



PERSONNEL COMMISSION MEETING MINUTES

Regular Meeting, Wednesday, March 18, 2020, at 12:00 p.m.
Board Room, Business Building Room 117, 1900 Pico Blvd., Santa Monica, CA 90405

Distribution List for Personnel Commission Announcements, Agendas and Minutes

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PUBLIC PARTICIPATION

ADDRESSING THE PERSONNEL COMMISSION

Members of the public may address the Personnel Commission by oral presentation **concerning any subject that lies within the jurisdiction of the Personnel Commission** provided the requirements and procedures herein set forth are observed:

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

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

Each speaker is limited to one presentation per specific agenda item before the Commission, and to one presentation per Commission meeting on non-agenda items.

General Public Comments

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

Agenda Items

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

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

1. Any person who disrupts, disturbs, or otherwise impedes the orderly conduct of any meeting of the Personnel Commission by uttering loud, threatening, or abusive language or engaging in disorderly conduct, shall, at the discretion of the presiding officer or majority of the Personnel Commission, be requested to be orderly and silent and/or removed from the meeting.

No action may be taken on items of business not appearing on the agenda.

Reference: *Merit Rule 2.2.8*

Government Code sections 54954.2, 54954.3, 54957.9

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

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

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

PUBLIC SESSION: 12:00 p.m.

I.ORGANIZATIONAL FUNCTIONS

- A. Call to Order 12:00 p.m.
- B. Roll Call

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

II.REPORT – DIRECTOR OF CLASSIFIED PERSONNEL

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

Update on SMC Response to COVID-19

Director Long reported on the March 17 Board of Trustees resolution providing for continuous delivery of academic services and compensation for faculty and staff during the closure of the college.

Director Long informed the Commissioners that Personnel Commission staff will continue to move forward on open recruitments since NeoGov has the capabilities for staff to manage job postings, application screening, and candidate notifications remotely.

Personnel Commission in the process of conducting seven recruitments and anticipates opening eight additional recruitments. Additionally two written tests were scheduled, a performance test, two first round interviews (QAI), and three final interviews. A decision was made by senior staff to postpone all pre-scheduled testing and interviews for a two week period, in order to limit the threat of exposure. An exception was made for Monday, March 16 to conclude interviews for Custodians.

Any and all impacted Personnel Commission candidates were notified of the situation.

Personnel Commission staff worked with Information Technology to set up Zoom Accounts and establish remote access for all staff.

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It was stated that public Personnel Commission meetings and Merit Rules Advisory Committee meetings will proceed and that staff will take precautions to observe social distancing protocols.

Recruitment Activities

The following eligibility lists were brought forward for approval:

Athletic & Kinesiology Equipment Specialist

Instructional Assistant - Math

Receiving, Stockroom, and Delivery Worker

Recruitments for three additional classifications were expected to be complete by the next regular Personnel Commission meeting but they have now been placed on hold.

Cyclical Classification Studies

Personnel Commission presented the following requests for approvals:

One classification revision with a retitle; and

One approval of reclassification.

Classification studies to continue.

Merit Rules Advisory Committee Update

Merit Rules Advisory Committee brought forward Sections 3.3.9.B through 3.3.12 for a first reading.

Agenda

At the request of CSEA, Agenda Item number 2 was pulled.

III.COMMENTS AND INFORMATIONAL REPORTS

Recognition of Employee Longevity: March 2020

5 YEARS

- ❖ Cleve Barton, Student Communications Coordinator, Enrollment Services
- ❖ Michael Dammer, Senior Enrollment Services Specialist, Enrollment Services

Fellow co-worker Cleve Barton addressed the Commission regarding the positive work experience he has with Michael Dammer.

- ❖ Melvin Kennard, Student Services Assistant, Veterans Resource Center
- ❖ Keyang Li, Instructional Assistant-Math, Mathematics
- ❖ Olinka Rodriguez, Administrative Assistant III-Confidential, Superintendent/Presidents Office

Director of Personnel Commission, Carol Long, spoke on the outstanding performance of Olinka Rodriguez during her five years of serving the Personnel Commission.

- ❖ Donnell Swanson, Reprographics Technician, Reprographics
- ❖ Brian Van Norton, Disabled Student Services Assistant, Center for Disabled Students

10 YEARS

- ❖ Joan Kang, Senior Career Services Advisor, Career Service Center
- ❖ Yuriy Karpman, Information Systems Administrator, Network Services
- ❖ Cynthia Moore, Director of Procurement, Contracts and Logistics, PCAL

15 YEARS

- ❖ Robert Negrón, Community College Parking Enforcement Officer, Campus Police

20 YEARS

- ❖ Jennifer Jones, Police Services Assistant, Campus Police

A. Comments from Vice President of Human Resources:

Vice President Sherry Lee Lewis addressed the commission to congratulate Cleve and Michael of Enrollment Services on their years of service. Vice President Lewis advised the Commission to stay informed on College's response to COVID 19.

Vice President Lewis stated that she and legal counsel are working on policy/guidance to assist classified staff.

B. Comments from CSEA Chapter 36 Representative

1st Vice President Kennishia Green checked in via ZOOM group chat to inform meeting attendees that CSEA will hold a general meeting on March 19, 2019 which will allow Classified staff to answer questions related to the College's response to COVID 19.

C. Comments from Management Association President

No Comments

D. Comments from Personnel Commission Staff

No Comments

E. Public Comments (non-actionable comments from those in attendance)

No Comments

F. Comments by Personnel Commissioners

Commissioner(s) Abbott, Greenstein and Leone thanked College staff for making the Personnel Commission virtually accessible.

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IV. AGENDA REPORTS – MAJOR ITEMS OF BUSINESS

#	ITEM	Page
1	Request for Approval of Amendment to Rules and Regulations of the Classified Service. Chapter 3 First Reading: <ul style="list-style-type: none"> • Merit Rule 3.3.9.B Reclassification Downward • Merit Rule 3.3.10 Re-employment List for Displaced Incumbents • Merit Rules 3.3.11 Reappraisal of Eligibility List Due to Reclassification • Merit Rules 3.3.12 Impact of Reclassification on Seniority 	6
2	Request for Approval of Advanced Step Placement: Community College Police Dispatcher	9
3	Request for Approval of Retitle and Classification Revision: Usher to Events Assistant	10
4	Request for Approval of Position Reclassification: Senior Programmer Analyst to Principal Programmer Analyst	14
5	Request for Approval to Certify from Alternate Eligibility List: <ul style="list-style-type: none"> • Buyer I • Events Technician 	16

V. CONSENT AGENDA

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

#	ITEM	Page
6	Certification of Seniority List: <ul style="list-style-type: none"> • Class Scheduling Specialist 	18
7	Approval of Minutes: <ol style="list-style-type: none"> 1. Regular Meeting – February 19, 2020 2. Special Meeting – February 25, 2020 	
8	Ratification of Eligibility List: <ul style="list-style-type: none"> • Athletic & Kinesiology Equipment Specialist • Instructional Assistant - Math • Receiving, Stockroom and Delivery Worker 	21
9	Request for Approval: Examination Schedule	22
10	Ratification of Extension and Working Out of Class and Limited Term Assignments	23
11	Information Item: Classification & Compensation Status Report	25
12	Information Item: Recruitment & Examination Status Report	28

VI. ADJOURN

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

AGENDA REPORT NO. 1

SUBJECT: **AMENDMENT TO RULES AND REGULATIONS OF
THE CLASSIFIED SERVICE - CHAPTER 3 - FIRST READING**

- **MERIT RULE 3.3.9.B: RECLASSIFICATION DOWNWARD**
- **MERIT RULE 3.3.10: RE-EMPLOYMENT LIST FOR DISPLACED INCUMBENTS**
- **MERIT RULE 3.3.11: REAPPRAISAL OF ELIGIBILITY LIST DUE TO RECLASSIFICATION**
- **MERIT RULE 3.3.12: IMPACT OF RECLASSIFICATION ON SENIORITY**
(Note: No formal action will be taken at this meeting.)

DATE: March 18, 2020

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

Proposed changes to Chapter 3, Merit Rules 3.3.9 – 3.3.12, are attached for a first reading.

Recommendations were developed with input from the Merit Rules Advisory Committee. Goals of these changes include clarifying the reclassification process, providing additional protection for employees who might be displaced through reclassification and increasing transparency for both management and staff who are participating in this process.

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

B. Reclassification Downward

The reclassification of a position or group of positions to a class with a lower salary range, shall have the following effect on incumbents:

~~1. If the incumbent has been performing satisfactorily, he/she shall be offered the opportunity to be transferred to any vacant position within the same classification for which he/she qualified and which is at his/her present salary range. If no vacancy exists, the employee may elect one of the following: will be demoted to the class to which his position is now allocated. Salary for the employee shall be Y rated as provided Merit Rule 12.2.13.~~

An occupied position shall not be reclassified downward.

- ~~a. to demote in place;~~
- ~~b. to transfer to a vacant position at the same range;~~
- ~~c. to bump in class or to a previous lower class;~~
- ~~d. to be laid off.~~

C. Abolishment of Position

~~When a position is abolished the incumbent may be transferred, demoted or laid off as determined by these rules.~~

D. Period of Ineligibility for Reclassification

~~An employee, who has been reclassified with his/her position, shall be ineligible for subsequent reclassification with his/her position for a period of at least two (2) years from the date on which the reclassification became effective.~~

E. Effect of Reorganization or Reassignment on Classification

~~Any positions which are created or changed as a result of a sudden reorganization or assignment of new duties and responsibilities shall be filled through normal competitive selection processes as provided in these rules. This rule shall apply to positions that are occupied at the time of reclassification. If reclassification occurs in a vacant position, the position shall be filled through normal selection processes as determined by these rules.~~

3.3.1210 REEMPLOYMENT LIST FOR DISPLACED INCUMBENTS

~~A. Any displacement of a regular employee which results from the reclassification of a position or class of positions, shall be considered a layoff for lack of work and an appropriate reemployment list shall be established in accordance with these rules. The employee shall have the right of reemployment into his/her previous classification for a period of up to 39 months, provided that the class has not changed substantially or been abolished as the result of a classification study.~~

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~~B. This rule shall be followed in all instances where of a reclassification has resulted in a position or group of positions being upgraded, downgraded, sustained, laterally reallocated to a new classification.~~

3.3.13104 REAPPRAISAL OF ELIGIBILITY AND EMPLOYMENT LISTS DUE TO RECLASSIFICATION

The reclassification of all positions in a class automatically changes reclassifies the mandatory reemployment list (if any) for that class.

A. Any reemployment or reinstatement list for a classification shall be retitled when all positions in the classification are reclassified.

B. The Personnel Commission shall ~~also~~ review the appropriateness of the current eligibility list for the class, if any, to determine whether or not ~~is it~~ should be changed to reflect the new class title or abolished. The Director of Classified Personnel shall recommend to the Personnel Commission whether the current eligibility and employment lists are to be reclassified.

C. Salary reallocation of classes shall have no effect on lists, ~~unless the Personnel Commission makes a specific finding to the contrary.~~

3.3.14112 IMPACT OF RECLASSIFICATION ON SENIORITY

When A an employee who is reclassified with the position, seniority will be impacted as follows: transfers his or her seniority to the new classification.

A. When an employee is reclassified from an existing classification to a new classification, the employee will keep seniority in former classification, and will begin new seniority in the new classification.

B. When an employee is reclassified to a new classification, and ~~whereas~~ the former classification will be abolished, the employee transfers seniority to the new classification.

A motion was made to revise Section 3.3.9.B during the first reading. Section will now read:

A position that is occupied shall not be reclassified downward until it becomes vacant.

DISPOSITION BY THE COMMISSION

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

Amendments/Comments

AGENDA REPORT NO. 2

SUBJECT: ~~APPROVAL OF ADVANCED STEP PLACEMENT:
COMMUNITY COLLEGE POLICE DISPATCHER~~

DATE: ~~March 18, 2020~~

TO: ~~Members of the Personnel Commission~~

FROM: ~~Carol Long, Director of Classified Personnel~~

It is requested that the Personnel Commission approve an initial salary placement for Janice Tovar, Community College Police Dispatcher, at **Range 28, Step D** on the Classified Salary Schedule.

The Minimum Qualifications for this position include a high school diploma and six months of recent, paid work experience involving heavy public contact and working with computers. This candidate possesses over 15 years of experience as a Public Safety Dispatcher with USC.

Merit Rule 12.2.4 B (4) Salary on Employment

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

DISPOSITION BY THE COMMISSION

~~MOTION MADE BY:~~

~~SECONDED BY:~~

~~AYES:~~

~~NAYS:~~

~~ABSTENTIONS:~~

Amendments/Comments

Item #2 Pulled from the Personnel Commission Agenda.

AGENDA REPORT NO. 3

SUBJECT: **REQUEST FOR APPROVAL OF RETITLE &
CLASSIFICATION REVISIONS:
USHER TO EVENTS ASSISTANT**

DATE: March 18, 2020

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

BY: Amy Gurjian, Classification & Compensation Manager

BACKGROUND

Attached for your approval is the revised classification description for **Usher**.

This classification was recently established for Facilities Programming to support operations at theatre venues and comply with AB5. The Department requested to broaden the scope of work to utilize this role at all College events. This classification is currently vacant but a recruitment is pending to fill seasonal vacancies. This study is not part of the cyclical review process.

METHODOLOGY

Personnel Commission staff discussed the current classification description with Linda Sullivan, Associate Dean of Facilities Programming, and Robert Rudolph, Production Manager. Changes to the title, scope of work, distinguishing characteristics, duties, and supervision received were made. The revisions were sent for review to the Senior Director of Government Relations/Institutional Communications and CSEA. Further review of the classification description will be done during the cyclical review process.

RECOMMENDATIONS

It is recommended that the Commission approve the proposed revisions as presented.

DISPOSITION BY THE COMMISSION

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

Amendments/Comments

Class revision date to be added to class detail.

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**Santa Monica Community College District
Personnel Commission**

Usher/Events Assistant

CONCEPT OF THE CLASS

Under immediate supervision, the position in this classification supports Facilities Programming by greeting patrons, assisting with seating, providing general customer service, and maintaining assigned areas for events or performances ~~in College theatre venues~~. ~~Ushers/Incumbents~~ are scheduled on a per event or seasonal basis with variable hours.

DISTINGUISHING CHARACTERISTICS

The **Usher/Events Assistant** classification supports District events and performances by greeting and ushering patrons and providing general customer service ~~in College theatre venues during events or performances~~.

The **Theatre Technical Specialist** supports the theater technical operations in at least one of three specialized areas including audio, electrical and rigging for indoor stage productions and outdoor events.

The **Events Technician** performs installation, set-up, and operation of sound, lighting, stage, scenery, public address equipment, and multimedia presentation equipment for special events, such as concerts, dance performances, presentations, and classroom lectures.

ESSENTIAL DUTIES

Greets and assists patrons with seating, collecting admission tickets, searching for lost articles, obtaining information about the venue and events, and locating event services, amenities and exits; provides evacuation instructions and participates in drills.

Assists patrons with special accommodations, mobility devices, and those requiring seating assistance within the facility.

Ensures performance house rules are adhered to and refers potential concerns to assigned supervisor or security staff.

Observes general physical conditions of ~~the assigned house in their~~ area of operation and reports custodial concerns, damages, ~~and accidents~~, and any failure to follow College rules and procedures.

Provides general customer service by settling seating disputes or helping resolve other customer concerns; maintains order in assigned areas.

Examines tickets or forwards to verify authenticity; prevents unauthorized persons from entering the performance or event.

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.

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Events Assistant

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SUPERVISION

Level of Supervision Received

General supervision is received from the Production Manager or assigned supervisor. Work direction may be received from the House Manager.

Level of Supervision Exercised

Positions in this classification do not supervise others.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

General performing arts and theatre operations

Customer service etiquette

District policy, departmental practices and safety procedures

Ability to:

Follow rules, procedures, laws, regulations, and District policies and safety protocols

Exercise sound judgment within areas of assigned responsibility

Learn and apply policies, procedures, and practices to the performance of job duties

Work in fast-paced and busy environment with multiple tasks

Communicate effectively and interact with the public, students, and staff in a tactful manner

Role model exceptional internal and external customer service

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:

Sufficient education to demonstrate the knowledge and abilities listed above. Graduation from High School or GED equivalent is desirable.

Experience Requirement:

Six months of customer service, ushering or ticket taking experience with direct public contact is desirable.

Education/Experience Equivalency:

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

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Events Assistant

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Licensure and/or Certification:

None.

Special Requirement:

Positions are required to work flexible work schedules that includes nights and/or weekends.

WORKING ENVIRONMENT AND PHYSICAL DEMANDS

Disclosure:

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

Normal Work Environment:

While performing the duties of this job the employee is regularly required to stand for long periods and climb stairs. The employee is occasionally required to walk and sit. Specific vision abilities required by this job include seeing in the dark with use of flashlight, close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. While performing the duties of this job, the noise level in the work environment can be quiet or noisy.

CLASS DETAIL

Job Family: Community Outreach

FLSA Status: Non-exempt

Personnel Commission Approval Date:

Class History: None

Revision Date(s):

AGENDA REPORT NO. 4

**SUBJECT: POSITION RECLASSIFICATION: SENIOR PROGRAMMER ANALYST
TO PRINCIPAL PROGRAMMER ANALYST**

DATE: March 18, 2020

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

BY: John Linke, Supervising Personnel Analyst
Jose Guzman, Personnel Technician

BACKGROUND

The Personnel Commission has been requested to conduct a position study for Yongjian Yan, who is currently a Senior Programmer Analyst in the Information Technology department. A reclassification study was initiated to determine if Ms. Yan's assigned duties and responsibilities are appropriately classified. Ms. Yan has been in the Senior Programmer Analyst classification since April 2017.

METHODOLOGY

The incumbent submitted a Position Description Questionnaire (PDQ) to the Personnel Commission on September 19, 2019. Wendy Liu, Management Information Systems Manager, provided comments. Interviews were conducted with the incumbent, as well as Wendy Liu and Marc Drescher, Chief Director of Information Technology, to gather additional details about the nature and level of duties assigned and performed.

ANALYSIS

Key factors assessed when studying a position or classification include the knowledge required for the position, level of complexity, scope of responsibility, nature and purpose of contacts, degree of decision-making authority, and consequence of error.

A review of the PDQ and work samples submitted, as well as follow-up conversations with IT management, indicate that this position is regularly performing design, development, integration and maintenance of the District's most complex systems requiring expert level professional programming knowledge. Such systems are typically at the module-level, and require the highest level of coding and the most comprehensive understanding of District homegrown systems.

Duties performed by Ms. Yan include development, maintenance and integration of the most complex and critical systems that support a broad range of District operations. Examples include leading the Consecutive Enrollment Model through the full system development life cycle, design and development of the searchable class schedule web application, enhancement of the MyEdPlan and MyCAP systems, and leading the AB705 Co-Requisite Enrollment Model through the full system development life cycle.

FINDINGS

- Ms. Yan qualifies for reclassification because her position is required to design, develop, integrate, and maintain the District's most complex and critical systems. The duties of this position carry with them a high consequence of error, require the deepest and broadest knowledge of District homegrown systems, and are performed with substantial independence. Duties are required to support normal department and District operations and cannot be absorbed by other staff members.
- According to the incumbent's supervisor, Ms. Yan has been assigned to perform these duties through gradual accretion for at least two years.
- Based on the duties assigned and the knowledge, skills and abilities required, the Principal Programmer Analyst classification encompasses the majority of the incumbent's essential duties in terms of knowledge, complexity, scope and effect of work, decision making, and nature of contacts.

Applicable Rules:

- In order to qualify for reclassification, the change in duties and responsibilities must occur through a gradual accretion of duties and not occasioned by the sudden assignment of wholly new duties. (Merit Rule 3.3.3.B (3))
- Merit Rule 3.3.4 defines gradual accretion of duties as "occurring over two (2) or more years of regular service."
- Determination as to whether gradual accretion has occurred will be based on the date the incumbent began the performance of the newly acquired duties and responsibilities, and clear and convincing evidence of the employee's continuing performance of the added duties and responsibilities. (Merit Rule 3.3.5.A (C))
- At least two (2) years must elapse before another request for reclassification can be initiated for the same position. (Merit Rule. 3.3.6.E)

RECOMMENDATION

It is recommended that the Commission reclassify Ms. Yan's position from a Senior Programmer Analyst to a Principal Programmer Analyst, with a reclassification effective date of April 1, 2020.

DISPOSITION BY THE COMMISSION

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

Amendments/Comments

AGENDA REPORT NO. 5

SUBJECT: **REQUEST TO CERTIFY FROM ALTERNATE ELIGIBILITY LIST:**

- **BUYER I**
- **EVENTS TECHNICIAN**

DATE: March 18, 2020

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

BACKGROUND

There is currently no active eligibility list for Buyer I or Events Technician. An eligibility list has recently been established for Buyer II and Lead Events Technician. These eligibility lists currently contain the following number of candidates:

- Buyer II – 7 candidates, 5 ranks
- Lead Events Technician – 5 candidates, 4 ranks

The duties of the Buyer I include a significant portion of the duties included in the Buyer II classification, and the necessary skills and knowledge for Buyer I were adequately tested in the examination for Buyer II.

The duties of the Events Technician include a significant portion of the duties included in the Lead Events Technician classification, and the necessary skills and knowledge for Events Technician were adequately tested in the examination for Lead Events Technician.

Merit Rule 6.3.13 states the following:

- A. If there is no eligibility list for the class in which a vacancy occurs, certification may be made from a list for another class at the same or a higher salary level provided:
 1. The duties and qualifications of the class for which the examination was given include substantially all of the duties of the position to be filled.
 2. The Personnel Commission finds that the use of the list is in the best interest of the District and that the necessary skills and knowledge were adequately tested in the examination.

RECOMMENDATION

It is recommended that the Commission approve the use of the Buyer II eligibility list to certify eligible(s) to any current and upcoming vacancies for Buyer I. It is also recommended that the Commission approve the use of the Lead Events Technician eligibility list to certify eligible(s) to any current and upcoming vacancies for Events Technician.

DISPOSITION BY THE COMMISSION

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

Amendments/Comments

AGENDA REPORT NO. 6

SUBJECT: **CERTIFICATION OF SENIORITY LIST:
CLASS SCHEDULING SPECIALIST**

DATE: March 18, 2020

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

As part of the continuing practice to update and maintain Seniority Lists for the District, we present for your approval the following seniority list 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:

Class Scheduling Specialist

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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"CLASS SCHEDULING SPECIALIST" Seniority List

Classification: **Class Scheduling Specialist**

Range: 32

Monthly Base Salary Range as of July 1, 2019: \$ 4714 to \$ 5730

PC Certification Date: March 18, 2020

Review Period: February 24 to 28, 2020

EMPLOYEE NAME	SENIORITY BASE DATE (Date of Hire in Classification)	ADJUSTED DAYS and HOURS in CLASSIFICATION	DISTRICT HIRE DATE in PERMANENT STATUS	CURRENT MONTHS PER YEAR	CURRENT HOURS PER WEEK	CURRENT CLASSIFICATION IF NOT CLASS SCHEDULING SPECIALIST
Eazell, Sara	8/16/2019	No	6/18/2018	12	40	

Edited by: Brent Heximer, AA II, PC

Compiled by: Karen Monzon, Personnel Analyst

Approved by: Carol Long, Director of Classified Personnel

DISPOSITION BY THE COMMISSION

MOTION MADE BY: Lawrence Leone

SECONDED BY: Barbara Greenstein

AYES: 5

NAYS: 0

ABSTENTIONS: 0

Amendments/Comments

Santa Monica College Personnel Commission
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AGENDA REPORT NO. 7

SUBJECT: **EXAMINATION SCHEDULE**

DATE: March 18, 2020

TO: Members of the Personnel Commission

FROM: José Guzmán, Personnel Technician

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

Class Title	Field of Competition	Time
Events Assistant	Open	3 weeks
Instructional Assistant – Math	Open	3 weeks
Lead Custodian	Promotional	3 weeks

DISPOSITION BY THE COMMISSION

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

Amendments/Comments

Personnel Commission received a request to add Lead Receiving, Stockroom & Delivery Worker but it was not made in time and therefore a Special Meeting may be required.

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AGENDA REPORT NO. 8

SUBJECT: **RATIFICATION OF ELIGIBILITY LISTS**

DATE: March 18, 2020

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

BY: Jose A. Guzman, Personnel Technician

Class Title	Field of Competition	Promotional	Total On List	Expiration Date
Athletic & Kinesiology Equipment Specialist	Merged Promotional & Open Competitive	0	12	2/24/2021
Instructional Assistant – Math	Open Competitive	0	9	2/20/2021
Receiving, Stockroom & Delivery Worker	Merged Promotional & Open Competitive	0	22	3/11/2021

DISPOSITION BY THE COMMISSION

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

Amendments/Comments

Correction made to eligibility list for Receiving, Stockroom & Delivery Worker. Two "Promotional" candidates and Twenty "Total On List".

AGENDA REPORT NO. 9

SUBJECT: **APPROVAL OF MINUTES**

DATE: March 18, 2020

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

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

Regular Meeting – February 19, 2020
Special Meeting – February 25, 2020

DISPOSITION BY THE COMMISSION

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

Amendments/Comments

AGENDA REPORT NO. 10

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

DATE: March 18, 2020

TO: Members of the Personnel Commission

FROM: Karen Monzon, Personnel Analyst

It is recommended that the Personnel Commission approve the following limited term assignment(s).

Name/Permanent Class	Limited Term Assignment*	Dates	Reason
Fabio Prieto/Student Services Assistant	Administrative Assistant II	3/16/2020 to 6/30/2020 (or until position is filled)	Vacancy

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

3.2.10

A. CONCEPT OF WORKING OUT OF CLASSIFICATION

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

2. Classified employees shall not be required to perform duties and responsibilities which are not fixed and prescribed for their positions or are not consistent with the concept of the classification of their current position for any period of time which exceeds five (5) working days within a fifteen (15) calendar day period, or equivalent (i.e., four 10-hour working days within a fifteen (15) calendar day period) except as provided by this rule.

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

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

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differential, to the Personnel Commission for approval. Confirmation of this approval shall then be sent by the Personnel Commission to the Supervisor and the employee, and forwarded to the Board of Trustees for final approval.

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

11.7 Work out of Classification

11.7.1 Definition:

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

11.7.3 Compensation:

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

11.4 Salary on Promotion

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

RECOMMENDATION

It is recommended that the Personnel Commission approve the above request for the appropriate stipend as indicated under a subdivision of Merit Rule 3.2.10 (above).

DISPOSITION BY THE COMMISSION

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

Amendments/Comments

AGENDA REPORT NO. 11

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

DATE: March 18, 2020

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

BY: José A. Guzmán, Personnel Technician

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

See following page for information.

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CLASSIFICATION & COMPENSATION STATUS REPORT (In Process)								
CLASSIFICATION	ASSIGNED TO:	STUDY TYPE	# OF INCUMBENTS	PDQ DEADLINE	JOB AUDIT	STAKEHOLDER REVIEW	STAKEHOLDER STATUS	PC AGENDA
Senior Programmer Analyst	JL/JG	Reclass	Multiple	NA	10/23/19	02/27/20	PC Agenda	03/18/20
Usher	AG	Revisions	None	NA	NA	03/04/20	PC Agenda	03/18/20
Accountant	AF	Salary	Multiple	NA	NA	12/17/19	Senior Management	
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	
Administrative Assistant II	OV	Reclass	Single		01/08/20			
Financial Aid Supervisor	AF	Reclass	Single	02/03/20	02/21/20			
Network Administrator	JL	Reclass	Single		02/28/20			
Senior Student Services Specialist-Assessment Services	AG/OV	Cyclical	None	4/18/18*	NA			
Tutoring Coordinator	AF	Revisions	None	NA	NA			
Deaf and Hard of Hearing Services Supervisor	OV	Cyclical	Single	03/13/20				
Lead Library Assistant-Circulation	AF	Cyclical	Single	04/02/20				
Lead Library Assistant-Technical Services	AF	Cyclical	Single	04/02/20				
Library Assistant	AF	Cyclical	Single	04/02/20				
Skilled Maintenance Worker	KM	Cyclical	Multiple	05/09/18				
Skilled Maintenance Worker II	KM	Cyclical	Multiple	05/09/18				
Accompanist-Dance	JG	Cyclical	None					
Accompanist-Performance	JG	Cyclical	Multiple					
Accompanist-Voice	JG	Cyclical	None					
Administrative Assistant I	KM	Reclass	Single					
Research & Planning Analyst	OV	Cyclical	Single					
Research Assistant	OV	Cyclical	None					
Senior Research Analyst	OV	Cyclical	Multiple					
Sign Language Interpreter I	JL/JG	Cyclical	None					
Sign Language Interpreter II	JL/JG	Cyclical	None					
Sign Language Interpreter III	JL/JG	Cyclical	Multiple					
Sign Language Interpreter Trainee	JL/JG	Cyclical	None					
Student Services Clerk	KM	Reclass	Single					
Student Services Specialist	OV	Cyclical	Multiple					
*Extension								

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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			
Instructional Technology Services Manager	JL/JG	Reclass	Single	NA	10/21/19			
Instructional Technology Services Manager-Entertainment Technology	JL	Reclass	Single	ON HOLD				
Network Communications Manager	OV/JL	Revisions	Single	01/15/19	03/15/19			
<i>*Extension</i>								
CLASSIFICATION & COMPENSATION STATUS REPORT (Pending)								
CLASSIFICATION	ASSIGNED TO:	STUDY TYPE	# OF INCUMBENTS	PDQ DEADLINE	JOB AUDIT	STAKEHOLDER REVIEW	STAKEHOLDER STATUS	PC AGENDA
Career Services Advisor	OV	Revisions	Single					
Classification & Compensation Manager		Cyclical	Single	02/02/18				
Director of Classified Personnel		Cyclical	Single	02/02/18				
Senior Career Services Advisor	OV	Revisions	Multiple					
Supervising Personnel Analyst		Cyclical	Single	02/02/18				
<i>*Extension</i>								

AGENDA REPORT NO. 12

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

DATE: March 18, 2020

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

BY: José A. Guzmán, Personnel Technician

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

See following page for information.

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Recruitment and Examination Status Report

Classification	Assig	FOC	VAC	Opened	Closed	Written	T & E	Perf.	QAI	E-List	Ratif.
Athletic Equipment Specialist	JG	MPO	1	11/12/19	12/18/19				2/13/20	2/25/20	3/18/20
Carpenter	KM	MPO	1	1/27/20	2/18/20	3/6/20		3/19/20			
Community College Police Dispatcher	KM	O	1	3/3/20	3/23/20	4/4/20					
Enterprise Business Supervisor	AF	P	1								
Instructional Assistant-English	JG	O	1	2/7/20	3/3/20	3/21/20					
Instructional Assistant-Math	JG	O		10/25/19	12/23/19	1/25/20			2/10-2/11/20	2/21/20	3/18/20
Journeyman Trade-HVAC	KM	MPO	1	3/3/20	3/23/20						
Receiving, Stockroom, and Delivery Worker	AF	MPO		11/12/19	12/4/19	12/14/19		1/24/20	3/3/20	3/12/20	3/18/20
Recycling Program Specialist	KM	MPO	1	2/3/20	2/25/20				3/12/20		
Senior Career Services Advisor	OV	P	1	2/26/20	3/17/20						
Sign Language Interpreter III	JL	MPO									
Stage Construction Technician-Lighting	JG	MPO	1	3/5/20	3/25/20						

Continuous Recruitments

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

Upcoming Recruitments

Classification	Assigned	FOC	VAC
Administrative Assistant I		MPO	
Administrative Assistant II		P	
Events Assistant			Temp.
Instructional Assistant-ESL	On hold	O	
Instructional Assistant-Math	JG	O	
Lead Custodian	KM	P	
Personnel Analyst		P	
Skilled Maintenance Worker II	KM	P	
Theater Technical Specialist		MPO	Temp.
Items in bold are pending approval by the Personnel Commission.			
*Pending approval by the Board of Trustees			

VI. Motion to adjourn.

DISPOSITION BY THE COMMISSION

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

Amendments/Comments

The next regular Personnel Commission meeting is scheduled for:
Wednesday, April 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, March 18, 2020, Regular Meeting of the Santa Monica College Personnel Commission was posted on the official District website and bulletin boards, no later than 72 hours prior to the date and time of this meeting.