



PERSONNEL COMMISSION REGULAR MEETING MINUTES

WEDNESDAY, OCTOBER 19, 2022 – 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: Auxiliary Services: Ofelia Meza Bundy: Beverly Redd-Walker Business Department: Peter Murray Campus Police Office: Jennifer Jones Campus Store: Elease Juarez Career Services: Vicky Rothman Cashier's Office: Veronica Romo Center for Media & Design: Maria Calvento Community Education: Alice Meyering Counseling Office: Jocelyn Avella 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: Sandra Hernandez 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: Kasey Garland Math Village: Kristina Fukuda Media Center: L. Nakamura Modern Language: Travis Grant Music: Lori Geller Outreach & Recruitment: Janet Kleinman 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 Emeritus: Scott Silverman Facilities: Dennis Biddle HR: Tre'Shawn Hall-Baker Info Tech: Marc Drescher IEC: N. Pressian Instructional Technology: Maintenance: Terry Kamibayashi Operations: Anthony Barlow Justin Carter Felicia Hudson Robert Villanueva Receiving: Lisa Davis Supplemental Instruction: Wendi DeMorst</p>	<p>SUPERINTENDENT/PRESIDENT AND SENIOR STAFF Superintendent/President: Kathryn Jeffery Executive VP: VP Academic Affairs: 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 LOCATION Online: www.smc.edu</p> <p>EMPLOYEE ORGANIZATIONS CSEA Labor Rep.: Ciera Chilton CSEA Chapter Pres.: Cindy Ordaz CSEA Chapter 1st V.P.: Martha Romano 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: SMC POA President: Officer Cadena Management Association:</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> <p>Revised 10/5/2022</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 are requested to send an email to personnel_commission@smc.edu, by no later than 11:30 a.m. on Wednesday, November 16, 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

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

Personnel Commission staff presented revisions to three classifications related to cyclical studies (Skilled Maintenance Worker I, Skilled Maintenance Worker II, Laboratory Technician-Photography), and one additional classification in preparation for upcoming recruitments (Recycling Program Specialist).

A recommendation for one new classification was also brought forward, Basic Needs Project Assistant, and two salary reallocations (Community College Police Dispatcher and Campus Store Assistant Manager).

The Annual Calendar for the next group of cyclical classification studies was presented for approval.

Personnel Commission staff brought forward one eligibility list for approval: Human Resources Specialist.

Director Long reported 14 recruitments in process, 3 on hold, and 10 more upcoming.

D. PUBLIC COMMENTS

(NON ACTIONABLE COMMENTS FROM THOSE IN ATTENDANCE)

I. RECOGNITION OF EMPLOYEE LONGEVITY – OCTOBER 2022

5 YEARS

Ana Alvarez, Lead Library Assistant-Circulation, Library
Jonathan Rosas, Campus Safety Officer, SMC Police Department

15 YEARS

Nilofar Ghasami, Financial Aid and Scholarships Specialist, Financial Aid
Cindy Ordaz recognized and congratulated Nilofar for 15 years at SMC.

Samya Gobrial, Accountant, Auxiliary Services
Mitch Heskell on behalf of himself and Chris Bonvenuto recognized and
congratulated Samya for 15 years at SMC.

25 YEARS

Agnius Griskevicius, Academic Computing Instructional Specialist,
Academic Computing

E. COMMENTS FROM THE VICE PRESIDENT OF HUMAN RESOURCES

Vice President Sherri Lee-Lewis recognized and congratulated the Longevity awardees. She reported a positive response to the “mask mandate” on campus, that preparations for the 2022 “Great Shakeout” were in effect and that the Management Association has a new President, Scott Silverman, who will make every effort to attend future meetings of the Personnel Commission. She concluded by thanking the Personnel Commission staff for working hard to meet the College’s recruitment needs.

F. COMMENTS FROM THE CSEA CHAPTER 36 REPRESENTATIVE

President Cindy Ordaz recognized and congratulated the Longevity awardees. Additionally, she thanked Director of the Personnel Commission, Carol Long for meeting with CSEA leadership and listening to their concerns.

G. COMMENTS FROM THE MANAGEMENT ASSOCIATION PRESIDENT

No Comments.

H. COMMENTS FROM THE PERSONNEL COMMISSION STAFF

No Comments.

I. COMMENTS BY PERSONNEL COMMISSIONERS

No Comments.

II. AGENDA REPORTS – MAJOR ITEMS OF BUSINESS

NUMBER	ITEM	PAGE
1	ADVISORY ITEM: REAPPOINTMENT OF PERSONNEL COMMISSIONER JOY ABBOTT	8
2	RE-APPOINTMENT OF COMMISSIONER: LAWRENCE LEONE	9
3	REQUEST FOR APPROVAL OF CLASSIFICATION REVISION, RETITLE AND SALARY REALLOCATION: SKILLED MAINTENANCE WORKER	10
4	REQUEST FOR APPROVAL OF CLASSIFICATION REVISION, AND SALARY REALLOCATION: SKILLED MAINTENANCE WORKER II	20
5	REQUEST FOR APPROVAL OF CLASSIFICATION REVISIONS AND SALARY REALLOCATION: LABORATORY TECHNICIAN-PHOTOGRAPHY	32
6	NEW CLASS DESCRIPTION AND SALARY ALLOCATION: BASIC NEEDS PROJECT ASSISTANT	44
7	REQUEST FOR APPROVAL OF SALARY REALLOCATION: COMMUNITY COLLEGE POLICE DISPATCHER	50
8	REQUEST FOR APPROVAL OF CLASSIFICATION REVISIONS: RECYCLING PROGRAM SPECIALIST	53
9	REQUEST FOR APPROVAL OF SALARY REALLOCATION: CAMPUS STORE ASSISTANT MANAGER	60
10	CYCLICAL CLASSIFICATION STUDIES - PROPOSED ANNUAL CALENDAR 2022-2023	62

II. CONSENT AGENDA – APPROVED IN ONE MOTION, UNLESS PULLED.

NUMBER	ITEM	PAGE
11	APPROVAL OF MEETING MINUTES: <ul style="list-style-type: none"> • SEPTEMBER 6, 2022 SPECIAL MEETING • SEPTEMBER 21, 2022 REGULAR MEETING 	68
12	CERTIFICATION OF SENIORITY LIST: <ul style="list-style-type: none"> • DIRECTOR OF GRANTS 	69
13	EXTENSION OF ELIGIBILITY LISTS: <ul style="list-style-type: none"> • COMMUNITY COLLEGE POLICE CAPTAIN • GROUNDS WORKER • OUTREACH AND RECRUITMENT SPECIALIST (PROMOTIONAL) • OUTREACH AND RECRUITMENT SPECIALIST (OPEN) • PAYROLL SPECIALIST • TUTORING COORDINATOR – MODERN LANGUAGES 	71
14	RATIFICATION OF LIMITED TERM ASSIGNMENTS	73
15	APPOINTMENT TO LIMITED TERM POSITIONS	74
16	APPOINTMENT TO PROVISIONAL ASSIGNMENTS	75
17	RATIFICATION OF WORKING OUT OF CLASS AND INTERNAL LIMITED TERM ASSIGNMENTS	76
18	RATIFICATION OF ELIGIBILITY LISTS: <ul style="list-style-type: none"> • HUMAN RESOURCES SPECIALIST 	79
19	EXAMINATION SCHEDULE: <ul style="list-style-type: none"> • ACADEMIC RECORDS EVALUATOR • BASIC NEEDS PROJECT ASSISTANT • DISABLED STUDENT SERVICES ASSISTANT 	80
20	CLASSIFICATION AND COMPENSATION STATUS REPORT	81
21	RECRUITMENT AND EXAMINATION STATUS REPORT	82

III. ADJOURNMENT

SANTA MONICA COLLEGE SPECIAL PERSONNEL COMMISSION MEETING MINUTES
WEDNESDAY, OCTOBER 19, 2022

AGENDA REPORT NO.	1
SUBJECT	ADVISORY ITEM: REAPPOINTMENT OF PERSONNEL COMMISSIONER JOY ABBOTT
DATE	OCTOBER 19, 2022
TO	MEMBERS OF THE PERSONNEL COMMISSION
FROM	CAROL LONG, DIRECTOR OF THE PERSONNEL COMMISSION

Please be advised that the term for Commissioner Joy Abbott will expire on November 30, 2022. Commissioner Abbott is the nominee from the Board of Trustees.

In accord with Education Code 88065, . . . In any community college district, which has a five-member personnel commission, two members of the commission shall be appointed by the governing board of the district and two members, nominated by the classified employees of the district, shall be appointed by the governing board of the district. Those four members of the personnel commission shall, in turn, appoint the fifth member to the commission

The Board of Trustees has been notified of the upcoming expiration date, and the intention of Commissioner Abbott to serve an additional three-year term.

The Personnel Commission will be advised of Commissioner Abbott's re-appointment status at the next regular Commission meeting on November 16, 2022.

AGENDA REPORT NO.	2
SUBJECT	RE-APPOINTMENT OF COMMISSIONER: LAWRENCE LEONE
DATE	OCTOBER 19, 2022
TO	MEMBERS OF THE PERSONNEL COMMISSION
FROM	CAROL LONG, DIRECTOR OF THE PERSONNEL COMMISSION

Commissioner Lawrence Leone’s current term is scheduled to expire on November 30, 2022. Commissioner Leone is fifth Commissioner appointed by the other four Commissioners.

Education Code 88065 states: *“In any community college district which has a five-member personnel commission, two members of the commission shall be appointed by the governing board of the district and two members, nominated by the classified employees of the district, shall be appointed by the governing board of the district. Those four members of the personnel commission shall, in turn, appoint the fifth member to the commission.”*

Commissioner Leone has expressed willingness to be reappointed to the Personnel Commission.

Commissioner Leone meets the eligibility requirements for reappointment under Education Code 88064.

1. Be a registered voter and resident within the territorial jurisdiction of the community college district.
2. Be a known adherent to the principle of the Merit System.

RECOMMENDATION

It is recommended that the Personnel Commission formally announce its intended reappointment of Commissioner Leone and schedule an open hearing at the next regularly scheduled Personnel Commission meeting on November 16, 2022, to provide the public, employees, and the employee organizations the opportunity to express their views on the qualifications and reappointment of Commissioner Leone.

DISPOSITION BY THE COMMISSION	
MOTION MADE BY:	Joy Abbott
SECONDED BY:	Barbara Greenstein
AYES:	4
NAYS:	0
ABSTENTIONS:	1
AMENDMENTS/COMMENTS: Commissioner Abbott recognized Lawrence for his commitment to the Commission and Merit Rules.	

AGENDA REPORT NO.	3
SUBJECT	REQUEST FOR APPROVAL OF CLASSIFICATION REVISION, RETITLE AND SALARY REALLOCATION: SKILLED MAINTENANCE WORKER
DATE	OCTOBER 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 are the classification revisions for **Skilled Maintenance Worker**.

As part of the cyclical review process, we are reviewing the classifications in Facilities. The Skilled Maintenance Worker classification performs general building maintenance and repair work at the apprentice/non-journey level associated with carpentry, painting, plumbing, electrical, HVAC, and locksmith work.

The Skilled Maintenance Worker classification was created in November 1997. This classification was last revised in 2006 as part of the Hay Study. There is currently one permanent incumbent in this classification. The proposed updates will not adversely affect the incumbent.

METHODOLOGY

This study was scheduled in the cyclical review calendar for 2019-2020. Incumbents in this classification as well as CSEA, 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. The incumbents were requested to complete Position Description Questionnaires (PDQ's).

Personnel Commission staff requested the input of department management. A duty analysis worksheet which rated the frequency and criticality of each duty in the current class description was completed. Additionally, revisions are proposed to clarify duties assigned, knowledge and abilities required for the job, and to more accurately reflect the nature of the work environment. Classification revisions were sent for review to CSEA, Department management, 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 to include a more accurate description of the work performed. These changes serve to update language, clarify essential duties and KSAs (knowledge, skills, and abilities).

A comprehensive survey of comparable agencies was conducted. Salary data was gathered based on the comparison of positions with the level of duties and responsibilities most similar to Skilled Maintenance Worker. The survey produced six moderate to strong matches.

AGENCY	JOB TITLE	MIN	MAX	MEDIAN
Santa Monica College	Skilled Maintenance Worker	\$4,339	\$5,274	\$4,807
Contra Costa CCD	Equipment Maintenance Worker	\$5,093	\$6,205	\$5,649
El Camino College	Skilled Trades Assistant	\$4,397	\$5,615	\$5,006
Foothill De Anza CCD	Utility Maintenance Worker I	\$4,493	\$5,945	\$5,219
Pasadena City College	Skilled Trades Worker I	\$4,672	\$5,963	\$5,317
State Center CCD	Maintenance Worker I	\$3,859	\$4,746	\$4,302
Ventura County CCD	Maintenance Worker I	\$4,112	\$5,683	\$4,898
	Average	\$4,438	\$5,693	\$5,065
	25th Percentile	\$4,183	\$5,632	\$4,925
	50th Percentile	\$4,445	\$5,814	\$5,112
	75th Percentile	\$4,627	\$5,958	\$5,293
	80th Percentile	\$4,672	\$5,963	\$5,317
	90th Percentile	\$4,882	\$6,084	\$5,483
	SMC % RANK	35.9%	12.1%	16.9%
	SMC Difference From AVG	-2.3%	-7.9%	-5.4%
	SMC Difference From MED	-2.4%	-10.2%	-6.4%

The current salary range for Skilled Maintenance Worker is range 28 (\$4,339 to \$5,274 per month) on the Classified Employee Salary Schedule. In this survey, SMC’s position is at the 17th median percentile when compared to the market median.

To attract and retain employees, it is recommended that this classification be reallocated to Range 31 (\$4,672 to \$5,679 per month). Salary was recommended also considering internal alignment within the Skilled Maintenance Worker Series and journey-level trades.

The following table shows percentage differences between jobs in Facilities Maintenance. All cyclical reviews are complete in Facilities.

Current

JOB TITLE	REPORTS TO	MIN	MAX	RANGE	% DIFF BETWEEN LEVELS
Director of Facilities Maintenance & Operations	Vice President – Business/Admin	\$10,530	\$12,798	M34	27.64%
Assistant Director of Facilities Maintenance	Director of Facilities Maintenance & Operations	\$8,250	\$10,029	M24	18.67%
Facilities Maintenance Supervisor	Assistant Director of Facilities Maintenance	\$6,952	\$8,450	M17	5.00%
Construction Maintenance Supervisor	Assistant Director of Facilities Maintenance	\$6,621	\$8,048	M15	11.03%
Journey-Level Trade (Mechanical)	Facilities Maintenance Supervisor	\$5,963	\$7,248	41	5.00%
Journey-Level Trade (Construction)	Construction Maintenance Supervisor	\$5,679	\$6,903	39	21.55%
Skilled Maintenance Worker II	Facilities Maintenance or Construction Supervisor	\$4,672	\$5,679	31	7.67%
Skilled Maintenance Worker	Facilities Maintenance or Construction Supervisor	\$4,339	\$5,274	28	

Proposed

Journey-Level Trade (Construction)	Construction Maintenance Supervisor	\$5,679	\$6,903	39	7.68%
Skilled Maintenance Worker II* (Proposed)	Facilities Maintenance or Construction Supervisor	\$5,274	\$6,411	36	12.89%
Skilled Maintenance Worker I (Proposed)	Facilities Maintenance or Construction Supervisor	\$4,672	\$5,679	31	

*Pending approval

Cyclical review results have been sent to the incumbent, CSEA, Department Management, Business Services, Human Resources, and executive leadership.

RECOMMENDATION

It is recommended that the Commission approve the proposed class description revisions, retitle and salary reallocation for Skilled Maintenance Worker.

FROM:

**Skilled Maintenance Worker
Classified Salary Range 28
(\$4,339 to \$5,274 per month)**

TO:

**Skilled Maintenance Worker I
Classified Salary Range 31
(\$4,672 to \$5,679 per month)**

DISPOSITION BY THE COMMISSION	
MOTION MADE BY:	Barbara Greenstein
SECONDED BY:	Deborah Jansen
AYES:	4
NAYS:	0
ABSTENTIONS:	1*
AMENDMENTS/COMMENTS: *Commissioner Leone was not present for this portion of the meeting and therefore his vote is listed as "Abstained".	

**Santa Monica Community College District
Personnel Commission**

Skilled Maintenance Worker I

CONCEPT OF THE CLASS

Under general supervision, Positions in this classification perform general building maintenance and repair work at the apprentice/non-journey level associated with carpentry, painting, plumbing, electrical, HVAC, and locksmith work.

DISTINGUISHING CHARACTERISTICS

The Skilled Maintenance Worker I is a multi-incumbent class within the Facilities Maintenance Department. Incumbents perform a variety of general maintenance or apprentice/non-journey level duties in the various trades.

The Skilled Maintenance Worker II classification perform advanced apprentice level work associated with several different trades including carpentry, plumbing, electrical, HVAC, welding, locksmith work, and painting. Incumbents perform moderate to heavy labor, and exercise a high degree of knowledge, responsibility and independent judgment. Individuals in this class may work alone in a "troubleshooter" capacity.

Journey level workers perform full range of journey level general building maintenance and construction tasks associated with the carpentry, plumbing, painting, electrical, welding or heating, ventilating and air conditioning systems of the buildings on District facilities.

ESSENTIAL DUTIES

Performs apprentice/non-journey level carpentry work in the repair, installation, alteration, and construction of wooden items and structures.

Performs apprentice/non-journey level painting work in protecting, covering, and refurbishing surfaces of buildings, furniture, and equipment.

Performs apprentice/non-journey level plumbing maintenance work in the repair, installation, and alteration of, water lines, sewers and similar facilities and equipment.

Performs apprentice/non-journey level electrical maintenance work in the repair, installation, and alteration of electrical equipment and wiring systems.

Performs apprentice/non-journey level maintenance and repairs of heating, ventilation, air conditioning, and refrigeration systems.

Performs apprentice/non-journey level locksmith work including cutting keys, keying and entering security codes and systems, and changing locks and installing and maintaining door hardware.

Performs apprentice/non-journey level mechanical maintenance work in the repair, installation, and alteration of equipment and facilities.

Performs both skilled and routine tasks related to a variety of building and equipment maintenance needs and assists with scheduled preventative maintenance.

Operates a wide variety of hand and power tools and specialized equipment including motor vehicles, and uses various tools used in the skilled trades to perform duties.

Cleans and maintains tools, brushes, vehicles, and equipment.

Performs moderate to heavy manual labor.

Maintains records, completes reports and work orders as assigned.

Drives a vehicle on College business.

May perform miscellaneous maintenance duties and assist with hazardous waste clean up and disposal as required.

May operate a computer and use college or department specific software to accomplish work.

Takes appropriate action following departmental practices; refers issues or problems to supervisor or lead worker as appropriate.

Assists with inspection of facilities and equipment for safety.

~~Maintains a positive, helpful, constructive attitude and working relationship with the department supervisor and departmental employees, other College employees, Personnel Commission, and the public.~~

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

Positions in this classification receive general supervision from the ~~Mechanical Systems and Energy Management Supervisor or Construction Systems Supervisor~~ assigned supervisor in Facilities Maintenance.

Supervision Exercised

Positions in this classification do not supervise other classified positions.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

~~g~~General building maintenance and repair work at the apprentice/non-journey level associated with carpentry, painting, plumbing, electrical, HVAC, and/or locksmithing.

~~Knowledge of e~~Safe work practices.

~~Knowledge of b~~Basic math and geometry.

~~Skill using word processing, E-mail, and other processing software and databases specific to job assignments.~~

Ability to:

~~m~~Make accurate measurements and estimates of materials.

~~Ability to r~~Read and comprehend instructions, safety rules, policies and procedures, instruction manuals, read, and interprets blueprints and schematics.

~~Ability to r~~Read and write at a level necessary to perform the duties of the class.

~~Ability to c~~Communicate orally.

~~Ability to p~~Prepare and maintain accurate records and reports.

Learn and apply knowledge of multiple building trades at the assigned skilled level in a safe manner

~~Ability to establish and maintain effective working relationships with other staff, faculty, administrators, managers and students.~~

Organize, set priorities, meet deadlines, 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

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, the public and others encountered in the course of work, in a diverse, multicultural and multi-ethnic educational environment

MINIMUM QUALIFICATIONS

Education Requirement:

Graduation from high school or GED equivalent.

Experience Requirement:

Two (2) years of building maintenance and/or construction experience.

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 and acceptable driving record at time of appointment and throughout employment in this position.~~ A valid driver's license.

~~Certain positions or assignments may require the possession of or the ability to acquire a specialized license.~~

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 Work Environment: While performing the duties of this job, the employee may work indoors or outdoors. When work is performed outdoors, there may be full exposure to the elements. Incumbents perform moderate to heavy physical labor for extended periods requiring physical strength and endurance and use a variety of hand and power tools involving repetitive motion. Incumbents may work under damp conditions and grasp, crouch, sit, stand, walk on slippery and/or uneven surfaces, bend, crawl, kneel, stoop, pull, reach, push, twist, climb ladders and work on sloping surfaces; may grasp, drag, lift and carry items weighing 50 pounds or less and may do so with or without assistance and with or without the aid of lifting devices.

Incumbents may be exposed to chemicals, solvents, paint, dust, grease/oil, fumes, electrical and mechanical hazards, vehicular traffic, vibration, and noise. The employee is occasionally exposed to moving mechanical parts; high, precarious places; airborne particles or blood borne pathogens, asbestos, or PCB's, and is at risk of electrical shock. Incumbents must be able to meet the physical requirements of the class and have mobility, color and peripheral vision, hearing, and dexterity levels appropriate to the duties to be performed.

The noise level in the work environment is usually moderate and occasionally noisy and loud. Certain positions or assignments may require shift work and are subject to overtime and emergency call back.

CLASS DETAIL

Job Family: Facilities, Trades & Maintenance~~Trades/Facilities /Maintenance~~

FLSA Status: non-exempt

Personnel Commission Approval Date: 12/07/06

Class History: Skilled Maintenance Worker

Revision Date(s): Hay Study, 12/07/06

**Santa Monica Community College District
Personnel Commission**

Skilled Maintenance Worker I

CONCEPT OF THE CLASS

Under general supervision, positions in this classification perform general building maintenance and repair work at the apprentice/non-journey level associated with carpentry, painting, plumbing, electrical, HVAC, and locksmith work.

DISTINGUISHING CHARACTERISTICS

The **Skilled Maintenance Worker I** is a multi-incumbent class within the Facilities Maintenance Department. Incumbents perform a variety of general maintenance or apprentice/non-journey level duties in the various trades.

The **Skilled Maintenance Worker II** classification perform advanced apprentice level work associated with several different trades including carpentry, plumbing, electrical, HVAC, welding, locksmith work, and painting. Incumbents perform moderate to heavy labor, and exercise a high degree of knowledge, responsibility, and independent judgment. Individuals in this class may work alone in a "troubleshooter" capacity.

Journey level workers perform full range of journey level general building maintenance and construction tasks associated with the carpentry, plumbing, painting, electrical, welding or heating, ventilating and air conditioning systems of the buildings on District facilities.

ESSENTIAL DUTIES

Performs apprentice/non-journey level carpentry work in the repair, installation, alteration, and construction of wooden items and structures.

Performs apprentice/non-journey level painting work in protecting, covering, and refurbishing surfaces of buildings, furniture, and equipment.

Performs apprentice/non-journey level plumbing maintenance work in the repair, installation, and alteration of, water lines, sewers and similar facilities and equipment.

Performs apprentice/non-journey level electrical maintenance work in the repair, installation, and alteration of electrical equipment and wiring systems.

Performs apprentice/non-journey level maintenance and repairs of heating, ventilation, air conditioning, and refrigeration systems.

Performs apprentice/non-journey level locksmith work including cutting keys, keying and entering security codes and systems, and changing locks and installing and maintaining door hardware.

Performs apprentice/non-journey level mechanical maintenance work in the repair, installation, and alteration of equipment and facilities.

Performs both skilled and routine tasks related to a variety of building and equipment maintenance needs and assists with scheduled preventative maintenance.

Operates a wide variety of hand and power tools and specialized equipment including motor vehicles, and uses various tools used in the skilled trades to perform duties.

Cleans and maintains tools, brushes, vehicles, and equipment.

Performs moderate to heavy manual labor.

Maintains records, completes reports and work orders as assigned.

May perform miscellaneous maintenance duties and assist with hazardous waste clean up and disposal as required.

May operate a computer and use college or department specific software to accomplish work.

Takes appropriate action following departmental practices; refers issues or problems to supervisor or lead worker as appropriate.

Assists with inspection of facilities and equipment for safety.

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

Positions in this classification receive general supervision from the assigned supervisor in Facilities Maintenance.

Supervision Exercised

Positions in this classification do not supervise other classified positions.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

General building maintenance and repair work at the apprentice/non-journey level associated with carpentry, painting, plumbing, electrical, HVAC, and/or locksmithing

Safe work practices

Basic math and geometry

Ability to:

Make accurate measurements and estimates of materials

Read and comprehend instructions, safety rules, policies and procedures, instruction manuals, read, and interprets blueprints and schematics

Read and write at a level necessary to perform the duties of the class

Communicate orally

Prepare and maintain accurate records and reports

Learn and apply knowledge of multiple building trades at the assigned skilled level in a safe manner

Organize, set priorities, meet deadlines, 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

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, the public and others encountered in the course of work, in a diverse, multicultural and multi-ethnic educational environment

MINIMUM QUALIFICATIONS

Education Requirement:

Graduation from high school or GED equivalent.

Experience Requirement:

Two (2) years of building maintenance and/or construction experience.

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:
A valid driver's license.

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 Work Environment: While performing the duties of this job, the employee may work indoors or outdoors. When work is performed outdoors, there may be full exposure to the elements. Incumbents perform moderate to heavy physical labor for extended periods requiring physical strength and endurance and use a variety of hand and power tools involving repetitive motion. Incumbents may work under damp conditions and grasp, crouch, sit, stand, walk on slippery and/or uneven surfaces, bend, crawl, kneel, stoop, pull, reach, push, twist, climb ladders and work on sloping surfaces; may grasp, drag, lift and carry items weighing 50 pounds or less and may do so with or without assistance and with or without the aid of lifting devices.

Incumbents may be exposed to chemicals, solvents, paint, dust, grease/oil, fumes, electrical and mechanical hazards, vehicular traffic, vibration, and noise. The employee is occasionally exposed to moving mechanical parts; high, precarious places; airborne particles or blood borne pathogens, asbestos, or PCB's, and is at risk of electrical shock. Incumbents must be able to meet the physical requirements of the class and have mobility, color and peripheral vision, hearing, and dexterity levels appropriate to the duties to be performed.

The noise level in the work environment is usually moderate and occasionally noisy and loud. Certain positions or assignments may require shift work and are subject to overtime and emergency call back.

CLASS DETAIL

Job Family:	Facilities, Trades & Maintenance
FLSA Status:	Non-exempt
Personnel Commission Approval Date:	12/07/06
Class History:	Skilled Maintenance Worker
Revision Date(s):	Hay Study, 12/07/06 10/19/22

AGENDA REPORT NO.	4
SUBJECT	REQUEST FOR APPROVAL OF CLASSIFICATION REVISION, AND SALARY REALLOCATION: SKILLED MAINTENANCE WORKER II
DATE	OCTOBER 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 are the classification revisions for **Skilled Maintenance Worker II**.

As part of the cyclical review process, we are reviewing the classifications in Facilities. The Skilled Maintenance Worker II classification performs advanced apprentice level work associated with several trades including carpentry, plumbing, electrical, HVAC, welding, locksmithing and painting.

The Skilled Maintenance Worker II classification was created in November 1997 as the Building Repair Worker. This classification was last revised in 2007. There are currently five permanent incumbents in this classification. The proposed updates will not adversely affect the incumbents.

METHODOLOGY

This study was scheduled in the cyclical review calendar for 2019-2020. Incumbents in this classification as well as CSEA, 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. The incumbents were requested to complete Position Description Questionnaires (PDQ's).

Personnel Commission staff requested the input of department management. A duty analysis worksheet which rated the frequency and criticality of each duty in the current class description was completed. Additionally, revisions are proposed to clarify duties assigned, knowledge and abilities required for the job, and to more accurately reflect the nature of the work environment. Classification revisions were sent for review to CSEA, Department management, 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 to include a more accurate description of the work performed. These changes serve to update language, and to clarify essential duties and KSAs (knowledge, skills, and abilities).

A comprehensive survey of comparable agencies was conducted. Salary data was gathered based on the comparison of positions with the level of duties and responsibilities most similar to Skilled Maintenance Worker II. The survey produced seven moderate to strong matches.

AGENCY	JOB TITLE	MIN	MAX	MEDIAN
Santa Monica College	Skilled Maintenance Worker II	\$4,672	\$5,679	\$5,176
Contra Costa CCD	Senior - Equipment Maintenance Worker	\$5,662	\$6,849	\$6,256
El Camino College	Skilled Trades Worker	\$5,104	\$6,545	\$5,825
Foothill De Anza CCD	Utility Maintenance Worker II	\$5,153	\$6,852	\$6,002
Pasadena City College	Skilled Trades Worker II	\$5,151	\$6,574	\$5,862
State Center CCD	Maintenance Worker II	\$4,514	\$5,552	\$5,033
Ventura County CCD	Maintenance Worker II	\$4,584	\$6,321	\$5,453
	Average	\$5,028	\$6,449	\$5,738
	25th Percentile	\$4,714	\$6,377	\$5,546
	50th Percentile	\$5,127	\$6,560	\$5,843
	75th Percentile	\$5,153	\$6,780	\$5,967
	80th Percentile	\$5,153	\$6,849	\$6,002
	90th Percentile	\$5,408	\$6,850	\$6,129
	SMC % RANK	23.3%	3.3%	6.8%
	SMC Difference From AVG	-7.6%	-13.6%	-10.9%
	SMC Difference From MED	-9.7%	-15.5%	-12.9%

The current salary range for Skilled Maintenance Worker II is Range 31 (\$4,672 to \$5,679 per month) on the Classified Employee Salary Schedule. In this survey, SMC’s position is at the 7th percentile when compared to the market median.

To attract and retain future employees, it is recommended that this classification be reallocated to Range 36 (\$5,274 to \$6,411 per month). Salary was recommended considering internal alignment between the Skilled Maintenance Worker Series and journey-level trades.

Cyclical review results have been sent to the incumbents, CSEA, Department Management, Business Services, Human Resources, and executive leadership. The following table shows percentage differences between jobs in Facilities Maintenance. All cyclical reviews are now complete in Facilities.

Current

JOB TITLE	REPORTS TO	MIN	MAX	RANGE	% DIFF BETWEEN LEVELS
Director of Facilities Maintenance & Operations	Vice President – Business/Admin	\$10,530	\$12,798	M34	27.64%
Assistant Director of Facilities Maintenance	Director of Facilities Maintenance & Operations	\$8,250	\$10,029	M24	18.67%
Facilities Maintenance Supervisor	Assistant Director of Facilities Maintenance	\$6,952	\$8,450	M17	5.00%
Construction Maintenance Supervisor	Assistant Director of Facilities Maintenance	\$6,621	\$8,048	M15	11.03%
Journey-Level Trade (Mechanical)	Facilities Maintenance Supervisor	\$5,963	\$7,248	41	5.00%
Journey-Level Trade (Construction)	Construction Maintenance Supervisor	\$5,679	\$6,903	39	21.55%
Skilled Maintenance Worker II	Facilities Maintenance or Construction Supervisor	\$4,672	\$5,679	31	7.67%
Skilled Maintenance Worker	Facilities Maintenance or Construction Supervisor	\$4,339	\$5,274	28	

Proposed

Journey-Level Trade (Construction)	Construction Maintenance Supervisor	\$5,679	\$6,903	39	7.68%
Skilled Maintenance Worker II (Proposed)	Facilities Maintenance or Construction Supervisor	\$5,274	\$6,411	36	12.89%
Skilled Maintenance Worker (Proposed)	Facilities Maintenance or Construction Supervisor	\$4,672	\$5,679	31	

RECOMMENDATION

It is recommended that the Commission approve the proposed class description revisions and salary reallocation for Skilled Maintenance Worker II.

FROM:

**Classified Salary Range 31
(\$4,672 to \$5,679 per month)**

TO:

**Classified Salary Range 36
(\$5,274 to \$6,411 per month)**

DISPOSITION BY THE COMMISSION	
MOTION MADE BY:	Deborah Jansen
SECONDED BY:	Joy Abbott
AYES:	4
NAYS:	0
ABSTENTIONS:	1*
AMENDMENTS/COMMENTS: *Commissioner Leone was not present for this portion of the meeting and therefore his vote is listed as "Abstained".	

**Santa Monica Community College District
Personnel Commission**

Skilled Maintenance Worker II

CONCEPT OF THE CLASS

Under general supervision, positions in this classification perform a variety of general building maintenance and construction tasks at an advanced apprenticeship level related to a diversity of trades, including carpentry, plumbing, electrical, HVAC, welding, locksmith work, and painting.

DISTINGUISHING CHARACTERISTICS

Positions in the **Skilled Maintenance Worker II** classification ~~are distinguished from those the Skilled Maintenance Worker I classification by their responsibility for performing~~ advanced apprentice level work associated with several different trades including carpentry, plumbing, electrical, HVAC, welding, locksmith work, and painting. Incumbents perform moderate to heavy labor and for their responsibility for exercising a higher degree of knowledge, responsibility and independent judgment. Individuals in this class may work alone in a "troubleshooter" capacity.

Skilled Maintenance Worker I is a multi-incumbent class within the Maintenance Services/Facilities Maintenance Department. Incumbents perform a variety of general maintenance or apprentice level duties in the various trades.

Journey level workers perform full range of ~~journey to master~~-level general building maintenance and construction tasks associated with the carpentry, plumbing, painting, electrical, welding or heating, ventilating and air conditioning systems of the buildings on campus/District facilities.

ESSENTIAL DUTIES

Performs any duties ~~associated with the class of Skilled Maintenance Worker II~~ at the advanced apprentice level including but not limited to fabrication, building, modification, replacement, installation, alteration, repairing, remodeling, maintaining, and inspecting, assessing, and estimating supplies and materials related to the maintenance needs of the college/College.

Electrical maintenance work includes the repair, installation, and alteration of electrical equipment and wiring systems, and may assist HVAC and boiler personnel with all electrical, safety, and controls systems to keep the College safe and operational. More complex work is done at the direction and/or assistance of a journey level electrician.

Performs routine repairs and maintenance on heating, ventilating, and air conditioning (HVAC) systems including air distribution machinery, pneumatic and digital controls, hot and chilled water distribution, and variable volume systems. More complex work is done at the direction and/or assistance of a HVAC technician at the journey level.

Carpentry work includes the repair, installation, alteration, and construction of wooden items and structures using construction materials related to general construction. More complex work is done at the direction and/or assistance of a journey level carpenter.

Plumbing maintenance work includes the repair, maintenance, and alteration of, water lines, waste lines and similar facilities and equipment, which ~~may~~ include above ground or below ground work. More complex work is done at the direction and/or assistance of a journey level plumber.

Fabricates equipment and parts by cutting, burning, soldering, joining, and welding various metals; repairs equipment and machinery by using welding techniques and appropriate welding equipment utilizing knowledge of fluxes and base metals. More complex work is generally performed by outside contractors, done at the direction and/or assistance of a journey level welder.

Installs, adjusts, and repair building hardware, such as locks, doorknobs, door checkers, door closures and window hardware.

Performs minor painting to protect, cover, and refurbish surfaces of buildings, furniture, and equipment. More extensive or complex work requiring the use of scaffolding or manlifts is generally performed by outside contractors.

~~For all trades in this class, the following functions apply:~~

Operates a wide variety of hand and power tools and specialized equipment including motor vehicles, and uses various tools used in the skilled trades to perform duties.

Cleans and maintains tools, brushes, vehicles, and equipment.

~~Performs moderate to heavy manual labor.~~

Performs the more complex, but not journey level, maintenance and repair of tools, machinery, and equipment used in performing the essential duties of the job.

May perform miscellaneous maintenance duties and assist with hazardous waste clean up and disposal as required.

Takes appropriate action following departmental practices; refers issues or problems to supervisor or lead worker as appropriate.

May order and maintain an inventory of supplies and materials as required, prepares routine reports for inventory and procurement, and maintains necessary work records.

May, under direction, estimate materials, and determine and procure tools, equipment and labor needed for jobs assigned.

~~May meet with~~ Contacts sub-contractors or vendors to complete projects as approved by supervisors.

~~May be required to~~ Responds to emergency calls on a 24-hour basis to keep Santa Monica College safe and operational.

May oversee inspections of facilities and equipment for safety; assists with scheduled preventative maintenance.

~~Maintains a positive, helpful, constructive attitude and working relationship with the department supervisor and departmental employees, other College employees, Personnel Commission, and the public.~~

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

Positions in this classification receive general supervision from ~~the Mechanical Systems and Energy Management Supervisor, or Construction Systems Supervisor~~ assigned supervisor in Facilities Maintenance respectively.

Supervision Exercised

~~May serve in a lead capacity over Skilled Maintenance Workers, and may oversee the work.~~
Positions in this classification do not supervise classified staff.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

General building maintenance and repair work at the advanced apprenticeship level associated with carpentry, painting, welding, plumbing, electrical, HVAC, and/or locksmith work;

Intermediate level of understanding of Methods, terms, tools, and equipment used in various trades

commonly used in maintaining ~~e~~College facilities

Basic math and geometry

Safety equipment, rules and regulations necessary to provide safe working environment

~~Use and care of tools commonly used in various trades required to maintain college facilities~~

Ability to:

~~e~~Calculate figures and amounts such as fractions, discounts, proportions, percentages, area, circumference, and volume, and to apply concepts of basic algebra and geometry to make accurate measurements and estimates of materials.

~~e~~Read and comprehend instructions, safety rules, policies and procedures, instruction manuals, read and interpret blueprints and schematics, read and respond to correspondence, and memos

~~e~~Effectively present information in one-on-one and small group situations to other employees of the organization; use good oral and written communication skills

~~p~~Prepare and maintain accurate records and reports

~~e~~Solve practical problems requiring reasoning to deal with a variety of concrete variables in situations where only limited standardization exists.

~~i~~Interpret, identify, assess, or diagnose a variety of instructions or information furnished in written, oral, diagram, or schedule form and plan approaches that respond to problems or challenges.

~~a~~Adapt or modify existing systems, procedures, or methods to new situations and find alternative solutions by weighing alternatives and developing action plans

Learn and apply knowledge of multiple building trades at the assigned skilled level in a safe manner

Organize, set priorities, meet deadlines, 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

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, the public and others encountered in the course of work, in a diverse, multicultural and multi-ethnic educational environment

~~Ability to maintain a positive, helpful, constructive attitude and working relationship with the department supervisor and departmental employees, other College employees and the public.~~

~~Ability to establish and maintain effective working relationships with other staff, faculty, administrators, managers and students.~~

~~Skill using word processing, E-mail, and order processing software and databases specific to the trade.~~

MINIMUM QUALIFICATIONS

Education Requirement:

Graduation from high school or GED equivalent.

Experience Requirement:

Three (3) ~~year's~~ years experience ~~in the specific~~ in one or more of the building and construction trades in which the position will be employed.

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: ~~All employees in this class must have a valid Class C California driver's license and acceptable driving record at time of appointment and throughout employment in this position.~~ A valid driver's license.

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.

While performing the duties of this job, the employee may work indoors and frequently is exposed to outside weather conditions with full exposure to the elements in a variety of positions, such as flat, vertical, horizontal, and overhead. Incumbents perform moderate to heavy physical labor for extended periods requiring physical strength and endurance and use a variety of hand and power tools involving repetitive motion. Incumbents may work under damp conditions and grasp, crouch, sit, stand, walk on slippery and/or uneven surfaces, bend, crawl, kneel, stoop, pull, reach, push, twist, climb ladders and work on sloping surfaces; may grasp, drag, lift and carry items weighing 50 pounds or less and will do so with assistance, and/or with the aid of lifting devices. Incumbents may be exposed to chemicals, solvents, paint, dust, grease/oil, fumes, electrical and mechanical hazards, vehicular traffic, vibration, and noise. The employee is occasionally exposed to moving mechanical parts; high, precarious places; airborne particles or blood borne pathogens, asbestos or PCB's, and are at risk of electrical shock. Incumbents must be able to meet the physical requirements of the class and have mobility, color and peripheral vision, hearing, and dexterity levels appropriate to the duties to be performed.

The noise level in the work environment is usually moderate and occasionally noisy and loud. Certain positions or assignments may require shift work and are subject to overtime and emergency call back.

CLASS DETAIL

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

FLSA Status: Non-exempt

Personnel Commission Approval Date: December 13, 2006

Revision Date(s): 12/13/06

Class History: Building Repair Worker 11/1997, Skilled Maintenance Worker II, 07/18/2007

**Santa Monica Community College District
Personnel Commission**

Skilled Maintenance Worker II

CONCEPT OF THE CLASS

Under general supervision, positions in this classification perform a variety of general building maintenance and construction tasks at an advanced apprenticeship level related to a diversity of trades, including carpentry, plumbing, electrical, HVAC, welding, locksmith work, and painting.

DISTINGUISHING CHARACTERISTICS

Positions in the **Skilled Maintenance Worker II** classification perform advanced apprentice level work associated with several different trades including carpentry, plumbing, electrical, HVAC, welding, locksmith work, and painting. Incumbents perform moderate to heavy labor and exercise a high degree of knowledge, responsibility and independent judgment. Individuals in this class may work alone in a "troubleshooter" capacity.

Skilled Maintenance Worker I is a multi-incumbent class within the Facilities Maintenance Department. Incumbents perform a variety of general maintenance or apprentice level duties in the various trades.

Journey level workers perform full range of journey level general building maintenance and construction tasks associated with the carpentry, plumbing, painting, electrical, welding or heating, ventilating and air conditioning systems of the buildings on District facilities.

ESSENTIAL DUTIES

Performs any duties at the advanced apprentice level including but not limited to fabrication, building, modification, replacement, installation, alteration, repairing, remodeling, maintaining, and inspecting, assessing, and estimating supplies and materials related to the maintenance needs of the College.

Electrical maintenance work includes the repair, installation, and alteration of electrical equipment and wiring systems, and may assist HVAC and boiler personnel with all electrical, safety, and controls systems to keep the College safe and operational. More complex work is done at the direction and/or assistance of a journey level electrician.

Performs routine repairs and maintenance on heating, ventilating, and air conditioning (HVAC) systems including air distribution machinery, pneumatic and digital controls, hot and chilled water distribution, and variable volume systems. More complex work is done at the direction and/or assistance of a HVAC technician at the journey level.

Carpentry work includes the repair, installation, alteration, and construction of wooden items and structures using construction materials related to general construction. More complex work is done at the direction and/or assistance of a journey level carpenter.

Plumbing maintenance work includes the repair, maintenance, and alteration of, water lines, waste lines and similar facilities and equipment, which may include above ground or below ground work. More complex work is done at the direction and/or assistance of a journey level plumber.

Fabricates equipment and parts by cutting, burning, soldering, joining, and welding various metals; repairs equipment and machinery by using welding techniques and appropriate welding equipment utilizing knowledge of fluxes and base metals. More complex work is generally performed by outside contractors.

SANTA MONICA COLLEGE SPECIAL PERSONNEL COMMISSION MEETING MINUTES
WEDNESDAY, OCTOBER 19, 2022

Installs, adjusts, and repair building hardware, such as locks, doorknobs, door checkers, door closures and window hardware.

Performs minor painting to protect, cover, and refurbish surfaces of buildings, furniture, and equipment. More extensive or complex work requiring the use of scaffolding or manlifts is generally performed by outside contractors.

Operates a wide variety of hand and power tools and specialized equipment including motor vehicles, and uses various tools used in the skilled trades to perform duties.

Cleans and maintains tools, brushes, vehicles, and equipment.

Performs the more complex, but not journey level, maintenance and repair of tools, machinery, and equipment used in performing the essential duties of the job.

May perform miscellaneous maintenance duties and assist with hazardous waste clean up and disposal as required.

Takes appropriate action following departmental practices; refers issues or problems to supervisor or lead worker as appropriate.

May order and maintain an inventory of supplies and materials as required, prepares routine reports for inventory and procurement, and maintains necessary work records.

May, under direction, estimate materials, and determine and procure tools, equipment and labor needed for jobs assigned.

May meet with sub-contractors or vendors to complete projects as approved by supervisors.

May be required to respond to emergency calls on a 24-hour basis to keep Santa Monica College safe and operational.

May oversee inspections of facilities and equipment for safety; assists with scheduled preventative maintenance.

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

Positions in this classification receive general supervision from assigned supervisor in Facilities Maintenance .

Supervision Exercised

Positions in this classification do not supervise classified staff.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

General building maintenance and repair work at the advanced apprenticeship level associated with carpentry, painting, welding, plumbing, electrical, HVAC, and/or locksmith work

Methods, terms, tools, and equipment used in various trades commonly used in maintaining College facilities

Basic math and geometry

Safety equipment, rules and regulations necessary to provide safe working environment

Ability to:

Calculate figures and amounts such as fractions, discounts, proportions, percentages, area, circumference, and volume, and to apply concepts of basic algebra and geometry to make accurate measurements and estimates of materials

Read and comprehend instructions, safety rules, policies and procedures, instruction manuals, read and interpret blueprints and schematics, read and respond to correspondence, and memos

Effectively present information in one-on-one and small group situations to other employees of the organization; use good oral and written communication skills

Prepare and maintain accurate records and reports

Solve practical problems requiring reasoning to deal with a variety of concrete variables in situations where only limited standardization exists

Interpret, identify, assess, or diagnose a variety of instructions or information furnished in written, oral, diagram, or schedule form and plan approaches that respond to problems or challenges

Adapt or modify existing systems, procedures, or methods to new situations and find alternative solutions by weighing alternatives and developing action plans

Learn and apply knowledge of multiple building trades at the assigned skilled level in a safe manner

Organize, set priorities, meet deadlines, 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

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, the public and others encountered in the course of work, in a diverse, multicultural and multi-ethnic educational environment

MINIMUM QUALIFICATIONS

Education Requirement:

Graduation from high school or GED equivalent.

Experience Requirement:

Three (3) years' experience in one or more of the building and construction trades in which the position will be employed.

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: A valid driver's license.

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.

While performing the duties of this job, the employee may work indoors and frequently is exposed to outside weather conditions with full exposure to the elements in a variety of positions, such as flat, vertical, horizontal, and overhead. Incumbents perform moderate to heavy physical labor for extended periods requiring physical strength and endurance and use a variety of hand and power tools involving repetitive motion. Incumbents may work under damp conditions and grasp, crouch, sit, stand, walk on slippery and/or uneven surfaces, bend, crawl, kneel, stoop, pull, reach, push, twist, climb ladders and work on sloping surfaces; may grasp, drag, lift and carry items weighing 50 pounds or less and will do so with assistance, and/or with the aid of lifting devices. Incumbents may be exposed to chemicals, solvents, paint, dust, grease/oil, fumes, electrical and mechanical hazards, vehicular traffic, vibration, and noise. The employee is occasionally exposed to moving mechanical parts; high, precarious places; airborne particles or blood borne pathogens, asbestos or PCB's, and are at risk of electrical shock. Incumbents must be able to meet the physical requirements of the class and have mobility, color and peripheral vision, hearing, and dexterity levels appropriate to the duties to be performed.

The noise level in the work environment is usually moderate and occasionally noisy and loud. Certain positions or assignments may require shift work and are subject to overtime and emergency call back.

CLASS DETAIL

Job Family:	Trades, Facilities & Maintenance
FLSA Status:	Non-exempt
Personnel Commission Approval Date:	December 13, 2006
Revision Date(s):	12/13/06, 10/19/22
Class History:	Building Repair Worker 11/1997, Skilled Maintenance Worker II, 07/18/2007

AGENDA REPORT NO.	5
SUBJECT	REQUEST FOR APPROVAL OF CLASSIFICATION REVISIONS AND SALARY REALLOCATION: LABORATORY TECHNICIAN-PHOTOGRAPHY
DATE	OCTOBER 19, 2022
TO	MEMBERS OF THE PERSONNEL COMMISSION
FROM	CAROL LONG, DIRECTOR OF THE PERSONNEL COMMISSION
BY	JOSE GUZMAN, PERSONNEL ANALYST

BACKGROUND

Attached for your approval are the classification revisions and salary reallocation for **Laboratory Technician-Photography**.

As part of the cyclical review process, we are reviewing classifications in the Laboratory Technician job discipline. Laboratory Technician-Photography offers laboratory/studio support and prepares equipment and supplies for projects within the Photography Department. The Photography Department offers a hands-on, intensive program that prepares students for a broad range of careers in photography and image-related fields.

The Laboratory Technician-Photography classification was established on November 9, 2006. This classification has been revised twice since its establishment. The most recent revision was approved in May 2016. There are currently two permanent incumbents in this classification. The proposed changes will not adversely affect the incumbents.

METHODOLOGY

This study was scheduled in the cyclical review calendar for 2021-22. Incumbents from the Laboratory Technician-Photography classification, as well as CSEA, were invited to participate in a class study orientation on April 19, 2021, to discuss the purpose of the study, methodology, timelines, possible outcomes and implications, and frequently asked questions. The incumbents were requested to complete Position Description Questionnaires (PDQs) by May 10, 2021.

Personnel Commission staff met with Maral Hyeler, Director, Instructional Services/External Programs and Josh Sanseri, Chair, Photography Department, to discuss the classification description. In addition, the supervisor and chair were requested to complete a duty analysis worksheet by rating the frequency and criticality of each duty in the current class description.

Revisions are proposed to clarify duties assigned, knowledge and abilities required for the job, and to more accurately reflect the nature of the work environment. 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 data gathered, class description revisions are being proposed, to include a more accurate description of the work performed. Additional changes serve to clarify essential duties and KSAs (knowledge, skills and abilities).

A comprehensive survey of comparable agencies was conducted. The salary survey of standard benchmark organizations resulted in moderate to strong matches, which are identified and presented below, with some variability in assigned functions but with comparable levels of responsibility.

AGENCY	CLASS TITLE	MIN	MAX	MEDIAN*
Santa Monica College	Laboratory Technician-Photography	\$4,450	\$5,409	\$4,930
Contra Costa CCD	Instructional Assistant	\$4,181	\$5,093	\$4,637
Foothill De Anza CCD	Laboratory Technician, Photography	\$5,072	\$6,789	\$5,931
Glendale College	Photography Art Lab Technician	\$4,539	\$5,793	\$5,166
Long Beach City College	Photography Laboratory Technician	\$4,358	\$5,362	\$4,860
Los Angeles CCD	Instructional Assistant, Photography	\$4,917	\$6,092	\$5,505
Mount San Antonio College	Laboratory Technician - Photography	\$4,692	\$5,988	\$5,340
Pasadena City College	Department Laboratory Technician II - Art (Photo Lab)	\$4,009	\$5,117	\$4,563
Riverside CCD	Photo Lab Assistant	\$5,067	\$6,170	\$5,619
Santa Barbara City College	Laboratory Technician (Option Class)	\$4,885	\$5,952	\$5,418
Ventura County CCD	Instructional Lab Technician I – Photography	\$4,584	\$6,321	\$5,453
	Average	\$4,630	\$5,868	\$5,249
	25th Percentile	\$4,403	\$5,469	\$4,936
	50th Percentile	\$4,638	\$5,970	\$5,379
	75th Percentile	\$4,909	\$6,150	\$5,492
	80th Percentile	\$4,947	\$6,200	\$5,527
	90th Percentile	\$5,068	\$6,368	\$5,650
	SMC % RANK	27.8%	23.4%	24.7%
	SMC Differences From AVG	-4.1%	-8.5%	-6.5%
	SMC Differences From MED	-4.2%	-10.4%	-9.1%

**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.*

The current salary range for Laboratory Technician-Photography is \$4,450 to \$5,409 per month (Classified Employee Salary Schedule, Range 29). In this survey, SMC is in the 25th median percentile compared to all benchmark agencies with comparable classifications; that is, 75% of market comparables were paid higher than the SMC classification.

SALARY REALLOCATION

It is recommended that the salary for Laboratory Technician-Photography be reallocated from Range 29 of the Classified Employee Salary Schedule (\$4,450 to \$5,409 per month) to Range 32 (\$4,784 to \$5,815 per month), a 7.5% increase. The proposed increase would align the salary for this classification with other classifications within the same job family. Salary reallocation is justified given that, based on the job evaluation data, the Laboratory Technician-Photography is comparable to recently reviewed and approved Laboratory Technician classifications.

Cyclical review results have been sent to the incumbents, CSEA, Department Management, Business Services, Human Resources, and executive leadership.

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

CLASS TITLE	MIN	MAX	RANGE	% DIFFERENCE
Lead Laboratory Technician-Art	\$5,151	\$6,261	35	NA
Lead Laboratory Technician-Life Science	\$5,151	\$6,261	35	7.67%
Lead Laboratory Technician-Chemistry**	\$4,784	\$5,815	32	NA
Laboratory Technician-Life Science	\$4,784	\$5,815	32	NA
Laboratory Technician-Art	\$4,784	\$5,815	32	NA
Laboratory Technician-Photography (proposed)	\$4,784	\$5,815	32	7.5%
Laboratory Technician-Photography (current)	\$4,450	\$5,409	29	NA
Laboratory Technician-Broadcast Digital Media**	\$4,450	\$5,409	29	NA
Laboratory Technician-Chemistry**	\$4,450	\$5,409	29	NA
Laboratory Technician-Physics**	\$4,450	\$5,409	29	NA

**Pending review

RECOMMENDATION

It is recommended that the Commission approve the proposed classification description revisions and salary reallocation for the Laboratory Technician-Photography.

FROM:

**Classified Employee Salary Range 29
(\$4,450 to \$5,409 per month)**

TO:

**Classified Employee Salary Range 32
(\$4,784 to \$5,815 per month)**

DISPOSITION BY THE COMMISSION	
MOTION MADE BY:	Barbara Greenstein
SECONDED BY:	Joy Abbott
AYES:	4
NAYS:	0
ABSTENTIONS:	1*
AMENDMENTS/COMMENTS: *Commissioner Leone was not present for this portion of the meeting and therefore his vote is listed as "Abstained".	

**Santa Monica Community College District
Personnel Commission**

Laboratory Technician - Photography

CONCEPT OF THE CLASS

Under general supervision, positions in this classification provide laboratory support, and assist instructors and students in the Photography laboratories and studios.

DISTINGUISHING CHARACTERISTICS

The Laboratory Technician-Photography prepares laboratory workspaces and provides support to students and instructors in the Photography Department.

The Instructional Computer Lab Technician-Digital Photography provides computer laboratory monitoring and support, and assists students and faculty in the application of digital photography software programs.

~~Laboratory Technician—Photography positions provide laboratory support, and assist instructors in the Photography labs and studios.~~

~~Laboratory Technician—Chemistry provides laboratory support, and assists instructors in the Chemistry Labs.~~

~~Lead Laboratory Technician—Chemistry serves as a lead worker for Chemistry Lab Technicians in the Physical Science Department. The Lead Lab Technician delegates and oversees the work of Lab Technicians and student workers.~~

ESSENTIAL DUTIES

Provides technical assistance to instructors and students in the photography laboratories and studios for day, evening, and weekend classes.

Coordinates the use of the laboratories and studios and checks equipment and supplies in and out to students according to lab procedures and protocols.

Prepares equipment, chemicals, and materials for use by faculty and students in the laboratories and studios.

Demonstrates proper use and care of materials, equipment, chemicals, and supplies to students to ensure safety protocols are followed.

Ensures proper handling, storage and disposal of chemicals and biological hazards.

Demonstrates methods, procedures and practices used in traditional and digital photography; monitors, verifies and facilitates learning.

Inspects, cleans, adjusts, maintains, and makes minor repairs on a variety of equipment.

Researches, orders, receives, stores, organizes, issues, and inventories laboratory supplies and equipment.

Maintains a variety of records for inventory, purchasing, and repairs.

Inspects laboratories, ~~studios,~~ ~~and~~ the stock room and maintains clean, safe and orderly conditions.

Updates technical skills and knowledge by participating in training opportunities and keeping current on related safety protocols.

Interviews, selects, trains, and provides work direction for student workers.

Consults with faculty on specific needs of supplies and equipment.

Performs other related duties as requested or assigned.

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

SUPERVISION

Supervision Received

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

Supervision Exercised

This position does not supervise others. May provide guidance and work direction to student workers.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Toxic chemical handling and ~~disposing~~disposal

Methods, procedures and practices used in traditional and digital photography

Supplies, materials, and equipment used in photography

Photography chemical reagents and solutions

Digital capture equipment and related software

Black ~~and~~ & white and color printing and processing

Basic maintenance, and repair of photography equipment

Safety procedures in the laboratories and studios

Inventory and ordering procedures

Basic record keeping techniques

Ability to:

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

Interpret apply, explain practices, standards and methods in accordance with applicable laws and regulations and District policies and procedures

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

Use digital and analog capture equipment, including 35mm, DSLR, medium and large format capture, color, and black-and- & white

Operate and explain studio lighting equipment, including strobe and hot-lights

Operate and explain equipment, chemicals, materials and supplies

Interpret and properly apply methods, procedures, and regulations related to safety in the ~~lab~~laboratories and studios

Measure and mix chemicals safely and properly

Maintain studio and laboratory equipment and materials in a clean, orderly and safe condition

Provide guidance and direction to others

Communicate effectively, both orally and in writing

~~Establish and maintain cooperative, working relationships with faculty, staff, and students.~~

~~Provide sensitivity and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students and staff.~~

Role model exceptional internal and external customer service

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

MINIMUM QUALIFICATIONS

Education Requirement:

Associate's degree or equivalent from an accredited college or university with a major including successful completion of eighteen (18) semester units of college coursework in commercial photography or a closely related field. Completion of commercial photography coursework is desirable.

Experience Requirement:

One (1) year of experience working in a photography laboratory and/or studio, which includes using digital capture equipment and related software, processing and printing photography, taking tracking inventory, ordering supplies and repairing equipment. Experience working in a commercial environment is desirable.

Education/Experience Equivalency:

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

Licensure and/or Certification:

None

WORKING CONDITIONS AND PHYSICAL DEMANDS

Disclosure:

SANTA MONICA COLLEGE SPECIAL PERSONNEL COMMISSION MEETING MINUTES
 WEDNESDAY, OCTOBER 19, 2022

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function 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.

Work Environment:

~~Positions in this classification lift objects up to 25 pounds, bend and stoop, and are exposed to chemicals, hot lights, equipment and machinery.~~

Positions in this classification lift objects, bend and stoop and are exposed to chemicals, fumes, equipment, machinery and hot lights. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds with the use of proper equipment.

CLASS DETAIL

Job Family: Instructional Support (Student Services/Classroom)

FLSA Status: Non-Exempt

Personnel Commission Approval Date: 11/09/06

~~*Class History:* Laboratory Technician—Art
 Laboratory Technician—Broadcasting
 Laboratory Technician—Commercial Photography
 Laboratory Technician—Art/Broadcasting/Commercial Photography—11/09/06~~

Revision Date(s): ~~Hay Study 11/09/06, 09/17/08, 05/18/2016~~

<u>Job Family</u>	<u>Instructional Support (Student Services/Classroom)</u>
<u>FLSA Status</u>	<u>Non-Exempt</u>
<u>Personnel Commission Approval Date</u>	<u>11/09/06</u>
<u>Class History</u>	<u>Laboratory Technician- Art/Broadcasting/Commercial Photography Laboratory Technician-Commercial Photography</u>
<u>Revision Date(s)</u>	<u>09/17/08, 05/18/16</u>

**Santa Monica Community College District
Personnel Commission**

Laboratory Technician - Photography

CONCEPT OF THE CLASS

Under general supervision, positions in this classification provide laboratory support and assist instructors and students in the Photography laboratories and studios.

DISTINGUISHING CHARACTERISTICS

The **Laboratory Technician-Photography** prepares laboratory workspaces and provides support to students and instructors in the Photography Department.

The **Instructional Computer Lab Technician-Digital Photography** provides computer laboratory monitoring and support, and assists students and faculty in the application of digital photography software programs.

ESSENTIAL DUTIES

Provides technical assistance to instructors and students in the photography laboratories and studios for day, evening, and weekend classes.

Coordinates the use of the laboratories and studios and checks equipment and supplies in and out to students according to lab procedures and protocols.

Prepares equipment, chemicals, and materials for use by faculty and students in the laboratories and studios.

Demonstrates proper use and care of materials, equipment, chemicals, and supplies to students to ensure safety protocols are followed.

Ensures proper handling, storage and disposal of chemicals and biological hazards.
Demonstrates methods, procedures and practices used in traditional and digital photography; monitors, verifies and facilitates learning.

Inspects, cleans, adjusts, maintains, and makes minor repairs on a variety of equipment.

Researches, orders, receives, stores, organizes, issues, and inventories laboratory supplies and equipment.

Maintains a variety of records for inventory, purchasing, and repairs.

Inspects laboratories, studios, the stock room and maintains clean, safe and orderly conditions.

Updates technical skills and knowledge by participating in training opportunities and keeping current on related safety protocols.

Interviews, selects, trains, and provides work direction for student workers.

Consults with faculty on specific needs of supplies and equipment.

Performs other related duties as requested or assigned.

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

SUPERVISION

Supervision Received

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

Supervision Exercised

This position does not supervise others. May provide guidance and work direction to student workers.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Toxic chemical handling and disposal

Methods, procedures and practices used in traditional and digital photography

Supplies, materials, and equipment used in photography

Photography chemical reagents and solutions

Digital capture equipment and related software

Black & white and color printing and processing

Basic maintenance and repair of photography equipment

Safety procedures in the laboratories and studios

Inventory and ordering procedures

Basic record keeping techniques

Ability to:

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

Interpret apply, explain practices, standards and methods in accordance with applicable laws and regulations and District policies and procedures

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

Use digital and analog capture equipment, including 35mm, DSLR, medium and large format capture, color, and black & white

Operate and explain studio lighting equipment, including strobe and hot-lights

Operate and explain equipment, chemicals, materials and supplies

Interpret and properly apply methods, procedures, and regulations related to safety in the laboratories and studios

Measure and mix chemicals safely and properly

Maintain studio and laboratory equipment and materials in a clean, orderly and safe condition

Provide guidance and direction to others

Communicate effectively, both orally and in writing

Role model exceptional internal and external customer service

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

MINIMUM QUALIFICATIONS

Education Requirement:

Associate's degree or equivalent from an accredited college or university with a major in photography or a closely related field. Completion of commercial photography coursework is desirable.

Experience Requirement:

One (1) year of experience working in a photography laboratory and/or studio, which includes using digital capture equipment and related software, processing and printing photography, tracking inventory, ordering supplies and repairing equipment. Experience working in a commercial environment is desirable.

Education/Experience Equivalency:

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

Licensure and/or Certification:

None

WORKING CONDITIONS AND PHYSICAL DEMANDS

Disclosure:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function 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.

Work Environment:

Positions in this classification lift objects, bend and stoop and are exposed to chemicals, fumes, equipment, machinery and hot lights. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds with the use of proper equipment.

CLASS DETAIL

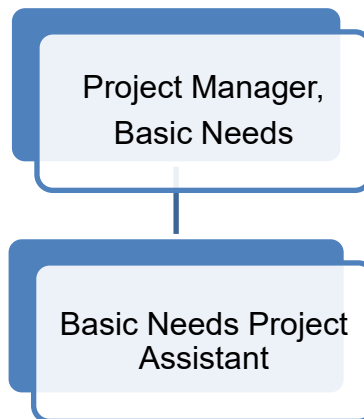
<i>Job Family</i>	Instructional Support (Student Services/Classroom
<i>FLSA Status</i>	Non-Exempt
<i>Personnel Commission Approval Date</i>	11/09/06
<i>Class History</i>	Laboratory Technician- Art/Broadcasting/Commercial Photography Laboratory Technician-Commercial Photography
<i>Revision Date(s)</i>	09/17/08, 05/18/16, 10/19/22

AGENDA REPORT NO.	6
SUBJECT	NEW CLASS DESCRIPTION AND SALARY ALLOCATION: BASIC NEEDS PROJECT ASSISTANT
DATE	OCTOBER 19, 2022
TO	MEMBERS OF THE PERSONNEL COMMISSION
FROM	CAROL LONG, DIRECTOR OF THE PERSONNEL COMMISSION
BY	OLGA VASQUEZ, PERSONNEL ANALYST

BACKGROUND

Attached for your approval is a new class description and salary allocation for **Basic Needs Project Assistant**.

This new classification will be responsible for supporting the daily operations of the District pantry, including scheduling pick-up and delivery of items, customer service, and record-keeping activities. The Basic Needs Project Assistant will report to the Project Manager, Basic Needs.



METHODOLOGY

Personnel Commission staff discussed this new role with Sharlyne Massillon, Project Manager, Basic Needs, and Susan Fila, the former Interim Associate Dean, Health and Wellbeing. Discussions took place to define and clarify the parameters of the proposed 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 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 involved 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:

- Support the planning and organizing of the daily operations of the pantry, including donation procurement, scheduling pick-up, deliveries, storage, and distribution of donations to ensure students have access to food items and toiletries.
- Operate a forklift and other vehicles to transport goods to and from storage to the pantry. May need to travel and drive to donation pick-up sites.
- Monitors stock levels and provides recommendations on restocking needs and purchases items needed.

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 recommendation is based on internal alignment with similar roles, such as Student Services Assistant and Receiving, Stockroom and Delivery Worker. Several of our comparable agencies did not have an equivalent job dedicated to supporting the District food pantry in Basic Needs. At other agencies, the Basic Needs services were assigned to a committee or coordinator with oversight over all components of Basic Needs, similar to our Basic Needs Project Manager.

SALARY ALLOCATION

It is recommended that the salary for the Basic Needs Project Assistant be allocated to Range 28 (\$4,339 to \$5,274 per month) on the Classified Employee Salary Schedule. The goal was to recommend a competitive salary to attract, motivate and retain qualified candidates through effective promotional paths.

Based on job analysis findings, higher paid roles require higher level of knowledge and experience, complexity, independent decision-making, and scope/impact of work. Please see comparison table of Student Services jobs below:

STUDENT SERVICES JOBS	MIN	MAX	RANGE
Senior Academic Records Evaluator	\$5,274	\$6,411	36
Senior Online Learning Services Specialist	\$5,274	\$6,411	36
Senior Veterans resource Specialist	\$5,274	\$6,411	36
Supplemental Instruction Coordinator	\$5,274	\$6,411	36
Curriculum Specialist	\$5,023	\$6,106	34
Outreach & Recruitment Specialist	\$5,023	\$6,106	34
Program Specialist	\$5,023	\$6,106	34
Transfer & Articulation Specialist	\$5,023	\$6,106	34
Student Judicial Affairs Specialist	\$5,023	\$6,106	34
Academic Records Evaluator	\$4,906	\$5,963	33
Financial Aid & Scholarships Specialist	\$4,906	\$5,963	33
DSPS Specialist	\$4,784	\$5,815	32
Senior Enrollment Services Specialist	\$4,784	\$5,815	32
Veterans Resource Specialist	\$4,784	\$5,815	32
Enrollment Services Specialist	\$4,556	\$5,538	30
Online Learning Services Specialist	\$4,556	\$5,538	30
Student Onboarding Specialist	\$4,556	\$5,538	30
Basic Needs Project Assistant	\$4,339	\$5,274	28
Student Services Assistant	\$4,036	\$4,906	25
Student Services Clerk	\$3,661	\$4,450	21

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

RECOMMENDATION

It is recommended that the Commission approve the new class description and salary allocation for Basic Needs Project Assistant.

DISPOSITION BY THE COMMISSION	
MOTION MADE BY:	Joy Abbott
SECONDED BY:	Barbara Greenstein
AYES:	4
NAYS:	0
ABSTENTIONS:	1*
AMENDMENTS/COMMENTS: *Commissioner Leone was not present for this portion of the meeting and therefore his vote is listed as "Abstained".	

**Santa Monica Community College District
Personnel Commission**

BASIC NEEDS PROJECT ASSISTANT

CONCEPT OF THE CLASS

Under general supervision, this classification supports the operations of the District pantry, offering non-perishable food items, fresh produce and toiletries. This classification promotes access to the food pantry, secures and coordinates items for the pantry, and the storage, delivery, and distribution of items.

CONCEPT OF THE CLASS

The **Basic Needs Project Assistant** supports the daily operations of the pantry, including scheduling pick-up and delivery of items, customer service, and record-keeping activities for the pantry.

The **Student Services Assistant** class performs moderately difficult clerical duties in support of an assigned student services area. In large offices, incumbents may be responsible for the completion of a functional phase of clerical work necessary in the assigned student services area.

ESSENTIAL DUTIES

Supports the planning and organizing of the daily operations of the pantry, including donation procurement, scheduling pick-up, deliveries, storage, and distribution of donations to ensure students have access to food items and toiletries.

Operates a forklift and other vehicles to transport goods to and from storage to the pantry. May need to travel and drive to donation pick-up sites.

Monitors stock levels and provides recommendations on restocking needs and purchases items needed.

Assists with the pantry opening and closing procedures.

Coordinates with other departments on campus to haul, carry, organize food pantry storage, delivery of goods, and maintain inventory.

May train staff and student workers to assist with distribution, maintenance, safety, and upkeep of the pantry. May prepare timesheets.

Responds to questions in person, email or telephone by providing information relating to the availability, selection, and location of merchandise, donation inquiries and other resources.

Compiles, tracks, and reports data to enhance program delivery.

Develops and maintains informational materials and utilizes online platforms to promote interest in the program, encourages students to access resources.

Serves as a liaison with students, college departments, and business partners to develop and build relationships, and promote the Basic Needs 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

Level of Supervision Received

Under general supervision from an assigned Manager, this classification is expected to perform job duties through to completion with substantial independence.

SANTA MONICA COLLEGE SPECIAL PERSONNEL COMMISSION MEETING MINUTES
WEDNESDAY, OCTOBER 19, 2022

Level of Supervision Exercised

Positions in this classification do not supervise others, but may provide guidance to other staff, faculty, and student workers.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Mission, objectives, goals, and service delivery requirements of assigned program
- Federal, State and local laws, regulations, and procedural guidelines pertaining to assigned student program
- District policy, departmental resources and administrative practices and procedures
- Customer service principles and techniques
- Principles and practices involved in planning, resource allocation, coordination of student programs
- Storage and handling techniques for growing and harvesting food products (both plant and animal) for consumption
- Retail and food merchandising, stock display, inventory control and rotation
- Effective formats for correspondence and other written materials
- Basic data collection and reporting methods, techniques, and procedures
- Related computer programs, systems, and database development
- Basic marketing and public relations
- Basic mathematics
- California Highway Patrol and Department of Motor Vehicles rules and regulations

Ability to:

- Safely operate forklift, hand trucks, electric carts, motor vehicles (e.g., car, van) and other motorized moving equipment
- Plan, 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
- Maintain a variety of account files, data, and records
- Make arithmetical calculations accurately
- Train and provide work direction to others
- Prepare clear, comprehensive, and effective reports, correspondence, and publicity materials
- Demonstrate sensitivity and understanding of the diverse challenges and needs faced by students
- Quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate, assemble, or carry objects.
- 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 and others encountered in the course of work, in a diverse, multicultural, and multi-ethnic educational environment

MINIMUM QUALIFICATIONS

Education Requirement:

High School diploma or equivalent.

Experience Requirement:

One (1) year of work experience in the support of retail, food pantry, food bank, pantry management, food distribution, and food warehousing is preferred. Experience including extensive public involvement, and participation in promotion, program operations or student support activities is highly 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:

A valid driver's license.

Valid/current Forklift Operator's Certification is preferred. Ability to become certified during probationary period required.

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 generally works in an office and a retail space environment, and outside weather conditions. The employee is occasionally required to stand and walk, climb, or balance and stoop, kneel, crouch, or crawl. The employee is regularly required to lift, carry, push, or pull up to 50 pounds without assistance or the aid of equipment or devices that assist in the lifting effort. The employee may be exposed to moving mechanical parts; fumes or airborne particles and must be able to operate all of the tools and equipment of the job in a safe manner. Requires the ability to perform manual labor, carrying, and moving heavy equipment and supplies. While performing the duties of this job, the noise level in the work environment is usually moderate to loud and interruptions are frequent and expected.

CLASS DETAIL

Job Family:	Student Services (Non-Classroom)
FLSA Status:	Non-exempt
Personnel Commission Approval Date:	10/19/22
Class History:	New Class
Revision Date(s):	

AGENDA REPORT NO.	7
SUBJECT	REQUEST FOR APPROVAL OF SALARY REALLOCATION: COMMUNITY COLLEGE POLICE DISPATCHER
DATE	OCTOBER 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 request for salary reallocation for **Community College Police Dispatcher**.

In preparation for recruitment, Personnel Commission Staff conducted a salary survey for Community College Police Dispatcher. The Community College Police Dispatcher performs a variety of dispatcher and clerical duties, by receiving and prioritizing all emergency and non-emergency telephone calls made to Campus Police. There are currently six permanent incumbents in this classification.

There have been several documented recruitment challenges for this role, further complicated by lengthy selection procedures such as a background investigation, polygraph, psychological evaluation, and mandatory training. The last successful hire list was established in 2019 after an extensive search. The last three recruitments since then have resulted in a limited number of qualified applicants with no successful appointments.

METHODOLOGY

Personnel Commission staff requested the input of department management to complete a duty analysis worksheet which rated the frequency and criticality of each duty in the current class description. Additionally, a comprehensive survey of comparable agencies was conducted. As a result of this study, salary reallocation is recommended based on market pay data.

This study is not part of the cyclical review process. Further review of this classification will be conducted once Public Safety is scheduled on the cyclical review calendar.

Recommendations for salary reallocation were sent for review to department management, incumbents, CSEA, Business Services, Human Resources, and executive leadership.

AGENCY	JOB TITLE	MIN	MAX	MEDIAN	STUDENT COUNT	STUDENT FTE	GF REVENUE ACTUAL	TOTAL EMPLOYEE FTE
Santa Monica College	CC Police Dispatcher	\$4,339	\$5,274	\$4,807	41,108	22,135	\$244M	1,245
Cerritos College	Dispatcher - Campus Police	\$3,872	\$4,639	\$4,255	30,390	16,881	\$161M	943
Contra Costa CCD	Police Services Assistant/ Dispatcher	\$3,980	\$4,848	\$4,414	49,807	27,699	\$278M	1,453
El Camino College	Public Safety Dispatcher	\$4,496	\$5,762	\$5,129	30,933	16,062	\$182M	1,044
Foothill De Anza CCD	Police Dispatcher	\$4,710	\$6,311	\$5,510	59,046	27,371	\$280M	1,501
Mount San Antonio College	Dispatcher I	\$4,248	\$5,421	\$4,834	63,181	33,823	\$287M	1,328
Pasadena City College	Police Dispatcher	\$3,866	\$4,934	\$4,400	37,762	23,568	\$214M	900
State Center CCD	Police Communications Dispatcher	\$3,859	\$4,746	\$4,302	69,618	29,832	\$330M	1,925
	Average	\$4,147	\$5,237	\$4,692				
	25th Percentile	\$3,869	\$4,797	\$4,351				
	50th Percentile	\$3,980	\$4,934	\$4,414				
	75th Percentile	\$4,372	\$5,591	\$4,982				
	80th Percentile	\$4,446	\$5,694	\$5,070				
	90th Percentile	\$4,603	\$6,036	\$5,282				
	SMC % RANK	72.7%	61.6%	65.5%				
	SMC Difference From AVG	4.4%	0.7%	2.4%				
	SMC Difference From MED	8.3%	6.5%	8.2%				

SALARY REALLOCATION

The current salary range for Community College Police Dispatcher is Range 28 (\$4,339 to \$5,274 per month) on the Classified Employee Salary Schedule. In this survey, SMC's position is at the 65th median percentile when compared to the market median.

To attract and retain employees, it is recommended that this classification be reallocated to Range 29 (\$4,450 to \$5,409 per month). Reallocating the salary to Range 29 will place this job at the 72nd 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, and addresses documented recruitment challenges.

The following table shows percentage differences between jobs in Public Safety.

JOB TITLE	MIN	MAX	RANGE	% DIFF BETWEEN LEVELS
Chief of Police	\$14,454	\$15,936	A20	40.71%
Community College Police Captain	\$10,272	\$12,486	M33	37.27%
Community College Police Sergeant	\$7,483	\$9,096	M20	27.61%
Community College Police Officer	\$5,864	\$7,127	42	28.71%
Senior Community College Police Dispatcher	\$4,556	\$5,538	30	2.38%
Police Services Assistant	\$4,450	\$5,409	29	0.00%
<i>Community College Police Dispatcher (Proposed)</i>	\$4,450	\$5,409	29	2.56%
Community College Police Dispatcher (Current)	\$4,339	\$5,274	28	

RECOMMENDATION

It is recommended that the Commission approve the proposed salary reallocation for Community College Police Dispatcher.

FROM:

**Classified Salary Range 28
(\$4,339 to \$5,274 per month)**

TO:

**Classified Salary Range 29
(\$4,450 to \$5,409 per month)**

DISPOSITION BY THE COMMISSION	
MOTION MADE BY:	Deborah Jansen
SECONDED BY:	Barbara Greenstein
AYES:	4
NAYS:	0
ABSTENTIONS:	1*
AMENDMENTS/COMMENTS: *Commissioner Leone was not present for this portion of the meeting and therefore his vote is listed as "Abstained".	

AGENDA REPORT NO.	8
SUBJECT	REQUEST FOR APPROVAL OF CLASSIFICATION REVISIONS: RECYCLING PROGRAM SPECIALIST
DATE	OCTOBER 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 revised classification description for **Recycling Program Specialist**. The Personnel Commission is recruiting to fill one vacancy for this classification. The current position has been vacant since July 2022.

This classification was originally created in June 2001 and was recently revised February 2020 as part of the cyclical review calendar.

METHODOLOGY

Personnel Commission staff met with Ferris Kawar, Project Manager for Sustainability, to review the classification description and to determine if the duties, minimum qualifications, and knowledge, skills, and abilities listed still accurately reflect the expectations of the job. Minor changes are being requested to clarify essential duties.

RESULTS

Revisions are being recommended to the Essential Duties section. These changes serve to clarify the essential duties performed. Classification revisions were sent for review to CSEA, Business Services, Human Resources, and executive leadership.

RECOMMENDATION

It is recommended that the Commission approve the proposed class description revisions for Recycling Program Specialist.

DISPOSITION BY THE COMMISSION	
MOTION MADE BY:	Deborah Jansen
SECONDED BY:	Barbara Greenstein
AYES:	4
NAYS:	0
ABSTENTIONS:	1*
AMENDMENTS/COMMENTS: *Commissioner Leone was not present for this portion of the meeting and therefore his vote is listed as "Abstained".	

**Santa Monica Community College District
Personnel Commission**

Recycling Program Specialist

CONCEPT OF THE CLASS

Under general supervision, positions in this classification develop, implement, and monitor the District's waste diversion programs to ensure compliance with applicable laws and other local community environmental regulations.

ESSENTIAL DUTIES

Plans, develops, monitors, and evaluates the District's [recycling-waste diversion](#) program so that it is in compliance with applicable state laws and other local community environmental regulations.

Compiles, organizes, interprets, and tracks data; summarizes data and prepares reports used for compliance with applicable laws and other local community environmental regulations.

Develops, implements and evaluates programs to increase recycling and composting and to lower the amount of waste going to landfills or off-site processing facilities.

Monitors and maintains the operation of the Vermitech machine used for recycling purposes; runs, cleans and monitors grinding machine; harvests castings on a regular basis; schedules tours of the Vermitech machine for students, faculty and staff.

Ensures recycling containers are stationed and maintained in accessible areas throughout the District and that industry best practices are used to minimize contamination and maximize material recovery.

Oversees, coordinates and trains student workers to pick up recyclable and compostable material from around campus; responds to requests for recycling and composting pickups from departments.

[Assists in the training of District staff to collect material such as recycling and organic material.](#)

Recruits and coordinates students for special events requiring zero waste stations or additional recycling.

Serves as a technical resource to the District; identifies opportunities to reduce waste at the source by working with Purchasing and other District offices.

Plans, coordinates and administers periodic waste audits to identify opportunities for further waste reduction.

Arranges for the pick-up of all items to be recycled with the chosen recycling company; works with recycling and waste-hauling vendors to identify appropriate collection sites and pick-up schedules.

Promotes recycling efforts by providing training sessions for staff on recycling and source reduction; conducts orientations for faculty, staff, and students on the proper recycling practices; develops and maintains outreach materials including the department website, [signage and social media](#).

Researches grant opportunities and potential funding for recycling program; develops, prepares, and submits proposals; monitors progress and reports to funding agency.

Attends and participates in program-related community activities, professional conferences and meetings concerned with the development and implementation of program to ensure compliance with program requirements, regulations and legislation.

Orders and oversees the maintenance of recycling equipment and provides instructions on their use to faculty, staff and students.

Performs other related duties as requested or assigned.

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

SUPERVISION

Supervision Received:

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

Supervision Exercised:

Positions in this classification do not supervise classified staff but serves in a lead capacity providing oversight, training and work direction to staff and student workers.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

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

Current methods of recycling practices

Proper methods, material, tools and equipment used in the collection, sorting, and processing and selling of recyclable materials

Recycling facilities planning, management and operations

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

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

Related computer programs, systems and database development

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

Basic marketing and public relations

Basic accounting, budgeting and recordkeeping

District policy, departmental resources and administrative practices and procedures

Safety practices and procedures

Ability to:

Interpret and properly apply methods, procedures and regulations related to safety and proper waste disposal

Keep accurate records, prepare and maintain written reports

Communicate effectively with others, both orally and in writing

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

Collaborate with internal and external entities

Train and provide work direction to others

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

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

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 and others encountered in the course of work, in a diverse, multicultural and multi-ethnic educational environment

MINIMUM QUALIFICATIONS

Education Requirement:

Associate's degree or equivalent.

Experience Requirement:

Two (2) years of work experience assisting in the maintenance and compliance of a recycling and solid waste management program. Experience in the development, coordination and/or implementation of a waste reduction, composting or recycling program is desirable.

Education/Experience Equivalency:

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

Licensure and/or Certification:

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.

Environment:

This position works both in a general office environment and outdoors. 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 50 pounds. While performing the duties of this job, the noise level in the work environment is usually quiet. This position is exposed to recyclable waste such as discarded food and debris on a daily basis.

CLASS DETAIL

Job Family: Student Services (non-classroom)

FLSA Status: Non-exempt

Personnel Commission Approval Date: 6/01

Class History: Recycling Program Coordinator

Revision Date(s): Hay Study 12/7/06, 02/19/20

**Santa Monica Community College District
Personnel Commission**

Recycling Program Specialist

CONCEPT OF THE CLASS

Under general supervision, positions in this classification develop, implement, and monitor the District's waste diversion programs to ensure compliance with applicable laws and other local community environmental regulations.

ESSENTIAL DUTIES

Plans, develops, monitors, and evaluates the District's waste diversion program so that it is in compliance with applicable state laws and other local community environmental regulations.

Compiles, organizes, interprets, and tracks data; summarizes data and prepares reports used for compliance with applicable laws and other local community environmental regulations.

Develops, implements and evaluates programs to increase recycling and composting and to lower the amount of waste going to landfills or off-site processing facilities.

Monitors and maintains the operation of the Vermitech machine used for recycling purposes; runs, cleans and monitors grinding machine; harvests castings on a regular basis; schedules tours of the Vermitech machine for students, faculty and staff.

Ensures recycling containers are stationed and maintained in accessible areas throughout the District and that industry best practices are used to minimize contamination and maximize material recovery.

Oversees, coordinates and trains student workers to pick up recyclable and compostable material from around campus; responds to requests for recycling and composting pickups from departments.

Assists in the training of District staff to collect material such as recycling and organic material.

Recruits and coordinates students for special events requiring zero waste stations or additional recycling.

Serves as a technical resource to the District; identifies opportunities to reduce waste at the source by working with Purchasing and other District offices.

Plans, coordinates and administers periodic waste audits to identify opportunities for further waste reduction.

Arranges for the pick-up of all items to be recycled with the chosen recycling company; works with recycling and waste-hauling vendors to identify appropriate collection sites and pick-up schedules.

Promotes recycling efforts by providing training sessions for staff on recycling and source reduction; conducts orientations for faculty, staff, and students on the proper recycling practices; develops and maintains outreach materials including the department website, signage and social media.

Researches grant opportunities and potential funding for recycling program; develops, prepares, and submits proposals; monitors progress and reports to funding agency.

Attends and participates in program-related community activities, professional conferences and meetings concerned with the development and implementation of program to ensure compliance with program requirements, regulations and legislation.

Orders and oversees the maintenance of recycling equipment and provides instructions on their use to faculty, staff and students.

Performs other related duties as requested or assigned.

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

SUPERVISION

Supervision Received:

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

Supervision Exercised:

Positions in this classification do not supervise classified staff but serves in a lead capacity providing oversight, training and work direction to staff and student workers.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

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

Current methods of recycling practices

Proper methods, material, tools and equipment used in the collection, sorting, and processing and selling of recyclable materials

Recycling facilities planning, management and operations

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

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

Related computer programs, systems and database development

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

Basic marketing and public relations

Basic accounting, budgeting and recordkeeping

District policy, departmental resources and administrative practices and procedures

Safety practices and procedures

Ability to:

Interpret and properly apply methods, procedures and regulations related to safety and proper waste disposal

Keep accurate records, prepare and maintain written reports

Communicate effectively with others, both orally and in writing

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

Collaborate with internal and external entities

Train and provide work direction to others

Operate a computer using computer applications, programs and standard office equipment
Organize and maintain specialized files and confidentiality of employee and student information
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 and others encountered in the course of work, in a diverse, multicultural and multi-ethnic educational environment

MINIMUM QUALIFICATIONS

Education Requirement:
Associate's degree or equivalent.

Experience Requirement:
Two (2) years of work experience assisting in the maintenance and compliance of a recycling and solid waste management program. Experience in the development, coordination and/or implementation of a waste reduction, composting or recycling program is desirable.

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

Licensure and/or Certification:
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.

Environment:
This position works both in a general office environment and outdoors. 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 50 pounds. While performing the duties of this job, the noise level in the work environment is usually quiet. This position is exposed to recyclable waste such as discarded food and debris on a daily basis.

CLASS DETAIL

Job Family:	Student Services (non-classroom)
FLSA Status:	Non-exempt
Personnel Commission Approval Date:	6/01
Class History:	Recycling Program
Revision Date(s):	Coordinator Hay Study 12/7/06, 02/19/20, 10/19/22

AGENDA REPORT NO.	9
SUBJECT	REQUEST FOR APPROVAL OF SALARY REALLOCATION: CAMPUS STORE ASSISTANT MANAGER
DATE	OCTOBER 19, 2022
TO	MEMBERS OF THE PERSONNEL COMMISSION
FROM	CAROL LONG, DIRECTOR OF THE PERSONNEL COMMISSION
BY	AMY GURJIAN, CLASSIFICATION & COMPENSATION MANAGER

BACKGROUND

As part of a minimum wage review for both exempt and non-exempt jobs allocated to lower ranges, Commission staff is proposing salary reallocation for the **Campus Store Assistant Manager** from Range M5 (\$5,189 to \$6,306 per month) to Range M7 (\$5,448 to \$6,621 per month) on the Classified Management Salary Schedule.

Most exempt workers in California must be paid a salary that is at least twice the State's minimum wage. The 2022 California minimum wage is \$15.00 per hour for employers with 26 or more workers. According to the California Department of Industrial Relations, based on the annual inflation rate from 7/1/21 to 6/30/22 and under Labor Code section 1182.12(c)(3)(A), the State hourly minimum wage will be increased to \$15.50 an hour, effective January 1, 2023. This will increase the State minimum wage for exempt workers to \$5,373 per month. Local minimum wage of \$15.96 per hour is already in effect in the City of Santa Monica. Currently, we are complying with the City minimum wage for our non-exempt classified employees.

It is our understanding that some Labor Code provisions may not apply to public employees. Further research is necessary to determine how state and local minimum wage laws impact our employee wages in general. Meanwhile, we recommend that the salary for the Campus Store Assistant Manager be reallocated to **Range M7 (\$5,448 to \$6,621 per month)** to comply with 2022 and 2023 State minimum wage laws for exempt workers. An organizational assessment is underway at the Campus Store and further review of salary will be conducted upon request. Please see below for the *current* pay structure at the Campus Store:

JOB TITLE	MIN	MAX	RANGE	% DIFF BETWEEN LEVELS
Campus Store Manager	\$6,788	\$8,250	M16	30.82%
<i>Campus Store Assistant Manager (Current)</i>	\$5,189	\$6,306	M5	5.77%
Course Materials Buyer	\$4,906	\$5,963	33	0.00%
Merchandising Buyer	\$4,906	\$5,963	33	7.68%
Campus Store Operations Coordinator	\$4,556	\$5,538	30	10.26%
Campus Store Operations Assistant	\$4,132	\$5,023	26	21.53%
Customer Service Assistant	\$3,400	\$4,132	18	10.25%
Bookstore Clerk/Cashier	\$3,084	\$3,748	14	

The proposed salary would impact percentage differences within the job discipline as follows:

Campus Store Manager	\$6,788	\$8,250	M16	24.60%
<i>Campus Store Assistant Manager (Proposed)</i>	\$5,448	\$6,621	M7	11.05%
Course Materials Buyer	\$4,906	\$5,963	33	0.00%
Merchandising Buyer	\$4,906	\$5,962	33	7.68%

Commission staff will continue to conduct biannual minimum wage reviews for both State and local minimum requirements for all classified jobs.

Salary recommendation was sent for review to Department management, incumbent, Business Services, Human Resources, and executive leadership.

RECOMMENDATION

It is recommended that the Commission approve the proposed salary reallocation for Campus Store Assistant Manager as follows:

FROM:

**Classified Management Salary Range M5
 (\$5,189 to \$6,306 per month)**

TO:

**Classified Management Salary Range M7
 (\$5,448 to \$6,621 per month)**

DISPOSITION BY THE COMMISSION	
MOTION MADE BY:	Lawrence Leone
SECONDED BY:	Barbara Greenstein
AYES:	5
NAYS:	0
ABSTENTIONS:	0
AMENDMENTS/COMMENTS	

AGENDA REPORT NO.	10
SUBJECT	CYCLICAL CLASSIFICATION STUDIES - PROPOSED ANNUAL CALENDAR 2022-2023
DATE	OCTOBER 19, 2022
TO	MEMBERS OF THE PERSONNEL COMMISSION
FROM	CAROL LONG, DIRECTOR OF THE PERSONNEL COMMISSION
BY	CAROL LONG, DIRECTOR OF THE PERSONNEL COMMISSION AMY GURJIAN, CLASSIFICATION & COMPENSATION MANAGER

Attached for your review is the proposed annual calendar for anticipated classification review projects.

BACKGROUND

Merit Rule 3.3.2 requires the Personnel Commission to maintain a system of continuous classification review. Merit Rule 3.2.9 states:

“Each year, the Director of Classified Personnel shall prepare a schedule of anticipated review projects and present it for approval to the Personnel Commission”.

All classified positions at Santa Monica College are allocated to specific classifications, which are then allocated to salary ranges.

Personnel Commission staff allocates new positions to existing classifications, creates new classifications and class descriptions as needed, ensures classification descriptions accurately reflect current job duties and qualifications, reviews minimum requirements on classification descriptions to ensure they are appropriate and not unduly restrictive, establishes and maintains a plan for continuous review and update of class descriptions and salary allocations, conducts external and internal salary studies and recommends appropriate salary ranges for all job classifications based upon the principle of like pay for like work. **(Merit Rules, Chapter III; Education Code Sections: 88004, 88009, 88076, 88081, 88095, 88104, 88104.5)**

As a part of the scheduled cyclical reviews, the Personnel Commission completed studies for each of the following job disciplines:

- Accompanists
- Accounting and Finance
- Athletics
- Business Administration
- Campus Store
- Career Services
- Deaf and Hard of Hearing Services
- Facilities Maintenance and Construction
- Facilities Operations
- Facilities Planning

- Human Resources
- Institutional Research
- Instructional Media and Reprographics
- Library Services
- Management Information Systems
- Payroll Services
- Personnel Commission
- Purchasing, Procurement, and Asset Management
- Risk Management
- Student Services Specialists
- Telecommunications
- Transportation
- Warehouse

Studies are currently in process for the following job disciplines:

- Clerical and Administrative Support
- Laboratory Technicians
- Public Relations and Marketing
- Specialized Programs

REVIEW PROCESS

Each cyclical study will start with an orientation, and an initial review of class descriptions falling within the job discipline which is being studied. The primary purpose of this review will be to determine if the job duties listed in each class description are an accurate reflection of the work assigned. At this time, both management and employees can request further reviews of salary allocation, and individual position studies to determine if work performed is outside the scope of the assigned classification. Following an analysis of all relevant information, recommendations will be provided for review to management staff, senior staff, incumbents, and union representatives prior to presenting to the Personnel Commission and Board of Trustees for final approval.

Requests for single position reclassifications will continue to be accepted as requested.

Requests for minor classification description revisions, salary allocation, or new classifications that have minimal impact on other related positions or classifications will be accepted when these requests are directly related to an upcoming recruitment.

RECOMMENDATIONS

It is recommended that the Personnel Commission approve the proposed annual calendar of classification/compensation studies for Fiscal Year 2022 - 2023.

The attached calendar was reviewed with CSEA, and senior staff.

The following factors were used in determining the most immediate priorities:

- Major changes or inaccuracies in job duties or the role of the classification as identified by Personnel Commission staff, District management, or union representatives
- Ongoing or anticipated turnover rates, or other recruitment challenges
- Previous applicable studies conducted of other related jobs within the occupational group, leading to potential inequities within an occupational series
- Scope of resources required to carry out classification description reviews

DISPOSITION BY THE COMMISSION	
MOTION MADE BY:	Joy Abbott
SECONDED BY:	Barbara Greenstein
AYES:	5
NAYS:	0
ABSTENTIONS:	0
AMENDMENTS/COMMENTS:	
<p>Commissioner Abbot asked how Personnel Commission Staff prioritized the listed classifications to study in the coming year.</p> <p>Director Long explained that the priority in the first part of this fiscal year was to finish up anything in process, such as Laboratory Technicians and Clerical and Administrative Support. Staff is finalizing a proposal for at least half of this group. November will be used to wrap up the “Specialized Programs”, or Program Coordinators for Workforce and Economic Development, and Emeritus College which has at least four of said positions.</p> <p>She addressed the College’s challenges with recruiting for Campus Public Safety positions and that those recruitments remain almost continuous which is the reasoning for study to ensure the class descriptions are accurate and for salary allocations as well.</p> <p>March studies will focus on the positions that involve the more technical elements of stage productions, Health Services including Health Services Assistant, Registered Nurse and Nurse Practitioner. Instructional Assistants for English, ESL, Math and Learning Disabilities have experienced changes to these positions due to COVID 19 and their methods for supporting students.</p>	

Commissioner Jansen had a follow up question whether Classified Employees and Management are back “in person” or partially and how is it impacting staff’s ability to conduct the classification studies.

Director Long explained that the District has a remote work option that allows managers to decide, but there are a number of classifications that cannot perform their jobs remotely such as Facilities and Trades. While there are others that can be open to hybrid arrangements, managers are given the choice and the process to work remotely is structured to go through Supervisory and VP approval. Once approval has been granted, a set schedule is established for the employee. It has been challenging trying to continue classification studies because one of the foremost questions Personnel Commission staff asks managers when conducting these studies is, “What are your classifications doing on a long-term basis?” When Covid 19 hit, all long-term plans changed and there were a lot of unknowns. Staff could not push managers for those answers when there were so many unknown variables.

Vice President Lee-Lewis offered that data is being collected on the employees working from home and that she can share more information on that in November.

Commissioner Jansen proceeded to thank Vice President Lee-Lewis and reiterated that her concern is the Personnel Commission and the impact Covid 19 has on staff’s ability to work as efficiently as possible. She also remarked that the positions themselves (and expectations of those positions) are changing.

Director Long added that in addition to the impact on classification studies, recruitments are also a challenge, she recounted what she said about public safety and added that management level and professional level positions are also “hard to fill” at this time. She mentioned efforts made by staff to advertise positions utilizing social media and any other possible outlets.

Commissioner Abbot asked Director Long regarding the “Mandate,” and whether it states that classifications should be studied every 3 to 5 years.

Director Long clarified that staff has 5 years to review every classification according to the Mandate and that this was another part of the job impacted by Covid 19. She also mentioned the salary freeze which provided its own set of challenges.

Commissioner Abbott thanked Director Long and concluded with acknowledging the need for transparency as to why staff cannot meet the 5 year Mandate.

Classification Review Timeline

2022-2023 Study Plan by Job Discipline



Note: Study timelines subject to change and pending approval

II. CONSENT AGENDA – APPROVED IN ONE MOTION, UNLESS PULLED.

NUMBER	ITEM	PAGE
11	APPROVAL OF MEETING MINUTES: <ul style="list-style-type: none"> • SEPTEMBER 6, 2022 SPECIAL MEETING • SEPTEMBER 21, 2022 REGULAR MEETING 	68
12	CERTIFICATION OF SENIORITY LIST: <ul style="list-style-type: none"> • DIRECTOR OF GRANTS 	69
13	EXTENSION OF ELIGIBILITY LISTS: <ul style="list-style-type: none"> • COMMUNITY COLLEGE POLICE CAPTAIN • GROUNDS WORKER • OUTREACH AND RECRUITMENT SPECIALIST (PROMOTIONAL) • OUTREACH AND RECRUITMENT SPECIALIST (OPEN) • PAYROLL SPECIALIST • TUTORING COORDINATOR – MODERN LANGUAGES 	71
14	RATIFICATION OF LIMITED TERM ASSIGNMENTS	73
15	APPOINTMENT TO LIMITED TERM POSITIONS	74
16	APPOINTMENT TO PROVISIONAL ASSIGNMENTS	75
17	RATIFICATION OF WORKING OUT OF CLASS AND INTERNAL LIMITED TERM ASSIGNMENTS	76
18	RATIFICATION OF ELIGIBILITY LISTS: <ul style="list-style-type: none"> • HUMAN RESOURCES SPECIALIST 	79
19	EXAMINATION SCHEDULE: <ul style="list-style-type: none"> • ACADEMIC RECORDS EVALUATOR • BASIC NEEDS PROJECT ASSISTANT • DISABLED STUDENT SERVICES ASSISTANT 	80
20	CLASSIFICATION AND COMPENSATION STATUS REPORT	81
21	RECRUITMENT AND EXAMINATION STATUS REPORT	82

DISPOSITION BY THE COMMISSION	
MOTION MADE BY:	Lawrence Leone
SECONDED BY:	Barbara Greenstein
AYES:	5
NAYS:	0
ABSTENTIONS:	0
AMENDMENTS/COMMENTS	

SANTA MONICA COLLEGE SPECIAL PERSONNEL COMMISSION MEETING MINUTES
WEDNESDAY, OCTOBER 19, 2022

AGENDA REPORT NO.	11
SUBJECT	APPROVAL OF MEETING MINUTES: <ul style="list-style-type: none">• SEPTEMBER 6, 2022 SPECIAL MEETING• SEPTEMBER 21, 2022 REGULAR MEETING
DATE	OCTOBER 19, 2022
TO	MEMBERS OF THE PERSONNEL COMMISSION
FROM	CAROL LONG, DIRECTOR OF THE PERSONNEL COMMISSION

APPROVAL OF MEETING MINUTES:

1. SEPTEMBER 6, 2022 SPECIAL MEETING
2. SEPTEMBER 21, 2022 REGULAR MEETING

AGENDA REPORT NO.	12
SUBJECT	CERTIFICATION OF SENIORITY LIST: <ul style="list-style-type: none">• DIRECTOR OF GRANTS
DATE	OCTOBER 19, 2022
TO	MEMBERS OF THE PERSONNEL COMMISSION
FROM	CAROL LONG, DIRECTOR OF THE PERSONNEL COMMISSION

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

DIRECTOR OF GRANTS

It is recommended that the Personnel Commission certify the seniority list effective OCTOBER 19, 2022.

13.1.4 SENIORITY LISTS

A. Seniority lists shall be prepared or updated for each class as necessary. When each list is initially established, it shall be approved by the Personnel Director and certified by the Personnel Commission before it is used.

B. When a seniority list is initially established or updated, the list shall be made available to the employee(s) for review during a five (5) working day period before it is approved. C. During the prescribed review period, an employee who believes that an error has been made on his/her seniority computation shall notify the Personnel Director, who shall review the computations together with any additional information provided by the employee. The Personnel Director shall determine if a recomputation is appropriate and present an appropriate recommendation for action by the Personnel Commission.

D. Seniority lists that are maintained will be available for inspection in the Classified Personnel Department.

"DIRECTOR of GRANTS" Seniority List

Classification: **Director of Grants**
 Range: M24
 Monthly Base Salary Range as of July 1, 2020: \$ 8250 to \$ 10029
 PC Certification Date: October 19, 2022
 Review Period: October 7 to 13, 2022

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 Director of Grants
Beidleman, Tracy	10/1/2021	No	10/1/2021	12	40	

Edited By: Brent Heximer, AA II, PC
 Compiled by: Karen Monzon, Personnel Analyst
 Approved by: Carol Long, Director of the Personnel Commission

AGENDA REPORT NO.	13
SUBJECT	<p>EXTENSION OF ELIGIBILITY LISTS:</p> <ul style="list-style-type: none"> • COMMUNITY COLLEGE POLICE CAPTAIN • GROUNDS WORKER • OUTREACH AND RECRUITMENT SPECIALIST (PROMOTIONAL) • OUTREACH AND RECRUITMENT SPECIALIST (OPEN) • PAYROLL SPECIALIST • TUTORING COORDINATOR – MODERN LANGUAGE
DATE	OCTOBER 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 list(s) be extended as indicated below:

Classification	Original Expiration Date	Current Expiration Date	Number of Candidates on List	Number of Ranks on List	Proposed Expiration Date
Community College Police Sergeant	10/25/2022	10/25/2022	3	3	4/25/2023
Grounds Worker	4/27/2022	10/27/2022	6	6	12/27/2022
Outreach and Recruitment Specialist (Promotional)	4/20/2022	10/20/2022	3	3	4/20/2023
Outreach and Recruitment Specialist (Open)	4/20/2022	10/20/2022	5	5	4/20/2023
Payroll Specialist (Open)	10/27/2022	10/27/2022	4	4	12/27/2022
Tutoring Coordinator – Modern Languages	5/20/2022	11/16/2022	3	2	2/23/2023

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 (C) Duration of Eligibility List

6.2.3 (C)

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

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

RECOMMENDATION

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

SANTA MONICA COLLEGE SPECIAL PERSONNEL COMMISSION MEETING MINUTES
WEDNESDAY, OCTOBER 19, 2022

AGENDA REPORT NO.	14
SUBJECT	RATIFICATION OF LIMITED TERM ASSIGNMENTS
DATE	OCTOBER 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 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 Classification	Department	Effective Dates
Student Services Assistant (1 part-time position)	Basic Needs	9/27/2022-6/30/2023

SANTA MONICA COLLEGE SPECIAL PERSONNEL COMMISSION MEETING MINUTES
WEDNESDAY, OCTOBER 19, 2022

AGENDA REPORT NO.	15
SUBJECT	APPOINTMENT TO LIMITED TERM ASSIGNMENTS
DATE	OCTOBER 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 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
Campos, Alonzo	Student Services Assistant	Basic Needs Center	09/27/22-06/30/23	01/19/22

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

Reference Merit Rule 7.4.3 (A) –Eligibility for Appointment

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

SANTA MONICA COLLEGE SPECIAL PERSONNEL COMMISSION MEETING MINUTES
WEDNESDAY, OCTOBER 19, 2022

AGENDA REPORT NO.	16
SUBJECT	APPOINTMENT TO PROVISIONAL ASSIGNMENTS
DATE	OCTOBER 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*
Russell, Regan	Accompanist-Music	Music	09/16/22- 12/31/22
Russell, Regan	Accompanist-Music Performance	Music	09/16/22- 12/31/22
Moya, Briana	Custodian	Operations	09/19/22- 12/19/22
Roddie, Vanity	Custodian	Operations	10/11/22- 12/19/22
Aninyei, Paul	Customer Services Assistant	Bookstore	09/26/22- 12/22/22
Ogle, Cynthia	Events Assistant	SMC Performing Arts	10/07/22- 06/30/23
Tuller, Susan	Student Services Clerk	Risk Management	10/03/22- 06/30/23
Linde, Adam	Theatre Technical Specialist	Facilities	10/17/22- 06/30/23
McCarthy, David	Theatre Technical Specialist	Facilities	10/17/22- 06/30/23
Kessel, Mark	Theatre Technical Specialist	SMC Performing Arts	09/19/22- 06/30/23
Palomino, Eden	Theatre Technical Specialist	SMC Performing Arts	09/30/22- 06/30/23
Kristanto, Amanda	Web Content Developer	Web and Social Media	10/12/22- 06/30/23

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

AGENDA REPORT NO.	17
SUBJECT	RATIFICATION OF INTERNAL LIMITED TERM AND WORKING OUT OF CLASS ASSIGNMENTS
DATE	OCTOBER 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 internal limited term and working out of class assignment(s):

Internal Limited Term Assignment

Name/Permanent Class	Limited Term Assignment*	Dates of Current Assignment
LaToya Hightower, Student Services Clerk	Student Services Assistant	10/11/2022 to 1/12/2023
Roger Acevedo, Grounds Worker	Grounds Supervisor	10/3/2022 to 11/1/2022

Provisional Working Out of Class Assignment

Name/Permanent Class	Provisional WOC Assignment*	Dates of Current Assignment
Jeffrey Melichar, Student Services Clerk	Student Services Assistant	10/11/2022 to 1/12/2023
Miguel Reyes, Information Systems Administrator	Instructional Technology Services Manager	10/18/2022 to 1/16/2023
Meredith Ouwersloot,** Programmer Analyst	Senior Programmer Analyst	11/1/2022 to 2/28/2023

** Pending PBAR APPROVAL

Extension to Provisional Working Out of Class Assignment

Name/Permanent Class	Provisional WOC Assignment*	Dates of Current Assignment	Extended Dates
Anisha DiGregorio, Administrative Assistant I	Human Resources Specialist	7/1/2022 to 9/30/2022	10/1/2022 to 11/1/2022

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

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

3.2.10

A. CONCEPT OF WORKING OUT OF CLASSIFICATION

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

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

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

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

11.7 Work out of Classification

11.7.1 Definition:

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

11.7.3 Compensation:

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

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

11.4 Salary on Promotion

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

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

7.4.1 LIMITED TERM POSITIONS DEFINED

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

7.4.2 PROCEDURE FOR ESTABLISHMENT OF LIMITED-TERM POSITIONS

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

7.4.3 ELIGIBILITY FOR APPOINTMENT

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

SANTA MONICA COLLEGE SPECIAL PERSONNEL COMMISSION MEETING MINUTES
WEDNESDAY, OCTOBER 19, 2022

AGENDA REPORT NO.	18
SUBJECT	RATIFICATION OF ELIGIBILITY LISTS: <ul style="list-style-type: none"> • HUMAN RESOURCES SPECIALIST
DATE	OCTOBER 19, 2022
TO	MEMBERS OF THE PERSONNEL COMMISSION
FROM	CAROL LONG, DIRECTOR OF THE PERSONNEL COMMISSION

Class Title	Field of Competition	Promotional	Total On List	Expiration Date
Human Resources Specialist	Promotional	3	3	10/05/23

SANTA MONICA COLLEGE SPECIAL PERSONNEL COMMISSION MEETING MINUTES
WEDNESDAY, OCTOBER 19, 2022

AGENDA REPORT NO.	19
SUBJECT	EXAMINATION SCHEDULE: <ul style="list-style-type: none"> • ACADEMIC RECORDS EVALUATOR • BASIC NEEDS PROJECT ASSISTANT • DISABLED STUDENT SERVICES ASSISTANT
DATE	OCTOBER 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
Academic Records Evaluator	Merged Promotional Open	3 Weeks
Basic Needs Project Assistant	Merged Promotional Open	3 Weeks
Disabled Student Services Assistant	Merged Promotional Open	3 Weeks

SANTA MONICA COLLEGE SPECIAL PERSONNEL COMMISSION MEETING MINUTES
WEDNESDAY, OCTOBER 19, 2022

AGENDA REPORT NO.	20
SUBJECT	CLASSIFICATION AND COMPENSATION STATUS REPORT
DATE	OCTOBER 19, 2022
TO	MEMBERS OF THE PERSONNEL COMMISSION
FROM	CAROL LONG, DIRECTOR OF THE PERSONNEL COMMISSION

CLASSIFICATION & COMPENSATION STATUS REPORT (In Process)								
CLASSIFICATION	ASSIGNED TO:	STUDY TYPE	# OF INCUMBENTS	PDQ DEADLINE	JOB AUDIT	STAKEHOLDER REVIEW	STAKEHOLDER STATUS	PC AGENDA
Basic Needs Project Assistant	OV	New Class	None	NA	NA	10/04/22		10/19/22
Budget Technician	AF	Reclass	Single					
Laboratory Technician-Photography	JG	Cyclical	Multiple	05/10/21	NA	10/06/22		10/19/22
Enterprise Business Supervisor	OV	Ad-Hoc Salary	Single	NA	NA	06/30/22		
Skilled Maintenance Worker	KM	Cyclical	Multiple	05/09/18	NA	06/15/20		10/19/22
Skilled Maintenance Worker II	KM	Cyclical	Multiple	05/09/18	NA	06/15/20		10/19/22
Director of Facilities Programming	KM	New Class	None	NA	NA	09/08/22	Hold	
Recycling Program Specialist	KM	Revisions	None	NA	NA	10/05/22		10/19/22
Administrative Assistant I	AF	Cyclical	Multiple	05/31/22	Done			
Administrative Assistant II	AF	Cyclical	Multiple	05/31/22	Done			
Administrative Clerk	AF	Cyclical	Multiple	01/31/22	NA			
Instructional Designer	JB	New Class	None	NA	NA			
Lead Grounds Equipment Operator	KM	New Class	None	NA	NA			
Senior Campus Safety Officer	OV	New Class	None	NA	NA			
Web Content Developer	KM	Cyclical	None	NA	NA			
Accounts Payable Supervisor		Revisions & Salary	Single	NA				
Career Education Specialist	OV	Cyclical	Single	12/06/21				
Events Assistant		Ad-Hoc Salary	None	NA				
Laboratory Technician-Chemistry	JG	Cyclical	Single	05/10/21				
Laboratory Technician-Physics	JG	Cyclical	Single	05/10/21				
Lead Laboratory Technician-Chemistry	JG	Cyclical	Single	05/10/21				
Platform Specialist	JL	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				
Workforce and Economic Development Project Assistant	OV	Cyclical	Multiple	12/06/21				
DSPS Specialist	JL	Revisions	Multiple	NA				
Senior Financial Aid Specialist		New Class	Single					
CLASSIFICATION & COMPENSATION STATUS REPORT (On Hold)								
Assistant Director of Human Resources	JL	Cyclical	None	NA	NA	Hold		
Assistant Director of Safety & Risk Management	AF/AG	Cyclical	None	NA	NA	Hold		
Public Information Officer	KM	Cyclical	None	03/31/21	Hold			
Web Content and Social Media Manager	KM	Cyclical	Single	03/31/21	Hold			

*Extension

SANTA MONICA COLLEGE SPECIAL PERSONNEL COMMISSION MEETING MINUTES
WEDNESDAY, OCTOBER 19, 2022

AGENDA REPORT NO.	21
SUBJECT	RECRUITMENT AND EXAMINATION STATUS REPORT
DATE	OCTOBER 19, 2022
TO	MEMBERS OF THE PERSONNEL COMMISSION
FROM	CAROL LONG, DIRECTOR OF THE PERSONNEL COMMISSION

SANTA MONICA COLLEGE SPECIAL PERSONNEL COMMISSION MEETING MINUTES
WEDNESDAY, OCTOBER 19, 2022

Recruitment and Examination Status Report												
Classification	Assig	FOC	VAC	Opened	Closed	Written	T & E E	Perf.	QAI	E-List	Ratiff.	
Accounting Manager-Foundation	AF	MPO	1	9/14/2022	10/4/2022							
Administrative Assistant I	AF	PO		8/18/2022	9/8/2022	9/29/22-10/4/22			10/25/22-10/26/22			
Administrative Assistant II	AF	MPO		8/18/2022	9/8/2022	9/29/22-10/4/22			10/25/22-10/26/22			
Campus Safety Officer	JG	MPO		8/22/2022	9/12/2022	10/1/2022						
Community College Police Sergeant	JL	MPO	1	7/14/2022	Cont.							
Custodian	KM	O		7/11/2022	7/29/2022	09-20-09/26			10/17/2022			
Enrollment Services Specialist	OV	PO	1	8/9/2022	8/29/2022		9/9/2022		9/28/2022		10/3/2022	
Emergency and Safety Coordinator		MPO										
Events Assistant	JG	O	Temp	10/20/2021	Continuous							
Grounds Equipment Operator	JG	PO	1									
Human Resources Specialist	JL	P	Temp	8/26/2022	9/16/2022							
Human Resources Technician (Cont.)	CL	MPO	1	9/26/2022	10/17/2022				9/28/2022	10/6/2022	10/19/2022	
HVAC Mechanic	KM	PO	1	8/1/2022	8/19/2022							
Laboratory Technician - Life Science	JG	MPO	1	10/5/2022	10/25/2022							
Lead Laboratory Technician-Art	JG	P	1									
Mail Services Worker II	JB	MPO	1	10/5/2022	10/25/2022							
Personnel Specialist	JL	PO		5/2/2022	5/20/2022	6/30-7/6						
Plumber												
Recycling Program Specialist	KM	MPO	1	10/5/2022	10/25/2022							
Skilled Maintenance Worker II		MPO										
Student Services Assistant	OV	P										
Theatre Technical Specialist	JG	O	Temp	10/15/2021	Continuous							
Tutoring Coordinator-Business	JB	MPO	1	8/11/2022	9/28/2022				10/19/2022			
On Hold												
Classification	Assig	FOC	VAC	Opened	Closed	Written	T & E E	Perf.	QAI	E-List	Ratiff.	
Buyer II	MPO		1									
Community College Police Officer	JL	MPO										
Costume Designer	JL	MPO	Temp	5/11/2022	6/1/2022							

Items in bold are pending approval by the Personnel Commission

MEETING ADJOURNED AT **12:39 p.m.**

DISPOSITION BY THE COMMISSION	
MOTION MADE BY:	Deborah Jansen
SECONDED BY:	Joy Abbott
AYES:	5
NAYS:	0
ABSTENTIONS:	0
AMENDMENTS/COMMENTS	

DAY	MONTH	DATE	YEAR	TIME	VENUE
WEDNESDAY	NOVEMBER	16	2022	12:00PM	ONLINE
WEDNESDAY	DECEMBER	21	2022	12:00PM	ONLINE
WEDNESDAY	JANUARY	18	2023	12:00PM	TBD
WEDNESDAY	FEBRUARY	15	2023	12:00PM	TBD
WEDNESDAY	MARCH	15	2023	12:00PM	TBD
WEDNESDAY	APRIL	19	2023	12:00PM	TBD
WEDNESDAY	MAY	17	2023	12:00PM	TBD
WEDNESDAY	JUNE	21	2023	12:00PM	TBD

AS REQUIRED BY LAW, THIS AGENDA FOR THE OCTOBER 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.