



**PERSONNEL COMMISSION
REGULAR MEETING MINUTES
Wednesday, January 19, 2022 at 12:00 p.m.**

****VIRTUAL MEETING****

<p>DEPARTMENTS: PLEASE POST 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: Elesee 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</p>	<p>ADMINISTRATORS and MANAGERS</p> <p>Emeritus: Scott Silverman Facilities: Dennis Biddle HR: Tre'Shawn Hall-Baker Info Tech: Marc Drescher IEC: N. Pressian Instructional Technology: Maintenance: Devin Starnes Terry Kamibayashi Operations: Anthony Barlow Felicia Hudson Robert Villanueva Receiving: Lisa Davis Supplemental Instruction: Wendi DeMorst</p>	<p>PRESIDENT/SUPERINTENDENT and SENIOR STAFF</p> <p>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: M. Tuitasi Senior Director Government Relations & Institutional Communications: Don Girard Community Relations: Kiersten Elliott Public Information: Grace Smith</p> <p>PUBLIC POSTING LOCATIONS</p> <p>2714 Pico: exterior display box Online: www.smc.edu</p> <p>EMPLOYEE ORGANIZATIONS</p> <p>CSEA Labor Rep.: Jessica Gonzalez CSEA Chapter Pres.: Mike Roberts CSEA Chapter 1st V.P.: Cindy Ordaz CSEA Chapter 2nd V.P.: Kennisha Green CSEA Chief Job Steward: Lee Peterson CSEA Treasurer: Dagmar Gorman CSEA Secretary: Judith Mosher CSEA Chief Development Officer: Luis Martin CSEA Communications Officer: James Stevenson SMC POA President: Officer Cadena Management Association: Susan Fila</p> <p align="right">Revised 1-13-2022</p> <p>IF YOU NEED AN ACCOMMODATION Written requests for disability-related modifications or accommodations that are needed in order to participate in the Commission meeting are to be directed to the Personnel Commission Office as soon in advance of the meeting as possible.</p>
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PUBLIC PARTICIPATION FOR VIRTUAL MEETINGS

During the COVID-19 (Coronavirus) Global Pandemic, the Board of Trustees has determined in accordance with Government Code Section 54953 that as a result of the ongoing emergency that meeting in person would present imminent risks to the health and safety of the attendees at public meetings. The Zoom format used for College public meetings ensures public participation and provides an opportunity for the public to directly address the body. Members of the public have the right to request to make public comments until such time as the public comment period is over. Members of the public may address the Committee and 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 meeting shall send an email to personnel_commission@smc.edu, by no later than 11:00 a.m. on Wednesday, January 19, 2022. 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.

- 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.
- 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.
- 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 by uttering loud, threatening, or abusive language or engaging in disorderly conduct, shall, at the discretion of the presiding officer or majority of the Committee, 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

PUBLIC SESSION: 12:00 p.m.

I. ORGANIZATIONAL FUNCTIONS

A. Call to Order **12:00PM**

B. Roll Call

Commissioner	Present	Absent
Dr. Joseph Metoyer, Jr. , Chair	X	
Joy Abbott, Vice Chair	X	
Deborah Jansen	X	
Lawrence Leone	X	
Barbara Greenstein	X	

C. Director's Report

Director Long reported that Personnel Commission staff was bringing forward:

- One request for a new classification: Director of Public Information, which is the outcome of cyclical classification studies.
- Five eligibility lists for approval: Administrative Assistant II, Case Management Coordinator, Health Assistant, Research and Planning Analyst, and Student Services Specialist.
- At the time of report there were 17 recruitments in process, and 13 more upcoming.

It was reported that the Merit Rules Advisory Committee did not meet in January, but will reconvene in February to continue working on Chapter 12. Merit Rules 12.2.2 – 12.2.11 were brought forth for a second and final reading.

Director Long, took a moment to congratulate Jose Guzman on his recent promotion to Personnel Analyst.

D. Comments and Informational Reports

Recognition of Employee Longevity – January 2022

5 YEARS

Sherri Himmelstein, Buyer II, Procurement, Contracts and Logistics
William-Michael Taylor, Outreach and Recruitment Specialist, Outreach and Onboarding

20 YEARS

Jeffrey Caffrey, Multimedia Specialist, Media Center
Idalia Villegas, Campus Safety Officer, Santa Monica College Police Department

25 YEARS

Douglas Forsyth, Theatre Technical Director, Theatre Arts

E. Comments from the Vice President of Human Resources

After congratulating the classified employees being recognized for Longevity, Vice President Sherri Lee Lewis reported that the Santa Monica College 2021 Faculty and Staff Diversity Report was presented to the Board of Trustees on January 18.

She reported seeing some movement, in the College's diversity efforts and that the classified staff workforce is more reflective of the regional population than any other groups on campus. She thanked the Personnel Commission staff for their efforts in utilizing effective recruitment strategies to obtain staff from diverse pools.

In Covid-19 news, Vice President Sherri Lee-Lewis reported that most classified employees are compliant with the vaccination program and those with approved exemptions are following the testing protocol when they're required to be on ground. There are less than a handful of classified employees right now considered non-compliant and those are individuals on unpaid leaves.

She went on to promote an information session with Dr. Tara Kerin and to introduce the new Human Resources Director, Leisa Biggers.

F. Comments from the CSEA Chapter 36 Representative

No Comment

G. Comments from the Management Association President

No Comment

H. Comments from the Personnel Commission Staff

No Comment

I. Public Comments (Non Actionable Comments from those in attendance)

No Comment

J. Comments by Personnel Commissioners

Vice Chair Joy Abbott congratulated Jose Guzman on his promotion to Personnel Analyst.

II. AGENDA REPORTS – MAJOR ITEMS OF BUSINESS

#	Item	Page
1	AMENDMENT TO RULES AND REGULATIONS OF THE CLASSIFIED SERVICE – CHAPTER 12: SALARIES, OVERTIME PAY, AND BENEFITS MERIT RULE 12.2.2 – 12.2.11 (AS RENUMBERED) – SECOND READING	6
2	NEW CLASS DESCRIPTION AND SALARY ALLOCATION: DIRECTOR OF PUBLIC INFORMATION	19

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

#	Item	Page
3	APPROVAL OF MEETING MINUTES	28
4	EXTENSION OF ELIGIBILITY LIST: <ul style="list-style-type: none"> • TUTORING COORDINATOR – ENGLISH AND HUMANITIES 	29
5	EXAMINATION SCHEDULE: <ul style="list-style-type: none"> • GROUNDWORKER • LEAD CUSTODIAN • OUTREACH AND RECRUITMENT SPECIALIST 	30
6	RATIFICATION OF LIMITED TERM ASSIGNMENTS	31
7	ADVISORY ITEM: APPOINTMENTS TO LIMITED TERM POSITIONS	32
8	ADVISORY ITEM: APPOINTMENTS TO PROVISIONAL ASSIGNMENTS	33
9	RATIFICATION OF PROVISIONAL WORKING OUT OF CLASS AND INTERNAL LIMITED TERM ASSIGNMENTS	34
10	RATIFICATION OF ELIGIBILITY LISTS: <ul style="list-style-type: none"> • ADMINISTRATIVE ASSISTANT II • CASE MANAGEMENT COORDINATOR • HEALTH ASSISTANT • RESEARCH AND PLANNING ANALYST • STUDENT SERVICES SPECIALIST 	38
11	CLASSIFICATION AND COMPENSATION TRACKING REPORT	39
12	RECRUITMENT AND EXAMINATION STATUS REPORT	41

IV. ADJOURNMENT

Agenda Report No.	1
Subject	AMENDMENT TO RULES AND REGULATIONS OF THE CLASSIFIED SERVICE – CHAPTER 12: SALARIES, OVERTIME PAY, AND BENEFITS MERIT RULE 12.2.2-12.2.11 (AS RENUMBERED) – SECOND READING
Date	January 19, 2022
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

Proposed changes to Chapter 12: Merit Rule 12.2, are attached for a second reading.

Disposition by the Commission	
Motion made by:	Lawrence Leone
Seconded by:	Deborah Jansen
Ayes:	5
Nays:	0
Abstentions:	0
Amendments/Comments	

Rule 12.2

GENERAL SALARY PROVISIONS

~~Salary provisions for unit members are contained in Article 11 of the District/CSEA Contract.~~

12.2.1

INTERPRETATION OF THE SALARY SCHEDULE

- A. ~~The schedule of pay for each class represents the standard rate of pay for full-time employment, unless in the pay schedule it is specifically indicated that the rate is for part-time service. The employee's appropriate salary range and step shall be considered the employee's base salary.~~
- B. ~~The rates of pay as set forth in the pay schedules do~~ Base salary does not include ~~longevity pay increments, differentials, stipends, or reimbursements for actual and necessary expenses for traveling, subsistence, car mileage, and similar purposes authorized and incurred as part of the employment.~~

12.2.2

TIME FOR PAYMENT
(EDUCATION CODE SECTION 85244-)

- A. Payroll orders for the payment of wages shall be made to all ~~regular, full-time~~ classified employees twice during each calendar month, ~~in accordance with provisions mandated by the Education Code and applicable bargaining agreements.~~
 - 1. ~~Work performed between the 1st and 15th days of the month shall be paid for on the 25th of the month.~~
 - 2. ~~Work performed between the 16th and the last day of the month, inclusive, shall be paid for on the 10th of the month.~~
 - 3. ~~Whenever the 10th or 25th falls on a weekend or holiday payroll checks shall be issued on the preceding workday.~~

Section 12.2.3

12.2.3

CORRECTION OF ERROR IN SALARY
(EDUCATION CODE SECTION 88166,
CODE OF CIVIL PROCEDURE 338)

- A. Whenever it is determined that an error has been made in the calculation or reporting in any classified employee's payroll or in the payment of any classified employee's salary, the ~~appointing authority~~District shall, within five working days following such determination:
1. Provide the employee with a statement of correction.
 2. Issue a supplemental payment to cover ~~the entire underpayment against any available funds where the employee has been underpaid~~ any amount owed to the employee.
 3. Make equitable arrangement for repayment where the employee has been overpaid.
- B. The correction of errors made in the calculation, reporting, or in the payment of any classified employee's salary shall be limited to the three year period preceding the date a claim is filed, or the error is discovered.

12.2.4

SALARY ON EMPLOYMENT

A. New employees shall normally be hired at the first step in the salary range for the classification, except for cases in which an accelerated hiring rate or they have been approved for an Advanced Step Placement has been approved.

1. An Accelerated Hiring Rate may also be approved for the classification by the Personnel Commission and the Board of Trustees prior to opening recruitment.

B. Advanced Step Placement

A new employee may be granted Advanced Step Placement on the salary schedule upon recommendation of the Director of Classified—the Personnel Commission. The Director of Classified—the Personnel Commission shall base his/her/their recommendation on a determination that Advanced Step Placement is necessary due to labor market conditions, or to properly compensate a new employee for previous training, experience, and qualifications which greatly exceed the standard expectations of a new employee on entry into the classification. Input from subject matter experts and the hiring manager regarding the criteria for advanced step placement will be considered when making this determination.

1. Placement at the second step may be approved if the employee has had at least two (2) additional years of training and experience beyond the years indicated in the class qualifications, and two or more of the criteria listed in Section 12.2.4.B.3 are present.
2. Placement at the third step may be approved if the employee has had at least 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 Section 12.2.4.B3 are present.

3. 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.

Rev. approved by the Personnel Commission on 3/15/17

4. 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.
5. The initial offer or denial of Advanced Step Placement will be made as part of the job offer, and will be subject to receipt of written verification submitted by the new employee indicating that relevant criteria as outlined in Section 12.2.4 (B) have been met. Failure of the employee to submit the verification by the start date of employment shall result in ineligibility for Advanced Step Placement.

C. Accelerated Hiring Rate

An Accelerated Hiring Rate may be set prior to opening recruitment with the approval of the Personnel Commission and the Board of Trustees, at any step of the schedule of the class. Accelerated Hiring Rates may be utilized for classes where past recruitment efforts have indicated difficulty in recruiting at the first step. If an Accelerated Hiring Rate is approved, all current employees in the class shall be advanced to that rate and shall begin a new cycle of step advancement.

Rev. approved by the Personnel Commission on 11/18/15

4. 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.
5. The initial offer or denial of Advanced Step Placement will be made as part of the job offer, and will be subject to receipt of written verification submitted by the new employee indicating that relevant criteria as outlined in Section 12.2.4 (B) have been met. Failure of the employee to submit the verification by the start date of employment shall result in ineligibility for Advanced Step Placement.

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Rev. approved by the Personnel Commission on 11/18/15

Section 12.2.5

12.2.5

SALARY INCREMENTS

- A. Upon completion of ~~the probationary period~~six months of satisfactory service, a regular classified employee initially hired at step A shall advance to step B on the appropriate range of the salary schedule.
- B. Notwithstanding the provisions of paragraph A, a new employee who has served ~~continuously~~ continuously in limited-term or provisional status immediately prior to appointment to a regular position in the same class shall, for purposes of salary increment advancement, be credited back to the original date of hire in the class. The maximum amount of time which may be credited is six months.
- C. After receipt of the initial salary increment, each regular classified employee shall advance one step on the appropriate salary range upon completion of each year of continuous ~~and satisfactory~~ service until the maximum is reached: An employee must have been in paid status for a minimum of fifty percent (50%) of their assigned work days, computed on a monthly basis, to qualify for annual step advancement. Unpaid leaves in excess of fifty percent of the calendar month shall cause the anniversary date to be adjusted in one-month increments.
1. ~~For purposes of this rule, a year shall be defined as the number of months in the employee's assignment during the college year.~~
 2. ~~For purposes of this rule, an uncleared disciplinary action, a formal reprimand, or Unsatisfactory Work Performance Notice received in the preceding year shall disqualify an employee from receiving an increment as provided in Rule 12.2.7.~~
- D. A regular classified employee initially hired at step B or ~~C~~ higher shall advance to the next step on the appropriate range of the salary schedule upon satisfactory completion of one year of service.

12.2.6

SPECIAL SALARY INCREMENTS FOR MANAGEMENT
AND CONFIDENTIAL EMPLOYEES

- A. A permanent classified management or confidential employee may be granted a special one-step salary increment in advance of the scheduled increment subject to the following conditions:
1. When the employee's supervisor wishes to request a special salary increment, ~~he/she/they~~ shall submit to the ~~College Personnel Administrator~~ Vice President of Human Resources or designee a recommendation with documentation of outstanding and meritorious service in the improvement of the educational service to students or the administration of the District. The recommendation shall include a specific listing of the accomplishments and achievements of the employee which exceeds the performance standards of the class.
 2. The recommendation shall be submitted ~~for approval to the Superintendent/President. If approved by the Superintendent/President it shall be forwarded to the Board of Trustees for action, by a District Personnel Committee which shall be composed of the District Personnel Administrator, the Personnel Director, the employee's supervisor, and one at-large employee.~~
 3. The recommended employee has not received a regular salary increment within the preceding six months.
 4. The employee shall be eligible for no more than one special one-step salary increment within a three and one-half year period.
 5. Upon receipt of a special salary increment, the employee salary increment anniversary date shall be adjusted and the date of the special increment shall become the employee's new

increment date.

Section 12.2.7

~~12.2.7 WITHHOLDING SALARY INCREMENTS~~

~~A. A salary increment shall be withheld when an employee has received a Notice of Unsatisfactory Service, a formal reprimand or a Disciplinary Action Notice within the one year period preceding the due date for the increment, subject to the following conditions:~~

~~1. The increment may be withheld for a maximum period of 90 working days.~~

~~2. Upon clearance of the Unsatisfactory Notice, a formal reprimand or Disciplinary Action Notice by issuance of a Job Performance Progress Report by the employee's immediate supervisor, the increment shall be approved effective the first of the month following the filing of the clearance notice.~~

~~B. Withholding of a salary increment for permanent employees shall be subject to appeal to the Personnel Commission as part of the appeal of disciplinary action.~~

12.2.87 SALARY ON PROMOTION

- A. When an employee is promoted to a position on a higher salary range, they shall receive at least a one step (5%) salary increase.
- B. If the amount of the first step of the new salary range is less than a one step salary increase, the employee shall be placed at the next higher step which will ensure a minimum of a one-step or 5% salary increase.
- C. A promotional employee may be granted Advanced Step Placement on the salary schedule upon recommendation of the Director of [the Classified Personnel Commission](#).
 - 1. The Director of [the Classified Personnel Commission](#) shall base their recommendation to properly compensate a promotional employee for previous training, experience, and qualifications which greatly exceed the standard expectations of a new employee on entry into the classification, provided advanced step placement was not awarded at the time of initial hire within the same job family, or for previous promotions within the same job family.
 - 2. Advanced Step Placement for promotional employees shall otherwise be in accordance with Merit Rule 12.2.4.
- D. After promotion, an employee shall advance one step on the salary schedule after satisfactory completion of a probationary period in the new class. This shall become the employee's new increment anniversary date.
- E. Thereafter, salary increment advancement shall be in accordance with Rule 12.2.5.

Rev. approved by Personnel Commission on 4/15/15

Revision approved by Personnel Commission on 6.17.2020.

12.2.98 SALARY ON DEMOTION

- A. An employee who accepts voluntary demotion for any reason other than disqualification from probationary or permanent status shall be placed in the step of the lower salary range that provides the least amount of reduction in salary.
- C. If the employee is eligible for an increment in their own class at the time a voluntary demotion is taken, the employee shall be credited with the increase before salary adjustment is made.
- D. When an employee is involuntarily demoted during probation, as provided in Rule 9.3.2, salary placement shall be at the step of the lower salary range to which the employee would have progressed had the employee served continuously in the lower class. The employee's previous salary increment date shall be used to determine advancement on the salary schedule.
- E. When the demotion is due to a disciplinary action, the Disciplinary Action Notice shall specify the step of the salary range on which the employee shall be placed.

PC approved: 9-18-91

Section 12.2.409

12.2.409

SALARY ON RECLASSIFICATION

- A. When an employee is reclassified with ~~his/her~~ their position to a class with a higher salary range, the employee shall be placed on the same step on the higher range with the same increment date as held in the lower range.
- B. When an employee is ineligible for reclassification with ~~his/her~~ their position but qualifies for the higher class through the appropriate examination process, the change of classification shall be treated as a promotion under Rule 12.2.87.
- C. ~~When an employee remains assigned to a position which has been reclassified to a class on a lower salary range, the employee's salary shall be Y rated as provided by Rules 3.3.4 and 12.2.13.~~

12.2.410

SALARY ON REALLOCATION

- A. When a class is reallocated to a higher salary range, all employees in the class shall be placed on the new salary range on the same step which they held prior to the reallocation. ~~The employee's s~~Step placement and ~~increment~~ anniversary increment date shall not change.

12.2.411

SALARY ON TRANSFER

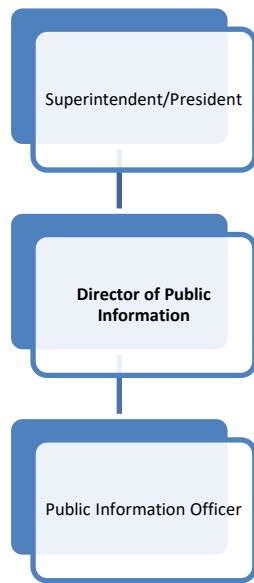
- A. When an employee is transferred from one position to another in the same class, or a related class on the same salary range, the employee's step placement and ~~increment~~ anniversary increment date shall not change.

Agenda Report No.	2
Subject	NEW CLASS DESCRIPTION AND SALARY ALLOCATION: DIRECTOR OF PUBLIC INFORMATION
Date	January 19, 2022
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	Karen Monzon, Personnel Analyst

BACKGROUND

Attached for your approval is a new class description and salary allocation for **Director of Public Information**.

This new classification will be responsible for planning, developing, and implementing executive communication to the Superintendent/President, as well as for senior leaders of the District. Additionally, incumbents in this classification serve as the chief spokesperson of the District, ensuring the achievement of institutional goals and objectives. The Director of Public Information will report directly to the Superintendent/President.



METHODOLOGY

Personnel Commission staff discussed this new role with Don Girard, Senior Director, Government Relations/Institutional Communications, to define and clarify the parameters of the classification, and to make an initial recommendation as to whether the proposed job duties fit into an existing classification, or if further study was needed to determine if a formal recommendation for a new classification was warranted. Following discussion and review of job duties submitted and labor market research, a list of job duties was finalized, along with a list of knowledge, skills, and abilities (KSAs). Reporting relationships were defined, and recommendations for minimum requirements were discussed and compared with other classifications within this occupational series.

A job evaluation and external salary study were conducted to identify similar roles in comparable agencies. Internal comparisons were also reviewed in order to ensure that there is proper alignment within other director-level classifications, and duties were adequately distinguished from other related

classifications. Once the duties were finalized, Commission staff prepared the class description and salary proposal and sent recommendations for review to senior leadership.

Commission staff will conduct further meetings with Department management prior to opening recruitment, in order to gather and analyze documentation for developing an examination plan and creating test content.

RESULTS

Key factors in determining that a new classification should be established included the scope of responsibilities, knowledge required for the position, scope and effect of work, level of complexity, nature and purpose of contacts in the course of work, and level of decision-making. The individual selected for this position will:

- Develop and implement strategic, integrated communication plans to advance the District's mission, vision and goals.
- Develop, plan, and administer a comprehensive public relations program utilizing various forms of media.
- Oversee distribution of information to the public, utilizing a variety of formats to reach target audiences.
- Develop strong relationships with news media. Write and distribute press releases and media advisories. Answer or facilitate responses to media inquiries.
- Generate feature stories to support the District's image and effectiveness.

A comprehensive salary survey of 16 comparable agencies was conducted to examine industry trends and determine current salary ranking. Sufficient market data was not available to utilize percentile ranking method of salary placement (i.e., at least 30% of surveyed jobs should be matched). As a result, salary allocation is recommended based on internal alignment. Commission staff found that there was significant variation in scope of work and level of responsibility assigned for this role at other agencies. In some colleges, this function encompasses a broader scope of responsibility, including social media, legislative implementation and government relations.

SALARY ALLOCATION

It is recommended that the salary for the Director of Public Information be allocated to M30 (\$9,551 to \$11,609 per month) on the Classified Management Salary Schedule. The goal was to recommend a competitive salary to attract and retain qualified candidates, while ensuring that the proposed range is aligned with other management classifications most comparable in knowledge required, level of decision making authority, complexity of work, scope & effect of work, and nature and purpose of contacts in the course of work.

Based on job analysis findings, this role is most similar to the Director of Marketing & Communications, and Director of Web and Social Media Strategy in complexity and scope and effect of work. Director jobs assigned above this range require higher level of decision making authority, technical knowledge, scope and effect of work, and/or oversee larger staff.

Santa Monica College
Regular Personnel Commission Meeting Minutes
Wednesday, January 19, 2022

Please see the chart below for a list of the Director and Assistant Director classified classifications at the College.

JOB TITLE	REPORTS TO	RANGE	MIN	MAX
Chief Director of Business Services	Vice President-Business/Administration	A21	\$14,816	\$16,335
Chief Director of Information Technology	Superintendent/President	A21	\$14,816	\$16,335
Director of the Personnel Commission	Personnel Commission	A19	\$14,110	\$15,557
Chief of Police	Vice President-Student Affairs	A18	\$13,766	\$15,177
Director of Network Services	Chief Director of IT	A15	\$12,798	\$14,110
Director of Management Information Systems	Chief Director of IT	A15	\$12,798	\$14,110
Director of Facilities Planning and Construction	Vice President-Business/Administration	M39	\$11,891	\$14,454
Director of Human Resources	Vice President-Human Resources	M39	\$11,891	\$14,454
KCRW Radio Station Director	Senior Director, Government Relations/Institutional Communications	A9	\$11,056	\$12,189
Director of Facilities Maintenance & Operations	Vice President-Business/Administration	M34	\$10,530	\$12,798
Director of Safety & Risk Management	Vice President-Business/Administration	M34	\$10,530	\$12,798
Controller	Chief Director of Business Services	M32	\$10,029	\$12,189
Director of Budget	Vice President-Business/Administration	M32	\$10,029	\$12,189
Director of Facilities Finance	Vice President-Business/Administration	M32	\$10,029	\$12,189
Director of Procurement, Contracts & Logistics	Chief Director of Business Services	M32	\$10,029	\$12,189
Director of Auxiliary Services	Dean, Education Enterprise	M31	\$9,783	\$11,891
Community College Police Captain	Chief of Police	M31	\$9,783	\$11,891
Director of the SMC Foundation	Dean, Institutional Advancement/ SMC Foundation	M30	\$9,551	\$11,609
Director of Marketing & Communications	Senior Director, Government Relations/Institutional Communications	M30	\$9,551	\$11,609
Director of Web and Social Media Strategy	Senior Director, Government Relations/Institutional Communications	M30	\$9,551	\$11,609
Director of Public Information	Superintendent/President	M30	\$9,551	\$11,609
Assistant Director of Human Resources	Director of Human Resources	M29	\$9,317	\$11,325
Assistant Director of Facilities Planning and Construction	Director of Facilities Planning	M27	\$8,873	\$10,786
Assistant Director of Facilities Maintenance	Director of Facilities M & O	M24	\$8,250	\$10,029
Assistant Director of Facilities Operations	Director of Facilities M & O	M24	\$8,250	\$10,029
Director of Grants	Dean, Institutional Advancement/ SMC Foundation	M24	\$8,250	\$10,029

Please see the chart below for a list of classifications within the job discipline.

JOB TITLE	REPORTS TO	MIN	MAX	RANGE	% DIFF BETWEEN LEVELS
Director of Marketing & Communications (NEW)	Senior Director, Government Relations/Institutional Communications	\$9,551	\$11,609	M30	0.00%
Director of Web and Social Media Strategy	Senior Director, Government Relations/Institutional Communications	\$9,551	\$11,609	M30	0.00%
Director of Public Information	Superintendent/President	\$9,551	\$11,609	M30	40.70%
Web & Social Media Manager*	Senior Director, Government Relations/Institutional Communications	\$6,788	\$8,250	M16	-3.98%
Marketing Design Coordinator	Senior Director, Government Relations/Institutional Communications	\$7,069	\$8,592	48	7.53%
Senior Graphic Designer	Senior Director, Government Relations/Institutional Communications	\$6,574	\$7,990	45	2.54%
Web Services Coordinator*	Director of Web and Social Media Strategy	\$6,411	\$7,793	44	12.89%
Graphic Designer	Senior Director, Government Relations/Institutional Communications	\$5,679	\$6,903	39	34.00%
Web Content Developer*	Director of Web and Social Media Strategy	\$4,238	\$5,151	27	

*Pending Review

The proposal for this new classification was sent for review to Department leadership, Business Services, Human Resources, and the Superintendent/President.

RECOMMENDATION

It is recommended that the Commission approve the new class description and salary allocation for Director of Public Information.

Disposition by the Commission	
Motion made by:	Joy Abbott
Seconded by:	Barbara Greenstein
Ayes:	5
Nays:	0
Abstentions:	0
Amendments/Comments	

**Santa Monica Community College District
Personnel Commission**

Director of Public Information

CONCEPT OF THE CLASS

Under general direction, the position in this classification plans, develops, and implements executive communication for the District, provides highly complex professional assistance to the Superintendent/President's Office and serves as the chief spokesperson of the District.

DISTINGUISHING CHARACTERISTICS

The **Director of Public Information** plans, develops, and implements executive communication for the District; provides highly complex professional assistance to the Superintendent/President's Office; and serves as the chief spokesperson of the District.

The **Director of Marketing & Communications** plans, implements and directs the college's marketing and communications strategy to support the advancement of institutional goals and objectives.

The **Director of Web & Social Media Strategy** plans, develops, executes and facilitates the design, content, and implementation of the college's website, online publications, and digital marketing strategies and drives social media strategies for student engagement.

ESSENTIAL DUTIES

Develops and implements strategic, integrated communications plans to advance the District's mission, vision and goals.

Develops, plans, and administers a comprehensive public relations program utilizing various forms of media. Oversees distribution of information to the public utilizing a variety of formats to reach target audiences.

Develops strong relationships with news media. Writes and distributes press releases and media advisories. Answers or facilitates responses to media inquiries.

Generates feature stories to support the District's image and effectiveness.

Responsible for the maintenance and organization of the District's online newsroom.

Represents the District on designated occasions, including attendance at community meetings and events.

Maintains standards and quality control of internal and external communications.

Monitors, collects, analyzes and distributes press coverage.

Writes a regular District newsletter published and distributed online to reach and inform internal and external audiences and advance the District.

Writes speeches and communications for the Superintendent/President and other college officials for internal and external purposes.

Codifies, maintains and updates as needed the District's Crisis Communications Plan.

Edits and revises brochures, publications and annual reports; summarizes and circulates reports of Board actions.

Confers with administrators, faculty and other employees to obtain appropriate information for publications.

Consults with staff, outside printers, commercial artists and photographers to produce informational media.

Organizes, promotes, and supervises the District's Speakers' Bureau.

Performs other related duties as requested or assigned.

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

SUPERVISION

Level of Supervision Received

This position receives supervision from the Superintendent/President or designee.

Level of Supervision Exercised

This position in this classification may exercise functional or technical supervision of other professional, technical, or clerical staff.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Understanding of the higher education learning environment, including programs, curriculum, goals, and means for achieving goals

Effective writing principles, practices and techniques

Multimedia styles of communication and reporting including a variety of presentation modes, and other electronic interactions for a variety of audiences

Current social media tools, trends, and techniques

Public information channels and methods of news distribution

Composition, layout and media production fundamentals

Local and national educational issues and trends impacting California Community Colleges

Ethnic, cultural, geographic, and socio-economic diversity of the populations served by Santa Monica Community College

Ability to:

Speak and write clearly, concisely, and persuasively for intended audiences, in a manner reflecting a high level of professional expertise

Present information regarding District programs in a proactive and media-sensitive manner

Analyze emergent situations and programs and determine public relations value

Understand complex political issues involved in managing media relations within a high-profile educational institution

Function effectively under high stress and short deadlines in everyday assignments and emergencies

Model communication and interaction that respects and includes all individuals and their languages, abilities, religions, and cultures

Maintain confidentiality of sensitive and privileged information

Work independently with minimal direction

Manage conflicting demands and meet daily deadlines

Establish and maintain cooperative working relationships with the media, faculty, administrators, managers, staff, students, contractors, vendors and members of the general public with whom this position comes in contact

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

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

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

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

Communicate effectively, both orally and in writing

Stay abreast of technology changes and adapt to new technologies

Role model exceptional internal and external customer service

MINIMUM QUALIFICATIONS

Education Requirement:

Graduation from college with a bachelor's degree in Journalism, Broadcasting, Public Relations, English, Public or Business Administration or a closely related field.

Experience Requirement:

Five (5) years of professional experience in public relations, government and/or community relations. A master's degree in communications, journalism, or a related management areas is desirable. Experience working for a public section is desirable.

Education/Experience Equivalency:

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

Licensure and/or Certification:

Possession of a valid driver's license.

WORKING ENVIRONMENT AND PHYSICAL DEMANDS

Disclosure:

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

Normal Office Environment:

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

CLASS DETAIL

Job Family: Community Outreach
FLSA Status: Exempt
Personnel Commission Approval Date: 1/19/2022
Class History: New Class
Revision Date(s):

CONSENT AGENDA

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Disposition by the Commission	
Motion made by:	Lawrence Leone
Seconded by:	Barbara Greenstein
Ayes:	5
Nays:	0
Abstentions:	0
Amendments/Comments	

Santa Monica College
Regular Personnel Commission Meeting Minutes
Wednesday, January 19, 2022

Agenda Report No.	3
Subject	APPROVAL OF MINUTES
Date	January 19, 2022
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

1. December 15, 2021 Regular Personnel Commission Meeting
2. January 13, 2022 Special Personnel Commission Meeting

Agenda Report No.	4
Subject	EXTENSION OF ELIGIBILITY LISTS: • TUTORING COORDINATOR – ENGLISH AND HUMANITIES
Date	January 19, 2022
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

The Personnel Commission Office is requesting that the following eligibility lists be extended as indicated below:

Classification	Original Expiration Date	Current Expiration Date	Number of Candidates on List	Number of Ranks on List	Proposed Expiration Date
Tutoring Coordinator – English and Humanities	2/18/2022	2/18/2022	1	1	5/18/2022

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

Merit Rule 6.2.3 Duration of Eligibility List

6.2.3

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

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

RECOMMENDATION

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

Agenda Report No.	5
Subject	EXAMINATION SCHEDULE: <ul style="list-style-type: none"> • GROUNDWORKER • LEAD CUSTODIAN • OUTREACH AND RECRUITMENT SPECIALIST
Date	January 19, 2022
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	Jose Guzman, Personnel Analyst

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

Class Title	Field of Competition	Time
Grounds Worker	Promotional & Open Competitive	3 Weeks
Lead Custodian	Promotional	3 Weeks
Outreach and Recruitment Specialist	Promotional	3 Weeks

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Agenda Report No.	6
Subject	RATIFICATION OF LIMITED TERM ASSIGNMENTS
Date	January 19, 2022
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	Jose A. Guzman, Personnel Analyst

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

Position	Department	Effective Dates
Accompanist-Music Performance (1 part-time position)	Emeritus	01/04/22-06/30/22
Administrative Assistant II (1 full-time position)	Counseling	01/10/22-02/28/22
Bookstore Clerk/Cashier (9 part-time positions)	Bookstore	01/03/22-01/14/22
Customer Service Assistant (4 part-time positions)	Bookstore	01/03/22-01/14/22
Customer Service Assistant (1 part-time position)	Cashier's Office	01/01/22-06/30/22
Student Services Clerk (4 part-time positions)	Cashier's Office	01/03/22-01/14/22

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Agenda Report No.	7
Subject	ADVISORY ITEM: APPOINTMENTS TO LIMITED TERM ASSIGNMENTS
Date	January 19, 2022
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	Jose A. Guzman, Personnel Analyst

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

Candidate	Position	Department	Duration*	Eligible List Date
Nesteruk, Gary	Accompanist-Music Performance	Emeritus	01/04/22-06/30/22	01/03/18
Abid, Michelle	Administrative Assistant II	Counseling	01/10/22-02/28/22	07/19/19
Chang, Tony	Bookstore Clerk/Cashier	Bookstore	01/03/22-01/14/22	06/18/08
Garcia, Lucy	Bookstore Clerk/Cashier	Bookstore	01/03/22-01/14/22	03/08/99
Grau, Donald	Bookstore Clerk/Cashier	Bookstore	01/03/22-01/14/22	06/12/12
Lopez, Jose	Bookstore Clerk/Cashier	Bookstore	01/03/22-01/14/22	07/18/11
Micas, Donna	Bookstore Clerk/Cashier	Bookstore	01/03/22-01/14/22	02/21/07
Miles, Erik	Bookstore Clerk/Cashier	Bookstore	01/03/22-01/14/22	02/21/07
Pabst, Ester	Bookstore Clerk/Cashier	Bookstore	01/03/22-01/14/22	09/04/09
Pacheco, Wendy	Bookstore Clerk/Cashier	Bookstore	01/03/22-01/14/22	01/23/09
Thielking, Alan	Bookstore Clerk/Cashier	Bookstore	01/03/22-01/14/22	08/26/92
Beck, Michael	Customer Service Assistant	Bookstore	01/03/22-01/14/22	05/16/18
Carter, Ashlie	Customer Service Assistant	Bookstore	01/03/22-01/14/22	05/16/18
English, Kara	Customer Service Assistant	Bookstore	01/03/22-01/14/22	05/16/18
Nwonwu, Vergie	Customer Service Assistant	Bookstore	01/03/22-01/14/22	05/16/18
Exum, Ellen	Customer Service Assistant	Cashier's Office	01/01/22-06/30/22	05/16/18
Austin, Harald	Student Services Clerk	Cashier's Office	01/03/22-01/14/22	02/03/15
Graham-Howard, Kimi	Student Services Clerk	Cashier's Office	01/03/22-01/14/22	04/23/10
Guzman, Scott	Student Services Clerk	Cashier's Office	01/03/22-01/14/22	07/25/18
Stuck, Jennifer	Student Services Clerk	Cashier's Office	01/03/22-01/14/22	10/01/12

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

Reference Merit Rule 7.4.3 (A) –Eligibility for Appointment

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

Agenda Report No.	8
Subject	ADVISORY ITEM: APPOINTMENTS TO PROVISIONAL ASSIGNMENTS
Date	January 19, 2022
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	Jose Guzman, Personnel Analyst

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

Candidate	Position	Department	Duration*
Buentello, Jimmy	Customer Service Assistant	Bookstore	12/14/21-12/23/21
Buentello, Jimmy	Customer Service Assistant	Bookstore	01/03/22-01/14/22
Buentello, Jimmy	Enterprise Business Services Clerk	Cashier's Office	01/18/22-06/30/22
Pacheco, Wendy	Enterprise Business Services Clerk	Cashier's Office	01/18/22-06/30/22
White, Michael	Events Assistant	Performing Arts Center	11/09/21-06/30/22
Moreno Ortega, Porfirio	Graphic Designer	Marketing	12/20/21-06/30/22
Brown, Carla	Student Services Clerk	Cashier's Office	01/03/22-01/14/22
Ramirez, Anthony	Student Services Clerk	Cashier's Office	01/03/22-01/14/22
Ramirez, David	Student Services Clerk	Outreach & Onboarding	12/20/21-06/30/22
Santhiago, Nicholas	Student Services Clerk	Cashier's Office	01/03/22-01/14/22
Colcord, Adam	Theatre Technical Specialist	Performing Arts Center	12/09/21-06/30/22
Dionne, Chris	Theatre Technical Specialist	Performing Arts Center	12/20/21-06/30/22
Schade, Richard	Theatre Technical Specialist	Performing Arts Center	12/16/21-06/30/22

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

Agenda Report No.	9
Subject	RATIFICATION OF WORKING OUT OF CLASS AND INTERNAL LIMITED TERM ASSIGNMENTS
Date	January 19, 2022
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

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

Extension to Substitute Limited Term Assignment

Name/Permanent Class	Substituted Limited Term Assignment*	Dates of Current Assignment	Extended Dates
Darryl Gray/ Lead Custodian	Custodial Operations Supervisor	11/1/2021 to 12/31/2021	1/4/2022 to 6/30/2022

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

**Pending PBAR approval.

Extension to Limited Term Assignment

Name/Permanent Class	Limited Term Assignment*	Dates of Current Assignment	Extended Dates
Luis Gallego/ Mail Services Worker I	Receiving, Stockroom, and Delivery Worker	8/23/2021 to 12/20/2021	12/21/21 to 12/23/2021; 1/4/2022 to 2/18/2022

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

**Pending PBAR approval.

Extension to Provisional Working out of Class Assignment

Name/Permanent Class	Provisional Working out of Class Assignment*	Dates of Current Assignment	Extended Dates
Fernando Henriquez/ Receiving, Stockroom, and Delivery Worker	Lead Receiving, Stockroom, and Delivery Worker	8/23/2021 to 12/23/2021	1/4/2022 to 1/12/2022

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

**Pending PBAR approval.

Correction to Substitute Limited Term Assignment

Name/Permanent Class	Substituted Limited Term Assignment*	Initial Assignment Dates	Correction Assignment Dates
Jorge Valadez/ Campus Store Operations Assistant	Course Materials Buyer	1/3/2022 to 2/6/2022	1/4/2022 to 2/6/2022

Nathan Weidenbenner/ Instructional Assistant – English	Tutoring Coordinator – Business	1/4/2022 to 3/30/2022	12/16/2021 to 12/24/2021; 1/4/2022 to 1/5/2022
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*Unless otherwise noted, WOC assignments are paid at 100%.
 **Pending PBAR approval.

Provisional Working out of Class Assignment – Change in Status

FROM:

Name/Permanent Class	Provisional Working out of Class Assignment	Dates of Current Assignment
Karen Monzon/ Personnel Analyst	Supervising Personnel Analyst	1/4/2022 to 4/1/2022

TO:

Name/Permanent Class	Limited Term Assignment	Dates of Current Assignment
Karen Monzon/ Personnel Analyst	Supervising Personnel Analyst	1/4/2022 to 4/1/2022

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

CONCEPT OF WORKING OUT OF CLASSIFICATION

1. Each classified employee shall be required to perform the duties of the position approved by the Board and classified by the Personnel Commission for the class to which he or she is assigned. An employee may be required to perform other related duties consistent with the concept of the classification to which the position is assigned.
2. Classified employees shall not be required to perform duties and responsibilities which are not fixed and prescribed for their positions or are not consistent with the concept of the classification of their current position for any period of time which exceeds five (5) working days within a fifteen (15) calendar day period, or equivalent (i.e., four 10-hour working days within a fifteen (15) calendar day period) except as provided by this rule.
3. Working out of class assignments are designed for temporary situations and shall not be used to place an employee in a long-term or permanent assignment in a higher or different classification. No employee shall be assigned to work out of class beyond the time limits specified in Merit Rule 7.2 (Provisional Appointments) and Merit Rule 7.4 (Limited Term Appointments).

Procedure for Supervisor Requesting Approval for Working Out of Class

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

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

11.7 Work out of Classification

11.7.1 Definition:

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

11.7.3 Compensation:

- a. In the event that an employee is assigned duties at a higher classification as defined above and those duties make up at least fifty percent (50%) of the employee's daily assignments, the employee salary shall be adjusted as set forth in Section 11.4.1.
- b. If those duties make up less than fifty percent (50%) of the employee's daily assignment, the District shall pay the employee equal to one half (1/2) of the stipend that would have been paid under sub division a (above)

11.4 Salary on Promotion

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

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

7.4.1 LIMITED TERM POSITIONS DEFINED

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 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 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.	10
Subject	RATIFICATION OF ELIGIBILITY LISTS: <ul style="list-style-type: none"> • ADMINISTRATIVE ASSISTANT II • CASE MANAGEMENT COORDINATOR • HEALTH ASSISTANT • RESEARCH AND PLANNING ANALYST • STUDENT SERVICES SPECIALIST
Date	January 19, 2022
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	Jose Guzman, Personnel Analyst

Class Title	Field of Competition	Promotional	Total On List	Expiration Date
Administrative Assistant II	Promotional	6	6	01/04/23
Administrative Assistant II	Open Competitive	0	16	01/04/23
Case Management Coordinator	Merged Promotional Open and Competitive	0	6	12/19/22
Health Assistant	Open Competitive	0	12	01/10/23
Research & Planning Analyst	Open Competitive	0	4	01/03/23
Student Services Specialist	Promotional	7	7	01/10/23
Student Services Specialist	Open Competitive	0	6	01/10/23

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Regular Personnel Commission Meeting Minutes
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Agenda Report No.	11
Subject	CLASSIFICATION AND COMPENSATION TRACKING REPORT
Date	January 19, 2022
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

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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
Skilled Maintenance Worker	KM	Cyclical	Multiple	05/09/18	NA	06/15/20	Hold	
Skilled Maintenance Worker II	KM	Cyclical	Multiple	05/09/18	NA	06/15/20	Hold	
Athletic Activities Assistant	OV	Cyclical	None	04/23/21	NA			
Career Education Specialist	OV	Cyclical	Single	12/06/21				
Financial Aid Systems Specialist	AF	Cyclical	Single	12/13/21				
Laboratory Technician-Art	JG	Cyclical	Multiple	05/10/21				
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				
Laboratory Technician - Design Technology	JB	New Class	Single	NA				
Program Coordinator - Community & Contract Education	OV	Cyclical	Single	12/06/21				
Program Coordinator - Emeritus	OV	Cyclical	Single	12/06/21				
Program Coordinator - Workforce & Economic Development	OV	Cyclical	Single	12/06/21				
Public Information Officer	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				
Workforce and Economic Development Project Assistant	OV	Cyclical	Multiple	12/06/21				
Switchboard Operator	AF	Cyclical	Multiple	01/31/22				
Administrative Clerk	AF	Cyclical	Multiple	01/31/22				
Administrative Assistant I	AF	Cyclical	Multiple	01/31/22				
Administrative Assistant II	AF	Cyclical	Multiple	01/31/22				
Workforce and Economic Development Project Assistant	OV	Cyclical	Multiple	12/06/21				
CLASSIFICATION & COMPENSATION STATUS REPORT (On Hold)								
CLASSIFICATION	ASSIGNED TO:	STUDY TYPE	# OF INCUMBENTS	PDQ DEADLINE	JOB AUDIT	STAKEHOLDER REVIEW	STAKEHOLDER STATUS	PC AGENDA
Assistant Director of Human Resources	JL	Cyclical	None	NA	NA	Hold		
Assistant Director of Safety & Risk Management	AF/AG	Cyclical	None	NA	NA	Hold		
Child Care Services Supervisor	OV	Cyclical	None	NA	NA	Hold		

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Agenda Report No.	12
Subject	RECRUITMENT AND EXAMINATION STATUS REPORT
Date	January 19, 2022
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

Recruitment and Examination Status Report											
Classification	Assig	FOC	VAC	Opened	Closed	Written	T & EE	Perf.	OAI	E-List	Ratiff.
Academic Records Evaluator	JL	P		12/6/2021	1/7/2022						
Accountant	AF	P	1	11/18/2021	12/10/2021				12/15/2021	1/4/2022	1/13/2022
Accounting Specialist		P									
Accounting Technician	AF	P									
Administrative Assistant II	AF	PO									
Administrative Assistant III-Confidential	AF	MPO	1	10/14/2021	11/4/2021	11/29/2021			12/14/2021	1/5/2022	1/19/2022
Associate Programmer Analyst	JL	PO									
Campus Safety Officer	JG	PO									
Carpenter	KM	PO		1/10/2022	1/31/2022						
Case Management Coordinator	KM	PO		12/20/2021	1/21/2022						
Community College Police Dispatcher	JL	MPO	1	10/27/2021	11/17/2021				12/10/2021	12/20/2021	1/19/2022
Cosmetology Assistant	KM			1/4/2022	1/25/2022						
Cosmetology Assistant	CL	PO	1	12/11/2021	12/21/2021						
Director of Marketing and Communication	KM	MPO									
Director of Procurement, Contracts, and Logistics	JL	PO	1								
Director of SMC Foundation	AF/JL	MPO	1	6/24/2021	Continuous						
Enrollment Services Specialist		P	Temp								
Enterprise Business Specialist		P	1								
Events Assistant	JG	O	Temp	10/20/2021	Continuous						
Facilities Maintenance Supervisor		P	1	1/11/2022	2/1/2022						
Facilities Maintenance Supervisor	JG	PO	1	1/10/2022	1/31/2022						
Grounds Worker	OV	PO		10/27/2021	11/17/2021		12/7/2021		12/16/2021	1/11/2022	1/19/2022
Health Assistant	OV	PO	2	12/6/2021	1/7/2022						
Instructional Assistant – English	JG	PO	1								
Instructional Assistant – Math	JG	PO	1								
Laboratory Technician-Broadcast Digital Media	JG	PO	1	8/18/2021	9/15/2021		11/9/2021				
Lead Custodian	KM	P									
Lead Receiving, Stockroom, and Delivery Worker	JL	P	1	12/11/2021	12/22/2021						
Lead Theater Technician		MPO	2								
Outreach & Recruitment Specialist	OV	P	3								
Program Specialist	OV	PO		1/6/2022	1/27/2022						
Personnel Specialist	CL	PO	Temp	11/19/2021	12/14/2021						
Personnel Technician	CL	PO	Temp	11/19/2021	12/1/2021						
Research and Planning Analyst	JG	PO	Temp	9/24/2021	10/14/2021				12/13/2021	1/4/2022	1/19/2022
Stage Construction Technician-Sound	JG	MPO	Temp								
Student Services Specialist	OV	PO	2	10/21/2021	11/10/2021		12/7/2021		12/17/2021	1/11/2022	1/19/2022
Theatre Technical Specialist	JG	O	Temp	10/15/2021	Continuous						

On Hold											
Classification	Assig	FOC	VAC	Opened	Closed	Written	T & EE	Perf.	OAI	E-List	Ratiff.
Customer Service Assistant		PO									
Enterprise Business Services Clerk		PO									
Journeyman Trade-HVAC	KM	MPO		3/3/2020	3/23/2020						
Skilled Maintenance Worker II	KM	P									

Items in bold are pending approval by the Personnel Commission

IV. MEETING ADJOURNED at 12:13PM

Disposition by the Commission	
Motion made by:	Lawrence Leone
Seconded by:	Deborah Jansen
Ayes:	5
Nays:	0
Abstentions:	0
Amendments/Comments	

Regular Meeting Day	Regular Meeting Date	Regular Meeting Month	Regular Meeting Year	Scheduled Time	Meeting Location
Wednesday	19	January	2022	12:00 PM	ONLINE
Wednesday	16	February	2022	12:00 PM	TBD
Wednesday	16	March	2022	12:00 PM	TBD
Wednesday	20	April	2022	12:00 PM	TBD
Wednesday	18	May	2022	12:00 PM	TBD
Wednesday	15	June	2022	12:00 PM	TBD

As required by law, this agenda for the Wednesday, January 19, 2022, 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.