>
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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*

**Santa Monica College Personnel Commission  
MINUTES of Regular Meeting, December 18, 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 12:01 p.m.

B. Roll Call

<b>Commissioner</b>	<b>Present</b>	<b>Absent</b>
Commissioner Metoyer, Chair	<b>X</b>	
Commissioner Abbott, Vice-Chair	<b>X</b>	
Commissioner Greenstein	<b>X</b>	
Commissioner Jansen	<b>X</b>	
Commissioner Leone	<b>X</b>	

**II. REPORT – DIRECTOR OF CLASSIFIED PERSONNEL**

**Carol Long, Director of Classified Personnel, reported the following;**

**Cyclical Classification Studies**

Personnel Commission staff is bringing forward today for approval requests for one new classifications, and three classification revisions (two of which include 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 eight eligibility lists for approval:

- Administrative Assistant III – Confidential
- Assistant Director of Facilities Maintenance
- Campus Safety Officer
- Director of Network Services
- Financial Aid Specialist
- Senior Buyer
- Student Services Specialist – Welcome Center

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

**Merit Rules Advisory Committee Update**

The Merit Rules Advisory Committee is bringing forward today for final review Sections 3.3.4 through of Merit Rule 3.3.8, which covers our reclassification process. If approved, these revisions will be formally adopted into our merit rules and posted on our web site.

**III. COMMENTS AND INFORMATIONAL REPORTS**

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

**5 YEARS**

**\*Cael Edwards, Student Services Assistant, Admissions & Records**

**Jose Hernandez, Admissions & Records Supervisor**, recounted that, “On several occasions I have seen Cael be compassionate and empathic when interacting with our students. He is kind and always tries his best to help students solve their issues. It is a pleasure to work with him. Thank you and Congratulations.”

**\*Demeryst Upshaw, Network Communications Technician I,  
Technical Support Services**

**Mark Engfer, Network Communications Manager**, shared that, “Dee started 5 years ago. He is a unique person with great qualities such as patience, understanding and he is very professional. Dee is an integral part of our team. Congratulations.”

**Sherri Lee-Lewis, Vice President of Human Resources**, noted that, “Dee is always smiling when he comes to our office. He provides service with a good attitude; he is engaging, and helpful. Thank you for your service to SMC.”

**A. Comments from Vice President of Human Resources**

Sherry Lee-Lewis, Vice President of Human Resources, congratulated the employees celebrating their longevity with the district. “We appreciate your service to SMC.” Ms. Lee-Lewis wished everyone a happy holiday season.

**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)**

Leyla Arenas, Student Services Clerk, International Education, shared an account of a reclassification request and process that she submitted. Ms. Arenas was concerned about performing duties that she felt were outside of her classification. Ms. Arenas spoke with her supervisor, CSEA representatives and the Director of Classified Personnel. Ms. Arenas submitted a request for reclassification, however in March 2019, the reclassification was not approved. Ms. Arenas felt her managers should have mitigated problems that arose and she would like an explanation of the duties that do not belong to her classification. Ms. Arenas would like the reclassification process to be more clear so future employees going through a reclassification are aware of the stages.

**F. Comments by Personnel Commissioners**

Commissioner Abbott wished everyone “Happy Holidays!”

**IV. AGENDA REPORTS – MAJOR ITEMS OF BUSINESS**

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3	<b>Approval Request – Personnel Commission Office Closure During Winter Holiday Break</b>	10
4	<b>Amendment to Rules and Regulations of the Classified Service: Chapter 3 – Second 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 a Vacant Position</b>	11
5	<b>New Class Description &amp; Salary Allocation: Enterprise Business Supervisor</b>	14
6	<b>Request for Approval of Retitle, Classification Revisions and Salary Reallocation: Student Services Specialist-International Students to International Student Services Specialist</b>	21
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9	<b>Ratification of Working Out of Class and Limited Term Assignments and Extensions</b>	37
10	<b>Extension of Eligibility Lists:</b> <ul style="list-style-type: none"> <li>• <b>Assistant Director of Facilities Operations</b></li> </ul>	40

**V. CONSENT AGENDA**

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

#	ITEM	Page
11	<b>Certification of Seniority List: Assistant Director of Safety and Risk Management</b>	42
12	<b>Ratification of Eligibility Lists:</b> <ul style="list-style-type: none"> <li>• Administrative Assistant III-Confidential</li> <li>• Assistant Director of Facilities Maintenance</li> <li>• Campus Safety Officer</li> <li>• Director of Network Services</li> <li>• Financial Aid &amp; Scholarships Specialist</li> <li>• Senior Buyer</li> <li>• Student Services Specialist-Welcome Center</li> </ul>	44
13	<b>Ratification of Limited Term Assignments</b>	45
14	<b>Examination Schedule:</b> <ul style="list-style-type: none"> <li>• Carpenter</li> <li>• Instructional Assistant-English</li> <li>• Instructional Assistant-ESL</li> <li>• Journeyman Trade-HVAC</li> </ul>	46
15	<b>Advisory Item: Appointments to Limited Term Positions</b>	47
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18	<b>Classification &amp; Compensation Status Report – Information Only</b>	51
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**VI. ADJOURN AT \_\_\_\_\_ P.M.**

**Next regularly scheduled meeting: Wednesday, January 15, 2020 at 12:00 p.m.**

**AGENDA REPORT NO. 1**

**SUBJECT: PUBLIC HEARING - PUBLIC INPUT ON NOMINATION OF  
LAWRENCE LEONE AS PERSONNEL COMMISSIONER**

DATE: December 18, 2019

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

**BACKGROUND**

The purpose of this hearing is to provide the public, employees and the employee organizations the opportunity to express their views on the qualifications and reappointment of Commissioner Leone.

Under California Education Code, the two Personnel Commissioners who have been appointed by CSEA, the exclusive representative of the majority of classified employees and the two Personnel Commissioners appointed by the governing board are charged with the responsibility of appointing the fifth Commissioner when that vacancy occurs.

The four members of the Personnel Commission, charged with appointing the fifth Commissioner, will open a hearing, take public comments, close the hearing and then formally appoint the fifth Commissioner.

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**DISPOSITION BY THE COMMISSION**

**OPEN PUBLIC HEARING**

MOTION MADE BY: Joy Abbott  
SECONDED BY: Deborah Jansen  
AYES: 5  
NAYS: 0  
ABSTENTIONS: 0

**CLOSE PUBLIC HEARING**

MOTION MADE BY: Joy Abbott  
SECONDED BY: Barbara Greenstein  
AYES: 5  
NAYS: 0  
ABSENTIONS: 0

MOTION MADE BY: Deborah Jansen  
AYES: 4 NAYS: 0

SECONDED BY: Joy Abbott  
ABSTENTIONS: 0

**Amendments/Comments**

**Motion was passed.**

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**Relevant Education Code and Merit System Rule Citations:**

Education Code Section 88066. Appointment procedure; subsequent vacancies; discharge of duties until successor appointed

*(f) . . . at the next regularly scheduled personnel commission meeting to be held after 30 days from the day the intended appointee is announced. . . the appointee (or appointees) of the governing board and the appointee (or appointees) nominated by the classified employees shall, in an open hearing, provide the public and employees and employee organization the opportunity to express their views on the qualification of each candidate recommended for the vacancy. Each candidate shall be invited to this meeting.*

*The appointee of the governing board and the appointee nominated by the classified employees may make their appointment or may make a substitute appointment or recommendation without further notification or public hearing.*

*(g) A commissioner whose term has expired may continue to discharge the duties of the office until a successor is appointed, but for no more than 90 calendar days.*

**Merit System Rules 2.1.3, states the qualifications for a membership on the Personnel as follows:**

*Members of the Commission shall be registered voters, resident within the District, and shall be "known adherents of the principle of the merit system." For purposes of this Rule the following definition shall apply:*

- 1. "Known adherent to the principle of the merit system," with respect to a candidate for a new appointment, shall mean a person who by nature of his/her prior public or private service has given evidence that he/she supports the concept of employment, continual in the concept of employment, continuance in employment, inservice promotional opportunities, and other related matters on the basis of merit and fitness.*
- 2. With respect to a candidate for reappointment, "known adherent of the merit system" shall mean a commissioner who has clearly demonstrated through meeting attendance and actions that he/she does, in fact, support the merit system and its operation.*

**AGENDA REPORT NO. 2**

SUBJECT: **ELECTION OF PERSONNEL COMMISSION OFFICERS FOR 2020**

DATE: December 18, 2019

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

**BACKGROUND**

The Personnel Commission elects its officers for the following year in December of each year. Officers to be elected are Chair and Vice Chair.

**RECOMMENDATION**

It is recommended that the Personnel Commission elect its Chair and Vice Chair for 2020.

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**DISPOSITION BY THE COMMISSION**

**ELECTION OF OFFICERS: CHAIR – 2020**

**Joy Abbott nominated Joseph Metoyer as Chair for the Personnel Commission in 2020.**

MOTION MADE BY: Lawrence Leone  
SECONDED BY: Barbara Greenstein  
AYES: 5  
NAYS: 0  
ABSTENTIONS: 0

**ELECTION OF OFFICERS: VICE CHAIR – 2020**

**Joseph Metoyer nominated Joy Abbott as Vice Chair for the Personnel Commission.**

MOTION MADE BY: Lawrence Leone  
SECONDED BY: Barbara Greenstein  
AYES: 5  
NAYS: 0  
ABSTENTIONS: 0

**Amendments/Comments:**

**Commissioner Abbott stated, “It is an honor to serve on the Personnel Commission.”**

**Motion was passed.**

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**AGENDA REPORT NO. 3**

SUBJECT: **APPROVAL REQUEST – PERSONNEL COMMISSION OFFICE CLOSURE  
DURING WINTER HOLIDAY BREAK**

DATE: December 18, 2019

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

It is requested that the Personnel Commission approve the closing of its office from Tuesday, December 24, 2019 through Wednesday, January 1, 2020 in observance of the winter holiday break. All Santa Monica College Offices will be closed during this time.

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**DISPOSITION BY THE COMMISSION**

MOTION MADE BY: Joy Abbott  
SECONDED BY: Lawrence Leone  
AYES: 5  
NAYS: 0  
ABSTENTIONS: 0

Amendments/Comments

**Motion was passed.**

**AGENDA REPORT NO. 4**

SUBJECT: **AMENDMENT TO RULES AND REGULATIONS OF THE CLASSIFIED SERVICE - CHAPTER 3: RECLASSIFICATION – SECOND 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**

DATE: December 18, 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 second reading. If approved by the Personnel Commission, these revisions will be formally adopted into our Merit Rules.

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. [A Request for Working Out of Class form can also be filed by the employee 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.

Santa Monica College Personnel Commission  
MINUTES of Regular Meeting, December 18, 2019

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.

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**DISPOSITION BY THE COMMISSION**

MOTION MADE BY: Deborah Jansen  
SECONDED BY: Barbara Greenstein  
AYES: 5  
NAYS: 0  
ABSTENTIONS: 0

Amendments/Comments

Commissioner Jansen requested clarity on whose responsibility is it to request working out classification pay in Merit Rule 3.3.4 A.

Carol Long, Director of Classified Personnel, replied that the language specifies that an employee can submit a working out of class pay along with a reclassification request.

Commissioner Greenstein suggesting adding “by the employee” to the language. The new language is “A Request for Working Out of Class form can also be filed by the employee with the Personnel Commission at this time.”

Motion was passed.

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**AGENDA REPORT NO. 5**

**SUBJECT: NEW CLASS DESCRIPTION & SALARY ALLOCATION:  
ENTERPRISE BUSINESS SUPERVISOR**

DATE: December 18, 2019

TO: Members of the Personnel Commission

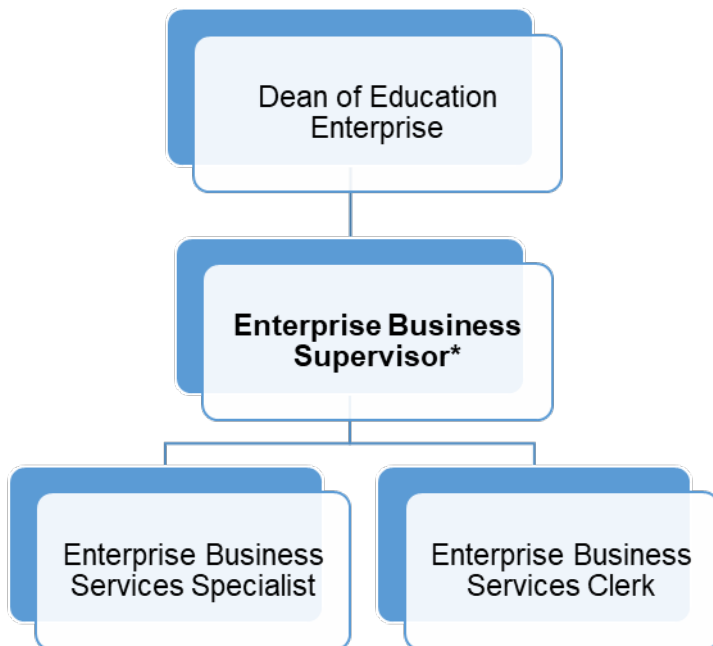
FROM: Carol Long, Director of Classified Personnel

BY: Olga Vasquez, Personnel Analyst

**BACKGROUND**

Attached for your approval is a new classification description and salary allocation for **Enterprise Business Supervisor**.

The District has requested a new classification to provide first-line supervision over the Enterprise Business Services staff in the Cash Receipts and Cashier's Offices, which are responsible for the collection of student fees, issuing ID cards, managing the parking system and permits, implementing the Big Blue Bus "Any Line, Any Time" program. The Enterprise Business Supervisor will report to the Dean of Education Enterprise.



*\*New classification*

## **METHODOLOGY**

Mitch Heskell, Dean of Education Enterprise, requested a new classification to manage and oversee the the Cash Receipts and Cashier's Offices staff, the day-to-day operations of the Cash Receipts and Cashier's Offices, implement and manage related District wide systems and maintain financial controls to ensure accurate and efficient delivery of services. Personnel Commission staff discussed this new role with Mitch Heskell to define and clarify the parameters of the proposed classification. A list of job duties was finalized, along with a list of knowledge, skills, and abilities (KSAs). Reporting relationships were defined, and recommendations for minimum requirements were discussed and compared with other classifications within this occupational series.

Once the duties were finalized, the class description was created by Personnel Commission staff and sent for review to senior leadership. A job evaluation and external salary study was conducted to identify similar roles in comparable agencies. Internal comparisons were also reviewed in order to ensure that there is proper alignment between other related classifications and that duties were adequately distinguished.

## **RESULTS**

Key factors in determining that a new classification should be established involved the scope of responsibilities, knowledge and experience required for the position, degree of decision-making authority, nature and purpose of contacts, scope and effect of work, level of complexity, and consequence of error. The incumbent in this position will regularly spend most time on:

- Supervising, planning and reviewing the work of staff engaged in clerical and technical accounting activities directly related to Cash Receipts and Cashier's Office, including banking operations, collection and distribution of payments and reconciliations.
- Analyzing, preparing and implementing financial controls and reporting procedures involving receiving, disbursing, depositing of cash and credit card transactions.
- Managing, implementing and overseeing District wide programs and systems, including the District wide parking systems and electronic financial aid distribution.
- Addressing and resolving complex customer issues and discrepancies that arise from collections, disbursements and parking.

A comprehensive survey of comparable agencies was conducted. Insufficient matches were identified, as several of our comparable agencies did not have the equivalent of a Cashier's Office, or structured the business operations differently. Instead, some external organizations generally utilize broader classifications that are responsible for managing District-wide business, accounting or student services operations. Therefore, a market survey is not available for this role. Considering the limited availability of external market data, recommendations for salary placement are based on internal alignment considerations.



**SALARY ALLOCATION**

It is recommended that the salary for the Enterprise Business Supervisor be allocated to Range M12 (\$6,067 to \$7,373 per month) on the Classified Management Salary Schedule. This is recommended given the degree of decision making, complexity of work, nature and purpose of contacts, and scope and effect of work. Based on job analysis findings, this role is similar to other fiscal supervisors allocated to Range M14 in the level of decision-making, complexity, and consequence of error. However, jobs assigned to Range M14 require higher level of knowledge in professional accounting or overall District accounts payable methods and practices. The goal was to recommend a competitive salary to attract and retain qualified candidates, while ensuring that the proposed range is aligned with other related classifications. The salary proposal for this new classification has been reviewed with executive leadership, Business Services and Human Resources.

CLASSIFICATION	MIN	MAX	RANGE
Accounting Manager	\$7,552	\$9,179	M21
Accounting Supervisor	\$6,370	\$7,742	M14
Accounts Payable Supervisor	\$6,370	\$7,742	M14
<b><i>Enterprise Business Supervisor</i></b>	<b><i>\$6,067</i></b>	<b><i>\$7,373</i></b>	<b><i>M12</i></b>
Accountant	\$5,873	\$7,139	41

CLASSIFICATIONS WITHIN SERIES	MIN	MAX	RANGE
<b><i>Enterprise Business Supervisor</i></b>	<b><i>\$6,067</i></b>	<b><i>\$7,373</i></b>	<b><i>M12</i></b>
Enterprise Business Services Specialist	\$4,173	\$5,073	27
Enterprise Business Services Clerk	\$3,878	\$4,714	24

**RECOMMENDATION**

It is recommended that the Commission approve the attached new class description and salary allocation for Enterprise Business Supervisor.

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**DISPOSITION BY THE COMMISSION**

Amendments/Comments

MOTION MADE BY: Barbara Greenstein  
 SECONDED BY: Deborah Jansen  
 AYES: 5  
 NAYS: 0  
 ABSTENTIONS: 0

**Motion was passed.**

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**Santa Monica Community College District  
Personnel Commission**

**ENTERPRISE BUSINESS SUPERVISOR**

**CONCEPT OF THE CLASS**

Under general supervision, this classification supervises and provides direction to assigned staff and student workers in the Cashier's and Cash Receipts Office, manages and implements related District wide programs and performs advanced technical accounting duties related to financial controls, the collection, reconciliation, and disbursement of large sums of money collected by the Cashier's and Cash Receipts Office.

**DISTINGUISHING CHARACTERISTICS**

The **Enterprise Business Supervisor** supervises, plans, schedules, coordinates, maintains financial controls, and manages the day-to-day activities and work of the staff and student workers assigned to the Cashier's Office and Cash Receipts Office.

The **Enterprise Business Services Specialist** serves as a lead worker and performs a variety of clerical accounting duties related in to the collection, reconciliation, and disbursement of large sums of money collected from the student fees, events, programs, and departments.

The **Enterprise Business Services Clerk** performs a variety of clerical accounting duties related to the collection, counting and reconciliation of large sums of money collected from student fees, events, programs, and departments.

**ESSENTIAL DUTIES**

Supervises staff and student workers in the Cashier's and Cash Receipts Offices, which includes assigning and reviewing work, participating in new employee selection, discipline and termination, training employees, and evaluating employee performance.

Plans, executes, organizes, maintains financial controls, and coordinates the day-to-day operations of staff assigned to the Cashier's and Cash receipts Office to ensure accurate and efficient delivery of services to students, faculty, staff and the community at large.

Manages and oversees the electronic financial aid distribution through BankMobile/TAP cards, including reporting and resolving discrepancies and customer issues.

Manages, implements and oversees related programs and systems, such as the District wide parking systems, including sales, payments, reporting, identifying discrepancies, and resolving complex customer issues.

Reviews and analyzes collection reports including bank deposits, daily cash receipts and disbursement totals, cash collections, and other reports associated with assigned office.

Responds to questions, requests, problems, and advises departments on policies and procedures of the Cashier's and Cash Receipts Office.

Communicates and corresponds with various outside sources regarding systems and functions of the Cashier's and Cash Receipts Office; may participate in or assist with reports required by outside agencies.

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Attends and participates in related committees, seminars and workshops.

Performs other related duties as requested or assigned.

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

**SUPERVISION**

***Level of Supervision Received***

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

***Level of Supervision Exercised***

This position exercises general supervision over assigned classified staff and student workers within the Cashier's and Cash Receipts Office.

**KNOWLEDGE, SKILLS AND ABILITIES**

**Knowledge of:**

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

Practices and procedures related to establishing internal controls

Effective customer service techniques

Federal, State, and District policies, procedures, rules, regulations, and practices related to the preparation of accounting, banking and cashier records, and parking

Computer applications and programs that support this level of work, including Microsoft Office

Office management practices and procedure

Accounting, cashiering and banking terminology, theories, methods, practices, and procedures

Effective office management practices and procedures

Basic mathematics

**Ability to:**

Train, supervise and evaluate the performance of assigned staff

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

Organize, set priorities and perform work requiring accuracy and attention to detail

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

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

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- Operate a computer using computer applications, programs and standard office equipment
- Organize and maintain specialized files and confidentiality of employee and student information
- Communicate effectively, both orally and in writing
- Stay abreast of technology changes and adapt to new technologies
- Role model exceptional internal and external customer service
- Model professional integrity and ethics and deal quickly with breaches and misconduct
- Establish and maintain effective working relationships with District management, staff, students, the public and others encountered in the course of work, in a diverse, multicultural and multi-ethnic educational environment

**MINIMUM QUALIFICATIONS**

***Education Requirement:***

Bachelor's degree in Accounting, Business Administration, Finance, or a closely related field.

***Experience Requirement:***

Three (3) years progressively responsible experience in accounting, banking, cash receipts or cashiering, which included at least one (1) year of lead or supervisory experience.

***Education/Experience Equivalency:***

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

***Licensure and/or Certification:***

None.

**WORKING ENVIRONMENT AND PHYSICAL DEMANDS**

***Disclosure:***

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

***Normal Office Environment:***

While performing the duties of this job the employee is regularly required to sit, stand, walk, reach, use hands to keyboard, type, use a cash register, or handle materials, and talk and/or hear. The employee is occasionally required to lift, carry, push, or pull up to 15 pounds. While performing the duties of this job, the noise level in the work environment is usually quiet.

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CLASS DETAIL

**Job Family:** Business Administration & Fiscal Services

**FLSA Status:** Exempt

**Personnel Commission Approval Date:** 12/18/2019 OV

**Class History:** Established

**Revision Date(s):**

**AGENDA REPORT NO. 6**

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

DATE: December 18, 2019

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

BY: August Faustino, Personnel Analyst

**BACKGROUND**

Attached for your approval is the retitle, class description revisions and salary reallocation for **Student Services Specialist – International Students**.

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 International Education Center supports international students with many services, such as orientation, academic advising, and immigration assistance.

This classification was originally created in April 1983 as the Admissions and International Student Services Specialist and retitled by the Hay Study to Student Services Specialist-International Students in November 2006. It has been revised once since it was retitled to update duty statements and minimum qualifications. There are currently seven permanent incumbents in this classification. The proposed updates will not adversely affect the incumbents.

**METHODOLOGY**

This study was scheduled in the cyclical review calendar for 2017-18. Incumbents from the Student Services Specialist – International Students classification, 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. Incumbents were requested to complete Position Description Questionnaires (PDQs) by April 18, 2018. In May 2018, incumbents were notified that this class study, along with other multiple incumbent Student Services Specialist classifications were being placed on hold until the cyclical review for single incumbent Student Services Specialists were completed. Incumbents were contacted again to continue with the cyclical review process on January 29, 2019. The submitted PDQs were reviewed with Denise Kinsella, Dean, International Education and Teresita Rodriguez, Vice President, Enrollment Development. Commission staff subsequently conducted job audits to obtain additional input from the incumbents.

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Personnel Commission staff met with Denise Kinsella, Catherine Weir, Interim Associate Dean, International Education and Teresita Rodriguez 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 classification description. 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 assigned to this classification. Classification revisions were sent for review to CSEA, 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 with revisions to the class description is being proposed. The changes being presented serve to clarify the class concept and essential duties performed, in addition to updating distinguishing characteristics, level of supervision, and KSAs (knowledge, skills, and abilities), and aligning minimum qualifications with industry standards for positions of comparable scope and level of responsibility.

A comprehensive survey of comparable agencies was conducted and yielded several strong to moderate matches as indicated below, with some variability in assigned functions but with comparable levels of responsibility.

AGENCY	CLASS TITLE	MIN	MAX	MEDIAN
<b>Santa Monica College</b>	<b>Student Services Specialist- International Students</b>	<b>\$4,490</b>	<b>\$5,457</b>	<b>\$4,974</b>
<b>Cerritos College</b>	International Admissions Specialist	\$4,203	\$5,051	<b>\$4,627</b>
<b>El Camino College</b>	Student Services Specialist	\$4,637	\$5,949	<b>\$5,293</b>
<b>Glendale Community College</b>	International Student Services Technician, DSO (working title)	\$4,542	\$5,796	<b>\$5,169</b>
<b>Los Angeles CCD</b>	Student Services Assistant, DSO (working title)	\$4,413	\$5,466	<b>\$4,940</b>
<b>Mt. San Antonio College</b>	International Student Services Specialist	\$3,915	\$4,996	<b>\$4,456</b>
<b>North Orange County CCD</b>	Student Services Specialist, DSO (working title)	\$4,325	\$5,242	<b>\$4,784</b>
<b>Pasadena City College</b>	Educational Advisor	\$4,514	\$5,761	<b>\$5,137</b>
<b>Riverside CCD</b>	International Students and Programs Specialist	\$5,291	\$6,438	<b>\$5,865</b>
<b>Santa Barbara City College</b>	International Student Advisor	\$4,986	\$6,075	<b>\$5,531</b>
<b>Ventura County CCD</b>	Student Services Specialist - International Students	\$4,157	\$5,731	<b>\$4,944</b>

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Average	\$4,498.26	\$5,650.54	\$5,074.40
25th Percentile	\$4,233.50	\$5,298.00	\$4,765.75
50th Percentile	\$4,463.44	\$5,745.98	\$5,104.71
75th Percentile	\$4,613.13	\$5,910.81	\$5,261.97
80th Percentile	\$4,706.88	\$5,974.15	\$5,340.52
90th Percentile	\$5,016.88	\$6,111.08	\$5,563.98
SMC % RANK	52.90%	32.80%	46.10%
SMC Differences From AVG	0%	-4%	-2%
SMC Differences From MED	1%	-5%	-3%

*\*The midpoint or 50th percentile of data; a calculation that is not as susceptible to extreme high or low values in a dataset, as compared to the average. Due to variability in the number of steps per range in comparable agencies, the median provides a more accurate comparison between agencies.*

The current salary range for Student Services Specialist – International Students is \$4,490 to \$5,457 per month (Classified Employee Salary Schedule, Range 30). In this survey, 54% of the cases presented were above the current median salary for this classification at SMC.

**SALARY ALLOCATION**

It is recommended that the salary be reallocated to Range 34 (\$4,950 to \$6,016 per month), a 10.25% increase from that of the current Student Services Specialist-International Students. The proposed range is justified given that it meets the College’s goal to target base median salary at or above the 70th percentile.

The proposed increase would place the median salary for this classification at the 86th percentile compared to the market median. The results of the study were discussed in labor management and sent to the incumbents, Department leadership, CSEA, Business Services, Human Resources, and the Executive Vice President.

CLASSIFICATION TITLE	MIN	MAX	RANGE	% DIFF BETWEEN LEVELS
Senior Student Services Specialist – International*	\$5,197	\$6,317	36	4.99%
<b><i>International Student Services Specialist (Retitled &amp; Reallocated)</i></b>	<b><i>\$4,950</i></b>	<b><i>\$6,016</i></b>	<b><i>34</i></b>	<b><i>24.50%</i></b>
Student Services Assistant	\$3,974	\$4,831	25	10.26%
Student Services Clerk	\$3,605	\$4,382	21	

*\*Proposed in subsequent agenda item*



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<b>STUDENT SERVICES SPECIALIST CLASSIFICATIONS</b>	<b>MIN</b>	<b>MAX</b>	<b>RANGE</b>
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 Student Services Specialist-International*	\$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
<b>International Student Services Specialist</b>	<b>\$4,950</b>	<b>\$6,016</b>	<b>34</b>
Academic Records Evaluator	\$4,831	\$5,873	33
EOPS Specialist	\$4,831	\$5,873	33
Financial Aid & Scholarships Specialist	\$4,831	\$5,873	33
DSPS Specialist	\$4,714	\$5,730	32
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 Onboarding Specialist*	\$4,490	\$5,457	30

*\*Proposed in subsequent agenda item.*

**RECOMMENDATION**

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

**FROM: Student Services Specialist-International Students  
\$4,490 to \$5,457 per month (Classified Employee Salary Schedule Range 30)**

**To: International Student Services Specialist  
\$4,950 to \$6,016 per month (Classified Employee Salary Schedule Range 34)**

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**DISPOSITION BY THE COMMISSION**

MOTION MADE BY: Joy Abbott      SECONDED BY: Lawrence Leone  
 AYES: 5                                  NAYS: 0                                  ABSTENTIONS: 0

Amendments/Comments

**Commissioner Jansen asked if Agenda Report no. 6 is the completion of the work from the previous meeting’s discussion.**

**Carol Long, Director of Classified Personnel, replied that it is the final report.**

**Motion was passed.**

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**Student Services International Student Services Specialist -  
International Students**

CONCEPT OF THE CLASS

Under general supervision, positions in this classification provide a variety of complex and specialized duties within the international student services area pertaining to admissions, immigration, housing, enrollment, health benefits, marketing, and recruitment.

DISTINGUISHING CHARACTERISTICS

~~The Senior Student Services Specialist serves as a lead worker and monitors and directs the work of permanent and temporary staff in a student services department or program. Incumbents are specialists in their functional area and exercise a higher degree of responsibility and independent judgment.~~

The **Student Services International Student Services Specialist** performs complex and specialized duties relating to the preparation and implementation of student services ~~and programs~~ in International Education. Incumbents are expected to be a specialist in their functional area and have prior work experience in ~~the specific functional area~~ International Education.

The International Students Specialist is distinguished from lower level student services classifications by the level, variety, complexity, and specialization of work, independence of action, responsibility for decisions, and level of supervision received.

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

ESSENTIAL DUTIES

**Depending upon assignment, duties may include any of the following:**

Provides information ~~to and~~, serves as a resource and responds to inquiries ~~by from~~ prospective and current students, staff, faculty, and the general public regarding the International Education Center, Santa Monica College, and community life via e-mail, telephone, in-person, and by making group presentations and leading campus tours.

Advises and ~~P~~provides information and support to students and their representatives regarding immigration procedures and regulations such as petitions for reinstatements, visa status, and work permits; reviews benefit applications; determines eligibility and recommends benefits for students.

Reviews and processes international student applications for admission to the college.

Stays abreast of current rules, regulations, and practices set by the Department of Homeland Security, and may serve as a Designated School Official for SEVIS performing related duties such as issuing and signing I-20's, processing student transfers, and assisting students with completing required forms.

Audits, maintains, updates, and corrects databases and confidential student records, including SEVIS (Student and Exchange Visitor Information System) and ISIS (SMC Integrated School Information System) in compliance with federal immigration laws and regulations.

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Meets and interfaces with students participating in the Intensive English Program (IEP); monitors student progress and assists with transitioning IEP students to matriculation.

Interviews, selects, trains, and provides work direction to student workers; ~~Provides work direction to front office staff.~~

Provides information and assistance to students to ensure that they meet health insurance requirements.

Interviews students and parents to evaluate and assess student housing needs; provides information and support to students and their representatives regarding housing options; researches, negotiates, and recommends resolutions to housing problems and disputes.

Researches, prepares, proofreads, edits, and delivers ~~International Education Center and housing newsletters, and other~~ informational, marketing and promotional materials and correspondence; develops and maintains the International Education ~~Center's~~ housing website.

Recruits F-1 Visa students through attendance at local language institutions and college fairs.

Develops and prepares statistical data for Federal, State, and/or District reports.

Plans, coordinates and implements International Education special events, including; scheduling, securing venues, negotiating and contracting guest speakers, securing the catering, decor and entertainment, preparing press releases, and securing and setting up any media equipment and materials.

Facilitates the resolution of the concerns and issues of international students relating to campus life, cultural adjustment, and daily living in the United States.

May serve as the Principal Designated School Officer for the Student Exchange and Visitor's Information System (SEVIS) on a rotating basis.

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 from an assigned administrator, the employee receives assignments and is expected to carry them through to completion with substantial independence.

***Supervision Exercised:***

This position serves as specialist in the assigned area providing specialized knowledge and guidance to others, ~~which can include student assistants, coworkers, and other District staff,~~ faculty and student workers. Positions in this classification do not supervise others. There is no supervision of other classified positions.

#### KNOWLEDGE, SKILLS AND ABILITIES

**Knowledge of:**

Federal, State and local laws, regulations, procedural guidelines, District policies, and program objectives related to International Education

Support services and resources for international students

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~~Knowledge of foreign cultural norms~~ Concepts of cultural competency and concerns of international students

Related computer programs, systems, databases, and applications

Principles, techniques and processes for providing customer service, including customer needs assessment and evaluation of customer satisfaction

Basic marketing and public relations

Administrative practices and procedures, including record keeping, data entry and reporting

~~Knowledge of personal computer based software programs, including word processing, spreadsheet, presentation graphics, and data management~~

~~Knowledge of~~ Customer service ~~practices~~ techniques

~~Knowledge of the e~~ Elements required to successfully coordinate an event from planning through implementation

**Ability to:**

Research, analyze, and appropriately resolve the needs of international students, applicants, and their representatives

~~Ability to learn, i~~nterpret, apply ~~laws,~~ explain and reach sound decisions in accordance with applicable laws and communicate, research, and regulations, and District policies ~~and procedures particularly as they relate to assigned area of responsibility~~

~~Ability to pay~~ Pay attention to detail and make accurate calculations and assessments

~~Ability to a~~ Access international student systems to perform essential duties

~~Ability to a~~ Audit, update, and correct records using SEVIS (Student and Exchange Visitor Information System) and ISIS (SMC Integrated School Information System)

~~Ability to~~ Organize and maintain specialized files and confidentiality of employee and student information

~~Ability to~~ Organize, set priorities and exercise sound independent judgment within areas of assigned responsibility ~~responsibility plan, and implement a variety of tasks simultaneously~~

~~Ability to~~ Follow oral and written instructions

~~Ability to~~ Train and provide clear and accurate instructions and work direction to others

~~Ability to~~ Meet deadlines and Complete work in a fast-paced environment with frequent ~~with multiple~~ interruptions and distractions

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

Communicate effectively, both orally and in writing

~~Ability to write and proofread reports, correspondence, and informational materials~~

Stay abreast of technology changes and adapt to new technologies

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Role model exceptional internal and external customer service

~~Ability to collaborate with other student services areas~~

Demonstrate sensitivity and understanding of the diverse challenges and needs faced by targeted population

~~Ability to provide sensitivity and understanding of the academic, socioeconomic, disability and ethnic backgrounds of community college students and staff~~

~~Ability to~~ Establish and maintain effective working relationships with ~~supervisors~~ District management, staff, students, ~~the general public~~ and others encountered external contacts, and in the course of work, in a diverse, multicultural and multi-ethnic educational environment

MINIMUM QUALIFICATIONS

**Education Requirement:**

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

**Experience Requirement:**

~~Four (4)~~ Two (2) years experience performing specialized and complex student services duties, preferably within the area of international students such as processing international student visas.

**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

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.

CLASS DETAIL

**Job Family:** Student Services (Non Classroom)

**FLSA Status:** Non-exempt

**Personnel Commission Approval Date:** ~~November 16, 2006~~ 4/1983

**Class History:** International Program Specialist, International Student Specialist, Student Services Specialist-International Students

**Revision Date(s):** 11/16/06; 4/18/07; 1/21/09; 12/18/19

**AGENDA REPORT NO. 7**

**SUBJECT: REQUEST FOR APPROVAL OF SALARY REALLOCATION:  
SENIOR STUDENT SERVICES SPECIALIST-INTERNATIONAL**

DATE: December 18, 2019

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

BY: August Faustino, Personnel Analyst

**BACKGROUND**

Attached for your approval is the salary reallocation for **Senior Student Services Specialist-International**.

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 International Education Center supports international students with many services, such as orientation, academic advising, and immigration assistance.

The Senior Student Service Specialist-International classification was established as Immigration Coordinator in September 1998. In November 2006 as part of the Hay Study it was retitled to Student Services Senior Specialist-International. The most recent update was in April 2008 when it was retitled Senior Student Services Specialist-International. There is currently one Senior Student Services Specialist- International, who has been assigned to this classification since January 2007.

**METHODOLOGY**

This study was scheduled in the cyclical review calendar for 2017-18. Incumbents in the Specialist and Senior Specialist roles 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. The incumbents were requested to complete Position Description Questionnaires (PDQs) by April 18, 2018. In May 2018, incumbents were notified that this class study, along with other multiple incumbent Student Services Specialist classifications were being placed on hold until the cyclical reviews for single incumbent Student Services Specialists were completed. Incumbents were contacted again to continue with the cyclical review process on January 29, 2019. The Senior Specialist PDQ was reviewed by the supervisor, Catherine Weir, the Interim Associate Dean of International Education. Commission staff conducted a job audit to get additional input from the incumbent and supervisor.

Personnel Commission staff also met with Denise Kinsella, Dean, International Education, Catherine Weir, and Teresita Rodriguez, Vice President, Enrollment Development as part of the classification study.

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Further discussions related to this classification were conducted between district management and CSEA at labor management meetings.

**RESULTS**

As agreed upon in labor management negotiations, Personnel Commission staff is proposing a salary reallocation for the Senior Student Services Specialist – International (Range 32, \$4,714 to \$5,730 per month to Range 36, \$5,197 to \$6,317 per month), with no changes to the classification description.

**RECOMMENDATION**

It is recommended that the Commission approve the proposed salary reallocation for the Senior Student Services Specialist-International.

**FROM:           Senior Student Services Specialist-International  
                  \$4,714 to \$5,730 per month  
                  (Classified Employee Salary Schedule Range 32)**

**TO:               Senior Student Services Specialist-International  
                  \$5,197 to \$6,317 per month  
                  (Classified Employee Salary Schedule Range 36)**

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**DISPOSITION BY THE COMMISSION**

**Amendments/Comments**

MOTION MADE BY:     Deborah Jansen  
SECONDED BY:         Barbara Greenstein  
AYES:                   5  
NAYS:                   0  
ABSTENTIONS:         0

**Motion was passed.**

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**AGENDA REPORT NO. 8**

SUBJECT: **REQUEST FOR APPROVAL OF RETITLE AND CLASSIFICATION REVISIONS: STUDENT SERVICES SPECIALIST-WELCOME CENTER TO STUDENT ONBOARDING SPECIALIST**

DATE: December 18, 2019

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

BY: August Faustino, Personnel Analyst

**BACKGROUND**

Attached for your approval is the retitle and class description revision for **Student Services Specialist – Welcome Center**.

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 Welcome Center assists first-time SMC students as they transition into college.

The Student Services Specialist-Welcome Center classification was established in May 2014. There are no current incumbents in this classification.

**METHODOLOGY**

This study was scheduled in the cyclical review calendar for 2017-18. Incumbents from the Student Services Specialist – Welcome Center classification, 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. Incumbents were requested to complete Position Description Questionnaires (PDQs) by April 18, 2018. In May 2018, incumbents were notified that this class study, along with other multiple incumbent Student Services Specialist classifications were being placed on hold until the cyclical review for single incumbent Student Services Specialists were completed. The cyclical review process for this classification was resumed in May 2019. Commission staff met with Delores Akins Raveling, Dean, First Year Programs to review and discuss the class description. In addition, she was requested to complete a duty analysis worksheet by rating the frequency and criticality of each duty in the current classification description.

Revisions to the concept of the class, duties, supervision, knowledge and abilities, and minimum qualifications were made to more accurately reflect responsibilities assigned to this classification. Distinguishing characteristics were modified to delineate this classification from related roles.



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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. Sufficient market data was not available, due to variation in level and scope of work assigned at comparable agencies. Salary recommendation was determined based on a comparison of other related classifications in the job discipline.

**RESULTS**

Based on the data gathered, a retitle and revisions to the class description are being proposed. These changes serve to clarify the class concept and essential duties performed, distinguishing characteristics, level of supervision, and knowledge and abilities, and align minimum qualifications with industry standards for positions of comparable scope and level of responsibility. Proposed classification revisions were not found to be sufficient to alter salary allocation. Results were sent for review to CSEA, Business Services, Human Resources, and the Executive Vice President.

**RECOMMENDATION**

It is recommended that the Commission approve the retitle and proposed revisions to the Student Services Specialist – Welcome Center classification description as presented.

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**DISPOSITION BY THE COMMISSION**

**Amendments/Comments**

MOTION MADE BY:	Joy Abbott
SECONDED BY:	Lawrence Leone
AYES:	5
NAYS:	0
ABSTENTIONS:	0

**Motion was passed.**

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Santa Monica Community College District  
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**Student Services Specialist – Welcome Center**  
**Student Onboarding Specialist**

CONCEPT OF THE CLASS

Under general supervision, positions in this classification perform complex and specialized duties pertaining to programs that support new students as they transition to college within the Welcome Center area. Incumbents, providing specialized knowledge and guidance to students, co-workers, student workers, and other District staff members and the public.

DISTINGUISHING CHARACTERISTICS

The **Student Services- Student Onboarding Specialist** class performs complex and specialized duties pertaining to programs that support new students as they transition into college. It is distinguished from other student services classifications by the nature of work and specialized knowledge required. This classification is further distinguished from the Student Services Assistant and Student Services Clerk classifications by the level, variety, and complexity of work, independence of action and responsibility for decisions, and level of supervision received within their assigned area. Incumbents are expected to be a specialist and have prior work experience in the specific functional area. Incumbents are expected to resolve complex problems and issues presented by Student Services Assistants or Clerks, staff, students, counselors, faculty and other members of the College community. At this level, correction and control of more complex errors in student records are performed to ensure accuracy.

The **Outreach & Recruitment Specialist** performs lead work within the areas of Outreach & Recruitment and the Welcome Center. This classification performs technical and specialized duties related to student outreach and recruitment activities to promote interest in the College and encourage student enrollment.

The **Administrative Assistant** classification series has primary responsibility in providing entry to highly complex secretarial and clerical support to an assigned administrator, manager or department chair by receiving and screening visitors, phone calls and emails, managing meeting calendars, making arrangements for conferences and events, preparing and maintaining a variety of documents, files, and records, preparing payroll, entering and compiling data, and other related clerical duties.

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

The **Student Services Clerk** class provides a variety of general and routine clerical duties for student services departments and programs. Incumbents are generally assigned to the front counter and are the first point of contact for students in their respective student services area. These positions are distinguished from the Administrative Clerk classification in that positions assigned to the Student Services Clerk classification are required to obtain a breadth of knowledge in their respective department, necessary to assist students at the front counter.

ESSENTIAL DUTIES

Collects, organizes, evaluates, and processes student applications for assigned program programs such as to FYE and Summer Jams SMC College Hacks. R; reviews documents and determines eligibility for each program; C; contacts students to confirm acceptance or denial into these this summer transition assigned programs.

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Creates a communication plans for ~~First Year Experience (FYE) assigned~~ program that market benefits ~~recruitment targeted~~ to high school students, ~~additional first year, and~~ first semester ~~students,~~ and continuing students.

Provides ongoing communication to students enrolled in ~~the FYE assigned~~ program, including guiding students with completing paperwork and processes associated with short-term and long-term educational plans as established by a ~~counselor,~~ and tracking and ensuring completion of required applications, ~~assessments educational planning,~~ and the on-line orientation.

Responds to general questions related to admissions, course enrollment, ~~assessment,~~ course placement, financial aid, student success programs, orientation, counseling, and other services available to students.

Collects student data relating to FYE assigned program's student recruitment, including follow-up on first year students who have completed the program.

Assists students enrolled in ~~the assigned program~~ First Year Experience (FYE) program in by investigating issues and resolving problems relating to admissions, general enrollment dates, course enrollment, orientation, and other related issues; meets with students in person as needed; corrects errors on student records as appropriate.

Sends students reminders for special events and important deadlines; ~~Provides~~ regular follow-up contacts as needed via email, phone, and in person appointments.

Schedules appointments for ~~FYE~~ students with ~~Welcome Center~~ counselors; inputs counselor appointment schedules into related databases ISIS; makes revisions to appointments as needed.

Assists with the planning and coordination of Summer Jams and FYE assigned program orientations.

~~Flags FYE students in ISIS to ensure accurate tracking of progress throughout the program~~

Tracks information on students who have received Early Alerts alerts regarding placement on probationary status or potential disqualification from their programs. ~~Inputs information from ISIS or from Counselors onto a spreadsheet for ongoing tracking of completion of requirements outlined on probationary contracts,~~

Participates in the Recruits recruitment, hires, and trains hiring and training of new student workers in the Welcome Center.

Assigns tasks to student workers and monitors the status of all related assigned projects.

Assists with scheduling ~~FYE program related~~ leadership, ~~FYE~~ implementation, and ~~FYE~~ workgroup meetings. ~~Assists with the scheduling of Welcome Center department meetings and student worker meetings~~

Assists with the planning and implementation of program related ~~New Student Welcome and Admitted Student Day~~ group counseling sessions.

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 from ~~the Dean of Student Success Initiatives~~ an assigned administrator, the employee receives assignments and is expected to carry them through to completion with substantial independence.

***Supervision Exercised:***

Positions in this classification do not supervise or serve in a lead capacity to other classified staff members ~~but~~ s serves as a specialist in assigned area providing specialized knowledge and guidance to other s staff and student workers.

**KNOWLEDGE, SKILLS AND ABILITIES**

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**Knowledge of:**

Federal, State and local laws, regulations, procedural guidelines, and program objectives related to assigned program

~~rules, regulations, policies, and procedures to comply with federal, state, and local laws.~~

~~Knowledge of Family Educational Rights and Privacy Act.~~

~~Knowledge of desktop, laptop, mobile and tablet based software, including Microsoft Office applications (Word, Excel, and PowerPoint), Adobe Acrobat Pro, Pages, Keynote, Numbers, and Google Docs. Knowledge of iPad, iPhone, Mac Laptops, iOS 7, and Adobe Creative Suite is preferred.~~

District policies and the structure, organization and function of various offices on the campus in order to ensure smooth operation and assist students

Computer software, applications and systems that support this level of work, including student information systems used to track and contact program participants

Customer service practices

Basic statistics, data gathering and reporting methods and techniques

Administrative practices and procedures, including record keeping and filing practices and procedures

**Ability to:**

~~Ability to i~~nterpret, communicate, and apply, explain, and reach sound decisions in accordance with applicable laws and, regulations, and District policies and procedures ~~particularly as they relate to assigned area of responsibility.~~

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

~~create databases to manage student data.~~

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

Communicate effectively, both orally and in writing

~~Ability to P~~pay attention to details and make accurate calculations and assessments when analyzing and correcting errors in student records.

~~Ability to W~~rite reports, correspondence, and create informational materials (flyers, brochures, etc.).

~~Ability to O~~rganize, set priorities, plan, and exercise sound independent judgment within areas of assigned responsibility~~implement a variety of tasks simultaneously.~~

Basic marketing and public relations

~~Ability to maintain effective working relationships with students, staff, faculty, external contacts, and the general public.~~

~~Ability to C~~omplete work with multiple interruptions and distractions.

~~Ability to collaborate with different campus department and divisions.~~

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~~Ability to T~~rain and provide work direction to others, including training others in the specialized software and applications specific to assigned area of responsibility-

~~Ability to recognize limits of authority and refer serious or complex problems to supervisor.~~

Role model exceptional internal and external customer service

Stay abreast of technology changes and adapt to new technologies

~~Ability to provide sensitivity and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students and staff.~~

~~Ability to E~~stablish and maintain effective cooperative working relationships with District management, staff employees, students, ~~and members of the public~~ and others encountered in the course of work, in a diverse, multicultural and multi-ethnic educational environment.

**MINIMUM QUALIFICATIONS**

**Education Requirement:**

Associate's degree or equivalent from an accredited university or college

**Experience Requirement:**

~~Four (4) Two (2)~~ years of experience performing specialized administrative or program support duties in a student services area in a higher education setting performing progressively specialized and complex duties requiring knowledge of Federal and State regulations related to the Experience in a Welcome Center and/or FYE program administration new student programs is desirable.

**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.

**WORKING ENVIRONMENT AND PHYSICAL DEMANDS**

**Disclosure:**

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

**Normal Office Environment:**

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

**CLASS DETAIL**

**Job Family:** Student Services (Non Classroom)

**FLSA Status:** Non-exempt

**Personnel Commission Approval Date:** 5/21/2014

**Class History:** Rev. 7/16/2014; 12/18/19

**AGENDA REPORT NO. 9**

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

**DATE:** December 18, 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. New Working Out of Class Assignment**

<b>Name/Permanent Class</b>	<b>WOC Assignment*</b>	<b>Dates</b>	<b>Reason</b>	<b>Other</b>
Yongjian Yan/ Senior Programmer/ Analyst	Principal Programmer Analyst	11/25/19-12/23/19; 01/02/20-03/27/20	Additional duties	100%

<b>Name/Permanent Class</b>	<b>WOC Assignment*</b>	<b>Dates</b>	<b>Reason</b>	<b>Other</b>
Darryl Gray/ Lead Custodian	Custodial Operations Supervisor	10/07/19-10/21/19	Incumbent on leave	50%

<b>Name/Permanent Class</b>	<b>WOC Assignment*</b>	<b>Dates</b>	<b>Reason</b>	<b>Other</b>
Heriberto Novella/ Lead Custodian	Custodial Operations Supervisor	10/07/19-10/21/19	Incumbent on leave	50%

<b>Name/Permanent Class</b>	<b>WOC Assignment*</b>	<b>Dates</b>	<b>Reason</b>	<b>Other</b>
Anthony Williams/ Lead Custodian	Custodial Operations Supervisor	10/07/19-10/21/19	Incumbent on leave	50%

<b>Name/Permanent Class</b>	<b>WOC Assignment*</b>	<b>Dates</b>	<b>Reason</b>	<b>Other</b>
Mario Samano/ Skilled Maintenance Worker II	Carpenter	12/09/19- 12/23/19;01/02/20- 03/31/20	Vacancy	100%

**II. Extension of Assignment**

<b>Name/Permanent Class</b>	<b>WOC Assignment*</b>	<b>Dates of Initial Assignment</b>	<b>EXTENSION</b>
Cleve Barton/ Admissions & Records Evaluator	Student Communications Coordinator	08/12/19-12/13/19	12/13/19-12/20/19

**III. Limited-Term Assignments**

Name/Permanent Class	LT Assignment	Dates of Initial Assignment	EXTENSION
Nicholas Chambers/ Student Services Clerk	Administrative Assistant II	07/01/19-12/13/19	12/14/19-12/23/19; 01/02/20-01/31/20

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

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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).

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.

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

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11.7 Work out of Classification

11.7.1 Definition:

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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).

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**DISPOSITION BY THE COMMISSION**

MOTION MADE BY:	Lawrence Leone	SECONDED BY:	Barbara Greenstein
AYES:	5	NAYS:	0
		ABSTENTIONS:	0

**Amendments/Comments**

Deborah Jansen requested clarification on the difference between 50% or 100% stipend.

Carol Long, Director of Classified Personnel, responded that a working out of class assignment at 50% or less time of the assignment gets paid at 50% stipend and a working out of class assignment that is more than 50% of the time gets a 100% of the stipend.

**Motion was passed.**

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**AGENDA REPORT NO. 10**

SUBJECT:    **EXTENSION OF ELIGIBILITY LISTS:**  
              •   **ASSISTANT DIRECTOR OF FACILITIES OPERATIONS**

DATE:        December 18, 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
Assistant Director of Facilities Operations	12/19/2019	12/19/2019	4	3	6/19/2020

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.

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**Merit Rule 6.2.3 (C) Duration of Eligibility List**

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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.

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**DISPOSITION BY THE COMMISSION**

MOTION MADE BY: Joy Abbott                      SECONDED BY: Barbara Greenstein  
AYES: 5                      NAYS: 0                      ABSTENTIONS: 0

Amendments/Comments            **Motion was passed.**

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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.)

#	ITEM	Page
11	<b>Certification of Seniority List: Assistant Director of Safety and Risk Management</b>	42
12	<b>Ratification of Eligibility Lists:</b> <ul style="list-style-type: none"> <li>• <b>Administrative Assistant III-Confidential</b></li> <li>• <b>Assistant Director of Facilities Maintenance</b></li> <li>• <b>Campus Safety Officer</b></li> <li>• <b>Director of Network Services</b></li> <li>• <b>Financial Aid &amp; Scholarships Specialist</b></li> <li>• <b>Senior Buyer</b></li> <li>• <b>Student Services Specialist-Welcome Center</b></li> </ul>	44
13	<b>Ratification of Limited Term Assignments</b>	45
14	<b>Examination Schedule:</b> <ul style="list-style-type: none"> <li>• <b>Carpenter</b></li> <li>• <b>Instructional Assistant-English</b></li> <li>• <b>Instructional Assistant-ESL</b></li> <li>• <b>Journeyman Trade-HVAC</b></li> </ul>	46
15	<b>Advisory Item: Appointments to Limited Term Positions</b>	47
16	<b>Advisory Item: Appointments to Provisional Assignments</b>	49
17	<b>Advisory Item: Reinstatement Lists</b>	50
18	<b>Classification &amp; Compensation Status Report – Information Only</b>	51
19	<b>Recruitment &amp; Examination Status Report – Information Only</b>	54

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**DISPOSITION BY THE COMMISSION**

MOTION MADE BY: Deborah Jansen  
AYES: 5                      NAYS: 0

SECONDED BY: Joy Abbott  
ABSTENTIONS: 0

Amendments/Comments

**Motion was passed.**

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**AGENDA REPORT NO. 11**

SUBJECT: **CERTIFICATION OF SENIORITY LIST:  
ASSISTANT DIRECTOR OF SAFETY AND RISK MANAGEMENT**

DATE: December 18, 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 December 18, 2019:

**Classified Employees and Classified Managers**

Assistant Director of Safety and Risk Management
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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 SAFETY and RISK MANAGEMENT" Seniority List**

Classification: **Assistant Director of Safety and Risk Management**

Range: M29

Monthly Base Salary Range as of July 1, 2017: \$ 9179 to \$ 11157

PC Certification Date: December 18, 2019

Review Period: December 2 to 6, 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 <b>Assistant Director of Safety and Risk Management</b>
Phillips, Daniel	11/13/2018	No	11/13/2018	12	40	

Edited By: Brent Heximer, AA II, PC

Compiled by: Karen Monzon, Personnel Analyst

Approved by: Carol Long, Director of Classified Personnel

Updated: November 27, 2019

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**DISPOSITION BY THE COMMISSION**

MOTION MADE BY: Deborah Jansen  
AYES: 5

SECONDED BY: Joy Abbott  
ABSTENTIONS: 0

Amendments/Comments

**Motion was passed.**

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**AGENDA REPORT NO. 12**

SUBJECT: **RATIFICATION OF ELIGIBILITY LISTS**

DATE: December 18, 2019

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

BY: José A. Guzmán, Personnel Technician

<b>Class Title</b>	<b>Field of Competition</b>	<b>Promotional</b>	<b>Total On List</b>	<b>Expiration Date</b>
Administrative Assistant III-Confidential	Promotional	5	5	12/15/20
Assistant Director of Facilities Maintenance	Merged Promotional and Open Competitive	1	7	11/25/20
Campus Safety Officer	Merged Promotional and Open Competitive	1	30	11/26/20
Director of Network Services	Merged Promotional and Open Competitive	0	3	12/12/20
Financial Aid & Scholarships Specialist	Promotional	5	5	12/10/20
Senior Buyer	Promotional	1	1	11/20/20
Student Services Specialist-Welcome Center	Promotional	6	6	11/25/20

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**DISPOSITION BY THE COMMISSION**

MOTION MADE BY: Deborah Jansen  
AYES: 5

SECONDED BY: Joy Abbott  
ABSTENTIONS: 0

Amendments/Comments

**Motion was passed.**

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**AGENDA REPORT NO. 13**

SUBJECT: **RATIFICATION OF LIMITED TERM ASSIGNMENTS**

DATE: December 18, 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:

<b>Position Classification</b>	<b>Department</b>	<b>Effective Dates</b>
Bookstore Clerk/Cashier (13 part-time positions)	Bookstore	12/02/19- 12/23/19
Customer Service Assistant (4 part-time positions)	Bookstore	12/02/19- 12/23/19
Enterprise Business Services Clerk (1 part-time positions)	Auxiliary Services	11/14/19- 06/30/20
Enterprise Business Services Clerk (2 part-time positions)	Auxiliary Services	12/16/19- 12/20/19
Student Services Clerk (8 part-time positions)	Auxiliary Services	12/16/19- 12/23/19

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**DISPOSITION BY THE COMMISSION**

MOTION MADE BY: Deborah Jansen  
AYES: 5 NAYS: 0

SECONDED BY: Joy Abbott  
ABSTENTIONS: 0

Amendments/Comments

**Motion was passed.**

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**AGENDA REPORT NO. 14**

SUBJECT: **EXAMINATION SCHEDULE**

DATE: December 18, 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:

<b>Class Title</b>	<b>Field of Competition</b>	<b>Time</b>
Carpenter	Merged Promotional & Open Competitive	3 weeks
Instructional Assistant-English	Open Competitive	3 weeks
Instructional Assistant-ESL	Open Competitive	3 weeks
Journeyman Trade-HVAC	Promotional	3 weeks

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**DISPOSITION BY THE COMMISSION**

MOTION MADE BY: Deborah Jansen                      SECONDED BY: Joy Abbott  
AYES: 5                      NAYS: 0                      ABSTENTIONS: 0

Amendments/Comments

**Motion was passed.**

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**AGENDA REPORT NO. 15**

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

DATE: December 18, 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
Abduhafiz, Meymuna	Bookstore Clerk/Cashier	Bookstore	12/02/19-12/23/19	12/15/04
Abel, Teneka	Bookstore Clerk/Cashier	Bookstore	12/02/19-12/23/19	02/21/07
Chang, Tony	Bookstore Clerk/Cashier	Bookstore	12/02/19-12/23/19	06/18/08
Eichen, John	Bookstore Clerk/Cashier	Bookstore	12/02/19-12/23/19	03/25/15
Garcia, Lucy	Bookstore Clerk/Cashier	Bookstore	12/02/19-12/23/19	03/08/99
Grau, Donald	Bookstore Clerk/Cashier	Bookstore	12/02/19-12/23/19	06/12/12
Lopez, Veronica	Bookstore Clerk/Cashier	Bookstore	12/02/19-12/23/19	03/25/15
Mehany, Mehret	Bookstore Clerk/Cashier	Bookstore	12/02/19-12/23/19	11/16/02
Miles, Erik	Bookstore Clerk/Cashier	Bookstore	12/02/19-12/23/19	02/21/07
Micas, Donna	Bookstore Clerk/Cashier	Bookstore	12/02/19-12/23/19	02/21/07
Pabst, Ester	Bookstore Clerk/Cashier	Bookstore	12/02/19-12/23/19	09/04/09
Pacheco, Wendy	Bookstore Clerk/Cashier	Bookstore	12/02/19-12/23/19	01/23/09
Thielking, Alan	Bookstore Clerk/Cashier	Bookstore	12/02/19-12/23/19	08/26/92
Beck, Michael	Customer Service Assistant	Bookstore	12/02/19-12/23/19	05/16/18
Brinkley, Tanisha	Customer Service Assistant	Bookstore	12/02/19-12/23/19	05/16/18
Murray, Jake	Customer Service Assistant	Bookstore	12/02/19-12/23/19	05/16/18
Nwonwu, Vergie	Customer Service Assistant	Bookstore	12/02/19-12/23/19	05/16/18
Greenhalgh, Colleen	Enterprise Business Services Clerk	Auxiliary Services	11/14/19-06/30/20	07/23/18
Shine, Kevin	Enterprise Business Services Clerk	Auxiliary Services	12/16/19-12/20/19	07/23/18
Nelli, Maria	Enterprise Business Services Clerk	Auxiliary Services	12/16/19-12/20/19	12/13/06
Austin, Harald	Student Services Clerk	Auxiliary Services	12/16/19-12/23/19	02/03/15
Bonilla, Jonathan	Student Services Clerk	Auxiliary Services	12/16/19-12/23/19	07/25/18
Edwards VI, Andrew	Student Services Clerk	Auxiliary Services	12/16/19-12/23/19	07/25/18
García-Zermeno, Nayeli	Student Services Clerk	Auxiliary Services	12/16/19-12/23/19	07/25/18
Graham-Howard, Kimi	Student Services Clerk	Auxiliary Services	12/16/19-12/23/19	04/26/10
Guzman, Scott	Student Services Clerk	Auxiliary Services	12/16/19-12/23/19	07/25/18



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Pardo, Guillermo	Student Services Clerk	Auxiliary Services	12/16/19-12/23/19	07/25/18
Stuck, Jennifer	Student Services Clerk	Auxiliary Services	12/16/19-12/23/19	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  
MINUTES of Regular Meeting, December 18, 2019

**AGENDA REPORT NO. 16**

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

DATE: December 18, 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.

<b>Candidate</b>	<b>Position</b>	<b>Department</b>	<b>Duration*</b>
Lazoff, Alyssa	Administrative Clerk	Library	12/02/19-03/31/20
Ashby, Deanna	Property Clerk	PCAL	12/01/19-12/20/19
Lopez, Jose	Property Clerk	PCAL	12/01/19-12/20/19
Robles Jr., Jose	Property Clerk	PCAL	12/01/19-12/20/19
Brown, Carla	Student Services Clerk	Auxiliary Services	12/16/19-12/23/19
Hofland, Keri	Student Services Clerk	Auxiliary Services	12/16/19-12/23/19
Santhiago, Nicholas	Student Services Clerk	Auxiliary Services	12/16/19-12/23/19
Brummer, Alison	Theatre Technical Specialist	Performing Arts	12/16/19-06/30/20
Osborne, Christopher	Theatre Technical Specialist	Performing Arts	11/16/19-06/30/20

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

Santa Monica College Personnel Commission  
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**AGENDA REPORT NO. 17**

SUBJECT: **ADVISORY ITEM: REINSTATEMENT LISTS**

DATE: December 18, 2019

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

The Personnel Commission is advised that the following individual is being added to the Reinstatement list(s) as specified below:

<b>Name</b>	<b>List Classification</b>	<b>Resignation Date</b>	<b>Reinstatement Effective Dates (39 months from resignation date)</b>
Alison Brummer	Stage Construction Technician-Lighting	11/29/2019	11/30/2019 to 2/28/2023
Eugene Ramos	Administrative Assistant II	6/04/2019	6/05/2019 to 9/04/2022

Reference: Merit Rule 15.2.1 Reinstatement

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

**AGENDA REPORT NO. 18**

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

DATE: December 18, 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, December 18, 2019**

<b>CLASSIFICATION &amp; COMPENSATION STATUS REPORT (In Process)</b>								
<b>CLASSIFICATION</b>	<b>ASSIGNED TO:</b>	<b>STUDY TYPE</b>	<b># OF INCUMBENTS</b>	<b>PDQ DEADLINE</b>	<b>JOB AUDIT</b>	<b>STAKEHOLDER REVIEW</b>	<b>STAKEHOLDER STATUS</b>	<b>PC AGENDA</b>
Enterprise Business Supervisor	OV	New Class	None	NA	NA	12/10/19	Agenda	12/18/19
Recycling Program Specialist	KM	Cyclical	Single	NA	NA	12/06/19	Agenda	12/18/19
Senior Student Services Specialist-International	AF/JG	Cyclical	Single	4/18/18*	02/14/19	07/25/19	Agenda	12/18/19
Student Services Specialist-International Students	AF/JG	Cyclical	Multiple	4/18/18*	1/15-2/7	07/25/19	Agenda	12/18/19
Student Services Specialist-Welcome Center	AF	Cyclical	Multiple	4/18/18*	NA	12/03/19	Agenda	12/18/19
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	
Personnel Specialist	OV	Cyclical	None	02/02/18	NA	10/23/19		
Personnel Technician	KM	Cyclical	Single	02/02/18	01/11/19	10/23/19		
Accountant	AF	Salary	Multiple	NA	NA			
Administrative Assistant I	AF	Reclass	Single	09/30/19	10/11/19			
Instructional Technology Services Manager	JL/JG	Reclass	Single		10/21/19			
Network Communications Manager	OV	Revisions	Single	01/15/19	03/15/19			
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 &			
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			
<i>*Extension</i>								

**AGENDA REPORT NO. 19**

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

DATE: December 18, 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, December 18, 2019**

<b>Recruitment and Examination Status Report</b>											
<b>Classification</b>	<b>Assig</b>	<b>FOC</b>	<b>VAC</b>	<b>Opened</b>	<b>Closed</b>	<b>Written</b>	<b>T &amp; E</b>	<b>Perf.</b>	<b>QAI</b>	<b>E-List</b>	<b>Ratif.</b>
Administrative Assistant III-Confidential	CL	P	1	9/23/19	10/15/19				12/5/19	12/16/19	12/18/19
Assistant Director Facilities Maintenance	CL	MPO	1	6/21/19	7/22/19		9/10/19		11/15/19	11/26/19	12/18/19
Athletic Equipment Specialist	JG	MPO	1	11/12/19	12/18/19						
Buyer II	JL	MPO	1	12/9/19	1/10/20						
Campus Safety Officer	JG	MPO		8/23/19	9/16/19	9/28/19		11/16/19	10/21/19	11/27/19	12/18/19
Career Education Specialist	JL	MPO	1	7/26/19	8/16/19		12/2/19				
Chief Director of Business Services	AG/TM	MPO	1	10/21/19	11/26/19		12/9/19		1/24-1/25		
Controller	AF/JL	MPO	1	10/21/19	11/26/19	NA					
Director of Network Services	JL/TM	MPO	1	8/6/19	8/26/19		10/21/19		12/5/19	12/13/19	12/18/19
Financial Aid & Scholarships Specialist	AF	P	1	9/16/19	10/4/19				11/21/19	12/9/19	12/18/19
Grounds Worker	JG	O	2	9/5/19	9/25/19			12/11/19			
Instructional Assistant-Math	JG	O		10/25/19	12/23/19						
Outreach and Recruitment Specialist	OV	P	1	12/4/19	1/2/20						
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			11/21/19	12/18/19
Senior Career Services Advisor	OV	P									
Senior Online Learning Specialist	OV	MPO	1	10/22/19	11/12/19		12/10/19				
Sign Language Interpreter III	JL	MPO									
Student Communications Coordinator	OV	P	1	12/4/19	1/2/20						
Student Services Specialist-Welcome Center	CL/JL	P	1	5/7/19	5/28/19				11/18/19	11/26/19	12/18/19

<b>Continuous Recruitments</b>											
<b>Classification</b>	<b>Assigned</b>	<b>FOC</b>	<b>VAC</b>	<b>Opened</b>	<b>Written</b>	<b>T &amp; E</b>	<b>Perf.</b>	<b>QAI</b>	<b>E-List</b>	<b>Ratif.</b>	
Theater Technical Specialist	JG	MPO	Temp								

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



VI. ADJOURN AT 12:34 P.M.

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**DISPOSITION BY THE COMMISSION**

Amendments/Comments

**Motion to adjourn was passed.**

MOTION MADE BY:	Lawrence Leone
SECONDED BY:	Barbara Greenstein
AYES:	5
NAYS:	0
ABSTENTIONS:	0

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The next regular Personnel Commission meeting is scheduled for:  
Wednesday, January 15, 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, December 18, 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.**