



**PERSONNEL COMMISSION MEETING MINUTES
MAY 20, 2020 - 12:00 p.m.**

****VIRTUAL MEETING**
Hardcopy Distribution only at 2714 Pico: Exterior Display Box**

DEPARTMENTS:	ADMINISTRATORS & MANAGERS	PRESIDENT/SUPERINTENDENT & SENIOR STAFF
<p>3400 Airport/SBDC: Sasha King Academic Affairs: Sharon Thomas Accounts Payable: Cristina Hamblet Admissions & Records: Esau Tovar African American Center: Sherri Bradford Athletics: Sandra Hernandez Auxiliary Services: Ofelia Meza Bundy: Beverly Redd-Walker Business Department: Peter Murray Campus Police Office: Jennifer Jones Campus Store: Jaime Recinos Career Services: Vicky Rothman Cashier's Office: Veronica Romo Center for Media & Design: Jamina Russell Community Education: Alice Meyering Counseling Office: Laurie Guglielmo Custodian Time Clock: Anthony Williams Disabled Students Center: Nathalie Laille Early Childhood Ed.: L. Manson Emeritus College: V. Rankin-Scales English Dept.: Martha Hall EOP&S: Nick Mata ESL Office: Jocelyn Alex Events Office: Yesenia Penate Faculty Association: Peter Morse Financial Aid Office: Stacy Neal Health Sciences: Bronwyn Webber-Gregg Health Office: Nancy Alfaro HSS: Carolyn Baugh Institutional Research: Trena Johnson International Education Center: Ana Jara KCRW: Cheryl Gee Latino Center: Maria Martinez Madison: Gail Johnson Maintenance/Operations: Anisha Fullard Math Village: Kristina Fukuda Media Center: L. Nakamura Modern Language: Travis Grant Music: Lori Geller Outreach & Recruitment: Will Taylor Payroll: Ian Fraser Science: Ingrid Cardwell Student Life: Amelia Trejo Superintendent/Presidents Office: L. Kilian STEM: Vanan Yahnian Theater Arts: Judy Louff W& ED/Bundy: Tricia Ramos</p>	<p>Emeritus: Scott Silverman Facilities: Dennis Biddle HR: Tre'Shawn Hall-Baker Info Tech: Marc Drescher IEC: N. Pressian Instructional Technology: Joshi John Maintenance: Devin Starnes Terry Kamibayashi Operations: Anthony Barlow Derrick Davis Felicia Hudson Robert Villanueva Receiving: Lisa Davis Supplemental Instruction: Wendi DeMorst</p>	<p>Superintendent/President: Kathryn Jeffery Executive VP: VP Academic Affairs: Jennifer Merlic VP Business/Admin: Chris Bonvenuto VP Enroll. Services: T. Rodriguez VP Human Resources: Sherri Lee-Lewis VP Student Affairs: M. Tuitasi Senior Director Government Relations & Institutional Communications: Don Girard Community Relations: Kiersten Elliott Public Information: Grace Smith</p> <p>PUBLIC POSTING LOCATIONS</p> <p>2714 Pico: exterior display box Library for Public Posting (1) Library for Archives (2) Mailroom SMC Personnel Commission Office SMC Human Resources Staff Lounge</p> <p>EMPLOYEE ORGANIZATIONS</p> <p>CSEA Labor Rep.: Jessica Gonzalez CSEA Chapter Pres.: Mike Roberts CSEA Chapter 1st V.P.: Kennisha Green CSEA Chapter 2nd V.P.: Cindy Ordaz CSEA Chief Job Steward: Lee Peterson CSEA Corresponding Sec: Kristina Fukuda CSEA Recording Sec'y: Judith Mosher SMC POA President: – Officer Cadena Mgmnt Assoc: Eve Adler</p> <p align="right">Revised</p> <p>IF YOU NEED AN ACCOMMODATION Written requests for disability-related modifications or accommodations that are needed in order to participate in the Commission meeting are to be directed to the Personnel Commission Office as soon in advance of the meeting as possible.</p>

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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/Group Chat 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.

PUBLIC SESSION: 12:00 p.m.

I.ORGANIZATIONAL FUNCTIONS

- A. Call to Order **12:01 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 Classified Personnel Carol Long, reported on the following:

1. Being presented was the second reading of Personnel Commission's proposed budget for Fiscal Year 20-21.
2. One eligibility list for Recycling Program Specialist was brought forward. For this position qualification appraisal interviews were conducted remotely.
3. The re-prioritization of filling vacant positions during a "hard hiring freeze" and placing an emphasis on promotional opportunities.
4. Cyclical classification studies ongoing.
5. Chapter 9 of Merit Rules changes brought forward for approval and Chapter 12 changes presented for review/first reading.
6. Congratulated Personnel Commission employee John Linke on the appointment to the CODESP Board.

III.COMMENTS AND INFORMATIONAL REPORTS

Recognition of Employee Longevity: May 2020

5 YEARS

- ❖ Jorge Valadez, Campus Store Operations Assistant, Campus Store

10 YEARS

- ❖ Jo Popadynetz, Course Materials Buyer, Campus Store
- ❖ Joy Watson-Orenstein, Campus Store Operations Assistant, Campus Store

15 YEARS

- ❖ Renay Garcia, Student Services Assistant, Enrollment Services

A. Comments from Vice President of Human Resources

Dean of Human Resources, Dr. Treshawn Hall-Baker, spoke on behalf of Vice President Lewis. Dean Hall-Baker acknowledged and congratulated employees receiving longevity recognition for May 2020. In addition, she congratulated her Colleague John Linke for his recent appointment to the CODESP Board.

B. Comments from CSEA Chapter 36 Representative-No Comment.

C. Comments from Management Association President-No Comment.

D. Comments from Personnel Commission Staff-No Comment.

E. Public Comments-No Comment.

F. Comments by Personnel Commissioners

Commissioner Joy Abbot looks forward to seeing everyone again, in person.

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IV.AGENDA REPORTS – MAJOR ITEMS OF BUSINESS

#	ITEM	Page
1	Personnel Commission Budget Fiscal Year 2020-2021 Presentation of the Initial Personnel Commission Budget for Fiscal Year 2020-2021. Second Reading.	7
2	Recognition of Classified School Employees Week.	10
3	Request for Approval of Amendment to Rules and Regulations of the Classified Service. Chapter 9 Second Reading: <ul style="list-style-type: none"> • Merit Rule 9.1.1: Procedure for Certification of Payrolls • Merit Rule 9.2.1: Assignment Data • Merit Rule 9.2.2: Orientation of New Employees 	11
4	Request for Approval of Amendment to Rules and Regulations of the Classified Service. Chapter 12, Merit Rules 12.2.8, First Reading.	14

V.CONSENT AGENDA

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

#	ITEM	Page
5	Certification of Seniority List: <ul style="list-style-type: none"> • Accounting Supervisor 	16
6	Approval of Minutes: <ul style="list-style-type: none"> • Regular Meeting – April 15, 2020 	18
7	Extension of Eligibility List: <ul style="list-style-type: none"> • Custodial Operations Supervisor • Personnel Specialist • Senior Community College Police Dispatcher • Senior Enrollment Services Specialist 	19
8	Ratification of Eligibility List: <ul style="list-style-type: none"> • Recycling Program Specialist 	20
9	Request for Approval: Examination Schedule	21
10	Ratification of Internal Working Out of Class and Limited Term Assignments	22
11	Ratification of Limited Term Assignments	25
12	Advisory Items: Appointments to Limited Term Positions	26
13	Information Item: Classification & Compensation Status Report	27
14	Information Item: Recruitment & Examination Status Report	30

VI.ADJOURN

Next regularly scheduled meeting: Wednesday, June 17, 2020 at 12:00 p.m.

AGENDA REPORT NO. 1

**SUBJECT: PUBLIC HEARING REGARDING THE PERSONNEL COMMISSION
BUDGET AND ADOPTION OF PERSONNEL COMMISSION
BUDGET: FISCAL YEAR 2020 – 2021
SECOND READING**

DATE: May 20, 2020

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

Proposed Commission Budget

The attached proposed budget for the operation of the Personnel Commission Office for Fiscal Year 2020-2021 is submitted to the Personnel Commission for review and approval. This is the second reading of the proposed budget for which the Commission should open the public hearing and take testimony from any interested party, close the public hearing, adopt, amend as the Commission deems necessary and prudent, and then adopt.

Pursuant to Articles 88073 and 88086 of the California Education Code and Merit Rule 2.4.1 (A-D), each Personnel Commission must prepare an annual budget for its office which, upon the approval of the County Superintendent, shall be included by the governing board in the regular budget of the community college district.

The Personnel Commission's proposed budget was submitted for consideration to the Board of Trustees at their regular meeting on May 5, 2020. The Board of Trustees has accepted the Personnel Commission's budget as submitted, without any requests for changes.

Summary

The Personnel Commission budget for FY 2020-21 reflects the following adjustments against the prior year's budget:

- 5.8% increase in total salary and benefits due to the following changes:
 - Mandatory 10.2% increase in employee benefits
 - Mandatory step and column increases in salary

There are no increases anticipated during the next fiscal year for Total Operating Expenses. Outside of the mandatory salary and benefits increases, the initial budget will remain flat. There are no discretionary increases being requested at this time.

Overall, the Personnel Commission is requesting a 5.5% increase to its budget for Fiscal Year 2020-2021.

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OPEN PUBLIC HEARING:

Motion made by: Joy Abbot

Seconded by: Deborah Jansen

Ayes: 5

Nays: 0

Abstain: 0

TIME OPENED: **12:11 p.m.**

CLOSE PUBLIC HEARING:

Motion made by: Lawrence Leone

Seconded by: Joy Abbott

Ayes: 5

Nays: 0

Abstain: 0

TIME CLOSED: **12:16 p.m.**

DISPOSITION BY THE COMMISSION

MOTION MADE BY: Lawrence Leone

SECONDED BY: Barbara Greenstein

AYES: 5

NAYS: 0

ABSTENTIONS: 0

Amendments/Comments

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PERSONNEL COMMISSION BUDGET 2020-2021

Description	Object	2019/2020	2020/2021	Difference	% Change	
Administrative & Management	2110	\$ 377,414.00	\$ 377,414.00	\$0	7.7%	
Clerical	2120	\$ 485,800.00	\$ 523,098.00	\$ 37,298.00		
Clerical Hourly (Temporary Staff)	2323	11,000.00	11,000.00	\$ -		
Clerical Overtime	2324	2,000.00	2,000.00	\$ -		
Personnel Commissioners	2380	7,725.00	7,725.00	\$ -		
Other Classified Hourly	2393	0.00	0.00	\$ -		
Benefits (Staff - 47%)	Various	\$ 411,191.00	\$ 453,228.00	\$ 42,037.00	10.2%	
Benefits (Commissioners)	Various	\$ 82,990.00	\$ 82,990.00	\$ -		
Total Salary & Benefits		\$ 1,378,120.00	\$ 1,457,455.00	\$ 79,335.00	5.8%	
Supplies	4550	\$ 4,396.00	\$ 4,396.00	\$ -	0.0%	
Mileage	5210	\$ 150.00	\$ 150.00	\$ -		
Conf./Training/Staff Development	5220	\$ 6,200.00	\$ 6,200.00	\$ -		
Meeting Reimbursements	5241	\$ -	\$ -	\$ -		
Meals/Catering for Raters	5242	\$ 2,000.00	\$ 2,000.00	\$ -		
Dues & Memberships	5310	\$ 3,500.00	\$ 3,500.00	\$ -		
Repairs & Equipment Maintenance	5650	\$ 400.00	\$ 400.00	\$ -		
Legal	5730	\$ 20,000.00	\$ 20,000.00	\$ -		
Off Campus Printing	5820	\$ -	\$ -	\$ -		
Advertising	5830	\$ 6,500.00	\$ 6,500.00	\$ -		
Software Licensing	5840	\$ 11,400.00	\$ 11,400.00	\$ -		
Postage	5850	\$ -	\$ -	\$ -		
Other Contract Services	5890	\$ -	\$ -	\$ -		
Total Operating Expenses		\$ 54,546.00	\$ 54,546.00	\$0.00		
Total Budget		\$ 1,432,666.00	\$ 1,512,001.00	\$ 79,335.00		5.5%

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AGENDA REPORT NO. 2

SUBJECT: **RECOGNITION OF CLASSIFIED SCHOOL EMPLOYEES WEEK**

DATE: May 20, 2020

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

Since 1986, California has taken the third week in May to honor the invaluable contributions of Classified School Employees. It is recommended that the Personnel Commission adopt the following resolution in recognition and observance of Classified School Employees Week, May 17 through May 23, 2020.

WHEREAS, classified employees provide services that are vital to excellence in education and the educational process at Santa Monica College including maintaining buildings and grounds, providing support services and assistance, keeping facilities clean and repaired, assisting in the classroom, providing a secure learning environment, and providing many specialized services directly related to student success; and

WHEREAS, classified employees are directly involved in supporting the learning environment through their professional efforts in sustaining the activities of faculty, staff, administration, and the public who utilize the programs and services of the Santa Monica Community College District; and

WHEREAS, without these services the quality of the educational pursuits of the District and students would be greatly diminished; and

WHEREAS, classified employees of the Santa Monica Community College District deserve recognition and thanks for their outstanding efforts;

NOW, THEREFORE, BE IT RESOLVED, that the Personnel Commission of the Santa Monica Community College District hereby recognizes and wishes to honor the contribution of the classified employees to quality education in the state of California and in the Santa Monica Community College District and declares the week of **May 17, 2020** as CLASSIFIED SCHOOL EMPLOYEES WEEK.

DISPOSITION BY THE COMMISSION

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

Amendments/Comments

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AGENDA REPORT NO.3

**SUBJECT: AMENDMENT TO RULES AND REGULATIONS OF THE CLASSIFIED SERVICE - CHAPTER 9: EMPLOYMENT STATUS – SECOND READING
MERIT RULE 9.1.1: PROCEDURE FOR CERTIFICATION OF PAYROLLS
MERIT RULE 9.2.1: ASSIGNMENT DATA
MERIT RULE 9.2.2: ORIENTATION OF NEW EMPLOYEES**

DATE: May 20, 2020

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

Proposed changes to Chapter 9: Merit Rules 9.1.1, 9.2.1, and 9.2.2 are attached for a second reading. Recommendations were developed with input from the Merit Rules Advisory Committee. Goals of these changes include clarifying processes and ensuring compliance with applicable laws and bargaining agreements.

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CHAPTER IX

EMPLOYMENT STATUS

Rule 9.1

CERTIFICATION OF PAYROLLS
(EDUCATION CODE SECTION 88129)

9.1.1

PROCEDURE FOR CERTIFICATION OF PAYROLLS

- A. No person shall be appointed to a position in the classified service unless ~~the assignment order is~~ approved by the Personnel Director. The Personnel Director shall certify that the person who was named and the assignment are in accordance with these rules and the provisions of the Education Code.
- B. The Personnel Director shall audit all changes of status for classified employees; ~~and He/she~~ shall certify that all changes are in accordance with existing law and these rules.
- C. All time sheets, payroll reports or other financial or employment documents shall be made available to the Personnel Director upon request. ~~He/she~~ They may audit all payrolls to insure that these assignments are in accordance with the law and these Rules; ~~He/she and~~ shall immediately notify the Superintendent or ~~his/her/their~~ designee of any irregularities and attempt to resolve these problems.
- D. When irregularities remain unresolved, the Personnel Director shall notify the Personnel Commission, ~~who~~ which may, after a public hearing, order that no salary warrant shall thereafter be issued to the employee so appointed, for services rendered after the date of the order. ~~be thereafter drawn to the employee.~~

Rule 9.2

EMPLOYEE ASSIGNMENT

9.2.1

ASSIGNMENT DATA

- A. Upon initial assignment and upon each change in class thereafter, each regular classified employee shall be furnished:
 - 1. An offer of employment or change of status notice listing ~~his/her/their~~ salary including the pay period; the hourly daily, monthly, annual, overtime and differential rates of compensation, as applicable; the duty hours, prescribed work week, work year, and work location.
 - 2. A copy of ~~his/her/their~~ class description and a duty list for ~~his/her/their~~ position, if available.
 - 3. The terms and conditions of the probationary period, including evaluation procedures and dates.

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- B. The employee shall ~~sign an acknowledgement of the receipt of the information data. A copy of the document shall be given to the employee, the employee's supervisor and placed in the employee's file, one copy shall be retained by the employee, one copy shall be sent to the employee's supervisor and one copy shall be placed in the employee's file.~~
- C. The District shall have the right to make reasonable changes in the employee's work schedule. ~~The process for changing the work hours of represented employees is set forth in the applicable bargaining agreement. When such a change is to be made, the supervisor shall notify the employee and the Personnel Director in writing at least five (5) days prior to the effective date of the change.~~

ORIENTATION OF INFORMATION FOR NEW EMPLOYEES

- A. ~~Within five (5) working days of~~ Prior to the start date of a new assignment, each employee shall receive a work orientation at which he/she shall be advised of all information relating to their his/her employment status, including specific duty hours, break time and lunch period, applicable work rules, and department regulations, procedures for reporting absences, the terms and conditions of probation, and performance evaluation procedures.

DISPOSITION BY THE COMMISSION

Amendments/Comments

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

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AGENDA REPORT NO. 4

SUBJECT: **AMENDMENT TO RULES AND REGULATIONS OF THE CLASSIFIED SERVICE - CHAPTER 12: SALARIES, OVERTIME PAY, AND BENEFITS – FIRST READING**

MERIT RULE 12.2.8: SALARY ON PROMOTION

(Note: No formal action will be taken at this meeting.)

DATE: May 20, 2020

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

Proposed changes to Chapter 12: Merit Rule 12.2.8, are attached for a first reading.

Recommendations were developed with input from the Merit Rules Advisory Committee. Goals of these changes include clarifying processes and adding a provision to allow application of advanced step placement to promotional staff.

12.2.8 SALARY ON PROMOTION

- A. When an employee is promoted to a position on a higher salary range, ~~he/she~~ they shall receive at least a one step (5%) salary increase, ~~but not less than the first step of the new salary range.~~
- B. If the amount of the first step of the new salary range is less than a one step salary increase, the employee shall be placed at the next higher step which will ensure a minimum of a one-step or 5% salary increase.
- C. A promotional employee may be granted Advanced Step Placement on the salary schedule upon recommendation of the Director of Classified Personnel.
 - 1. The Director of Classified Personnel shall base their recommendation to properly compensate a promotional employee for previous training, experience, and qualifications which greatly exceed the standard expectations of a new employee on entry into the classification, provided advanced step placement was not awarded at the time of initial hire within the same job family, or for previous promotions within the same job family.
 - 2. Advanced Step Placement for promotional employees shall otherwise be in accordance with Merit Rule 12.2.4.
- ~~D.~~ After promotion, an employee shall advance one step on the salary schedule after satisfactory completion ~~of six months~~ of a probationary period in the new class. This shall become the employee's new increment anniversary date.
- ~~E.~~ Thereafter, salary increment advancement shall be in accordance with Rule 12.2.5.

CONSENT AGENDA

DISPOSITION BY THE COMMISSION**Amendments/Comments**

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

AGENDA REPORT NO. 5

SUBJECT: **CERTIFICATION OF SENIORITY LIST:
 ACCOUNTING SUPERVISOR**

DATE: May 20, 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.

Accounting Supervisor

It is recommended that the Personnel Commission certify the seniority list effective May 20, 2020.

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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"ACCOUNTING SUPERVISOR" Seniority List

Classification: **Accounting Supervisor**

Range: M14

Monthly Base Salary Range as of July 1, 2017: \$ 6370 to \$ 7742

PC Certification Date: May 20, 2020

Review Period: April 20 to 24, 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 Accounting Supervisor
Gonzalez, Jaime	4/3/2019	No	08/04/2002 (Adjusted)	12	40	

Edited By: Brent Heximer, AA II, PC

Compiled by: Karen Monzon, Personnel Analyst

Approved by: Carol Long, Director of Classified Personnel

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AGENDA REPORT NO. 6

SUBJECT: **APPROVAL OF MINUTES**

DATE: May 20, 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 – April 15, 2020

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AGENDA REPORT NO. 7

SUBJECT: **EXTENSION OF ELIGIBILITY LISTS:**

- **CUSTODIAL OPERATIONS SUPERVISOR**
- **PERSONNEL SPECIALIST**
- **SENIOR COMMUNITY COLLEGE POLICE DISPATCHER**
- **SENIOR ENROLLMENT SERVICES SPECIALIST**

DATE: May 20, 2020

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

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

Classification	Original Expiration Date	Current Expiration Date	Number of Candidates on List	Number of Ranks on List	Proposed Expiration Date
Custodial Operations Supervisor	6/9/2020	6/9/2020	4	4	9/9/2020
Personnel Specialist	6/18/2020	6/18/2020	8	5	9/18/2020
Senior Community College Police Dispatcher	6/18/2020	6/18/2020	2	2	9/18/2020
Senior Enrollment Services Specialist	6/9/2020	6/9/2020	1	1	9/9/2020

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

Merit Rule 6.2.3 (C) Duration of Eligibility List

6.2.3 (C)

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

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

RECOMMENDATION

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

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AGENDA REPORT NO. 8

SUBJECT: **RATIFICATION OF ELIGIBILITY LISTS**

DATE: May 20, 2020

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

BY: José A. Guzmán, Personnel Technician

Class Title	Field of Competition	Promotional	Total On List	Expiration Date
Recycling Program Specialist	Merged Promotional & Open Competitive	0	6	05/14/21

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AGENDA REPORT NO. 9

SUBJECT: **EXAMINATION SCHEDULE**

DATE: May 20, 2020

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

BY: José Guzmán, Personnel Technician

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

Class Title	Field of Competition	Time
Academic Records Evaluator	Promotional	3 weeks
Administrative Assistant I	Promotional & Open Competitive	3 weeks
Administrative Assistant II	Promotional & Open Competitive	3 weeks
Customer Service Assistant	Promotional & Open Competitive	3 weeks
Enterprise Business Services Clerk	Promotional & Open Competitive	3 weeks
Student Services Clerk	Promotional & Open Competitive	3 weeks

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AGENDA REPORT NO. 10

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

DATE: May 20, 2020

TO: Members of the Personnel Commission

FROM: Karen Monzon, Personnel Analyst

It is recommended that the Personnel Commission approve the following:

I. Working Out of Class

Name/Permanent Class	Working Out of Class Assignment	Dates of Current Assignment
Nicholas Chambers/ Student Services Clerk	Academic Records Evaluator	4/27/2020 to 6/30/2020

II. Limited Term Assignment

Name/Permanent Class	Limited-Term Assignment	Dates of Current Assignment
Kathy Kerce/ Community College Police Dispatcher	Senior Community College Police Dispatcher	7/1/2020 to 9/3/2020

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

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class beyond the time limits specified in Merit Rule 7.2 (Provisional Appointments)
and Merit Rule 7.4 (Limited Term Appointments).

B. Procedure for Supervisor Requesting Approval for Working Out of Class

3. The Director of Classified Personnel will advise the Office of Human Resources of the findings and shall present those findings, including the recommended pay differential, to the Personnel Commission for approval. Confirmation of this approval shall then be sent by the Personnel Commission to the Supervisor and the employee, and forwarded to the Board of Trustees for final approval.

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

11.7 Work out of Classification

11.7.1 Definition:

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

11.7.3 Compensation:

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

11.4 Salary on Promotion

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

**Merit Rule 7.4 Limited Term (Temporary) Appointments
(Education Code Section 88105)**

7.4.1 LIMITED TERM POSITIONS DEFINED

- A. Positions established to perform duties which are not expected to exceed six months in one fiscal year shall be designated as temporary limited-term positions.
- B. Positions established to replace temporarily absent employees shall be designated as substituted limited-term positions.

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7.4.2 PROCEDURE FOR ESTABLISHMENT OF LIMITED-TERM POSITIONS

- A. When a temporary or substitute limited-term position is established, the appointing authority shall notify the Director of Classified Personnel in writing of the hours, starting date, and probably length of the assignment. Establishment of limited-term positions shall be subject to ratification by the Board of Trustees at their next regular meeting.
- B. Substitute limited-term appointments may be made for the duration of the absence of a regular employee but need not be for the full duration of the absence. The appointment may be in the same class as that of the absent employee or the duties may be reduced in level and the appointment may be made in a lower class. The duration of the appointment shall not exceed the authorized dates of absence of the regular employee.

RECOMMENDATION

It is recommended that the Personnel Commission approve the requests for working out of class and limited term assignments and extensions for the appropriate stipend as indicated under the above applicable sections of CSEA, Chapter 36, Article 11.7, and Merit Rules 3.2.10 and 7.4.

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AGENDA REPORT NO. 11

SUBJECT: RATIFICATION OF LIMITED TERM ASSIGNMENTS

DATE: May 20, 2020

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

BY: José A. Guzmán, Personnel Technician

The Personnel Commission is requested to ratify the classification of the following Limited Term positions pursuant to Section [7.4.2(C)] of the Rules and Regulations of the Classified Service of the Santa Monica Community College District:

Position Classification	Department	Effective Dates
Customer Service Assistant (4 part-time positions)	Bookstore	04/20/20-06/30/20

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AGENDA REPORT NO. 12

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

DATE: May 20, 2020

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

BY: José A. Guzmán, Personnel Technician

The Personnel Commission is advised that the following persons have been appointed to the following Limited Term positions from certified eligibility lists pursuant to Section [7.4.3(A)] of the Rules and Regulations of the Classified Service of the Santa Monica Community College District.

Candidate	Position	Department	Duration*	Eligible List Date
Carter, Ashlie	Customer Service Assistant	Bookstore	04/20/20-06/30/20	05/16/18
English, Kara	Customer Service Assistant	Bookstore	04/20/20-06/30/20	05/16/18
Lemon, Curly	Customer Service Assistant	Bookstore	04/20/20-06/30/20	05/16/18
Ramirez, David	Customer Service Assistant	Bookstore	04/20/20-06/30/20	05/16/18

*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.

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AGENDA REPORT NO. 13

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

DATE: May 20, 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
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	
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	
Financial Aid Supervisor	AF	Reclass	Single	02/03/20	02/21/20	05/07/20	Senior Management	
Administrative Assistant II	OV	Reclass	Single		01/08/20			
Instructional Technology Services Manager	JL/JG	Reclass	Single	NA	10/21/19			
Network Communications Manager	JL	Revisions	Single	01/15/19	03/15/19			
Senior Student Services Specialist-Assessment Services	AG/OV	Cyclical	None	4/18/18*	NA			
Deaf and Hard of Hearing Services Supervisor	OV	Cyclical	Single	03/13/20				
Lead Library Assistant-Circulation	AF	Cyclical	Single	04/30/20				
Lead Library Assistant-Technical Services	AF	Cyclical	Single	04/30/20				
Library Assistant	AF	Cyclical	Single	04/30/20				
Research & Planning Analyst	OV	Cyclical	Single	04/30/20				
Research Assistant	OV	Cyclical	None	NA				
Senior Research Analyst	OV	Cyclical	Multiple	04/30/20				
Sign Language Interpreter I	JL/JG	Cyclical	None	NA				
Sign Language Interpreter II	JL/JG	Cyclical	None	NA				
Sign Language Interpreter III	JL/JG	Cyclical	Multiple	04/30/20				
Sign Language Interpreter Trainee	JL/JG	Cyclical	None	NA				
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/AF	Reclass	Single					
Instructional Technology Services Manager-Entertainment Technology	JL	Reclass	Single					
Student Services Clerk	KM/AF	Reclass	Single					
Student Services Specialist	OV	Cyclical	Multiple					
Tutoring Coordinator	AF	Revisions	None					
<i>*Extension</i>								

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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			
Human Resources Technician		Cyclical	Single	NA	NA			
<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				
Director of Grants		New Class						
<i>*Extension</i>								

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AGENDA REPORT NO. 14

SUBJECT: RECRUITMENT AND EXAMINATION STATUS REPORT – INFORMATION ONLY

DATE: May 20, 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 below for information.

Recruitment and Examination Status Report											
Classification	Assig	FOC	VAC	Opened	Closed	Written	T & E	Perf.	QAI	E-List	Ratif.
Carpenter	KM	MPO	1	1/27/20	2/18/20						
Community College Police Dispatcher	KM	O	1	3/3/20	3/23/20	On hold					
Enterprise Business Supervisor	AF	P	1								
Instructional Assistant-English	JG	O	1	2/7/20	3/3/20						
Journeyman Trade-HVAC	KM	MPO	1	3/3/20	3/23/20						
Recycling Program Specialist	KM	MPO	1	2/3/20	2/25/20				5/4/20	5/15/20	5/20/20
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
Academic Records Evaluator		P	
Administrative Assistant I		PO	
Administrative Assistant II		PO	
Customer Service Assistant		PO	
Enterprise Business Services Clerk		PO	
Lead Custodian	KM	MPO	
Lead Receiving, Stockroom, and Delivery Worker		P	1
Personnel Analyst		P	
Skilled Maintenance Worker II	KM	P	
Student Services Clerk		PO	
Theater Technical Specialist		MPO	Temp.
Items in bold are pending approval by the Personnel Commission.			
<small>*Pending approval by the Board of Trustees</small>			

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VI. Motion to adjourn at 12:24 p.m. in honor of Classified School Employee's Week.

DISPOSITION BY THE COMMISSION

MOTION MADE BY: Deborah Jansen
SECONDED BY: Lawrence Leone
AYES: 5
NAYS: 0
ABSTENTIONS: 0

Amendments/Comments

The next regular Personnel Commission meeting is scheduled for
Wednesday, June 17, 2020 at 12 P.M.

As required by law, this agenda for the Wednesday, May 20, 2020, Regular Meeting of the Santa Monica College Personnel Commission was posted on the official District website and available bulletin boards, no later than 72 hours prior to the date and time of this meeting.