

# PERSONNEL COMMISSION - REGULAR MEETING MINUTES

VIRTUAL MEETING – WEDNESDAY, APRIL 21, 2021 at 12:00 P.M

## Hardcopy Distribution only at 2714 Pico: Exterior Display Box

<p><b>DEPARTMENTS:</b></p> <p>3400 Airport/SBDC: Sasha King          Academic Affairs: Sharon Thomas          Accounts Payable: Cherry Aquino          Admissions &amp; 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 &amp; 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&amp;S: Nick Mata          ESL Office: Jocelyn Alex          Events Office: Yesenia Penate          Faculty Association: Peter Morse          Financial Aid Office: Stacy Neal          Health Sciences: Clarenda Stephens          Health Office: Nancy Alfaro          HSS: Carolyn Baugh          Institutional Research:          International Education Center: Ana Jara          KCRW:          Latino Center: Maria Martinez          Madison: Gail Johnson          Maintenance/Operations: A. DiGregorio          Math Village: Kristina Fukuda          Media Center: L. Nakamura          Modern Language: Travis Grant          Music: Lori Geller          Outreach &amp; 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&amp; ED/Bundy: Tricia Ramos</p>	<p><b>ADMINISTRATORS &amp; MANAGERS</b></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><b>PRESIDENT/SUPERINTENDENT &amp; SENIOR STAFF</b></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: Michael Tuitasi          Senior Director Government Relations &amp; Institutional Communications: Don Girard          Community Relations: Kiersten Elliott          Public Information: Grace Smith</p> <p><b>PUBLIC POSTING LOCATIONS</b></p> <p>2714 Pico: exterior display box          Online: <a href="http://www.smc.edu">www.smc.edu</a></p> <p><b>EMPLOYEE ORGANIZATIONS</b></p> <p>CSEA Labor Rep.: Jessica Gonzalez          CSEA Chapter Pres.: Mike Roberts          CSEA Chapter 1<sup>st</sup> V.P.: Kennisha Green          CSEA Chapter 2<sup>nd</sup> V.P.: Cindy Ordaz          CSEA Chief Job Steward: Lee Peterson          CSEA Treasurer: Dagmar Gorman          CSEA Secretary: Judith Mosher          CSEA Chief Development Officer:          Luis Martin          CSEA Communications Officer:          James Stevenson          SMC POA President: Officer Cadena          Management Association: Susan Fila</p> <p style="text-align: right;">Revised 3/10/2021</p> <p><b>IF YOU NEED AN ACCOMMODATION</b>          Written requests for disability-related modifications or accommodations that are needed in order to participate in the Commission meeting are to be directed to the Personnel Commission Office as soon in advance of the meeting as possible.</p>
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## **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](mailto:personnel_commission@smc.edu), by no later than 10 AM, Wednesday, April 21, 2021. 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.**

**Santa Monica College Personnel Commission  
Regular Meeting Agenda  
April 21, 2021**

*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 \_\_\_\_\_ p.m.

B. Roll Call

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

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

**III. COMMENTS AND INFORMATIONAL REPORTS**

**Recognition of Employee Longevity: April 2021**

**5 YEARS**

- ❖ Roger Acevedo, Grounds Worker, Grounds
- ❖ Danielle Casale, International Student Services Specialist, International Education Center
- ❖ LaToya Hightower, Student Services Clerk, International Education Center
- ❖ Kevin King, Electrician, Maintenance  
**Linda Sullivan congratulated Kevin on 5 years of service with the College.**
- ❖ John Linke, Supervising Personnel Analyst, Personnel Commission  
**Carol Long congratulated John on 5 years of service with the College.**
- ❖ Rodney Mills, Student Services Assistant, Matriculation
- ❖ Sheldon Morley, Administrative Assistant II, Facilities  
**Linda Sullivan congratulated Sheldon on 5 years of service with the College.**
- ❖ Yosief Yihunie, Senior Research Analyst, Institutional Research

**10 YEARS**

- ❖ Nyla Cotton, Asset Manager, Procurement, Contracts and Logistics
- ❖ George Rogers, Student Services Clerk, EOPS

**15 YEARS**

- ❖ Damon McLeod, Financial Aid Systems Specialist, Financial Aid
- ❖ Emily Raby, Custodian, Operations

**20 YEARS**

- ❖ Michael Newport, KCRW Radio Station Operations Manager, KCRW

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

Vice President Sherri Lee-Lewis congratulated longevity award recipients and reported on the following:

1. Furloughs and salary freezes were terminated at the Board of Trustees meeting in April;
2. Emergency Operations Team planning and preparing for an in-person return to campus for Fall 2021;
3. Information sessions will be launched to cover the return to campus.
4. The District offering virtual “spaces” for all to process the verdict given in the case of State of Minnesota v. Derek Michael Chauvin.

**B. Comments from CSEA Chapter 36 Representative**

None

**C. Comments from Management Association President**

None

**D. Comments from Personnel Commission Staff**

None

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

None

**F. Comments by Personnel Commissioners**

None

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

#	ITEM	PAGE
1	AMENDMENT TO RULES AND REGULATIONS OF THE CLASSIFIED SERVICE - CHAPTER 9: EMPLOYMENT STATUS – SECOND READING MERIT RULE 9.6.1: CHANGES IN ASSIGNED TIME – GENERAL RULE MERIT RULE 9.6.2: INCREASES IN ASSIGNED TIME MERIT RULE 9.6.3: DECREASES IN ASSIGNED TIME	6
2	REQUEST FOR APPROVAL OF SALARY REALLOCATIONS: Accountant, Electrician, HVAC Mechanic, Plumber, Lead Library Assistant-Circulation, Lead Library Assistant-Technical Services, Library Assistant, Senior Research Analyst, Research & Planning Analyst, Human Resources Analyst-Employee & Labor Relations- Confidential, Human Resources Analyst-Leaves & Benefits, Personnel Analyst, Supervising Personnel Analyst, Classification and Compensation Manager	8
3	PRESENTATION OF THE INITIAL PERSONNEL COMMISSION BUDGET FOR FISCAL YEAR 2021-2022. FIRST READING.	10
4	REQUEST FOR APPROVAL OF CLASSIFICATION REVISIONS: Employee Benefits Coordinator	12
5	REQUEST FOR APPROVAL OF CLASSIFICATION REVISIONS: Employee Benefits Specialist	24
6	REQUEST FOR APPROVAL OF CLASSIFICATION REVISIONS: Grounds Supervisor	35

**IV. CONSENT AGENDA**

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

#	ITEM	PAGE
7	APPROVAL OF MINUTES	44
8	RATIFICATION OF PROVISIONAL WORKING OUT OF CLASS AND INTERNAL LIMITED TERM ASSIGNMENTS	45
9	EXTENSION OF ELIGIBILITY LISTS: <ul style="list-style-type: none"> <li>• Buyer II</li> <li>• Clinical Placement Specialist</li> <li>• Instructional Assistant-Math</li> <li>• Recycling Program Specialist</li> </ul>	48
10	EXAMINATION SCHEDULE: <ul style="list-style-type: none"> <li>• Assistant Director of Facilities Planning</li> <li>• Athletic and Kinesiology Equipment Specialist</li> <li>• Laboratory Technician-Broadcasting and Electronic Media</li> <li>• Payroll Specialist</li> <li>• Programmer Analyst</li> </ul>	49
11	INFORMATION ITEM: CLASSIFICATION AND COMPENSATION STATUS REPORT	50
12	INFORMATION ITEM: RECRUITMENT AND EXAMINATION STATUS REPORT	52

**V. ADJOURN MEETING at \_\_\_\_\_ PM**

**AGENDA REPORT NO. 1**

SUBJECT: **AMENDMENT TO RULES AND REGULATIONS OF THE CLASSIFIED SERVICE - CHAPTER 9: EMPLOYMENT STATUS – SECOND READING  
MERIT RULE 9.6.1: CHANGES IN ASSIGNED TIME – GENERAL RULE  
MERIT RULE 9.6.2: INCREASES IN ASSIGNED TIME  
MERIT RULE 9.6.3: DECREASES IN ASSIGNED TIME**

DATE: April 21, 2021

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

Proposed changes to Chapter 9: Merit Rule 9.6.1 through 9.6.3, are attached for a second reading.

Rule 9.6 CHANGES IN ASSIGNED TIME

~~9.6.1~~ ~~GENERAL RULE~~

~~A. When a class contains permanent positions of varying hours of work per day, week, or month, the position shall be filled by certifying requesting employees and eligibles from the eligibility list as provided in Rule 6.3.~~

9.6-21 INCREASES IN ASSIGNED TIME (EDUCATION CODE SECTION 88036)

- A. When a part-time employee is required to work for 30 minutes or longer per day in excess of the regular assigned time of his/hers/their position for 20 consecutive workdays, the assigned time of the position will be increased to reflect the longer hours.
- B. For purposes of this rule, when an increase in time of more than one hour per day is assigned to an existing permanent position the position shall be considered vacant, the additional time assigned to this position shall be recorded as a separate, vacant position, if there are other part-time classified employees in the same class and in the same department.
- C. Such a vacant position shall be filled in accordance with Merit Rule 6.3.
- D. An increase in time of one hour-30 minutes or less per day assigned to an existing permanent position shall not cause the position to be considered vacant, and the increased time shall be assigned to the existing incumbent.

9.6.23

DECREASES IN ASSIGNED TIME (REDUCTION)

- A. For the purpose of this Rule, a decrease in the assigned time per day, hours per week, or months per year of an existing permanent position shall be considered a layoff for lack of funds or lack of work.
- B. When the regular assigned hours of a position or positions are to be reduced, the Vice President of Human Resources~~District Personnel Administrator~~ shall:
  - 1. Determine the class(es) and location(s) to be affected by the reduction.
  - 2. Notify the employees affected and the Personnel Director of Classified Personnel of the effective date of the reductions and the Board approval date. Notifications shall be made at least 30-60 days prior to the effective date.
  - 3. Process reductions according to the paragraph below and Rule 13.2.
- C. When the Board of Trustees has approved a reduction in the assigned time of a permanent position, the incumbent shall be transferred into any vacant position in the class, which is not greater in assigned time than the employee's original position. If a vacant, permanent position of equal time is not available, the incumbent shall have the right to displace (bump) into the position with equal time held by the employee with the least seniority in the class, provided that the employee exercising the bumping has greater seniority. If neither option is available, the employee may displace (bump) into a position with less time, provided ~~he/she~~they ~~have~~has greater seniority than the least senior incumbent. The employee who is displaced (bumped) shall have the same displacement (bumping) rights.
- D. Every employee shall have the opportunity to voluntarily accept a reduction in assigned time in order to remain in his/her/their position, before ~~he/she~~they are transferred to another position. Employee-initiated requests for voluntary reduction to another position with lesser hours shall be processed as a voluntary demotion in accordance with Rule 9.7.

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**DISPOSITION BY THE COMMISSION**

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

Amendments/Comments

**AGENDA REPORT NO. 2**

**SUBJECT: REQUEST FOR APPROVAL OF SALARY REALLOCATION – MULTIPLE CLASSIFICATIONS**

DATE: April 21, 2021

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

**BACKGROUND**

The SMC Board of Trustees approved an early end to unpaid furlough days and salary and longevity freezes, effective April 1, 2021, at their meeting on April 6, 2021.

During the past year, the Personnel Commission has approved revisions for multiple classifications. While we posted salary data from external market surveys we conducted, we placed all salary increases on hold until salary freezes were lifted.

CSEA has requested that we now move forward with recommendations for salary increases that have been on hold throughout this past year. The District has no objection to this action.

The chart below includes all classifications we are now recommending for salary reallocation.

Classification Title	Current Range	Current Monthly Salary	Current %Rank	Proposed Range	Proposed Monthly Salary	Proposed %Rank	Rationale
Accountant	41	\$5,873 to \$7,139	37%	42	\$6,016 to \$7,313	71%	Market Percentile Ranking
Electrician	39	\$5,593 to \$6,799	99%	41	\$5,873 to \$7,139	100% <sup>1</sup>	Internal Alignment/ Recruitment Outcomes
HVAC Mechanic	39	\$5,593 to \$6,799	100%	41	\$5,873 to \$7,139	100% <sup>1</sup>	Internal Alignment/ Recruitment Outcomes
Plumber	39	\$5,593 to \$6,799	87%	41	\$5,873 to \$7,139	97% <sup>1</sup>	Internal Alignment/ Recruitment Outcomes
Lead Library Assistant- Circulation	26	\$4,072 to \$4,950	41%	31	\$4,490 to \$5,457	71%	Market Percentile Ranking/ Internal Alignment
Lead Library Assistant- Technical Services	26	\$4,072 to \$4,950	41%	31	\$4,490 to \$5,457	71%	Market Percentile Ranking/ Internal Alignment
Library Assistant	22	\$3,693 to \$4,490	42%	26	\$3,974 to \$4,831	80%	Market Percentile Ranking/ Internal Alignment



**Santa Monica College Personnel Commission  
Regular Meeting Agenda  
April 21, 2021**

Classification Title	Current Range	Current Monthly Salary	Current %Rank	Proposed Range	Proposed Monthly Salary	Proposed %Rank	Rationale
Senior Research Analyst	48	\$6,965 to \$8,466	52%	49	\$7,139 to \$8,678	77%	Market Percentile Ranking
Research & Planning Analyst	43	\$6,167 to \$7,496	63%	44	\$6,317 to \$7,679	76%	Market Percentile Ranking
Human Resources Analyst - Employee & Labor Relations - Confidential	C46	\$6,633 to \$8,063	24%	C52	\$7,679 to \$9,333	83%	Market Percentile Ranking
Human Resources Analyst - Leaves & Benefits	45	\$6,475 to \$7,871	N/A <sup>2</sup>	51	\$7,496 to \$9,112	N/A <sup>2</sup>	Internal Alignment
Personnel Analyst	45	\$6,475 to \$7,871	N/A <sup>2</sup>	51	\$7,496 to \$9,112	N/A <sup>2</sup>	Internal Alignment/ Recruitment Outcomes
Supervising Personnel Analyst	M19	\$7,192 to \$8,742	N/A <sup>2</sup>	M24	\$8,129 to \$9,880	N/A <sup>2</sup>	Internal Alignment
Classification and Compensation Manager	M18	\$7,022 to \$8,535	N/A <sup>2</sup>	M24	\$8,129 to \$9,880	N/A <sup>2</sup>	Internal Alignment

<sup>1</sup>Recommendation above 90<sup>th</sup> percentile due to significant recruitment challenges and internal alignment concerns

<sup>2</sup>Sufficient market data was not available due to scope and level of responsibility assigned

**RECOMMENDATIONS**

It is recommended that the Personnel Commission approve the proposed salary reallocations as indicated above.

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**DISPOSITION BY THE COMMISSION**

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

**Amendments/Comments**

Human Resources Employees, Delia Padilla and Kathleen Colimitras, addressed the Commissioners and all those in attendance. They were in disagreement with the study and findings of their job classifications.

Director of Classified Personnel, Carol Long, responded by providing a history of the steps taken by Personnel Commission staff to study the aforementioned positions.

The discussion was concluded with suggestions for future studies of the contested findings.

**AGENDA REPORT NO. 3**

**SUBJECT: PRESENTATION OF THE INITIAL PERSONNEL COMMISSION  
BUDGET FOR FISCAL YEAR 2021-2022. FIRST READING.**  
(Note: No formal action will be taken at this meeting.)

DATE: April 21, 2021

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

The attached proposed budget for the operation of the Personnel Commission Office for Fiscal Year 2021-2022 is submitted to the Personnel Commission for review and discussion by the Director of Classified Personnel.

In accordance with Merit Rule 2.4.1 (A), the Personnel Director shall prepare and submit to the Commission a proposed operating budget for the next ensuing fiscal year. The budget shall be submitted for a first reading no later than the appropriate Commission meeting in April.

**Summary**

The Personnel Commission budget for FY 2021-2022 reflects the following adjustments against the prior year's budget:

- 10.7% increase in total salary and benefits due to the following changes:
  - Mandatory 10.5% increase in employee benefits
  - Mandatory step and column increases in salary
  - Salary reallocations approved from cyclical classification studies

There are no overall increases anticipated during the next fiscal year for Total Operating Expenses, although a few lines have been adjusted to reflect changes needed for remote testing.

Recent salary studies conducted for Human Resources indicated the Human Resources Analyst-Employee and Labor Relations-Confidential classification was paid only at the 24<sup>th</sup> percentile within the external market surveyed; therefore, a salary increase has been recommended on today's agenda for this classification. District policy concerning confidential differentials requires confidential classifications to be paid exactly one range above the corresponding non-confidential classification. Therefore, a corresponding increase to the Personnel Analyst classification was necessary. Increases were then required for the supervisory classifications in order to ensure an equitable difference was maintained over the classifications they are assigned to supervise. There are no additional discretionary increases being requested at this time.

Overall, the Personnel Commission is requesting a 10.3% increase to its budget for Fiscal Year 2021-2022.

Santa Monica College Personnel Commission  
Regular Meeting Agenda  
April 21, 2021

Description	Object	2020/2021	2021/2022	Difference	% Change
Administrative & Management	2110	377,414.00	413,433.00	36,019.00	9.5%
Clerical	2120	523,098.00	591,205.00	68,107.00	13.0%
Clerical Hourly (Temporary Staff)	2323	11,000.00	11,000.00	0.00	
Clerical Overtime	2324	2,000.00	2,000.00	0.00	
Personnel Commissioners	2380	7,725.00	7,725.00	0.00	
Other Classified Hourly	2393	0.00	0.00	0.00	
Benefits (Staff - 47%)	Various	453,228.00	500,773.00	47,545.00	10.5%
Benefits (Commissioners)	Various	82,990.00	87,163.00	4,173.00	5%
<b>Total Salary &amp; Benefits</b>		<b>1,457,455.00</b>	<b>1,613,299.00</b>	<b>155,844.0</b>	<b>10.7%</b>
Supplies	4550	4,396.00	4,396.00		
Mileage	5210	150.00	150.00		
Conferences/Training/ Staff Development	5220	6,200.00	6,200.00		
Meeting Reimbursements	5241	0.00	0.00		
Meals/Catering for Raters	5242	2,000.00	2,000.00		
Dues & Memberships	5310	3,500.00	5,500.00	2,000.00	
Repairs & Equipment Maintenance	5650	400.00	400.00		
Legal	5730	20,000.00	15,000.00	(5,000.00)	
Off Campus Printing	5820	0.00	0.00		
Advertising	5830	6,500.00	6,500.00		
Software Licensing	5840	11,400.00	14,400.00	3,000.00	
Postage	5850	0.00	0.00		
Other Contract Services	5890	0.00	0.00		
<b>Total Operating Expenses</b>		<b>54,546.00</b>	<b>54,546.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Total Budget</b>		<b>1,512,001.00</b>	<b>1,667,845.00</b>	<b>155,844.00</b>	<b>10.3%</b>

**AGENDA REPORT NO. 4**

**SUBJECT: REQUEST FOR APPROVAL OF CLASSIFICATION REVISIONS:  
EMPLOYEE BENEFITS COORDINATOR**

DATE: April 21, 2021

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

BY: John Linke, Supervising Personnel Analyst

**BACKGROUND**

Attached for your approval are the classification revisions for **Employee Benefits Coordinator**.

As part of the cyclical review process, we are reviewing classifications in Human Resources. The Office of Human Resources is responsible for benefits administration, employee and labor relations and investigations, leaves administration, employment processing and records management, professional development, retirement benefits, and onboarding for all employees, in addition to recruitment for all academic employees. The Human Resources Department also administers the District's EEO plan and ensures compliance with Title IX, the Americans with Disabilities Act (ADA), and other federal and state anti-discrimination laws and matters pertaining to discrimination, harassment and sexual violence College-wide.

The Employee Benefits Coordinator classification was originally created in February 1977, and was most recently revised in February 2016. There is currently one permanent incumbent in this classification.

**METHODOLOGY**

This study was scheduled in the cyclical review calendar for 2017-18. Incumbents in the Personnel/Human Resources job discipline, as well as CSEA, were invited to participate in a class study orientation on November 28, 2017 to discuss the purpose of the study, methodology, timelines, possible outcomes and implications, and frequently asked questions.

Personnel Commission staff met with Tre'Shawn Hall-Baker, Dean of Human Resources, to discuss the class description. In addition, Dr. Hall-Baker was requested to complete a duty analysis worksheet by rating the frequency and criticality of each duty in the current class description. The Department requested revisions to the classification duties. Duties were modified to clarify the level and scope of work performed by this classification, and distinguishing characteristics were adjusted to reflect updated verbiage resulting from cyclical studies of related Human Resources classifications. The knowledge and abilities required were expanded and updated with standard language, and minimum qualifications were adjusted to ensure internal and external alignment with related classifications while focusing on core experience needed upon entry to the classification. Additionally, minor adjustments were made to the physical demands of the role to align requirements with job demands. Classification revisions were sent for review to CSEA, Business Services, Human Resources, and executive leadership.

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

**RESULTS**

Based on the data gathered, revisions to the class description are being proposed. These changes serve to clarify the essential duties performed, distinguishing characteristics, and KSAs (knowledge, skills, and abilities), and adjust the minimum qualifications to ensure internal and external alignment with comparable classifications.

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

AGENCY	JOB TITLE	MIN	MAX	MEDIAN	STUDENT FTE	GF REVENUE ACTUAL
Santa Monica College	Employee Benefits Coordinator	\$6,016	\$7,313	<b>\$6,665</b>	10,287	\$225M
Contra Costa CCD	Employee Benefits Specialist	\$5,093	\$6,205	<b>\$5,649</b>	14,139	\$267M
El Camino College	Benefits Specialist (Confidential)	\$4,468	\$5,731	<b>\$5,100</b>	8,424	\$167M
Mt. San Antonio College	Benefits Specialist	\$4,883	\$6,233	<b>\$5,558</b>	13,301	\$257M
North Orange County CCD	Benefits Coordinator	\$4,750	\$5,763	<b>\$5,257</b>	15,630	\$296M
Pasadena City College	Health and Wellness Coordinator (Confidential)	\$7,176	\$9,158	<b>\$8,167</b>	10,757	\$202M
Riverside CCD	Benefits Specialist	\$5,991	\$7,296	<b>\$6,644</b>	14,545	\$288M
	Average	\$5,394	\$6,731	\$6,062		
	25th Percentile	\$4,783	\$5,874	\$5,332		
	50th Percentile	\$4,988	\$6,219	\$5,604		
	75th Percentile	\$5,767	\$7,030	\$6,395		
	80th Percentile	\$5,991	\$7,296	\$6,644		
	90th Percentile	\$6,584	\$8,227	\$7,405		
	SMC % RANK	80%	80%	<b>80%</b>		
	SMC Differences From AVG	10.35%	7.96%	9.04%		
	SMC Differences From MED	17%	15%	16%		

*\*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 Employee Benefits Coordinator is \$6,016 to \$7,313 per month (Classified Employee Salary Schedule, Range 42). In this survey, the median salary for this classification is at the 80<sup>th</sup> percentile, which exceeds the District's 70<sup>th</sup> percentile target. Additionally, there are no internal alignment or recruitment concerns for this classification. As such, salary reallocation is not recommended.

Cyclical review results have been sent to the incumbent, CSEA, Business Services, Human Resources, and executive leadership.

The following charts show related classifications in this job discipline and current salary allocation for each classification:

Santa Monica College Personnel Commission  
Regular Meeting Agenda  
April 21, 2021

HUMAN RESOURCES CLASSIFICATIONS	MIN	MAX	RANGE	% DIFFERENCE BETWEEN LEVELS
Director of Human Resources*	\$10,374	\$12,610	M34	13.02%
Assistant Director of Human Resources*	\$9,179	\$11,157	M29	0.00%
Title IX Coordinator / Compliance Administrator*	\$9,179	\$11,157	M29	19.53%
HR Analyst-Employee & Labor Relations (Confidential)***	\$7,679	\$9,333	C52	2.44%
HR Analyst-Leaves & Benefits***	\$7,496	\$9,112	51	15.77%
Professional Development Coordinator	\$6,475	\$7,871	45	7.63%
<b>Employee Benefits Coordinator</b>	<b>\$6,016</b>	<b>\$7,313</b>	<b>42</b>	<b>10.24%</b>
Human Resources Technician	\$5,457	\$6,633	38	10.24%
Human Resources Specialist	\$4,950	\$6,016	34	15.76%
<b>Employee Benefits Specialist**</b>	<b>\$4,276</b>	<b>\$5,197</b>	<b>28</b>	

\*Currently under review

\*\*See subsequent agenda item

\*\*\*See separate agenda item for proposed salary allocation

**RECOMMENDATION**

It is recommended that the Commission approve the proposed class description revisions for Employee Benefits Coordinator.

---

**DISPOSITION BY THE COMMISSION**

Amendments/Comments

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

**Santa Monica Community College District  
Personnel Commission**

**Employee Benefits Coordinator**

**CONCEPT OF THE CLASS**

The position in this classification provides the primary administration of benefits to District employees and provides information to employees, retirees, and the general public on the District's employee benefits program, and designs and implements processes appropriate to ensure employees receive benefits.

**DISTINGUISHING CHARACTERISTICS**

**Employee Benefits Coordinator** provides the primary administration of benefits to District employees and retirees, and designs and implements processes appropriate to ensure employees receive benefits.

**Employee Benefits Specialist** provides clerical and technical support in the implementation and administration of the District's health and welfare benefits programs for employees and retirees.

**Human Resources Analyst – Leaves & Benefits** performs a full range of journey-level, professional human resources duties in the areas of leaves management, disability interactive process, benefits, return to work program, and related data analysis and reporting.

**ESSENTIAL DUTIES**

Administers District health benefit enrollment for employees and retirees; explains benefits, receives and processes applications, determines eligibility for enrollment and benefit change requests, reconciles payments, and tracks and audits invoices.

Coordinates and administers the District's paid and voluntary benefits, including but not limited to: medical; dental; life insurance; vision care; and deferred compensation, to encompass enrollment, claims processing and problem resolution.

Oversees and processes payments of District paid health benefits and voluntary benefits; reconciles monthly employee benefit premiums invoices against internal records; resolves discrepancies in billings and employee eligibility.

Requests and processes distribution of voluntary deductions, such as those related to voluntary benefits and union dues.

Enters and/or oversees entering of enrollment and change actions into appropriate databases.

Serves as District resource to employees, retirees, beneficiaries and COBRA participants for benefits information.

Organizes and oversees all benefit annual open enrollments; makes presentations to District employees to explain benefits programs

Ensures all employees are informed of their benefit eligibility according to collective bargaining agreement(s) and/or other District policies and procedures; ensures all benefit plan documents, summary plan descriptions, booklets and information brochures are accurate and current for dissemination.

Coordinates all benefits vendor workshops, retirement workshops, benefits workshops and the annual benefits health fair.

Serves as District liaison to LACOE and all benefits providers.

Serves as the technical expert in the Human Resources Office on employee benefits in a customer service-oriented work environment; ensures all employee transactions are handled with courtesy, tact and discretion.

Coordinates with Information Technology and Fiscal Services staff in the maintenance of computer files and accurate accounting procedures; ensures all benefits information is current and accurately maintained in the HRS system, departmental databases and files.

Researches, compiles, analyzes, and interprets data to prepare a variety of reports.

Develops and implements new operational procedures and guidelines that are used to increase employee benefit department effectiveness and efficiency

Implements and communicates amendments/modifications of benefits plans to employees, retirees, and the general public.

Interprets language in collective bargaining agreements, district policy and legislation related to employee benefits administration.

Reviews, interprets, evaluates and analyzes employee benefits plans in order to make benefit plan design recommendations.

Performs other related duties as requested or assigned.

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

## SUPERVISION

### ***Level of Supervision Received***

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

### ***Level of Supervision Exercised***

Positions in this classification do not supervise others, but provides lead direction to assigned subordinate employees in the HR office.

## KNOWLEDGE, SKILLS AND ABILITIES

### **Knowledge of:**

Laws, rules, regulations, and policies pertaining to insurance and employee benefits coverage

Types of employee health, dental and vision plans

Health insurance terminology, practices and procedures

Methods and techniques related to large-scale project planning and coordination

Basic principles and practices of financial, accounting, and payroll recordkeeping

Customer service and conflict resolution techniques

Modern office and recordkeeping practices and procedures



Principles and practices of sound business communication  
Computer programs that support this level of work, including human resources information systems and Microsoft Office.

Basic principles and techniques of business process analysis, development and implementation

Methods of fact-finding and analysis

**Ability to:**

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

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

Plan and coordinate activities with a variety of internal and external stakeholders

Build and maintain positive working relationships with a variety of stakeholders

Communicate effectively, both orally and in writing, and explain complex technical information clearly and concisely

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

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

Evaluate departmental operations and benefits plan effectiveness, and recommend and implement processes to enhance services

Stay abreast of technology changes and adapt to new technologies

Role model exceptional internal and external customer service

Enter, interpret, communicate, and identify discrepancies in highly detailed information  
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

Prepare and present new employee orientations

**MINIMUM QUALIFICATIONS**

***Education Requirement:***

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

***Experience Requirement:***

Three (3) years of experience working in an employee benefits office, which included processing employee benefits enrollment and providing benefits information. Experience maintaining employee health benefits insurance records is desirable.

**Education/Experience Equivalency:**

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

**Licensure and/or Certification:**

None

**WORKING ENVIRONMENT AND PHYSICAL DEMANDS**

**Disclosure:**

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

**Normal Office Environment:**

While performing the duties of this job the employee is regularly required to sit, stand, use hands to type or handle materials, and talk and/or hear. The employee is occasionally required to walk, reach and bend. While performing the duties of this job, the noise level in the work environment is usually quiet.

**CLASS DETAIL**

<b>Job Family:</b>	Human Resources
<b>FLSA Status:</b>	Non-exempt
<b>Personnel Commission Approval Date:</b>	2/25/77
<b>Class History:</b>	Employee Benefits Coordinator; Employee Benefits Support Technician
<b>Revision Date(s):</b>	11/02/06 Hay Study, 3/17/10; 2/17/16, 4/21/21

**Santa Monica Community College District  
Personnel Commission**

**Employee Benefits Coordinator**

**CONCEPT OF THE CLASS**

The position in this classification provides the primary administration of benefits to District employees and provides information to employees, retirees, and the general public on the District's employee benefits program, and designs and implements processes appropriate to ensure employees receive benefits.

**DISTINGUISHING CHARACTERISTICS**

**Employee Benefits Coordinator** provides the primary administration of benefits to District employees and retirees, and designs and implements processes appropriate to ensure employees receive benefits.

**Employee Benefits Specialist** provides clerical and technical support in the implementation and administration of the District's health and welfare benefits programs for employees and retirees.

**Human Resources Analyst – Leaves & Benefits** performs a full range of journey-level, professional human resources duties in the areas of leaves management, disability interactive process, benefits, return to work program, and related data analysis and reporting.

**ESSENTIAL DUTIES**

Administers District health benefit enrollment for employees and retirees; explains benefits, receives and processes applications, determines eligibility for enrollment and benefit change requests, reconciles payments, and tracks and audits invoices.

Coordinates and administers the District's paid and voluntary benefits, including but not limited to: medical; dental; life insurance; vision care; and deferred compensation, to encompass enrollment, claims processing and problem resolution.

Oversees and processes payments of District paid health benefits and voluntary benefits; reconciles monthly employee benefit premiums invoices against internal records; resolves discrepancies in billings and employee eligibility.

Requests and processes distribution of voluntary deductions, such as those related to voluntary benefits and union dues.

Enters and/or oversees entering of enrollment and change actions into appropriate databases.

Serves as District resource to employees, retirees, beneficiaries and COBRA participants for benefits information.

Organizes and oversees all benefit annual open enrollments; makes presentations to District employees to explain benefits programs

Ensures all employees are informed of their benefit eligibility according to collective bargaining agreement(s) and/or other District policies and procedures; ensures all benefit plan documents, summary plan descriptions, booklets and information brochures are accurate and current for dissemination.

**Santa Monica College Personnel Commission  
Regular Meeting Agenda  
April 21, 2021**

Coordinates all benefits vendor workshops, retirement workshops, benefits workshops and the annual benefits health fair.

Serves as District liaison to LACOE and all benefits providers.

Serves as the technical expert in the Human Resources Office on employee benefits in a customer service-oriented work environment; ensures all employee transactions are handled with courtesy, tact and discretion.

Coordinates with Information Technology and Fiscal Services staff in the maintenance of computer files and accurate accounting procedures; ensures all benefits information is current and accurately maintained in the HRS system, departmental databases and files.

Researches, compiles, analyzes, and interprets data to prepare a variety of reports.

Develops and implements new operational procedures and guidelines that are used to increase employee benefit department effectiveness and efficiency

Implements and communicates amendments/modifications of benefits plans to employees, retirees, and the general public.

Interprets language in collective bargaining agreements, district policy and legislation related to employee benefits administration.

Reviews, interprets, evaluates and analyzes employee benefits plans in order to make benefit plan design recommendations.

Performs other related duties as requested or assigned.

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

## SUPERVISION

### ***Level of Supervision Received***

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

### ***Level of Supervision Exercised***

Positions in this classification do not supervise others, but provides lead direction to assigned subordinate employees in the HR office.

## KNOWLEDGE, SKILLS AND ABILITIES

### **Knowledge of:**

Laws, rules, regulations, and policies pertaining to insurance and employee benefits coverage

Types of employee health, dental and vision plans

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Methods and techniques related to large-scale project planning and coordination

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Modern office and recordkeeping practices and procedures

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Computer programs that support this level of work, including human resources information systems and Microsoft Office.

Basic principles and techniques of business process analysis, development and implementation

Methods of fact-finding and analysis

**Ability to:**

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

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

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Role model exceptional internal and external customer service

Enter, interpret, communicate, and identify discrepancies in highly detailed information  
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

Prepare and present new employee orientations

**MINIMUM QUALIFICATIONS**

***Education Requirement:***

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

***Experience Requirement:***

Three (3) years of experience working in an employee benefits office, which included processing employee benefits enrollment and providing benefits information. Experience maintaining employee health benefits insurance records is desirable.

***Education/Experience Equivalency:***

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

**Licensure and/or Certification:**

None

**WORKING ENVIRONMENT AND PHYSICAL DEMANDS**

**Disclosure:**

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

**Normal Office Environment:**

While performing the duties of this job the employee is regularly required to sit, stand, use hands to type or handle materials, and talk and/or hear. The employee is occasionally required to walk, reach and bend. While performing the duties of this job, the noise level in the work environment is usually quiet.

**CLASS DETAIL**

<b>Job Family:</b>	Human Resources
<b>FLSA Status:</b>	Non-exempt
<b>Personnel Commission Approval Date:</b>	2/25/77
<b>Class History:</b>	Employee Benefits Coordinator; Employee Benefits Support Technician
<b>Revision Date(s):</b>	11/02/06 Hay Study, 3/17/10; 2/17/16, 4/21/21

**AGENDA REPORT NO. 5**

**SUBJECT: REQUEST FOR APPROVAL OF CLASSIFICATION REVISIONS:  
EMPLOYEE BENEFITS SPECIALIST**

DATE: April 21, 2021

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

BY: John Linke, Supervising Personnel Analyst

**BACKGROUND**

Attached for your approval are the classification revisions for **Employee Benefits Specialist**.

As part of the cyclical review process, we are reviewing classifications in Human Resources. The Office of Human Resources is responsible for benefits administration, employee and labor relations and investigations, leaves administration, employment processing and records management, professional development, retirement benefits, and onboarding for all employees, in addition to recruitment for all academic employees. The Human Resources Department also administers the District's EEO plan and ensures compliance with Title IX, the Americans with Disabilities Act (ADA), and other federal and state anti-discrimination laws and matters pertaining to discrimination, harassment and sexual violence College-wide.

The Employee Benefits Specialist classification was originally created in October 1997, and was most recently revised in April 2015. This classification is currently vacant.

**METHODOLOGY**

This study was scheduled in the cyclical review calendar for 2017-18. Incumbents in the Personnel/Human Resources job discipline, as well as CSEA, were invited to participate in a class study orientation on November 28, 2017 to discuss the purpose of the study, methodology, timelines, possible outcomes and implications, and frequently asked questions.

Personnel Commission staff met with Tre'Shawn Hall-Baker, Dean of Human Resources, to discuss the class description. In addition, the supervisor was requested to complete a duty analysis worksheet by rating the frequency and criticality of each duty in the current class description. The Department requested revisions to the classification duties.

The class concept, duties, and level of supervision received were modified to clarify the level and scope of work performed by this classification, and minor changes were made to the distinguishing characteristics to further delineate this classification from related roles.

The knowledge and abilities required were expanded and updated with standard language, and minimum qualifications were adjusted to ensure internal alignment with related classifications.

Minor adjustments were made to the physical demands of the role to align requirements with job demands.

Classification revisions were sent for review to CSEA, Business Services, Human Resources, and executive leadership.

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

**RESULTS**

Based on the data gathered, revisions to the class description are being proposed. These changes serve to clarify the class concept and essential duties performed, distinguishing characteristics, KSAs (knowledge, skills, and abilities), and level of supervision received, and adjust the minimum qualifications to ensure internal alignment with comparable classifications.

Given variability in scope of work assigned at comparable agencies, sufficient market data was not available for this role. Specifically, some benchmark agencies employed generalist roles that have responsibility for a broader range of HR functions, whereas other agencies utilized positions with expanded responsibility for day-to-day benefits administration. Therefore, a market survey is not available for this role. Due to insufficient market comparisons, salary recommendation is being based on internal alignment within the series and other comparable roles in the College.

The current salary range for Employee Benefits Specialist is \$4,276 to \$5,197 per month (Classified Employee Salary Schedule, Range 28). Based on job evaluation findings, the Benefits Specialist is comparable to the Personnel Specialist, in that it performs clerical and technical duties requiring foundational knowledge of laws, rules, policies and procedures. Incumbents in this class complete routine, recurring assignments for an assigned department within well-established parameters, and escalate more complex issues to higher-level staff.

As such, it is recommended that the Benefits Specialist be aligned with the Personnel Specialist, which is currently allocated to Range 28. As such, salary reallocation is not recommended.

Cyclical review results have been sent to CSEA, Business Services, Human Resources, and executive leadership.

The following charts show related classifications in this job discipline and current salary allocation for each classification:

HUMAN RESOURCES CLASSIFICATIONS	MIN	MAX	RANGE	% DIFFERENCE BETWEEN LEVELS
Director of Human Resources*	\$10,374	\$12,610	M34	13.02%
Assistant Director of Human Resources*	\$9,179	\$11,157	M29	0.00%
Title IX Coordinator / Compliance Administrator*	\$9,179	\$11,157	M29	19.53%
HR Analyst-Employee & Labor Relations (Confidential)***	\$7,679	\$9,333	C52	2.44%
HR Analyst-Leaves & Benefits***	\$7,496	\$9,112	51	15.77%
Professional Development Coordinator	\$6,475	\$7,871	45	7.63%
<b>Employee Benefits Coordinator**</b>	<b>\$6,016</b>	<b>\$7,313</b>	<b>42</b>	<b>10.24%</b>
Human Resources Technician	\$5,457	\$6,633	38	10.24%
Human Resources Specialist	\$4,950	\$6,016	34	15.76%
<b>Employee Benefits Specialist</b>	<b>\$4,276</b>	<b>\$5,197</b>	<b>28</b>	

\*Currently under review

\*\*See previous agenda item

\*\*\*See separate agenda item for proposed salary allocation



**RECOMMENDATION**

It is recommended that the Commission approve the proposed class description revisions for Employee Benefits Specialist.

---

**DISPOSITION BY THE COMMISSION**

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

Amendments/Comments

**Santa Monica Community College District  
Personnel Commission**

**Employee Benefits Specialist**

**CONCEPT OF THE CLASS**

The position in this classification performs a variety of clerical and technical duties involved in the processing of District employee benefit activities; communicates and provides information to District employees, retirees and insurance carriers; assists in the coordination of the annual open enrollment; maintains records and inventory of benefit materials and literature for distribution to employees.

**DISTINGUISHING CHARACTERISTICS**

**Employee Benefits Coordinator** provides the primary administration of benefits to District employees and retirees, and designs and implements processes appropriate to ensure employees receive benefits.

**Employee Benefits Specialist** provides clerical and technical support in the implementation and administration of the District's health and welfare benefits programs for employees and retirees.

**ESSENTIAL DUTIES**

Greets and screens telephone callers and visitors in a pleasant and helpful manner.

Assists employees in enrolling in insurance programs offered by the District.

Assist with the administration of the District's COBRA plan.

Performs a variety of independent clerical and technical duties related to the implementation of District health benefit and insurance programs.

Responds to questions, requests, and complaints from District employees, retirees and outside agencies in a sensitive and cooperative style that builds and maintains positive relationships.

Requests and processes distribution of voluntary deductions, such as those related to voluntary benefits and union dues.

Notifies employees of eligibility changes; prepares change records and distributes to employees.

Enrolls and deletes employees from benefit plans when eligibility changes.

Maintains a variety of records and files.

Receives, reviews and processes mail, including confidential and sensitive material.

Resolves routine work problems involving benefit programs by using established procedures, laws, rules, regulations and collective bargaining agreements; refers difficult problems and policy questions to the appropriate individuals.

Assists in the coordination of the annual open enrollment, including sending notification to employees, distributing material and receiving applications for changes.

Collects all consent materials relating to personnel actions for covered employees.

Assists in maintaining and updating records of costs and provisions of policies, contracts, and statistics.

Maintains inventory of benefit materials and literature and distributes to employees as requested.

Types, formats, edits, and proofreads a variety of materials, such as informational material related to District health benefits.

May contact insurance carriers regarding employee claims.

Performs other related duties as requested or assigned.

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

## SUPERVISION

### ***Level of Supervision Received***

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

### ***Level of Supervision Exercised***

This position does not exercise supervision over others.

## KNOWLEDGE, SKILLS AND ABILITIES

### **Knowledge of:**

Laws, rules, regulations, and policies pertaining to employee benefits coverage

Types of employee health, dental and vision plans

Health insurance terminology, practices, and procedures

Basic principles and practices of financial, accounting, and payroll recordkeeping

Customer service and conflict resolution techniques

Modern office and recordkeeping practices and procedures

Basic principles and practices of business communication

Computer programs that support this level of work, including human resources information systems and Microsoft Office

### **Ability to:**

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

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

Communicate effectively, both orally and in writing

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

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

Stay abreast of technology changes and adapt to new technologies

Role model exceptional internal and external customer service

Enter, interpret, communicate, and identify discrepancies in highly detailed information

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:**

High School graduation or GED. Completion of coursework in Communications, Business Administration, Public Administration, or a closely related field is desirable.

**Experience Requirement:**

Three (3) years of clerical or customer service experience, preferably in the administration of health benefits programs. Public sector or higher education experience is desirable

**Education/Experience Equivalency:**

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

**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.

**Normal Office Environment:**

While performing the duties of this job the employee is regularly required to sit, stand, use hands to type or handle materials, and talk and/or hear. The employee is occasionally required to walk, reach and bend. While performing the duties of this job, the noise level in the work environment is usually quiet.

#### CLASS DETAIL

**Job Family:**

Fiscal Services / Business Administration /  
Human Resources

**FLSA Status:**

Non-Exempt

**Personnel Commission Approval Date:**

10/22/97

Santa Monica College Personnel Commission  
Regular Meeting Agenda  
April 21, 2021

***Class History:***  
***Revision Date(s):***

Employee Benefits Assistant  
Hay Study 11/02/06, 9/17/14, 4/15/15, 4/21/21

Santa Monica Community College District  
Personnel Commission

**Employee Benefits Specialist**

CONCEPT OF THE CLASS

The position in this classification performs a variety of clerical and technical duties involved in the processing of District employee benefit activities; communicates and provides information to District employees, retirees and insurance carriers; assists in the coordination of the annual open enrollment; maintains records and inventory of benefit materials and literature for distribution to employees.

DISTINGUISHING CHARACTERISTICS

**Employee Benefits Coordinator** provides the primary administration of benefits to District employees and retirees, and designs and implements processes appropriate to ensure employees receive benefits.

**Employee Benefits Specialist** provides clerical and technical support in the implementation and administration of the District's health and welfare benefits programs for employees and retirees.

ESSENTIAL DUTIES

Greets and screens telephone callers and visitors in a pleasant and helpful manner.

Assists employees in enrolling in insurance programs offered by the District.

Assist with the administration of the District's COBRA plan.

Performs a variety of independent clerical and technical duties related to the implementation of District health benefit and insurance programs.

Responds to questions, requests, and complaints from District employees, retirees and outside agencies in a sensitive and cooperative style that builds and maintains positive relationships.

Requests and processes distribution of voluntary deductions, such as those related to voluntary benefits and union dues.

Notifies employees of eligibility changes; prepares change records and distributes to employees.

Enrolls and deletes employees from benefit plans when eligibility changes.

Maintains a variety of records and files.

Receives, reviews and processes mail, including confidential and sensitive material.

Resolves routine work problems involving benefit programs by using established procedures, laws, rules, regulations and collective bargaining agreements; refers difficult problems and policy questions to the appropriate individuals.

Assists in the coordination of the annual open enrollment, including sending notification to employees, distributing material and receiving applications for changes.  
Collects all consent materials relating to personnel actions for covered employees.

Assists in maintaining and updating records of costs and provisions of policies, contracts, and statistics.

Maintains inventory of benefit materials and literature and distributes to employees as requested.

Types, formats, edits, and proofreads a variety of materials, such as informational material related to District health benefits.

May contact insurance carriers regarding employee claims.

Performs other related duties as requested or assigned.

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

## SUPERVISION

### ***Level of Supervision Received***

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

### ***Level of Supervision Exercised***

This position does not exercise supervision over others.

## KNOWLEDGE, SKILLS AND ABILITIES

### **Knowledge of:**

Laws, rules, regulations, and policies pertaining to employee benefits coverage

Types of employee health, dental and vision plans

Health insurance terminology, practices, and procedures

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Customer service and conflict resolution techniques

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Computer programs that support this level of work, including human resources information systems and Microsoft Office

**Ability to:**

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

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

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Enter, interpret, communicate, and identify discrepancies in highly detailed information

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:***

High School graduation or GED. Completion of coursework in Communications, Business Administration, Public Administration, or a closely related field is desirable.

***Experience Requirement:***

Three (3) years of clerical or customer service experience, preferably in the administration of health benefits programs. Public sector or higher education experience is desirable

***Education/Experience Equivalency:***

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

***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.



**Normal Office Environment:**

While performing the duties of this job the employee is regularly required to sit, stand, use hands to type or handle materials, and talk and/or hear. The employee is occasionally required to walk, reach and bend. While performing the duties of this job, the noise level in the work environment is usually quiet.

CLASS DETAIL

<b>Job Family:</b>	Fiscal Services / Business Administration / Human Resources
<b>FLSA Status:</b>	Non-Exempt
<b>Personnel Commission Approval Date:</b>	10/22/97
<b>Class History:</b>	Employee Benefits Assistant
<b>Revision Date(s):</b>	Hay Study 11/02/06, 9/17/14, 4/15/15, 4/21/21

**AGENDA REPORT NO 6**

**SUBJECT: REQUEST FOR APPROVAL OF CLASSIFICATION REVISIONS:  
GROUNDS SUPERVISOR**

DATE: April 21, 2021

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

BY: José Guzmán, Personnel Technician

**BACKGROUND**

Attached for your approval is a revised classification description for Grounds Supervisor. The Personnel Commission is recruiting to fill one (1) vacancy for this classification. Minimum qualifications currently require that candidates possess a pesticide applicator certification. Proposed changes to the minimum qualifications will serve to broaden the applicant pool by allowing incumbents to acquire the necessary certification within the one (1) year probationary period. This is a discretionary certification that the Operations department requires to ensure that pesticides are applied safely on campus; changes to this requirement will not affect business operations.

**METHODOLOGY**

Personnel Commission staff reviewed the current classification description with Dennis Biddle, Assistant Director of Facilities Operations, to determine if the duties, minimum qualifications, and knowledge, skills, and abilities listed still accurately reflect the expectations of the job.

**RESULTS**

Revisions to minimum requirements are being recommended to allow incumbents to obtain the necessary certification within the one (1) year probationary period.

**RECOMMENDATIONS**

It is recommended that the Commission approve the attached revisions to the classification description for Grounds Supervisor.

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**DISPOSITION BY THE COMMISSION**

MOTION MADE BY: Barbara Greenstein

SECONDED BY: Lawrence Leone

AYES: 5

NAYS: 0

ABSTENTIONS: 0

Amendments/Comments

Santa Monica Community College District  
Personnel Commission

**Grounds Supervisor**

Page 1 of 3

CONCEPT OF THE CLASS

Under general supervision, the Grounds Supervisor plans, supervises, and coordinates the grounds keeping personnel in the performance of grounds maintenance, landscaping and irrigation work.

DISTINGUISHING CHARACTERISTICS

The **Grounds Supervisor** plans, supervises and coordinates the work of grounds staff.

The **Grounds Equipment Operator** performs duties that require the use of medium grounds and maintenance power equipment.

The **Assistant Director of Facilities Operations** plans, oversees, supervises, and manages the District's Custodial and Grounds programs.

ESSENTIAL DUTIES

Plans, supervises, schedules, trains and evaluates staff engaged in general grounds maintenance work, planting, trimming, mowing, watering, fertilizing and caring for shrubs, trees, plants and lawns; instructs grounds personnel in proper work methods and safety procedures.

Supervises various pest control operations performed either by grounds staff or contractors including eradication/removal of birds, rodents, cats and bees; schedules interior and exterior pest and rodent control by in-house treatments applied by staff and/or treatments provided by contractors; maintains records and confers with city and state licensing officials regarding water and chemical pesticide use.

Coordinates, trains, and may assist staff in the use of pesticides for grounds and building interiors.

Supervises and schedules logistical support for the set up and clean up process before and after events and campus functions.

Coordinates with the Athletic department to maintain athletic venues; coordinates maintenance and scheduling of campus outdoor facilities with campus officials and outside agencies.

Designs, supervises, and may assist in the installation of sprinkler systems on campus; consults with major construction contractors prior to the commencement of their work to maintain the integrity of the irrigation system.

Prepares and implements budget for department operation, equipment, and special capital improvement projects; confers with various campus administrators on budget requests; purchases supplies and services; pays invoices.

Contacts, hires, and coordinates contractors performing pressure washing, asphalt, concrete, fencing, landscaping, tree trimming, and parking lot striping.

Designs campus landscapes and coordinates the acquisition and planting of various plants for campus grounds; supervises planting, removal, replacement and pruning of trees, including high, hazardous trees.

Collaborates and confers with the recycling staff on recycling and waste streams of the college.

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 Assistant Director of Facilities Operations.

### **Supervision Exercised:**

General supervision is exercised over assigned grounds staff.

## KNOWLEDGE, SKILLS AND ABILITIES

### **Knowledge of:**

Effective supervisory techniques

Tools, material, equipment, and standard practices of landscape design, gardening, and ground maintenance

Planting practices and the care of a wide variety of shrubs, hedges, trees, flowers, and lawns

Various types of soil, including preparation and fertilization

Plants adapted to the climate of the area, with particular knowledge of varieties suitable for campus landscaped areas

Plant diseases and indoor and outdoor pests and approved methods, chemicals, and materials used to control and eradicate

Budgeting practices, including techniques for estimating labor and materials costs

Related computer applications and programs

### **Ability to:**

Plan and supervise a program for campus grounds maintenance

Train and instruct subordinates in the proper performance of grounds maintenance work and pesticide use

Design landscapes and sprinkler systems

Use a variety of gardening hand tools and equipment

Safely operate a variety of power equipment and enforce safe work procedures

Communicate effectively both orally in writing

Work with other departments in the planning and implementing of events and functions

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

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

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

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

Stay abreast of technology changes and adapt to new technologies

Model professional integrity and deal quickly with breaches of misconduct

Santa Monica College Personnel Commission  
Regular Meeting Agenda  
April 21, 2021

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

Complete work order forms and other required documents

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:**

Graduation from high school or GED equivalent.

**Experience Requirement:**

Three (3) years of experience in a grounds operation program, which included experience in landscape and irrigation design including one (1) year directing and leading staff performing grounds maintenance work.

**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:**

A valid driver's license.

A California Department of Pesticide Regulation Qualified Applicator Certificate or Qualified

Applicator License in Landscape Maintenance must be obtained upon completion of the first 12 months of service in this classification.

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.

**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 employee is exposed to outside weather conditions.

**CLASS DETAIL**

<b>Job Family:</b>	Facilities, Trades & Maintenance
<b>FLSA Status:</b>	Exempt
<b>Personnel Commission Approval Date:</b>	Established October, 1986
<b>Class History:</b>	Grounds Manager, Grounds Supervisor
<b>Revision Date(s):</b>	Hay Study, 12/07/06; 07/17/19; 04/21/21

Santa Monica Community College District  
Personnel Commission

**Grounds Supervisor**

Page 1 of 3

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

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<b>FLSA Status:</b>	Exempt
<b>Personnel Commission Approval Date:</b>	Established October, 1986
<b>Class History:</b>	Grounds Manager, Grounds Supervisor
<b>Revision Date(s):</b>	Hay Study, 12/07/06; 07/17/19; 04/21/21

# CONSENT AGENDA

Motions to approve Agenda Items #\_7\_ through #\_13\_

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## DISPOSITION BY THE COMMISSION

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

Amendments/Comments

**AGENDA REPORT NO. 7**

SUBJECT: **APPROVAL OF MINUTES**

DATE: April 21, 2021

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

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

**1. March 17, 2021 Regular PC Meeting Minutes**

**AGENDA REPORT NO. 8**

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

DATE: April 21, 2021

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

It is recommended that the Personnel Commission approve the following:

**I. Working Out of Class Assignment (Provisional)**

Name/Permanent Class	Provisional WOC Assignment*	Dates of Current Assignment
Kerry Dawson/ Athletic Activities Assistant	Athletic and Kinesiology Equipment Specialist	3/15/2021 to 7/16/2021
Claudia Villa/ Athletic Activities Assistant	Athletic and Kinesiology Equipment Specialist (50%)	3/15/2021 to 7/16/2021

*\*Unless otherwise noted, WOC assignments are paid at 100%.*

*\*\*Pending PBAR approval.*

**II. Substitute Limited Term Assignment**

Name/Permanent Class	Substitute Limited Term*	Dates of Current Assignment
Edgar Hernandez Solis/ Customer Service Assistant	Accounting Specialist	3/10/2021 to 6/30/2021

*\*Unless otherwise noted, substitute limited term assignments are paid at 100%.*

**III. Extension to Working Out of Class Assignment (Provisional)**

Name/Permanent Class	Provisional WOC Assignment*	Dates of Current Assignment	Extended Dates
Chelsea Hull/ Instructional Assistant - English	Tutoring Coordinator – English and Humanities	2/22/2021 to 4/30/2021	5/1/2021 to 5/31/2021
Elease Juarez/ Campus Store Assistant Manager	Campus Store Manager	9/1/2020 to 1/6/2021	1/7/2021 to 2/15/2021

*\*Unless otherwise noted, WOC assignments are paid at 100%.*

*\*\*Pending PBAR approval.*

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

**A.CONCEPT OF WORKING OUT OF CLASSIFICATION**

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

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

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

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

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

## **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.

#### **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.

#### **7.4.3 ELIGIBILITY FOR APPOINTMENT**

A. Limited-term appointments shall be made from eligibility lists and employment lists in accordance with procedures for regular appointments.

#### **RECOMMENDATION**

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

**AGENDA REPORT NO. 9**

**SUBJECT: EXTENSION OF ELIGIBILITY LISTS:**

- BUYER II
- CLINICAL PLACEMENT SPECIALIST
- INSTRUCTIONAL ASSISTANT – MATH
- RECYCLING PROGRAM SPECIALIST

DATE: April 21, 2021

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
Buyer II	2/20/2021	5/20/2021	2	2	8/20/2021
Clinical Placement Specialist	10/29/2020	4/29/2021	2	2	7/29/2021
Instructional Assistant – Math	2/20/2021	5/20/2021	7	7	6/20/2021
Recycling Program Specialist	5/14/2021	5/14/2021	6	6	6/14/2021

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

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**Merit Rule 6.2.3 © Duration of Eligibility List**

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6.2.3 © 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.

**AGENDA REPORT NO. 10**

**SUBJECT: EXAMINATION SCHEDULE**

**DATE:** April 21, 2021

**TO:** Members of the Personnel Commission

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

**BY:** José Guzmán, Personnel Technician

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

<b>Class Title</b>	<b>Field of Competition</b>	<b>Time</b>
Assistant Director of Facilities Planning	Promotional & Open Competitive	3 weeks
Athletic and Kinesiology Equipment Specialist	Promotional	3 weeks
Laboratory Technician- Broadcasting & Electronic Media	Promotional & Open Competitive	3 weeks
Payroll Specialist	Promotional & Open Competitive	3 weeks
Programmer Analyst	Promotional & Open Competitive	3 weeks



**AGENDA REPORT NO. 11**

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

DATE:         April 21, 2021

TO:            Members of the Personnel Commission

FROM:         Carol Long, Director of Classified Personnel

BY:            José A. Guzmán, Personnel Technician

The report is featured on the following page.

**Santa Monica College Personnel Commission**  
**Regular Meeting Agenda**  
**April 21, 2021**

CLASSIFICATION & COMPENSATION STATUS REPORT (In Process)								
CLASSIFICATION	ASSIGNED TO:	STUDY TYPE	# OF INCUMBENTS	PDQ DEADLINE	JOB AUDIT	STAKEHOLDER REVIEW	STAKEHOLDER STATUS	PC AGENDA
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	
Journeyman Trade-Welding	KM	Cyclical	None	05/09/18	NA	12/03/19		
Accompanist-Dance	JG	Cyclical	None	NA	NA			
Accompanist-Performance	JG	Cyclical	Multiple	12/16/20	NA			
Accompanist-Voice	JG	Cyclical	None	NA	NA			
Assistant Director of Human Resources	JL	Cyclical	None	02/02/18	NA			
Assistant Director of Safety & Risk Management	AF/AG	Cyclical	None	NA	NA			
Career Services Advisor	OV	Cyclical	Single	NA	NA			
Director of Human Resources	JL	Cyclical	None	02/02/18	NA			
Director of Marketing	KM/AG	New Class	None	NA	NA			
Employee Benefits Specialist	JL	Cyclical	None	NA	NA			
Insurance Program Specialist	AF/AG	Cyclical	None	NA	NA			
Risk & Insurance Coordinator	AF/AG	Cyclical	None	NA	NA			
Senior Career Services Advisor	OV	Cyclical	Multiple	12/16/20	02/17/21			
Senior Student Services Specialist-Assessment Services	OV	Cyclical	None	4/18/18*	NA			
Classification & Compensation Manager	CL	Cyclical	Single	02/02/18				
Compliance Administrator/ Title IX Coordinator	JL	Cyclical	Single	02/02/18				
Director of Classified Personnel	CL	Cyclical	Single	02/02/18				
Director of Safety & Risk Management	AF/AG	Cyclical	Single	02/04/21				
Employee Benefits Coordinator	JL	Cyclical	Single	02/02/18				
Laboratory Technician-Art	JG	Cyclical	Multiple	05/10/21				
Laboratory Technician-Broadcasting/Electronic Media	JG	Cyclical	None	NA				
Laboratory Technician-Chemistry	JG	Cyclical	Single	05/10/21				
Laboratory Technician-Life Science	JG	Cyclical	Multiple	05/10/21				
Laboratory Technician-Photography	JG	Cyclical	Multiple	05/10/21				
Laboratory Technician-Physics	JG	Cyclical	Single	05/10/21				
Lead Laboratory Technician-Chemistry	JG	Cyclical	Single	05/10/21				
Lead Laboratory Technician-Physiology/Microbiology/Biology	JG	Cyclical	Single	05/10/21				
Supervising Personnel Analyst	CL	Cyclical	Single	02/02/18				
Graphic Designer	KM	Cyclical	Single	03/31/21				
Marketing Design Analyst	KM	Cyclical	Single	03/31/21				
Public Information Officer	KM	Cyclical	Single	03/31/21				
Senior Graphic Designer	KM	Cyclical	Single	03/31/21				
Web Content and Social Media Manager	KM	Cyclical	Single	03/31/21				
Web Content Developer	KM	Cyclical	None	NA				
Web Services Coordinator	KM	Cyclical	Single	03/31/21				
<i>*Extension</i>								

**AGENDA REPORT NO. 12**

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

DATE: April 21, 2021

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

BY: José A. Guzmán, Personnel Technician

This item is presented on the following page for the Commission's review.

**Santa Monica College Personnel Commission  
Regular Meeting Agenda  
April 21, 2021**

**Recruitment and Examination Status Report**

Classification	Assig	FOC	VAC	Opened	Closed	Written	T & E E	Perf.	QAI	E-List	Ratf.
Accountant	OV/AF	PO	1	3/9/21	3/29/21						
<b>Athletic and Kinesiology Equipment Specialist</b>	JG	P	1								
Assistant Director of Facilities Planning											
Campus Store Manager	AG	P	1	3/25/21	4/14/21						
Community College Police Dispatcher	KM	O		3/1/21	3/19/21	4/23/21					
Community College Police Dispatcher	KM	P		10/5/20	10/23/20						
Custodian	KM	PO		1/25/21	2/16/21						
Director of Grants		PO									
Director of Procurement, Contracts, and Logistics	JL/AF	PO	1	2/8/21	3/17/21		4/9/21		4/23 & 4/28 4/5 & 4/7		
Director of SMC Foundation	JL/AF	PO	1	2/25/21	3/18/21						
Financial Aid Scholarship Specialist	OV	PO	2	3/26/21	4/16/21						
Grounds Equipment Operator	JG	P	1	1/25/21	2/16/21						
Grounds Supervisor	JG	P	1	3/3/21	3/23/21				4/9/21		
Laboratory Technician-Broadcasting & Electronic Media											
<b>Payroll Specialist</b>		PO	1								
Programmer Analyst											
Student Services Clerk	OV	PO									
Tutoring Coordinator – English and Humanities	JG	PO	1	3/18/21	4/7/21						
Tutoring Coordinator – Modern Languages	JG	PO	1	1/12/21	2/2/21		3/29/21				

Items in bold are pending approval by the Personnel Commission

**On Hold**

Classification	Assig	FOC	VAC	Opened	Closed	Written	T & E E	Perf.	QAI	E-List	Ratf.
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								
Student Services Assistant		P									

V. ADJOURN MEETING at 12:42 PM

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**DISPOSITION BY THE COMMISSION**

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

Amendments/Comments

The next regular Personnel Commission meeting is scheduled for:

Wednesday, May 19, 2021

**As required by law, this agenda for the Wednesday, April 21, 2021 Special 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.**