

**Santa Monica College  
Personnel Commission  
Regular Meeting Agenda  
Wednesday  
August 18, 2021  
12:00 PM**

Join from PC, Mac, Linux, iOS or Android: <https://cccconfer.zoom.us/j/99955984985>

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SIP: [99955984985@zoomcrc.com](mailto:99955984985@zoomcrc.com)

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**PERSONNEL COMMISSION  
REGULAR MEETING AGENDA  
WEDNESDAY, AUGUST 18, 2021 AT 12:00 PM  
\*\*VIRTUAL MEETING\*\***

**DEPARTMENTS:**

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: Eleasa Juarez  
Career Services: Vicky Rothman  
Cashier's Office: Veronica Romo  
Center for Media & Design:  
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

**ADMINISTRATORS & MANAGERS**

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  
Felicia Hudson  
Robert Villanueva  
Receiving: Lisa Davis  
Supplemental Instruction:  
Wendi DeMorst

**PRESIDENT/SUPERINTENDENT & SENIOR STAFF**

Superintendent/President: Kathryn Jeffery  
Executive VP:  
VP Academic Affairs: Bradley Lane  
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

**PUBLIC POSTING LOCATIONS**

2714 Pico: exterior display box  
Online: [www.smc.edu](http://www.smc.edu)

**EMPLOYEE ORGANIZATIONS**

CSEA Labor Rep.: Jessica Gonzalez  
CSEA Chapter Pres.: Mike Roberts  
CSEA Chapter 1<sup>st</sup> V.P.: Kennisha Green  
CSEA Chapter 2<sup>nd</sup> V.P.: Cindy Ordaz  
CSEA Chief Job Steward: Lee Peterson  
CSEA Treasurer: Dagmar Gorman  
CSEA Secretary: Judith Mosher  
CSEA Chief Development Officer:  
Luis Martin  
CSEA Communications Officer:  
James Stevenson  
SMC POA President: Officer Cadena  
Management Association: Susan Fila

**Edited 8/11/2021**

**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.

## PUBLIC PARTICIPATION FOR VIRTUAL MEETINGS

### ADDRESSING THE PERSONNEL COMMISSION

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

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

Individuals wishing to speak or submit written comments to be read at the Personnel Commission meeting shall send an email to [personnel\\_commission@smc.edu](mailto:personnel_commission@smc.edu), by no later than 10:00 A.M., Wednesday, August 18, 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*

**SANTA MONICA COLLEGE PERSONNEL COMMISSION  
REGULAR MEETING MINUTES  
WEDNESDAY, AUGUST 18, 2021 AT 12:00PM**

**I. ORGANIZATIONAL FUNCTIONS**

- A. CALL TO ORDER \_\_\_\_\_
- B. ROLL CALL

<b>COMMISSIONER</b>	<b>PRESENT</b>	<b>ABSENT</b>
Dr. Joseph Metoyer, Jr., Chair		
Joy Abbott, Vice Chair		
Barbara Greenstein		
Deborah Jansen		
Lawrence Leone		

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

**III. COMMENTS AND INFORMATION REPORTS**

- A. RECOGNITION OF EMPLOYEE LONGEVITY: **AUGUST 2021**

**5 YEARS**

David Mendoza, Administrative Assistant I, Academic Affairs/Photo/Fashion

- B. COMMENTS FROM VICE PRESIDENT OF HUMAN RESOURCES

- C. COMMENTS FROM THE CSEA CHAPTER 36 REPRESENTATIVE

- D. COMMENTS FROM MANAGEMENT ASSOCIATION PRESIDENT

- E. COMMENTS FROM PERSONNEL COMMISSION STAFF

- F. PUBLIC COMMENTS

(NON-ACTIONABLE COMMENTS FROM THOSE IN ATTENDANCE)

- G. COMMENTS BY PERSONNEL COMMISSIONERS

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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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<b>10</b>	EXTENSION OF ELIGIBILITY LISTS: <ul style="list-style-type: none"> <li>• ADMINISTRATIVE ASSISTANT III – CONFIDENTIAL</li> <li>• BUYER II</li> <li>• CAMPUS SAFETY OFFICER</li> <li>• INSTRUCTIONAL ASSISTANT – MATH</li> <li>• RECEIVING, STOCKROOM, AND DELIVERY WORKER</li> <li>• SUPPLEMENTAL INSTRUCTION COORDINATOR</li> </ul>	<b>61</b>
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**VI. ADJOURNMENT**

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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 9.8:  
ASSIGNMENTS OF EMPLOYEES WITH DISABILITIES  
MERIT RULE 9.9:  
EMPLOYEE PERSONNEL FILE**

DATE: August 18, 2021

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

Proposed changes to Chapter 9: Merit Rule 9.8 and 9.9, are attached for a second and final 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. If approved, these changes will be formally adopted and posted on our web site.

- Rule 9.8 ASSIGNMENTS OF ~~DISABLED~~ EMPLOYEES WITH DISABILITIES (EDUCATION CODE SECTION 88098)
- 9.8.1 GENERAL POLICY
- A. When ~~a permanent classified~~ employees becomes unable to perform the duties of ~~his/her~~their classification because of ~~illness or injury as determined by medical authority designated by the District~~disability, the employee shall be provided with reasonable accommodations in accordance with federal and state law. may be reassigned to new duties, which are within his/hertheir capabilities. ~~Reassignment, if any, shall be at the discretion of the appointing authority, with the approval of the Personnel Commission as prescribed in this Rule.~~
- 9.8.2 REASSIGNMENTS
- A. An disabled employee's duties in his/hertheir regular position may be altered in accordance with his/hertheir disability. Such changes in duties shall be reported to the Personnel Director, and are subject to classification by the Personnel Commission.
- B. An disabled employee with permanent or temporary disabilities may accept demotion or transfer to a less demanding position in another class, with the approval of the Personnel Commission.
- C. An disabled employee with permanent or temporary disabilities may be assigned to a position in a higher class, with the approval of the Personnel Commission, but shall receive no salary benefit from such assignment until ~~he/she is they are~~ appointed to the higher class from an eligibility list resulting from a competitive examination.
- 9.8.3 EFFECT OF REFUSAL BY EMPLOYEE
- A. An disabled employee with permanent or temporary

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~~disabilities~~ may refuse assignments to other classes without effect on ~~his/her/their~~ rights under sick leave provisions of the law and these Rules. ~~However, there is no obligation for the appointing authority to renew offers of reassignment, which have been refused, or to make alternative offers.~~

Rule 9.9

EMPLOYEE PERSONNEL FILE (EDUCATION CODE SECTION 87031) (~~GOVERNMENT CODE SECTION 6260~~)(~~LABOR CODE SECTION 1198.5~~)

9.9.1

GENERAL POLICY

A. The District shall maintain an official employee personnel file for each classified employee. The file shall be confidential.

B. ~~Every The~~ employee has the right to inspect their personnel file ~~shall be available for inspection by the Superintendent/President, the District Personnel Administrator Vice President of Human Resources, and the Personnel Director of Classified Personnel~~ and designated members of their designated staffs, a line manager above the employee, and the employee or his/her representative.

~~An employee wishing to inspect their personnel file shall request an appointment with the Office of Human Resources.~~

~~When an employee wishes to inspect his/her personnel file, he/she shall request the approval of his/her supervisor for release time and make proper arrangements with the Classified Personnel Department Office of Human Resources.~~

C. Materials in the employee's personnel file which may affect the status of his/her employment are available for inspection by the employee, except that, such materials shall not include confidential ratings, reports or records which were:

- ~~1. Obtained prior to the employment of the employee.~~
- ~~2. Prepared by examination committee members.~~
- ~~3. Obtained in connection with a promotional examination.~~

~~D.C.~~ Whenever information of a derogatory nature is to be entered into an employee's personnel file, ~~he/she they~~ shall first be given written notice that ~~he/she they~~ has ~~have~~ ~~five (5) ten (10)~~ working days to review the information, and submit a written comment on it. Such a review shall take place during normal

business hours and without loss of pay to the employee. ~~The employee may attach a written response to the information at any time.~~

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## DISPOSITION BY THE COMMISSION

MOTION MADE BY:

SECONDED BY:

AYES:

NAYS:

ABSTENTIONS:

Amendments/Comments



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**AGENDA REPORT NO. 2**

**SUBJECT: AMENDMENT TO RULES AND REGULATIONS OF THE CLASSIFIED SERVICE - CHAPTER 10: PERFORMANCE EVALUATIONS – FIRST READING**

(Note: No formal action will be taken at this meeting)

**DATE:** August 18, 2021

**TO:** Members of the Personnel Commission

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

Proposed changes to Chapter 10: Performance Evaluations, 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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CHAPTER X

PERFORMANCE EVALUATIONS

Rule 10.1

GENERAL PROVISIONS

Performance evaluation procedures for bargaining unit members are contained in the applicable collective bargaining agreements (CBA). Performance evaluation procedures for employees not covered by a CBA are listed below.

10.1.1 PERFORMANCE EVALUATION DEFINED

Performance evaluation shall be defined as periodic opportunity for a supervisor to measure an employee's performance on the job against the standards and requirements of the position as stated in the class description, and the performance goals and objectives.

10.1.2 WHEN EVALUATIONS ARE TO BE MADE

A. The schedule of evaluations during the probationary period shall be as follows:

1. For employees serving a six (6) month probation period - at the end of the second and fourth months of service and prior to completion of the sixth month of service.

2. For employees serving a one year probationary period - at the end of the fourth and eighth months of service and prior to completion of the twelfth month of service.

B. Evaluation of promoted and transferred employees shall be according to the schedule listed above.

The schedule of evaluation for classified employees not covered by a CBA shall be carried out according to the appropriate administrative regulations.

C. If the immediate supervisor does not submit an evaluation by the time limit, the employee may submit their self-evaluation and objectives for the coming year to Human Resources for inclusion in their personnel file.

Rev. approved by the Personnel Commission on 10/18/17.

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10.1.3 PROCEDURES TO BE FOLLOWED

- A. Performance evaluation reports shall be made on the appropriate forms approved by the ~~Personnel Commission~~ Office of Human Resources. The report shall be prepared by the employee's immediate supervisor and shall be based on ~~his/her~~ their knowledge or observation of the employee's performance.
- B. Evaluation ratings shall be accompanied by appropriate documentation as follows:
1. an "unsatisfactory" or below standards rating shall contain a specific description of the deficient or substandard performance;
  2. a "needs improvement" or below standards rating shall list suggestions for the required improvement;
  3. an "outstanding" rating shall be accompanied by supporting comments.
- C. The immediate supervisor shall present the performance evaluation report to the employee at an evaluation conference. The evaluation conference ~~which~~ shall include a review of the specific ratings given to the employee and suggestions for improvement where applicable. The conference shall take place during the employee's working hours. All copies of the evaluation report shall be signed by the employee to indicate receipt. Should the employee refuse to sign, the fact shall be noted on all copies of the evaluation form.
- D. The employee shall be notified by ~~his/her~~ their immediate supervisor that the employee has ~~seven (7)~~ fifteen (15) working days to attach a ~~rebuttal~~ response before the evaluation is filed in the employee's personnel file.

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~~Section 10.1.3.E~~

E. The performance evaluation report shall be distributed as follows: One copy of the evaluation shall be retained by the employee, one copy shall be retained by the immediate supervisor and one copy shall be sent to the ~~Classified Personnel department~~ Office of Human Resources for filing in the employee's personnel folder upon completion of the ~~seven (7)~~ fifteen (15) working day rebuttal period.

F. If the employee wishes to file a ~~rebuttal~~ response, the employee shall submit ~~his/her~~ their comments in writing to the ~~Personnel Director~~ Office of Human Resources prior to the expiration of the ~~seven (7)~~ fifteen (15) working day period. Upon receipt of the ~~rebuttal~~ response, the ~~Personnel Director~~ Office of Human Resources shall forward a copy to the immediate supervisor and place the response in the employee's personnel file. ~~the second-level supervisor who shall meet with the employee in an attempt to resolve the disagreement. The second level supervisor shall prepare, within ten (10) working days, a report of this conference which shall be filed in the department, with the employee, and in the employee's personnel file. The determination of the second level supervisor shall be final.~~

G. Performance evaluation reports and attached ~~rebuttal~~ response statements shall be available for review for a one year period, in connection with promotional examinations.

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Section 10.1.4

~~10.1.5~~ — ~~REPORTS ON SPECIAL ASSIGNMENTS~~

- ~~A. — For purposes of this rule, a special assignment is defined as a provisional appointment of a classified employee to a position for a period not to exceed 90 working days for which an eligibility list does not exist. This 90 day period may be extended by Personnel Commission action per Merit Rule 7.2.~~
  
- ~~B. — For purposes of this rule, Career Laddering is a special assignment defined as an assignment which places an employee in a job outside of the employee's regular assignment and which represents a vertical, lateral, or downward path towards a new career opportunity. A career laddering assignment is limited to 90 working days per paragraph A above.~~
  
- ~~C. — A permanent employee on a provisional or career laddering assignment with an expected duration of 30 days or more shall receive a written progress report, on the appropriate District form, at the completion of the first, third, and fifth months of the assignment.~~
  
- ~~D. — Provisional and career laddering assignments are temporary and do not automatically entitle the employee to probationary or permanent status. To obtain the position permanently, the employee must successfully compete through the regular merit system process.~~
  
- ~~E. — The progress report is for feedback purposes only and does not constitute a formal evaluation process as described in Rule 10.1. It is not subject to review in connection with promotional examinations or appointment.~~

~~Approved: P. C. 10/9/91 Revised: P.C. 7/8/92~~

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Section 10.1.4.F

~~F. Within ten (10) days after the end of the special assignment, the supervisor shall complete a final summary report outlining the employee's accomplishments during the special assignment which shall include a statement by the employee. This summary report shall become a part of the employee's permanent personnel record in accordance with the procedures contained in Merit Rule 9.9.~~

Approved: P.C. 10/9/91 Revised: P.C. 7/8/92

Section 10.1.5

10.1.6~~10.1.4~~ COMMENDATION

- A. Whenever a regular classified employee performs service of an exemplary character, ~~he/she~~ they may be given a written commendation in recognition of ~~his/her~~ their exemplary service. The commendation shall be prepared and signed by the employee's immediate supervisor and shall be placed in the employee's personnel file.

10.1.7~~10.1.5~~ UNSATISFACTORY SERVICE

- A. A classified employee may be evaluated by ~~his/her~~ their immediate supervisor at any time when unsatisfactory service is performed. The evaluation shall be made no later than 30 calendar days after the unsatisfactory work performance has taken place, ~~on the appropriate Notice of Need for Work Improvement or Disciplinary Action Notice as provided in Rule 14.1.~~

10.1.8 ~~APPLICATION OF EVALUATION PROCEDURES TO UNIT MEMBERS~~

- ~~A.B. Performance evaluations for unit members shall be made in accordance with this Rule and in related provisions of the applicable bargaining agreements, Article 4 of the Agreements between the Santa Monica Community College District and Santa Monica Chapter 36, CSEA.~~

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**AGENDA REPORT NO. 3**

**SUBJECT: REQUEST FOR APPROVAL OF CLASSIFICATION REVISIONS,  
SALARY REALLOCATION, AND RETITLE:  
DIRECTOR OF FACILITIES PLANNING TO  
DIRECTOR OF FACILITIES PLANNING AND CONSTRUCTION**

DATE: August 18, 2021

TO: Members of the Personnel Commission

FROM: Carol Long, Director of the Personnel Commission

BY: John Linke, Supervising Personnel Analyst

**BACKGROUND**

Attached for your approval are the classification revisions, salary reallocation, and retitle for **Director of Facilities Planning**.

As part of the cyclical review process, we are reviewing classifications in the Facilities Planning department. The Facilities Planning department is responsible for working with internal and external constituents to assess the College's current and future facility needs, develop short-term and long-term plans to meet these needs, and provide the full-scope of management and oversight over design and construction projects and associated contract employees.

The Director of Facilities Planning classification was originally created in December 2006, as part of the Hay Study. It has been revised three times since then, with the most recent revision occurring in April 2018 prior to opening recruitment for this position. There is currently one permanent incumbent in this classification.

**METHODOLOGY**

This study was scheduled in the cyclical review calendar for 2020-21. Incumbents in the Facilities Planning job discipline were invited to participate in a class study orientation on May 5, 2021 to discuss the purpose of the study, methodology, timelines, possible outcomes and implications, and frequently asked questions.

Personnel Commission staff met with Chris Bonvenuto, Vice President of Business and Administration, 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. Commission staff proposed revisions to the classification duties based on information gathered from the incumbent job audit, which were reviewed and approved by the supervisor. Additionally, the knowledge and abilities required were expanded and updated with standard language, and minimum qualifications were adjusted to reflect the minimum experience needed upon entry and ensure internal and external alignment with comparable classifications. The class concept and duties were modified to clarify the level and scope of work performed by



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this classification, distinguishing characteristics were modified to more clearly delineate this classification from related roles, and minor adjustments were made to the supervision and physical demands of the role to reflect current reporting relationships and align requirements with job demands, respectively. Classification 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 based on the comparison of positions with the level of duties and responsibilities most similar to the subject position.

**RESULTS**

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

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

AGENCY	JOB TITLE	MIN	MAX	MEDIAN	STUDENT FTE	GF REVENUE ACTUAL
Santa Monica College	Director of Facilities Planning	\$10,374	\$12,610	\$11,492	10,287	\$225M
Cerritos College	Director, Physical Plant and Construction Services	\$11,374	\$14,286	\$12,830	8,184	\$140M
El Camino College	Executive Director of Facilities Planning, Operations and Construction	\$12,824	\$14,866	\$13,845	8,424	\$167M
Glendale College	Director of Facilities	\$9,436	\$12,046	\$10,741	5,740	\$122M
Long Beach City College	Senior Director, Facilities Planning, Construction & Operations	\$10,984	\$14,966	\$12,975	9,082	\$170M
North Orange County CCD	District Director, Facilities Planning and Construction	\$10,625	\$13,444	\$12,035	15,630	\$296M
Santa Barbara City College	Senior Director - Facilities, Planning & Campus Development	\$9,476	\$11,544	\$10,510	6,286	\$129M
	Average	\$10,787	\$13,525	\$12,156		
	25th Percentile	\$9,763	\$12,396	\$11,064		
	50th Percentile	\$10,805	\$13,865	\$12,432		
	75th Percentile	\$11,277	\$14,721	\$12,939		
	80th Percentile	\$11,374	\$14,866	\$12,975		
	90th Percentile	\$12,099	\$14,916	\$13,508		
	SMC % RANK	36%	28%	32%		
	SMC Differences From	-4%	-7%	-6%		
	SMC Differences From	-4%	-10%	-8%		



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*\*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.*

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, given market standing at the 32nd percentile. In this survey, 68% of the cases presented were above the current median salary for this classification. Reallocating the salary to Range M39 will place this job at the 80th 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. Cyclical review results have been sent to the incumbent, Business Services, Human Resources, and executive leadership.

The following charts show related classifications in this job discipline, as well as Director and Assistant Director-level classifications utilized by the College, and salary allocation information for each classification:

<b>JOB TITLE</b>	<b>MIN</b>	<b>MAX</b>	<b>RANGE</b>	<b>% DIFF BETWEEN LEVELS</b>
<b><i>Director of Facilities Planning and Construction (Proposed)</i></b>	<b>\$11,715</b>	<b>\$14,240</b>	<b>M39</b>	<b>34.01%</b>
<b><i>Assistant Director of Facilities Planning and Construction (Proposed)*</i></b>	<b>\$8,742</b>	<b>\$10,626</b>	<b>M27</b>	<b>0.00%</b>

*\*See separate agenda report*

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<b>JOB TITLE</b>	<b>REPORTS TO</b>	<b>RANGE</b>	<b>MIN</b>	<b>MAX</b>
Chief Director of Business Services	Vice President - Business/Administration	A21	\$14,597	\$16,093
Chief Director of Information Technology	Superintendent/President	A21	\$14,597	\$16,093
Director of the Personnel Commission	Personnel Commission	A19	\$13,902	\$15,327
Chief of Police	Vice President - Student Affairs	A18	\$13,562	\$14,952
Director of Network Services	Chief Director of IT	A15	\$12,610	\$13,902
Director of Fiscal Services*	Vice President - Business/Administration	A15	\$12,610	\$13,902
Director of Management Information Systems	Chief Director of IT	A15	\$12,610	\$13,902
<b>Director of Facilities Planning and Construction (Proposed)</b>	<b>Vice President - Business/Administration</b>	<b>M39</b>	<b>\$11,715</b>	<b>\$14,240</b>
Director of Human Resources	Vice President – Human Resources	M39	\$11,715	\$14,240
KCRW Radio Station Director	Senior Director, Government Relations/Communications	A9	\$10,893	\$12,010
Director of Facilities Maintenance & Operations	Vice President - Business/Administration	M34	\$10,374	\$12,610
<b>Director of Facilities Planning (Current)</b>	<b>Vice President - Business/Administration</b>	<b>M34</b>	<b>\$10,374</b>	<b>\$12,610</b>
Director of Safety & Risk Management	Vice President - Business/Administration	M34	\$10,374	\$12,610
Controller	Chief Director of Business Services	M32	\$9,880	\$12,010
Director of Budget	Vice President - Business/Administration	M32	\$9,880	\$12,010
Director of Facilities Finance	Vice President - Business/Administration	M32	\$9,880	\$12,010
Director of Procurement, Contracts & Logistics	Chief Director of Business Services	M32	\$9,880	\$12,010
Director of Auxiliary Services	Dean, Education Enterprise	M31	\$9,638	\$11,715
Community College Police Captain	Chief of Police	M31	\$9,638	\$11,715
Director of the SMC Foundation	Dean, Institutional Advancement/SMC Foundation	M30	\$9,410	\$11,438
Assistant Director of Safety & Risk Management*	Director of Safety & Risk Management	M29	\$9,179	\$11,157
Assistant Director of Human Resources*	Director of Human Resources	M29	\$9,179	\$11,157
<b>Assistant Director of Facilities Planning and Construction (Proposed)</b>	<b>Director of Facilities Planning</b>	<b>M27</b>	<b>\$8,742</b>	<b>\$10,626</b>
<b>Assistant Director of Facilities Planning (Current)</b>	<b>Director of Facilities Planning</b>	<b>M25</b>	<b>\$8,326</b>	<b>\$10,120</b>
Assistant Director of Facilities Maintenance	Director of Facilities Maintenance & Operations	M24	\$8,129	\$9,880
Assistant Director of Facilities Operations	Director of Facilities Maintenance & Operations	M24	\$8,129	\$9,880
Director of Grants	Dean, Institutional Advancement/SMC Foundation	M24	\$8,129	\$9,880

\*Pending review

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**RECOMMENDATION**

It is recommended that the Commission approve the proposed class description revisions, salary reallocation, and retitle for Director of Facilities Planning.

**From:            Director of Facilities Planning  
                     \$10,374 to \$12,610 per month  
                     (Classified Management Salary Schedule Range M34)**

**To:                Director of Facilities Planning and Construction  
                     \$11,715 to \$14,240 per month  
                     (Classified Management Salary Schedule Range M39)**

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**DISPOSITION BY THE COMMISSION**

MOTION MADE BY:

SECONDED BY:

AYES:

NAYS:

ABSTENTIONS:

Amendments/Comments

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Santa Monica Community College District  
Personnel Commission

**Director of Facilities Planning and Construction**

**CONCEPT OF THE CLASS**

Under general direction, this individual classification directs, administers, and manages the District's Facilities Planning Department, including all capital planning activities, design, ~~and~~ development, and construction of projects requiring Division of the State Architect (DSA) approval, real estate asset planning, and budgeting oversight.

**DISTINGUISHING CHARACTERISTICS**

The **Director of Facilities Planning and Construction** is responsible for administering and managing the capital planning activities, project design and development, construction and real estate planning for the District.

The **Assistant Director of Facilities Planning and Construction** ~~assists-participates~~ in the administration and management of the District's ~~facilities-capital~~ planning, design, construction, and real estate planning program and provides full-cycle project management for assigned projects-activities.

The **Chief Director of Business Services** is responsible for planning, organizing and directing the activities related to the District-wide Business Services.

**ESSENTIAL DUTIES**

Develops, oversees and implements computerized records, project management information systems and project management controls to enhance operational efficiencies and for tracking facilities expense records; develops, oversees and implements system workflows to communicate construction-related matters with all stakeholders.

Directs and evaluates the work of contract architectural, project management and construction management firms, and general contractors, for compliance with contract specifications, and terms and conditions; ~~and~~ authorizes payment in accordance with contract provisions.

Directs the operating budget development process, monitors adherence to projects' budgets, and analyzes, negotiates, recommends and prepares change orders, budget adjustments and modifications as appropriate.

Oversees the selection and work of architects, engineers, planning and design consultants, project managers, construction managers, contractors and other professionals, in addition to negotiating their scope of work and contractual agreements.

Coordinates with various city and state offices, agencies and groups to obtain timely building permits, zoning changes and environmental impact reports.

Represents the District in meetings, hearings, and conferences with contractors, representatives from public agencies, regulatory agencies, legislative bodies, business organizations, community groups, and the general public.

Ensures ~~department~~Division compliance with District policy and procedures and applicable local, state, and federal laws and regulations.

Serves as liaison between college staff, administrators and contract architectural and engineering firms using written and oral communications

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Plans and directs the activities of the Facilities Planning Department, which include the areas of facilities planning and design, facilities renovation and improvement, facilities construction and facilities funding and budget.

Serves as the District's advisor to the Citizen's Bond Oversight Committee.

Makes presentations to the Board of Trustees, city and community groups, and appropriate planning committees [to secure buy-in and advise on matters](#) regarding facilities planning and development.

Analyzes needs for new and existing facilities and makes recommendation for facilities improvements; determines new and remodeled facilities' project scope and timelines.

Manages District-wide facilities utilization analysis, long-range facilities planning and facilities design, including the Facilities Master Plan.

Oversees and coordinates data reporting requirements for the Capital Construction Plan and Space Inventory to the state.

Conveys information to appropriate parties regarding technology infrastructure projects, including data and communications networks and wiring systems, computer laboratories, audio/visual systems, and security and fire alarm systems.

Develops proposals and implements plans for energy conservation and sustainability.

Plans for future property needs and uses, site development, entitlements, and approvals.

Provides policy recommendations to develop or revise legislation, regulations and controls affecting the District's Facilities [planning and construction](#) program.

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 Business and Administration](#) ~~an assigned senior administrator~~.

***Supervision Exercised:***

This position exercises ~~direct supervision~~ [direction](#) over the Assistant Director of Facilities Planning ~~and Construction~~ and other ~~related assigned~~ staff, [including](#) functional supervision over contract [consultants](#), project managers, architects, engineers, and contractors.

#### KNOWLEDGE, SKILLS AND ABILITIES

**Knowledge of:**

~~Education facilities~~ [Architectural, planning, construction, and safety administration, project management principles and practices applicable to public schools and community colleges](#) ~~scheduling for large, complex projects~~

[Principles and practices of program development, evaluation and administration, including business process analysis, budget preparation and effective expenditure control methods](#)

[Principles and practices of construction project management and](#) ~~B~~ [budgetary planning and administration as it relates to construction project management](#)

[Principles and practices of long-term and short-term facilities planning](#)

~~California C~~ [community college or public sector education capital outlay programs](#)

~~State of California Capital Outlay programs and~~ [Division of the State Architect regulations and processes](#)

[California Public Contract Code](#)

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Laws and administrative policies, practices, and processes of local, state, and federal agencies which impact facilities planning and development, including [California Building Code](#), the Field Act and the Americans with Disabilities Act (ADA)

[Tactics for developing and maintaining interpersonal relationships and effectively resolving conflicts](#)

[Construction management software and other computer programs that support this type of work](#)

LEED certification process

[Methods, practices, equipment, and supplies used in facility maintenance and construction](#)

Federal, state and local regulations pertaining to planning, development and construction (~~i.e., such as~~ land use, California Coastal Commission, California Environmental Quality Act (CEQA), waste and water resources, and hazardous materials)

Complex technology infrastructure systems including data networks, communications systems, audio/visual systems, security and fire alarms

General principles and practices of contract administration, research, cost analysis and control budget, accounting and competitive bidding process

Principles of real property asset planning

Oral and written communication skills and presentation techniques

[Principles and practices of employee supervision, evaluation, training, and development](#)

Research methods and report writing techniques

~~Design and space planning principles and practices~~

~~Architectural design principles~~

~~Principles of budgetary planning and management~~

~~Computer applications, systems and hardware used in facilities planning and development~~

~~Principles of supervision, management and training~~

**Ability to:**

Plan, organize and coordinate a District-wide facilities construction program, which may include a variety of new facilities and facilities improvement projects, with maximum efficiency and cost effectiveness

~~Comprehend-Interpret~~ and evaluate [technical documents including, but not limited to, complex architectural and engineering designs, plans and specifications, construction documents, requests for information \(RFI\), submittals, reports, and change order requests](#)

Estimate project requirements, plan processes and activities, organize resources, schedule and direct operations to meet goals and deadlines, and evaluate operational effectiveness

Manage the performance of external consultants and contractors

~~Conduct meetings and make presentations to a-~~ [Inform, influence and collaborate with a](#) wide range of internal and external stakeholders [by conducting meetings and delivering presentations](#)

[Exercise tact and discretion in sensitive interactions with contractors and internal and external stakeholders, while advocating for the best interest of the District](#)

Effectively utilize computer equipment and specialized software used in the design and management of technology and facility projects

Select, motivate, train, and supervise employees engaged in technical activities

[Organize, set priorities and exercise sound independent judgment within areas of assigned responsibility](#)

[Analyze, interpret, apply, explain and reach sound decisions in accordance with applicable laws and regulations, and District policies and procedures](#)



**SANTA MONICA COLLEGE PERSONNEL COMMISSION  
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~~Analyze data and Research and~~ prepare clear and concise reports based upon complex data.

Communicate effectively, both orally and in writing

Stay abreast of technology changes and adapt to new technologies

Use techniques and advanced business data and organizational analysis to systematically identify and assess complex District-wide issues and present potential solutions to District leadership

Role model exceptional internal and external customer service

Establish and maintain effective working relationships with District management, staff, students, the public, governmental agencies, and others encountered in the course of work, in a diverse, multicultural and multi-ethnic educational environment.

~~Establish and maintain effective working relationships with administrative staff of the District, commissioned architects, and representatives of other public agencies~~

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

~~Model professional integrity and ethics and deal quickly with breaches and misconduct~~

~~Utilize organizational funds and material resources wisely and strategically~~

**MINIMUM QUALIFICATIONS**

***Education Requirement:***

Bachelor's degree in Business, Architecture, Engineering or a closely related field. A Master's degree in a related field is desirable.

***Experience Requirement:***

~~Four-Five~~ years of responsible experience in facilities construction ~~planning and~~ project and planning management, preferably in a K-14 educational institution. Experience must include managing facilities design, budget preparation, construction oversight, and technology ~~real~~ implementations; including two years of administrative or supervisory experience. Construction management experience that involved working with the California Division of the State Architect is required.

***Education/Experience Equivalency:***

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

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

Possession of a valid driver's license. Access to an automobile. Licensure as an Architect by the California Architects Board is preferred.

**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:***

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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, and carry, ~~push, or pull~~ up to 25 pounds. The employee is required to regularly visit construction sites with unpaved, uneven surfaces, excavations and construction work in progress. Hardhats, safety glasses and safety shoes are required. Walking on catwalks, scaffoldings and using ladders to reach upper floors may be necessary. While performing the duties of this job, the noise level in the work environment is usually quiet to moderate, but occasionally can be noisy and loud.

**CLASS DETAIL**

~~Job Family: Facilities, Trades, and Maintenance~~

~~FLSA Status: Exempt~~

~~Personnel Commission Approval Date: December 7, 2006~~

~~Class History: Director of Facilities Planning~~

~~Revision Date(s): Hay Study, 12/07/06, 3/19/2014, 4/17/2018, 8/18/2021~~

<u>Job Family:</u>	<u>Facilities, Trades, and Maintenance</u>
<u>FLSA Status:</u>	<u>Exempt</u>
<u>Personnel Commission Approval Date:</u>	<u>December 7, 2006</u>
<u>Class History:</u>	<u>Director of Facilities Planning</u>
<u>Revision Date(s):</u>	<u>Hay Study, 12/07/06, 3/19/2014, 4/17/2018, 8/18/2021</u>



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Santa Monica Community College District  
Personnel Commission

**Director of Facilities Planning and Construction**

**CONCEPT OF THE CLASS**

Under general direction, this classification directs, administers, and manages the District's Facilities Planning Department, including all capital planning activities, design, development, and construction of projects requiring Division of the State Architect (DSA) approval, real estate asset planning, and budgeting oversight.

**DISTINGUISHING CHARACTERISTICS**

The **Director of Facilities Planning and Construction** is responsible for administering and managing the capital planning activities, project design and development, construction and real estate planning for the District.

The **Assistant Director of Facilities Planning and Construction** participates in the administration and management of the District's capital planning, design, construction, and real estate planning program and provides full-cycle project management for assigned projects.

The **Chief Director of Business Services** is responsible for planning, organizing and directing the activities related to the District-wide Business Services.

**ESSENTIAL DUTIES**

Develops, oversees and implements computerized records, project management information systems and project management controls to enhance operational efficiencies and track facilities expense records; develops, oversees and implements system workflows to communicate construction-related matters with all stakeholders.

Directs and evaluates the work of contract architectural, project management and construction management firms, and general contractors for compliance with contract specifications and terms and conditions; authorizes payment in accordance with contract provisions.

Directs the operating budget development process, monitors adherence to project budgets, and analyzes, negotiates, recommends and prepares change orders, budget adjustments and modifications as appropriate.

Oversees the selection and work of architects, engineers, planning and design consultants, project managers, construction managers, contractors and other professionals, in addition to negotiating their scope of work and contractual agreements.

Coordinates with various city and state offices, agencies and groups to obtain timely building permits, zoning changes and environmental impact reports.

Represents the District in meetings, hearings, and conferences with contractors, representatives from public agencies, regulatory agencies, legislative bodies, business organizations, community groups, and the general public.

Ensures department compliance with District policy and procedures and applicable local, state, and federal laws and regulations.

Serves as liaison between college staff, administrators and contract architectural and engineering firms

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Plans and directs the activities of the Facilities Planning Department, which include the areas of facilities planning and design, facilities renovation and improvement, facilities construction and facilities funding and budget.

Serves as the District's advisor to the Citizen's Bond Oversight Committee.

Makes presentations to the Board of Trustees, city and community groups, and appropriate planning committees to secure buy-in and advise on matters regarding facilities planning and development.

Analyzes needs for new and existing facilities and makes recommendation for facilities improvements; determines new and remodeled facilities' project scope and timelines.

Manages District-wide facilities utilization analysis, long-range facilities planning and facilities design, including the Facilities Master Plan.

Oversees and coordinates data reporting requirements for the Capital Construction Plan and Space Inventory to the state.

Conveys information to appropriate parties regarding technology infrastructure projects, including data and communications networks and wiring systems, computer laboratories, audio/visual systems, and security and fire alarm systems.

Develops proposals and implements plans for energy conservation and sustainability.

Plans for future property needs and uses, site development, entitlements, and approvals.

Provides policy recommendations to develop or revise legislation, regulations and controls affecting the District's Facilities planning and construction program.

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 Business and Administration.

***Supervision Exercised:***

This position exercises direction over the Assistant Director of Facilities Planning and Construction and other assigned staff, including functional supervision over contract consultants, project managers, architects, engineers, and contractors.

**KNOWLEDGE, SKILLS AND ABILITIES**

**Knowledge of:**

Architectural, planning, construction, and safety principles and practices applicable to public schools and community colleges

Principles and practices of program development, evaluation and administration, including business process analysis, budget preparation and effective expenditure control methods

Principles and practices of construction project management and budgetary planning and administration

Principles and practices of long-term and short-term facilities planning

California community college or public education capital outlay programs

Division of the State Architect regulations and processes

California Public Contract Code

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Laws and administrative policies, practices, and processes of local, state, and federal agencies which impact facilities planning and development, including California Building Code, the Field Act and the Americans with Disabilities Act (ADA)

Tactics for developing and maintaining interpersonal relationships and effectively resolving conflicts

Construction management software and other computer programs that support this type of work

LEED certification process

Methods, practices, equipment, and supplies used in facility maintenance and construction

Federal, state and local regulations pertaining to planning, development and construction, such as land use, California Coastal Commission, California Environmental Quality Act (CEQA), waste and water resources, and hazardous materials

Complex technology infrastructure systems including data networks, communications systems, audio/visual systems, security and fire alarms

General principles and practices of contract administration, research, cost analysis and control budget, accounting and competitive bidding process

Principles of real property asset planning

Oral and written communication skills and presentation techniques

Principles and practices of employee supervision, evaluation, training, and development Research methods and report writing techniques

**Ability to:**

Plan, organize and coordinate a District-wide facilities construction program, which may include a variety of new facilities and facilities improvement projects, with maximum efficiency and cost effectiveness

Interpret and evaluate technical documents including, but not limited to, construction documents, requests for information (RFI), submittals, reports, and change order requests

Estimate project requirements, plan processes and activities, organize resources, schedule and direct operations to meet goals and deadlines, and evaluate operational effectiveness

Manage the performance of external consultants and contractors

Inform, influence and collaborate with a wide range of internal and external stakeholders by conducting meetings and delivering presentations

Exercise tact and discretion in sensitive interactions with contractors and internal and external stakeholders, while advocating for the best interest of the District

Effectively utilize computer equipment and specialized software used in the design and management of technology and facility projects

Select, motivate, train, and supervise employees engaged in technical activities

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

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

Analyze data and prepare clear and concise reports based upon complex data.

Communicate effectively, both orally and in writing

Stay abreast of technology changes and adapt to new technologies

Use techniques and advanced business data and organizational analysis to systematically identify and assess complex District-wide issues and present potential solutions to District leadership

**SANTA MONICA COLLEGE PERSONNEL COMMISSION  
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Role model exceptional internal and external customer service

Establish and maintain effective working relationships with District management, staff, students, the public, governmental agencies, and others encountered in the course of work, in a diverse, multicultural and multi-ethnic educational environment.

**MINIMUM QUALIFICATIONS**

**Education Requirement:**

Bachelor's degree in Business, Architecture, Engineering or a closely related field. A Master's degree in a related field is desirable.

**Experience Requirement:**

Five years of responsible experience in facilities construction project and planning management, preferably in a K-14 educational institution. Experience must include managing facilities design, budget preparation, construction oversight, and technology implementations, including two years of administrative or supervisory experience. Construction management experience that involved working with the California Division of the State Architect is required.

**Education/Experience Equivalency:**

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

**Licensure and/or Certification:**

Possession of a valid driver license. Access to an automobile. Licensure as an Architect by the California Architects Board is preferred.

**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 and carry up to 25 pounds. The employee is required to regularly visit construction sites with unpaved, uneven surfaces, excavations and construction work in progress. Hardhats, safety glasses and safety shoes are required. Walking on catwalks, scaffoldings and using ladders to reach upper floors may be necessary. While performing the duties of this job, the noise level in the work environment is usually quiet to moderate, but occasionally can be noisy and loud.

**CLASS DETAIL**

Job Family:	Facilities, Trades, and Maintenance
FLSA Status:	Exempt
Personnel Commission Approval Date:	December 7, 2006
Class History:	Director of Facilities Planning
Revision Date(s):	Hay Study, 12/07/06, 3/19/2014, 4/17/2018, 8/18/2021

SANTA MONICA COLLEGE PERSONNEL COMMISSION  
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**AGENDA REPORT NO. 4**

**SUBJECT: REQUEST FOR APPROVAL OF CLASSIFICATION REVISIONS,  
SALARY REALLOCATION, AND RETITLE:  
ASSISTANT DIRECTOR OF FACILITIES PLANNING TO  
ASSISTANT DIRECTOR OF FACILITIES PLANNING AND  
CONSTRUCTION**

DATE: August 18, 2021

TO: Members of the Personnel Commission

FROM: Carol Long, Director of the Personnel Commission

BY: John Linke, Supervising Personnel Analyst

**BACKGROUND**

Attached for your approval are the classification revisions, salary reallocation, and retitle for **Assistant Director of Facilities Planning**.

As part of the cyclical review process, we are reviewing classifications in the Facilities Planning department. The Facilities Planning department is responsible for working with internal and external constituents to assess the College's current and future facility needs, develop short-term and long-term plans to meet these needs, and provide the full-scope of management and oversight over design and construction projects and associated contract employees.

The Assistant Director of Facilities Planning classification was originally created in March 2014, and has not been revised since its creation. There are no incumbents in this classification, but the department has requested to proceed with recruitment following completion of the cyclical study.

**METHODOLOGY**

This study was scheduled in the cyclical review calendar for 2020-21. Incumbents in the Facilities Planning job discipline were invited to participate in a class study orientation on May 5, 2021 to discuss the purpose of the study, methodology, timelines, possible outcomes and implications, and frequently asked questions.

Personnel Commission staff met with Charlie Yen, Director of Facilities Planning, 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, the knowledge and abilities required were expanded and updated with standard language, and minimum qualifications were adjusted to reflect the minimum experience needed upon entry and ensure internal and external alignment with comparable classifications.

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The class concept and duties were modified to clarify the level and scope of work performed by this classification, distinguishing characteristics were added to more clearly delineate this classification from related roles, and minor adjustments were made to the supervision and physical demands of the role to reflect current reporting relationships and align requirements with job demands, respectively. Classification 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 based on the comparison of positions with the level of duties and responsibilities most similar to the subject position.

**RESULTS**

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

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



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AGENCY	JOB TITLE	MIN	MAX	MEDIAN	STUDENT FTE	GF REVENUE ACTUAL
Santa Monica College	Assistant Director of Facilities Planning	\$8,326	\$10,120	\$9,223	10,287	\$225M
Contra Costa CCD	Facilities Project Manager	\$8,840	\$10,770	\$9,805	14,139	\$267M
El Camino College	Assistant Director of Facilities Planning & Services	\$8,329	\$9,755	\$9,042	8,424	\$167M
Long Beach City College	Construction Project Manager	\$7,491	\$10,207	\$8,849	9,082	\$170M
Mount San Antonio College	Assistant Director, Facilities Planning & Management	\$10,196	\$11,338	\$10,767	13,301	\$257M
North Orange County CCD	Manager, District Facilities Planning, Maintenance and Construction Contracts	\$8,080	\$10,224	\$9,152	15,630	\$296M
Average		\$8,587	\$10,459	\$9,523		
25th Percentile		\$8,080	\$10,207	\$9,042		
50th Percentile		\$8,329	\$10,224	\$9,152		
75th Percentile		\$8,840	\$10,770	\$9,805		
80th Percentile		\$9,111	\$10,884	\$9,997		
90th Percentile		\$9,654	\$11,111	\$10,382		
SMC % RANK		50%	20%	53%		
SMC Differences From AVG		-3%	-3%	-3%		
SMC Differences From MED		0%	-1%	1%		

*\*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.*

Salary reallocation is recommended from Range M25 (\$8,326 to \$10,120 per month) to Range M27 (\$8,742 to \$10,626 per month) on the Classified Management Salary Schedule, given market standing at the 53<sup>rd</sup> percentile. In this survey, 47% of the cases presented were above the current median salary for this classification. Reallocating the salary to Range M27 will place this job at the 70th 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. Cyclical review results have been sent to Business Services, Human Resources, and executive leadership.

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The following charts show related classifications in this job discipline, as well as Director and Assistant Director-level classifications utilized by the College, and salary allocation information for each classification:

<b>JOB TITLE</b>	<b>MIN</b>	<b>MAX</b>	<b>RANGE</b>	<b>% DIFF BETWEEN LEVELS</b>
<i><b>Director of Facilities Planning and Construction (Proposed)*</b></i>	<b>\$11,715</b>	<b>\$14,240</b>	<b>M39</b>	<b>34.01%</b>
<i><b>Assistant Director of Facilities Planning and Construction (Proposed)</b></i>	<b>\$8,742</b>	<b>\$10,626</b>	<b>M27</b>	<b>0.00%</b>

*\*See separate agenda report*



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<b>JOB TITLE</b>	<b>REPORTS TO</b>	<b>RANGE</b>	<b>MIN</b>	<b>MAX</b>
Chief Director of Business Services	Vice President - Business/Administration	A21	\$14,597	\$16,093
Chief Director of Information Technology	Superintendent/President	A21	\$14,597	\$16,093
Director of the Personnel Commission	Personnel Commission	A19	\$13,902	\$15,327
Chief of Police	Vice President - Student Affairs	A18	\$13,562	\$14,952
Director of Network Services	Chief Director of IT	A15	\$12,610	\$13,902
Director of Fiscal Services*	Vice President - Business/Administration	A15	\$12,610	\$13,902
Director of Management Information Systems	Chief Director of IT	A15	\$12,610	\$13,902
<b>Director of Facilities Planning and Construction (Proposed)</b>	<b>Vice President - Business/Administration</b>	<b>M39</b>	<b>\$11,715</b>	<b>\$14,240</b>
Director of Human Resources	Vice President – Human Resources	M39	\$11,715	\$14,240
KCRW Radio Station Director	Senior Director, Government Relations/Communications	A9	\$10,893	\$12,010
Director of Facilities Maintenance & Operations	Vice President - Business/Administration	M34	\$10,374	\$12,610
<b>Director of Facilities Planning (Current)</b>	<b>Vice President - Business/Administration</b>	<b>M34</b>	<b>\$10,374</b>	<b>\$12,610</b>
Director of Safety & Risk Management	Vice President - Business/Administration	M34	\$10,374	\$12,610
Controller	Chief Director of Business Services	M32	\$9,880	\$12,010
Director of Budget	Vice President - Business/Administration	M32	\$9,880	\$12,010
Director of Facilities Finance	Vice President - Business/Administration	M32	\$9,880	\$12,010
Director of Procurement, Contracts & Logistics	Chief Director of Business Services	M32	\$9,880	\$12,010
Director of Auxiliary Services	Dean, Education Enterprise	M31	\$9,638	\$11,715
Community College Police Captain	Chief of Police	M31	\$9,638	\$11,715
Director of the SMC Foundation	Dean, Institutional Advancement/SMC Foundation	M30	\$9,410	\$11,438
Assistant Director of Safety & Risk Management*	Director of Safety & Risk Management	M29	\$9,179	\$11,157
Assistant Director of Human Resources*	Director of Human Resources	M29	\$9,179	\$11,157
<b>Assistant Director of Facilities Planning and Construction (Proposed)</b>	<b>Director of Facilities Planning</b>	<b>M27</b>	<b>\$8,742</b>	<b>\$10,626</b>
<b>Assistant Director of Facilities Planning (Current)</b>	<b>Director of Facilities Planning</b>	<b>M25</b>	<b>\$8,326</b>	<b>\$10,120</b>
Assistant Director of Facilities Maintenance	Director of Facilities Maintenance & Operations	M24	\$8,129	\$9,880
Assistant Director of Facilities Operations	Director of Facilities Maintenance & Operations	M24	\$8,129	\$9,880
Director of Grants	Dean, Institutional Advancement/SMC Foundation	M24	\$8,129	\$9,880

\*Pending review

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**RECOMMENDATION**

It is recommended that the Commission approve the proposed class description revisions, salary reallocation, and retitle for Assistant Director of Facilities Planning.

**From:           Assistant Director of Facilities Planning  
                  \$8,326 to \$10,120 per month  
                  (Classified Management Salary Schedule Range M25)**

**To:               Assistant Director of Facilities Planning and Construction  
                  \$8,742 to \$10,626 per month  
                  (Classified Management Salary Schedule Range M27)**

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**DISPOSITION BY THE COMMISSION**

MOTION MADE BY:

SECONDED BY:

AYES:

NAYS:

ABSTENTIONS:

Amendments/Comments

**SANTA MONICA COLLEGE PERSONNEL COMMISSION  
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**Santa Monica Community College District  
Personnel Commission**

**Assistant Director of Facilities Planning and Construction**

**CONCEPT OF THE CLASS**

Under the direction of the Director of Facilities Planning and Construction, this individual classification assists in the daily administration and management of the Facilities Planning Department, including all capital planning activities, design, ~~and~~ development, and construction of projects requiring Division of the State Architect (DSA) approval, and real estate asset planning. This individual acts for the Director of Facilities Planning as required.

**DISTINGUISHING CHARACTERISTICS**

The Assistant Director of Facilities Planning and Construction participates in the administration and management of the District's capital planning, design, construction, and real estate planning program and provides full-cycle project management for assigned projects.

The Director of Facilities Planning and Construction classification is responsible for administering and managing the capital planning activities, project design and development, construction and real estate planning for the District.

The Assistant Director of Facilities Maintenance directs the District's facilities, maintenance, construction, remodeling, utilities, and mechanical and energy management services.

**ESSENTIAL DUTIES**

Coordinates all phases of major projects, from inception to close-out; meets regularly with project managers and other college representatives; represents the District during construction phases through meetings with project managers, contractors, construction inspectors, and other construction professionals; serves as Construction Manager and Project Manager in the absence of an external project consultant.

Assists the Director of Facilities Planning in the coordination of projects funded by construction bond.

Oversees and reviews the work of architects and other consultants.

Assists the Director of Facilities Planning in planning and directing the activities of the Facilities Planning and Development Department, which include the areas of Facilities planning and design, Facilities renovation and improvement, Facilities construction, and Facilities funding and budget.

Prepares, writes and assists in the development of construction plans and drawings, bid request documents and specifications for new construction and remodel projects; prepares compliance documentation and reports related to facilities and capital outlay project proposals.

Assists with the selection and supervision of architects, engineers, planning and design consultants, project managers, construction managers, inspectors, and/or other applicable professionals.

Prepares correspondence, reports and presentations regarding assigned facilities programs of the District including Board agenda items.

Supports and maintains the department website and project management information system, including updating forms and modifying existing workflows, to communicate construction-related matters with all stakeholders.

Represents the Facilities' Planning Department on designated matters at District-wide meetings.

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Serves as a resource to the State Chancellor's Office staff, the Division of the State Architect, other state and local agencies, District staff, and the community regarding facilities issues.

Assists in the development of the Facilities Master Plan.

Coordinates efforts with various city and state offices, agencies and groups to obtain timely action on matters such as building permits, zoning changes and environmental impact reports.

Coordinates the District-wide program of facilities utilization analysis, long-range facilities planning, [real estate planning](#), facilities design, scheduled maintenance, hazardous materials removal, and other related programs for which the District may receive funding.

Assumes responsibility for the business operations of the department in the absence of the Director of Facilities Planning.

Monitors the maintenance of budgets and schedules for all assigned projects to ensure timely claiming of funds from the state. Monitors college, district and project specific facilities expenditures to ensure appropriateness, accuracy and completeness.

Participates in the preparation and the submission and tracking of the Capital Outlay Program, Scheduled Maintenance Program, Hazardous Materials Removal Program, Five Year Capital Construction Plan, Space Inventory, and the other state or federal programs.

*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 ~~is supervised~~ [receives general direction from](#) ~~by~~ the Director of Facilities Planning [and Construction](#).

***Supervision Exercised:***

~~The~~ [This](#) position ~~in this classification~~ exercises functional supervision over contract [consultants](#), project managers, architects, engineers, and contractors. [May supervise assigned District staff](#).

**KNOWLEDGE, SKILLS AND ABILITIES**

**Knowledge of:**

Architectural, planning, ~~design, and~~ construction, ~~and safety~~ principles and practices [applicable as related](#) to public schools and community colleges

[Principles and practices of](#) ~~C~~ construction project management and budgetary planning [and administration](#)

[California](#) ~~C~~ community college or public ~~education sector~~ capital outlay programs

~~State of California Capital Outlay programs and~~ Division of the State Architect [regulations and processes](#)

[California Public Contract Code](#)

[Laws and administrative policies, practices, and processes of local, state, and federal agencies which impact facilities planning and development, including California Building Code, the Field Act and the Americans with Disabilities Act \(ADA\)](#)

[Tactics for developing and maintaining interpersonal relationships and effectively resolving conflicts](#)

[Construction management software and other computer programs that support this type of work](#)

[LEED certification process](#)

Methods, practices, equipment, and supplies used in facility maintenance and construction; ~~including applicable building safety regulations~~

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Federal, state and local regulations pertaining to planning, development and construction, ~~ie., such as~~ land use, California Coastal commission, California Environmental Quality Act (CEQA), waste and water resources, and hazardous materials

~~Complex technology infrastructure systems including data networks, communications systems, audio/visual systems, security and fire alarms~~

~~General principles and practices of contract administration, research, cost analysis and control budget, accounting and competitive bidding process~~

Principles of real property asset planning

Oral and written communication skills and presentation techniques

Research methods and report writing techniques

~~Design and space planning principles and practices~~

~~Architectural design principles~~

~~Principles and practices of effective administration, supervision and training~~

**Ability to:**

Plan, organize and coordinate the day-to-day activities of capital construction and facilities improvement projects with maximum efficiency and cost effectiveness.

Interpret and evaluate technical documents including, but not limited to, construction documents, requests for information (RFI), submittals, reports, and change order requests

Estimate project requirements, plan processes and activities, organize resources, schedule and direct operations to meet goals and deadlines, and evaluate operational effectiveness

Manage the performance of external consultants and contractors

Exercise tact and diplomacy discretion in dealing with sensitive interactions with contractors and internal and external stakeholders, issues and situations while advocating for the best interests of the District

Effectively utilize computer equipment and specialized software used in the design and management of technology and facility projects

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

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

Analyze data and ~~P~~prepare clear, and concise and ~~comprehensive~~ correspondence, reports, studies, plans, and other written materials.

Communicate effectively, both orally and in writing

Stay abreast of technology changes and adapt to new technologies

Role model exceptional internal and external customer service

Establish and maintain effective working relationships with District management, staff, students, the public, governmental agencies, and others encountered in the course of work, in a diverse, multicultural and multi-ethnic educational environment

~~Plan and coordinate the design of complex facilities projects~~

~~Manage multiple complex large scale construction projects~~

~~Read and interpret complex construction plans and specifications~~

~~Perform highly complex and analytical work within department policies and/or objectives~~

~~Evaluate alternatives and develop sound conclusions and recommendations.~~

~~Identify and communicate issues important to the District to all levels of staff~~

~~Work effectively independently and on teams~~



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~~Organize relatively complex projects or activities that are interdepartmental in scope~~

~~Analyze data and prepare effective oral and written reports~~

~~Demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students, faculty, staff, and community members.~~

**MINIMUM QUALIFICATIONS**

**Education Requirement:**

Bachelor's degree in Business, Architecture, Engineering or a closely related field.

**Experience Requirement:**

Four years of responsible experience in facilities construction ~~planning and~~ project and planning management that includes managing facilities design, budget preparation, construction oversight, and technology ~~real~~ implementations. Construction management experience that involved working with the California Division of the State Architect is required. Supervisory experience preferred.

**Education/Experience Equivalency:**

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

**Licensure and/or Certification:**

Possession of a valid ~~Class "C" California~~ driver's license. Access to an automobile. Licensure as an Architect by the California Architects Board is preferred.

**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, and carry, push, or pull~~ up to 25 pounds. The employee will be required to regularly visit construction sites with unpaved, uneven surfaces, excavations and construction work in progress. Hardhats, safety glasses and safety shoes are required. Walking on catwalks, scaffoldings and using ladders to reach upper floors may be necessary. While performing the duties of this job, the noise level in the work environment is usually quiet to moderate, but occasionally can be noisy and loud.

**CLASS DETAIL**

<b>Job Family:</b>	Trades, Facilities and Maintenance
<b>FLSA Status:</b>	Exempt
<b>Personnel Commission Approval Date:</b>	3/19/2014
<b>Class History:</b>	<del>None</del> <u>Assistant Director of Facilities Planning</u>
<b>Revision Date(s):</b>	<del>None</del> <u>8/18/21</u>

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**Santa Monica Community College District  
Personnel Commission**

**Assistant Director of Facilities Planning and Construction**

**CONCEPT OF THE CLASS**

Under the direction of the Director of Facilities Planning and Construction, this classification assists in the daily administration and management of the Facilities Planning Department, including all capital planning activities, design, development and construction of projects requiring Division of the State Architect (DSA) approval, and real estate asset planning. This individual acts for the Director of Facilities Planning as required.

**DISTINGUISHING CHARACTERISTICS**

The **Assistant Director of Facilities Planning and Construction** participates in the administration and management of the District's capital planning, design, construction, and real estate planning program and provides full-cycle project management for assigned projects.

The **Director of Facilities Planning and Construction** classification is responsible for administering and managing the capital planning activities, project design and development, construction and real estate planning for the District.

The **Assistant Director of Facilities Maintenance** directs the District's facilities, maintenance, construction, remodeling, utilities, and mechanical and energy management services.

**ESSENTIAL DUTIES**

Coordinates all phases of major projects, from inception to close-out; meets regularly with project managers and other college representatives; represents the District during construction phases through meetings with project managers, contractors, construction inspectors, and other construction professionals; serves as Construction Manager and Project Manager in the absence of an external project consultant.

Assists the Director of Facilities Planning in the coordination of projects funded by construction bond.

Oversees and reviews the work of architects and other consultants.

Assists the Director of Facilities Planning in planning and directing the activities of the Facilities Planning and Development Department, which include the areas of facilities planning and design, facilities renovation and improvement, facilities construction, and facilities funding and budget.

Prepares, writes and assists in the development of construction plans and drawings, bid documents and specifications for new construction and remodel projects; prepares compliance documentation and reports related to facilities and capital outlay project proposals.

Assists with the selection and supervision of architects, engineers, planning and design consultants, project managers, construction managers, inspectors, and/or other applicable professionals.

Prepares correspondence, reports and presentations regarding assigned facilities programs of the District including Board agenda items.

Supports and maintains the department website and project management information system, including updating forms and modifying existing workflows, to communicate construction-related matters with all stakeholders.

Represents the Facilities Planning Department on designated matters at District-wide meetings.

Serves as a resource to the State Chancellor's Office staff, the Division of the State Architect, other state and local agencies, District staff, and the community regarding facilities issues.

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Assists in the development of the Facilities Master Plan.

Coordinates efforts with various city and state offices, agencies and groups to obtain timely action on matters such as building permits, zoning changes and environmental impact reports.

Coordinates the District-wide program of facilities utilization analysis, long-range facilities planning, real estate planning, facilities design, scheduled maintenance, hazardous materials removal, and other related programs for which the District may receive funding.

Assumes responsibility for the business operations of the department in the absence of the Director of Facilities Planning.

Monitors the maintenance of budgets and schedules for all assigned projects to ensure timely claiming of funds from the state. Monitors college, district and project specific facilities expenditures to ensure appropriateness, accuracy and completeness.

Participates in the preparation and the submission and tracking of the Capital Outlay Program, Scheduled Maintenance Program, Hazardous Materials Removal Program, Five Year Capital Construction Plan, Space Inventory, and the other state or federal programs.

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 Director of Facilities Planning and Construction.

***Supervision Exercised:***

This position exercises functional supervision over contract consultants, project managers, architects, engineers, and contractors. May supervise assigned District staff.

**KNOWLEDGE, SKILLS AND ABILITIES**

**Knowledge of:**

Architectural, planning, design, construction, and safety principles and practices applicable to public schools and community colleges

Principles and practices of construction project management and budgetary planning and administration

California community college or public education capital outlay programs

Division of the State Architect regulations and processes

California Public Contract Code

Laws and administrative policies, practices, and processes of local, state, and federal agencies which impact facilities planning and development, including California Building Code, the Field Act and the Americans with Disabilities Act (ADA)

Tactics for developing and maintaining interpersonal relationships and effectively resolving conflicts

Construction management software and other computer programs that support this type of work  
LEED certification process

Methods, practices, equipment, and supplies used in facility maintenance and construction

Federal, state and local regulations pertaining to planning, development and construction, such as land use, California Coastal commission, California Environmental Quality Act (CEQA), waste and water resources, and hazardous materials

Complex technology infrastructure systems including data networks, communications systems, audio/visual systems, security and fire alarms



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General principles and practices of contract administration, research, cost analysis and control budget, accounting and competitive bidding process

Principles of real property asset planning

Oral and written communication skills and presentation techniques

Research methods and report writing techniques

**Ability to:**

Plan, organize and coordinate the day-to-day activities of capital construction and facilities improvement projects with maximum efficiency and cost effectiveness.

Interpret and evaluate technical documents including, but not limited to, construction documents, requests for information (RFI), submittals, reports, and change order requests

Estimate project requirements, plan processes and activities, organize resources, schedule and direct operations to meet goals and deadlines, and evaluate operational effectiveness

Manage the performance of external consultants and contractors

Exercise tact and discretion in sensitive interactions with contractors and internal and external stakeholders, while advocating for the best interests of the District

Effectively utilize computer equipment and specialized software used in the design and management of technology and facility projects

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

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

Analyze data and prepare clear and concise correspondence, reports, studies, plans, and other written materials.

Communicate effectively, both orally and in writing

Stay abreast of technology changes and adapt to new technologies

Role model exceptional internal and external customer service

Establish and maintain effective working relationships with District management, staff, students, the public, governmental agencies, and others encountered in the course of work, in a diverse, multicultural and multi-ethnic educational environment

**MINIMUM QUALIFICATIONS**

***Education Requirement:***

Bachelor's degree in Business, Architecture, Engineering or a closely related field.

***Experience Requirement:***

Four years of responsible experience in facilities construction project and planning management that includes managing facilities design, budget preparation, construction oversight, and technology implementations. Construction management experience that involved working with the California Division of the State Architect is required.

***Education/Experience Equivalency:***

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

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

Possession of a valid driver license. Access to an automobile. Licensure as an Architect by the California Architects Board is preferred.

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**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 and carry up to 25 pounds. The employee will be required to regularly visit construction sites with unpaved, uneven surfaces, excavations and construction work in progress. Hardhats, safety glasses and safety shoes are required. Walking on catwalks, scaffoldings and using ladders to reach upper floors may be necessary. While performing the duties of this job, the noise level in the work environment is usually quiet to moderate, but occasionally can be noisy and loud.

**CLASS DETAIL**

<b><i>Job Family:</i></b>	Trades, Facilities and Maintenance
<b><i>FLSA Status:</i></b>	Exempt
<b><i>Personnel Commission Approval Date:</i></b>	3/19/2014
<b><i>Class History:</i></b>	Assistant Director of Facilities Planning
<b><i>Revision Date(s):</i></b>	8/18/21

SANTA MONICA COLLEGE PERSONNEL COMMISSION  
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**AGENDA REPORT NO. 5**

SUBJECT: **APPROVAL OF ADVANCED STEP PLACEMENT:  
DIRECTOR OF GRANTS**

DATE: August 18, 2021

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

It is requested that the Personnel Commission approve an initial salary placement for Tracy Beidleman, Director of Grants, at **Range M24, Step E** on the Classified Management Salary Schedule.

The Minimum Qualifications for this position include a Bachelor's degree in a related field, and four years of experience as a primary writer or editor in the development of federal, state, and private grant applications for higher education or community based organizations. This candidate possesses a Master's in Public Administration and over 22 years of experience in a management position performing and overseeing these functions.

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**Merit Rule 12.2.4 B (3) Salary on Employment**

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The following guidelines will be taken into account when making the final determination:

- a. The candidate possesses value-added experience performing substantially the same duties listed in the class description, above and beyond standard expectations for a new hire.
- b. The candidate possesses value-added training which is directly related to the required duties of the job, above and beyond standard expectations for a new hire.
- c. Verifiable difficulty is experienced in attracting well-qualified candidates, or there is an insufficient number of eligible candidates ready and willing to accept a permanent assignment in spite of a targeted recruitment effort.

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**Merit Rule 12.2.4 B (4) Salary on Employment**

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The maximum initial salary placement is the third step on the salary schedule, unless approval for higher initial salary placement is granted by the Personnel Commission, Superintendent/President, and the appropriate appointing authority. In order to be considered for initial salary placement above Step C, candidates must have more than four (4) additional years of training and experience beyond the years indicated in the class qualifications, and two or more of the criteria listed in 12.2.4.B.3. must be present.

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**DISPOSITION BY THE COMMISSION**

MOTION MADE BY:

SECONDED BY:

AYES:

NAYS:

ABSTENTIONS:

Amendments/Comments

SANTA MONICA COLLEGE PERSONNEL COMMISSION  
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**AGENDA REPORT NO. 6**

**SUBJECT: REQUEST FOR APPROVAL OF RETITLE, CLASSIFICATION REVISIONS AND SALARY REALLOCATION: COMPLIANCE ADMINISTRATOR/TITLE IX COORDINATOR TO ASSISTANT HUMAN RESOURCES DIRECTOR- COMPLIANCE AND TITLE IX**

DATE: Wednesday, August 18, 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 retitle, classification revisions and salary reallocation for **Compliance Administrator/Title IX Coordinator**.

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

The Compliance Administrator/Title IX Coordinator classification was originally created in May 2015, and has not been revised since then. There is one permanent incumbent in this classification.

**METHODOLOGY**

This study was scheduled in the cyclical review calendar for 2017/2018. 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.

Personnel Commission staff worked with Sherri Lee-Lewis, Vice President of Human Resources, to discuss the class description. A Position Description Questionnaire (PDQ) and duty analysis sheets were completed, reviewed, and utilized as reference for classification revisions. Revisions were made to classification duties. Additionally, the knowledge and abilities required were expanded and updated with standard language. The class concept, distinguishing characteristics were modified to clarify the level and scope of work performed, and to delineate this classification from related roles.

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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 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, a retitle with revisions to the class description is being proposed. These changes serve to clarify the class concept and essential duties performed, distinguishing characteristics, and KSAs (knowledge, skills, and abilities).

Given variability in scope of work assigned at comparable agencies, sufficient market data was not available for this role. Several prospective matches from other agencies had a broader scope of responsibilities such as leave of absences, full scope of employee relations and labor relations, recruitment, professional development, and broader diversity efforts. Given these differences in scope and classification structure a market survey is not available for this role.

Salary allocation was recommended based on the salary differential between the Director of Human Resources, HR Analysts in Employee/Labor Relations and other comparable roles recently reviewed across the College. Based on job evaluation findings, the subject classification requires a higher level of decision making authority and complexity of work as compared to the HR Analysts. When compared to the Director of HR, this role requires a narrower scope and effect of work.

The following chart shows related classifications in this job discipline and current salary allocation for each classification.

<b>JOB TITLE</b>	<b>MIN</b>	<b>MAX</b>	<b>RANGE</b>	<b>% DIFF BETWEEN LEVELS</b>
Director of Human Resources	\$11,715	\$14,240	M39	27.63%
Assistant Director of Human Resources*	\$9,179	\$11,157	M29	0.00%
Title IX Coordinator / Compliance Administrator	\$9,179	\$11,157	M29	19.53%
HR Analyst-Employee & Labor Relations (Confidential)	\$7,679	\$9,333	C52	2.44%
HR Analyst-Leaves & Benefits	\$7,496	\$9,112	51	15.77%
Professional Development Coordinator	\$6,475	\$7,871	45	7.63%
Employee Benefits Coordinator	\$6,016	\$7,313	42	10.24%

*\*Pending cyclical review*

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The following chart shows related classifications in this job discipline and proposed salary allocation for this classification.

JOB TITLE	MIN	MAX	RANGE	% DIFF BETWEEN LEVELS
Director of Human Resources	\$11,715	\$14,240	M39	21.55%
<b><i>Assistant Director of Human Resources – Compliance &amp; Title IX (Proposed)</i></b>	<b><i>\$9,638</i></b>	<b><i>\$11,715</i></b>	<b><i>M31</i></b>	<b><i>25.51%</i></b>
HR Analyst-Employee & Labor Relations (Confidential)	\$7,679	\$9,333	C52	2.44%
HR Analyst-Leaves & Benefits	\$7,496	\$9,112	51	15.77%
Professional Development Coordinator	\$6,475	\$7,871	45	7.63%
Employee Benefits Coordinator	\$6,016	\$7,313	42	10.24%

Recently reviewed classifications paid higher at the College are Directors or IT Administrators requiring higher level of knowledge, decision making authority and scope & effect of work.



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<b>JOB TITLE</b>	<b>REPORTS TO</b>	<b>RANGE</b>	<b>MIN</b>	<b>MAX</b>
Chief Director of Business Services	Vice President-Business/Administration	A21	\$14,597	\$16,093
Chief Director of Information Technology	Superintendent/President	A21	\$14,597	\$16,093
Director of the Personnel Commission	Personnel Commission	A19	\$13,902	\$15,327
Chief of Police	Vice President-Student Affairs	A18	\$13,562	\$14,952
Director of Network Services	Chief Director of IT	A15	\$12,610	\$13,902
Director of Fiscal Services*	Vice President-Business/Administration	A15	\$12,610	\$13,902
Director of Management Information Systems	Chief Director of IT	A15	\$12,610	\$13,902
Director of Facilities Planning & Construction	Vice President-Business/Administration	M39	\$11,715	\$14,240
Director of Human Resources	Vice President-Human Resources	M39	\$11,715	\$14,240
KCRW Radio Station Director	Senior Director, Government Relations/ Institutional Communications	A9	\$10,893	\$12,010
Director of Facilities Maintenance & Operations	Vice President-Business/Administration	M34	\$10,374	\$12,610
Director of Safety & Risk Management	Vice President-Business/Administration	M34	\$10,374	\$12,610
Controller	Chief Director of Business Services	M32	\$9,880	\$12,010
Director of Budget	Vice President-Business/Administration	M32	\$9,880	\$12,010
Director of Facilities Finance	Vice President-Business/Administration	M32	\$9,880	\$12,010
Director of Procurement, Contracts & Logistics	Chief Director of Business Services	M32	\$9,880	\$12,010
Director of Auxiliary Services	Dean, Education Enterprise	M31	\$9,638	\$11,715
Community College Police Captain	Chief of Police	M31	\$9,638	\$11,715
<b><i>Assistant Director of Human Resources – Compliance &amp; Title IX (Proposed)</i></b>	<b><i>Director of Human Resources</i></b>	<b><i>M31</i></b>	<b><i>\$9,638</i></b>	<b><i>\$11,715</i></b>
Director of the SMC Foundation	Dean, Institutional Advancement/SMC Foundation	M30	\$9,410	\$11,438
<b><i>Compliance Administrator/Title IX Coordinator (Current)</i></b>	<b><i>Director of Human Resources</i></b>	<b><i>M29</i></b>	<b><i>\$9,179</i></b>	<b><i>\$11,157</i></b>
Assistant Director of Safety & Risk Management*	Director of Safety & Risk Management	M29	\$9,179	\$11,157
Assistant Director of Human Resources*	Director of Human Resources	M29	\$9,179	\$11,157
Assistant Director of Facilities Planning and Construction**	Director of Facilities Planning	M27	\$8,742	\$10,626
Assistant Director of Facilities Maintenance	Director of Facilities Maintenance & Operations	M24	\$8,129	\$9,880
Assistant Director of Facilities Operations	Director of Facilities Maintenance & Operations	M24	\$8,129	\$9,880
Director of Grants	Dean, Institutional Advancement/SMC Foundation	M24	\$8,129	\$9,880

*\*Pending cyclical review*

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**SALARY ALLOCATION**

It is recommended that the salary be reallocated from Range M29 (\$9,179 to \$11,157 per month) on the Classified Management Salary Schedule, to Range M31, (\$9,638 to \$11,715 per month), a 5% increase. This is recommended given the scope and effect of work, complexity of work and degree of decision making. 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. Cyclical review results have been sent to the incumbent, Business Services, Human Resources, and executive leadership.

**RECOMMENDATION**

It is recommended that the Commission approve the proposed retitle, class description revisions and salary reallocation for the Compliance Administrator/Title IX Coordinator.

**FROM: Compliance Administrator/Title IX Coordinator  
\$9,179 to \$11,157 per month  
(Classified Management Salary Schedule Range M29)**

**To: Assistant Director of Human Resources – Compliance & Title IX  
\$9,638 to \$11,715 per month  
(Classified Management Salary Schedule Range M31)**

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**DISPOSITION BY THE COMMISSION**

MOTION MADE BY:  
SECONDED BY:  
AYES:  
NAYS:  
ABSTENTIONS:

Amendments

**SANTA MONICA COLLEGE PERSONNEL COMMISSION  
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**Santa Monica Community College District  
Personnel Commission**

~~**-Compliance Administrator/Title IX Coordinator**~~  
**Assistant Director of Human Resources – Compliance and Title IX**

**CONCEPT OF THE CLASS**

Under the direction of the Director of Human Resources, the Assistant Director of Human Resources- Compliance and Title IX, Compliance Administrator/Title IX Coordinator ~~is will be~~ responsible for providing leadership and centralized support for District compliance with all requirements under Title IX of the Educational Amendments Act of 1972, California Title 5 Regulations, Title VII of the Civil Rights Act of 1964, the Americans with Disabilities Act (ADA), Sections 504 and 508 of the Rehabilitation Act of 1973, the Clery Act, the Violence Against Women Act (VAWA), and other federal and state anti-discrimination laws and matters pertaining to discrimination, harassment, and sexual violence. The incumbent ~~will serve as is the designated the~~ Title IX Coordinator for the District. This position serves as the college resource on Title IX requirements and compliance, ~~and will~~ provide consultation as needed.

**DISTINGUISHING CHARACTERISTICS**

The **Director of Human Resources** 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.

The **Assistant Director of Human Resources** performs professional and management functions in handling employee disciplinary matters; counsels managers, supervisors, and employees on District policies, practices, discipline, and performance evaluation matters; and investigates grievances or complaints.

The ~~Compliance Administrator/Title IX Coordinator~~ Assistant Director of Human Resources- Compliance and Title IX provides leadership and centralized support for District compliance with all requirements under Title IX of the Educational Amendments Act of 1972, California Title 5 Regulations and other anti-discrimination related laws and District policies. This classification performs professional and management functions in investigations and compliance, and serves as the designated Title IX Coordinator for the District. the Americans with Disabilities Act (ADA), Sections 504 and 508 of the Rehabilitation Act of 1973, the Clery Act, the Violence Against Women Act (VAWA), and other federal and state anti-discrimination laws and matters pertaining to discrimination, harassment, and sexual violence. The incumbent will serve as is the college resource on Title IX requirements and compliance and will provide consultation as needed.

The **Human Resources Analyst – Employee and Labor Relations** class performs a full range of journey-level professional human resources duties in the areas of labor and employee relations, Title IX, Title 5 and investigations.

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**ESSENTIAL DUTIES**

Manages oversight of the District's efforts to comply with legal and regulatory obligations in support of the District's mission, vision and policies.

Ensures timely, thorough investigations. Oversees and coordinates investigations of allegations and complaints of discrimination, harassment, and sexual misconduct, including but not limited to, sexual assault, sexual harassment, relationship violence; issues findings; and recommends appropriate remedial measures.

[Monitors-Oversees](#) and coordinates regulatory compliance with local, state and federal civil rights laws and regulations, including [Title 5](#), Title IX, ADA, Sections 504 and 508 of the Rehabilitation Act of 1973, the Clery Act, and Violence Against Women Act. Ensures associated mandated reporting is completed.

Works in a collaborative process to develop and review related District policies and administrative regulations and procedures in accordance with legal obligations and best practices.

Provides centralized support to assist in compliance of legal and regulatory obligations.

Develops and plans for programs, services, education and assessment of program and prevention efforts [for Title IX, Title 5 and workplace violence](#) including sexual misconduct prevention training for students, faculty and staff.

Writes comprehensive reports of investigations with findings of fact and recommendations.

Oversees, trains, leads, and collaborates with investigators on discrimination, harassment and sexual misconduct matters.

[Educates and informs](#) college community of options and raises awareness of resources with respect to reporting and filing complaints.

Advises and collaborates with campus community partners, as appropriate, on the status of initiatives, case management trends, challenges and concerns pertaining to discrimination, harassment, and Title IX compliance.

Provides direction for communication of resources regarding addressing sexual misconduct.

[Develops, oversees and conducts trainings on unlawful discrimination, sexual harassment, and principles of diversity, equity and inclusion.](#)

In a participatory process, assists in the development and implementation of ongoing campus-wide climate surveys to assess the college community's overall understanding of sexual misconduct and gender-based issues and trends. Assists in developing programs and responses.

Develops case management database to organize, manage, and track incidents. Prepares annual statistical report(s) on the number, nature, and disposition of complaints of discrimination, harassment, and sexual misconduct. Tracks cases, data, and trends to identify patterns and make recommendations to address them.

Serves on governance and administrative committees, as assigned.

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.

**SANTA MONICA COLLEGE PERSONNEL COMMISSION  
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**SUPERVISION**

***Supervision Received:***

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

***Supervision Exercised:***

Positions in this classification supervise assigned Human Resources staff which could consist of classified professional, technical or clerical positions in Human Resources.

**KNOWLEDGE, SKILLS AND ABILITIES**

**Knowledge of:**

Federal and state laws and state regulations related to discrimination and harassment based on all protected categories, including [Title 5](#), Title II, Title VI, Title VII, Title IX, ADEA, ADA, Sections 504 and 508 of the Rehabilitation Act of 1973, the Clery Act, FERPA, and Violence Against Women Act

[District rules, regulations, policies, procedures, collective bargaining agreements, and memorandums of understanding](#)

Best practices as related to institutions of higher education compliance with Title IX and VAWA

Human resources management principles, practices, and standards, as applied to public institutions

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

[Effective training methodologies](#)

**Ability to:**

Conduct comprehensive investigations of discrimination, harassment, and sexual misconduct allegations with objective findings and recommendations related to law and legal precedence

[Ensure District compliance with related rules, laws, regulations, policies, and procedures within assigned area of responsibility](#)

Participate in complaint and grievance processes and hearings

Develop and conduct training and education programs pertaining to Title IX, [Title 5](#), discrimination, and harassment investigations, resolutions and prevention

Manage time and prioritize tasks to meet deadlines

Maintain current knowledge of relevant laws, regulations, and policies

Communicate effectively, ~~both~~ verbally, ~~and~~ in writing, ~~and interpersonally~~

Build relationships and establish collaborative partnerships throughout the District and with college community constituents

Maintain focus and emotional control in stressful interpersonal situations

[Interpret, apply, explain and reach sound decisions related to sensitive and confidential matters, in accordance with applicable laws and regulations, and District policies and procedures](#)

**SANTA MONICA COLLEGE PERSONNEL COMMISSION  
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[Model professional integrity and deal quickly with breaches of misconduct](#)

[Operate a computer using computer applications, programs and standard office equipment](#)

[Organize and maintain specialized files and confidentiality of employee and student information](#)

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

[Role model exceptional internal and external customer service](#)

~~Commitment to~~ Fully support inclusion and global diversity, including but not limited to race, sex, religion, ethnicity, sexual orientation, gender identity, gender expression, socioeconomic status, veteran status, and disability

[Establish and maintain effective working relationships with District management, staff, students, the public and others encountered in the course of work, in a diverse, multicultural and multi-ethnic educational environment](#)

**MINIMUM QUALIFICATIONS**

***Education Requirement:***

Bachelor's degree or equivalent from an accredited university or college, in a related field is required. A Master's or advanced professional degree is preferred.

***Experience Requirement:***

Five years of progressively responsible, professional-level experience directly related to conducting investigations alleging discrimination, harassment or sexual misconduct.

***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.

***Non-Qualifying Experience:***

Experience not primarily concerned with human resources or investigative work is not qualifying.

**WORKING ENVIRONMENT AND PHYSICAL DEMANDS**

***Disclosure:***

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

***Normal Office Environment:***

While performing the duties of this job the employee is regularly required to sit, use hands to keyboard, type, or handle materials, and talk and/or hear. The employee is occasionally required to stand and walk. The employee is regularly required to lift, carry, push, or pull up to ~~25~~ 10 pounds. While performing the duties of this job, the noise level in the work environment is usually quiet.



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**CLASS DETAIL**

~~*Job Family:*~~ [Human Resources](#)  
~~*FLSA Status:*~~ [Exempt](#)  
~~*Personnel Commission Approval Date:*~~ [05/01/2015](#)  
~~*Class History:*~~ [Compliance Administrator/Title IX Coordinator](#)  
~~*Revision Dates(s):*~~ [08/18/2021](#)

*Job Family:* [Human Resources](#)  
*FLSA Status:* [Exempt](#)  
*Personnel Commission Approval Date:* [05/01/2015](#)  
*Class History:* [Compliance Administrator/Title IX Coordinator](#)  
*Revision Dates(s):* [08/18/2021](#)



**SANTA MONICA COLLEGE PERSONNEL COMMISSION  
REGULAR MEETING MINUTES  
WEDNESDAY, AUGUST 18, 2021 AT 12:00PM**

**Santa Monica Community College District  
Personnel Commission**

**Assistant Director of Human Resources – Compliance and Title IX**

**CONCEPT OF THE CLASS**

Under the direction of the Director of Human Resources, the Assistant Director of Human Resources-Compliance and Title IX is responsible for providing leadership and centralized support for District compliance with all requirements under Title IX of the Educational Amendments Act of 1972, California Title 5 Regulations, Title VII of the Civil Rights Act of 1964, the Americans with Disabilities Act (ADA), Sections 504 and 508 of the Rehabilitation Act of 1973, the Clery Act, the Violence Against Women Act (VAWA), and other federal and state anti-discrimination laws and matters pertaining to discrimination, harassment, and sexual violence. The incumbent is the designated Title IX Coordinator for the District. This position serves as the college resource on Title IX requirements and compliance, providing consultation as needed.

**DISTINGUISHING CHARACTERISTICS**

The **Director of Human Resources** 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.

The **Assistant Director of Human Resources** performs professional and management functions in handling employee disciplinary matters; counsels managers, supervisors, and employees on District policies, practices, discipline, and performance evaluation matters; and investigates grievances or complaints.

The Assistant Director of Human Resources-Compliance and Title IX provides leadership and centralized support for District compliance with all requirements under Title IX of the Educational Amendments Act of 1972, California Title 5 Regulations and other anti-discrimination related laws and District policies. This classification performs professional and management functions in investigations and compliance, and serves as the designated Title IX Coordinator for the District.

The **Human Resources Analyst – Employee and Labor Relations** class performs a full range of journey-level professional human resources duties in the areas of labor and employee relations, Title IX, Title 5 and investigations.

**ESSENTIAL DUTIES**

Manages oversight of the District's efforts to comply with legal and regulatory obligations in support of the District's mission, vision and policies.

Ensures timely, thorough investigations. Oversees and coordinates investigations of allegations and complaints of discrimination, harassment, and sexual misconduct, including but not limited to, sexual assault, sexual harassment, relationship violence; issues findings; and recommends appropriate remedial measures.

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Oversees and coordinates regulatory compliance with local, state and federal civil rights laws and regulations, including Title 5, Title IX, ADA, Sections 504 and 508 of the Rehabilitation Act of 1973, the Clergy Act, and Violence Against Women Act. Ensures associated mandated reporting is completed.

Works in a collaborative process to develop and review related District policies and administrative regulations and procedures in accordance with legal obligations and best practices.

Provides centralized support to assist in compliance of legal and regulatory obligations.

Develops and plans for programs, services, education and assessment of program and prevention efforts for Title IX, Title 5 and workplace violence including sexual misconduct prevention training for students, faculty and staff.

Writes comprehensive reports of investigations with findings of fact and recommendations.

Oversees, trains, leads, and collaborates with investigators on discrimination, harassment and sexual misconduct matters.

Educates and informs college community of options and raises awareness of resources with respect to reporting and filing complaints.

Advises and collaborates with campus community partners, as appropriate, on the status of initiatives, case management trends, challenges and concerns pertaining to discrimination, harassment, and Title IX compliance.

Provides direction for communication of resources regarding addressing sexual misconduct.

Develops, oversees and conducts trainings on unlawful discrimination, sexual harassment, and principles of diversity, equity and inclusion.

In a participatory process, assists in the development and implementation of ongoing campus-wide climate surveys to assess the college community's overall understanding of sexual misconduct and gender-based issues and trends. Assists in developing programs and responses.

Develops case management database to organize, manage, and track incidents. Prepares annual statistical report(s) on the number, nature, and disposition of complaints of discrimination, harassment, and sexual misconduct. Tracks cases, data, and trends to identify patterns and make recommendations to address them.

Serves on governance and administrative committees, as assigned.

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

***Supervision Exercised:***

Positions in this classification supervise assigned Human Resources staff which could consist of classified professional, technical or clerical positions in Human Resources.

**SANTA MONICA COLLEGE PERSONNEL COMMISSION  
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**KNOWLEDGE, SKILLS AND ABILITIES**

**Knowledge of:**

Federal and state laws and state regulations related to discrimination and harassment based on all protected categories, including Title 5, Title II, Title VI, Title VII, Title IX, ADEA, ADA, Sections 504 and 508 of the Rehabilitation Act of 1973, the Clery Act, FERPA, and Violence Against Women Act

District rules, regulations, policies, procedures, collective bargaining agreements, and memorandums of understanding

Best practices as related to institutions of higher education compliance with Title IX and VAWA

Human resources management principles, practices, and standards, as applied to public institutions

Principles of diversity, equity and inclusion

Effective training methodologies

**Ability to:**

Conduct comprehensive investigations of discrimination, harassment, and sexual misconduct allegations with objective findings and recommendations related to law and legal precedence

Ensure District compliance with related rules, laws, regulations, policies, and procedures within assigned area of responsibility

Participate in complaint and grievance processes and hearings

Develop and conduct training and education programs pertaining to Title IX, Title 5, discrimination, and harassment investigations, resolutions and prevention

Manage time and prioritize tasks to meet deadlines

Maintain current knowledge of relevant laws, regulations, and policies

Communicate effectively, both verbally and in writing

Build relationships and establish collaborative partnerships throughout the District and with college community constituents

Maintain focus and emotional control in stressful interpersonal situations

Interpret, apply, explain and reach sound decisions related to sensitive and confidential matters, in accordance with applicable laws and regulations, and District policies and procedures

Model professional integrity and deal quickly with breaches of misconduct

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

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

Stay abreast of technology changes and adapt to new technologies

Role model exceptional internal and external customer service

**SANTA MONICA COLLEGE PERSONNEL COMMISSION  
REGULAR MEETING MINUTES  
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Fully support inclusion and global diversity, including but not limited to race, sex, religion, ethnicity, sexual orientation, gender identity, gender expression, socioeconomic status, veteran status, and disability

Establish and maintain effective working relationships with District management, staff, students, the public and others encountered in the course of work, in a diverse, multicultural and multi-ethnic educational environment

**MINIMUM QUALIFICATIONS**

**Education Requirement:**

Bachelor's degree or equivalent from an accredited university or college, in a related field is required. A Master's or advanced professional degree is preferred.

**Experience Requirement:**

Five years of progressively responsible, professional-level experience directly related to conducting investigations alleging discrimination, harassment or sexual misconduct.

**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.

**Non-Qualifying Experience:**

Experience not primarily concerned with human resources or investigative work is not qualifying.

**WORKING ENVIRONMENT AND PHYSICAL DEMANDS**

**Disclosure:**

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

**Normal Office Environment:**

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

**CLASS DETAIL**

<b>Job Family:</b>	Human Resources
<b>FLSA Status:</b>	Exempt
<b>Personnel Commission Approval Date:</b>	05/01/2015
<b>Class History:</b>	Compliance Administrator/Title IX Coordinator
<b>Revision Dates(s):</b>	08/18/2021

**SANTA MONICA COLLEGE PERSONNEL COMMISSION  
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**CONSENT AGENDA**

ALL ITEMS WILL BE CONSIDERED AND APPROVED IN ONE MOTION UNLESS  
REMOVED BY A PERSONNEL COMMISSIONER FOR DISCUSSION

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<b>10</b>	EXTENSION OF ELIGIBILITY LISTS: <ul style="list-style-type: none"> <li>• ADMINISTRATIVE ASSISTANT III – CONFIDENTIAL</li> <li>• BUYER II</li> <li>• CAMPUS SAFETY OFFICER</li> <li>• INSTRUCTIONAL ASSISTANT – MATH</li> <li>• RECEIVING, STOCKROOM, AND DELIVERY WORKER</li> <li>• SUPPLEMENTAL INSTRUCTION COORDINATOR</li> </ul>	<b>61</b>
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**DISPOSITION BY THE COMMISSION**

MOTION MADE BY:

SECONDED BY:

AYES:

NAYS:

ABSTENTIONS:

Amendments/Comments

**SANTA MONICA COLLEGE PERSONNEL COMMISSION  
REGULAR MEETING MINUTES  
WEDNESDAY, AUGUST 18, 2021 AT 12:00PM**

**AGENDA REPORT NO. 7**

**SUBJECT: ADVISORY ITEM: APPOINTMENTS TO PROVISIONAL ASSIGNMENTS**

**DATE:** August 18, 2021

**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.

<b>Candidate</b>	<b>Position</b>	<b>Department</b>	<b>Duration*</b>
Belay, Johanna	Customer Service Clerk	Auxiliary Services	07/01/21-06/30/22
Lopez, Vanessa	Customer Service Clerk	Auxiliary Services	07/01/21-06/30/22
Chanaiwa, Isom	Director of the SMC Foundation	Institutional Advancement	08/01/21-12/09/21
Cruz Reyes, Cesar	Student Services Clerk	Outreach & Onboarding	08/09/21-06/30/22
Hart, Rome	Student Services Clerk	Outreach & Onboarding	07/19/21-06/30/22
Johnson, Adrienne	Student Services Clerk	Outreach & Onboarding	08/09/21-06/30/22
Valdez, Emily	Student Services Clerk	Outreach & Onboarding	08/09/21-06/30/22
Amerman, Thomas	Theatre Technical Specialist	Facilities	07/22/21-06/30/22
Braden, John	Theatre Technical Specialist	Facilities	07/22/21-06/30/22
Brummer, Alison	Theatre Technical Specialist	Facilities	08/02/21-06/30/22
Castaneda, Leticia	Theatre Technical Specialist	Facilities	07/22/21-06/30/22
Fernandez, Daniel	Theatre Technical Specialist	Facilities	07/22/21-06/30/22
Fregoso, Nancy	Theatre Technical Specialist	Facilities	07/22/21-06/30/22
Gibbons, Amelia	Theatre Technical Specialist	Facilities	07/22/21-06/30/22
Gunderson, Michael	Theatre Technical Specialist	Facilities	07/22/21-06/30/22
Hidalgo, Michael	Theatre Technical Specialist	Facilities	07/22/21-06/30/22
Jones, Samuel	Theatre Technical Specialist	Facilities	07/22/21-06/30/22
Klinkenberg, Frans	Theatre Technical Specialist	Facilities	07/22/21-06/30/22
Knowles, Simon	Theatre Technical Specialist	Facilities	08/02/21-06/30/22
Peyton, Timothy	Theatre Technical Specialist	Facilities	08/02/21-06/30/22
Pineda, Johnny	Theatre Technical Specialist	Facilities	08/02/21-06/30/22
Postley, Colin	Theatre Technical Specialist	Facilities	07/22/21-06/30/22
Price, Jamieson	Theatre Technical Specialist	Facilities	08/02/21-06/30/22
Reyes-Flores, Jonathan	Theatre Technical Specialist	Facilities	08/02/21-06/30/22
Richardson, Gary	Theatre Technical Specialist	Facilities	08/02/21-06/30/22
Shea, Teresa	Theatre Technical Specialist	Facilities	08/02/21-06/30/22



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Snyder, John	Theatre Technical Specialist	Facilities	07/22/21-06/30/22
Sperry, Adam	Theatre Technical Specialist	Facilities	07/22/21-06/30/22
Tejaratchi, Ryan	Theatre Technical Specialist	Facilities	08/02/21-06/30/22
Tindell, Walter	Theatre Technical Specialist	Facilities	08/02/21-06/30/22
Tittle, Toby	Theatre Technical Specialist	Facilities	07/22/21-06/30/22
Watanabe, Atsushi	Theatre Technical Specialist	Facilities	07/22/21-06/30/22
Weber, Angelea	Theatre Technical Specialist	Facilities	07/22/21-06/30/22
Zeitman, Ethan	Theatre Technical Specialist	Facilities	08/02/21-06/30/22
Walker, Christian	Tutoring Coordinator-English and Humanities	Supplemental Instruction	07/06/21-08/31/21

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

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**AGENDA REPORT NO. 8**

**SUBJECT: RATIFICATION OF SENIORITY LIST**

**DATE:** August 18, 2021

**TO:** Members of the Personnel Commission

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

As part of the continuing practice to update and maintain Seniority Lists for the District, we present the following Seniority List for approval:

**Accompanist-Dance Performance**

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**Merit Rule 13.1.4 A-D Seniority Lists**

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- A. Seniority lists shall be prepared or updated for each class as necessary. When each list is initially established, it shall be approved by the Personnel Director and certified by the Personnel Commission before it is used.
  
- B. When a seniority list is initially established or updated, the list shall be made available to the employee (s) for review during a five (5) working day period before it is approved.
  
- C. During the prescribed review period, an employee who believes that an error has been made on his/her seniority computation shall notify the Personnel Director, who shall review the computations together with any additional information provided by the employee. The Personnel Director shall determine if a recomputation is appropriate and present an appropriate recommendation for action by the Personnel Commission.
  
- D. Seniority lists that are maintained will be available for inspection in the Classified Personnel Department.

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**"ACCOMPANIST - DANCE PERFORMANCE" Seniority List**

Classification: **Accompanist - Dance Performance**

Range: 34

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

PC Certification Date: August 18, 2021

Review Period: August 4 to 10, 2021

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 Accompanist - Dance Performance
Litver, Mark	8/4/2021	No	8/30/2008 (Adjusted)	11	20	

Edited by: Brent Heximer, AA II, PC

Compiled by: Karen Monzon, Personnel Analyst

Approved by: Carol Long, Director of Classified Personnel

Updated: August 4, 2021

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**AGENDA REPORT NO. 9**

**SUBJECT: EXAMINATION SCHEDULE**

**DATE:** August 18, 2021

**TO:** Members of the Personnel Commission

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

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

<b>Class Title</b>	<b>Field of Competition</b>	<b>Time</b>
Assistant Director of Facilities Planning and Construction	Merged Promotional and Open Competitive	3 weeks
Case Management Coordinator	Merged Promotional and Open Competitive	3 weeks
DSPS Specialist	Promotional	3 weeks
Financial Aid Systems Specialist	Promotional and Open Competitive	3 weeks
Instructional Assistant – English	Promotional and Open Competitive	3 weeks
Programmer Analyst	Promotional and Open Competitive	3 weeks

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**AGENDA REPORT NO. 10**

**SUBJECT: EXTENSION OF ELIGIBILITY LISTS:**

- **ADMINISTRATIVE ASSISTANT III – CONFIDENTIAL**
- **BUYER II**
- **CAMPUS SAFETY OFFICER**
- **INSTRUCTIONAL ASSISTANT – MATH**
- **RECEIVING, STOCKROOM, AND DELIVERY WORKER**
- **SUPPLEMENTAL INSTRUCTION COORDINATOR**

**DATE:** August 18, 2021

**TO:** Members of the Personnel Commission

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

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

<b>Classification</b>	<b>Original Expiration Date</b>	<b>Current Expiration Date</b>	<b>Number of Candidates on List</b>	<b>Number of Ranks on List</b>	<b>Proposed Expiration Date</b>
Administrative Assistant III – Confidential	12/13/2020	9/15/2021	4	4	12/13/2021
Buyer II	2/20/2021	8/20/2021	2	2	2/20/2022
Campus Safety Officer	11/26/2020	8/26/2021	15	7	11/26/2021
Instructional Assistant – Math	2/20/2021	8/20/2021	7	7	10/20/2021
Receiving, Stockroom, and Delivery Worker	3/11/2021	9/11/2021	21	6	12/11/2021
Supplemental Instruction Coordinator	2/23/2021	8/23/2021	1	1	2/23/2022

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

**6.2.3 ( C ) DURATION OF ELIGIBILITY LIST (EDUCATION CODE SECTION 88119)**

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 Director of Classified Personnel shall base his/her recommendation for extension of an eligibility list on the following factors:

1. a sufficient number of available eligible candidates 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.

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**AGENDA REPORT NO. 11**

SUBJECT: **RATIFICATION OF ELIGIBILITY LISTS:**  
• **ATHLETIC AND KINESIOLOGY EQUIPMENT SPECIALIST**

DATE: August 18, 2021

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

BY: José A. Guzmán, Personnel Technician

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

<b>Class Title</b>	<b>Field of Competition</b>	<b>Promotional</b>	<b>Total On List</b>	<b>Expiration Date</b>
Athletic and Kinesiology Equipment Specialist	Open Competitive	0	5	08/11/22

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**AGENDA REPORT NO. 12**

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

**DATE:** August 18, 2021

**TO:** Members of the Personnel Commission

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

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

**CORRECTION TO PROVISIONAL WORKING OUT OF CLASS ASSIGNMENT:**

<b>Name/Permanent Class</b>	<b>Provisional WOC Assignment*</b>	<b>Dates of Current Assignment</b>	<b>Corrected Dates</b>
Jorge Jimenez/ Grounds Equipment Operator	Irrigation Systems Specialist	7/6/2021 to 9/7/2021	7/6/2021 to 8/31/2021

**EXTENSION TO SUBSTITUTE LIMITED TERM ASSIGNMENT**

<b>Name/Permanent Class</b>	<b>Substitute Limited Term Assignment</b>	<b>Dates of Current Assignment</b>	<b>Extended Dates</b>
Edgar Hernandez Solis/ Customer Service Assistant	Accounting Specialist	3/10/2021 to 8/14/2021	8/15/2021 to 9/11/2021

**3.2.10 WORKING OUT OF CLASS**

**(Education Code Section 88010, 88087, 88105-88107)**

**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. Each 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) day calendar period).
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).



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**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 for final approval.

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

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

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.

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

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.

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

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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**

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 working out of class and limited term 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.

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**AGENDA REPORT NO. 13**

**SUBJECT: MEETING MINUTES**

**DATE:** August 18, 2021

**TO:** Members of the Personnel Commission

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

The following minutes are presented for the Commission's review and approval:

1. July 21, 2021 Regular PC Minutes

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**AGENDA REPORT NO. 14**

**SUBJECT: CLASSIFICATION & COMPENSATION TRACKING**

**DATE:** August 18, 2021

**TO:** Members of the Personnel Commission

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

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CLASSIFICATION & COMPENSATION STATUS REPORT (In Process)								
CLASSIFICATION	ASSIGNED TO:	STUDY TYPE	# OF INCUMBENTS	PDQ DEADLINE	JOB AUDIT	STAKEHOLDER REVIEW	STAKEHOLDER STATUS	PC AGENDA
Assistant Director of Facilities Planning	JL	Cyclical	None	NA	NA	07/14/21	Agenda	08/18/21
Director of Facilities Planning	JL	Cyclical	Single	06/07/21	07/02/21	07/20/21	Agenda	08/18/21
Skilled Maintenance Worker	KM	Cyclical	Multiple	05/09/18	NA	06/15/20		
Skilled Maintenance Worker II	KM	Cyclical	Multiple	05/09/18	NA	06/15/20		
Assistant Director of Human Resources	JL	Cyclical	None	NA	NA			
Assistant Director of Safety & Risk Management	AF/AG	Cyclical	None	NA	NA			
Athletic Activities Assistant	OV	Cyclical	None	04/23/21	NA			
Athletic Equipment and Kinesiology Specialist	OV	Cyclical	Multiple	NA	NA			
Compliance Administrator/ Title IX Coordinator	JL/AF	Cyclical	Single	02/02/18	06/04/21			
Director of Marketing	KM/AG	New Class	None	NA	NA			
Financial Aid & Scholarships Specialist	OV	Reclass	Multiple	07/22/21	08/12/21			
Risk & Insurance Coordinator	AF/AG	Cyclical	None	NA	NA			
Athletic Trainer	OV	Cyclical	Multiple	6/11/2021*				
Director of Classified Personnel	CL	Cyclical	Single	02/02/18				
Director of Safety & Risk Management	AF/AG	Cyclical	Single	02/04/21				
Graphic Designer	KM	Cyclical	Single	03/31/21				
Laboratory Technician-Art	JG	Cyclical	Multiple	05/10/21				
Laboratory Technician-Broadcasting/Electronic Media	JG	Cyclical	None	NA				
Laboratory Technician-Chemistry	JG	Cyclical	Single	05/10/21				
Laboratory Technician-Life Science	JG	Cyclical	Multiple	05/10/21				
Laboratory Technician-Photography	JG	Cyclical	Multiple	05/10/21				
Laboratory Technician-Physics	JG	Cyclical	Single	05/10/21				
Lead Grounds Equipment Operator	KM	New Class	None	NA				
Lead Laboratory Technician-Chemistry	JG	Cyclical	Single	05/10/21				
Lead Laboratory Technician-Physiology/Microbiology/Biology	JG	Cyclical	Single	05/10/21				
Marketing Design Analyst	KM	Cyclical	Single	03/31/21				
Public Information Officer	KM	Cyclical	Single	03/31/21				
Senior Graphic Designer	KM	Cyclical	Single	03/31/21				
Web Content and Social Media Manager	KM	Cyclical	Single	03/31/21				
Web Content Developer	KM	Cyclical	None	NA				
Web Services Coordinator	KM	Cyclical	Single	03/31/21				
Cosmetology Assistant	OV	Revisions	None					
<i>*Extension</i>								

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**AGENDA REPORT NO. 15**

**SUBJECT: RECRUITMENT AND EXAMINATION STATUS REPORT**

**DATE: August 18, 2021**

**TO: Members of the Personnel Commission**

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

<b>Recruitment and Examination Status Report</b>											
Classification	Assig	FOC	VAC	Opened	Closed	Written	T & EE	Perf.	QAI	E-List	Ratifi.
Administrative Assistant I	OV/AF	P		7/27/21	8/16/21						
Administrative Assistant II	P										
Athletic and Kinesiology Equipment Specialist	OV	O	1	6/17/21	7/9/21	7/19/21			7/30/21	8/12/21	8/18/21
<b>Assistant Director of Facilities Planning and Construction</b>	JL	MPO	1								
<b>Case Management Coordinator</b>	JL	MPO	1								
Community College Police Captain	JL	PO	1	7/22/21	8/31/21						
Director of Human Resources	AG/AF	PO	1								
Director of SMC Foundation	AF	PO	1	6/24/21	continuous						
<b>DSPS Specialist</b>	P										
<b>Financial Aid Systems Specialist</b>	OV	PO	1								
<del>Irrigation Systems Specialist</del> CANCELLED	P		4								
<b>Instructional Assistant – English</b>		PO	2								
Laboratory Technician-Broadcast/Digital Media	JG	PO	1								
Payroll Specialist	AF	PO	1	7/28/21	8/17/21						
Programmer Analyst	OV	PO	1	6/4/21	6/24/21	7/19/21			7/29/21		
<b>Programmer Analyst</b>		PO	1								
Program Specialist	OV	PO									
Personnel Analyst	KM	P	Temp	6/28/21	7/19/21						
Sign Language Interpreter III	JL	MPO	1	6/28/21	7/19/21				8/19/21 8/20/21		
Student Services Assistant	OV	PO	1								
Student Services Clerk	OV	PO	1	7/26/21	8/13/21						
Student Services Specialist	OV	PO	2								
<b>On Hold</b>											
Items in bold are pending approval by the Personnel Commission											
Classification	Assig	FOC	VAC	Opened	Closed	Written	T & EE	Perf.	QAI	E-List	Ratifi.
Administrative Assistant I	AF	PO									
Administrative Assistant II	AF	PO									
Carpenter	KM	P	Temp								
Carpenter	KM	MPO		1/27/20	2/18/20	3/6/20		3/10/20			
Customer Service Assistant		PO									
Enterprise Business Services Clerk		PO									
Enterprise Business Supervisor	AF	P									
Journeyman Trade-HVAC	KM	MPO		3/3/20	3/23/20						
Lead Custodian	KM	MPO									
Lead Receiving, Stockroom, and Delivery Worker	P										
Skilled Maintenance Worker II	KM	P									

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VII. MEETING ADJOURNED AT \_\_\_\_\_.

**DISPOSITION BY THE COMMISSION**

MOTION MADE BY:

SECONDED BY:

AYES:

NAYS:

ABSTENTIONS:

Amendments/Comments

<b>Regular Meeting Day</b>	<b>Regular Meeting Month</b>	<b>Regular Meeting Date</b>	<b>Scheduled Time</b>	<b>Meeting Location</b>
Wednesday	July 2021	21	12:00 PM	ONLINE
Wednesday	August 2021	18	12:00 PM	ONLINE
Wednesday	September 2021	15	12:00 PM	ONLINE
Wednesday	October 2021	20	12:00 PM	TBD
Wednesday	November 2021	17	12:00 PM	TBD
Wednesday	December 2021	15	12:00 PM	TBD
Wednesday	January 2022	19	12:00 PM	TBD
Wednesday	February 2022	16	12:00 PM	TBD
Wednesday	March 2022	16	12:00 PM	TBD
Wednesday	April 2022	20	12:00 PM	TBD
Wednesday	May 2022	18	12:00 PM	TBD
Wednesday	June 2022	15	12:00 PM	TBD

**As required by law, this agenda for the Wednesday, August 18, 2021 Regular Meeting of the Santa Monica College Personnel Commission was posted on the official District website no later than 72 hours prior to the date and time of this meeting.**