

PERSONNEL COMMISSION - REGULAR MEETING MINUTES

VIRTUAL MEETING – WEDNESDAY, AUGUST 19, 2020 at 12:00 P.M

Hardcopy Distribution only at 2714 Pico: Exterior Display Box

DEPARTMENTS:	ADMINISTRATORS & MANAGERS	PRESIDENT/SUPERINTENDENT & SENIOR STAFF
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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, August 19, 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.

**Santa Monica College Personnel Commission
AGENDA of Regular Meeting, August 19, 2020**

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 12:02 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 items:

Recruitment Activities

Plans to open two recruitments this month: Financial Aid Systems Specialist, and Associate Director of the SMC Foundation. Recruitments, will utilize a “Promotional then Open” Field of Competition, meaning the creation of two eligibility lists.

Classification Studies

Three classifications were brought forward; one new classification in Judicial Affairs, and revisions for two classifications in Events. Many remaining studies are still on hold.

Merit Rules Advisory Committee Update

Sections 9.2.3 through 9.2.4, covering work schedules and part-time employment were brought forward for a first reading.

CSEA

Twice monthly meetings with CSEA continue - a few unresolved issues were moved to labor management. Once the outside issues have been resolved, work with CSEA will continue on documenting any relevant classification changes which may be warranted.

Web Site Updates

Director Long reported that Santa Monica College has a new web site in progress. Updates to the Personnel Commission site are still in the works, but feedback was encouraged.

III.COMMENTS AND INFORMATIONAL REPORTS

Recognition of Employee Longevity: August 2020

5 Years

Edwin Cruz, Instructional Assistant-Math, Math

Cristina Garcia, International Student Services Specialist, International Education Center

Alysha LaScalza, Employee Benefits Coordinator, Human Resources

Dr. Tre'Shawn Hall Baker, Dean of Human Resources, lauded Ms. LaScalza on her in-depth knowledge of employee benefits and the assistance she provides to SMC staff.

Jonathan Ng, Senior Graphic Designer, Marketing

Don Girard, Senior Director, Government Relations/Institutional Communications praised Mr. Ng for being talented and self-driven. Don shared notions consisting of standards he had established early in his design career that he feels Jonathan embodies.

SMC Foundation wrote in a chat, "Congrats Jon!"

15 Years

Rosa Maria Campos, Custodian, Operations

Sandra Franco, Enrollment Services Specialist, Admissions and Records

Linda Sullivan wrote in a chat, "Congratulations to Sandra. You are a gift to the world!"

20 Years

Mohamad Fakh, Academic Computing Instructional Specialist, Academic Computing

25 Years

Danny Rojas, Information Systems Security Officer, Management Information Services

College Counsel, Bob Myers, spoke complimentary of Dan Rojas and his invaluable contributions to our College systems.

A. Comments from Vice President of Human Resources

Vice President of Human Resources, Sherri Lee-Lewis, congratulated those celebrating longevity, with a special acknowledgement for Alysha LaScalza who is in her Department and an important member of the team. Additionally, VP Lee-Lewis reported on staff furloughs, early retirement incentives (SRP), the beginning of Fall semester and invited the Commissioners to virtually attend an “Opening Day” event on August 27, 2020.

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

IV. AGENDA REPORTS – MAJOR ITEMS OF BUSINESS

#	ITEM	PAGE
1	AMENDMENT TO RULES AND REGULATIONS OF THE CLASSIFIED SERVICE CHAPTER 9: EMPLOYMENT STATUS – FIRST READING <ul style="list-style-type: none"> • MERIT RULE 9.2.3: WORK SCHEDULES • MERIT RULE 9.2.4: PART-TIME EMPLOYMENT 	7
2	REQUESTING APPROVAL TO ISSUE ELECTRONIC LONGEVITY CERTIFICATES	10
3	NEW CLASS DESCRIPTION & SALARY ALLOCATION: STUDENT JUDICIAL AFFAIRS SPECIALIST	11
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V. CONSENT AGENDA

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

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8	EXTENSION OF ELIGIBILITY LISTS: <ul style="list-style-type: none"> • DIRECTOR OF FACILITIES FINANCE • MAIL SERVICES WORKER I • SENIOR ENROLLMENT SERVICES SPECIALIST 	30
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VI. ADJOURN

AGENDA REPORT NO. 1

**SUBJECT: AMENDMENT TO RULES AND REGULATIONS OF THE CLASSIFIED SERVICE - CHAPTER 9: EMPLOYMENT STATUS – FIRST READING
MERIT RULE 9.2.3: WORK SCHEDULES
MERIT RULE 9.2.4: PART-TIME EMPLOYMENT**
(Note: No formal action will be taken at this meeting.)

DATE: August 19, 2020

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

Proposed changes to Chapter 9: Merit Rules 9.2.3 and 9.2.4, are attached for a first reading. Recommendations were developed with input from the Merit Rules Advisory Committee. Goals of these changes include clarifying processes and ensuring language is in compliance with applicable bargaining agreements.

9.2.3 WORK SCHEDULE
(EDUCATION CODE SECTIONS
88026, 88010.5, 88180, 88031)

A. The standard workweek for all full-time employees with the exception of Police Officers shall be 40 hours, consisting of one of the following work patterns:

~~1. Five (5) consecutive workdays of eight (8) hours per day in one (1) calendar week (5/40).~~

~~2. Eight (8) workdays of nine (9) hours per day and one (1) workday of eight (8) hours in a two (2) calendar week period (9/80).~~

~~3. Four (4) workdays of ten (10) hours per day in one (1) calendar week. (4/40).~~

~~An employee may request any of the above work schedule patterns through the District's flextime policy. See Rule 9.2.5.~~

B. Police Officers may be assigned to a 3/12 schedule.

C. For purposes of payroll computation, the work week shall be provided to the employee in writing at the time of hire. ~~gin either at 12:01 AM on Sunday and shall end at 12:00 Midnight the following Saturday or at 12:00 Noon on Friday and shall end at 11:59 the following Friday.~~

~~9.2.3.C When a department supervisor proposes to permanently reassign a classified employee to a workweek, which includes Saturday or Sunday, he/she shall notify the employee in writing and secure the employee's written consent. No classified employee shall be assigned at any time to perform services on Saturday or Sunday if the~~

D. A classified employee shall not be required to change their workweek to include Saturday or Sunday, or both without their written consent. This does not apply to an employee that has consented to a variable hours schedule. No classified employee shall be reassigned to perform services on a Saturday or Sunday if the classified employee objects in writing that the assignment would conflict with their religious practices or beliefs.

E. D. Each employee who works more than five (5) or more hours per workday shall be entitled to an unpaid lunch period consisting of at least one-half (1/2) hour as scheduled by his/her/their immediate supervisor.

~~F. E.~~ With the consent of ~~his/her/their~~ supervisor, an employee assigned to a work schedule of ~~not more than six (6) five (5)~~ hours per day may be allowed to waive ~~his/her/their~~ lunch period.

~~G. F.~~ Each employee who works four (4) or more hours per day shall be entitled to one paid 15 minute break per four (4) hours as scheduled by ~~his/her/their~~ immediate supervisor.

~~H. G.~~ The starting and ending times of the ~~workday and the~~ lunch and break periods shall be determined by the immediate supervisor. The lunch period for full time employees shall be scheduled as near as possible to the middle of each workday and break periods shall be scheduled as near as possible to the middle of each four (4) or five (5) hour shift.

~~I. H.~~ ~~Employees assigned to a four (4) day, ten (10) hour per day week or a nine (9) hour day, 80 hour biweekly work pattern shall be eligible for overtime compensation as provided in Rule 12.3.2.~~

~~4. I.~~ Management classes designated as exempt shall be excluded from all provisions of Rule 9.2.3 overtime compensation.

9.2.4

PART-TIME EMPLOYMENT (EDUCATION CODE SECTIONS 88035, 88036)

A. A part-time position is an assignment of less than 35 hours per week.

~~B. Part time employees, hired into regular positions, shall be entitled to all the rights, benefits, and burdens of full time classified employees serving in the same job family. These benefits shall be prorated.~~

~~B. C.~~ Whenever a regular part-time employee is required to work for 30 minutes or more per day in excess of the regular assigned time of ~~his/her/their~~ position for 20 consecutive workdays, the assigned time of ~~his/her/their~~ position shall be changed to reflect the increased assignment. (See Rule 9.6.2.)

AGENDA REPORT NO. 2

**SUBJECT: REQUESTING APPROVAL TO ISSUE
ELECTRONIC LONGEVITY CERTIFICATES**

DATE: August 19, 2020

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

The Personnel Commission Office is seeking approval to issue electronic Longevity Certificates for the months of July through December or the duration of virtual commission meetings.

Since April 2020, Personnel Commission meetings have been conducted virtually, delaying staff's ability to present paper Longevity Certificates to recognized recipients.

With approval from the Commissioners, staff will generate an electronic certificate containing "e" signatures and distribute to the intended immediately.

Taking this approach will ensure those recognized receive their certificates in a timely manner.

RECOMMENDATION

It is recommended that the Commission approve the use of electronic longevity certificates for the months of July through December or the duration of virtual commission meetings.

DISPOSITION BY THE COMMISSION

MOTION MADE BY: Deborah Jansen

SECONDED BY: Barbara Greenstein

AYES: 1 - Barbara Greenstein

NAYS: 3 - Deborah Jansen, Joy Abbott, Lawrence Leone

ABSTENTIONS: 1 – Joe Metoyer

Amendments/Comments

The motion was not passed, and staff will continue to print and distribute hardcopy longevity certificates with actual signatures.

AGENDA REPORT NO. 3

**SUBJECT: NEW CLASS DESCRIPTION & SALARY ALLOCATION:
STUDENT JUDICIAL AFFAIRS SPECIALIST**

DATE: August 19, 2020

TO: Members of the Personnel Commission

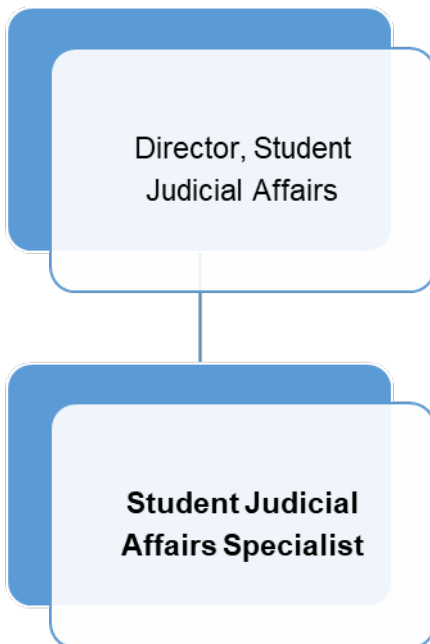
FROM: Carol Long, Director of Classified Personnel

BY: Olga Vasquez, Personnel Analyst

BACKGROUND

Attached for your approval is a new classification description and salary allocation for **Student Judicial Affairs Specialist**.

The District has requested a new classification to provide specialized technical support including triage services, investigations, reporting, and training related to Student Judicial Affairs. The Student Judicial Affairs Specialist will report to the Director of Student Judicial Affairs.



METHODOLOGY

Lina Ladyzhenskaya, Director of Student Judicial Affairs and Michael Tuitasi, Vice President of Student Affairs requested a new classification to perform complex and specialized duties with a high degree of discernment and decision making responsibilities in support of the student judicial affairs process, including triage services, investigations, reports, and training.

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Personnel Commission staff discussed this new role with Lina Ladyzhenskaya to define and clarify the parameters of the proposed classification. A list of job duties was finalized, along with a 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 and CSEA. A job evaluation and external salary study was conducted to identify similar roles within the College and in comparable agencies. Internal comparisons were also reviewed in order to ensure that there was proper alignment within the job discipline.

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:

- Investigating, analyzing and reporting on student affairs cases, preparing notices, recommending sanctions, and following case progress through completion.
- Serving as the Hearing Officer for academic integrity cases.
- Analyzing, reviewing and maintaining student conduct databases and applicable information systems, in addition to inputting student data, tracking sanctions, compiling statistical data, reporting data required by law to internal and external stakeholders.
- Serving as a liaison with students, faculty, staff, reporting agencies, and the public to coordinate various elements of the student conduct system, developing relationships and collaborating on student judicial affairs matters, in addition to ensuring compliance with applicable rules, laws, policies, and guidelines.
- Coordinating and presenting trainings to students, faculty and staff related to student judicial affairs, student conduct and academic integrity, and related processes and systems.

A comprehensive survey of comparable agencies was conducted. Given the varied nature of classification structure and variability in scope of work assigned at comparable agencies, sufficient market data was not found when surveying comparable agencies. In some instances, deans, managers or coordinators performed similar duties. 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 Student Judicial Affairs Specialist be allocated to Range 34 of the Classified Employee Salary Schedule (\$4,950 to \$6,016 per month). The proposed range places the Student Judicial Affairs Specialist at the same range as the Program Specialist and Curriculum Specialist. This is recommended given the level of knowledge required, degree of decision making, complexity, and scope and effect of work being similar to highly technical student services classifications that independently support a student services function. The goal was to recommend a competitive salary to attract and retain qualified candidates, while ensuring that the proposed ranges were aligned with other

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related classifications. The salary proposal for this new classification has been reviewed with executive management and CSEA.

STUDENT SERVICES SPECIALIST CLASSIFICATIONS	MIN	MAX	RANGE
Senior Academic Records Evaluator	\$5,197	\$6,317	36
Senior Online Learning Services Specialist	\$5,197	\$6,317	36
Senior Veterans resource Specialist	\$5,197	\$6,317	36
Supplemental Instruction Coordinator	\$5,197	\$6,317	36
Curriculum Specialist	\$4,950	\$6,016	34
Outreach & Recruitment Specialist	\$4,950	\$6,016	34
Program Specialist	\$4,950	\$6,016	34
Transfer & Articulation Specialist	\$4,950	\$6,016	34
<i>Student Judicial Affairs Specialist</i>	<i>\$4,950</i>	<i>\$6,016</i>	<i>34</i>
Academic Records Evaluator	\$4,831	\$5,873	33
Financial Aid & Scholarships Specialist	\$4,831	\$5,873	33
Senior Enrollment Services Specialist	\$4,714	\$5,730	32
Veterans Resource Specialist	\$4,714	\$5,730	32
Enrollment Services Specialist	\$4,490	\$5,457	30
Online Learning Services Specialist	\$4,490	\$5,457	30
Student Onboarding Specialist	\$4,490	\$5,457	30

RECOMMENDATION

It is recommended that the Commission approve the attached new class description and salary allocation for Student Judicial Affairs Specialist.

DISPOSITION BY THE COMMISSION

MOTION MADE BY: Lawrence Leone

SECONDED BY: Joy Abbott

AYES: 5

NAYS: 0

ABSTENTIONS: 0

Amendments/Comments

**Santa Monica Community College District
Personnel Commission**

STUDENT JUDICIAL AFFAIRS SPECIALIST

CONCEPT OF THE CLASS

Under general supervision, the position in this classification performs complex and specialized duties in support of the student judicial affairs process, including triage services, investigations, reports and training. The incumbent in this classification also serves as the Hearing Officer for academic integrity.

DISTINGUISHING CHARACTERISTICS

The **Student Judicial Affairs Specialist** independently performs highly technical duties requiring specialized knowledge in support of the District's student judicial affairs administration and the systems, regulations and procedures that guide academic integrity and judicial affairs with a high degree of discernment.

The Student Judicial Affairs Specialist is distinguished from other student services classifications by performing technical and specialized duties and activities related to student judicial affairs. This classification is further distinguished from the **Student Services Assistant** and **Student Services Clerk** by the level, variety and complexity of work, independence of action, responsibility for decisions, and level of supervision received.

ESSENTIAL DUTIES

Serves as the primary contact with students, faculty, staff and the public related to matters of student conduct and integrity, and provides guidance and refers cases to support services when appropriate.

Serves as a liaison with students, faculty, staff, reporting agencies, and the public to coordinate various elements of the student conduct system; develops working relationships and collaborates on student judicial affairs matters; ensures compliance with applicable rules, laws, policies, and guidelines.

Assists the director or designee in the preparation of correspondence related to judicial matters, including summons and outcome letters, preparation of appeals and readmission documentation.

Analyzes, reviews and maintains student conduct databases and applicable information systems; inputs student data, tracks sanctions, compiles statistical data, reports data required by law to internal and external stakeholders, and refers cases to support services when appropriate.

Investigates, analyzes and reports on student affairs cases, prepares notices, recommends sanctions, and follows case progress through completion; serves as the Hearing Officer for academic integrity cases.

Coordinates and presents trainings to students, faculty and staff related to student judicial affairs, student conduct and academic integrity, administration, processes, and systems.

Organizes, schedules and facilitates meetings and student hearings, and makes appropriate accommodations.

Participates in committees, coordinates the development and revision of policies and protocols and makes recommendations related to student affairs.

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Maintains and updates department website and related materials.

May participate in the selection and training of student workers and prepare timesheets.

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 from the Director of Student Judicial Affairs or assigned administrator, this classification is expected to perform job duties through to completion with substantial independence.

Level of Supervision Exercised

This position serves as a specialist in the assigned area providing specialized knowledge and guidance to staff, faculty and student workers. Positions in this classification do not supervise others.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

District policy, departmental resources and administrative practices and procedures

Federal, state and local laws, regulations, codes, requirements, and procedural guidelines pertaining to judicial affairs and student disciplinary process

Mission, objectives, goals and service delivery requirements for student judicial affairs

Recordkeeping and filing techniques

Business writing, networking and communication techniques

Data collection, research methods, techniques, and procedures

Due process rights and responsibilities of students

Related computer programs, systems, databases, and applications

Case management procedures and practices

Ability to:

Coordinate various administrative program elements related to student judicial affairs and academic misconduct

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

Investigate, research, analyze cases, make recommendations, and accurately adopt an effective course of action

Manage and de-escalate sensitive, challenging and emotional situations

Prepare clear, concise and comprehensive reports and correspondences

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- Organize, set priorities and exercise sound independent judgment within areas of assigned responsibility
- Create, plan, schedule and deliver workshops on assigned area
- Train and provide work direction to others
- Operate a computer using computer applications, programs and standard office equipment
- Organize and maintain specialized files and confidentiality of employee and student information
- Communicate effectively, both orally and in writing
- Stay abreast of industry trends and technology changes and adapt to new work methods
- Role model exceptional internal and external customer service
- Establish and maintain effective working relationships with District management, staff, students, the public and others encountered in the course of work, in a diverse, multicultural and multi-ethnic educational environment

MINIMUM QUALIFICATIONS

Education Requirement:

Two (2) years of college level coursework, preferably in human services, social science or psychology. A bachelor's degree is desirable.

Experience Requirement:

Three (3) years of experience performing specialized duties in student affairs, investigations or case management related to complex student issues and challenges. Experience in higher education preferred.

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, use hands to keyboard, type, or handle materials, and talk and/or hear. The employee is occasionally required to stand and walk. While performing the duties of this job, the noise level in the work environment varies greatly, and is occasionally in contact with individuals experiencing distress.

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CLASS DETAIL

Job Family: Student Services (Non Classroom)

FLSA Status: Non-exempt

Personnel Commission Approval Date:

Class History:

Revision Date(s):

AGENDA REPORT NO. 4

SUBJECT: **REQUEST FOR APPROVAL OF RETITLE &
CLASSIFICATION REVISIONS:
LEAD EVENTS TECHNICIAN TO LEAD THEATER TECHNICIAN**

DATE: August 19, 2020

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

BY: José Guzmán, Personnel Technician

BACKGROUND

Attached for your approval is the revised classification description for **Lead Events Technician**.

The Facilities Programming Department requested revisions to reflect a more accurate industry standard title and to emphasize the knowledge and ability requirements and related technology used. The revisions resulted in no substantial changes to the scope of work assigned.

This classification was last revised on May 19, 2010 to include coordination and implementation of the online facilities request system. There are currently four permanent employees assigned to this role. This study is not part of the cyclical review process.

METHODOLOGY

Personnel Commission staff discussed the current classification description with Linda Sullivan, Associate Dean of Facilities Programming, and Robert Rudolph, Production Manager. Changes to the title, duties, knowledge and abilities, and physical requirements were made. Commission staff made some minimal additional changes to include consistent language used across classification descriptions.

The revisions were sent for review to senior leadership, CSEA and incumbents. Further review of the classification description will be conducted during the cyclical review process.

RECOMMENDATIONS

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

DISPOSITION BY THE COMMISSION

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

Amendments/Comments

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Lead Theater Events Technician

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CONCEPT OF THE CLASS

The position in this classification coordinates the arrangements for the technical set-up and oversees the operation of sound, lighting, public address, and multimedia presentations for theatrical presentations, and special events such as large outdoor events, concerts, and performances, ~~and presentations.~~

DISTINGUISHING CHARACTERISTICS

The **Lead Theater Events Technician** serves as a lead and oversees the installation, set-up, and operation of sound, lighting, stage, scenery, ~~and~~ public address equipment, and multimedia presentation equipment for special events, such as concerts, dance performances, presentations, and classroom lectures, as well as meeting with department representatives to determine their technical production needs for an event, and processing contracts for payment.

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

ESSENTIAL DUTIES

Organizes and coordinates the set-up, operation, and dismantling of sound, lighting, stage, scenery, and multimedia equipment at a variety of indoor and outdoor campus events, performances, and lectures.

Meets with facility users to determine selection of facilities, feasibility, and technical needs to ensure the smooth running of performances, live entertainment and special events. Conducts production meetings to discuss plans, scheduling and assignments with assigned event staff.

Communicates and coordinates environmental impact issues and safety policies including OSHA, Fire and County Health Department regulations. Notifies campus police as necessary, as well as custodial and grounds service for external rental events and filming. Assists in coordinating zero-waste policies for campus events.

Processes equipment, supplies and services contracts for payment, ~~prepares payroll~~ and maintains records.

~~Coordinates with Graphics Department to produce promotional materials; prepares promotional/publicity packets for selected events which requires contact with sponsors and exhibitors; records and appropriately handles donations.~~

Uses web-based software for coordination of events.

Assigns technicians to troubleshoot equipment problems; coordinates training sessions with faculty and staff.

Provides information to the public regarding events, and outside rentals.

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~~Oversees ticket sales and accounting for events and movie tickets; coordinates with other departments for set up and processing of ticket orders and payments to theaters; reconciles receipts and appropriately handles cash. Operates box office window as necessary.~~

Coordinates “front-of-house” event requirements and oversees facility rentals for filming and special events. May function as the “House Manager” for filming and events when needed.

Assigns and oversees appropriate theater/event staff in “front-of-house” operations for theaters and outdoor facilities including house managers, ushers, concessionaires, and ticket takers.

May occasionally design plans for sound, lighting, and scenery.

Performs other related duties as requested or assigned.

When Assigned to Administration, performs the following additional duties

Coordinates and calendars facilities requests, work schedules and events, using web-ISIS and web-based department software. Troubleshoots department web-based software issues and provides training for users. Schedules and coordinates facilities requests with department supervisors and communicates user needs to appropriate Events and PAC technical staff.

Assists the Director with preparing contracts, invoices and related paperwork.

Assists the Director with various fiscal reports.

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

SUPERVISION

Supervision Received:

Under general supervision, the employee receives assignments from the Production Manager and is expected to carry them through to completion with substantial independence. Work direction may be provided by the Theater Technical Director.

Supervision Exercised:

~~Performs in a lead capacity to the following classifications: Positions provide lead direction to Theater Events Technicians, Theater Technical Specialists and other temporary and permanent staff. May supervise or provide work direction to temporary staff such as: house managers, ushers, concessionaires, and ticket takers.~~

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

~~Methods and techniques used in the set-up, operation and dismantling of sound, and lighting, video, and other industry-standard equipment including current sound mixing consoles and lighting consoles.~~

~~Knowledge of the use of Operating industry-standard multi-media and audio visual equipment.~~

~~Knowledge of Stage and theater operations.~~

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~~Knowledge of s~~Safe work practices-

~~Knowledge of f~~ire and safety regulations pertaining to public events-

~~Knowledge of b~~asic recordkeeping techniques-

Ability to:

~~O~~rganize the set-up, operation and dismantling of ~~sound and~~ lighting, sound and video equipment-

~~C~~oordinate, organize, and implement plans for the presentation of a variety of events-

~~A~~bility to assign tasks to others-

~~F~~ollow and give instructions clearly -

~~Ability to use a computer to keep track of the schedule of events and update the department website-~~

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

Stay abreast of technology changes and adapt to new technologies

~~Ability to establish and maintain effective working relationships with a variety of individuals-~~

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:

Associates degree in Theater Arts, Communications or a related field.

Experience Requirement:

Five (5) year's experience in the set-up and operations of sound, lighting and audio-visual equipment, including a minimum of six months coordinating the work of others.

Education/Experience Equivalency:

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

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.

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Normal Work Environment:

While performing the duties of this job the employee may be required to carry, push, lift or pull up to 50 pounds, in addition Bbending, stooping, kneeling, reaching, climbing, and standing; lifting, moving and carrying objects weighing up to 75 pounds. Employees
~~Working~~ outside potentially in adverse weather conditions. Ability to differentiate pitch, tone and volume of sounds; visual acuity and color differentiation sufficient to design and focus lighting. Requires exposure to electrical parts and wiring.

CLASS DETAIL

Job Family: Community Outreach

FLSA Status: Non-exempt

Personnel Commission Approval Date: 11/30/06

Class History: Events Coordinator, [Lead Events Technician](#)

Revision Date(s): Hay Study, 11/30/06, 5/19/10

AGENDA REPORT NO. 5

SUBJECT: **REQUEST FOR APPROVAL OF RETITLE &
CLASSIFICATION REVISIONS:
EVENTS TECHNICIAN TO THEATER TECHNICIAN**

DATE: August 19, 2020

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

BY: José Guzmán, Personnel Technician

BACKGROUND

Attached for your approval is the revised classification description for **Events Technician**.

The Facilities Programming Department requested revisions to reflect a more accurate industry standard title and to emphasize the knowledge and ability requirements and related technology used. The revisions resulted in no substantial changes to the scope of work assigned.

This classification was last revised on May 19, 2010 to clarify the distinguishing characteristics of the classification. There is currently one permanent employee assigned to this role. This study is not part of the cyclical review process.

METHODOLOGY

Personnel Commission staff discussed the current classification description with Linda Sullivan, Associate Dean of Facilities Programming, and Robert Rudolph, Production Manager. Changes to the title, duties, knowledge and abilities, and physical requirements were made. Commission staff made some minimal additional changes to include consistent language used across classification descriptions.

The revisions were sent for review to senior leadership, CSEA and incumbents. Further review of the classification description will be conducted during the cyclical review process.

RECOMMENDATIONS

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

DISPOSITION BY THE COMMISSION

MOTION MADE BY: Deborah Jansen

SECONDED BY: Lawrence Leone

AYES: 5

NAYS: 0

ABSTENTIONS: 0

Amendments/Comments

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Events-Theater Technician

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CONCEPT OF THE CLASS

Positions in this classification perform installation, set-up, and operation of sound, lighting, public address equipment, and multimedia presentation equipment for special events, such as concerts, dance performances, presentations, ~~and~~ classroom lectures and outdoor events.

DISTINGUISHING CHARACTERISTICS

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

The **Lead Theater Events Technician** serves as a lead and oversees the installation, set-up, and operation of sound, lighting, stage, scenery, public address equipment, and multimedia presentation equipment for special events, such as concerts, dance performances, presentations, and classroom lectures, as well as meeting with department representatives to determine their technical production needs for an event, and processing contracts for payment.

ESSENTIAL DUTIES

Selects, sets-up, and operates sound, lighting, public address equipment, and multimedia presentation equipment for events and presentation in indoor and outdoor environments.

Installs, maintains, troubleshoots, and repairs, sound, lighting, public address equipment, and multimedia systems and equipment.

Fabricates, troubleshoots, and repairs electronic and electrical systems, controls, and cables.

Designs lighting, sets cues and timing for performances, following the director's concepts.

Constructs sets, properties, and stage equipment.

Updates, edits, and inputs college-wide events, and programs into campus database.

Creates informational and directional signs and flyers.

May record and edit audio for playback and archive, and digital video, and photographs for broadcast, and internet display.

Performs other related duties as requested or assigned.

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

SUPERVISION

Supervision Received:

Under general supervision, the employee receives assignments from the Production Manager and is expected to carry them through to completion with substantial independence.

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Work direction may be provided by the Theater Technical Director or a Lead Theater Technician.

Supervision Exercised:

Positions in this classification do not supervise other classified positions- but may provide work direction to temporary staff.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Sstage operation, including, sound, lighting, film and data projection, multimedia equipment, and use of scenery-

~~Knowledge of~~ Operating industry-standard sound mixing consoles-

Operating industry-standard lighting consoles

Operating industry-standard video and projection equipment

~~Knowledge of~~ basic electrical, electronics, and mechanical principles as they apply to stage equipment-

~~Knowledge of~~ basic electronic repair and maintenance-

~~Knowledge of~~ basic principles of carpentry, set construction, and painting-

~~Knowledge of~~ computer word processing and database programs.

~~Knowledge of~~ safe work practices when working with electricity-

Ability to:

~~S~~et-up, and operate sound, lighting, film and data projection, and multimedia equipment-

~~Ability to~~ make mechanical, electrical, and electronic repairs to a variety of equipment-

~~Ability to~~ fabricate electrical and electronic devices, controls, and cables-

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

~~Ability to~~ construct sets, properties, and stage equipment-

~~Ability to~~ work and meet deadlines with limited supervision-

Stay abreast of technology changes and adapt to new technologies

~~Ability to~~ establish and maintain cooperative working relationships with those contacted in the course of work.

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:

High school graduation or equivalent. An Associate Arts degree in Theater Arts or a closely related field may substitute for the experience requirement.

Experience Requirement:

Three (3) years of experience in the set-up and operation of sound, lighting, public address equipment, and multimedia equipment for events.

Education/Experience Equivalency:

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

Licensure and/or Certification:

None

WORKING CONDITIONS AND PHYSICAL DEMANDS

Disclosure:

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

Normal Work Environment:

While performing the duties of this job the employee may be required to carry, push, lift, or pull up to 50 pounds, in addition to Bbending, stooping, kneeling, reaching, climbing, and standing; lifting, moving and carrying objects weighing up to 75 pounds. Employees ~~W~~working outside potentially in adverse weather conditions. Ability to differentiate pitch, tone and volume of sounds; visual acuity and color differentiation sufficient to design and focus lighting. Requires exposure to electrical parts and wiring.

CLASS DETAIL

Job Family: Community Outreach

FLSA Status: Non-Exempt

Personnel Commission Approval Date: 11/30/06

Salary Range:

Class History: Technical Specialist, Events Technician (2000)

Revision Date(s): Technical Assistant V to Technical Specialist (1977), 07/23/86, 07/10/00, 11/30/06, Hay Study, 05/19/10

CONSENT AGENDA

Motion made to approve Consent Agenda Items 6 through 14.

DISPOSITION BY THE COMMISSION

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

Amendments/Comments

AGENDA REPORT NO. 6

SUBJECT: **APPROVAL OF MINUTES**

DATE: August 19, 2020

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

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

1. **July 15, 2020 Regular Meeting Minutes**
2. **August 7, 2020 Special Meeting Minutes**

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AGENDA REPORT NO. 7

SUBJECT: **RATIFICATION OF ELIGIBILITY LIST**

DATE: August 19, 2020

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

BY: José A. Guzmán, Personnel Technician

Class Title	Field of Competition	Promotional	Total On List	Expiration Date
Academic Records Evaluator	Promotional	1	1	02/16/21

AGENDA REPORT NO. 8

SUBJECT: **EXTENSION OF ELIGIBILITY LISTS:**

- **DIRECTOR OF FACILITIES FINANCE**
- **MAIL SERVICES WORKER I**
- **SENIOR ENROLLMENT SERVICES SPECIALIST**

DATE: August 19, 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
Director of Facilities Finance	9/10/2020	9/10/2020	2	2	12/10/2020
Mail Services Worker I	2/28/2020	8/28/2020	60	10	10/28/2020
Senior Enrollment Services Specialist	6/9/2020	9/9/2020	1	1	12/9/2020

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

Merit Rule 6.2.3 (C) Duration of Eligibility List

6.2.3 (C)

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

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

RECOMMENDATION

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

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AGENDA REPORT NO. 9

SUBJECT: RATIFICATION OF LIMITED TERM ASSIGNMENTS

DATE: August 19, 2020

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

BY: José A. Guzmán, Personnel Technician

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

Position Classification	Department	Effective Dates
Accompanist-Performance (4 part-time positions)	Music	08/15/20-12/31/20
Accompanist-Voice (2 part-time positions)	Music	08/15/20-12/31/20
Customer Service Assistant (1 part-time position)	Cashier's Office	07/20/20-12/22/20
Enterprise Business Services Clerk (3 part-time positions)	Cashier's Office	07/27/20-08/07/20

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AGENDA REPORT NO. 10

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

DATE: August 19, 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
Berent, Richard	Accompanist-Performance	Music	08/15/20-12/31/20	06/18/97
Chan, Oliver	Accompanist-Performance	Music	08/15/20-12/31/20	06/24/19
Gerhold, Thomas	Accompanist-Performance	Music	08/15/20-12/31/20	07/11/02
Nesteruk, Gary	Accompanist-Performance	Music	08/15/20-12/31/20	01/03/18
Berent, Richard	Accompanist-Voice	Music	08/15/20-12/31/20	06/18/97
Gerhold, Thomas	Accompanist-Voice	Music	08/15/20-12/31/20	08/08/01
Exum, Ellen	Customer Service Assistant	Cashier's Office	07/20/20-12/22/20	05/16/18
Nelli, Maria	Enterprise Business Services Clerk	Cashier's Office	07/27/20-08/07/20	12/13/06
Shine, Kevin	Enterprise Business Services Clerk	Cashier's Office	07/27/20-08/07/20	07/23/18
Wilks, Susan	Enterprise Business Services Clerk	Cashier's Office	07/27/20-08/07/20	07/23/18

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

Reference Merit Rule 7.4.3 (A) -Eligibility for Appointment

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

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AGENDA REPORT NO. 11

SUBJECT: ADVISORY ITEM: APPOINTMENTS TO PROVISIONAL ASSIGNMENTS

DATE: August 19, 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*
Amerman, Thomas	Theatre Technical Specialist	Facilities	07/01/20-06/30/21
Baker Jr., Princella	Theatre Technical Specialist	Facilities	07/01/20-06/30/21
Braden, John	Theatre Technical Specialist	Facilities	07/01/20-06/30/21
Castaneda, Leticia	Theatre Technical Specialist	Facilities	07/01/20-06/30/21
Chapman-Moten, Taylor	Theatre Technical Specialist	Facilities	07/01/20-06/30/21
Fernandez, Daniel	Theatre Technical Specialist	Facilities	07/01/20-06/30/21
Fregoso, Nancy	Theatre Technical Specialist	Facilities	07/01/20-06/30/21
Garrity, Lucas	Theatre Technical Specialist	Facilities	07/01/20-06/30/21
Geller, Frances	Theatre Technical Specialist	Facilities	07/01/20-06/30/21
Gibbons, Amelia	Theatre Technical Specialist	Facilities	07/01/20-06/30/21
Gunderson, Michael	Theatre Technical Specialist	Facilities	07/01/20-06/30/21
Hellen-Lloyd, Jesse	Theatre Technical Specialist	Facilities	07/01/20-06/30/21
Hidalgo, Michael	Theatre Technical Specialist	Facilities	07/01/20-06/30/21
Hong, Meghan	Theatre Technical Specialist	Facilities	07/01/20-06/30/21
Jang, Michelle	Theatre Technical Specialist	Facilities	07/01/20-06/30/21
Johnson Jr., Duane	Theatre Technical Specialist	Facilities	07/01/20-06/30/21
Jones, Samuel	Theatre Technical Specialist	Facilities	07/01/20-06/30/21
Klinkenberg, Frans	Theatre Technical Specialist	Facilities	07/01/20-06/30/21
Knowles, Simon	Theatre Technical Specialist	Facilities	07/01/20-06/30/21
Maas, Benjamin	Theatre Technical Specialist	Facilities	07/01/20-06/30/21
Macias, Matthew	Theatre Technical Specialist	Facilities	07/01/20-06/30/21
Mark, Gabriel	Theatre Technical Specialist	Facilities	07/01/20-06/30/21
Osborne, Christopher	Theatre Technical Specialist	Facilities	07/01/20-06/30/21
Peyton, Timothy	Theatre Technical Specialist	Facilities	07/01/20-06/30/21
Pineda, Johnny	Theatre Technical Specialist	Facilities	07/01/20-06/30/21
Postly, Colin	Theatre Technical Specialist	Facilities	07/01/20-06/30/21
Price, Jamieson	Theatre Technical Specialist	Facilities	07/01/20-06/30/21
Reyes-Flores, Jonathan	Theatre Technical Specialist	Facilities	07/01/20-06/30/21
Richardson, Gary	Theatre Technical Specialist	Facilities	07/01/20-06/30/21

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Shea, Teresa	Theatre Technical Specialist	Facilities	07/01/20-06/30/21
Snyder, John	Theatre Technical Specialist	Facilities	07/01/20-06/30/21
Sperry, Adam	Theatre Technical Specialist	Facilities	07/01/20-06/30/21
Sunami, Masahiko	Theatre Technical Specialist	Facilities	07/01/20-06/30/21
Tejaratchi, Ryan	Theatre Technical Specialist	Facilities	07/01/20-06/30/21
Tindell, Walter	Theatre Technical Specialist	Facilities	07/01/20-06/30/21
Tittle, Toby	Theatre Technical Specialist	Facilities	07/01/20-06/30/21
Watanabe, Atsushi	Theatre Technical Specialist	Facilities	07/01/20-06/30/21
Weber, Angelea	Theatre Technical Specialist	Facilities	07/01/20-06/30/21
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

AGENDA REPORT NO. 12

SUBJECT: **CERTIFICATION OF SENIORITY LIST:
 CLINICAL PLACEMENT SPECIALIST**

DATE: August 19, 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 the following seniority list for approval:

Clinical Placement Specialist

It is recommended that the Personnel Commission certify the seniority list effective August 19, 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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"CLINICAL PLACEMENT SPECIALIST" Seniority List

Classification: **Clinical Placement Specialist**

Range: 34

Monthly Base Salary Range as of July 1, 2019: \$ 4950 to \$ 6016

PC Certification Date: August 19, 2020

Review Period: July 20 to 24, 2020

EMPLOYEE NAME	SENIORITY BASE DATE (Date of Hire in Classification)	ADJUSTED DAYS and HOURS in CLASSIFICATION	DISTRICT HIRE DATE in PERMANENT STATUS	CURRENT MONTHS PER YEAR	CURRENT HOURS PER WEEK	CURRENT CLASSIFICATION IF NOT Clinical Placement Specialist
Stephens, Clarenda	1/16/2020	No	1/16/2020	12	35	

Edited By: Brent Heximer, AA II, PC

Compiled by: Karen Monzon, Personnel Analyst

Approved by: Carol Long, Director of Classified Personnel

Updated: July 17, 2020

AGENDA REPORT NO. 13

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

DATE: August 19, 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.

See following page for information.

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CLASSIFICATION & COMPENSATION STATUS REPORT (In Process)								
CLASSIFICATION	ASSIGNED TO:	STUDY TYPE	# OF INCUMBENTS	PDQ DEADLINE	JOB AUDIT	STAKEHOLDER REVIEW	STAKEHOLDER STATUS	PC AGENDA
Events Technician	JG	Revisions	Multiple	NA	NA	06/25/20	Agenda	08/19/20
Insurance Program Specialist	JL	Revisions	None	NA	NA	07/31/20	Agenda	08/07/20
Lead Events Technician	JG	Revisions	Multiple	NA	NA	06/25/20	Agenda	08/19/20
Risk & Insurance Coordinator	JL	Revisions	Single	NA	NA	07/31/20	Agenda	08/07/20
Accountant	AF	Salary	Multiple	NA	NA	12/17/19	Senior Management	
Human Resources Analyst - Employee & Labor Relations	JL	Cyclical	Multiple	02/02/18	09/19/18	11/21/19	Senior Management	
Human Resources Analyst - Leaves & Benefits	JL	Cyclical	Single	02/02/18	10/09/18	11/21/19	Senior Management	
Journeyman Trade-Electrical	KM	Cyclical	Single	05/09/18	NA	12/03/19	Senior Management	
Journeyman Trade-HVAC	KM	Cyclical	Multiple	05/09/18	NA	12/03/19	Senior Management	
Journeyman Trade-Plumbing	KM	Cyclical	Multiple	05/09/18	NA	12/03/19	Senior Management	
Journeyman Trade-Welding	KM	Cyclical	None	05/09/18	NA	12/03/19	Senior Management	
Personnel Analyst	AG/JL	Cyclical	Multiple	02/02/18	01/28/19	11/21/19	Senior Management	
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	
Student Services Clerk	KM/AF	Reclass	Single	02/07/20	02/20/20	05/22/20	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	7/14/20, 7/15/20			
Lead Library Assistant-Circulation	AF	Cyclical	Single	04/30/20	NA			
Lead Library Assistant-Technical Services	AF	Cyclical	Single	04/30/20	NA			
Library Assistant	AF	Cyclical	Single	04/30/20	NA			
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					

CLASSIFICATION	ASSIGNED TO:	STUDY TYPE	# OF INCUMBENTS	PDQ DEADLINE	JOB AUDIT	STAKEHOLDER REVIEW	STAKEHOLDER STATUS	PC AGENDA
Accompanist-Voice	JG	Cyclical	None					
Instructional Technology Services Manager-Entertainment Technology	JL	Reclass	Single					
Student Services Specialist	OV	Cyclical	Multiple					
<i>*Extension</i>								

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CLASSIFICATION & COMPENSATION STATUS REPORT (On Hold)								
CLASSIFICATION	ASSIGNED TO:	STUDY TYPE	# OF INCUMBENTS	PDQ DEADLINE	JOB AUDIT	STAKEHOLDER REVIEW	STAKEHOLDER STATUS	PC AGENDA
Course Materials Buyer		Cyclical	Single	12/08/16	03/22/17	06/05/17	Incumbent	
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
AGENDA of Regular Meeting, August 19, 2020

AGENDA REPORT NO. 14

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

DATE: August 19, 2020

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

BY: José A. Guzmán, Personnel Technician

This item is presented for the Commission's review.

Recruitment and Examination Status Report											
Classification	Assig	FOC	VAC	Opened	Closed	Written	T & E	Perf.	QAI	E-List	Ratif.
Academic Records Evaluator	OV	P	Temp	7/9/20	7/29/20		7/30/20			8/17/20	8/19/20
Associate Director of the SMC Foundation	AF	PO									
Instructional Assistant-Math	JG	P	2	7/9/20	7/29/20	No apps					
Financial Aid Systems Specialist	OV	PO	1								
Student Services Assistant		P									
Student Services Clerk		PO									
Items in bold are pending approval by the Personnel Commission											

On Hold											
Classification	Assig	FOC	VAC	Opened	Closed	Written	T & E	Perf.	QAI	E-List	Ratif.
Administrative Assistant I		PO									
Administrative Assistant II		PO									
Carpenter	KM	P	Temp								
Carpenter	KM	MPO		1/27/20	2/18/20	3/6/20		3/19/20			
Community College Police Dispatcher	KM	O		3/3/20	3/23/20	4/4/20					
Customer Service Assistant		PO									
Enterprise Business Services Clerk		PO									
Enterprise Business Supervisor	AF	P									
Instructional Assistant-English	JG	O		2/7/20	3/3/20	3/21/20					
Journeyman Trade-HVAC	KM	MPO		3/3/20	3/23/20						
Lead Custodian	KM	MPO									
Lead Receiving, Stockroom, and Delivery Worker		P									
Personnel Analyst		P									
Sign Language Interpreter III	JL	MPO									
Skilled Maintenance Worker II	KM	P									
Stage Construction Technician-Lighting	JG	MPO		3/5/20	3/25/20						
Theatre Technical Specialist	JG	MPO	Temp								

VI. Motion to adjourn meeting at 12:32 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, September 16, 2020

As required by law, this agenda for the Wednesday, August 19, 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.