



PERSONNEL COMMISSION REGULAR MEETING MINUTES

VIRTUAL MEETING – WEDNESDAY, SEPTEMBER 16, 2020 at 12:00 P.M

<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 Mgmt 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, September 16, 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 **12:01 p.m.**
- B.** Roll Call

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

II.REPORT – DIRECTOR OF CLASSIFIED PERSONNEL

Carol Long, Director of Classified Personnel, presented the Personnel Commission's Annual Report for the 2019-20 Fiscal Year.

Additional information was given on the following agenda items:

1. Five recruitments in progress and a verbal explanation of jobs posted as "Promotional and Open" versus "Merged Promotional and Open".
2. One classification revision of Student Services, and three classification revisions in Deaf and Hard of Hearing Services brought forth.
3. Six Merit Rules (Merit Rule 9.2.5 through Merit Rule 9.4.2) brought forth for a First Reading.

III.COMMENTS AND INFORMATIONAL REPORTS

Recognition of Employee Longevity: September 2020

5 Years

Lisa Neves-Woldt, Instructional Assistant-English, English

Wendi De Morst spoke on behalf of Lisa. She stated that Lisa is a great employee who provides excellent customer service to the students. Lisa was commended for being flexible and always stepping up.

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10 Years

Michelle Aragon, Administrative Assistant I, Health Sciences

Eve Adler thanked Michelle for her 10 years of service, stating that Michelle is the “backbone” of the Department.

Eloisa Davis-Ludlow, Student Services Clerk, Upward Bound

Brent Heximer, Administrative Assistant II, Personnel Commission

Carol Long recognized Brent Heximer for the unique and outstanding service he provides to the Personnel Commission Department, the Human Resources Department and all personnel working at 2714 Pico Blvd.

Olinka Rodriguez sent a special acknowledgment and congratulations to Brent Heximer via chat.

Robert Villanueva, Custodial Operations Supervisor, Operations

15 Years

Domingo Gonzalez, Custodian, Operations

Irin Darryl Gray, Lead Custodian, Operations

Steve Hearn IV, Community College Police Officer, SMCPD

Ann Le, Accountant, Fiscal Services

Silvia Rosales-Rivera, Custodian, Operations

Mukhorn Sin, Custodian, Operations

Jenia Soufian, Payroll Specialist, Fiscal Services

A. Comments from Vice President of Human Resources

Vice President of Human Resources Sherri Lee-Lewis congratulated all Longevity recipients and gave a special thanks to Brent Heximer for the support he gives to Human Resources.

A report was given on those approved for SRP at the September 1, 2020 Board of Trustees meeting. Of the approved retirements, “6 Academic Administrators, 24 Classified Staff and 3 Classified Managers”. It has been determined that some of the impending vacancies are considered “vital” and will need to be filled immediately.

There was also promotion of the September 17 Human Resources “Table Talk”.

B. Comments from CSEA Chapter 36 Representative

Judith Mosher, a member of CSEA expressed concerns about her department and the plan for a reorganization which she felt threatened job security for all in “tutoring”.

C. Comments from Management Association President – No Comment

D. Comments from Personnel Commission Staff – No Comment

E. Public Comments – No Comment

F. Comments by Personnel Commissioners

Commissioner Greenstein requested follow up by Personnel Commission staff on the comments made by Judith Mosher concerning the future of the Tutoring Department.

Commissioner Jansen had a question for Vice President Sherri Lee Lewis. She wanted to know how the College was determining which positions are considered “vital”. The criteria was not readily available but promised for the October Personnel Commission meeting.

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IV.AGENDA REPORTS – MAJOR ITEMS OF BUSINESS

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V.CONSENT AGENDA

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

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VI.ADJOURN

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AGENDA REPORT NO. 1

SUBJECT: **AMENDMENT TO RULES AND REGULATIONS OF THE CLASSIFIED
SERVICE - CHAPTER 9: EMPLOYMENT STATUS – SECOND READING
MERIT RULE 9.2.3: WORK SCHEDULES
MERIT RULE 9.2.4: PART-TIME EMPLOYMENT**

DATE: September 16, 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 second reading and final approval. 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.

DISPOSITION BY THE COMMISSION

Amendments/Comments

MOTION MADE BY: Deborah Jansen

SECONDED BY: Barbara Greenstein

AYES: 5

NAYS: 0

ABSTENTIONS: 0

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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.

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~~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.)

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AGENDA REPORT NO. 2

**SUBJECT: AMENDMENT TO RULES AND REGULATIONS OF THE CLASSIFIED SERVICE - CHAPTER 9: EMPLOYMENT STATUS – FIRST READING
MERIT RULE 9.2.5: FLEXTIME
MERIT RULE 9.3.1: INITIAL PROBATIONARY PERIOD
MERIT RULE 9.3.2: COMPLETION OF INITIAL PROBATION
MERIT RULE 9.3.3: SUBSEQUENT PROBATION FOR PERMANENT CLASSIFIED EMPLOYEES
MERIT RULE 9.4.1: PERMANENT STATUS DEFINED
MERIT RULE 9.4.2: RIGHTS, BENEFITS, AND BURDENS OF PERMANENT CLASSIFIED EMPLOYEES**
(Note: No formal action will be taken at this meeting.)

DATE: September 16, 2020

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

Proposed changes to Chapter 9: Merit Rule 9.2.5 through 9.4.2, are attached for a first reading. Recommendations were developed with input from the Merit Rules Advisory Committee. Goals of these changes include updating and clarifying processes, and ensuring language is in compliance with the Education Code and applicable bargaining agreements.

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Section 9.2.4

9.2.5

FLEXTIME ~~(ADMINISTRATIVE POLICY)~~

A. ~~It shall be~~ is ~~the policy of the Santa Monica Community College District to allow e~~ Employees and their supervisors ~~to~~ may choose to rearrange the employee's work schedule to allow each individual greater control over when hours are worked.

~~B. Flextime shall include:~~

~~1. The work patterns listed in Rule 9.2.3. (9/80, 4/40), when these work patterns are employee-initiated.~~

~~2. A work schedule with nonstandard starting and ending time; example: Monday – Friday, 6:00 AM – 2:45 PM.~~

~~3. A work schedule with regularly alternating work hours on different days; example: M, W, F, 7:00 AM – 3:45 PM; T, Th, 10:00 AM – 6:45PM.~~

~~4. A nonstandard lunch schedule within the workday; example: 7:45 AM – 4:15 PM (1/2 hr.); 7:30 AM – 4:15 PM (3/4 hr.); 7:30 AM – 4:30 PM (1 hr.)~~

~~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).~~

Section 9.2.5.C

~~B.C. Flextime scheduling shall be~~ requires ~~the approval of/disapproved by of~~ the immediate supervisor, the department head or Dean, and the Office of Human Resources Personnel Director. ~~in~~ in approving/disapproving the request, each The supervisor shall take into account the needs of the employee as well as the student, faculty and public service needs of the department and the District.

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Rule 9.3

PROBATIONARY STATUS
(EDUCATION CODE SECTION 88120)

9.3.1

INITIAL PROBATIONARY PERIOD

- ~~A.~~ A.—Each new employee appointed from an eligibility list shall serve an initial probationary period of six (6) months or 130 ~~working days~~ days of paid service, whichever is longer, in one class, before attaining permanency in the classified service.
- B. For classes designated by the Personnel Commission as executive, administrative, or supervisory, or for employees designated as peace officers or dispatchers, the probationary period shall be twelve (12) months. ~~one calendar year~~.
- C. Credit toward completion of probation shall be granted only for service in a regular position in a class after appointment from an eligibility list or an employment list, and shall not include time while an employee is absent from ~~his/her~~ work for ten (10) or more consecutive workdays.

Section 9.3.2

9.3.2

COMPLETION OF INITIAL PROBATION

- A. Each probationary classified employee shall be evaluated on job performance by ~~his/her~~their immediate supervisor.
- B. ~~For an employee serving a six-month probation, the~~ schedule of evaluation shall be at the end of the second, end of the fourth and prior to completion of the sixth month of employment. ~~For an employee serving a twelve month probation, the schedule of evaluation shall be at the end of the fourth and eighth month of service, and prior to the completion of the twelfth month of service.~~
- C. A new employee may be disqualified at any time during the probationary period.
- D. A new classified employee shall be given a written notice of acceptance into or disqualification from the permanent classified service prior to the date on which the probationary period ends. Whenever a new employee is to be disqualified, the immediate supervisor shall prepare a written report, which shall be submitted for approval to the next level supervisor and the ~~District Personnel Administrator~~ Office of Human Resources ~~which~~o, upon approval, shall notify the employee of the action taken. A copy of the notice shall be filed simultaneously with the Director of Classified Personnel ~~Director~~.
- E. A new employee who is to be disqualified may be allowed the opportunity to resign in lieu of disqualification, prior to board action.
- ~~F. A new employee shall not have the right to appeal disqualification, suspension, or dismissal unless the appeal is based on a claim of discrimination because of his/her affiliations, race, color, national origin, age, marital status, sexual orientation, gender, physical or mental disability, ancestry, medical condition (as defined in Government Code Section 12916 12926), employee organization membership or non-membership, or religious or political beliefs or acts.~~
- F. A new employee who resigns in good standing during ~~his/her~~their initial probationary period shall, upon request, have ~~his/her~~their name restored in proper rank to the eligibility list. However, such action shall not extend the life of the list or the period of eligibility of the person.

Section 9.3.3

9.3.3

SUBSEQUENT PROBATION FOR PERMANENT
CLASSIFIED EMPLOYEES (EDUCATION CODE SECTION
88124)

- A. A permanent classified employee who has been promoted, transferred, or who has demoted voluntarily to a new class in which the employee has not previously served, shall serve a new probationary period in the class, before attaining permanency in that class.
- B. A permanent employee who has been promoted to a higher class, or transferred to a new class, may be involuntarily returned to his/her/their former class due to unsatisfactory work performance in the event ~~he/she~~ they receive ~~an~~ an ~~unsatisfactory~~ unsatisfactory ~~second~~ second ~~or~~ or ~~third performance evaluation.~~ third performance evaluation. ~~The~~ ~~employee~~ ~~shall~~ ~~not~~ ~~have~~ ~~the~~ ~~right~~ ~~to~~ ~~appeal,~~ ~~unless~~ ~~the~~ ~~demotion~~ ~~will~~ ~~result~~ ~~in~~ ~~separation~~ ~~of~~ ~~the~~ ~~employee~~ ~~from~~ ~~the~~ ~~classified~~ ~~service,~~ ~~or~~ ~~the~~ ~~employee~~ ~~alleges~~ ~~the~~ ~~action~~ ~~is~~ ~~based~~ ~~on~~ ~~discrimination~~ ~~as~~ ~~listed~~ ~~in~~ ~~Rule~~ ~~9.3.2~~ ~~above.~~
- C. Suspension, or dismissal of a permanent classified employee ~~serving~~ a probationary period in a new class shall constitute disciplinary action and the employee shall retain his/her/their full right of appeal as provided in Rule 14.2.

Rule 9.4

Rule 9.4

PERMANENCY

9.4.1

PERMANENT STATUS DEFINED (EDUCATION CODE SECTION 88120)

A. Upon successful completion of the prescribed initial probationary period, a classified employee shall be deemed to be in the permanent classified service.

~~B. Except as provided below, the probationary period shall be 6 calendar months or 130 working days, whichever is longer.~~

~~C. For classes designated as management, or supervisory, and for law enforcement and security dispatcher classes, the probationary period shall be one calendar year.~~

9.4.2

RIGHTS, BENEFITS AND BURDENS OF PERMANENT CLASSIFIED EMPLOYEES

A. Every permanent classified employee shall be entitled to all the rights, benefits and burdens conferred by law or by the action of the Board of Trustees for classified employees of like classification, including a vested right to ~~his/her~~their position. A permanent classified employee may be removed only for cause as listed in Rule 14.1, due to lay-off or as otherwise specified in these Rules.

AGENDA REPORT NO. 3

**SUBJECT: REQUEST FOR APPROVAL OF CLASSIFICATION REVISIONS:
 SIGN LANGUAGE INTERPRETER I**

DATE: September 16, 2020

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

BY: José Guzmán, Personnel Technician
 John Linke, Supervising Personnel Analyst

BACKGROUND

Attached for your approval is the class description revision for **Sign Language Interpreter I**.

As part of the cyclical review process, we are reviewing classifications in the Center for Students with Disabilities. The Center for Students with Disabilities is designed to ensure that students with disabilities have equal access to all programs and activities on campus.

The Sign Language Interpreter I classification was originally created in November 1981, and has been revised five times since its establishment. The most recent revision was approved in December 2010, which further defined the distinguishing characteristics and updated the minimum qualifications. There are currently no incumbents in this classification.

METHODOLOGY

This study was scheduled in the cyclical review calendar for 2019-20. Incumbents in the Deaf and Hard of Hearing job discipline in DSPS, as well as CSEA, were invited to participate in a class study orientation on March 11, 2020, to discuss the purpose of the study, methodology, timelines, possible outcomes and implications, and frequently asked questions. This classification was vacant at that time.

Personnel Commission staff met with Denise Henninger, Interim DSPS Manager, to discuss the class description. In addition, the supervisor was requested to complete a duty analysis worksheet by rating the frequency and criticality of each duty in the current class description. The Department requested revisions to the classification duties. Additionally, changes were made to the knowledge and abilities required, and minimum qualifications, in order to broaden the applicant pool and update standard language. The class concept and distinguishing characteristics were modified to delineate this classification from related roles, and duties were modified to more accurately reflect the nature and scope of work performed by this classification. Minor changes were also made to the working environment and physical demands, to more accurately depict the repetitive use of hands to communicate information in sign language. Classification revisions were sent for review to CSEA, DSPS, Business Services, Human Resources, and executive leadership.

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

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work assigned to sign language interpreters at comparable agencies, sufficient market data was not found when conducting the survey. The structure at some agencies consisted of two levels, a journey level professional position and a lead position. In other agencies, the work of the interpreter was assumed by external contract employees. Therefore, a market survey is not available for this role.

RESULTS

Based on the data gathered, revisions to the class description are being proposed, to include a more accurate depiction of the work performed. These changes serve to clarify essential duties, KSAs (knowledge, skills and abilities) and other job requirements. Sufficient market data was available only for the journey level Sign Language Interpreter II (discussed in a subsequent agenda report), which was used as benchmark data for reviewing salary for all three classifications in the series, including the Sign Language Interpreter I. Therefore, the salary recommendation for this classification is based on internal alignment within the Sign Language Interpreter series.

SALARY ALLOCATION

It is recommended that the salary for Sign Language Interpreter I remain unchanged at Range 34 on the Classified Employee Salary Schedule (\$4,950 to \$6,016 per month). Updates to this classification were not significant enough to require a salary reallocation and the current percentage difference in the series is indicative and was found to be justified based on the level of knowledge and responsibility. Study results have been sent for review to CSEA, DSPS, Business Services, Human Resources, and executive leadership. See related classifications in this occupational group below:

JOB TITLE	MIN	MAX	RANGE	%DIFFERENCE BETWEEN LEVELS
DSPS Manager	\$7,552	\$9,179	M21	10.25%
Deaf & Hard of Hearing Supervisor	\$6,850	\$8,326	M17	3.27%
Sign Language Interpreter III	\$6,633	\$8,063	46	12.94%
Sign Language Interpreter II	\$5,873	\$7,139	41	18.65%
Sign Language Interpreter I	\$4,950	\$6,016	34	24.56%
Sign Language Interpreter Trainee (Proposed to be abolished)*	\$3,974	\$4,831	25	

*See subsequent agenda report

RECOMMENDATION

It is recommended that the Commission approve the proposed revisions for the Sign Language Interpreter I classification description.

DISPOSITION BY THE COMMISSION

Amendments/Comments

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

**Santa Monica Community College District
Personnel Commission**

Sign Language Interpreter I

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CONCEPT OF THE CLASS

Under general supervision, Positions in this classification apply foundational knowledge of American Sign Language/Signed English to interpret and transliterate in classes and related college activities involving minimal technical content classroom or meeting content using American Sign Language/Signed English, for Deaf and Hard of Hearing students registered with the Disabled Student Center Center for Students with Disabilities in classes and related college activities and events.

DISTINGUISHING CHARACTERISTICS

The Sign Language Interpreter Trainee classification is responsible for interpreting by translating non-technical lecture content, used in classes such as Physical Education. Positions in this classification team with an experienced interpreter to gain interpreting skills.

The **Sign Language Interpreter I** classification is responsible for interpreting non-technical to moderately technical lecture content in classes such as Typing, lower-level Computers courses, lower-level English, Physical Education and first-year Cosmetology and can interpret for all lower-level courses.

The **Sign Language Interpreter II** is responsible for interpreting moderately technical lecture content in classes such as Business, Mathematics, Science and upper-level English and can interpret for all lower-level courses.

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

ESSENTIAL DUTIES

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

Conveys the meaning and spirit of the hearing speaker using American Sign Language or signed English, and conveys verbally the meaning and spirit of the Deaf or Hard of Hearing signer using correct English grammar.

Adheres to Registry of Interpreters for the Deaf (RID) Code of Professional Conduct in the performance of all duties.

Observes and teams with other interpreters, and also receives mentorship from higher level interpreters.

Maintains harmonious operating conditions at all times while servicing a multicultural and multiethnic student population.

Reads texts, handouts, and dictionaries to gain familiarity with and understanding of course content.

Responds to student difficulties and concerns with understanding and sensitivity.

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Utilizes resources to increase knowledge of American Sign Language, proper interpreting procedures, Deaf Culture, and specialized vocabulary.

~~Researches, and c~~Collects ~~and documents~~ existing ~~technical~~ signs ~~and establishes special signs and/or vocabulary~~ for ~~underrepresented unfamiliar scientific/technical~~ terms or concepts in order to consistently update and maintain the office dictionary of technical signs; ~~consults higher level interpreters for technical guidance, as needed.~~

Proctors exams as necessary.

May perform routine clerical duties when ~~not assigned to perform interpreting work~~~~there is a last minute service cancellation~~, such as reception, answering phones, ~~scheduling student appointments, responding to emails,~~ filing, and photocopying.

May attend workshops and conferences to improve and maintain interpreting skill level; keeps abreast of interpreting trends by studying specialized ASL vocabulary and other materials.

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 and is expected to carry them through to completion with substantial independence.

Supervision Exercised:

Positions in this classification do not supervise other classified positions.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

~~Technical~~ American Sign Language (ASL), Pidgin Signed English (PSE) and interpreting techniques

~~Knowledge of a~~Appropriate roles, ~~ethical considerations~~ and individual responsibilities relating to interpreting for ~~d~~Deaf and ~~h~~Hard of ~~h~~Hearing persons

~~Applicable Federal, State, and local laws and procedures, and code of professional conduct for interpreting~~

~~Knowledge of~~ Deaf cultural values and general issues

~~Knowledge of r~~Resources available to sign language interpreters/transliterators in order to improve knowledge and skills

~~Current trends and developments~~ in the field of interpreting.

~~Knowledge of e~~Effective oral and non-verbal communication ~~including facial, eye, lip-reading and body language~~

~~Modern office practices and procedures~~

Ability to:

~~U~~Use effective interpersonal skills to respond to people and situations with tact, patience, and courtesy

~~Communicate effectively orally, manually and in writing~~

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~~Skill to i~~nterpret ~~and~~ /transliterate messages spoken by hearing people into ASL or PSE

~~Skill to interpret non~~Interpret non-technical to moderately technical lecture and discussion content used in classes such as ~~Typing, lower-level~~ Computers ~~courses~~, lower-level English, ~~Physical Education~~ and Art

~~Ability to voice~~ Voice messages signed by ~~D~~deaf or ~~H~~hard of ~~H~~hearing people into grammatically correct English sentences

~~Knowledge of and ability to learn and follow the Registry of Interpreters for the Deaf (RID) Code of Professional Conduct~~

~~Interpret, apply, explain, and reach sound decisions in accordance with applicable laws, and regulations, code of professional conduct, and District policies and procedures~~

~~Ability to a~~Assess individual situations and/or seek assistance in assessing situations to determine the needs of each ~~D~~deaf or ~~H~~hard of ~~H~~hearing student,

~~Organize and track multiple assignments to ensure completion, and adapt to sudden changes in scheduling and work assignments, such as language preferences or preferences in having comments voiced for him/her or voicing for himself/herself~~

~~Ability to r~~Receive training and mentorship and attend various workshops in order to improve interpreting/transliterating skill

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

~~Ability to l~~earn a variety of routine reception and clerical procedures

~~Stay abreast of technology changes and adapt to new technologies~~

~~Ability to l~~earn to use a variety of office equipment to assist students with disabilities

~~Ability to w~~Work successfully and collaboratively as part of an interpreting team in the classroom or other campus setting

~~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~~

~~Ability to establish and maintain effective relationships with those contacted in the course of work~~

~~Ability to communicate effectively with faculty, staff, and disabled students~~

MINIMUM QUALIFICATIONS

Education Requirement:

Associate's degree or equivalent and graduation from an Interpreter Training Program (ITP) or equivalent.

Experience Requirement:

One (1) year of ~~paid~~ experience interpreting for the ~~D~~deaf and ~~H~~hard of ~~H~~hearing using oral and manual forms of communication in a variety of settings. Experience interpreting in an academic setting is highly desirable.

Education/Experience Equivalency:

Experience and/or education of the same kind, level or amount as required in the minimum qualifications may be substituted on a year-for-year basis. A Master's Degree in Sign Language Interpretation and Translation may substitute for the required experience.

Licensure and/or Certification:

None.

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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.

Working Environment and Physical Demands:

While performing the duties of this job the employee [repeatedly uses hands to sign and](#) is regularly required to sit, stand, walk, ~~use hands to sign~~, talk, and hear. The employee is occasionally required to keyboard, type, or handle materials. The employee is occasionally required to lift, carry, push, or pull up to 25 pounds. While performing the duties of this job, the noise level in the work environment is often loud and can vary greatly.

CLASS DETAIL

Job Family: Instructional Support (Student Services/Classroom)

FLSA Status: Non-Exempt

Personnel Commission Approval Date: [11/19/81](#) ~~11/09/06, 10/17/07~~

Class History: [Sign Language Interpreter I](#)

Revision Date(s): [01/86, 01/23/91, 06/13/01, Hay Study](#) ~~11/09/06, 10/17/07~~ [12/15/10, 9/16/20](#)

AGENDA REPORT NO. 4

**SUBJECT: REQUEST FOR APPROVAL OF CLASSIFICATION REVISIONS:
 SIGN LANGUAGE INTERPRETER II**

DATE: September 16, 2020

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

BY: José Guzmán, Personnel Technician
 John Linke, Supervising Personnel Analyst

BACKGROUND

Attached for your approval is the class description revision for **Sign Language Interpreter II**.

As part of the cyclical review process, we are reviewing classifications in the Center for Students with Disabilities. The Center for Students with Disabilities is designed to ensure that students with disabilities have equal access to all programs and activities on campus.

The Sign Language Interpreter II classification was originally created in November 1981, and has been revised five times since its establishment. The most recent revision was approved in December 2010, which further defined the distinguishing characteristics and updated the minimum qualifications. There are currently no incumbents in this classification.

METHODOLOGY

This study was scheduled in the cyclical review calendar for 2019-20. Incumbents in the Deaf and Hard of Hearing job discipline in DSPS, as well as CSEA, were invited to participate in a class study orientation on March 11, 2020, to discuss the purpose of the study, methodology, timelines, possible outcomes and implications, and frequently asked questions. This classification was vacant at that time.

Personnel Commission staff met with Denise Henninger, Interim DSPS Manager, to discuss the class description. In addition, the supervisor was requested to complete a duty analysis worksheet by rating the frequency and criticality of each duty in the current class description. The Department requested revisions to the classification duties. Additionally, changes were made to the knowledge and abilities required, and minimum qualifications, in order to broaden the applicant pool and update standard language. The class concept and distinguishing characteristics were modified to delineate this classification from related roles, and duties were modified to more accurately reflect the nature and scope of work performed by this classification. Minor changes were also made to the working environment and physical demands, to more accurately depict the repetitive use of hands to communicate information in sign language. Classification revisions were sent for review to CSEA, DSPS, Business Services, Human Resources, and executive leadership.

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

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RESULTS

Based on the data gathered, revisions to the class description are being proposed. These changes serve to clarify the class concept and essential duties performed, distinguishing characteristics, KSAs (knowledge, skills, and abilities), and broaden the applicant pool by standardizing the minimum qualifications equivalency criteria with that of other SMC job classifications.

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

The current salary range for Sign Language Interpreter II is Classified Employee Salary Schedule, Range 41 (\$5,873 to \$7,139 per month). In this survey, the median salary for Sign Language Interpreter II is at the 100th percentile.

AGENCY	JOB TITLE	MIN	MAX	MEDIAN*	STUDENT FTE	GF REVENUE ACTUAL
Santa Monica College	Sign Language Interpreter II	\$5,873	\$7,139	\$6,506	10,545	\$225M
LACOE	Educational Sign Language Interpreter	\$5,452	\$6,767	\$6,110		
El Camino College	Staff Interpreter	\$4,762	\$6,106	\$5,434	8,481	\$155M
Foothill DeAnza CCD	Sign Language	\$5,183	\$6,953	\$6,068	8,944	\$267M
Glendale College	Sign Language	\$4,771	\$6,089	\$5,430	5,826	\$126M
Los Angeles CCD	Sign Language Interpreter Specialist II	\$5,407	\$6,698	\$6,053	41,619	\$854M
State Center CCD	Senior Sign Language Interpreter	\$4,193	\$5,156	\$4,675	15,128	\$255M
	Average	\$4,961	\$6,295	\$5,628		
	25th Percentile	\$4,764	\$6,093	\$5,429		
	50th Percentile	\$4,977	\$6,402	\$5,690		
	75th Percentile	\$5,351	\$6,750	\$6,050		
	80th Percentile	\$5,407	\$6,767	\$6,087		
	90th Percentile	\$5,430	\$6,860	\$6,145		
	SMC % RANK	100%	100%	100%		
	SMC Differences From AVG	16%	12%	13%		
	SMC Differences From MED	15%	10%	13%		

**The midpoint or 50th percentile of data; a calculation that is not as susceptible to extreme high or low values in a dataset, as compared to the average. Due to variability in the number of steps per range in comparable agencies, the median provides a more accurate comparison between agencies.*

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SALARY ALLOCATION

It is recommended that the salary for Sign Language Interpreter II remain unchanged at Range 41 on the Classified Employee Salary Schedule (\$5,873 to \$7,139 per month). The current salary allocation places the median salary at the 100th percentile when compared to outside market matches. Due to the competitive placement of the current salary, salary reallocation is not recommended at this time. Study results have been sent for review to CSEA, DSPS, Business Services, Human Resources, and executive leadership. See related classifications in this occupational group below:

JOB TITLE	MIN	MAX	RANGE	%DIFFERENCE BETWEEN LEVELS
DSPS Manager	\$7,552	\$9,179	M21	10.25%
Deaf & Hard of Hearing Supervisor	\$6,850	\$8,326	M17	3.27%
<i>Sign Language Interpreter III</i>	<i>\$6,633</i>	<i>\$8,063</i>	<i>46</i>	<i>12.94%</i>
<i>Sign Language Interpreter II</i>	<i>\$5,873</i>	<i>\$7,139</i>	<i>41</i>	<i>18.65%</i>
<i>Sign Language Interpreter I</i>	<i>\$4,950</i>	<i>\$6,016</i>	<i>34</i>	<i>24.56%</i>
<i>Sign Language Interpreter Trainee (Proposed to be abolished)*</i>	<i>\$3,974</i>	<i>\$4,834</i>	<i>25</i>	

**See subsequent agenda report.*

RECOMMENDATION

It is recommended that the Commission approve the proposed revisions for the Sign Language Interpreter II classification description.

DISPOSITION BY THE COMMISSION

Amendments/Comments

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

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Sign Language Interpreter II

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CONCEPT OF THE CLASS

Under general supervision, Positions in this classification apply intermediate knowledge of American Sign Language/Signed English to interpret and in classes and related college activities with moderately technical content transliterate using American Sign Language/Signed English for Ddeaf and Hhard of Hhearing students registered with the Disabled Student CenterCenter for Students with Disabilities in classes and related college activities and events.

DISTINGUISHING CHARACTERISTICS

The Sign Language Interpreter Trainee classification is responsible for interpreting by translating non-technical lecture content, used in classes such as Physical Education. Positions in this classification team with an experienced interpreter to gain interpreting skills.

The Sign Language Interpreter II is responsible for interpreting moderately technical lecture content in classes such as Business, Mathematics, Science and upper-level English and can interpret for all lower-level courses.

The **Sign Language Interpreter I** classification is responsible for interpreting non-technical to moderately technical lecture content in classes such as Typing, lower-level Computers courses, lower-level English, Physical Education and first-year Cosmetology and can interpret for all lower-level courses.

The Sign Language Interpreter II is responsible for interpreting moderately technical lecture content in classes such as Business, Mathematics, Science and upper-level English and can interpret for all lower-level courses.

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

ESSENTIAL DUTIES

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

Conveys the meaning and spirit of the hearing speaker using American Sign Language or signed English, and conveys verbally the meaning and spirit of the Ddeaf or Hhard of Hhearing signer using correct English grammar.

Adheres to Registry of Interpreters for the Deaf (RID) Code of Professional Conduct in the performance of all duties.

Observes and teams with other interpreters; Mentors and provides technical sign support and ethical advisement to lower-level interpreters and- receives mentorship from higher level interpreters.

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Maintains harmonious operating conditions at all times while servicing a multicultural and multiethnic student population.

Reads texts, handouts, and dictionaries to gain familiarity with and understanding of course content.

Responds to student difficulties and concerns with understanding and sensitivity.

~~Researches and c~~Collects existing technical signs and establishes special signs and/or vocabulary for ~~uncommon underrepresented~~ scientific/technical terms or concepts in order to consistently update and maintain the office dictionary of technical signs; consults higher level interpreters for technical guidance, as needed.

Utilizes resources to increase knowledge of American Sign Language, proper interpreting procedures, Deaf Culture, and specialized vocabulary.

May perform routine clerical duties when ~~not assigned to perform interpreting work, there is a last minute service cancellation,~~ such as reception, answering phones, scheduling student appointments, responding to emails, filing, and photocopying.

Proctors exams as necessary.

May attend workshops and conferences to improve and maintain interpreting skill level; keeps abreast of interpreting trends by studying specialized ASL vocabulary and other materials.

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 and is expected to carry them through to completion with substantial independence.

Supervision Exercised:

Positions in this classification do not supervise other classified positions. Mentoring is provided to lower level Sign Language Interpreters.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Moderately Technical American Sign Language (ASL), Pidgin Signed English (PSE) and interpreting techniques

~~Knowledge of a~~Appropriate roles, ethical considerations and individual responsibilities relating to interpreting for deaf and hard of hearing persons

Applicable Federal, State, and local laws and procedures, and code of professional conduct for interpreting

~~Knowledge of D~~Deaf cultural values and general issues

~~Knowledge of r~~Resources available to sign language interpreters/transliterators in order to improve knowledge and skills

Current trends and developments in the field of interpreting

Knowledge of eEffective oral and non-verbal communication including facial, eye, lip-reading and body language

Modern office practices and procedures

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Ability to:

~~Use~~ effective interpersonal skills to respond to people and situations with tact, patience and courtesy

~~Ability to c~~ommunicate effectively orally, ~~by manually signing~~, and in writing

~~Ability to i~~nterpret ~~and~~ transliterate messages spoken by hearing people into ASL or PSE

~~Skill to interpret~~ Interpret moderately-technical lecture and discussion content utilizing proficient English and ASL/PSE for classes such as Business, Mathematics, and upper-level English

~~Skill to v~~oice messages signed by deaf or hard of hearing people into grammatically correct English sentences

Research and establish special signs for technical terms or concepts

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

~~Ability to a~~ssess individual situations and/or seek assistance in assessing situations to determine the needs of each ~~D~~eaf or ~~H~~hard of ~~H~~earing student,

Organize and track multiple assignments to ensure completion, and adapt to sudden changes in scheduling and work assignments, such as language preferences or preferences in having comments voiced for him/her or voicing for himself/herself

~~Ability to r~~Receive and provide training and mentorship and attend various workshops in order to improve interpreting/transliterating skill

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

~~Ability to l~~earn a variety of routine reception and clerical procedures

Stay abreast of technology changes and adapt to new technologies

~~Ability to l~~earn to use a variety of office equipment to assist students with disabilities

~~Ability to w~~ork successfully and collaboratively as part of an interpreting team in the classroom or other campus setting

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

~~Ability to communicate effectively with faculty, staff, and disabled students~~

~~Working knowledge of and ability to follow the Registry of Interpreters for the Deaf (RID) Code of Professional Conduct~~

~~Ability to establish and maintain effective relationships with those contacted in the course of work~~

MINIMUM QUALIFICATIONS

Education Requirement:

Associate's ~~Degree-degree~~ or equivalent and graduation from an Interpreter Training Program (ITP) or equivalent.

Experience Requirement:

Two (2) years of paid experience interpreting for the ~~D~~eaf and ~~H~~hard of ~~H~~earing using oral and manual forms of communication in a variety of settings. Experience interpreting in an academic setting is highly desirable.

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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.

A Master's Degree in Sign Language Interpretation and Translation may substitute for the required experience.

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.

Working Environment and Physical Demands:

While performing the duties of this job the employee repeatedly uses hands to sign and is regularly required to sit, stand, walk, ~~use hands to sign~~, talk, and hear. The employee is occasionally required to keyboard, type, or handle materials. The employee is occasionally required to lift, carry, push, or pull up to 25 pounds. While performing the duties of this job, the noise level in the work environment is often loud and can vary greatly.

CLASS DETAIL

Job Family: Instructional Support (Student Services/Classroom)

FLSA Status: Non-Exempt

Personnel Commission Approval Date: ~~11/09/06~~ 11/19/81

Class History: Sign Language Interpreter II

Revision Date(s): 01/86, 01/23/91, 06/13/01, Hay Study 11/09/06, 10/17/07, 12/15/10, 9/16/20

AGENDA REPORT NO. 5

**SUBJECT: REQUEST FOR APPROVAL OF CLASSIFICATION REVISIONS:
 SIGN LANGUAGE INTERPRETER III**

DATE: September 16, 2020

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

BY: José Guzmán, Personnel Technician
 John Linke, Supervising Personnel Analyst

BACKGROUND

Attached for your approval is the class description revision for **Sign Language Interpreter III**.

As part of the cyclical review process, we are reviewing classifications in the Center for Students with Disabilities. The Center for Students with Disabilities is designed to ensure that students with disabilities have equal access to all programs and activities on campus.

The Sign Language Interpreter III classification was originally created in November 1981, and has been revised five times since its establishment. The most recent revision was approved in December 2010, which further defined the distinguishing characteristics and updated the minimum qualifications. There are currently three permanent incumbents in this classification. The proposed updates will not adversely affect the incumbents.

METHODOLOGY

This study was scheduled in the cyclical review calendar for 2019-20. Incumbents from the Sign Language Interpreter III classification, as well as CSEA, were invited to participate in a class study orientation on March 11, 2020, to discuss the purpose of the study, methodology, timelines, possible outcomes and implications, and frequently asked questions. The incumbents were requested to complete Position Description Questionnaires (PDQs) by Personnel staff. Submitted PDQs were reviewed by the Denise Henninger, Interim DSPS Manager. Commission staff followed up with incumbents and the supervisor if clarification of work assignments was necessary.

Personnel Commission staff met with Denise Henninger, Interim DSPS Manager, to discuss the class description. In addition, the supervisor was requested to complete a duty analysis worksheet by rating the frequency and criticality of each duty in the current class description. The Department requested revisions to the classification duties. Additionally, changes were made to the knowledge and abilities required, and minimum qualifications, in order to broaden the applicant pool and update standard language. The class concept and distinguishing characteristics were modified to delineate this classification from related roles, and duties were modified to more accurately reflect the nature and scope of work performed by this classification. Minor changes were also made to the working environment and physical demands, to more accurately depict the repetitive use of hands to communicate information in sign language. Classification revisions were sent for review to CSEA, DSPS, Business Services, Human Resources, and executive leadership.

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Additionally, a job evaluation and an external salary study of public agencies with positions that have comparable duties and responsibilities was conducted. Salary data was gathered based on the comparison of positions with the level of duties and responsibilities most similar to the subject position. Given the significant variation in classification structure and scope of work assigned to sign language interpreters at comparable agencies, sufficient market data was not found when conducting the survey. The structure at some agencies consisted of two levels, a journey level professional position and a lead position. In other agencies, the work of the interpreter was assumed by external contract employees. Therefore, a market survey is not available for this role.

RESULTS

Based on data gathered, revisions to the class description are being proposed to include a more accurate description of the work performed. These changes serve to clarify essential duties, KSAs (knowledge, skills and abilities) and other job requirements. Sufficient market data was available only for the journey level Sign Language Interpreter II (discussed in a separate agenda report), which was used as benchmark data for reviewing salary for all three classifications in the series, including the Sign Language Interpreter III. Therefore, the salary recommendation for this classification is based on internal alignment within the Sign Language Interpreter series.

SALARY ALLOCATION

It is recommended that the salary for Sign Language Interpreter III remain unchanged at Range 46 on the Classified Employee Salary Schedule (\$6,633 to \$8,063 per month). Updates to classification were not significant enough to warrant a salary reallocation and the current percentage difference in the series is indicative and was found to be justified based on the level of knowledge and responsibility. Study results have been sent for review to the incumbents, CSEA, DSPPS, Business Services, Human Resources, and executive leadership. See related classifications in this occupational group below:

JOB TITLE	MIN	MAX	RANGE	%DIFFERENCE BETWEEN LEVELS
DSPPS Manager	\$7,552	\$9,179	M21	10.25%
Deaf & Hard of Hearing Supervisor	\$6,850	\$8,326	M17	3.27%
<i>Sign Language Interpreter III</i>	<i>\$6,633</i>	<i>\$8,063</i>	<i>46</i>	<i>12.94%</i>
<i>Sign Language Interpreter II</i>	<i>\$5,873</i>	<i>\$7,139</i>	<i>41</i>	<i>18.65%</i>
<i>Sign Language Interpreter I</i>	<i>\$4,950</i>	<i>\$6,016</i>	<i>34</i>	<i>24.56%</i>
<i>Sign Language Interpreter Trainee (Proposed to be abolished)*</i>	<i>\$3,974</i>	<i>\$4,834</i>	<i>25</i>	

**See subsequent agenda report.*

RECOMMENDATION

It is recommended that the Commission approve the proposed revisions for the Sign Language Interpreter III classification description.

DISPOSITION BY THE COMMISSION

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

Amendments/Comments

**Santa Monica Community College District
Personnel Commission
Sign Language Interpreter III**

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CONCEPT OF THE CLASS

Under general supervision, Positions in this classification apply advanced knowledge of American Sign Language/Signed English to interpret and transliterate in classes and related college activities with highly technical content using American Sign Language/Signed English for Deaf and Hard-of-Hearing students registered with the Disabled Student Center Center for Students with Disabilities in classes, and related college activities and events.

DISTINGUISHING CHARACTERISTICS

~~The Sign Language Interpreter Trainee classification is responsible for interpreting by translating non-technical lecture content, used in classes such as Physical Education. Positions in this classification team with an experienced interpreter to gain interpreting skills.~~

The Sign Language Interpreter III is responsible for interpreting highly technical lecture content requiring more specialized signs, such as Science, History, and Psychology and can interpret for any course offered by the College.

The **Sign Language Interpreter I** classification is responsible for interpreting non-technical to moderately technical lecture content in classes such as Typing, lower-level Computers courses, lower-level English, Physical Education, and first-year Cosmetology and can interpret for all lower-level courses.

The **Sign Language Interpreter II** is responsible for interpreting moderately technical lecture content in classes such as Business, Mathematics, Science and upper-level English and can interpret for all lower-level courses.

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

ESSENTIAL DUTIES

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

Conveys the meaning and spirit of the hearing speaker using American Sign Language or signed English, and conveys verbally the meaning and spirit of the Deaf or Hard-of-Hearing signer using correct English grammar.

Adheres to Registry of Interpreters for the Deaf (RID) Code of Professional Conduct in the performance of all duties.

Observes, and teams with other interpreters; and serves as a mentor for and provides technical sign support and ethical advisement to Sign Language Interpreters Trainee, I and II.

Maintains harmonious operating conditions at all times while servicing a multicultural and multiethnic student population.

Responds to student difficulties and concerns with understanding and sensitivity.

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Assists the Deaf and Hard of Hearing Services Supervisor with scheduling, payroll, [activity planning activities](#) for [D](#)deaf and [H](#)hard of [H](#)hearing students, and related program functions.

Provides technical sign support and ethical advisement.

Reads text, handouts, and dictionaries to gain familiarity with and understanding of course content; prepares translation of difficult [_to_](#) interpret words and phrases.

[Researches and c](#)ollects existing technical signs and establishes special signs and/or vocabulary for [uncommon/underrepresented](#) scientific/technical terms or concepts in order to consistently update and maintain the office dictionary of technical signs.

Utilizes resources to increase knowledge of American Sign Language, proper interpreting procedures, Deaf Culture, and specialized vocabulary.

Proctors exams as necessary.

May perform routine clerical duties when [there is a last minute service cancellation](#) [not assigned to perform interpreting work](#), such as reception, answering phones, [scheduling student appointments](#), [responding to checking emails](#), filing, and photocopying.

[May attend workshops and conferences to improve and maintain interpreting skill level, and keeps abreast of interpreting trends by studying specialized ASL vocabulary and other materials.](#)

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 and is expected to carry them through to completion with substantial independence.

Supervision Exercised:

Positions in this classification do not supervise other classified positions. Mentoring is provided to lower level Sign Language Interpreters.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

[Highly technical](#) American Sign Language (ASL), Pidgin Signed English (PSE), and interpreting techniques

~~Knowledge of a~~ appropriate roles, [ethical considerations](#) and individual responsibilities relating to interpreting for [D](#)deaf and [H](#)hard of [H](#)hearing persons

[Applicable Federal, State, and local laws and procedures, and code of professional conduct for interpreting](#)

~~Knowledge of D~~ Deaf cultural values and general issues

~~Knowledge of r~~ Resources available to sign language interpreters/transliterators in order to improve knowledge and skills

[Current trends and developments in the field of interpreting](#)

~~Knowledge of e~~ Effective oral and non-verbal communication [including facial, eye, lip-reading and body language](#)

~~Knowledge of m~~ Modern office practices and procedures

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Ability to:

~~Ability to u~~Use effective interpersonal skills to respond to people and situations with tact, patience, and courtesy

~~Ability to e~~Communicate effectively orally, ~~manually by signing~~, and in writing

~~Skill to i~~Interpret and transliterate messages spoken by hearing people into ASL or PSE

~~Skill to i~~Interpret higher-level technical academic material requiring specialized Sign Language vocabulary utilizing highly proficient English and ASL/PSE for all types and levels of courses offered by a community college

~~Skill to v~~Voice messages signed by ~~d~~Deaf or ~~H~~Hard of ~~H~~hearing people into grammatically correct English sentences

Research and establish special signs for highly technical terms or concepts

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

~~Ability to a~~Assess individual situations to determine the needs of each ~~D~~Deaf or ~~H~~Hard of ~~H~~hearing student, ~~such as language preferences or preferences in having comments voiced for him/her or voicing for himself/herself~~

Organize and track multiple assignments to ensure completion, and adapt to sudden changes in scheduling and work assignments

Receive and provide training and mentorship and attend various workshops in order to improve interpreting/transliterating skill

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

~~Ability to l~~Learn a variety of routine reception and clerical procedures

Stay abreast of technology changes and adapt to new technologies

~~Ability to l~~Learn to use a variety of office equipment to assist students with disabilities

~~Ability to w~~Work successfully and collaboratively as part of an interpreting team in the classroom or other campus setting

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

~~Ability to communicate effectively with faculty, staff, and disabled students~~

~~Strong working knowledge of and ability to follow the Registry of Interpreters for the Deaf (RID) Code of Professional Conduct~~

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

MINIMUM QUALIFICATIONS

Education Requirement:

Associate's ~~Degree-degree~~ or equivalent and graduation from an Interpreter Training Program (ITP) or equivalent.

Experience Requirement:

Three years (3) of paid work experience interpreting for the ~~D~~Deaf and ~~H~~Hard of ~~H~~hearing using oral and manual forms of communication in a variety of settings. Experience interpreting in an academic setting is highly desirable.

Education/Experience Equivalency:

Experience and/or education of the same kind, level or amount as required in the minimum qualifications may be substituted on a year-for-year basis. A Master's Degree in Sign Language Interpretation and Translation may substitute for 2 of the 3 years of required experience.

Licensure and/or Certification:

The following professional certifications are considered highly desirable:

Proof of the National Association of the Deaf (NAD)/Registry of Interpreters for the Deaf (RID) certification at Level 3 or higher; American Consortium of Certified Interpreters (ACCI) certification at Level 3 or higher; Registry of Interpreters for the Deaf (RID) Certificate of Transliteration (CT), Certificate of Interpretation (CI), or National Interpreter Certification (NIC); or Educational Interpreter Performance Assessment at Level 4.0 or higher.

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.

Working Environment and Physical Demands:

While performing the duties of this job the employee repeatedly uses hands to sign and is regularly required to sit, stand, walk, ~~use hands to sign~~, talk, and hear. The employee is occasionally required to keyboard, type, or handle materials. The employee is occasionally required to lift, carry, push, or pull up to 25 pounds. While performing the duties of this job, the noise level in the work environment is often loud and can vary greatly.

CLASS DETAIL

Job Family: Instructional Support (Student Services/Classroom)

FLSA Status: Non-Exempt

Personnel Commission Approval Date: ~~11/09/06, 10/17/07~~ 11/19/81

Class History: ~~Sign Language Interpreter III~~

Revision Date(s): 01/86, 01/23/91, 06/13/01, Hay Study 11/09/06, 10/17/07, ~~12/15/10, 9/16/20~~

Santa Monica College Personnel Commission
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AGENDA REPORT NO. 6

**SUBJECT: REQUEST FOR APPROVAL OF ABOLISHING A CLASSIFICATION:
SIGN LANGUAGE INTERPRETER TRAINEE**

DATE: September 16, 2020

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

BY: José Guzmán, Personnel Technician
John Linke, Supervising Personnel Analyst

BACKGROUND

As scheduled on the annual cyclical study calendar, Commission staff has reviewed classifications in the Center for Students with Disabilities. Upon completion of classification reviews, Commission staff examined the need for the attached **Sign Language Interpreter Trainee** classification.

This classification was established in 1981 and was designed to serve as an interpreter for non-technical courses and content. The classification was also designed to develop new and inexperienced interpreters. It has not been used since 2005, when the last temporary assignment ended.

The District currently has three levels of sign language interpreters which are capable of interpreting all content presented at the College. Furthermore, there is notable overlap between the Sign Language Interpreter Trainee and the Sign Language Interpreter I, in that both have primary responsibility for interpreting non-technical content. It was verified with the Department that there is no operational need for this classification. See related classifications in this occupational group below:

JOB TITLE	MIN	MAX	RANGE	%DIFFERENCE BETWEEN LEVELS
DSPS Manager	\$7,552	\$9,179	M21	10.25%
Deaf & Hard of Hearing Supervisor	\$6,850	\$8,326	M17	3.27%
<i>Sign Language Interpreter III</i>	<i>\$6,633</i>	<i>\$8,063</i>	<i>46</i>	<i>12.94%</i>
<i>Sign Language Interpreter II</i>	<i>\$5,873</i>	<i>\$7,139</i>	<i>41</i>	<i>18.65%</i>
<i>Sign Language Interpreter I</i>	<i>\$4,950</i>	<i>\$6,016</i>	<i>34</i>	<i>24.56%</i>
<i>Sign Language Interpreter Trainee (Proposed to be abolished)</i>	<i>\$3,974</i>	<i>\$4,831</i>	<i>25</i>	

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If there is a future need for this classification, Commission staff will review the request to reestablish the classification. There are currently no eligibility lists or reemployment lists for this classification. This proposal was sent for review to CSEA, DSPS, Human Resources, Business Services, and executive leadership.

RECOMMENDATION

It is recommended that the Personnel Commission approve abolishing the Sign Language Interpreter Trainee classification.

DISPOSITION BY THE COMMISSION

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

Amendments/Comments

**Santa Monica Community College District
Personnel Commission**

Sign Interpreter Language Trainee

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CONCEPT OF THE CLASS

Positions in this classification interpret and transliterate classroom or meeting content using American Sign Language/Signed English, for Deaf and Hard of Hearing students registered with the Disabled Student Center in classes and related college activities and events.

DISTINGUISHING CHARACTERISTICS

The **Sign Language Interpreter Trainee** classification is responsible for interpreting by translating non-technical lecture content, used in classes such as Physical Education. Positions in this classification team with an experienced interpreter to gain interpreting skills.

The **Sign Language Interpreter I** classification is responsible for interpreting non-technical to moderately technical lecture content in classes such as Typing, Computers, lower-level English, and first-year Cosmetology and can interpret for all lower-level courses.

The **Sign Language Interpreter II** is responsible for interpreting moderately-technical lecture content in classes such as Business, Mathematics, Science and upper-level English and can interpret for all lower-level courses.

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

ESSENTIAL DUTIES

Interprets, and translates classroom lectures simultaneously, and facilitates communication between Deaf and Hard of Hearing students and hearing faculty, staff and students in classrooms, meetings, activities, and emergencies on campus; participates in team interpreting situations

Conveys the meaning and spirit of the hearing speaker using American Sign Language or signed English, and conveys verbally the meaning and spirit of the Deaf or Hard of Hearing signer using correct English grammar

Adheres to Registry of Interpreters for the Deaf (RID) Code of Professional Conduct in the performance of all duties

Utilizes resources to increase knowledge of American Sign Language, proper interpreting procedures, Deaf Culture, and specialized vocabulary

Observes, teams with, and receives mentorship from higher level interpreters

Maintains harmonious operating conditions at all times while servicing a multicultural and multiethnic student population

Responds to student difficulties and concerns with understanding and sensitivity

Reads texts, handouts, and dictionaries to gain familiarity with and understanding of course content

Collects existing technical signs and establishes special signs and/or vocabulary for underrepresented scientific/technical terms or concepts in order to consistently update and maintain the office dictionary of technical signs

May attend workshops and conferences to improve and maintain interpreting skill level, and keeps abreast of interpreting trends by studying specialized ASL vocabulary and other materials

Proctors exams as necessary

May perform routine clerical duties when there is a last minute service cancellation, such as reception, answering phones, filing, photocopying

Performs other related duties as requested or assigned

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

SUPERVISION

Supervision Received:

The employee receives assignments and is expected to carry them through to completion with substantial independence.

Supervision Exercised:

Positions in this classification do not supervise other classified positions.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of American Sign Language (ASL), Pidgin Signed English (PSE) and interpreting techniques

Knowledge of appropriate roles and individual responsibilities relating to interpreting for Deaf and Hard of Hearing persons

Knowledge of Deaf cultural values and general issues

Knowledge of resources available to sign language interpreters/transliterators in order to improve knowledge and skills

Knowledge of effective oral and non-verbal communication

Knowledge of modern office practices and procedures

Knowledge of computer input and retrieval

Ability to use effective interpersonal skills to respond to people and situations with tact, patience, and courtesy

Ability to establish and maintain effective relationships with those contacted in the course of work

Ability to interpret/transliterate messages spoken by hearing people into ASL or PSE

Ability to interpret non-technical lecture content, used in classes such as Physical Education

Ability to voice messages signed by Deaf or Hard of Hearing people into grammatically correct English sentences

Knowledge of and ability to learn and follow the RID Code of Professional Conduct

Ability to assess or seek assistance in assessing individual situations to determine the needs of each Deaf or Hard of Hearing student, such as language preferences or preferences in having comments voiced for him/her or voicing for himself/herself

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Ability to receive training and mentorship and attend various workshops in order to improve interpreting/transliterating skills

Ability to communicate effectively with faculty, staff, and disabled students

Sign Language Interpreter Trainee

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Ability to learn a variety of routine reception and clerical procedures

Ability to learn to use a variety of office equipment to assist students with disabilities

Ability to work successfully as part of an interpreting team in the classroom or other campus setting, and performs related duties as required or assigned

MINIMUM QUALIFICATIONS

Education Requirement:

Associate's degree and graduation from an Interpreting Training Program

Experience Requirement:

A minimum of 6 months experience interpreting for the Deaf and Hard of Hearing, either in a paid or volunteer capacity.

Education/Experience Equivalency:

A Master's Degree in Sign Language Interpretation and Translation may substitute for the required experience.

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.

Working Environment and Physical Demands:

While performing the duties of this job the employee is regularly required to sit, stand, walk, use hands to sign, talk and hear. The employee is occasionally required to use hands to keyboard, type, or handle materials, and talk and/or hear. The employee is occasionally required to stand and walk. The employee is regularly required to lift, carry, push, or pull up to 25 pounds. While performing the duties of this job, the noise level in the work environment is often loud and can vary greatly.

CLASS DETAIL

Job Family: Instructional Support (Student Services/Classroom)

FLSA Status: Non-Exempt

Personnel Commission Approval Date: 11/09/06, 10/17/07

Class History: Sign Language Trainee

Revision Date(s): Hay Study 11/09/06, 10/17/07; 12/15/10

Abolished: 09/16/2020

AGENDA REPORT NO. 7

**SUBJECT: REQUEST FOR APPROVAL OF CLASSIFICATION REVISIONS:
STUDENT SERVICES SPECIALIST**

DATE: September 16, 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 classification description revision for **Student Services Specialist**. As part of the cyclical review process, we are reviewing classifications in the Student Services Specialist job discipline. Classifications within the student services area play a pivotal role in ensuring that students receive the services and resources to achieve their personal, career and educational objectives. This is a generic classification responsible for providing paraprofessional support and leading small student services programs, such as those with smaller budgets. Currently, the District is utilizing this classification to fill Specialist roles in the Latino Center and Black Collegians Program.

Student Services Specialist was established in April 1998. This classification was revised in November 2006 as part of the Hay Study and in March 2015 as part of a classification study. There are currently two incumbents in this classification. The proposed changes will not adversely affect the current status of the incumbents.

METHODOLOGY

This study was scheduled in the cyclical review calendar for 2017-18. Incumbents from multiple-incumbent Student Services Specialist classifications, as well as CSEA, were invited to participate in a class study orientation on March 28, 2018, to discuss the purpose of the study, methodology, timelines, possible outcomes and implications, and frequently asked questions. At the time of the orientation, the Student Services Specialist classification was vacant. This class study, along with other multiple incumbent Student Services Specialist classifications were placed on hold until the cyclical reviews for single incumbent Student Services Specialists were completed.

Personnel Commission staff met with Brenda Benson, Senior Administrative Dean, Counseling, Retention and Student Wellness, to discuss the class description. In addition, the supervisor was requested to complete a duty analysis worksheet by rating the frequency and criticality of each duty in the current class description. Distinguishing characteristics were modified to delineate this classification from related roles, and duties were added, removed and modified to more accurately reflect the technical knowledge of this classification. Classification revisions were sent for review to Brenda Benson, Michael Tuitasi, Vice-President, Student Affairs, CSEA, Business Services, Human Resources, and the College President.

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Additionally, a job evaluation and an external salary study of public agencies with positions that have comparable duties and responsibilities was conducted. Salary data was gathered based on the comparison of positions with the level of duties and responsibilities most similar to the subject position. Sufficient market data was not available, due to variation in level and scope of work assigned at comparable agencies. Salary recommendation was determined based on a comparison of other related classifications in the job discipline.

RESULTS

Based on the data gathered, revisions to the class description are being proposed to broaden duties and clarify responsibilities, requirements and distinguishing characteristics. The goal is to keep this classification as generic as possible to support the College in filling future vacancies in one or more programs with similar program scope and level of responsibility. Proposed classification revisions were not found to be sufficient to alter salary allocation. Results were sent for review to the incumbents, CSEA, Business Services, Human Resources, and the College President.

RECOMMENDATION

It is recommended that the Commission approve the proposed revisions to the Student Services Specialist classification description as presented.

DISPOSITION BY THE COMMISSION

MOTION MADE BY: Deborah Jansen

SECONDED BY: Lawrence Leone

AYES: 5

NAYS: 0

ABSTENTIONS: 0

Amendments/Comments

Meeting attendee Martha Romano requested clarification on revisions made to “Student Services Specialist” classification description.

Ms. Romano stated that there is currently a classification titled, “Outreach and Recruitment Specialist.” Ms. Romano inquired as to why Duty # 6 was being added to the “Student Services Specialist” when the “Recruitment and Outreach Specialist” position handles those duties. In response, Duty # 6 was struck from the classification.

Additional corrections were made to the job classification during meeting time:

A typo in Duty # 2 was corrected, the word “decimates” was replaced with “disseminates”. In Duty #4 the word “manages” was replaced with “maintains”.

**Santa Monica Community College District
Personnel Commission**

Student Services Specialist

CONCEPT OF THE CLASS

Under general supervision, Ppositions in this classification perform~~provide~~ a variety of complex and specialized ~~clerical-technical~~ duties relating to ~~the preparation and~~program support, promotion and implementation of student services programs. Incumbents are expected to be specialists in their functional areas.

DISTINGUISHING CHARACTERISTICS

~~The **Student Services Senior Specialist** serves as a lead worker and monitors and directs the work of permanent and temporary staff in a student services department or program. Incumbents are specialists in their functional area and exercise a higher degree of responsibility and independent judgment.~~

The **Student Services Specialist** performs technical work to support or lead small student services programs, such as programs with smaller budgets. This classification is further distinguished from the Student Services Assistant and Student Services Clerk classifications by the level, variety, complexity of work, independence of action, responsibility for decisions, and level of supervision received.~~class performs complex and specialized duties relating to the preparation and implementation of student services and programs. Incumbents are expected to be a specialist in their functional area and have prior work experience in the specific functional area.~~

The **Program Specialist** performs technical and specialized duties and activities related to supporting and promoting the assigned specially funded program that require the application of complex rules, laws and regulations related to the implementation of program services.

The **Student Services Assistant** class performs moderately difficult clerical duties. Incumbents are responsible for completion of a functional phase of clerical work necessary in the student services area.

~~The **Student Services Clerk** class provides a variety of general and routine clerical duties for student services departments and programs.~~

ESSENTIAL DUTIES

Meets and interfaces with prospective, new and continuing students in assigned program to monitor student progress, promote student engagement and well-being, and assists with resources and referrals as needed.

*****Revised at the September 16 Personnel Commission Meeting*****

Plans, facilitates and coordinates program workshops, events and outreach activities in order to decimate disseminates information regarding program services, promote student engagement and community, help students acclimate to campus life; tracks applicable data to enhance program delivery.

Performs a variety of intake services, and makes referrals, as necessary, to academic counselors, therapists, instructors, and community agencies.

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Monitors and maintains staff schedules, prepares appointment files and schedules appointments with counselors.

Receives early alert notifications, reviews students' academic record for program eligibility and makes referrals as needed

*****Revised at the September 16 Personnel Commission Meeting*****

Speaks and presents at schools, community organizations, committees, workshops, and events to inform and provide guidance on program services, resources and requirements.

Provides specialized information to students, staff and the public on, and advises students about student services programs, resources available resources, processes, and procedures relating to assigned student services area.

Investigates and resolves problems and issues presented by department staff, students, counselors, faculty, and other members of the College community, as needed. ; ~~corrects errors on student records~~

Maintains and updates department website and related social media pages related to assigned area.

Creates, maintains, monitors, and updates confidential student records, student data bank, and historical program database.

Performs a variety of complex clerical duties related to the input, maintenance and control of individual records to ensure the accuracy of student history files.

Develops and maintains informational materials and utilizes online platforms to promote interest in the program, encourage student participation and enhance program visibility.

Serves as a resource and liaison to students, parents, faculty, staff, and external organizations to develop relationships, collaborate and leverage resources to integrate, implement and evaluate student program goals and outcomes.

May assist in monitoring the program budget and preparing purchase requisitions and budget transfers.

~~Meets with, and interviews students and parents, if necessary, in order to gather additional information
Evaluates and processes student applications, official documents, and requests for student services;
makes recommendations and awards resources~~

~~Administers, proctors, scores, records, and distributes student placement examinations; develops and maintains exam schedule~~

~~Prepares statistical reports in compliance with State, Federal and District requirements; compiles and maintains data as needed for program grant proposals~~

~~Ensures compliance with regulations, procedures, and requirements as mandated in current federal legislation and state statutes governing student visa status~~

~~May facilitate training and mentorship programs for Peer Mentors, and other program leaders~~

~~May develop and maintain a comprehensive promotional campaign each year for assigned student services program~~

~~Serves as a contact liaison with other colleges, governmental agencies, and firms regarding their specialized area of student services~~

~~Prepares, updates and oversees the production and distribution of Student Services information and guideline materials that are used by counselors, department representatives and students~~

~~Reviews students' academic progress and tracks eligibility in student services and programs, and advises students of appeal process~~

Performs other related duties as requested or assigned.

Examples of essential duties are descriptive and not restrictive in nature and are generally listed in

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descending order of importance.

SUPERVISION

Supervision Received

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

Supervision Exercised

~~Serves as a specialist in assigned area, providing specialized knowledge and guidance to others. Positions in this classification do not supervise others or serve in a lead capacity to other classified staff members.~~

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Mission, objectives, goals, and service delivery requirements of assigned program

Principles and practices involved in planning, resource allocation, coordination, organization, and implementation of student programs

Federal, State and local laws, regulations, and procedural guidelines pertaining to assigned student program

District policy, departmental resources and administrative practices and procedures

Business writing and effective formats for presentations, correspondence and other written materials

Basic data collection, descriptive statistics, research, and reporting methods, techniques and procedures

Related computer programs, systems and database development

Principles, techniques and processes for providing customer service, including customer needs assessment and evaluation of customer satisfaction

Basic marketing and public relations

Administrative practices and procedures, including record keeping and filing

Modern office methods, practices and equipment

Basic mathematics

~~Federal and State regulations, requirements and procedural guidelines pertaining to student programs as it relates to Student Services functional area~~

~~Knowledge of modern office practices and procedures~~

~~Knowledge of customer service principles and techniques~~

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

~~Knowledge of effective oral and written communication and basic statistics~~

~~Knowledge of record keeping practices and procedures~~

Ability to:

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

Meet deadlines and work in a fast-paced environment with frequent interruptions

Demonstrate sensitivity and understanding of the diverse challenges and needs faced by targeted population

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

Collaborate with internal and external entities

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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

Train and provide work direction to others

Prepare clear, comprehensive and effective reports, correspondence, publicity materials, and presentations

Compile and analyze data

Stay abreast of program changes, requirements and adapt to new requirements and 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

~~-interpret and apply pertinent laws, policies and regulations~~

~~Ability to effectively analyze situations and adopt an effective course of action~~

~~Ability to compile and analyze data~~

~~Ability to handle multiple tasks simultaneously~~

~~Ability to work on a variety of assignments simultaneously~~

~~Ability to work in a fast-paced and busy environment with multiple interruptions~~

~~Ability to establish and maintain accurate records~~

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

~~Ability to establish and maintain effective working relationships~~

~~Ability to work independently with minimal supervision~~

~~Skills to type accurately and operate a computer keyboard for data entry and retrieval, and use computer software specific to the operations of the department and the college~~

MINIMUM QUALIFICATIONS

Education Requirement:

Associate's degree or equivalent from an accredited university or college. Graduation from high school or evidence of equivalent educational proficiency plus two years of college-level coursework or equivalent.

Experience Requirement:

Four (4) ~~Two~~ years of experience performing ~~specialized and complex technical program support duties in a student services area. student services duties that require knowledge of federal and state regulations relating to assigned student services area.~~ Experience with public involvement, promoting student program and student program operations in higher education is highly desirable.

Education/Experience Equivalency:

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

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 Office Environment:

While performing the duties of this job the employee is regularly required to sit, use hands to keyboard, type, or handle materials, and talk and/or hear. The employee is occasionally required to stand and walk. The employee is regularly required to lift, carry, push, or pull up to 25 pounds. While performing the duties of this job, the noise level in the work environment is usually quiet.

CLASS DETAIL

Job Family: Student Services- Non-Classroom

FLSA Status: Non-exempt

~~**Recommended Salary:** Range 32~~

Personnel Commission Approval Date: April 1998

Class History: Scholarship Coordinator, Financial Aid Technician, EOPS Specialist, Disabled Student Services Specialist, Assessment Services Specialist, Articulation and Transfer Specialist, Admissions and Records Clerk III, Student Employment Specialist

Revision Date(s): 11/16/06, 3/18/15, 9/16/20

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AGENDA REPORT NO. 8

SUBJECT: **ANNUAL REPORT – PERSONNEL COMMISSION:
FISCAL YEAR 2019-2020**

DATE: September 16, 2020

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

Attached for your review is the proposed Personnel Commission annual report.

The Director of Classified Personnel is required by Education Code Section 88086 to prepare an annual report of the Commission's activities for approval by the Commission. After Commission approval, the report is forwarded to the Board of Trustees.

Santa Monica College Personnel Commission MINUTES of Regular Meeting on September 16, 2020

Personnel Commissioners



Dr. Joseph P. Metoyer Jr.
Chair
Board of Trustees Appointee



Joy O. Abbott
Vice Chair
Board of Trustees Appointee



Barbara Greenstein
CSEA Appointee



Lawrence Leone
Commissioner



Deborah Jansen
CSEA Appointee

Meetings

Regularly scheduled meetings of the Personnel Commission are held on the third Wednesday of each month at Noon via Zoom, or on the Main Campus in the Business Building, Room 117 at 1900 Pico Blvd.

Staff

Carol Long, Director, Classified Personnel
Amy Gurjian, Class & Comp. Manager
John Linke, Supervising Personnel Analyst
August Faustino, Personnel Analyst
Karen Monzon, Personnel Analyst
Olga Vasquez, Personnel Analyst
Jose Guzman, Personnel Technician
Brent Heximer, Administrative Assistant II
Tatiana Morrison, Administrative Asst II*

Classified Employment

(Non-Teaching Positions)
www.smc.edu/careersatsmc
(310) 434-4410

Longevity Celebrations

<p>45 Years Lisa Rose</p> <p>35 Years Ingrid Cardwell Michael Chitgar Gary Gray Michael Jimerson Charlie Yen</p> <p>30 Years Warren Cancilla Ian Fraser Joshi John Raymond Martin</p> <p>25 Years Deborah Adams Dwayne Iles Alma Nevarez Poonam Pant Jere Romano Wai Wong</p> <p>20 Years Cherry Aquino Gonzalo Cabrera Jose Cesar Casillas Vinessa Cook Rudy Henry Manuel Islas Jennifer Jones Myron Kabwe Johnny Kurokawa Debra Locke Brant Looney Vivian Rankin-Scalles Beverly Redd-Walker</p> <p>15 Years Gina Brunell Christine Cadena Renay Garcia Gerardo Lozano Robert Negron Roland Valdez Luis Zelaya</p>	<p>10 Years Rosa Albano Martha Daza-Whitfield Aaron French Alice Gheorghiu Irma Haro Robert Hnilo Joan Kang Yuriy Karpman Cynthia Moore Judith Mosher John Oswald Jo Popadynetz Michael Roberts Joy Watson-Orenstein Jocelyn Winn Matthew Wong</p> <p>5 Years Leyla Arenas Ernesto Barba Cleve Barton Balraj Basra Donatas Bukauskas Connie Chen Michael Dammer Aaron De La Torre Cael Edwards August Faustino Christina Fuller Christopher Gibson Fernando Henriquez Regina Ip Benjamin Johnson Mercedes Juan Melvin Kennard Marilyn Landau Jeremy Lange Keyang Li Peter Murray Lisa Ortega Endah Redjeki Olinka Rodriguez Donnell Swanson Janet Tercero Demeryst Upshaw Jorge Valadez Dahlia Valle Brian Van Norton</p>
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Santa Monica College
A two-year community college accredited by the Western Association of Schools and Colleges – opened in 1929 with just 153 students and has grown to a thriving campus with more than 32,000 students and offerings in over 100 fields of study. The leader among the state's 116 community colleges in transfers to the University of California, University of Southern California, Loyola Marymount University, and other four-year campuses.

Personnel Commission Updates

This past fiscal year closed out with a number of challenges related to the impact of COVID-19. At the time the hiring freeze and transition of services into a remote environment took place, the Personnel Commission had 19 recruitments in process, and we were preparing to open an additional six to fill larger eligibility lists in preparation for Fall Semester. Most of these recruitments remain on hold. At the present time, the majority of the vacancies will go unfilled, or will be addressed through temporary internal assignments. New remote testing services have been leased which provide access to over 60,000 test items, and allow for multiple choice and job simulation formats. Interviews are currently being held through Zoom. The Personnel Commission has completed our fourth year of cyclical classification reviews as required by our Merit Rules.

Thank you

The Commission Staff wholeheartedly thanks the numerous District employees, other agency employees and community members who assisted us by serving as panel members on our examination panels. Your assistance is invaluable to the recruitment process.

The Merit System at SMC

The purpose of the Merit System is to ensure that classified employees are recruited, selected, promoted, and retained without favoritism or prejudice, and solely on the basis of merit and fitness. The merit system applies only to classified (non-teaching) employees, and is administered by the Personnel Commission.

The Personnel Commission at Santa Monica College consists of a five-member body, and is responsible for guaranteeing that employment, retention and promotion for all classified employees are based on Merit System principles. The Commissioners are private citizens who must be a registered voters and residents of Santa Monica or Malibu, and known adherents to the merit principle.

Basic Principles of the Merit System

- Recruitment from all segments of society and advancement on the basis of relative ability, knowledge, and skill under fair and open competition
- Administering a competitive salary structure based on sound professional standards, prevailing community practices, legal requirements, and equity
- Fostering an environment that promotes inclusion, civility, and diversity
- Providing a voice for the interests of classified staff, classified managers, and classified administrators
- Protection of employees from arbitrary action, personal favoritism, or political coercion

Personnel Commission staff at Santa Monica College is committed to providing our services in a manner which is client oriented, professionally based, and in conjunction with the goals of the governing board.



PERSONNEL COMMISSION ANNUAL REPORT FISCAL YEAR 2019-2020

PERSONNEL COMMISSION OFFICE LOCATION:

2714 Pico Blvd, 2nd Floor
Santa Monica, CA 90405
www.smc.edu/careersatsmc

Mailing Address:
1900 Pico Blvd
Santa Monica, Ca 90405

Classified Action

	FY 18-19	FY 19-20
Exams Announced	66	35
Total # of Applicants	3794	1810
% of Online Applications	100	100
# of Eligibility Lists	54	43
# of Eligibles on Lists	483	331
Reinstatement Lists	6	10
Appointments (New Hires)	39	60
Promotional Appointments	29	16
Limited Term Appointments	224	204
Provisional Appointments	184	129
Working Out of Class	46	17
Internal Limited Term Assignments	N/A	12
New Class Descriptions	11	2
Revised Class Descriptions	28	22
Position Studies Conducted	33	7
# of Granted Position Reassignments	N/A	4
# of Seniority Lists Established	3	7
# of Merit Rule Updates	8	19

Santa Monica College Personnel Commission
MINUTES of Regular Meeting on September 16, 2020

RECOMMENDATION

It is recommended that the Personnel Commission approve the proposed annual report for Fiscal Year 2019 - 2020.

DISPOSITION BY THE COMMISSION

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

Amendments/Comments

CONSENT AGENDA

DISPOSITION BY THE COMMISSION

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

Amendments/Comments

Santa Monica College Personnel Commission
MINUTES of Regular Meeting on September 16, 2020

AGENDA REPORT NO. 9

SUBJECT: **APPROVAL OF MINUTES**

DATE: September 16, 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. August 19, 2020 Regular Meeting Minutes

Santa Monica College Personnel Commission
MINUTES of Regular Meeting on September 16, 2020

AGENDA REPORT NO. 10

SUBJECT: EXAMINATION SCHEDULE

DATE: September 16, 2020

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

BY: José A. Guzmán, Personnel Technician

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

Class Title	Field of Competition	Time
Accounts Payable Supervisor	Promotional	3 weeks
Director of Purchasing, Contracts, and Logistics	Promotional & Open Competitive	3 weeks
Grounds Equipment Operator	Promotional & Open Competitive	3 weeks
Insurance Program Specialist	Promotional	3 weeks
Risk Insurance Coordinator	Promotional & Open Competitive	3 weeks

Santa Monica College Personnel Commission
MINUTES of Regular Meeting on September 16, 2020

AGENDA REPORT NO. 11

SUBJECT: **EXTENSION OF ELIGIBILITY LISTS:**

- **ADMINISTRATIVE ASSISTANT II**
- **CASE MANAGEMENT COORDINATOR**
- **FACILITIES MAINTENANCE SUPERVISOR**
- **PERSONNEL SPECIALIST**
- **PROGRAM SPECIALIST**
- **SENIOR COMMUNITY COLLEGE POLICE DISPATCHER**

DATE: September 16, 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
Administrative Assistant II	9/17/2020	9/17/2020	17	10	11/25/2020
Case Management Coordinator	7/2/2020	10/2/2020	5	4	1/2/2021
Facilities Maintenance Supervisor	10/3/2020	10/3/2020	2	2	4/3/2021
Personnel Specialist	6/18/2020	9/18/2020	8	5	1/18/2021
Program Specialist	7/7/2020	10/7/2020	11	6	12/7/2020
Senior Community College Police Dispatcher	6/18/2020	9/18/2020	2	2	3/18/2021

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

Merit Rule 6.2.3 (C) Duration of Eligibility List

6.2.3 (C)

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

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

RECOMMENDATION

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

Santa Monica College Personnel Commission
MINUTES of Regular Meeting on September 16, 2020

AGENDA REPORT NO. 12

SUBJECT: RATIFICATION OF LIMITED TERM ASSIGNMENTS

DATE: September 16, 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
Bookstore Clerk/Cashier (5 part-time positions)	Bookstore	08/24/20-09/11/20
Customer Service Assistant (4 part-time positions)	Bookstore	08/24/20-09/11/20
Student Services Clerk (1 part-time position)	Financial Aid	09/09/20-02/28/21
Bookstore Clerk/Cashier (5 part-time positions)	Bookstore	08/24/20-09/11/20

Santa Monica College Personnel Commission
MINUTES of Regular Meeting on September 16, 2020

AGENDA REPORT NO. 13

SUBJECT: ADVISORY ITEM: APPOINTMENTS TO LIMITED TERM POSITIONS

DATE: September 16, 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
Garcia, Lucy	Bookstore Clerk/Cashier	Bookstore	08/24/20-09/11/20	03/08/99
Lopez, Jose	Bookstore Clerk/Cashier	Bookstore	08/24/20-09/11/20	07/18/11
Miles, Eric	Bookstore Clerk/Cashier	Bookstore	08/24/20-09/11/20	02/21/07
Pacheco, Wendy	Bookstore Clerk/Cashier	Bookstore	08/24/20-09/11/20	01/23/09
Thielking, Alan	Bookstore Clerk/Cashier	Bookstore	08/24/20-09/11/20	08/26/92
Beck, Michael	Customer Service Assistant	Bookstore	08/24/20-09/11/20	05/16/18
Carter, Ashlie	Customer Service Assistant	Bookstore	08/24/20-09/11/20	05/16/18
English, Kara	Customer Service Assistant	Bookstore	08/24/20-09/11/20	05/16/18
Nwonwu, Vergie	Customer Service Assistant	Bookstore	08/24/20-09/11/20	05/16/18
Ashby, Deanna	Student Services Clerk	Financial Aid	09/09/20-02/28/21	08/15/18

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

Reference Merit Rule 7.4.3 (A) -Eligibility for Appointment

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

Santa Monica College Personnel Commission
MINUTES of Regular Meeting on September 16, 2020

AGENDA REPORT NO. 14

SUBJECT: ADVISORY ITEM: APPOINTMENTS TO PROVISIONAL ASSIGNMENTS

DATE: September 16, 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*
Brown, Carla	Student Services Clerk	Cashier's Office	08/24/20-09/11/20
Hofland, Keri	Student Services Clerk	Cashier's Office	08/24/20-09/11/20
Ramirez, Anthony	Student Services Clerk	Cashier's Office	08/24/20-09/11/20
Ramirez, Anthony	Student Services Clerk	Cashier's Office	09/14/20-10/30/20
Santhiago, Nicholas	Student Services Clerk	Cashier's Office	08/24/20-09/11/20

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

AGENDA REPORT NO. 15

SUBJECT: **CERTIFICATION OF SENIORITY LISTS:**

- **OUTREACH & RECRUITMENT SPECIALIST**
- **STUDENT COMMUNICATIONS COORDINATOR**

DATE: September 16, 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 lists for approval:

**Outreach & Recruitment Specialist
Student Communications Coordinator**

It is recommended that the Personnel Commission certify the seniority lists effective September 16, 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.

**Santa Monica College Personnel Commission
MINUTES of Regular Meeting on September 16, 2020**

"OUTREACH and RECRUITMENT SPECIALIST" Seniority List

Classification: **Outreach and Recruitment Specialist**

Range: 34

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

PC Certification Date: September 16, 2020

Review Period: September 3 to 10, 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 Outreach and Recruitment Specialist
Taylor, William-Michael	3/2/2020	No	1/9/2017	12	40	

Edited By: Brent Heximer, AA II, PC

Compiled by: Karen Monzon, Personnel Analyst

Approved by: Carol Long, Director of Classified Personnel

**Santa Monica College Personnel Commission
MINUTES of Regular Meeting on September 16, 2020**

"STUDENT COMMUNICATIONS COORDINATOR" Seniority List

Classification: **Student Communications Coordinator**

Range: 38

Monthly Base Salary Range as of July 1, 2019: \$ 5457 to \$ 6633

PC Certification Date: September 16, 2020

Review Period: August 19 to 26, 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 Student Communications Coordinator
Barton, Cleve	2/18/2020	No	3/9/2015	12	40	

Edited: Brent Heximer, AA II, PC

Compiled by: Karen Monzon, Personnel Analyst

Approved by: Carol Long, Director of Classified Personnel

AGENDA REPORT NO. 16

SUBJECT: RATIFICATION OF INTERNAL LIMITED TERM ASSIGNMENTS AND EXTENSIONS

DATE: September 16, 2020

TO: Members of the Personnel Commission

FROM: Karen Monzon, Personnel Analyst

It is recommended that the Personnel Commission approve the following Limited Term Assignment.

Name/Permanent Class	Limited-Term Assignment	Dates of Current Assignment
Nicholas Chambers/ Student Services Clerk	Academic Records Evaluator	9/1/2020 to 12/31/2020

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

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

RECOMMENDATION

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

**Santa Monica College Personnel Commission
MINUTES of Regular Meeting on September 16, 2020**

AGENDA REPORT NO. 17

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

DATE: September 16, 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.

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

**Santa Monica College Personnel Commission
MINUTES of Regular Meeting on September 16, 2020**

CLASSIFICATION	ASSIGNED TO:	STUDY TYPE	# OF INCUMBENTS	PDQ DEADLINE	JOB AUDIT	STAKEHOLDER REVIEW	STAKEHOLDER STATUS	PC AGENDA
Research & Planning Analyst	OV	Cyclical	Single	04/30/20				
Research Assistant	OV	Cyclical	None	NA				
Senior Research Analyst	OV	Cyclical	Multiple	04/30/20				
Supervising Personnel Analyst		Cyclical	Single	02/02/18				
Accompanist-Dance	JG	Cyclical	None					
Accompanist-Performance	JG	Cyclical	Multiple					
Accompanist-Voice	JG	Cyclical	None					
Career Services Advisor	OV	Revisions	Single					
Senior Career Services Advisor	OV	Revisions	Multiple					
<i>*Extension</i>								
CLASSIFICATION & COMPENSATION STATUS REPORT (On Hold)								
CLASSIFICATION	ASSIGNED TO:	STUDY TYPE	# OF INCUMBENTS	PDQ DEADLINE	JOB AUDIT	STAKEHOLDER REVIEW	STAKEHOLDER STATUS	PC AGENDA
Course Materials Buyer		Cyclical	Single	12/08/16	03/22/17	06/05/17	Incumbent	
Financial Aid Supervisor	AF	Reclass	Single	02/03/20	02/21/20	05/07/20	Senior Management	
Administrative Assistant I	KM/AF	Reclass	Single					
Administrative Assistant II	OV	Reclass	Single		01/08/20			
Assistant Director of Human Resources		Cyclical	None	02/02/18				
Compliance Administrator/ Title IX Coordinator		Cyclical	Single	02/02/18				
Director of Human Resources		Cyclical	Single	02/02/18				
Employee Benefits Coordinator		Cyclical	Single	02/02/18				
Employee Benefits Specialist		Cyclical	None	NA	NA			
<i>*Extension</i>								

Santa Monica College Personnel Commission
MINUTES of Regular Meeting on September 16, 2020

AGENDA REPORT NO. 18

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

DATE: September 16, 2020

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

BY: José A. Guzmán, Personnel Technician

This item is presented for the Commission's review.

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

On Hold											
Classification	Assig	FOC	VAC	Opened	Closed	Written	T & E	Perf.	QAI	E-List	Ratif.
Administrative Assistant I		PO									
Administrative Assistant II		PO									
Carpenter	KM	P	Temp								
Carpenter	KM	MPO		1/27/20	2/18/20	3/6/20		3/19/20			
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								

Santa Monica College Personnel Commission
MINUTES of Regular Meeting on September 16, 2020

VI. Motion to adjourn meeting at 12:55 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, October 21, 2020

As required by law, this agenda for the Wednesday, September 16, 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.