

PERSONNEL COMMISSION - REGULAR MEETING MINUTES

VIRTUAL MEETING – WEDNESDAY, OCTOBER 21, 2020 at 12:00 P.M

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: 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: Health Office: Nancy Alfaro HSS: Carolyn Baugh Institutional Research: International Education Center: Ana Jara KCRW: 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: 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 Management Association: Susan Fila</p> <p>Revised 10/15/2020</p> <p>IF YOU NEED AN ACCOMMODATION Written requests for disability-related modifications or accommodations that are needed in order to participate in the Commission meeting are to be directed to the Personnel Commission Office as soon in advance of the meeting as possible.</p>

PUBLIC PARTICIPATION FOR VIRTUAL MEETINGS ADDRESSING THE PERSONNEL COMMISSION

During the COVID-19 (Coronavirus) Global Pandemic, the Personnel Commission will be conducting virtual public meetings using Zoom. Virtual meetings have been authorized by Executive Order N-25-20 issued by Governor Gavin Newsom and dated March 12, 2020, to reduce and minimize the risk of infection by “limiting attendance at public assemblies, conferences, or other mass events.” Zoom meetings will ensure public participation while at the same time complying with the Governor’s Stay at Home executive order and Los Angeles County’s Safer at Home order.

Members of the public may address the Personnel Commission **concerning any subject that lies within the jurisdiction of the Personnel Commission**. Public participation can occur in one of two ways. Members of the public can submit written comments to be read during the public meeting or they may speak during the Zoom meeting.

Individuals wishing to speak or submit written comments to be read at the Personnel Commission meeting shall send an email to personnel_commission@smc.edu, by no later than 10 AM, Wednesday, October 21, 2020. The email should include the following information:

- Name
- Department (optional)
- Topic or Agenda Item # to be addressed
- Comments to be read (if submitting written comments)

Instructions for Speaking to the Commission through Zoom

Speakers may address any specific agenda item, or may provide general comments during the “Public Comments” period. When it is time for the speakers to address the Commission, their name will be called and the microphone on their Zoom account will be activated. A speaker’s Zoom Profile should match their real name to expedite this process. After the comment has been given, the microphone for the speaker’s Zoom profile will be muted.

All public comments will be subject to the general rules set forth below.

1. 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.
2. 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.
3. 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.

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

For information regarding Personnel Commission Agenda/Minutes distribution, please contact Personnel Commission at (310) 434-4410.

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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 12:00 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 Classified Personnel, Carol Long provided the following agenda highlights: Presentation of seven classification revisions and one ad-hoc salary study request. The classification revisions involved recommendations for salary reallocation. Reports included an explanation stating that recommendations would not be implemented until salary freezes were lifted. Therefore, reports contain verbiage: "Salary survey data is for informational purposes only. The District will determine when we are able to move forward with the appropriate increases where applicable". Notifications were provided to CSEA and the incumbents of the classifications.

The Personnel Commission and Human Resources Department classification revisions are on hold and will be brought forth in November.

The Merit Rules Advisory Committee brought forward Merit Rule 9.5.1 through Merit Rule 9.5.3, which cover definitions and procedures involved in position transfers and lateral transfers for a first reading.

Meetings with CSEA continue twice a month and include the review of additional duties assigned to several classified employees to determine if working out of class pay is warranted.

III.COMMENTS AND INFORMATIONAL REPORTS

Recognition of Employee Longevity: October 2020

5 YEARS

- ❖ Silvana Carrion-Palomares, Supplemental Instruction Coordinator, Student Equity

Wendi De Morst stated that Silvana has been a Godsend to SMC and the Supplemental Instruction program. She has done what's in the best interest of students to help make sure that they get the support that they need in their courses.

- ❖ Armineh Gurjian, Classification and Compensation Manager, Personnel Commission

Carol Long commented on the impact Amy Gurjian had when she first started at SMC with establishing a more formalized classification and compensation study program, including starting our district wide classification study program on a cyclical basis, and managing the significant increase in workload associated with these ongoing studies. Amy is strongly committed to the ethics of what we do here. There are a number of gray areas and missing pieces in the law relating to classification work and they don't always give us the black and white decision making guidance that we would like. Amy's strong critical thinking skills are very valuable in this area, as she brings difficult and complex issues up for discussion with our staff, and with the unions and management so process changes can be initiated and implemented if needed. I also wanted to acknowledge that in 2018 she was selected as the Southern California Public Management Association Manager of the Year in recognition of her outstanding leadership with the Personnel Commission at Santa Monica College. Thank you Amy for all of the work you've done for us and all the changes that you made here.

- ❖ Fabio Prieto, Student Services Assistant, Office of Outreach
- ❖ Louis Tovaes, Skilled Maintenance Worker, Maintenance

Jose Tostada: I just want to say thank you for your five years of service. That's a big accomplishment. And I just want to say thank you for taking pride in safety, customer service, and taking responsibility for your quality of work.

- ❖ Lisa Winter, Compliance Administrator/Title IX Coordinator, Human Resources

Sherri Lee-Lewis: I am really pleased to congratulate Lisa on her five years with the District. Her knowledge and expertise has been an asset to the District. We needed her skill set when she came on board. She does really great work with the students. She's a very strong student advocate, always looking out for their wellbeing. She always makes that a priority. She has a Title IX leadership program that she implemented a couple of years ago that's been really successful with the students; they have truly embraced it. You know survivors who just want more knowledge about what Title IX means for them. She had over 100 participants. She has also developed mini Title IX training programs, that have been very effective. Overall, she's a team player, and we really appreciate having her in the department. So I just wanted to make sure I gave her a little shout out this afternoon.

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❖ Janet Wolf, Administrative Assistant II, International Education Center

Jeremy Lange: We're so lucky to have Janet at the International Education Center. She was hired when former dean Kelly Brayton was with us. We went through a lot of changes and hardships. Janet has such a great personality and a way with words when working with the students. Janet is the one who fields difficult calls first, I just wanted to congratulate her and I'm happy to see you, Janet and we miss you.

Ana Jara: Thank you so much. And I just wanted to say congratulations, Janet. You have been a Godsend to me. And you know, I look forward to your calmness in keeping us together as a nucleus. So thank you so very much. Janet I so appreciate you and congratulations on your five years with us.

Pressian Nicolov: Thank you so much. I'm Pressian Nikolov, I work at the IEC and and I'm pretty new to the college as well. Janet and I work very closely together on many things. I've known her for just a few months now, but I can tell you that in over 25 years of experience in working in this field. I have never met anyone as intelligent and as kind hearted and as generous as Janet is. She has been so patient with me. She has taught me so much and I truly appreciate her from the bottom of my heart. I hope that she has another 25 years at least left to give us. Thank you so much

Comments received in the Zoom Chat Box:

Teresa Morris: Congratulations to you, Janet! So glad I get to work with you!
Lindsay Poland: Congratulations Janet!! It is such a pleasure to work with you!
Catherine Weir: Congrats Janet!
Amanda De La Torre: Congrats Janet!!
Jessica: Congrats Mom! This is Jessica Skinner, Janet's daughter
Abigail Orosz: YAYYYYYY Ana and Janet!

10 YEARS

❖ Marcia Merritt-Williams, Student Services Assistant, EOPS

Comments received in the Zoom Chat Box:

Jeremy Lange "Congrats Marcia from your family at International Education!"

15 YEARS

❖ Jessica Riojas, Student Services Clerk, Emeritus

Scott Silverman: I wanted to say that I really appreciate Jessica's time and energy spent with the program. She's been here for 15 years. Jessica shows incredible patience when working with the students. She is always open to new strategies on how to best support students and faculty. In the three short years I've been here, I've seen her resolve many complicated student concerns. I appreciate her energy and her enthusiasm. She diffuses the most tense situations with students walking away with a smile on their face. I appreciate the time she puts in and I hope she's here for a lot longer.

❖ Veronica Romo, Enterprise Business Services Specialist, Cashier's Office

Mitch Heskell, Dean of Education Enterprise: Veronica is one of those very, very wonderful star employees who is fearless about taking on any new thing that's thrown at her. She just cranks out the work and has a consistently wonderful attitude. She always has the students best interest in hand, I'll just give you one example that happened recently. The cashier's

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offices on campus are open, five days a week, but we alternate who's on campus each day, Recently, they've taken on the distribution of the CARES checks in order to get them in the hands of students faster because there's so many problems with the mail. And with the CARES checks the students really need those checks right away. She set up the schedule and it's all gone flawlessly. But she does that with everything, and I could not be more appreciative and more supportive of her. She's really a tremendous asset to this District.

25 YEARS

❖ Thomas Carter, Lead Theater Technician, SMC Performing Arts

Linda Sullivan: Since I've been supervisor for the technical theatre Performing Arts Center, Tom has been invaluable. I appreciate his dedication, his reliability, his knowledge of every aspect of technical theatre, his honesty about what he doesn't know and his willingness to always research and find out. Tom has dedication, humility and really amazing intelligence. He served as Interim Technical Director, when we were between technical directors. He completed some very complex shows that involved new technology. And I don't think I could have quite made it as a supervisor if Tom were not there to guide me through the nuances. It was absolutely wonderful to be able to work with him. I'm so glad that Tom has been with the district for 25 years, that he left to serve in the military, and that he came back to the district. He is just a wonderful, wonderful lead technician and I will always be grateful to him for his support to the entire department.

Mitch Hesel: I worked with Tom when I was over at the Broad Stage for seven years and he's all the things that Linda just said. One of those very complex productions Linda was referring to was "Our Town" that starred Helen Hunt. That was a massive hit. It sold out. We had to completely transform the Broad Stage and there were all sorts of sound problems as a result. He knew exactly what it was and fixed it in a second. And that's the kind of technician he is and a wonderful colleague

30 YEARS

❖ Ana Jara, Administrative Assistant I, International Education Center

Jeremy Lange: I just think how great it is for Ana and Janet to be recognized together. We're also lucky to have both of them. They're just two peas in a pod and both of them are what helps operate our whole department Thank you.

Pressian Nicolov: 30 years is such an amazing achievement and you're a gem. And I want to thank you for your patience with me. You deal with students and demands and you always maintain a wonderful attitude and are so patient with me. Congratulations, and here's to 30 more years.

Janet Wolf: She's just a blessing to Santa Monica College and I just want to tell her I love her.

Comments received in the Zoom Chat Box:

Teresa Morris: Congrats, Ana! THIRTY YEARS!!!! So glad I get to work with you!
LeRoy Nakamura: Congrats to you Ana Jara.
Abigail Orosz: YAYYYYY Ana and Janet!
Amanda De La Torre: Congrats Ana!!!
Lindsay Poland: Congratulations Ana!! We love you!

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Sherri Lee-Lewis: Congratulations Ana!!!
Abigail Orosz: Congratulations!
Brittany Wilson: Congrats Ana !!!! We love you!!!
Linda Sullivan: I also would like to acknowledge Ana Jara. Every interaction I have had with Ana has been outstanding!
Catherine Weir: Congrats Ana for your 30 years milestone! Thank you for your service to our international students.

❖ LeRoy Nakamura, Multimedia Technician, Media Center

“As you may know, I'm also manning the IT helpline while I'm on here. We just had Management changes in the IT Division. So I don't think there's a manager who is here to speak on my behalf, but I wrote a short notice here. Thank you. I've seen a lot in my 30 years at the college, many changes, VPs, Deans, Directors and Managers, several budget crunches, changes in coworkers, not to mention riots, earthquakes, fires, a shooting and now a global pandemic. And hopefully I will be here to help SMC to recover from this pandemic in the future. It's been an adventure of a lifetime. Again, thank you very much for the 30 years.

Comments received in the Zoom Chat Box:

Teresa Morris: Congrats, Leroy! Thank you for all your help over all these years!!
Steve Hunt: Congrats LeRoy!!
Linda Sullivan: I want to congratulate LeRoy, another positive force for SMC!
Pressian Nicolov: Congratulations LeRoy!!

A. Comments from Vice President of Human Resources

Vice President, Sherri Lee Lewis commented on the reorganizational plan Dr. Jeffery took to the Board of Trustees in October. She also recognized open recruitments for positions that needed to be replaced. She commended the district employees, including classified staff on the hard work they've taken on to meet current challenges. Sherri discussed recent initiatives to enhance the District's professional development program.

Bob Myers added that furloughs and salary freezes were currently in place for classified staff and managers. The District may need to look at additional cuts later in the year.

B. Comments from CSEA Chapter 36 Representative

C. Comments from Management Association President

D. Comments from Personnel Commission Staff

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

F. Comments by Personnel Commissioners

Commissioner Joy Abbott congratulated everyone who was celebrating longevity today, particularly Leroy with 30 years. She asked Sherri Lee-Lewis to provide clarification on steps the District is taking in response to budgetary concerns.

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IV. AGENDA REPORTS – MAJOR ITEMS OF BUSINESS

#	ITEM	PAGE
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2	<p>AMENDMENT TO RULES AND REGULATIONS OF THE CLASSIFIED SERVICE CHAPTER 9: EMPLOYMENT STATUS – FIRST READING</p> <ul style="list-style-type: none"> • MERIT RULE 9.5.1: • MERIT RULE 9.5.2: • MERIT RULE 9.5.3: 	13
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V. CONSENT AGENDA

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

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VI. ADJOURN

AGENDA REPORT NO. 1

SUBJECT: ~~AMENDMENT TO RULES AND REGULATIONS OF THE CLASSIFIED SERVICE – CHAPTER 9: EMPLOYMENT STATUS – SECOND READING~~
~~MERIT RULE 9.2.5: FLEXTIME~~
~~MERIT RULE 9.3.1: INITIAL PROBATIONARY PERIOD~~
~~MERIT RULE 9.3.2: COMPLETION OF INITIAL PROBATION~~
~~MERIT RULE 9.3.3:~~
~~SUBSEQUENT PROBATION FOR PERMANENT CLASSIFIED EMPLOYEES~~
~~MERIT RULE 9.4.1: PERMANENT STATUS DEFINED~~
~~MERIT RULE 9.4.2: RIGHTS, BENEFITS, AND BURDENS OF PERMANENT CLASSIFIED EMPLOYEES~~

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

DATE: ~~October 21, 2020~~

TO: ~~Members of the Personnel Commission~~

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

Proposed changes to Chapter 9: Merit Rule 9.2.5 through 9.4.2, are attached for a second reading. A minor change was made to section 9.2.5 at the October 7, 2020, Merit Rules Advisory Committee Meeting and can be viewed below.

DISPOSITION BY THE COMMISSION

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

Amendments/Comments

Agenda Report #1 to be rescinded and reconsidered for the next Personnel Commission meeting.

AGENDA REPORT NO. 2

SUBJECT: **AMENDMENT TO RULES AND REGULATIONS OF THE CLASSIFIED SERVICE - CHAPTER 9: EMPLOYMENT STATUS – FIRST READING**
MERIT RULE 9.5.1: TRANSFER
MERIT RULE 9.5.2: POSITION TRANSFER
MERIT RULE 9.5.3: LATERAL TRANSFER
(Note: No formal action will be taken at this meeting.)

DATE: October 21, 2020

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

Proposed changes to Chapter 9: Merit Rule 9.5.1 through 9.5.3, are attached for a first reading. Recommendations were developed with input from the Merit Rules Advisory Committee. Goals of these changes include updating and clarifying processes, and ensuring language is in compliance with the Education Code and applicable bargaining agreements.

Rule 9.5 TRANSFER (EDUCATION CODE SECTION 88097)

Transfer procedures for unit members are contained in Article 6 of the District/CSEA Contracts.

9.5.1 DEFINITIONS

- A. A position transfer shall mean the reassignment of an employee from one position to another position in the same class.
- B. Lateral transfer shall mean the reassignment of an employee to a position in a similar or related class with the same salary range.
- C. Transfer in lieu of layoff shall mean the reassignment by transfer without examination of an employee who meets the minimum qualifications, to a vacant position within a different classification with the same salary range or to a vacant position in a different classification with a lower salary rate provided that:
 - 1. the position has not been designated by the District as ineligible to be filled by transfer in lieu of layoff, and
 - 2. the employee has not previously achieved permanent status in the classification in which the position resides.

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9.5.2

POSITION TRANSFER

- A. Position transfers may be made within the classified service from one position in a class to another position in the same class. ~~A position transfer may be initiated by the Administration or at the request of the employee.~~
- ~~B. Administration initiated position transfers may be made at any time for the good of the service upon approval of the District Personnel Administrator and the department supervisor(s) affected, and shall be governed by the following procedures:~~
 - ~~1. An employee who is about to be transferred shall be notified in writing by his/her their immediate supervisor of the reason(s) for the transfer at least five (5) working days prior to the effective date of the transfer.~~

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- ~~2. Employees shall not be transferred solely for punitive or preferential reasons.~~

PC approved: 7/23/03; presented for revision PC: 5/20/03

~~B.C. An employee may initiate submit an application for a position transfer at the time a vacancy is posted for transfer if he/she they has have permanent status in the classified service their current classification, and is performing satisfactorily in his/her position. An employee currently under evaluation for unsatisfactory work performance may initiate a transfer request, but the transfer can be finalized only upon the approval of the Personnel Director.~~

9.5.3

LATERAL TRANSFER

- A. ~~Lateral~~ Transfers from a position in one class to a position in another related class must first be approved by the ~~Director of Classified Personnel Director~~, subject to ratification by the Personnel Commission at the next regular meeting. ~~Such approval may be given only when the transfer is lateral.~~ Determination of whether classes are sufficiently related to permit lateral transfer between them shall be based on similarity of:
1. Entrance qualifications.
 - ~~2.~~ Examination content.
 3. Duties and responsibilities.
- ~~B. The extent to which the two classes must be comparable may depend on additional factors. In general more latitude is allowed:~~
- ~~1. As an employee's length of service with the District increases.~~
 - ~~2. When the request for transfer is based on layoff, reclassification, or health.~~
- ~~CB. A permanent employee who transfers to a new class in which he/she has not completed a probationary period shall serve a new probationary period in the class. Seniority in each of the classes the new classification shall be counted separately as outlined in Chapter 13.~~

AGENDA REPORT NO. 3

SUBJECT: **INFORMATION ITEM: AD-HOC STUDY: ACCOUNTANT**

DATE: October 21, 2020

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

BY: August Faustino, Personnel Analyst

BACKGROUND

Attached for your approval is an ad-hoc study request for **Accountant**.

The Personnel Commission received an ad-hoc study request to review the current salary allocated for the Accountant. This request was approved by both senior management and the represented bargaining unit in order for this study to be initiated. The Accountant salary was last reallocated in May 2015 when the classification description was revised. There are currently seven incumbents in this classification.

METHODOLOGY

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. Positions where incumbents performed the full range of complex accounting duties including maintaining and auditing accounting records, reconciling, reviewing and preparing transactions, initiating reports and performing the month-end and year-end budget processes, budget monitoring & preparing projections were identified as comparable classifications. Comparable classifications also regularly exercised independent judgment and used professional level accounting knowledge of accounting principles and practices to serve as support for management in fiscal decision making, planning and analysis.

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RESULTS

A comprehensive survey of comparable agencies was conducted and yielded several strong to moderate matches as indicated below.

AGENCY	JOB TITLE	MIN	MAX	MEDIAN
Santa Monica College	Accountant	\$5,873	\$7,139	\$6,506
City of Santa Monica	Accountant II	\$6,428	\$7,936	\$7,182
LACOE	Senior Accountant	\$5,954	\$7,376	\$6,665
Contra Costa CCD	Accountant, Senior	\$5,906	\$7,194	\$6,550
Foothill DeAnza CCD	Accountant	\$5,315	\$7,120	\$6,218
Glendale College	Assistant District Accountant	\$5,813	\$7,419	\$6,616
Long Beach City College	Senior Accountant	\$6,041	\$7,453	\$6,747
Santa Barbara City College	Accountant	\$5,239	\$6,382	\$5,811
Ventura County CCD	Accountant	\$5,421	\$7,473	\$6,447
	Average	\$5,765	\$7,294	\$6,529
	25th Percentile	\$5,395	\$7,176	\$6,285
	50th Percentile	\$5,860	\$7,398	\$6,629
	75th Percentile	\$5,976	\$7,458	\$6,717
	80th Percentile	\$6,006	\$7,465	\$6,736
	90th Percentile	\$6,157	\$7,612	\$6,885
	SMC % RANK	52%	18%	37%
	SMC Differences From AVG	2%	-2%	0%
	SMC Differences From MED	0%	-4%	-2%

Median is 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 Accountant is \$5,873 to \$7,139 per month (Classified Employee Salary Schedule, Range 41). In this survey, the median salary for this role is at the 37th percentile as compared to the market median; that is, 63% of market comparables were paid higher than the SMC classification. The salary survey data is for informational purposes only. The District will determine when we are able to move forward with the appropriate increases where applicable.

AGENDA REPORT NO. 4

SUBJECT: **REQUEST FOR APPROVAL OF REVISIONS TO CLASS DESCRIPTION:
ACCOUNTS PAYABLE SUPERVISOR**

DATE: October 21, 2020

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 revised classification description for **Accounts Payable Supervisor**.

The Accounts Payable Supervisor plans, organizes and supervises the day-to-day staff, operations, and activities of the District's Accounts Payable Department. This classification was established in 1998 and revised in November 2006 and December 2018. It is currently vacant but a recruitment will be underway upon approval of presented revisions. This study is not part of the cyclical review process.

METHODOLOGY

Personnel Commission staff met with Kim Tran, Chief Director, Business Services to review the current classification description and determine if the duties, minimum qualifications and knowledge and abilities listed still accurately reflect the expectations of the job. Ms. Tran requested minor revisions to the minimum qualifications.

RESULTS

Based on the data gathered, revisions to the classification description are being proposed as presented. These changes serve to clarify the minimum requirements. Proposed classification revisions were not found to be sufficient to alter salary allocation.

RECOMMENDATIONS

It is recommended that the Commission approve the proposed revisions for the Accounts Payable Supervisor classification description.

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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Accounts Payable Supervisor

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CONCEPT OF THE CLASS

Under general direction, this position plans, organizes and supervises the day-to-day staff, operations, and activities of the District's Accounts Payable Department.

DISTINGUISHING CHARACTERISTICS

The **Accounts Payable Supervisor** oversees the activities and operations of the District Accounts Payable Department, reviews and conducts performance management, executes supervision over assigned staff and provides direction and training.

The **Controller** plans, organizes, and directs the accounting, accounts payable, budgeting auditing and payroll activities of the District to ensure compliance with related policies, rules, laws and regulations.

An **Accounting Specialist** performs journey level and complex clerical accounting activities with direct accountability in preparing, maintaining and processing accounts payable, accounts receivable, revolving cash funds, financial aid payments and/or reimbursements. Incumbents perform routine to advanced clerical accounting duties consistent with standard practices and established guidelines, with a moderate to high degree of independent judgment.

ESSENTIAL DUTIES

Supervises employees of the Accounts Payable department, assigns and reviews work participates in new employee selection, discipline and termination; trains employees and evaluates employee performance.

Analyzes, researches, prepares and audits accounts payable records and reports; resolves accounts payable discrepancies; recommends adjustments or amendments to correct current or potential account deficits; checks for coding errors and corrects as necessary.

Analyzes, reports, maintains and performs most critical accounts payable functions, including sales and use tax, debt obligation and general ledger voucher entries.

Responds to questions, requests and problems; answers questions and advises departments on status of accounts; provides assistance in the resolution of accounts payable discrepancies and issues.

Communicates and corresponds with various outside sources regarding accounts payable functions; may participate in or assist with reports required by outside agencies.

Assures compliance with Federal, State, County and District requirements and procedures.

Assists with annual reports, journal entries from County, daily reports; processes transactions needed to clear suspense lists and exception reports; assists with balancing County expenditures and revenues as needed.

Participates in accounts payable functions during peak workload periods and in the absence assigned personnel.

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Accounts Payable Supervisor

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Calculates and prepares transfers of various County and District financial documents; oversee data entry into County systems; communicates with District and County offices to verify accuracy and completeness of records and reports and to maintain appropriate accounting controls.

Prepares, maintains and analyzes complex financial records and reports.

Assists Controller with review of policies; makes recommendations regarding accounts payable procedures and processes.

Attends and participates in management development programs, 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

Supervision Received:

This position receives direction from the Controller.

Supervision Exercised:

This position exercises general supervision over the Accounting Specialist positions.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

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

Effective customer service techniques

Federal, State, and District policies, procedures, rules, regulations and practices related to the preparation of accounting records, including accounts payable, accounts receivable, revolving cash funds,

Application data process used in the maintenance of accounting records and financial administration

Accounting, statistical bookkeeping and financial terminology, theories, methods, practices, and procedures

Effective office management practices and procedures

Basic mathematics

Ability to:

Supervise assigned work functions, provide resources needed, and delegate responsibility according to staff abilities, opportunities for development and relevant rules and policies to ensure effective and timely completion of work assignments

Communicate effectively, both orally and in writing

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Accounts Payable Supervisor

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

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

Organize, set priorities, meet competing deadlines and exercise sound independent judgement within areas of assigned responsibility

Analyze situations and adopt an effective course of action

Create a positive work environment and ensure that clear, challenging and attainable goals are set for assigned groups and aligned with organizational objectives

Stay abreast of technology changes and adapt to new technologies

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

Maintain an open and approachable manner and easily build rapport with others

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:

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

Experience Requirement:

Three (3) years progressively responsible [professional or clerical accounting](#) experience in an accounts payable, [accounting or budget/finance](#) department, ~~which included at least One (1) or more years~~ of lead or supervisory experience [is preferred](#). ~~College level coursework in supervision or management may substitute for the required one year of experience in a lead or supervisory position.~~

Education/Experience Equivalency:

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

Licensure and/or Certification:

None.

WORKING ENVIRONMENT & PHYSICAL DEMANDS

Disclosure:

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

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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 10 pounds. While performing the duties of this job, the noise level in the work environment is usually quiet.

CLASS DETAIL

Job Family: Business Administration & Fiscal Services

FLSA Status: Exempt

Personnel Commission Approval Date: 11/02/06

Class History: Established 10/20/98

Revision Date(s): 11/02/06 Hay Study, 12/12/18, [10/21/2020](#)

AGENDA REPORT NO. 5

**SUBJECT: REQUEST FOR APPROVAL OF REVISIONS TO CLASS DESCRIPTION:
DEAF AND HARD OF HEARING SERVICES SUPERVISOR**

DATE: October 21, 2020

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 class description revision for **Deaf and Hard of Hearing Services Supervisor**.

As part of the cyclical review process, we are reviewing Deaf and Hard of Hearing Services (DHHS) classifications in the Center for Students with Disabilities. The Center for Students with Disabilities is designed to ensure that students with disabilities have equal access to all programs and activities on campus. This classification is responsible for the day-to-day operations, planning and administration of the District's DHHS program and related services for deaf and hard of hearing students, as well as, training and providing direction to Sign Language Interpreters and assigned staff.

The Deaf and Hard of Hearing Services Supervisor classification was established in June 2009 and was last revised in September 2016 to update the minimum qualifications and supervision received along with minor revisions to duty statements. There is currently one incumbent in this classification. The proposed changes will not adversely affect the current status of the incumbent.

METHODOLOGY

This study was scheduled in the cyclical review calendar for 2019-20. The incumbent was invited to participate in a class study orientation on February 5, 2020, to discuss the purpose of the study, methodology, timelines, possible outcomes and implications, and frequently asked questions. The incumbent was requested to complete a Position Description Questionnaire (PDQ) by March 13, 2020. The submitted PDQ was reviewed with Michael Tuitasi, Vice-President, Student Affairs. Commission staff subsequently conducted a job audit to get additional input from the incumbent.

Personnel Commission staff met with Michael Tuitasi to discuss the class description. He was requested to complete a duty analysis worksheet by rating the frequency and criticality of each duty in the current class description. Distinguishing characteristics were modified to delineate this classification from related roles. Commission staff made minimal changes to the concept of the class, knowledge, skills and abilities, supervision, and minimum qualifications section to accurately reflect the professional and technical knowledge required of this classification. Classification revisions were reviewed with the incumbent, Vice-President, Student Affairs, Business Services, Human Resources, and executive leadership.

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Additionally, a job evaluation and an external salary study of public agencies with positions that have comparable duties and responsibilities was conducted. Salary data was gathered based on the comparison of positions with the level of duties and responsibilities most similar to the subject position. Sufficient market data was not available, due to variation in level and scope of work assigned at comparable agencies. Most agencies assign similar duties to lead interpreter or coordinator, with the supervisory responsibilities assigned to a Manager, Director or Dean.

RESULTS

Based on the data gathered, revisions to the class description are being proposed. These changes serve to clarify the class concept, distinguishing characteristics, KSAs (knowledge, skills, and abilities), and properly distinguish this classification from other related classifications.

An incumbent in this role has decision making responsibilities for establishing processes and procedures for the Department and implementing programs and services for DHHS students. Complexities of the position are found in assessing student need and coordinating the appropriate resources to ensure compliance with federal mandates and support for student academic success. The scope of this role involves managing assigned staff and contract services.

The percentage difference in pay between this supervisory role and the highest level regular staff supervised is at 3.27%. The industry standard for this differential is 15%, though it is recognized that many factors can affect this difference, such as scope of work and fiscal feasibility. The concern here is that if supervised employees are receiving pay differentials, then the supervisor is earning less than the supervised employees.

The following chart shows related classifications in Deaf and Hard of Hearing Services and the current salary allocation for each classification.

JOB TITLE	MIN	MAX	RANGE	%DIFFERENCE BETWEEN LEVELS
DSPS Manager	\$7,552	\$9,179	M21	10.255%
<i>Deaf & Hard of Hearing Supervisor</i>	<i>\$6,850</i>	<i>\$8,326</i>	<i>M17</i>	<i>3.27%</i>
Sign Language Interpreter III	\$6,633	\$8,063	46	12.94%
Sign Language Interpreter II	\$5,873	\$7,139	41	18.65%
Sign Language Interpreter I	\$4,950	\$6,016	34	N/A

Cyclical review results have been sent to the incumbents, Department management, Business Services, Human Resources and executive leadership. Salary data is for information purposes only. The District will determine when we are able to move forward with the appropriate increases where applicable.

RECOMMENDATION

It is recommended that the Commission approve the proposed revisions for the Deaf and Hard of Hearing Services Supervisor.

DISPOSITION BY THE COMMISSION

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

Amendments/Comments

Carol Long: There has been a change in the way we are reporting outcomes of cyclical classification studies. With the cyclical studies, any recommendations for salary reallocation are being placed on hold, and will be revisited after the salary freeze is lifted. With reclassification reports, the full recommendations are included, because we are recognizing that the employee has been performing higher level duties on a continuous basis for at least two years, and are providing a remedy based on Education Code requirements. The Education Code requires us to either reclassify the employee under these circumstances, or permanently remove the higher-level duties.

Deborah Jansen asked if this change was temporary, or whether it would be applied on a long-term basis.

Joy Abbott asked if we can look into the impact that placing salary reallocations on hold would have for underrepresented groups.

Bob Myers stated that the situation was currently very fluid, and the long-term economic impact was uncertain at this stage.

Dr. Joseph Metoyer, Commission Chairperson, and Commissioner Jansen asked if the District could keep Carol informed as much as possible.

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Deaf and Hard of Hearing Services Supervisor

CONCEPT OF THE CLASS

~~Under general direction, this~~The position plans, manages and oversees the daily operations of in this classification-manages the deaf and hard of hearing services program, and coordinates and supervises sign language and related services for deaf and hard of hearing students.

DISTINGUISHING CHARACTERISTICS

The **Deaf and Hard of Hearing Services Supervisor** provides training, direction and supervision over assigned staff. This position is responsible for administering the District's deaf and hard of hearing program and related services; ~~supervising Sign Language Interpreter Trainee, I, II, & III's; interpreting at all academic levels and coordinating related programs and services.~~

The **DSPS Manager** oversees and manages the day-to-day operations and support services of the Center for Students with Disabilities and provides leadership and training to assigned staff.

The **Sign Language Interpreter III** is responsible for interpreting highly technical lecture content~~classes~~ requiring more specialized signs, such as eScience, #History, and pPsychology and can interpret for any course offered by the College.

~~The **Sign Language Interpreter II** is responsible for interpreting higher-level lecture content in classes such as business, mathematics, and upper-level English.~~

~~The **Sign Language Interpreter I** classification is responsible for interpreting non-technical to moderately technical lecture content in classes such as typing, computers, lower-level English, and art.~~

~~The **Sign Language Trainee** classification is responsible for interpreting by translating non-technical lecture content, used in such classes as Theatre and Physical Education.~~

ESSENTIAL DUTIES

Manages the Deaf and Hard of Hearing Services Program, including administration and oversight of all services and programming for deaf and hard of hearing students, developing programming and activities, formulating and implementing strategies for student services and retention, and coordinating other approved accommodations.

Supervises Sign Language Interpreters/Trainees, including providing hands-on training and feedback, selecting new employees, conducting on-going observation of employees in various settings, assigning work, and completing performance evaluations.

Coordinates and schedules sign language services for the deaf and hard of hearing students; prepares or oversees the preparation of the interpreter schedules.

Assesses the needs of deaf and hard of hearing students and level of difficulty of course content and assigns appropriate interpreters.

Assigns and coordinates real-time captioners, c-print captionists, assistive listening devices, and other services to hard of hearing or deaf students.

Assists with planning and monitoring budgets pertaining to the deaf and hard of hearing services program.

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Develops and implements programs and activities for deaf and hard of hearing students; oversees the development and distribution of related program materials.

Interprets/translates classroom lectures simultaneously; facilitates communication between deaf and hard-of-hearing students and faculty, staff and students in classrooms at all levels, meetings, activities, and emergencies on campus; Participates in team interpreting situations.

Prepares payroll timesheets for Sign Language Interpreters and Disabled Student Services Assistants.

Serves as the chair to an advisory committee related to addressing deaf and hard of hearing students' needs.

Prepares service usage reports each semester.

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:

This position receives general supervision from the Director of Disabled Students Programs and Services or assigned administrator.

Supervision Exercised:

This position supervises all levels of Sign Language Interpreter, and may be required to supervise other classified employees who provide services to deaf and hard of hearing students.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

~~effective~~Management and supervisory principles, procedures and practices, strategic planning, resources allocation, work assignment delegation, performance evaluation, employee motivation, staff development and training, including principles of hiring, recruiting, training, supervising and evaluating personnel; employee development; handling grievances management, and imposing discipline

~~Knowledge of~~American Sign Language (ASL), PSE, and CASE,

~~Federal, State, and District policies, procedures, rules, regulations and practices related to deaf and hard of hearing program and services~~

~~Knowledge of~~Generally accepted interpreting principles, procedures and techniques

~~Knowledge of~~NAD-RID Code of Professional Conduct for Interpreters, Americans with Disabilities Act (ADA), as it relates to deafness and related disabilities

~~Knowledge of~~Deaf culture and the deaf and hard of hearing community

~~Knowledge of services for~~Deaf and hard of hearing student services such as: interpreters, note-takers, assistive listening devices, oral interpreting and real-time captioning

Modern office and records management practice

Principles of training and supervision

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Budget preparation and administration

Oral and written communication skills, using correct English usage, spelling, grammar, and vocabulary
Knowledge of basic principles of record keeping and budget planning and monitoring
Knowledge of arithmetic sufficient to perform basic budgeting functions
Knowledge of effective oral communication with students, instructors, faculty and staff
Skill to interpret voiced English to sign language and sign language to voiced English at all academic levels
Knowledge of the Americans with Disabilities Act (ADA), as it relates to deafness and related disabilities

Ability to:

Supervise assigned work functions, provide resources needed, and delegate responsibility according to staff abilities, opportunities for development and relevant rules and policies to ensure effective and timely completion of work assignments

Communicate effectively, both orally and in writing

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

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

Organize, set priorities, meet competing deadlines and exercise sound independent judgement within areas of assigned responsibility

Prepare and administer budgets

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

aAssess student needs and preferences and assign sign language interpreters

Ability to iInterpret/transliterate messages spoken by hearing people into American Sign Language or signed English

Ability to iInterpret by translating higher-level technical or abstract academic material requiring specialized sign Language vocabulary for high level technical academic materials utilizing highly proficient English and/or American Sign Language (ASL), ~~used in such classes as Psychology, Business, Science, and History, on Districts' skills performance evaluation examination~~

Ability to iInterpret/transliterate messages signed by deaf or hard of hearing students into grammatically correct English sentences

Ability to follow and provide training and guidance regarding the NAD-RID Code of Professional Conduct

Ability to Stay abreast of technology changes, adapt to new technologies and learn to use a variety of office equipment to assist students with disabilities, including video relay equipment and assistive listening devices

Operate modern office equipment and use word processing, spreadsheet, and database software effectively

Ability to establish and maintain effective working relationships with District management, staff, students, the public, and others encountered those contacted in the course of work, in a diverse, multicultural and multi-ethnic educational environment,~~including students, faculty, staff, outside agencies, and the public~~

Ability to interpret using American Sign Language

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~~Ability to prioritize and manage time effectively~~
~~Ability to train, supervise, evaluate and coordinate sign language interpreters~~

MINIMUM QUALIFICATIONS

Education Requirement:

~~Associate of Art's or Bachelor's degree or inequivalent from an accredited university or college and completion of an Interpreter Training Program (ITP).- College level course work in Education or American Sign Language highly desired, Deaf Studies, Psychology, Liberal Arts, Education or related field~~

Experience Requirement:

Three (3) years of full time paid experience using oral and manual forms of communication to interpret for deaf and hard of hearing students in an academic setting. One (1) year of experience working in a supervisory ~~or lead~~ or coordinating capacity is highly desirable.

Licensure and/or Certification:

National professional NAD-RID certification or the equivalent at Level 3 or higher is required.

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 Environment:

While performing the duties of this job the employee is regularly required to use hands extensively to sign rapidly, and talk and hear in order to provide interpreting/transliterating services to deaf and hard of hearing students. The employee is regularly required to use hands to keyboard, type, and handle materials. The employee is regularly 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, and the normal environment includes frequent distractions and interruptions.

CLASS DETAIL

Job Family: Instructional Support (Student Services/Classroom)

FLSA Status: Exempt

Personnel Commission Approval Date: 06/17/09

Class History:

Revision Date(s): 9/21/2016, 10/21/2020

AGENDA REPORT NO. 6

SUBJECT: REQUEST FOR APPROVAL OF RETITLE AND CLASSIFICATION REVISIONS: JOURNEYMAN TRADE – ELECTRICAL TO ELECTRICIAN

DATE: October 21, 2020

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

BY: Karen Monzon, Personnel Analyst

BACKGROUND

Attached for your approval are classification revisions for Journeyman Trade - Electrical. As part of the cyclical review process, we are reviewing classifications in the Facilities, Trades and Maintenance Department. Incumbents in this classification perform the full range of journey level general building maintenance and construction tasks associated with the electrical systems of the buildings and grounds of the District. The Journeyman Trade – Electrical classification was established in June 1977. This classification was last revised as part of the Hay Study. There are currently three incumbents in this classification.

METHODOLOGY

This study was scheduled in the cyclical review calendar for 2017-18. The incumbents were invited to participate in a class study orientation to discuss the purpose of the study, methodology, timelines, possible outcomes and implications, and frequently asked questions. The incumbents were requested to complete a Position Description Questionnaire (PDQ) by May 8, 2018. Due to changes in Maintenance and Operations leadership, the study was placed on hold until a permanent Director was employed. Personnel Commission staff met with Devin Starnes, Director of Facilities Maintenance and Operations, to review the current classification description and determine if the duties, minimum qualifications, and knowledge, skills, and abilities listed still accurately reflect the expectations of the job.

In addition, Department management was requested to complete a duty analysis worksheet by rating the frequency and criticality of each duty in the current class description. Commission staff made minimal changes to the concept of the class, knowledge, skills and abilities, supervision, and minimum qualifications section. The definition of “journey level” work was added to support with clarification of the type of work experience that would be satisfactory for recruitment purposes. Classification revisions were sent for review to CSEA, Facilities, Business Services, Human Resources, and executive leadership.

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. This survey included matches where agencies have a single level Electrician class (excluding senior or lead) as the current classification is journey level requiring incumbents to have significant, independent work experience.

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RESULTS

Based on the data gathered, a retitle and revisions to the class description are being proposed. A comprehensive survey of comparable agencies was conducted and yielded several strong to moderate matches as indicated below, with comparable levels of responsibility in the trade.

AGENCY	JOB TITLE	MIN	MAX	MEDIAN
Santa Monica College	Journeyman Trade - Electrical	\$5,593	\$6,799	\$6,196
Cerritos College	Skilled Maintenance - Electrician	\$5,221	\$6,279	\$5,750
El Camino College	Electrician	\$5,118	\$6,582	\$5,850
Foothill DeAnza CCD	Electrician Journey	\$5,340	\$7,097	\$6,218
Long Beach City College	Electrician	\$5,164	\$6,370	\$5,767
North Orange County CCD	Electrician	\$4,866	\$5,905	\$5,386
Pasadena City College	Electrician	\$5,405	\$6,898	\$6,151
State Center CCD	Electrician	\$5,102	\$6,274	\$5,688
Ventura County CCD	Electrician	\$4,739	\$6,537	\$5,638
	Average	\$5,119	\$6,493	\$5,806
	25th Percentile	\$5,043	\$6,278	\$5,660
	50th Percentile	\$5,141	\$6,453	\$5,797
	75th Percentile	\$5,251	\$6,661	\$5,956
	80th Percentile	\$5,292	\$6,772	\$6,032
	90th Percentile	\$5,359	\$6,958	\$6,158
	SMC % RANK	100%	81%	95%
	SMC Differences From AVG	8%	5%	6%
	SMC Differences From MED	8%	5%	6%

Median is 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 Journeyman Trade - Electrical is \$5,593 to \$6,799 per month (Classified Employee Salary Schedule, Range 39). In this survey, the median salary for this role is at the 95th percentile as compared to the market median. In addition to the market survey, the Occupational Handbook published by the Department of Labor was used to examine industry trends.

Even though current percentile ranking is well above the market median, recruitment challenges have been documented in varying degrees. In addition, when analyzing job factors across Facilities trades jobs at the College, it appears that the mechanical trades (HVAC, Electrical, Plumbing) perform work that requires a higher degree of knowledge and consequence of error, when compared to the non-mechanical trades (Carpenter, Locksmith, Painter). Moreover, median pay rates for comparable agencies employing the trades were reviewed. According to findings, mechanical trades are paid about 3 to 6% higher on average. Cyclical review results have been sent to the incumbents, Department management, CSEA, Business Services, Human Resources, and executive leadership.

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The salary survey data is for informational purposes only. The District will determine when we are able to move forward with the appropriate increases where applicable.

The following chart shows related classifications in Facilities and current salary allocation for each classification.

CLASS TITLE	MIN	MAX	RANGE	%DIFF BETWEEN LEVELS
Director of Facilities Management & Operations	\$10,374	\$12,610	M34	27.62%
Assistant Director of Facilities Management	\$8,129	\$9,880	M24	18.67%
Facilities Maintenance Supervisor	\$6,850	\$8,326	M17	5.00%
Construction Maintenance Supervisor	\$6,524	\$7,930	M15	16.65%
Electrician (Retitled)	\$5,593	\$6,799	39	0.00%
HVAC Mechanic (Retitled)*	\$5,593	\$6,799	39	0.00%
Plumber (Retitled)*	\$5,593	\$6,799	39	0.00%
Carpenter	\$5,593	\$6,799	39	0.00%
Locksmith	\$5,593	\$6,799	39	0.00%
Painter	\$5,593	\$6,799	39	21.56%
Skilled Maintenance Worker II	\$4,601	\$5,593	31	7.60%
Skilled Maintenance Worker	\$4,276	\$5,197	28	

**See subsequent agenda items.*

RECOMMENDATION

It is recommended that the Commission approve the proposed retitle to Electrician and revisions for the Journeyman Trade – Electrical classification description.

DISPOSITION BY THE COMMISSION

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

Amendments/Comments

Commissioner Jansen expressed satisfaction with the title change for this position, she stated that it made “it (the position title) makes it more clear”.

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~~Journeyman Trade – Electrical~~ Electrician

CONCEPT OF THE CLASS

Under general supervision, Positions in this classification perform full range of journey ~~to master~~ level general building maintenance and construction tasks associated with the electrical systems of the buildings and grounds of the ~~campus~~ District.

ESSENTIAL DUTIES

Performs larger and more complex electrical installation, maintenance or repair duties, as well as routine electrical maintenance work as needed in the 120 to 4160 voltage range.

Diagnoses and repairs or replaces malfunctioning apparatus such as transformers, motors, and lighting fixtures and damaged or broken wires and cables, faulty electrical components of machines such as relays, switches, and motors, and position sensing devices, alarms, outlets, switches, breakers, conduits, cables, electronic scoreboards and clock systems and interior and exterior lighting fixtures.

Designs and lays out electrical installations referring to blueprints, drawings, plans, specifications, on-site inspections and oral and/or written instructions utilizing appropriate materials so that safety code requirements, conservation of energy, feasibility, and convenience are ensured.

Reviews all new electrical construction plans for appropriateness for intended use and compliance with California and National electrical codes.

Wires or rewires high and low voltage power sources; power supply wiring and complex central circuitry and conduit for newly installed systems, machines and equipment.

Synchronizes, programs, sets and resets clock system and maintains master clock and time clocks to ensure accuracy of clock in campus facilities.

Installs and connects wiring of high and low voltages to power sources.

Responds to 24-hour emergency calls on campus facilities, extracurricular activities and other campus events; troubleshoots problem areas and makes necessary reports.

Performs periodic inspection of campus emergency back-up power and lighting systems, elevators, fire alarm systems, load centers (including scheduled cleaning and tightening), and emergency telephones.

Performs complex maintenance and repair of tools, machinery, and equipment used in performing duties related to the electrical trade.

Erects, climbs, and works from tall ladders and scaffolds.

Orders, stocks, and maintains inventory of electrical supplies and material by working through the Purchasing Department; prepares routine reports for inventory and procurement; picks up supplies from vendors.

Estimates materials, determines and procures tools, equipment needed for jobs assigned.

Maintains time and material records and other necessary work records.

Contacts sub-contractors or vendors to complete projects as approved by supervisors.

Oversees inspections of facilities and equipment for safety; assists with scheduled preventative maintenance.

Assists HVAC and boiler personnel with all electrical, safety, and controls systems to keep the College safe and operational, as needed.

Performs other related duties as requested or assigned.

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

SUPERVISION

Supervision Received:

Positions in this classification receive general supervision from ~~the~~ the Mechanical Systems and Energy Management Facilities Maintenance Supervisor.

Supervision Exercised:

~~Positions in this classification do not supervise classified staff, but M~~ay serve in a lead capacity over a small crew as needed.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

~~the m~~Methods, materials, tools, equipment and terms used in the electrical trade-

~~Knowledge of f~~Federal and state electrical codes and orders-

~~Knowledge of t~~Techniques for design, installation, repair, and maintenance of electrical circuitry-

~~Knowledge of s~~Safe work practices when working with electricity-

Ability to:

Perform full range of skilled electrical work in the construction, repair and maintenance of District facilities

~~i~~Install and lay out electrical installations-

~~Ability to m~~Make inspections and perform difficult installations, maintenance and report work-

~~Ability to e~~Estimate materials-

~~Ability to s~~Safely erect, climb and work from tall ladders and scaffolds-

~~Ability to r~~Read, comprehend, and communicate instructions, safety rules, policies and procedures, instruction manuals, blueprints and schematics as they relate to electrical installations-

~~Ability to i~~Interpret and follow oral and written instructions-

~~Ability to r~~Read and write at a level necessary to perform the duties of the class-

Ability to cCommunicate orally-

~~Ability to p~~Prepare and maintain accurate records and reports-

Organize, set priorities, meet deadlines, and exercise sound independent judgment within areas of assigned responsibility

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

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

Stay abreast of technology changes and adapt to new technologies

Role model exceptional internal and external customer service

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

~~Ability to a~~Apply effective reasoning to identify problems, apply sound judgment and solve practical problems-

~~Ability to e~~Establish and maintain effective working relationships with ~~other staff, faculty, administrators, managers, students and outside contractors and vendors.~~ District management, the public and others encountered in the course of work, in a diverse, multicultural and multi-ethnic educational environment

~~Skill using word processing, E-mail, and other processing software and databases specific to the~~

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~~trade.~~

MINIMUM QUALIFICATIONS

Education Requirement:

Graduation from high school or GED equivalent trade and completion of a formal electrical apprenticeship program.

Experience Requirement:

~~Three (3) year's~~ One year journey level experience performing the full range of skilled work in the electrical trade.

Journey level is defined as skilled experience performing the full range of work assigned to a trade, after completing a recognized apprenticeship program or after at least four years of general experience in the trade.

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:

Licensure and/or Certification:

Possession of a valid Class "C" California driver's license and acceptable driving record at time of appointment and throughout employment in this position. A valid driver's license.

Special Requirement: Must be available to respond to emergency calls after normally scheduled working hours as needed.

~~Possession of a valid Class "C" California driver's license and acceptable driving record at time of appointment and throughout employment in this position.~~

WORKING ENVIRONMENT & PHYSICAL DEMANDS

Disclosure:

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

Normal Work Environment

While performing the duties of this job, the employee frequently works indoors and is exposed to outside weather conditions in a variety of positions, such as flat, vertical, horizontal, and overhead. When work is performed outdoors, there may be full exposure to the elements. Incumbents perform physical labor for extended periods requiring physical strength and endurance and use a variety of hand and power tools involving repetitive motion. Incumbents may work under damp conditions and grasp, crouch, sit, stand, walk on slippery and/or uneven surfaces, bend, crawl, kneel, stoop, pull, reach, push, twist, climb ladders and work on sloping surfaces; may grasp, drag, lift and carry items weighing ~~75-50~~ pounds or less and will do so with or without assistance, and with or without the aid of lifting devices. Incumbents may be exposed to chemicals, solvents, paint, dust, grease/oil, fumes, electrical and mechanical hazards, vehicular traffic, vibration, and noise. The employee is occasionally exposed to moving mechanical parts; high, precarious places; airborne particles or blood borne pathogens, asbestos or PCB's, and are at risk of electrical shock. Incumbents must be able to meet the physical requirements of the class and have mobility, color and peripheral vision, hearing, and dexterity levels appropriate to the duties to be performed.

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The noise level in the work environment is usually moderate and occasionally noisy and loud. Certain positions or assignments may require shift work and are subject to overtime and emergency call back.

CLASS DETAIL

Job Family: Facilities, Trades & Maintenance ~~Trades/Facilities/Maintenance~~

FLSA Status: Non-exempt

Personnel Commission Approval Date: 06/1977- ~~12/07/06~~

Class History: Electrician I & II, Journeyman Trade - Electrical

Revision Date(s): 02/82; 10/87; Hay Study, 12/07/06, 10/21/20

AGENDA REPORT NO. 7

**SUBJECT: REQUEST FOR APPROVAL OF RETITLE AND CLASSIFICATION REVISIONS:
JOURNEYMAN TRADE – HVAC TO HVAC MECHANIC**

DATE: October 21, 2020
TO: Members of the Personnel Commission
FROM: Carol Long, Director of Classified Personnel
BY: Karen Monzon, Personnel Analyst

BACKGROUND

Attached for your approval are classification revisions for Journeyman Trade - HVAC. As part of the cyclical review process, we are reviewing classifications in the Facilities, Trades and Maintenance Department. Incumbents in this classification perform the full range of journey level general building maintenance and construction tasks associated with the heating, ventilating and air conditioning systems of the buildings on District facilities. The Journeyman Trade - HVAC classification was established in June 1977. This classification was last revised in November 2008, which clarified the essential duties and minimum qualifications section. There are currently two incumbents in this classification.

METHODOLOGY

This study was scheduled in the cyclical review calendar for 2017-18. The incumbents were invited to participate in a class study orientation to discuss the purpose of the study, methodology, timelines, possible outcomes and implications, and frequently asked questions. The incumbents were requested to complete a Position Description Questionnaire (PDQ) by May 8, 2018. Due to changes in Maintenance and Operations leadership, the study was placed on hold until a permanent Director was employed. Personnel Commission staff met with Devin Starnes, Director of Facilities Maintenance and Operations, to review the current classification description and determine if the duties, minimum qualifications, and knowledge, skills, and abilities listed still accurately reflect the expectations of the job.

In addition, Department management was requested to complete a duty analysis worksheet by rating the frequency and criticality of each duty in the current class description. Commission staff made minimal changes to the concept of the class, knowledge, skills and abilities, supervision, and minimum qualifications section. The definition of "journey level" work was added to support with clarification of the type of work experience that would be satisfactory for recruitment purposes. Classification revisions were sent for review to CSEA, Facilities, Business Services, Human Resources, and executive leadership.

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. This survey included matches where agencies have a single level HVAC Mechanic class (excluding senior or lead), as the current classification is journey level requiring incumbents to have significant, independent work experience.

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RESULTS

Based on the data gathered, a retitle and revisions to the class description are being proposed. 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 in the trade.

AGENCY	JOB TITLE	MIN	MAX	MEDIAN
Santa Monica College	Journeyman Trade - HVAC	\$5,593	\$6,799	\$6,196
El Camino College	Heating & Air Conditioning (HVAC) Mechanic	\$5,381	\$6,932	\$6,157
Glendale College	HVAC Technician	\$5,012	\$6,398	\$5,705
Long Beach City College	HVAC Mechanic	\$5,163	\$6,369	\$5,766
State Center CCD	Air Conditioning & Heating Mechanic	\$5,102	\$6,274	\$5,688
Ventura County CCD	HVAC&R Technician	\$4,739	\$6,537	\$5,638
	Average	\$5,079	\$6,502	\$5,791
	25th Percentile	\$5,012	\$6,369	\$5,691
	50th Percentile	\$5,102	\$6,398	\$5,750
	75th Percentile	\$5,163	\$6,537	\$5,850
	80th Percentile	\$5,207	\$6,616	\$5,911
	90th Percentile	\$5,294	\$6,774	\$6,034
	SMC % RANK	100%	92%	100%
	SMC Differences From AVG	9%	4%	7%
	SMC Differences From MED	9%	6%	7%

Median is 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 Journeyman Trade - HVAC is \$5,593 to \$6,799 per month (Classified Employee Salary Schedule, Range 39). In this survey, the median salary for this role is at the 100th percentile as compared to the market median. In addition to the market survey, the Occupational Handbook published by the Department of Labor was used to examine industry trends.

Even though current percentile ranking is well above the market median, recruitment challenges have been documented in varying degrees. In addition, when analyzing job factors across Facilities trades jobs at the College, it appears that the mechanical trades (HVAC, Electrical, Plumbing) perform work that requires a higher degree of knowledge and consequence of error, when compared to the non-mechanical trades (Carpenter, Locksmith, Painter). Moreover, median pay rates for comparable agencies employing the trades were reviewed. According to findings, mechanical trades are paid about 3 to 6% higher on average. Cyclical review results have been sent to the incumbents, Department management, CSEA, Business Services, Human Resources, and executive leadership.

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The salary survey data is for informational purposes only. The District will determine when we are able to move forward with the appropriate increases where applicable.

The following chart shows related classifications in Facilities and current salary allocation for each classification.

CLASS TITLE	MIN	MAX	RANGE	%DIFF BETWEEN LEVELS
Director of Facilities Management & Operations	\$10,374	\$12,610	M34	27.62%
Assistant Director of Facilities Management	\$8,129	\$9,880	M24	18.67%
Facilities Maintenance Supervisor	\$6,850	\$8,326	M17	5.00%
Construction Maintenance Supervisor	\$6,524	\$7,930	M15	16.65%
Electrician (Retitled)*	\$5,593	\$6,799	39	0.00%
HVAC Mechanic (Retitled)	\$5,593	\$6,799	39	0.00%
Plumber (Retitled)*	\$5,593	\$6,799	39	0.00%
Carpenter	\$5,593	\$6,799	39	0.00%
Locksmith	\$5,593	\$6,799	39	0.00%
Painter	\$5,593	\$6,799	39	21.56%
Skilled Maintenance Worker II	\$4,601	\$5,593	31	7.60%
Skilled Maintenance Worker	\$4,276	\$5,197	28	

**See subsequent agenda items.*

RECOMMENDATION

It is recommended that the Commission approve the proposed retitle to HVAC Mechanic and revisions for the Journeyman Trade – HVAC classification description.

DISPOSITION BY THE COMMISSION

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

Amendments/Comments

**Santa Monica Community College District
Personnel Commission**

~~Journeyman Trade~~ — HVAC Mechanic

CONCEPT OF THE CLASS

Under general supervision, Positions in this classification perform full range of ~~journey to master~~ level general building maintenance and construction tasks associated with the heating, ventilating and air conditioning systems of the ~~District buildings on District facilities campus~~.

ESSENTIAL DUTIES

Inspects, installs, maintains and repairs heating, ventilation, air conditioning, refrigeration and control systems to ensure maximum energy efficiency of systems.

Troubleshoots malfunctions with boilers, pumps, compressors, motors, transformers, condensers, chillers and other HVAC units and makes appropriate repairs or replacements.

Performs routine safety checks and preventive maintenance on all HVAC devices and equipment including testing, installing, replacing, lubrication or otherwise maintaining gas valves, safety valves, filters, coils, fuses, switches, belts, bearings, pulleys, joints, thermometers, ducts, gauges and thermostats

Maintains and repairs boilers; calibrates electrical and pneumatic control systems including inspecting limits, water and pneumatic controllers and other monitored temperatures, pressures, voltages and amperes.

Performs pipefitting work related to the installation or replacement of HVAC and refrigeration systems.

Works from blueprints and diagrams to determine appropriate layout, replacement or repair of electrical wiring of HVAC equipment.

Estimates materials and time needed to complete an assignment.

Maintains inventory of materials and supplies.

Responds to 24-hour emergency calls and makes necessary repairs or adjustments, if necessary.

Cleans and maintains work areas, tools, and equipment.

Oversees inspections of facilities and equipment for safety; assists with scheduled preventative maintenance.

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:

Positions in this classification receive general supervision from the ~~Mechanical Systems and Energy Management~~ Facilities Maintenance Supervisor.

Supervision Exercised:

Positions in this classification do not supervise classified staff, but May serve in a lead capacity over a small crew as needed.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

~~M~~Methods, terms, tools, and equipment used in heating, ventilation, air conditioning and refrigeration systems-

~~Knowledge of h~~Hot water hydronic systems-

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~~Knowledge of d~~Direct digital control energy management, electronic, and pneumatic control systems-

~~Knowledge of s~~Safe work practices-

Ability to:

Perform full range of skilled HVAC work in the construction, repair and maintenance of District facilities.

~~i~~Install, maintain, repair and troubleshoot problems related to refrigeration systems, electrical equipment, and direct digital, electrical, and pneumatic control systems-

~~Ability to b~~Balance air conditioning and heating systems for air and water flow-

~~Ability to i~~Interpret and follow oral and written instructions-

~~Ability to r~~Read and interpret blueprints and schematic wiring diagrams as they relate to HVAC and refrigeration systems-

~~Ability to e~~Estimate materials needed-

~~Ability to m~~Maintain accurate records-

~~Ability to e~~Establish and maintain effective working relationships with other staff, faculty, administrators, managers, students, and outside contractors and vendors. District management, the public and others encountered in the course of work, in a diverse, multicultural and multi-ethnic educational environment

~~Ability to c~~Calculate figures and amounts such as fractions, discounts, proportions, percentages, area, circumference, and volume, and to apply concepts of basic algebra and geometry-

~~Ability to r~~Read and comprehend memos, instructions, safety rules, policies and procedures, instruction manuals-

Organize, set priorities, meet deadlines, and exercise sound independent judgment within areas of assigned responsibility

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

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

Stay abreast of technology changes and adapt to new technologies

Role model exceptional internal and external customer service

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

~~Ability to c~~Communicate orally-

~~Skill using computer hardware and software specific to the trade~~

MINIMUM QUALIFICATIONS

Education Requirement:

Graduation from high school or GED equivalent. HVAC trade school is desirable.

Experience Requirement:

~~Three (3) One~~ years of journey level experience in the heating, ventilation and air conditioning trade. installation, repair and maintenance of HVAC systems including electronic, pneumatic and automated control systems.

Journey level is defined as skilled experience performing the full range of work assigned to a trade, after completing a recognized apprenticeship program or after at least four years of general experience in the trade.

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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Licensure and/or Certification:

~~A valid driver's license. Possession of a valid Class C California driver's license and acceptable driving record at time of appointment and throughout employment in this position.~~ Environmental Protection Agency (EPA) Sec. 608 Tech Certification (Universal Certification)

Special Requirement: Must be available to respond to emergency calls after normally scheduled working hours as needed.

WORKING ENVIRONMENT & PHYSICAL DEMANDS

Disclosure:

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

Normal Work Environment:

While performing the duties of this job, the employee frequently works indoors and is exposed to outside weather conditions in a variety of positions, such as flat, vertical, horizontal, and overhead. When work is performed outdoors, there may be full exposure to the elements. Incumbents perform physical labor for extended periods requiring physical strength and endurance and use a variety of hand and power tools involving repetitive motion. Incumbents may work under damp conditions and grasp, crouch, sit, stand, walk on slippery and/or uneven surfaces, bend, crawl, kneel, stoop, pull, reach, push, twist, climb ladders and work on sloping surfaces; may grasp, drag, lift and carry items weighing ~~75~~ 50 pounds or less and will do so with or without assistance, and with or without the aid of lifting devices. Incumbents may be exposed to chemicals, solvents, paint, dust, grease/oil, fumes, electrical and mechanical hazards, vehicular traffic, vibration, and noise. The employee is occasionally exposed to moving mechanical parts; high, precarious places; airborne particles or blood borne pathogens, asbestos or PCB's, and are at risk of electrical shock. Incumbents must be able to meet the physical requirements of the class and have mobility, color and peripheral vision, hearing, and dexterity levels appropriate to the duties to be performed.

The noise level in the work environment is usually moderate and occasionally noisy and loud. Certain positions or assignments may require shift work and are subject to overtime and emergency call back.

CLASS DETAIL

Job Family: ~~Facilities, Trades & Maintenance~~ Trades/Facilities/Maintenance

FLSA Status: Non-exempt

Personnel Commission Approval Date: ~~12/07/06~~ 06/1977

Class History: ~~Formerly~~ Heating, Ventilation and Air Conditioning (HVAC) Specialist, ~~established June, 1977~~ Journeyman Trade - HVAC

Revision Date(s): ~~Revised~~ 5/29/85; 10/21/87, Hay Study, 12/07/06, 11/19/08, 10/21/20

AGENDA REPORT NO. 8

SUBJECT: REQUEST FOR APPROVAL OF RETITLE AND CLASSIFICATION REVISIONS: JOURNEYMAN TRADE – PLUMBING TO PLUMBER

DATE: October 21, 2020

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

BY: Karen Monzon, Personnel Analyst

BACKGROUND

Attached for your approval are classification revisions for Journeyman Trade - Plumbing. As part of the cyclical review process, we are reviewing classifications in the Facilities, Trades and Maintenance Department. Incumbents in this classification perform the full range of journey level general building maintenance and construction tasks associated with plumbing installation and repair of District Facilities. The Journeyman Trade – Plumbing classification was established in June 1977. This classification was last revised in May 2015 which added the possession of a backflow license to the minimum qualifications as a desirable qualification. There are currently two incumbents in this classification.

METHODOLOGY

This study was scheduled in the cyclical review calendar for 2017-18. The incumbents were invited to participate in a class study orientation to discuss the purpose of the study, methodology, timelines, possible outcomes and implications, and frequently asked questions. The incumbents were requested to complete a Position Description Questionnaire (PDQ) by May 8, 2018. Due to changes in Maintenance and Operations leadership, the study was placed on hold until a permanent Director was employed. Personnel Commission staff met with Devin Starnes, Director of Facilities Maintenance and Operations, to review the current classification description and determine if the duties, minimum qualifications, and knowledge, skills, and abilities listed still accurately reflect the expectations of the job.

In addition, Department management was requested to complete a duty analysis worksheet by rating the frequency and criticality of each duty in the current class description. Commission staff made minimal changes to the concept of the class, knowledge, skills and abilities, supervision, and minimum qualifications section. The definition of “journey level” work was added to support with clarification of the type of work experience that would be satisfactory for recruitment purposes. Classification revisions were sent for review to CSEA, Facilities, Business Services, Human Resources, and executive leadership.

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. This survey included matches where agencies have a single level Plumber class (excluding senior or lead) as the current classification is journey level requiring incumbents to have significant, independent work experience.

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RESULTS

Based on the data gathered, a retitle and revisions to the class description are being proposed. 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 in the trade.

AGENCY	JOB TITLE	MIN	MAX	MEDIAN
Santa Monica College	Journeyman Trade-Plumbing	\$5,593	\$6,799	\$6,196
Cerritos College	Skilled Maintenance - Plumber	\$4,982	\$5,992	\$5,487
El Camino College	Plumber	\$5,118	\$6,582	\$5,850
Foothill DeAnza CCD	Plumber, Journey	\$5,340	\$7,097	\$6,218
Long Beach City College	Plumber	\$5,164	\$6,370	\$5,767
North Orange County CCD	Plumber	\$4,866	\$5,905	\$5,386
Pasadena City College	Plumber	\$5,404	\$6,898	\$6,151
State Center CCD	Boiler/Plumber Specialist	\$5,102	\$6,274	\$5,688
Ventura County CCD	Plumber	\$4,739	\$6,537	\$5,638
	Average	\$5,089	\$6,457	\$5,773
	25th Percentile	\$4,953	\$6,204	\$5,578
	50th Percentile	\$5,110	\$6,453	\$5,782
	75th Percentile	\$5,208	\$6,661	\$5,934
	80th Percentile	\$5,269	\$6,772	\$6,020
	90th Percentile	\$5,359	\$6,958	\$6,158
	SMC % RANK	100%	81.20%	95.20%
	SMC Differences From AVG	9%	5%	7%
	SMC Differences From MED	9%	5%	7%

Median is 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 Journeyman Trade – Plumbing is \$5,593 to \$6,799 per month (Classified Employee Salary Schedule, Range 39). In this survey, the median salary for this role is at the 95th percentile as compared to the market median. In addition to the market survey, the Occupational Handbook published by the Department of Labor was used to examine industry trends.

When analyzing job factors across Facilities trades jobs at the College, it appears that the mechanical trades (HVAC, Electrical, Plumbing) perform work that requires a higher degree of knowledge and consequence of error, when compared to the non-mechanical trades (Carpenter, Locksmith, Painter). Moreover, median pay rates for comparable agencies employing the trades were reviewed. According to findings, mechanical trades are paid about 3 to 6% higher on average. Cyclical review results have been sent to the incumbents, Department management, CSEA, Business Services, Human Resources, and executive leadership. The salary survey data is for informational purposes only. The District will

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determine when we are able to move forward with the appropriate increases where applicable.

The following chart shows related classifications in Facilities and current salary allocation for each classification.

CLASS TITLE	MIN	MAX	RANGE	%DIFF BETWEEN LEVELS
Director of Facilities Management & Operations	\$10,374	\$12,610	M34	27.62%
Assistant Director of Facilities Management	\$8,129	\$9,880	M24	18.67%
Facilities Maintenance Supervisor	\$6,850	\$8,326	M17	5.00%
Construction Maintenance Supervisor	\$6,524	\$7,930	M15	16.65%
Electrician (Retitled)*	\$5,593	\$6,799	39	0.00%
HVAC Mechanic (Retitled)*	\$5,593	\$6,799	39	0.00%
Plumber (Retitled)	\$5,593	\$6,799	39	5.00%
Carpenter	\$5,593	\$6,799	39	0.00%
Locksmith	\$5,593	\$6,799	39	0.00%
Painter	\$5,593	\$6,799	39	21.56%
Skilled Maintenance Worker II	\$4,601	\$5,593	31	7.60%
Skilled Maintenance Worker	\$4,276	\$5,197	28	

**See subsequent agenda items.*

RECOMMENDATION

It is recommended that the Commission approve the proposed retitle to Plumber and revisions for the Journeyman Trade – Plumbing classification description.

DISPOSITION BY THE COMMISSION

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

Amendments/Comments

Santa Monica Community College District
Personnel Commission

Journeyman Trade — Plumbing Plumber

CONCEPT OF THE CLASS

Under general supervision, Positions in this classification perform full range of journey ~~to master~~ level general building maintenance and construction tasks associated with plumbing installation and repair of campus District facilities.

ESSENTIAL DUTIES

Maintains the College's plumbing infrastructure in a safe and sanitary manner, without exposing personnel to any safety issues related to plumbing installation and repair; performs duties in a manner that meets District and governmental safety standards and code requirements.

Installs, maintains and repairs fixtures, fittings, valves, pumps and pipes related to the potable and waste water systems, natural gas, air oxyacetylene, sewage (waste treatment tanks), roof and storm drains, and hot water/steam heating collection and distribution systems.

Performs routine inspection of campus facilities for damaged, clogged, malfunctioning or leaking pipes, valves, gauges, spouts, fixtures, sinks, showers, drains, toilets, faucets, ovens, stoves, dishwashers, garbage disposals and pumps; makes necessary repairs.

Monitors and repairs natural gas, domestic, and industrial water supply and drain lines (pressure and waste outlets); faucets, valves, fixtures and leaks in plumbing systems; steam lines, roof drains, heat return and main water lines of heating and cooling systems; gas, electric and open flame boilers and water heaters; circulating pumps and mixing valves.

Installs and maintains water and space heaters.

Measures and sizes, cuts, threads, brazes, solders, or installs various types of pipes (e.g., metal, cooper, threaded, and plastic), valves, pumps, containment tanks, gauges and insulation for both underground and above ground components.

Uses and operates various tools and equipment used in plumbing and pipefitting, such as pipe threaders, soldering torches, and drain cleaning tools.

Cleans, maintains, and organizes work areas, tools, and equipment; orders and maintains inventory of plumbing materials and supplies and; prepares routine reports for inventory and procurement; maintains necessary work records.

Performs the more complex maintenance and repair of tools, machinery, and equipment used in performing the essential duties.

Assists HVAC and boiler personnel with all piping systems to keep the College safe and operational.

Responds to emergency calls on a 24-hour basis and troubleshoots to locate the problem if not readily apparent.

Makes rough sketches of pipe layout and installations or reads from blueprints, plans or specifications.

Estimates time and supplies needed to complete assignments; determines and procures tools, equipment, and labor needed for jobs as requested.

May install, replace, and repair backflow devices

Contacts sub-contractors or vendors to complete projects as approved by supervisors.

Performs other related duties as requested or assigned.

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

SUPERVISION

Supervision Received

Positions in this classification receive general supervision from the [Mechanical Systems and Energy Management Facilities Maintenance](#) Supervisor.

Supervision Exercised

[Positions in this classification do not supervise classified staff, but may](#) serve in a lead capacity over a small crew as needed.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

~~the methods, materials, tools, equipment, and terms used in the plumbing trade.~~

~~Knowledge of plumbing codes.~~

~~Knowledge of the methods and techniques in pipefitting.~~

~~Knowledge of the geometric angles used in laying out pipe.~~

~~Knowledge of the types and proper usage of various plumbing and piping materials.~~

~~Knowledge of safe work practices including proper usage and handling of power tools, cutting machines and torches.~~

Ability to:

Perform full range of skilled plumbing work in the construction, repair and maintenance of District facilities

~~Thread pipe, solder water lines, use drain-cleaning tools, and install all piping related to the plumbing trade.~~

~~Ability to diagnose and repair pumps or pumping problems.~~

~~Ability to install or repair sewer lines and vents.~~

~~Ability to make rough sketches of smaller plumbing installations.~~

~~Ability to estimate materials and time needed to complete assignments.~~

~~Ability to read blueprints and diagrams as they relate to plumbing installations.~~

~~Ability to apply effective reasoning to identify problems, apply sound judgment, and solve practical problems.~~

~~Ability to interpret and follow oral and written instructions.~~

~~Ability to read and write at a level necessary to perform essential duties.~~

~~Ability to estimate materials needed.~~

~~Ability to maintain accurate records.~~

Organize, set priorities, meet deadlines, and exercise sound independent judgment within areas of assigned responsibility

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

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

Stay abreast of technology changes and adapt to new technologies

Role model exceptional internal and external customer service

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~~Ability to e~~Establish and maintain effective working relationships with ~~other staff, faculty, administrators, managers, and students and outside contractors and vendors.~~ District management, the public and others encountered in the course of work, in a diverse, multicultural and multi-ethnic educational environment

~~Skill using word processing, E-mail, and order processing software and databases specific to the trade.~~

MINIMUM QUALIFICATIONS

Education Requirement:

Graduation from high school or GED equivalent. Completion of an associate's degree or apprenticeship of an approved Plumber trade school is desirable.

Experience Requirement:

~~Three (3) One~~ years journey level ~~plumbing~~ experience in the installation, maintenance, and repair of commercial plumbing systems.

Journey level is defined as skilled experience performing the full range of work assigned to a trade, after completing a recognized apprenticeship program or after at least four years of general experience in the trade.

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:

~~All employees in this class must have a valid Class "C" California driver's license and acceptable driving record at time of appointment and throughout employment in this position.~~ A valid driver's license. Possession of a Los Angeles County Backflow License is desirable.

Special Requirement: Must be available to respond to emergency calls after normally scheduled working hours as needed.

WORKING ENVIRONMENT & PHYSICAL DEMANDS

Disclosure:

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

Normal Work Environment:

While performing the duties of this job, the employee frequently works indoors and is exposed to outside weather conditions in a variety of positions, such as flat, vertical, horizontal, and overhead. When work is performed outdoors, there may be full exposure to the elements. Incumbents perform physical labor for extended periods requiring physical strength and endurance and use a variety of hand and power tools involving repetitive motion. Incumbents may work under damp conditions and grasp, crouch, sit, stand, walk on slippery and/or uneven surfaces, bend, crawl, kneel, stoop, pull, reach, push, twist, climb ladders and work on sloping surfaces; may grasp, drag, lift and carry items weighing 75-50 pounds or less and will do so with or without assistance, and with or without the aid of lifting devices. Incumbents may be exposed to chemicals, solvents, paint, dust, grease/oil, fumes, electrical and mechanical hazards, vehicular traffic, vibration, and noise. The employee is occasionally exposed to moving mechanical parts; high, precarious places; airborne particles or blood borne pathogens, asbestos, or PCB's, and is at risk of electrical shock. Incumbents must be able to meet the physical requirements of the class and have mobility, color and peripheral vision, hearing, and dexterity levels appropriate to the duties to be performed.

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The noise level in the work environment is usually moderate and occasionally noisy and loud. Certain positions or assignments may require shift work and are subject to overtime and emergency call back.

CLASS DETAIL

Job Family: ~~Facilities, Trades & Maintenance~~~~Trades/Facilities/Maintenance~~

FLSA Status: Non-exempt

Personnel Commission Approval Date: ~~12/07/06~~06/1977

Class History: Plumber, Journeyman Trade - Plumbing

Revision Date(s): 02/82, 10/87, Hay Study, 12/07/06, 11/19/08, 5/20/15, 10/21/20

AGENDA REPORT NO. 9

**SUBJECT: REQUEST FOR APPROVAL OF CLASSIFICATION REVISIONS:
LEAD LIBRARY ASSISTANT-CIRCULATION**

DATE: October 21, 2020

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

BY: August Faustino, Personnel Analyst

BACKGROUND

Attached for your approval are class description revisions for **Lead Library Assistant-Circulation**.

As part of the cyclical review process, we are reviewing classifications within the Library job discipline. Classifications within the Library contribute to student success by serving the information and research needs of students.

The Library Assistant III classification was originally created in 1977 and retitled to the Lead Library Assistant in November 2006. In September 2008 the Lead Library Assistant was revised into two classifications, the Lead Library Assistant – Circulation and the Lead Library Assistant – Technical Services. There is currently one incumbent in the Lead Library Assistant – Circulation classification. The proposed changes will not adversely affect the status of the incumbent.

METHODOLOGY

This study was scheduled in the cyclical review calendar for 2019-20. The Lead Library Assistant-Circulation incumbent as well as CSEA were invited to participate in class study orientations on February 26, 2020 to discuss the purpose of the study, methodology, timelines, possible outcomes and implications, and frequently asked questions. The incumbent was requested to complete a Position Description Questionnaire (PDQ) by April 30, 2020. The PDQ for this classification was submitted by the incumbent and reviewed by Patricia Burson, Interim Associate Dean, Learning Resources. Commission staff met with her and requested that she complete duty analysis worksheets by rating the frequency and criticality of each duty in the current class description.

Revisions to the duties, supervision, knowledge and abilities, and minimum qualifications were modified to more accurately reflect responsibilities assigned to this classification. Distinguishing characteristics were modified to clarify related roles within the occupational series. Classification revisions were sent for review to CSEA, the Vice President, Business Services, Human Resources, and executive leadership.

A job evaluation and an external salary study of public agencies with positions that have comparable duties and responsibilities was conducted. Salary data was gathered based on the comparison of positions with the level of duties and responsibilities most similar to the subject position.

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RESULTS

Based on the data gathered, revisions to the class description are being proposed to properly distinguish this classification from other related classifications, clarify minimum requirements, update knowledge and abilities to more accurately reflect the scope of work.

A comprehensive survey of comparable agencies was conducted. Market survey results with strong to moderate matches are presented below.

AGENCY	JOB TITLE	MIN	MAX	MEDIAN
Santa Monica College	Lead Library Assistant-Circulation	\$4,072	\$4,950	\$4,511
Contra Costa CCD	Library Technician, Senior	\$3,980	\$4,847	\$4,414
Foothill DeAnza CCD	Library Technician, Senior	\$4,486	\$5,997	\$5,242
Long Beach City College	Lead Library Technician	\$4,654	\$5,736	\$5,195
Los Angeles CCD	Library Technician	\$3,944	\$4,886	\$4,415
Pasadena City College	Library Technician IV	\$4,009	\$5,116	\$4,563
	Average	\$4,215	\$5,316	\$4,766
	25th Percentile	\$3,980	\$4,886	\$4,433
	50th Percentile	\$4,009	\$5,116	\$4,563
	75th Percentile	\$4,486	\$5,736	\$5,111
	80th Percentile	\$4,520	\$5,788	\$5,154
	90th Percentile	\$4,587	\$5,893	\$5,240
	SMC % RANK	53%	32%	41%
	SMC Differences From AVG	-4%	-7%	-6%
	SMC Differences From MED	2%	-3%	-1%

The median is 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.

Cyclical review results were sent for review to CSEA, incumbents, Library management, Human Resources, Business Services, and executive leadership. The salary survey data is for informational purposes only. The District will determine when we are able to move forward with the appropriate increases where applicable. The following chart shows related classifications in the Library and current salary allocation for each classification.

JOB TITLE	MIN	MAX	RANGE	% DIFFERENCE BETWEEN LEVELS
Lead Library Assistant- Technical Services	\$4,072	\$4,950	26	0.00%
Lead Library Assistant-Circulation	\$4,072	\$4,950	26	10.2%
Library Assistant	\$3,693	\$4,490	22	

RECOMMENDATION

It is recommended that the Commission approve the proposed revisions for the Lead Library Assistant-Circulation classification description.

Santa Monica College Personnel Commission
AGENDA of Regular Meeting on October 21, 2020

DISPOSITION BY THE COMMISSION

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

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Santa Monica Community College District
Personnel Commission
Lead Library Assistant – Circulation

At the administrator's request, may assist the Librarian-Director in ensuring the smooth operation of the circulation area of the library.

~~Oversees the audio tape collection and the reproduction of audio tapes for instructors and students~~

Performs other related duties as requested or assigned.

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

SUPERVISION

Supervision Received:

Under general supervision, the employee receives supervision from the Associate Dean, Learning Resources or assigned administrator assignments and ~~is expected to~~ carries out essential duties carry them through to completion with substantial independence.

Supervision Exercised:

Performs in a lead capacity in the area of circulation. Provides guidance and direction to student workers.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Library of Congress Classification System and Library of Congress Subject Headings (LCSH)

~~Library terminology~~, generally accepted library procedures, practices and methods in the area of circulation

~~Knowledge of E~~ffective methods for receiving, handling and accounting for sums of money

~~Knowledge of B~~asic bookkeeping procedures

~~Knowledge of M~~odern office practices and procedures including records maintenance, filing systems and public reception

~~Knowledge of P~~principles, and techniques and processes for providing customer service

~~Knowledge of and telephone techniques~~

~~Knowledge of~~ English usage, vocabulary, spelling, grammar and punctuation

~~Knowledge of C~~omputer applications and programs that support this level of work, including library automation systems, information systems and general data management tools

Ability to:

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

~~Skill to Accurately o~~perate a computer terminal using a automated library management system, and use computer applications, programs and standard office equipment software

~~Ability to operate an accurately and with speed for data input and retrieval~~

Perform work requiring accuracy and attention to detail

Organize, set priorities and exercise sound independent judgment within areas of assigned responsibility

Interpret and communicate library policies, procedures and guidelines to library users and staff

~~Ability to understand and follow written and oral instructions~~

~~Ability to P~~lan, schedule and organize projects from concept to completion

Santa Monica College Personnel Commission
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~~Ability to Perform work requiring accuracy and pay~~ attention to details

~~Ability to Set priorities, manage time and~~ work in a fast-paced and busy environment with multiple tasks ~~and~~ interruptions

~~Ability to Stay abreast of adapt to a constantly changing~~ technology changes and adapt to new technologies ~~ical environment~~

~~Ability to hand~~ Communicate effectively, both orally and in writing

~~Ability to train~~ Provide work direction, train others and explain complex concepts and procedures in a clear and concise manner

~~Role model exceptional internal and external customer service~~

~~Ability to~~ Work independently with minimal direction

~~Ability to Establish and maintain~~ effective working relationships with District management, staff, others (students, the public and others encountered in course of work, in a diverse, multicultural and multi-ethnic educational environment administrators, employees, and public)

MINIMUM QUALIFICATIONS

Education Requirement:

Graduation from high school or ~~evidence of equivalent educational proficiency. An associate's degree or higher with a minimum of 12 semester units in library studies, library technology, or closely related field is desirable.~~

Experience Requirement:

Three (3) years of experience performing a variety of paraprofessional library clerical duties including circulation using an ~~automated~~ on-line library system. Experience using consortium library management system is desirable.

Education/Experience Equivalency:

~~Up to two years of the required experience may be substituted with additional related college coursework on a year-for-year basis. 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 regularly required to stand and walk, and 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

Santa Monica College Personnel Commission
AGENDA of Regular Meeting on October 21, 2020

Personnel Commission Approval Date: 11/16/06

Class History: Library Assistant II – 01/78
Library Assistant III – 1977
Lead Library Assistant – 11/16/06 Hay Study

Revision Date(s): Library Assistant II – 12/18/80, 05/05/93, 09/18/96
Library Assistant III – 11/8/79, 06/25/81-Title change, 12/5/84
Lead Library Assistant – 11/16/06 Hay Study
Lead Library Assistant – Circulation – 09/17/08; [10/21/2020](#)

AGENDA REPORT NO. 10

**SUBJECT: REQUEST FOR APPROVAL OF CLASSIFICATION REVISIONS:
 LEAD LIBRARY ASSISTANT-TECHNICAL SERVICES**

DATE: October 21, 2020

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

BY: August Faustino, Personnel Analyst

BACKGROUND

Attached for your approval are class description revisions for **Lead Library Assistant-Technical Services**.

As part of the cyclical review process, we are reviewing classifications within the Library job discipline. Classifications within the Library contribute to student success by serving the information and research needs of students.

The Library Assistant III classification was originally created in 1977 and retitled to the Lead Library Assistant in November 2006. In September 2008 the Lead Library Assistant was revised into two classifications, the Lead Library Assistant – Technical Services and the Lead Library Assistant – Circulation. There is currently one incumbent in the Lead Library Assistant – Technical Services classification. The proposed changes will not adversely affect the status of the incumbent.

METHODOLOGY

This study was scheduled in the cyclical review calendar for 2019-20. The Lead Library Assistant-Technical Services incumbent as well as CSEA were invited to participate in class study orientations on February 26, 2020 to discuss the purpose of the study, methodology, timelines, possible outcomes and implications, and frequently asked questions. The incumbent was requested to complete a Position Description Questionnaire (PDQ) by April 30, 2020. The PDQ for this classification was submitted by the incumbent and reviewed by Patricia Burson, Interim Associate Dean, Learning Resources. Commission staff met with her and requested that she complete duty analysis worksheets by rating the frequency and criticality of each duty in the current class description.

Revisions to the duties, supervision, knowledge and abilities, and minimum qualifications were modified to more accurately reflect responsibilities assigned to this classification. Distinguishing characteristics were modified to clarify related roles within the occupational series. Classification revisions were sent for review to CSEA, the Vice President, Business Services, Human Resources, and executive leadership.

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.

Santa Monica College Personnel Commission
AGENDA of Regular Meeting on October 21, 2020

RESULTS

Based on the data gathered, revisions to the class description are being proposed to properly distinguish this classification from other related classifications, clarify minimum requirements, update knowledge and abilities to more accurately reflect the scope of work.

A comprehensive survey of comparable agencies was conducted. Market survey results with strong to moderate matches are presented below.

AGENCY	JOB TITLE	MIN	MAX	MEDIAN
Santa Monica College	Lead Library Assistant-Technical Services	\$4,072	\$4,950	\$4,511
Contra Costa CCD	Library Technician, Senior	\$3,980	\$4,847	\$4,414
Foothill DeAnza CCD	Library Technician, Senior	\$4,486	\$5,997	\$5,242
Long Beach City College	Lead Library Technician	\$4,654	\$5,736	\$5,195
Los Angeles CCD	Library Technician	\$3,944	\$4,886	\$4,415
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	Average	\$4,215	\$5,316	\$4,766
	25th Percentile	\$3,980	\$4,886	\$4,433
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	75th Percentile	\$4,486	\$5,736	\$5,111
	80th Percentile	\$4,520	\$5,788	\$5,154
	90th Percentile	\$4,587	\$5,893	\$5,240
	SMC % RANK	53%	32%	41%
	SMC Differences From AVG	-4%	-7%	-6%
	SMC Differences From MED	2%	-3%	-1%

The median is 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.

Cyclical review results were sent for review to CSEA, incumbents, Library management, Human Resources, Business Services, and executive leadership. The salary survey data is for informational purposes only. The District will determine when we are able to move forward with the appropriate increases where applicable.

The following chart shows related classifications in the Library and current salary allocation for each classification.

JOB TITLE	MIN	MAX	RANGE	% DIFFERENCE BETWEEN LEVELS
Lead Library Assistant- Circulation	\$4,072	\$4,950	26	0.00%
Lead Library Assistant- Technical Services	\$4,072	\$4,950	26	10.24%
Library Assistant	\$3,693	\$4,490	22	

RECOMMENDATION

It is recommended that the Commission approve the proposed revisions for the Lead Library Assistant-Technical Services classification description.

Santa Monica College Personnel Commission
AGENDA of Regular Meeting on October 21, 2020

DISPOSITION BY THE COMMISSION

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

Amendments/Comments:

**Santa Monica Community College District
Personnel Commission**

Lead Library Assistant – Technical Services

CONCEPT OF THE CLASS

Under general supervision, positions in this classification perform a wide variety of independent paraprofessional and high-level library clerical duties relating to the ~~Periodicals and~~ Technical Services area of the college library.

DISTINGUISHING CHARACTERISTICS

The **Lead Library Assistant – Technical Services** serves as the lead staff member in the technical services ~~and periodicals~~ area. Incumbents are expected to apply specialized library technical services knowledge, exercise a higher degree of responsibility and utilize independent judgment to resolve problems and improve work processes.

The **Lead Library Assistant-Circulation** serves as the lead staff member in the circulation area of the library. Incumbents are expected to apply specialized library circulation knowledge, exercise a higher degree of responsibility and utilize independent judgment to resolve problems and improve work processes.

The **Library Assistant** position works at the circulation desk and/or in technical services and has frequent contact with library patrons, answers a variety of questions and provides general library information and clerical assistance. ~~This position may also assist in the periodicals or technical services areas.~~

ESSENTIAL DUTIES

Serves as a lead worker in the technical services ~~and periodicals~~ areas of the library and assists in other areas, such as circulation.

Responds to technical services problems of a more difficult and complex nature.

Performs copy cataloging of materials, including searching bibliographic utilities for MARC records; downloading records; and editing and proof-reading bibliographic and item records.

Recruits, selects, trains, schedules, and may provide daily work direction and supervision to student workers.

Performs circulation duties, such as assisting library users at the circulation desk and checking in or checking out library materials.

Greets students, staff and visitors in a pleasant and helpful manner; explains department policies and procedures to library users.

Oversees and maintains reserve collection, including creation of bibliographic and course records for each item, prepares ~~of~~ notices to faculty.

Provides guidance and work direction to ~~other~~ Library Assistants; reviews work for quality and accuracy.

Processes materials in all formats, including books, audio-visual, and realia.

Repairs library materials; ~~prepares books for bindery~~

Assists in planning and developing policies and procedures related to technical services.

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Prepares and maintains records and statistical data related to the technical services area as assigned.

Plans, coordinates, and oversees major projects in periodicals or technical services, such as inventory, periodical holdings, and bibliographic and item record maintenance.

At the administrator's request, may assist the ~~Technical Services~~-Librarian in ensuring the smooth operation of the technical services area of the library.

~~Monitors and maintains the periodicals collection; verifies that all subscriptions are kept current; prepares claims to vendors of missing issues~~

~~Recruits, selects, trains, schedules, prepares payroll for and provides daily work direction and supervision to student workers~~

Performs other related duties as requested or assigned.

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

SUPERVISION

Supervision Received:

Under general supervision, the employee receives supervision from the Associate Dean, Learning Resources or assigned administrator assignments and ~~is expected to carry~~es them out essential duties ~~through to completion~~ with substantial independence.

Supervision Exercised:

Performs in a lead capacity in ~~the areas of~~ technical services ~~and periodicals~~. Provides guidance and direction to student workers.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Library of Congress Classification System and Library of Congress Subject Headings (LCSH)

~~Library terminology~~, generally accepted library procedures, practices and methods in the area of technical services ~~and periodicals~~

~~Knowledge of~~ MARC records and bibliographic utilities

~~Knowledge of~~ methods of preparing books and other library materials for circulation

~~Knowledge of~~ searching and item retrieval from a major bibliographic utility

~~Knowledge of~~ modern office practices and procedures

~~Knowledge of~~ Pprinciples, ~~and~~ techniques and processes for providing customer service

~~Knowledge of reception and telephone techniques~~

~~Knowledge of~~ English usage, vocabulary, spelling, grammar and punctuation

~~Knowledge of~~ Computer applications and programs that supports this level of work, including library automation systems, information systems and general data management tools

Ability to:

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

Skill to ~~Accurately~~ Operate a computer ~~terminal~~ using a library management system, and ~~use~~ computer applications, programs and standard office equipment ~~software~~

Perform work requiring accuracy and attention to detail

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~~Ability to~~ interpret and communicate library policies, ~~and~~ procedures and guidelines to library users and staff

~~Ability to understand and follow written and oral instructions~~

~~Ability to~~ Plan, schedule and organize projects from concept to completion

~~Ability to~~ Perform work requiring accuracy and pay attention to details

~~Ability to~~ Set priorities, manage time and work in fast-paced and busy environment with multiple tasks and interruptions

~~Ability to~~ Stay abreast of ~~adapt to a constantly changing~~ technology changes and adapt to new technologies ~~cal environment~~

Communicate effectively, both orally and in writing

~~Ability to~~ Operate a ~~n automated~~ library management system accurately and with speed for data input and retrieval

~~Ability to handle~~

~~Ability to~~ Provide work direction, train others and explain complex concepts and procedures in a clear and concise manner

Role model exceptional internal and external customer service

~~Ability to~~ Establish and maintain effective working relationships with District management, staff, others (students, the public and others encountered in course of work, in a diverse, multicultural and multi-ethnic educational environment, administrators, employees, and public)

~~Ability to~~ Work independently with minimal direction

MINIMUM QUALIFICATIONS

Education Requirement:

Graduation from high school or ~~evidence of equivalent educational proficiency.~~ An associate's degree with a minimum of 12 semester units in library studies, library technology, or very closely related field is desirable.

Experience Requirement:

Three (3) years of experience performing a variety of paraprofessional library clerical duties including acquisitions, and cataloging using an ~~automated~~ on-line library system and bibliographic utilities. Experience using a consortium library management system is desirable.

Education/Experience Equivalency:

~~Up to two years of the required experience may be substituted with additional related college coursework on a year-for-year basis.~~ 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:

**Santa Monica College Personnel Commission
AGENDA of Regular Meeting on October 21, 2020**

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 regularly required to stand and walk, and 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: 11/16/06

Class History: Library Assistant II – 01/78
Library Assistant III – 1977
Lead Library Assistant – 11/16/06 Hay Study

Revision Date(s): Library Assistant II – 12/18/80, 05/05/93, 09/18/96
Library Assistant III – 11/8/79, 06/25/81-Title change, 12/5/84
Lead Library Assistant – 11/16/06 Hay Study
Lead Library Assistant – Technical Services – 09/17/08; [10/21/2020](#)

AGENDA REPORT NO. 11

**SUBJECT: REQUEST FOR APPROVAL OF CLASSIFICATION REVISIONS:
 LIBRARY ASSISTANT**

DATE: October 21, 2020

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

BY: August Faustino, Personnel Analyst

BACKGROUND

Attached for your approval are class description revisions for **Library Assistant**.

As part of the cyclical review process, we are reviewing classifications within the Library job discipline. Classifications within the Library contribute to student success by serving the information and research needs of students.

The Library Assistant classification was originally created in June 1977. It was last revised in November 2010. There are currently three incumbents in this classification. The proposed changes will not adversely affect the status of the incumbents.

METHODOLOGY

This study was scheduled in the cyclical review calendar for 2019-20. Library Assistant incumbents as well as CSEA were invited to participate in class study orientations on February 26, 2020 to discuss the purpose of the study, methodology, timelines, possible outcomes and implications, and frequently asked questions. The incumbents were requested to complete a Position Description Questionnaire (PDQ) by April 30, 2020. PDQs for this classification were submitted by incumbents and reviewed by Patricia Burson, Interim Associate Dean, Learning Resources. Commission staff met with her and requested that she complete duty analysis worksheets by rating the frequency and criticality of each duty in the current class description.

Revisions to the duties, supervision, knowledge and abilities, and minimum qualifications were modified to more accurately reflect responsibilities assigned to this classification. Distinguishing characteristics were modified to clarify related roles within the occupational series. Classification revisions were sent for review to CSEA, the Vice President, Business Services, Human Resources, and executive leadership.

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.

Santa Monica College Personnel Commission
AGENDA of Regular Meeting on October 21, 2020

RESULTS

Based on the data gathered, revisions to the class description are being proposed to properly distinguish this classification from other related classifications, clarify minimum requirements, update knowledge and abilities to more accurately reflect the scope of work.

A comprehensive survey of comparable agencies was conducted. Market survey results with strong to moderate matches are presented below.

AGENCY	JOB TITLE	MIN	MAX	MEDIAN
Santa Monica College	Library Assistant	\$3,693	\$4,490	\$4,092
City of Santa Monica	Library Assistant II	\$4,366	\$5,390	\$4,878
Cerritos College	Library Technical Clerk	\$3,692	\$4,429	\$4,061
Contra Costa CCD	Library Assistant	\$3,605	\$4,392	\$3,999
Pasadena City College	Library Technician III	\$3,816	\$4,870	\$4,343
Riverside CCD	Library Clerk II	\$4,069	\$4,952	\$4,511
Santa Barbara City College	Library Assistant	\$3,358	\$4,093	\$3,726
	Average	\$3,818	\$4,688	\$4,253
	25th Percentile	\$3,627	\$4,401	\$4,014
	50th Percentile	\$3,754	\$4,650	\$4,202
	75th Percentile	\$4,006	\$4,932	\$4,469
	80th Percentile	\$4,069	\$4,952	\$4,511
	90th Percentile	\$4,218	\$5,171	\$4,694
	SMC % RANK	40%	43%	42%
	SMC Differences From AVG	-3%	-4%	-4%
	SMC Differences From MED	-2%	-4%	-3%

The median is 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.

Cyclical review results were sent for review to CSEA, incumbents, Library management, Human Resources, Business Services, and executive leadership. The salary survey data is for informational purposes only. The District will determine when we are able to move forward with the appropriate increases where applicable.

The following chart shows related classifications in the Library and current salary allocation for each classification.

JOB TITLE	MIN	MAX	RANGE	% DIFFERENCE BETWEEN LEVELS
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Lead Library Assistant-Technical Services	\$4,072	\$4,950	26	10.2%
Library Assistant	\$3,693	\$4,490	22	

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RECOMMENDATION

It is recommended that the Commission approve the proposed revisions for the Library Assistant classification description.

DISPOSITION BY THE COMMISSION

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

Amendments/Comments

**Santa Monica Community College District
Personnel Commission
Library Assistant**

CONCEPT OF THE CLASS

Under supervision, positions in this classification perform a variety of complex library clerical duties following established procedures in circulation or technical services areas of the college library.

DISTINGUISHING CHARACTERISTICS

The **Library Assistant** position works at the circulation desk and/or in technical services and has frequent contact with library patrons, answers a variety of questions and provides general library information and clerical assistance.

~~The Lead Library Assistant serves as the lead staff member in circulation or technical services.~~

The Lead Library Assistant-Technical Services serves as the lead staff member in the technical services area of the library. Incumbents are expected to apply specialized library technical services knowledge, exercise a higher degree of responsibility and utilize independent judgment to resolve problems and improve work processes.

The Lead Library Assistant-Circulation serves as the lead staff member in the circulation area of the library. Incumbents are expected to apply specialized library circulation knowledge, exercise a higher degree of responsibility and utilize independent judgment to resolve problems and improve work processes.

ESSENTIAL DUTIES

Using an ~~automated~~ library management system, checks library books and other materials in and out at the circulation desk and inputs appropriate data into system for clearance.

Maintains accurate user records by receiving overdue library fines and fees and issuing receipts.

Answers questions and provides assistance to patrons, and refers patrons to other library personnel, as appropriate.

Assists in reserve collection maintenance, including inventory, shelf maintenance and correspondence with faculty members.

Prepares new library materials for circulation by labeling, stamping, stripping and affixing book pockets; mend books as necessary; prepare library materials for bindery.

Greets students, staff and visitors and responds to questions, requests, and complaints in a pleasant and helpful manner.

Provides guidance and training to student and temporary employees.

Assists with the creation, mailing, and follow-up of overdue library materials notices.

Searches library for misplaced library materials and reserve materials.

Returns books and library materials to stacks by loading book carts and re-shelving.

Performs copy cataloging activities, including bibliographic searching and editing bibliographic records.

Operates and/or demonstrates library equipment to patrons, such as computers, ~~terminals~~, photocopiers, scanners and online catalog system; ~~facsimile machines~~; assists patrons with internet connectivity.

Issues library registration and library cards, and inputs patron data in computerized database; updates the library database with current patron data.

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Performs other related duties as requested or assigned.

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

SUPERVISION

Supervision Received:

Under general supervision, the employee receives supervision from the Associate Dean, Learning Resources or assigned administrator and carries out essential duties with substantial independence and should recognize instances that are out of the ordinary and get advice or further instructions. May receive direction from the Lead Library Assistant-Technical Services or Lead Library Assistant-Circulation.

Supervision Exercised:

Positions in this classification do not supervise other classified positions. May provide direction to student workers.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Library of Congress Classification System and Library of Congress Subject Headings (LCSH)

Basic library terminology, standard library practices, techniques and methods

Knowledge of Modern office practices and procedures including records maintenance, filing systems and public reception

Knowledge of telephone techniques, principles, and techniques and processes for providing customer service

Knowledge of Computer applications and programs that support this level of work, including library automation management systems, information systems and data management tools

Knowledge of English usage, vocabulary, spelling, grammar and punctuation

Ability to:

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

Skill to type accurately and operate a computer keyboard for data entry and retrieval

Skill in Accurately operating and using computer using library automation management systems, computer applications, programs, including and standard office equipment software,

Communicate effectively, both orally and in writing

Ability to Set priorities, manage time and work in fast-paced and busy environment with multiple tasks and interruptions

Ability to handle multiple tasks

Learn and apply library policies, procedures, and guidelines

Ability to understand and follow written and oral instructions

Organize, set priorities and exercise sound independent judgment within areas of assigned responsibility

Ability to Perform work requiring accuracy and pay attention to details

Ability to Provide give clear and concise information and directions to others

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~~Ability to~~ Work independently with minimal direction

Role model exceptional internal and external customer service
~~Skill in and ability to utilize effective techniques in interactions with others~~
Stay abreast of technology changes and adapt to new technologies

~~Ability to~~ Establish and maintain effective working relationships with District management, staff, others (students, the public and others encountered in course of work, in a diverse, multicultural and multi-ethnic educational environment administrators, employees, and public)

MINIMUM QUALIFICATIONS

Education Requirement:

Graduation from high school or ~~evidence of equivalent educational proficiency.~~ An associate's degree or higher with a minimum of 12 semester units in library studies, library technology, or ~~very~~ closely related field is desirable.

Experience Requirement:

Two years of experience performing a variety of library clerical duties including data input/retrieval, circulation, periodicals, technical services and public reception using an ~~automated~~ on-line library system. Experience using a the SirsiDynix consortium library management automation system 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.

~~may substitute for the required experience. Coursework in library research or research studies does not qualify for the experience substitution.~~

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 stand for extended periods of time, sit, use hands to keyboard, type, or handle materials, talk and hear. The employee is required frequently 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

~~**Recommended Salary:** 22~~

Personnel Commission Approval Date: 11/16/06

Class History: Library Assistant I (01/98), Library Assistant II (01/78)

Revision Date(s): Library Assistant I – 12/18/80, 12/05/84, 05/05/93
Library Assistant II – 12/18/80, 05/05/93, 09/18/96
Library Assistant – 11/16/06, Hay Study
Library Assistant – 11/17/2010, 10/21/2020

AGENDA REPORT NO 12

**SUBJECT: REQUEST FOR APPROVAL OF REVISIONS TO CLASS DESCRIPTION:
 ASSOCIATE DIRECTOR OF THE SANTA MONICA COLLEGE
 FOUNDATION**

DATE: October 21, 2020

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 revised classification description for **Associate Director of the Santa Monica College Foundation**.

The Associate Director of the Santa Monica College Foundation directs, plans, organizes, coordinates, controls and supervises general accounting, accounts payable, budgeting, auditing and payroll activities of the Santa Monica College Foundation. This classification was established in May 2018. It is currently vacant but a recruitment will be underway upon approval of presented revisions. This study is not part of the cyclical review process.

METHODOLOGY

Personnel Commission staff met with Lizzy Moore, Dean, Institutional Advancement/SMC Foundation to review the current classification description and determine if the duties, minimum qualifications and knowledge and abilities listed still accurately reflect the expectations of the job. Ms. Moore requested minor revisions to the duties, knowledge and abilities and the minimum qualifications.

RESULTS

Based on the data gathered, revisions to the classification description are being proposed as presented. These changes serve to clarify the duties, knowledge, abilities and minimum requirements. Proposed classification revisions were not found to be sufficient to alter salary allocation.

RECOMMENDATIONS

It is recommended that the Commission approve the proposed revisions for the Associate Director of the Santa Monica College Foundation classification description.

DISPOSITION BY THE COMMISSION

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

Amendments/Comments

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**Santa Monica Community College District
Personnel Commission**

Associate Director of the Santa Monica College Foundation

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CONCEPT OF THE CLASS

The position in this classification directs, plans, organizes, coordinates, controls and supervises general accounting, accounts payable, budgeting, auditing and payroll activities of the Santa Monica College Foundation; ensures that programs are operating within the appropriate fiscal parameters and remain in compliance with District, State and/or Federal requirements and donor guidelines; directs the activities of the planned giving program; ensures timely and accurate financial reports, including the annual financial audit and adopted budget; acts for the Director of Institutional Advancement in his/her absence, which may include attending/staffing special events, making fundraising presentations and actively engaging in program committees, Foundation board meetings and all Foundation sponsored activities.

ESSENTIAL DUTIES

Formulates the Foundation's funding policies and procedures with the Foundation Board of Directors and coordinates implementation of policies and procedures with faculty and department managers establishing funding priorities and grants.

Serves on the selection committee for grants and scholarships. Communicates regularly with donors to and sponsors of scholarships to make sure distribution criteria for academic and financial need is fully communicated to the Scholarship Office for recipient selection and is reviewed to assure conditions are met.

Authorizes payment of awards and tracks usage.

Directs the Foundation's planned giving program, including development of annuities and making public presentations.

[Drafts, reviews, approves, and manages all contracts entered into on behalf of the Foundation to ensure contractual terms are favorable to the Foundation, that risk is mitigated and to provide advisement on contract interpretation.](#)

Assists the ~~Director~~ Dean, Institutional Advancement in designing and conducting fundraising campaigns for both restricted and unrestricted gifts to the College through the Foundation.

May represent the ~~Director~~ Dean, Institutional Advancement at various functions to speak on behalf of the Foundation and its funding goals to external and internal audiences. Actively participates on program committees and is present to work and implement donor relations skills at events throughout the year.

Works with the investment management company and the Board of Directors to develop and maintain solid investment policies and strategies involving ~~more than \$15 million in~~ assets to assure continued growth and safety.

Plans and directs the Foundation's activities in general accounting, special funds accounting, cash and investment management, accounting system development and analysis; accounts payable and payroll for Foundation employees ~~working in the Foundation office~~.

Plans, organizes, and directs the Foundation's accounting and budgeting systems, prepares detailed income and expenditure budgets, and develops and implements accounting controls to regulate financial stability.

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Directs fund establishment (more than 400) and distributions from those directed funds for endowments, scholarships, programs, and capital campaigns.

Establishes practices and controls for safe and efficient handling of funds, establishes reporting procedures of financial transactions and directs the preparation and maintenance of a variety of narrative and statistical reports, records, and files; reviews related financial and statistical reports;

Supervises the Foundation's accounting office and data management staff including upkeep, design and oversight of the Foundation's website used for information, marketing and on-line contributions.

~~Oversees training, use and integration of all~~ ~~oversees the use of Raicore Edge accounting software platforms that manage in both fund management and fund-raising and financial~~ activities of the Foundation ~~making sure the separate functions mesh and share data.~~

Maintains current knowledge of changes, methods, concepts, requirements, regulations and policies for assigned programs, including computer programs and software.

~~Plans, coordinates, and facilitates the annual and quarterly audits to ensure the integrity of financial operations and financial statements.~~

Coordinates and administers the year-end closing process and compilation of fiscal year financial statements.

Delegates responsibility and authority to subordinate staff and students.

Develops, recommends, and implements staff training and development programs to provide opportunities for individual employee growth, continuity of work flow and long range development of employees.

Directs the development of performance evaluation standards for subordinate staff; formally evaluates the work of direct subordinate staff.

Interviews and selects staff reporting directly to this position and assists with other interviews as necessary.

Authorizes response to employee grievance and disciplinary actions and contributes to the establishment of organization policy regarding discipline.

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:

The position in this classification receives general direction from the ~~Dean/Director,~~ Institutional Advancement.

Supervision Exercised:

This position exercises general supervisory control over assigned staff and Student Workers

KNOWLEDGE, SKILLS AND ABILITIES

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Knowledge of:

The principles and practices of modern public and business administration and management.

General Accounting Principles:

Computerized on-line programs used for accounting, auditing, fiscal controls and financial management including designated fund and fund raising software.

The practices and principles of accounting and auditing, financial analysis and research procedures.

Effective supervisory techniques including successful recruitment and selection processes; appropriate work assignment, delegation and performance evaluation; relevant staff development and training; and meaningful corrective and disciplinary action.

Ability to:

Establish and maintain appropriate cost control and reconciliation measures.

Make public presentations in a dynamic and convincing manner.

Interpret and apply laws, policies and procedures.

Communicate well with internal and external publics.

Analyze complex situations accurately and adopt an effective course of action.

Effectively set priorities, manage time, meet deadlines and achieve objectives.

Propose new methods for creating efficiencies and maximizing resources through innovation in systems.

Interpret, write, manage and administer contracts.

Establish and maintain effective working relationships with the general public, donors, college administrators, managers, faculty, staff, students, vendors and contractors in a diverse, multicultural and multi-ethnic educational environment.

Communicate well both orally and in writing.

Work as a team member and "back up" for the Director.

MINIMUM QUALIFICATIONS

Education Requirement:

Bachelor's degree in Accounting, Business Administration, Public Administration, or a closely related field. Certified Public Accountant (CPA) is highly desirable.

Experience Requirement:

Six (6) years of progressively responsible experience using computerized on-line program applications to perform fund accounting, budget control, auditing and/or financial systems design, which included at least three (3) ~~two (2)~~ years experience in a supervisory capacity in a non-profit organization. Experience as a Chief Financial Officer (CFO) or Controller is highly desirable. Fundraising and marketing experience is also highly desirable.

Education/Experience Equivalency:

Any combination of training and experience that would provide the required knowledge and abilities is qualifying.

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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.

WORKING ENVIRONMENT & PHYSICAL DEMANDS

Disclosure:

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

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 moderate/quiet.

CLASS DETAIL

Job Family: Fiscal Services/Business/Administration

FLSA Status: Exempt

Salary Range: Range 26 on the Classified Management Salary Schedule

Personnel Commission Approval Date: 05/21/2008

Class History: Foundation Accountant

Revision Date(s): 05/21/2008, 10/21/2020

CONSENT AGENDA

DISPOSITION BY THE COMMISSION

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

Amendments/Comments

Commissioner Abbott moved to approve Consent Agenda Items 13 through 20.

Santa Monica College Personnel Commission
AGENDA of Regular Meeting on October 21, 2020

AGENDA REPORT NO. 13

SUBJECT: **APPROVAL OF MINUTES**

DATE: October 21, 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:

- 1. September 16, 2020 Regular Meeting Minutes**
- 2. October 1, 2020 Special Meeting Minutes**

AGENDA REPORT NO. 14

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

DATE: October 21, 2020

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

BY: José A. Guzmán, Personnel Technician

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

Working Out of Class – Provisional Assignment

Name/ Permanent Classification	Working Out of Class Assignment	Dates of Current Assignment
Jamie Poole/ Instructional Assistant – English	Tutoring Coordinator – English and Humanities	10/1/2020 to 1/11/2021

**Merit Rule 3.2.10 Working Out of Class
 (Education Code Section 88010, 88087, 88106 - 88108)**

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

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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

- C. 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.

- D. 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.

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AGENDA REPORT NO. 15

SUBJECT: **EXTENSION OF ELIGIBILITY LISTS:**
 • **CLINICAL PLACEMENT SPECIALIST**
 • **MAIL SERVICES WORKER I**
 • **STUDENT SERVICES ASSISTANT**

DATE: October 21, 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
Clinical Placement Specialist	10/29/2020	10/29/2020	2	2	4/29/2021
Mail Services Worker I	2/28/2020	10/28/2020	59	10	1/28/2021
Student Services Assistant	1/1/2020	11/16/2020	6	4	1/1/2021
Student Services Assistant	5/16/2020	11/16/2020	13	9	1/1/2021

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)

C. 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.

Santa Monica College Personnel Commission
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AGENDA REPORT NO. 16

SUBJECT: RATIFICATION OF LIMITED TERM ASSIGNMENTS

DATE: October 21, 2020

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

BY: José A. Guzmán, Personnel Technician

The Personnel Commission is requesting 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
Mail Services Worker I	PCAL	10/12/20-03/24/21
Student Services Clerk (1 part-time position)	Financial Aid	09/29/20-02/28/21

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AGENDA REPORT NO. 17

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

DATE: October 21, 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
Gallego, Luis	Mail Services Worker I	PCAL	10/12/20-03/24/21	03/20/19
Mendoza, Jack	Student Services Clerk	Financial Aid	09/29/20-02/28/21	08/15/18

*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. 18

SUBJECT: ADVISORY ITEM: APPOINTMENTS TO PROVISIONAL ASSIGNMENTS

DATE: October 21, 2020

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

BY: José A. Guzmán, Personnel Technician

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

Candidate	Position	Department	Duration*
Chanaiwa, Isom	Associate Director the SMC Foundation	Institutional Advancement	09/08/20-03/01/21
Belay, Johanna	Customer Service Assistant	Cashier's Office	09/28/20-06/30/21
Ariass, Glaurys	Insurance Program Specialist	Risk Management	09/23/20-11/30/20

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

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AGENDA REPORT NO. 19

SUBJECT: **INFORMATION ITEM:**
 CLASSIFICATION AND COMPENSATION STATUS REPORT

DATE: October 21, 2020

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

BY: José A. Guzmán, Personnel Technician

The information is presented for the Commission's review on the following page.

**Santa Monica College Personnel Commission
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CLASSIFICATION & COMPENSATION STATUS REPORT (In Process)								
CLASSIFICATION	ASSIGNED TO:	STUDY TYPE	# OF INCUMBENTS	PDQ DEADLINE	JOB AUDIT	STAKEHOLDER REVIEW	STAKEHOLDER STATUS	PC AGENDA
Sign Language Interpreter I	JL/JG	Cyclical	None	NA	NA	08/27/20	Agenda	09/16/20
Sign Language Interpreter II	JL/JG	Cyclical	None	NA	NA	08/27/20	Agenda	09/16/20
Sign Language Interpreter III	JL/JG	Cyclical	Multiple	04/30/20	NA	08/27/20	Agenda	09/16/20
Sign Language Interpreter Trainee	JL/JG	Cyclical	None	NA	NA	08/27/20	Agenda	09/16/20
Student Services Specialist	OV	Cyclical	Multiple			08/26/20	Agenda	09/16/20
Accountant	AF	Salary	Multiple	NA	NA	12/17/19	Senior Management	
Deaf and Hard of Hearing Services Supervisor	OV	Cyclical	Single	03/13/20	NA	06/02/20	Senior Management	10/21/20
Human Resources Analyst - Employee & Labor Relations	JL	Cyclical	Multiple	02/02/18	09/19/18	11/21/19	Senior Management	
Human Resources Analyst - Leaves & Benefits	JL	Cyclical	Single	02/02/18	10/09/18	11/21/19	Senior Management	
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	
Personnel Analyst	AG/JL	Cyclical	Multiple	02/02/18	01/28/19	11/21/19	Senior Management	
Skilled Maintenance Worker	KM	Cyclical	Multiple	05/09/18	NA	06/15/20	Bargaining Unit	
Skilled Maintenance Worker II	KM	Cyclical	Multiple	05/09/18	NA	06/15/20	Bargaining Unit	
Tutoring Coordinator	AF	Revisions	None	NA	NA	06/01/20	Bargaining Unit	
Student Services Clerk	KM/AF	Reclass	Single	02/07/20	02/20/20	05/22/20	Incumbent	
Journeyman Trade-Welding	KM	Cyclical	None	05/09/18	NA	12/03/19		
Campus Store Assistant Manager	AF	Reclass	Multiple	06/02/20	7/14/20, 7/15/20			
Lead Library Assistant-Circulation	AF	Cyclical	Single	04/30/20	NA			
Lead Library Assistant-Technical Services	AF	Cyclical	Single	04/30/20	NA			
Library Assistant	AF	Cyclical	Single	04/30/20	NA			
Senior Student Services Specialist-Assessment Services	AG/OV	Cyclical	None	4/18/18*	NA			
Classification & Compensation Manager		Cyclical	Single	02/02/18				
Director of Classified Personnel		Cyclical	Single	02/02/18				
Research & Planning Analyst	OV	Cyclical	Single	04/30/20	NA			
Research Assistant	OV	Cyclical	None	NA	NA			
Senior Research Analyst	OV	Cyclical	Multiple	04/30/20	NA			
Supervising Personnel Analyst		Cyclical	Single	02/02/18				
Accompanist-Dance	JG	Cyclical	None					

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CLASSIFICATION	ASSIGNED TO:	STUDY TYPE	# OF INCUMBENTS	PDQ DEADLINE	JOB AUDIT	STAKEHOLDER REVIEW	STAKEHOLDER STATUS	PC AGENDA
Accompanist-Performance	JG	Cyclical	Multiple					
Accompanist-Voice	JG	Cyclical	None					
Career Services Advisor	OV	Revisions	Single					
Senior Career Services Advisor	OV	Revisions	Multiple					
<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	
Financial Aid Supervisor	AF	Reclass	Single	02/03/20	02/21/20	05/07/20	Senior Management	
Administrative Assistant I	KM/AF	Reclass	Single					
Administrative Assistant II	OV	Reclass	Single		01/08/20			
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				
Program Coordinator - Emeritus	OV	Reclass	Single					
Employee Benefits Specialist		Cyclical	None	NA	NA			
<i>*Extension</i>								

Santa Monica College Personnel Commission
AGENDA of Regular Meeting on October 21, 2020

AGENDA REPORT NO. 20

**SUBJECT: INFORMATION ITEM:
RECRUITMENT AND EXAMINATION STATUS REPORT**

DATE: October 21, 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.

Recruitment and Examination Status Report											
Classification	Assig	FOC	VAC	Opened	Closed	Written	T & E	Perf.	QAI	E-List	Ratif.
Accounts Payable Supervisor	AF	P	1								
Associate Director of the SMC Foundation	AF	PO									
Community College Police Dispatcher	KM	O		3/3/20	3/23/20	4/4/20					
Community College Police Dispatcher	KM	P		10/5/20	10/23/20						
Director of Purchasing, Contracts, and Logistics	JL/AF	PO	1								
Insurance Program Specialist	JL	P	1	9/4/20	9/28/20				10/22/20		
Financial Aid Systems Specialist	OV	PO	1	9/2/20	9/28/20		10/21/20				
Grounds Equipment Operator	JG	PO	1								
Risk Insurance Coordinator	JL	PO	1	9/4/20	9/28/20				10/22/20		
Student Services Assistant		P									
Student Services Clerk		PO									
Items in bold are pending approval by the Personnel Commission											

On Hold											
Classification	Assig	FOC	VAC	Opened	Closed	Written	T & E	Perf.	QAI	E-List	Ratif.
Administrative Assistant I		PO									
Administrative Assistant II		PO									
Carpenter	KM	P	Temp								
Carpenter	KM	MPO		1/27/20	2/18/20	3/6/20		3/19/20			
Customer Service Assistant		PO									
Enterprise Business Services Clerk		PO									
Enterprise Business Supervisor	AF	P									
Instructional Assistant-English	JG	O		2/7/20	3/3/20	3/21/20					
Journeyman Trade-HVAC	KM	MPO		3/3/20	3/23/20						
Lead Custodian	KM	MPO									
Lead Receiving, Stockroom, and Delivery Worker		P									
Personnel Analyst		P									
Sign Language Interpreter III	JL	MPO									
Skilled Maintenance Worker II	KM	P									
Stage Construction Technician-Lighting	JG	MPO		3/5/20	3/25/20						
Theatre Technical Specialist	JG	MPO	Temp								

VI. Motion to adjourn the meeting at 1:11 PM.

DISPOSITION BY THE COMMISSION

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

Amendments/Comments

Bob Myers asked if Commissioners were receiving updates from Dr. Jeffery that were provided in District-wide emails.

Carol Long commented that the Commissioners have been added to the list for receiving District-wide emails, but there were still some problems we were trying to address with connecting to Joy Abbott's home email.

Deborah Jansen requested that they still receive updates at our Commission meetings.

The next regular Personnel Commission meeting is scheduled for:

Wednesday, November 18, 2020

As required by law, this agenda for the Wednesday, October 21, 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.