



PERSONNEL COMMISSION REGULAR MEETING MINUTES

VIRTUAL MEETING – WEDNESDAY, JULY 15, 2020 at 12:00 P.M
Hardcopy Distribution only at 2714 Pico: Exterior Display Box

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

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

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

Individuals wishing to speak or submit written comments to be read at the Personnel Commission meeting shall send an email to Personnel_Commission@smc.edu, by no later than 10 AM, Wednesday, July 15, 2020. The email should include the following information:

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

Instructions for Speaking to the Commission through Zoom

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

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

1. Five minutes is allotted to each speaker per topic. If there are more than four speakers on any topic or item, the Commission reserves the option of limiting the time for each speaker. A speaker’s time may not be transferred to another speaker.
2. Each speaker is limited to one presentation per specific agenda item before the Commission, and to one presentation per Commission meeting on non-agenda items.
3. Five minutes is allotted to each speaker per topic for general public comments. The speaker must adhere to the topic. Individuals wishing to speak during the Public Comments will be called upon during Public Comments.

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

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

Reference: Merit Rule 2.2.8

Government Code sections 54954.2, 54954.3, 54957.9

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

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

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

PUBLIC SESSION: 12:00 p.m.

I.ORGANIZATIONAL FUNCTIONS

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

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

II.REPORT – DIRECTOR OF CLASSIFIED PERSONNEL

Director of Classified Personnel, Carol Long reported on the following:

1. 3 Recruitments in progress;
2. Remote testing contract given to E-Skill;
3. 1 new management level classification being presented to Commissioners for approval;
4. Communication with CSEA ongoing with an emphasis in Working Out of Class assignments for Classified Personnel;
5. PC Staff continues to offer services remotely and in-person.

III.COMMENTS AND INFORMATIONAL REPORTS

Recognition of Employee Longevity: July 2020

5 YEARS

Rachel Demski, Curriculum Specialist, Matriculation

Maria Bonin commented via Zoom Chat that she enjoyed working with Rachel.

Joseph Metzger, Library Assistant, Library

Particia Burson spoke on Joseph's contributions to the College outside of the Library, including his assistance with CSEA matters. She also noted how helpful Joseph has been with the migration to a new Library system.

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10 YEARS

Nahalia Samuels, Disabled Student Services Assistant, Center for Disabled Students

Maria Bonin congratulated Nahlia via Zoom Chat.

Denise Henninger, Deaf & Hard of Hearing Services Supervisor, remarked on how attentive Nahlia is to student's needs and what an excellent "note taker" she is.

15 YEARS

Alberto Echeverria, Community College Police Officer, Campus Police

20 YEARS

Anthony Victorin, Enterprise Business Services Clerk, Auxiliary Services

Mitch Hessel, Dean of Education Enterprise, stated that he wishes he could clone Anthony, who works independently and reliably in a less than desirable environment.

25 YEARS

Lee Peterson, Academic Computing Instructional Specialist, Academic Computing

Tre'Shawn Hall-Baker, Dean of Human Resources, shared her appreciation for Lee's dedication to research and the consistent preparation he takes when dealing with a College matter.

Commissioner Lawrence Leone thanked Lee for his service to the Merit Rules Advisory Committee.

Director of Classified Personnel, Carol Long, acknowledged and thanked Lee for his long standing and continued commitment to the Merit Rules Advisory Committee.

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A. Comments from Vice President of Human Resources

Dean of Human Resources, Tre'Shawn Hall-Baker, spoke on behalf of Vice President Sherri Lee-Lewis. She thanked and congratulated all longevity recipients. Additionally, she recognized the Human Resources and Personnel Commission Staff at 2714 Pico Blvd for continuing to report to work while exercising the utmost caution.

B. Comments from CSEA Chapter 36 Representative

No Comment

C. Comments from Management Association President

No Comment

D. Comments from Personnel Commission Staff

No Comment

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

No Comment

F. Comments by Personnel Commissioners

No Comment

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IV.AGENDA REPORTS – MAJOR ITEMS OF BUSINESS

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1	Request for Approval of New Classification: DSPS Manager	7

V.CONSENT AGENDA

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

#	ITEM	Page
2	Certification of Seniority Lists: “Information Systems Security Officer” and “Senior Buyer”	14
3	Request for Approval of Examination Schedule: <ul style="list-style-type: none"> • Director of Financial Aid and Scholarships • Financial Aid Systems Specialist • Instructional Assistant-Math • Student Services Clerk 	16
4	Extension of Eligibility Lists: <ul style="list-style-type: none"> • Class Scheduling Specialist • Community College Police Officer (Lateral and Academy Graduate) • Community College Police Recruit • Disabled Student Services Assistant • Enrollment Services Specialist • Grounds Equipment Operator • Lead Events Technician • Professional Development Coordinator 	17
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VI.ADJOURN

AGENDA REPORT NO. 1

SUBJECT: **NEW CLASS DESCRIPTION & SALARY ALLOCATION:
DSPS MANAGER**

DATE: July 15, 2020

TO: Members of the Personnel Commission

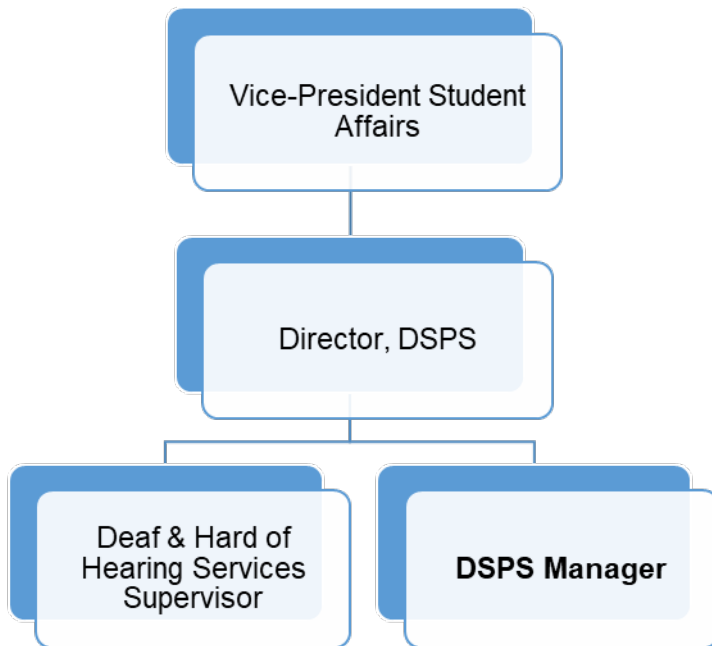
FROM: Carol Long, Director of Classified Personnel

BY: Olga Vasquez, Personnel Analyst

BACKGROUND

Attached for your approval is a new classification description and salary allocation for **DSPS Manager**.

The District has requested a new classification to manage and supervise the day to day operations and staff of the Center for Students with Disabilities. This new role will be responsible for planning, implementing, evaluating, and compliance in the District's Disabled Student Programs & Services (DSPS). The DSPS Manager will report to the Director of DSPS or assigned administrator.



METHODOLOGY

Michael Tuitasi, Vice-President, Student Affairs, requested a new classification to manage and oversee the day-to-day operations of the Center for Students with Disabilities, supervise all DSPS classified staff, and ensure compliance with related rules, laws and regulations. Personnel Commission staff discussed this new role with Michael Tuitasi to define and clarify the parameters of the proposed classification. A list of job duties was finalized, along with a

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list of knowledge, skills, and abilities (KSAs). Reporting relationships were defined, and recommendations for minimum requirements were discussed and compared with other classifications within this occupational series.

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

RESULTS

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

- Managing the day-to-day operations of the Center for Students with Disabilities.
- Supervising, planning and coordinating the work of classified staff engaged in providing support to students with disabilities.
- Analyzing, implementing and evaluating assigned program reporting and compliance processes and procedures.
- Addressing and resolving complex student issues that arise.
- Promoting and educating the District and students on programs and support services available to students with disabilities.

A comprehensive survey of comparable agencies was conducted. Insufficient matches were identified, as several of our comparable agencies did not have the equivalent of a Manager overseeing DSPS. We found that DSPS operations were assigned to Deans, Directors and Faculty Coordinators at other comparable agencies. Therefore, a market survey is not available for this role. Considering the limited availability of external market data, recommendations for salary placement are based on internal alignment considerations.

SALARY ALLOCATION

It is recommended that the salary for the DSPS Manager be allocated to **Range M21 (\$7,552 to \$9,179 per month)** on the Classified Management Salary Schedule. The goal was to recommend a competitive salary to attract and retain qualified candidates, while ensuring that the proposed range is aligned with other related classifications. This is recommended given the degree of decision making, complexity of work and scope and effect of work. Based on job analysis findings, this role is similar to other managers around Range M21 in the level of decision making, complexity, and scope and effect of work. This role would manage the operations of the Center and supervise clerical, technical and professional classified staff in ensuring compliance with state and federal laws and regulations related to services provided to students with disabilities, with substantial impact on District resources. Management jobs assigned above this range require higher technical knowledge and/or oversee larger staff. In addition, internal alignment within related DSPS classifications was considered to ensure proper salary differentials between levels. The salary proposal for this new classification has been reviewed with executive leadership, Business Services and Human Resources.

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MANAGERS AT SMC	RANGE	MIN	MAX
Payroll Manager	M16	\$6,688	\$8,129
<i>DSPS Manager</i>	<i>M21</i>	<i>\$7,552</i>	<i>\$9,179</i>
Production Manager	M23	\$7,930	\$9,638
Network Services Manager	M28	\$8,962	\$10,893
Management Information Systems Manager	M31	\$9,638	\$11,715

CLASSIFICATIONS WITHIN SERIES	MIN	MAX	RANGE
<i>DSPS Manager</i>	<i>\$7,552</i>	<i>\$9,179</i>	<i>M21</i>
Deaf & Hard of Hearing Supervisor	\$6,850	\$8,326	M17
Sign Language Interpreter III	\$6,633	\$8,063	46

RECOMMENDATION

It is recommended that the Commission approve the attached new class description and salary allocation for DSPS Manager.

DISPOSITION BY THE COMMISSION

Amendments/Comments

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

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**Santa Monica Community College District
Personnel Commission**

DSPS MANAGER

CONCEPT OF THE CLASS

Under general direction, this classification plans, manages, implements, and evaluates support services and programs for students with disabilities in the Center for Students with Disabilities and ensures compliance with federal, state and District rules, laws and regulations related to Disabled Student Programs & Services (DSPS).

DISTINGUISHING CHARACTERISTICS

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

The **Deaf and Hard of Hearing Services Supervisor** is responsible for administering the deaf and hard of hearing program and supervising sign language interpreters.

ESSENTIAL DUTIES

Plans, organizes, supervises, and provides direction to the Center for Students with Disabilities classified staff, including managing the day-to-day operations, activities and support services, ensuring compliance and reporting, assigning and reviewing work, participating in new employee selection, discipline and termination, training employees, and evaluating employee performance.

Plans coordinates and provides technical guidance for student support services, such as proctoring, interpreting, captioning, and tutoring; develops and prepares staff schedules to ensure student support services are available for student success; provides interpreting services as needed.

Resolves non-routine or sensitive problems and complaints, including those escalated from staff related to DSPS.

Develops and implements policies and procedures in order to improve student support services and ensure compliance with federal and state laws and regulations pertaining to students with disabilities.

Serves as a resource to students and the District on programs and services for student with disabilities by promoting awareness and understanding through training, informational material, events, and workshops.

Maintains program information and records and prepares reports for accreditation as requested by the District.

Plans and maintains departmental budget and authorizes expenditures as needed to carry out DSPS support services and operations, such as selecting vendors, equipment, and purchase orders, within established limits.

Attends and participates in management development programs, committees, seminars, and workshops to stay abreast of current legislative changes, trends, practices, and technology within assigned area of responsibility.

Performs other related duties as requested or assigned.

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

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SUPERVISION

Level of Supervision Received

This position receives general direction from the assigned administrator.

Level of Supervision Exercised

This position exercise general supervision over classified staff and student workers in DSPS.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Management and supervisory principles and practices, strategic planning, resources allocation, work assignment delegation, performance evaluation, employee motivation, staff development and training, grievances management, and imposing discipline

Federal, state, and District policies, procedures, rules, laws, regulations, codes, and practices related to students with disabilities

Generally accepted interpreting principles, procedures and techniques

Resources, services and communities associated with students with disabilities in higher education

Effective office, records management and reporting practices

Principles of training and supervision

Budget preparation and administration

Ability to:

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

Assess the needs of students with disabilities to identify, coordinate and implement services aligned with educational goals

Evaluate and implement program objectives, policies and guidelines

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

Interpret, apply and explain applicable laws, regulations, and District policies and procedures

Use a variety of equipment, specialized programs and computer applications to support students with disabilities

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

Communicate effectively, both orally and in writing

Stay abreast of technology changes and adapt to new technologies

Role model exceptional internal and external customer service

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

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MINIMUM QUALIFICATIONS

Education Requirement:

Bachelor's degree or equivalent in Special Education, Psychology, Counseling, Education Administration, Social Sciences, or related field. Completion of an Interpreter Training Program (ITP) and college level course work in American Sign Language is highly desirable.

Experience Requirement:

Three years of progressively responsible experience within a college student services program, working predominantly with student with disabilities, which included one year of lead or supervisory experience. One year of experience using oral and manual forms of communication to interpret for deaf and hard of hearing students in an academic setting is highly 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:

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

WORKING ENVIRONMENT AND PHYSICAL DEMANDS

Disclosure:

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

Normal Office Environment:

While performing the duties of this job the employee is regularly required to sit, use hands, type, or handle materials, talk and hear. The employee is occasionally required to stand and walk. The employee is regularly required to lift, carry, push, or pull up to 10 pounds. While performing the duties of this job, the noise level in the work environment is usually quiet.

CLASS DETAIL

Job Family: Instructional Support (Student Services/Classroom)

FLSA Status: Exempt

Personnel Commission Approval Date: 7/15/2020 O.V.

Class History:

Revision Date(s):

CONSENT AGENDA

DISPOSITION BY THE COMMISSION

Amendments/Comments

Item #4 on the Consent Agenda was pulled and struck from the agenda. A motion was made to approved the revised Consent Agenda for item #'s 2, 3, 5-11.

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

AGENDA REPORT NO. 2

SUBJECT: **CERTIFICATION OF SENIORITY LISTS**
DATE: July 15, 2020
TO: Members of the Personnel Commission
FROM: Carol Long, Director of Classified Personnel

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

Information Systems Security Officer

Senior Buyer

It is recommended that the Personnel Commission certify the seniority lists effective July 15, 2020.

13.1.4 SENIORITY LISTS

A. Seniority lists shall be prepared or updated for each class as necessary. When each list is initially established, it shall be approved by the Personnel Director and certified by the Personnel Commission before it is used.

B. When a seniority list is initially established or updated, the list shall be made available to the employee(s) for review during a five (5) working day period before it is approved. C. During the prescribed review period, an employee who believes that an error has been made on his/her seniority computation shall notify the Personnel Director, who shall review the computations together with any additional information provided by the employee. The Personnel Director shall determine if a recomputation is appropriate and present an appropriate recommendation for action by the Personnel Commission.

D. Seniority lists that are maintained will be available for inspection in the Classified Personnel Department.

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"INFORMATION SYSTEMS SECURITY OFFICER" Seniority List

Classification: **Information Systems Security Officer**

Range: M 31

Monthly Base Salary Range as of July 1, 2017: \$ 9638 to \$ 11,715

PC Certification Date: July 15, 2020

Review Period: June 22 to 26, 2020

EMPLOYEE NAME	SENIORITY BASE DATE (Date of Hire in Classification)	ADJUSTED DAYS and HOURS in CLASSIFICATION	DATE in PERMANENT STATUS	CURRENT MONTHS PER YEAR	CURRENT HOURS PER WEEK	CURRENT CLASSIFICATION IF NOT Information Systems Security Officer
Rojas, Dan	6/5/2019	No	8/14/1995	12	40	

Edited by: Brent Heximer, AA II, PC

Compiled by: Karen Monzon, Personnel Analyst

Approved by: Carol Long, Director of Classified Personnel

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"SENIOR BUYER" Seniority List

Classification: **Senior Buyer**

Range: 45

Monthly Base Salary Range as of July 1, 2019: \$ 6475 to \$ 7871

PC Certification Date: July 15, 2020

Review Period: July 1 to 8, 2020

EMPLOYEE NAME	SENIORITY BASE DATE (Date of Hire in Classification)	ADJUSTED DAYS and HOURS in CLASSIFICATION	DISTRICT HIRE DATE in PERMANENT STATUS	CURRENT MONTHS PER YEAR	CURRENT HOURS PER WEEK	CURRENT CLASSIFICATION IF NOT Senior Buyer
Franke, Sandra	12/2/2019	No	6/20/2011	12	40	

Edited By: Brent Heximer, AA II, PC

Compiled by: Karen Monzon, Personnel Analyst

Approved by: Carol Long, Director of Classified Personnel

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AGENDA REPORT NO. 3

SUBJECT: **EXAMINATION SCHEDULE**

DATE: July 15, 2020

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

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

Classification Title	Field of Competition	Time
Director of Financial Aid and Scholarships	Promotional	3 weeks
Financial Aid Systems Specialist	Promotional & Open Competitive	3 weeks
Instructional Assistant-Math	Promotional	3 weeks
Student Services Clerk	Promotional & Open Competitive	3 weeks

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ITEM PULLED
AGENDA REPORT NO. 4

SUBJECT: ~~EXTENSION OF ELIGIBILITY LISTS:~~

- ~~CLASS SCHEDULING SPECIALIST~~
- ~~COMMUNITY COLLEGE POLICE OFFICER~~
- ~~COMMUNITY COLLEGE POLICE RECRUIT~~
- ~~DISABLED STUDENT SERVICES ASSISTANT~~
- ~~ENROLLMENT SERVICES SPECIALIST~~
- ~~GROUNDS EQUIPMENT OPERATOR~~
- ~~LEAD EVENTS TECHNICIAN~~
- ~~PROFESSIONAL DEVELOPMENT COORDINATOR~~

DATE: ~~July 15, 2020~~

TO: ~~Members of the Personnel Commission~~

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

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

Classification	Original Expiration Date	Current Expiration Date	Number of Candidates on List	Number of Ranks on List	Proposed Expiration Date
Class Scheduling Specialist	8/14/2020	8/14/2020	6	6	12/23/2020
Community College Police Officer (Lateral & Academy Graduate)	7/31/2020	7/31/2020	4	4	12/23/2020
Community College Police Recruit	7/31/2020	7/31/2020	9	5	12/23/2020
Disabled Student Services Assistant	7/21/2020	7/21/2020	14	8	12/23/2020
Enrollment Services Specialist	7/18/2020	7/18/2020	2	2	12/23/2020
Grounds Equipment Operator	7/24/2020	7/24/2020	8	6	12/23/2020
Lead Events Technician	8/8/2020	8/8/2020	5	4	12/23/2020
Professional Development Coordinator	8/8/2020	8/8/2020	9	6	12/23/2020

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

Merit Rule 6.2.3 (C) Duration of Eligibility List

6.2.3 (C)

- B. An eligibility list may be extended by the Personnel Commission for one or more periods, not to exceed a total of two years from the time the list was first established. The personnel Director shall base his/her recommendation for extension of an eligibility list on the following factors:
- 1. — a sufficient number of available eligibles remain to fill expected future vacancies;
 - 2. — the composition of the list reflects appropriate representation of ethnic minorities, underrepresented groups, or non-traditional candidates;
 - 3. — the field of competition in the occupational area has not changed dramatically.

RECOMMENDATION

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

AGENDA REPORT NO. 5

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

DATE: July 15, 2020

TO: Members of the Personnel Commission

FROM: Karen Monzon, Personnel Analyst

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

I. Working Out of Class

Name/ Permanent Classification	Working Out of Class Assignment	Dates of Current Assignment
Stacy Neal/ Financial Aid Supervisor	Director of Financial Aid and Scholarships	7/1/2020 to 11/5/2020
Nicholas Chambers/ Student Services Clerk	Academic Records Evaluator	7/1/2020 to 8/31/2020
Alanna Brooke/ Administrative Assistant I	Administrative Assistant II	7/1/2020 to 11/5/2020
Denise Henninger/ Deaf and Hard of Hearing Supervisor	DSPS Manager	7/16/2020 to 11/20/2020

II. Limited Term Assignment

Name/Permanent Class	Limited-Term Assignment	Dates of Current Assignment
Jonathan Bice/ Mail Services Worker I	Receiving, Stockroom and Delivery Worker	7/1/2020 to 12/31/2020

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

3.2.10

A. CONCEPT OF WORKING OUT OF CLASSIFICATION

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

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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).
 - A. 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 District 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

- B. 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.
- C. Substitute limited-term appointments may be made for the duration of the absence of a regular employee but need not be for the full duration of the absence. The appointment may be in the same class as that of the absent employee or the duties may be reduced in level and the appointment may be made in a lower class. The duration of the appointment shall not exceed the authorized dates of absence of the regular employee.

RECOMMENDATION

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

Santa Monica College Personnel Commission
MINUTES of Regular Meeting, July 15, 2020

AGENDA REPORT NO. 6

SUBJECT: RATIFICATION OF LIMITED TERM ASSIGNMENTS

DATE: July 15, 2020

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

BY: José A. Guzmán, Personnel Technician

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

Position Classification	Department	Effective Dates
Assistant Director of Human Resources (1 part-time position)	Human Resources	07/01/20-12/23/20
Enterprise Business Services Clerk (1 part-time position)	Cashier's Office	07/01/20-06/30/21
Instructional Assistant-ESL (3 part-time positions)	ESL	07/01/20-12/31/20

Santa Monica College Personnel Commission
MINUTES of Regular Meeting, July 15, 2020

AGENDA REPORT NO. 7

SUBJECT: ADVISORY ITEM: APPOINTMENTS TO LIMITED TERM POSITIONS

DATE: July 15, 2020

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

BY: José A. Guzmán, Personnel Technician

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

Candidate	Position	Department	Duration*	Eligible List Date
Hudson Sr., Michael	Assistant Director of Human Resources	Human Resources	07/01/20-12/23/20	03/13/15
Greenhalgh, Colleen	Enterprise Business Services Clerk	Cashier's Office	07/01/20-06/30/21	07/23/18
Arsene, Cristina	Instructional Assistant-ESL	ESL	07/01/20-12/31/20	07/27/18
Brown, Thomas	Instructional Assistant-ESL	ESL	07/01/20-12/31/20	10/05/12
Hoch, Marilyn	Instructional Assistant-ESL	ESL	07/01/20-12/31/20	02/04/14

*Not to exceed six (6) months or, in case of an appointment in lieu of an absent employee, is not to exceed the authorized absence of that employee.

Reference Merit Rule 7.4.3 (A) -Eligibility for Appointment

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

Santa Monica College Personnel Commission
MINUTES of Regular Meeting, July 15, 2020

AGENDA REPORT NO. 8

SUBJECT: ADVISORY ITEM: APPOINTMENTS TO PROVISIONAL ASSIGNMENTS

DATE: July 15, 2020

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

BY: José A. Guzmán, Personnel Technician

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

Candidate	Position	Department	Duration*
Brundage, Kirk	Accompanist-Dance	Dance	07/01/20-12/31/20
Carbone, John	Accompanist-Dance	Dance	07/01/20-12/31/20
Halacy, Dylan	Accompanist-Dance	Dance	07/01/20-12/31/20
Osipova, Yelena	Accompanist-Dance	Dance	07/01/20-12/31/20
Plotkin, Alla	Accompanist-Dance	Dance	07/01/20-12/31/20
Sparling, Miho	Accompanist-Dance	Dance	07/01/20-12/31/20
Soro, Gnenemon	Accompanist-Dance	Dance	07/01/20-12/31/20
Sow, Malick	Accompanist-Dance	Dance	07/01/20-12/31/20
Ter-Avanesova, Nonna	Accompanist-Dance	Dance	07/01/20-12/31/20
Walker, Frederick	Accompanist-Dance	Dance	07/01/20-12/31/20
Gerhold, Thomas	Accompanist-Performance	Emeritus	07/01/20-12/31/20
McNaughton, Joellen	Accompanist-Performance	Music	07/01/20-12/31/20
Nesteruk, Gary	Accompanist-Performance	Emeritus	07/01/20-12/31/20
Chan, Oliver	Accompanist-Voice	Music	07/01/20-12/31/20
McNaughton, Joellen	Accompanist-Voice	Music	07/01/20-12/31/20
Nesteruk, Gary	Accompanist-Voice	Music	07/01/20-12/31/20
Morrison, Tatiana	Administrative Assistant II	Personnel Commission	07/01/20-12/31/20
Newsome, Mary	Sign Language Interpreter III	Disabled Students Center	07/01/20-06/30/21
Lopez, Vanessa	Student Services Clerk	Auxiliary Services	06/15/20-06/26/20
Lopez, Vanessa	Student Services Clerk	Cashier's Office	07/01/20-12/31/20

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

Santa Monica College Personnel Commission
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AGENDA REPORT NO. 9

SUBJECT: **APPROVAL OF MINUTES**

DATE: July 15, 2020

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

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

Regular Meeting – June 17, 2020

Santa Monica College Personnel Commission
MINUTES of Regular Meeting, July 15, 2020

AGENDA REPORT NO. 10

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

DATE: July 15, 2020

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

BY: José A. Guzmán, Personnel Technician

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

See following page for information.

Santa Monica College Personnel Commission
MINUTES of Regular Meeting, July 15, 2020

CLASSIFICATION & COMPENSATION STATUS REPORT (In Process)								
CLASSIFICATION	ASSIGNED TO:	STUDY TYPE	# OF INCUMBENTS	PDQ DEADLINE	JOB AUDIT	STAKEHOLDER REVIEW	STAKEHOLDER STATUS	PC AGENDA
DSPS Manager	OV	New Class	Single	NA	NA	07/06/20	Agenda	07/15/20
Accountant	AF	Salary	Multiple	NA	NA	12/17/19	Senior Management	
Events Technician	JG	Revisions	Multiple	NA	NA	06/25/20	Bargaining Unit	
Human Resources Analyst - Employee & Labor Relations	JL	Cyclical	Multiple	02/02/18	09/19/18	11/21/19	Senior Management	
Human Resources Analyst - Leaves & Benefits	JL	Cyclical	Single	02/02/18	10/09/18	11/21/19	Senior Management	
Journeyman Trade-Electrical	KM	Cyclical	Single	05/09/18	NA	12/03/19	Senior Management	
Journeyman Trade-HVAC	KM	Cyclical	Multiple	05/09/18	NA	12/03/19	Senior Management	
Journeyman Trade-Plumbing	KM	Cyclical	Multiple	05/09/18	NA	12/03/19	Senior Management	
Journeyman Trade-Welding	KM	Cyclical	None	05/09/18	NA	12/03/19	Senior Management	
Lead Events Technician	JG	Revisions	Multiple	NA	NA	06/25/20	Bargaining Unit	
Personnel Analyst	AG/JL	Cyclical	Multiple	02/02/18	01/28/19	11/21/19	Senior Management	
Skilled Maintenance Worker	KM	Cyclical	Multiple	05/09/18	NA	06/15/20	Bargaining Unit	
Skilled Maintenance Worker II	KM	Cyclical	Multiple	05/09/18	NA	06/15/20	Bargaining Unit	
Tutoring Coordinator	AF	Revisions	None	NA	NA	06/01/20	Bargaining Unit	
Administrative Assistant II	OV	Reclass	Single		01/08/20			
Instructional Technology Services Manager	JL/JG	Reclass	Single	NA	10/21/19			
Network Communications Manager	JL	Revisions	Single	01/15/19	03/15/19			
Senior Student Services Specialist-Assessment Services	AG/OV	Cyclical	None	4/18/18*	NA			
Sign Language Interpreter I	JL/JG	Cyclical	None	NA	NA			
Sign Language Interpreter II	JL/JG	Cyclical	None	NA	NA			
Sign Language Interpreter III	JL/JG	Cyclical	Multiple	04/30/20	NA			
Sign Language Interpreter Trainee	JL/JG	Cyclical	None	NA	NA			
Campus Store Assistant Manager	AF	Reclass	Multiple	06/02/20				
Lead Library Assistant-Circulation	AF	Cyclical	Single	04/30/20				
Lead Library Assistant-Technical Services	AF	Cyclical	Single	04/30/20				
Library Assistant	AF	Cyclical	Single	04/30/20				
Research & Planning Analyst	OV	Cyclical	Single	04/30/20				
Research Assistant	OV	Cyclical	None	NA				
Senior Research Analyst	OV	Cyclical	Multiple	04/30/20				
Accompanist-Dance	JG	Cyclical	None					
Accompanist-Performance	JG	Cyclical	Multiple					
Accompanist-Voice	JG	Cyclical	None					
Instructional Technology Services Manager-Entertainment Technology	JL	Reclass	Single					

**Santa Monica College Personnel Commission
MINUTES of Regular Meeting, July 15, 2020**

CLASSIFICATION	ASSIGNED TO:	STUDY TYPE	# OF INCUMBENTS	PDQ DEADLINE	JOB AUDIT	STAKEHOLDER REVIEW	STAKEHOLDER STATUS	PC AGENDA
Student Services Clerk	KM/AF	Reclass	Single					
Student Services Specialist	OV	Cyclical	Multiple					
<i>*Extension</i>								

CLASSIFICATION & COMPENSATION STATUS REPORT (On Hold)

CLASSIFICATION	ASSIGNED TO:	STUDY TYPE	# OF INCUMBENTS	PDQ DEADLINE	JOB AUDIT	STAKEHOLDER REVIEW	STAKEHOLDER STATUS	PC AGENDA
Course Materials Buyer		Cyclical	Single	12/08/16	03/22/17	06/05/17	Incumbent	
Deaf and Hard of Hearing Services Supervisor	OV	Cyclical	Single	03/13/20	NA	06/02/20	Senior Management	
Financial Aid Supervisor	AF	Reclass	Single	02/03/20	02/21/20	05/07/20	Senior Management	
Administrative Assistant I	KM/AF	Reclass	Single					
Assistant Director of Human Resources		Cyclical	None	02/02/18				
Compliance Administrator/ Title IX Coordinator		Cyclical	Single	02/02/18				
Director of Human Resources		Cyclical	Single	02/02/18				
Employee Benefits Coordinator		Cyclical	Single	02/02/18				
Employee Benefits Specialist		Cyclical	None	NA	NA			
Human Resources Technician		Cyclical	Single	NA	NA			
<i>*Extension</i>								

CLASSIFICATION & COMPENSATION STATUS REPORT (Pending)

CLASSIFICATION	ASSIGNED TO:	STUDY TYPE	# OF INCUMBENTS	PDQ DEADLINE	JOB AUDIT	STAKEHOLDER REVIEW	STAKEHOLDER STATUS	PC AGENDA
Career Services Advisor	OV	Revisions	Single					
Classification & Compensation Manager		Cyclical	Single	02/02/18				
Director of Classified Personnel		Cyclical	Single	02/02/18				
Senior Career Services Advisor	OV	Revisions	Multiple					
Supervising Personnel Analyst		Cyclical	Single	02/02/18				
Community Services Spec II (unclassified)	AF	New Class	Multiple					
<i>*Extension</i>								

Santa Monica College Personnel Commission
MINUTES of Regular Meeting, July 15, 2020

AGENDA REPORT NO. 11

SUBJECT: RECRUITMENT AND EXAMINATION STATUS REPORT – INFORMATION ONLY

DATE: July 15, 2020

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

BY: José A. Guzmán, Personnel Technician

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

See below for information.

Upcoming Recruitments			
Classification	Assigned	FOC	VAC
Academic Records Evaluator	OV	P	Temp
Director of Financial Aid and Scholarships		P	Temp
Financial Aid Systems Specialist	OV	PO	1
Instructional Assistant-Math	JG	P	2
Student Services Clerk		PO	1
Items in bold are pending approval by the Personnel Commission.			

On Hold											
Classification	Assig	FOC	VAC	Opened	Closed	Written	T & E	Perf.	QAI	E-List	Ratif.
Administrative Assistant I		PO									
Administrative Assistant II		PO									
Carpenter	KM	P	Temp								
Carpenter	KM	MPO		1/27/20	2/18/20						
Community College Police Dispatcher	KM	O		3/3/20	3/23/20						
Customer Service Assistant		PO									
Enterprise Business Services Clerk		PO									
Enterprise Business Supervisor	AF	P									
Instructional Assistant-English	JG	P	Temp								
Instructional Assistant-English	JG	O		2/7/20	3/3/20						
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								

Santa Monica College Personnel Commission
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VI. Motion to adjourn at 12:22 p.m.

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, August 19, 2020

As required by law, this agenda for the Wednesday, July 15, 2020 Regular Meeting of the Santa Monica College Personnel Commission was posted on the official District website and bulletin boards, no later than 72 hours prior to the date and time of this meeting.