

PERSONNEL COMMISSION - SPECIAL MEETING MINUTES

VIRTUAL MEETING – FRIDAY, MAY 28, 2021 at 10:30 A.M.

Hardcopy Distribution only at 2714 Pico: Exterior Display Box

<p>DEPARTMENTS:</p> <p>3400 Airport/SBDC: Sasha King Academic Affairs: Sharon Thomas Accounts Payable: Cherry Aquino 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: Elease Juarez 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: Clarenda Stephens Health Office: Nancy Alfaro HSS: Carolyn Baugh Institutional Research: International Education Center: Ana Jara KCRW: Latino Center: Maria Martinez Madison: Gail Johnson Maintenance/Operations: A. DiGregorio Math Village: Kristina Fukuda Media Center: L. Nakamura Modern Language: Travis Grant Music: Lori Geller Outreach & 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: 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: Michael 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 Online: www.smc.edu</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 Treasurer: Dagmar Gorman CSEA Secretary: Judith Mosher CSEA Chief Development Officer: Luis Martin CSEA Communications Officer: James Stevenson SMC POA President: Officer Cadena Management Association: Susan Fila</p> <p style="text-align: right;">Revised 5/27/2021</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 9:00 A.M., Friday, May 28, 2021. The email should include the following information:

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

Instructions for Speaking to the Commission through Zoom

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

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

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

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

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

Reference: Merit Rule 2.2.8

Government Code sections 54954.2, 54954.3, 54957.9

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

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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: 10:30 A.M.

I. ORGANIZATIONAL FUNCTIONS

- A. Call to Order 10:33 a.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. COMMENTS AND INFORMATIONAL REPORTS

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

NO COMMENTS.

III. AGENDA REPORTS – MAJOR ITEMS OF BUSINESS

#	ITEM	PAGE
1	RATIFICATION OF PROVISIONAL WORKING OUT OF CLASS AND INTERNAL LIMITED TERM ASSIGNMENTS	6
2	APPROVAL OF SALARY REALLOCATION: DIRECTOR OF THE SMC FOUNDATION	9
3	APPROVAL OF CLASSIFICATION REVISIONS AND SALARY REALLOCATION: DIRECTOR OF HUMAN RESOURCES	12

IV. ADJOURN MEETING at 10:37 AM

AGENDA REPORT NO. 1

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

DATE: May 28, 2021

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

It is recommended that the Personnel Commission approve the following:

I. Working Out of Class Assignment (Provisional)

Name/Permanent Class	Provisional WOC Assignment*	Dates of Current Assignment
Dalia Valle/ Disabled Student Services Assistant	DSPS Specialist	7/1/2021 to 7/30/2021

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

II. Substitute Limited Term Assignment

Name/Permanent Class	Substitute Limited Term Assignment*	Dates of Current Assignment
Dalia Valle/ Disabled Student Services Assistant	DSPS Specialist	6/1/2021 to 6/30/2021

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

III. Extension to Working Out of Class Assignment (Provisional – Change to Limited Term Status)

Name/Permanent Class	Provisional WOC Assignment*	Dates of Current Provisional Assignment	Extended Dates/Change to Limited Term Status
Hector Gutierrez/ Grounds Equipment Operator	**Grounds Supervisor	1/11/2021 to 5/14/2021	5/15/2021 to 6/01/2021

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

***Pending PBAR approval.*

IV. Extension to Substitute Limited Term Assignment

Name/Permanent Class	Provisional WOC Assignment*	Dates of Current Provisional Assignment	Extended Dates/Change to Limited Term Status
Edgar Hernandez/ Customer Service Assistant	**Accounting Specialist	3/10/2021 to 6/30/2021	7/1/2021 to 8/14/2021

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

***Pending PBAR approval.*

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

A.CONCEPT OF WORKING OUT OF CLASSIFICATION

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

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

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

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

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

Agreement between Santa Monica Community College and CSEA Chapter 36, Article 11

11.7 Work out of Classification

11.7.1 Definition:

Working out of classification assignments shall not exceed a period of ninety (90) working days per fiscal year and no more than ninety (90) days in any one hundred eighty (180) day period.

11.7.3 Compensation:

a. In the event that an employee is assigned duties at a higher classification as defined above and those duties make up at least fifty percent (50%) of the employee's daily assignments, the employee salary shall be adjusted as set forth in Section 11.4.1.

b. If those duties make up less than fifty percent (50%) of the employee's daily assignment, the District shall pay the employee equal to one half (1/2) of the stipend that would have been paid under sub division a (above)

11.4 Salary on Promotion

11.4.1 When an employee is promoted to a position in a higher salary range, he/she shall receive the next higher dollar amount above his/her present rate of pay, but not less than the minimum of the new salary range. If that amount is less than a one-step (5%) increase, the employee shall be placed at the next higher step over that authorized above.

Merit Rule 7.4 Limited Term (Temporary) Appointments (Education Code Section 88105)

7.4.1 LIMITED TERM POSITIONS DEFINED

A. Positions established to perform duties which are not expected to exceed six months in one fiscal year shall be designated as temporary limited-term positions.

B. Positions established to replace temporarily absent employees shall be designated as substituted limited-term positions.

7.4.2 PROCEDURE FOR ESTABLISHMENT OF LIMITED-TERM POSITIONS

C. When a temporary or substitute limited-term position is established, the appointing authority shall notify the Director of Classified Personnel in writing of the hours, starting date, and probably length of the assignment. Establishment of limited-term positions shall be subject to ratification by the Board of Trustees at their next regular meeting.

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

7.4.3 ELIGIBILITY FOR APPOINTMENT

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

RECOMMENDATION

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

DISPOSITION BY THE COMMISSION

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

Amendments/Comments

AGENDA REPORT NO. 2

SUBJECT: REQUEST FOR APPROVAL OF SALARY ALLOCATION: DIRECTOR OF SANTA MONICA COLLEGE FOUNDATION

DATE: May 28, 2021

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

BY: August Faustino, Personnel Analyst

BACKGROUND

Attached for your approval is the salary reallocation for **Director of Santa Monica College Foundation**.

The Associate Director of Santa Monica College classification was established in May 2008. Minor classification revisions were approved in October 2020. In March 2021 the position was retitled to Director of Santa Monica College Foundation to reflect the full scope of responsibility for a broad range of Foundation activities. However, no changes were made to the salary at that time due to the recent salary freeze. Recruitment challenges have been documented and in preparation for the reopening of recruitment, the Santa Monica College Foundation requested that an ad-hoc study be conducted. Ad-hoc studies are salary reallocation requests made outside of the cyclical review calendar. This request was approved by the District before a salary study was initiated.

METHODOLOGY

Personnel Commission staff received the completed ad-hoc study request and conducted a job evaluation and an external salary study of public agencies with positions that have comparable duties and responsibilities. Salary data was gathered based on the comparison of positions with the level of duties and responsibilities most similar to the subject position.

RESULTS

A comprehensive survey of comparable agencies was conducted but it did not yield sufficient market data. Due to significant variation in classification structure at other agencies an insufficient number of classifications with similar scope and level of complexity were identified.

Based on job evaluation findings this role is most comparable to director jobs in fiscal services given the advanced professional and administrative financial functions performed. However, fiscal services directors at SMC are assigned work with a broader impact on College resources and may require a higher level of knowledge and complexity. In the absence of sufficient market data, salary recommendation was determined based on internal alignment with other classified director roles at the College.

SALARY ALLOCATION

It is recommended that the salary be reallocated on the Classified Management Salary Schedule, Range M26, \$8,535 to \$10,374 per month to Range M30, \$9,410 to \$11,438 per month, a 10% increase. This is recommended given the complexity of work, degree of decision making, and scope and effect of work. The goal was to recommend a competitive salary to attract and retain qualified candidates, while ensuring that the proposed range is aligned with other related classifications. The results of this study were reviewed with Santa Monica College Foundation management, Human Resources, Business Services and executive leadership.

DIRECTOR CLASSIFICATIONS AT SMC	RANGE	MIN	MAX
Director of Classified Personnel*	A15	\$12,610	\$13,902
Director of Fiscal Services*	A15	\$12,610	\$13,902
Director of Management Information Systems	A15	\$12,610	\$13,902
Director of Network Services	A15	\$12,610	\$13,902
KCRW Radio Station Director	A9	\$10,893	\$12,010
Director of Facilities Planning*	M34	\$10,374	\$12,610
Director of Human Resources*	M34	\$10,374	\$12,610
Director of Safety & Risk Management*	M34	\$10,374	\$12,610
Controller	M32	\$9,880	\$12,010
Director of Budget	M32	\$9,880	\$12,010
Director of Facilities Finance	M32	\$9,880	\$12,010
Director of Procurement, Contracts & Logistics	M32	\$9,880	\$12,010
Community College Police Captain	M31	\$9,638	\$11,715
Director of Auxiliary Services	M31	\$9,638	\$11,715
Director of Facilities Management	M30	\$9,410	\$11,438
Director of the SMC Foundation (Proposed)	M30	\$9,410	\$11,438
Assistant Director of Human Resources*	M29	\$9,179	\$11,157
Assistant Director of Safety & Risk Management*	M29	\$9,179	\$11,157
Assistant Director of Facilities Planning*	M25	\$8,326	\$10,120
Assistant Director of Facilities Maintenance	M24	\$8,129	\$9,880
Assistant Director of Facilities Operations	M24	\$8,129	\$9,880
Director of Grants	M24	\$8,129	\$9,880

**Pending cyclical review*

RECOMMENDATION

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

**FROM: Director of Santa Monica College Foundation
\$8,535 to \$10,374 per month
(Classified Management Salary Schedule Range M26)**

**TO: Director of Santa Monica College Foundation
\$9,410 to \$11,438 per month
(Classified Management Salary Schedule Range M30)**

DISPOSITION BY THE COMMISSION

MOTION MADE BY: Barbara Greenstein

SECONDED BY: Deborah Jansen

AYES: 5

NAYS: 0

ABSTENTIONS: 0

Amendments/Comments

AGENDA REPORT NO. 3

SUBJECT: REQUEST FOR APPROVAL OF CLASSIFICATION REVISIONS AND SALARY REALLOCATION: DIRECTOR OF HUMAN RESOURCES

DATE: May 28, 2021

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

BY: John Linke, Supervising Personnel Analyst
Amy Gurjian, Classification & Compensation Manager

BACKGROUND

Attached for your approval are the classification revisions for **Director of Human Resources**.

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

The Director of Human Resources classification was originally created in June 2014, and has not been revised since then. This classification is currently vacant and a recruitment will follow cyclical review results.

METHODOLOGY

This study was scheduled in the cyclical review calendar for 2017-18. Incumbents in the Personnel/Human Resources job discipline were invited to participate in a class study orientation to discuss the purpose of the study, methodology, timelines, possible outcomes and implications, and frequently asked questions. This classification has been vacant during the course of this study.

Personnel Commission staff worked with Sherri Lee-Lewis, Vice President of Human Resources, to discuss the class description. In addition, Ms. Lee-Lewis 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 scope of work and job duties. Distinguishing characteristics were added to describe the differences between management roles in Human Resources. Job requirements were updated to incorporate standard classification language. Revisions were sent for review to 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

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based on the comparison of positions with the level of duties and responsibilities most similar to the subject position.

RESULTS

Based on the data gathered, revisions to the class description are being proposed. These changes serve to clarify the essential duties performed, distinguishing characteristics, and KSAs (knowledge, skills, and abilities).

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 organizational structure of comparable agencies was taken into account when identifying job matches. Jobs not included in the survey were typically assigned a broader scope of responsibility or had significant overlap with the Dean of Human Resources.

AGENCY	JOB TITLE	MIN	MAX	MEDIAN	STUDENT FTE	GF REVENUE ACTUAL	CLASSIFIED STAFF TOTAL FTE
Santa Monica College	Director of Human Resources	\$10,374	\$12,610	\$11,492	10,287	\$225M	501
Cerritos College	Director, Diversity, Compliance, and Title IX Coordinator	\$11,008	\$13,829	\$12,419	8,184	\$140M	333
City of Santa Monica	HR Manager	\$11,807	\$14,576	\$13,192			
El Camino College	Director of Human Resources	\$9,917	\$11,498	\$10,708	8,424	\$167M	450
Pasadena City College	Director of Human Resources	\$11,216	\$16,340	\$13,778	10,757	\$202M	397
State Center CCD	District Director of HR	\$9,541	\$11,734	\$10,638	15,503	\$296M	660
Ventura County CCD	Director of Employee Relations and Human Resources Operations	\$10,143	\$13,593	\$11,868	12,592	\$231M	511
	Average	\$10,605	\$13,595	\$12,100			
	25th Percentile	\$9,974	\$12,199	\$10,998			
	50th Percentile	\$10,576	\$13,711	\$12,143			
	75th Percentile	\$11,164	\$14,389	\$12,998			
	80th Percentile	\$11,216	\$14,576	\$13,192			
	90th Percentile	\$11,571	\$15,634	\$13,603			
	SMC % RANK	45%	29%	34%			
	SMC Differences From AVG	-2.23%	-7.81%	-5.29%			
	SMC Differences From MED	-1.94%	-8.73%	-5.67%			

The current salary range for Director of Human Resources is Range M34 (\$10,374 to \$12,610 per month) on the Classified Management Salary Schedule. In this survey, the median salary for this classification is at the 34th percentile; that is, 66% of the cases presented were above the current median salary for this classification.

SALARY ALLOCATION

Salary reallocation is recommended from Range M34 (\$10,374 to \$12,610 per month) to Range M39 (\$11,715 to \$14,240 per month) on the Classified Management Salary Schedule, a 13% increase given market standing at the 34th percentile. Reallocating the salary to Range M39 will place this job at the 74th percentile as compared to the market median. This is justified given that it meets the College’s goal to target base median salary at or above the 70th percentile. One range lower would place market standing at the 67th percentile.

The goal was to recommend a competitive salary to attract and retain qualified candidates, while ensuring that the proposed range is aligned with other related classifications. See below comparison within the HR job discipline. Notably, the salary differential between the Director and Dean would decrease from 20% to 6%.

JOB TITLE	MIN	MAX	RANGE	% DIFF BETWEEN LEVELS
Dean of Human Resources	\$12,436	\$14,417	AA8	6.16%
Director of Human Resources (Proposed)	\$11,715	\$14,240	M39	27.63%
Assistant Director of Human Resources ¹	\$9,179	\$11,157	M29	0.00%
Title IX Coordinator / Compliance Administrator ¹	\$9,179	\$11,157	M29	19.53%
HR Analyst-Employee & Labor Relations (Confidential) ²	\$7,679	\$9,333	C52	2.44%
HR Analyst-Leaves & Benefits ²	\$7,496	\$9,112	51	15.77%
Professional Development Coordinator	\$6,475	\$7,871	45	7.63%
Employee Benefits Coordinator	\$6,016	\$7,313	42	10.24%
Human Resources Technician	\$5,457	\$6,633	38	10.24%
Human Resources Specialist	\$4,950	\$6,016	34	15.76%
Employee Benefits Specialist	\$4,276	\$5,197	28	

¹ Cyclical review in progress

² Proposed salary approved by the Commission and pending Board approval

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Below, please see pay data for other Director & Assistant Director level classified jobs across the College.

JOB TITLE	RANGE	MIN	MAX
Director of Classified Personnel ¹	A15	\$12,610	\$13,902
Director of Fiscal Services ¹	A15	\$12,610	\$13,902
Director of Management Information Systems	A15	\$12,610	\$13,902
Director of Network Services	A15	\$12,610	\$13,902
Director of Human Resources (Proposed)	M39	\$11,715	\$14,240
KCRW Radio Station Director	A9	\$10,893	\$12,010
Director of Facilities Planning ¹	M34	\$10,374	\$12,610
Director of Human Resources (Current)	M34	\$10,374	\$12,610
Director of Safety & Risk Management ¹	M34	\$10,374	\$12,610
Controller	M32	\$9,880	\$12,010
Director of Budget	M32	\$9,880	\$12,010
Director of Facilities Finance	M32	\$9,880	\$12,010
Director of Procurement, Contracts & Logistics	M32	\$9,880	\$12,010
Community College Police Captain	M31	\$9,638	\$11,715
Director of Auxiliary Services	M31	\$9,638	\$11,715
Director of Facilities Management	M30	\$9,410	\$11,438
Director of the SMC Foundation (Proposed) ²	M30	\$9,410	\$11,438
Assistant Director of Human Resources ¹	M29	\$9,179	\$11,157
Assistant Director of Safety & Risk Management ¹	M29	\$9,179	\$11,157
Assistant Director of Facilities Planning ¹	M25	\$8,326	\$10,120
Assistant Director of Facilities Maintenance	M24	\$8,129	\$9,880
Assistant Director of Facilities Operations	M24	\$8,129	\$9,880
Director of Grants	M24	\$8,129	\$9,880

¹Cyclical review in progress

²See subsequent agenda report

Cyclical reviews of other management classifications in Human Resources, Personnel Commission, Facilities Planning, and Risk Management are underway; recommendations for these classifications will be proposed in future Personnel Commission meetings. This proposal was sent for review to Human Resources, Business Services and executive leadership.

RECOMMENDATION

It is recommended that the Commission approve the proposed class description revisions and salary reallocation for Director of Human Resources.

**FROM: Director of Human Resources
\$10,374 to \$12,610 per month
(Classified Management Salary Schedule Range M34)**

**TO: Director of Human Resources
\$11,715 to \$14,240 per month
(Classified Management Salary Schedule Range M39)**

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**

Director of Human Resources

CONCEPT OF THE CLASS

Under the general direction of the Vice President of Human Resources, this management position plans, supervises, leads and directs compliance with federal, state, and local laws, Board policies, and collective bargaining agreements related to the District's human resources functions, including overseeing, administering and providing support to the District on employee and labor relations human resources functions, including but not limited to: leaves, worker-s' compensation claims, performance, discipline, professional development, [Equal Employment Opportunity \(EEO\)](#), and complaint/grievance processes. ~~In addition, this position serves as the District's Equal Employment Opportunity (EEO) Officer by facilitating the District's EEO committee, and administering and maintaining the District's EEO Plan.~~

DISTINGUISHING CHARACTERISTICS

The Director of Human Resources plans, organizes, administers, and directs employee and labor relations functions for the College, including leaves, workers' compensation, performance management, discipline, professional development, and complaint/grievance processes.

The Assistant Director of Human Resources performs professional and management functions in handling employee disciplinary matters.

The Compliance Administrator/Title IX Coordinator oversees, coordinates, develops, and implements human resources programs and services pertaining to discrimination, harassment and sexual violence. This position serves as the College resource on Title IX requirements and compliance.

ESSENTIAL DUTIES

Develops, plans, organizes and manages assigned human resources programs which could include, but is not limited to, any of the following: labor relations, employee relations, compensation, policy development and review, training and staff development, hiring, employee benefits, leaves management, worker-s' compensation claims administration, and EEO.

Oversees HR investigations of employee and student complaints regarding unlawful discrimination, harassment, workplace/campus safety, [employee discipline](#), and other related matters.

Works closely with district management team, bargaining unit representatives and campus counsel to identify and resolve potential compliance and fraud issues related but not limited to, [employee discipline](#), leaves, unlawful discrimination, workplace safety, worker-s' compensation administration, subpoenas, and payroll related matters.

Manages employee leaves and integrated disability management programs, including return-to-work, reasonable accommodations and related District compliance.

Assesses the training needs of district employees, and ensures a comprehensive training program is implemented in compliance with applicable laws, rules and regulations.

Assumes primary responsibility for the handling of disciplinary matters—; ~~Co~~counsels managers, supervisors, and employees on District policies, practices, discipline, and performance evaluation matters—; ~~i~~nvestigates grievances or complaints filed under labor agreements legislation and prepares written reports/responses.

Oversees and ensures compliance related to ADA, sexual harassment, discrimination, Title IX and EEO.

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Serves as a liaison for the District to various agencies, [employee discipline](#), and governmental units; responds to inquiries and provides confidential data and analysis.

Provides counsel to managers and employees on matters related to District policies, procedures and practices, contractual provisions, Education Code, and other applicable laws, rules and regulations.

Selects, develops, supervises and evaluates subordinates and oversees the selection, placement, training, and supervision of other employees.

Provides day-to-day leadership and works with staff to ensure a high performance, customer service-oriented work environment to support achieving District objectives and service expectations; leads or participates in programs and activities that promote a positive employee relations environment.

[Leads and participates in the District's diversity, equity and inclusion practices as it relates to Human Resources.](#)

Ensures compliance with the District's EEO Plan in various aspects of employment and education; encourages cultural and ethnic diversity in staffing, curriculum, programs and services.

Leads or participates in shared governance through service on planning and/or operations committees and task forces; attends Board of Trustees meetings and appropriate District, College and employee functions.

Develops and coordinates the gathering and analysis of data used in contract negotiations; participates in negotiations and contract administration; interprets Memoranda of Understanding, Administrative Regulations and Board policies;- ~~Amay~~ act as the collective bargaining negotiator in the Vice President's absence or as assigned.

Directs preparation of staff reports, studies and analyses on related human resources management issues;- ~~R~~recommends, develops and implements new or modified policies, programs, methods, and procedures for the resolution and prevention of human resource and related management problems; researches and presents findings and recommendations for changes in human resources policies and practices to management and employee groups.

Recommends, evaluates and implements appropriate innovative approaches and technology in the delivery of human resources activities and programs to support the mission and goals of the college.

Manages yearly State and Federal Employment posting requirements.

Assists the Vice President of Human Resources with strategic planning, budget forecasting and administration.

Performs other related duties as requested or assigned.

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

SUPERVISION

Supervision Received:

This position receives general direction from the Vice President of Human Resources.

Supervision Exercised:

This position supervises assigned Human Resources staff ~~which could consist of classified professional, technical or clerical positions in Human Resources.~~

KNOWLEDGE, SKILLS AND ABILITIES

**Santa Monica College Personnel Commission
Special Meeting Minutes
May 28, 2021**

Knowledge of:

Current federal, state and local legislation and guidelines pertaining to assigned areas of responsibility

Principles and practices of labor-management relations, negotiation and contract administration

Principles of Merit System personnel management as applied to California public schools

[Principles of diversity, equity and inclusion](#)

Principles, methods and techniques of strategic business planning and process improvement

Principles and practices of public administration, including budgeting, risk management, purchasing and maintenance of public records

Trends, practices and technology in human resources management

Principles of effective management and supervision

District rules, regulations, policies and procedures

Effective training methodologies

Ability to:

Plan, organize and direct a comprehensive human resources program

Conduct effective investigations, with objective findings and recommendations related to law and legal precedence

Identify potential compliance or litigious risks in the workplace

Analyze complex and technical problems and provide appropriate resolutions

Train, supervise and evaluate others

Foster a teamwork environment

Analyze trends and problems and to develop long-range plans

Prepare and present training and development programs

Plan and prepare effective written reports and oral presentations

Present proposals, recommendations and technical information clearly, logically and persuasively

Effectively manage workplace diversity issues in a diverse organization

Interpret and apply laws, policies and procedures

Effectively manage time, meet deadlines and achieve objectives

Communicate well both orally and in writing

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

[Stay abreast of technology changes and adapt to new technologies](#)

**Santa Monica College Personnel Commission
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Model professional integrity and deal quickly with breaches of misconduct

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

MINIMUM QUALIFICATIONS

Education Requirement:

A Bachelor's degree from an accredited college or university in human resources management, business administration or a related field.

Experience Requirement:

Five years of progressively responsible, professional full-time human resources experience, including three years in a supervisory or managerial capacity. Experience must include at least three of the following human resources management functions: i.e., labor relations, employee relations, EEO, worker's compensation, policy development and review, training and staff development, recruitment and selection, employee benefits, and personnel research.

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 a related field or a law degree may substitute for two years of the required experience.

WORKING ENVIRONMENT & PHYSICAL DEMANDS

Disclosure:

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

Normal Office Environment:

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

CLASS DETAIL

Job Family:	Human Resources
FLSA Status	Exempt
Personnel Commission Approval Date:	06/18/2014
Class History:	None

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Class History: None

**Santa Monica Community College District
Personnel Commission**

Director of Human Resources

CONCEPT OF THE CLASS

Under the general direction of the Vice President of Human Resources, this management position plans, supervises, leads and directs compliance with federal, state, and local laws, Board policies, and collective bargaining agreements related to the District's human resources functions, including overseeing, administering and providing support to the District on employee and labor relations human resources functions, including but not limited to: leaves, workers' compensation claims, performance, discipline, professional development, Equal Employment Opportunity (EEO), and complaint/grievance processes.

DISTINGUISHING CHARACTERISTICS

The **Director of Human Resources** plans, organizes, administers, and directs employee and labor relations functions for the College, including leaves, workers' compensation, performance management, discipline, professional development, and complaint/grievance processes.

The **Assistant Director of Human Resources** performs professional and management functions in handling employee disciplinary matters.

The **Compliance Administrator/Title IX Coordinator** oversees, coordinates, develops, and implements human resources programs and services pertaining to discrimination, harassment and sexual violence. This position serves as the College resource on Title IX requirements and compliance.

ESSENTIAL DUTIES

Develops, plans, organizes and manages assigned human resources programs which could include, but is not limited to, any of the following: labor relations, employee relations, compensation, policy development and review, training and staff development, hiring, employee benefits, leaves management, workers' compensation claims administration, and EEO.

Oversees HR investigations of employee and student complaints regarding unlawful discrimination, harassment, workplace/campus safety, employee discipline, and other related matters.

Works closely with district management team, bargaining unit representatives and campus counsel to identify and resolve potential compliance and fraud issues related but not limited to, employee discipline, leaves, unlawful discrimination, workplace safety, worker's compensation administration, subpoenas, and payroll related matters.

Manages employee leaves and integrated disability management programs, including return-to-work, reasonable accommodations and related District compliance.

Assesses the training needs of district employees, and ensures a comprehensive training program is implemented in compliance with applicable laws, rules and regulations.

Assumes primary responsibility for the handling of disciplinary matters; counsels managers, supervisors, and employees on District policies, practices, discipline, and performance evaluation matters; investigates grievances or complaints filed under labor agreements legislation and prepares written reports/responses.

Oversees and ensures compliance related to ADA, sexual harassment, discrimination, Title IX and EEO.

Serves as a liaison for the District to various agencies, employee discipline, and governmental units; responds to inquiries and provides confidential data and analysis.

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Provides counsel to managers and employees on matters related to District policies, procedures and practices, contractual provisions, Education Code, and other applicable laws, rules and regulations.

Selects, develops, supervises and evaluates subordinates and oversees the selection, placement, training, and supervision of other employees.

Provides day-to-day leadership and works with staff to ensure a high performance, customer service-oriented work environment to support achieving District objectives and service expectations; leads or participates in programs and activities that promote a positive employee relations environment.

Leads and participates in the District's diversity, equity and inclusion practices as it relates to Human Resources.

Ensures compliance with the District's EEO Plan in various aspects of employment and education; encourages cultural and ethnic diversity in staffing, curriculum, programs and services.

Leads or participates in shared governance through service on planning and/or operations committees and task forces; attends Board of Trustees meetings and appropriate District, College and employee functions.

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Directs preparation of staff reports, studies and analyses on related human resources management issues; recommends, develops and implements new or modified policies, programs, methods, and procedures for the resolution and prevention of human resource and related management problems; researches and presents findings and recommendations for changes in human resources policies and practices to management and employee groups.

Recommends, evaluates and implements appropriate innovative approaches and technology in the delivery of human resources activities and programs to support the mission and goals of the college.

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FLSA Status	Exempt
Personnel Commission Approval Date:	06/18/2014
Class History:	None

V. ADJOURN MEETING at 10:37 AM

DISPOSITION BY THE COMMISSION

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

Amendments/Comments

The next regular Personnel Commission meeting is scheduled for:
Wednesday, June 16, 2021

As required by law, this agenda for the Special Meeting of the Santa Monica College Personnel Commission was posted on the official District website and bulletin boards, no later than 24 hours prior to the date and time of this meeting.