



**PERSONNEL COMMISSION  
REGULAR MEETING MINUTES  
Wednesday, October 20, 2021 at 12:00 p.m.**

**\*\*VIRTUAL MEETING\*\***

<p>DEPARTMENTS: PLEASE POST 3400 Airport/SBDC: Sasha King Academic Affairs: Sharon Thomas Accounts Payable: Cherry Aquino Admissions &amp; Records: Esau Tovar African American Center: Sherri Bradford Athletics: Sandra Hernandez Auxiliary Services: Ofelia Meza Bundy: Beverly Redd-Walker Business Department: Peter Murray Campus Police Office: Jennifer Jones Campus Store: Elesee Juarez Career Services: Vicky Rothman Cashier's Office: Veronica Romo Center for Media &amp; Design: Community Education: Alice Meyering Counseling Office: Laurie Guglielmo Custodian Time Clock: Anthony Williams Disabled Students Center: Nathalie Laille Early Childhood Ed.: L. Manson Emeritus College: V. Rankin-Scales English Dept.: Martha Hall EOP&amp;S: Nick Mata ESL Office: Jocelyn Alex Events Office: Yesenia Penate Faculty Association: Peter Morse Financial Aid Office: Stacy Neal Health Sciences: Clarenda Stephens Health Office: Nancy Alfaro HSS: Carolyn Baugh Institutional Research: International Education Center: Ana Jara KCRW: Latino Center: Maria Martinez Madison: Gail Johnson Maintenance/Operations: A. DiGregorio Math Village: Kristina Fukuda Media Center: L. Nakamura Modern Language: Travis Grant Music: Lori Geller Outreach &amp; Recruitment: Will Taylor Payroll: Ian Fraser Science: Ingrid Cardwell Student Life: Amelia Trejo Superintendent/Presidents Office: L. Kilian STEM: Vanan Yahnian Theater Arts: Judy Louff W&amp; ED/Bundy: Tricia Ramos</p>	<p>ADMINISTRATORS and MANAGERS</p> <p>Emeritus: Scott Silverman Facilities: Dennis Biddle HR: Tre'Shawn Hall-Baker Info Tech: Marc Drescher IEC: N. Pressian Instructional Technology: Maintenance: Devin Starnes Terry Kamibayashi Operations:     Anthony Barlow     Felicia Hudson     Robert Villanueva Receiving: Lisa Davis Supplemental Instruction: Wendi DeMorst</p>	<p>PRESIDENT/SUPERINTENDENT and SENIOR STAFF</p> <p>Superintendent/President: Kathryn Jeffery Executive VP: VP Academic Affairs: Bradley Lane VP Business/Admin: Chris Bonvenuto VP Enroll. Services: T. Rodriguez VP Human Resources: Sherri Lee-Lewis VP Student Affairs: M. Tuitasi Senior Director Government Relations &amp; Institutional Communications: Don Girard Community Relations: Kiersten Elliott Public Information: Grace Smith</p> <p>PUBLIC POSTING LOCATIONS</p> <p>2714 Pico: exterior display box Online: <a href="http://www.smc.edu">www.smc.edu</a></p> <p>EMPLOYEE ORGANIZATIONS</p> <p>CSEA Labor Rep.: Jessica Gonzalez CSEA Chapter Pres.: Mike Roberts CSEA Chapter 1st V.P.: Kennisha Green CSEA Chapter 2nd V.P.: Cindy Ordaz CSEA Chief Job Steward: Lee Peterson CSEA Treasurer: Dagmar Gorman CSEA Secretary: Judith Mosher CSEA Chief Development Officer: Luis Martin CSEA Communications Officer: James Stevenson SMC POA President: Officer Cadena Management Association: Susan Fila</p> <p align="right">Revised 8/18/2021</p> <p>IF YOU NEED AN ACCOMMODATION Written requests for disability-related modifications or accommodations that are needed in order to participate in the Commission meeting are to be directed to the Personnel Commission Office as soon in advance of the meeting as possible.</p>
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## PUBLIC PARTICIPATION FOR VIRTUAL MEETINGS

During the COVID-19 (Coronavirus) Global Pandemic, the Board of Trustees has determined in accordance with Government Code Section 54953 that as a result of the ongoing emergency that meeting in person would present imminent risks to the health and safety of the attendees at public meetings. The Zoom format used for College public meetings ensures public participation and provides an opportunity for the public to directly address the body. Members of the public have the right to request to make public comments until such time as the public comment period is over. Members of the public may address the Committee and public participation can occur in one of two ways. Members of the public can submit written comments to be read during the public meeting or they may speak during the Zoom meeting.

Individuals wishing to speak or submit written comments to be read at the meeting shall send an email to [personnel\\_commission@smc.edu](mailto:personnel_commission@smc.edu), by no later than 10:00 a.m. on Wednesday, October 20, 2021. The email should include the following information:

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

### Instructions for Speaking to the Commission through Zoom

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

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

Five minutes is allotted to each speaker per topic. If there are more than four speakers on any topic or item, the Commission reserves the option of limiting the time for each speaker. A speaker's time may not be transferred to another speaker.

Each speaker is limited to one presentation per specific agenda item before the Commission, and to one presentation per Commission meeting on non-agenda items.

Five minutes is allotted to each speaker per topic for general public comments. The speaker must adhere to the topic. Individuals wishing to speak during the Public Comments will be called upon during Public Comments.

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

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

Reference: Merit Rule 2.2.8

Government Code sections 54954.2, 54954.3, 54957.9

PUBLIC SESSION: 12:00 p.m.

## I. ORGANIZATIONAL FUNCTIONS

A. Call to Order **12:01PM**

B. Roll Call

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

C. Director's Report

**Director Long reported on the following highlights of the meeting agenda:**

### Cyclical Classification Studies

1. Two classifications revisions in preparation for recruitments:  
Case Management Coordinator and Health Assistant.
2. Two newly created classifications: Associate Programmer Analyst and Director of Marketing;
3. Two position reclassifications.
4. Annual Cyclical Classification Studies calendar.

### Recruitment

1. Five eligibility lists for approval:  
Administrative Assistant I, Carpenter, Director of Human Resources,  
Financial Aid Systems Specialist, and Personnel Analyst.
2. Qualification of two employees that passed the bilingual proficiency tests.
3. 12 recruitments currently in process, and 19 more anticipated.

### Merit Rules Advisory Committee Update

1. First reading of revisions to Merit Rule 12.1, Determination of Salary Schedules.

D. Comments and Informational Reports

Recognition of Employee Longevity – October 2021

### 5 Years

Yomira Bautista, Student Services Clerk, Pico Partnership  
James Goodlow, Administrative Clerk, Human Resources  
Barry Okonoboh, Instructional Assistant-Math, Supplemental Instruction  
*Wendi DeMorst congratulated Barry on 5 years with the College.*  
Diana Zamora, Community College Police Officer, SMCPD

**10 Years**

Gail Johnson, Administrative Assistant II, Madison Theater

*Rob Bailis congratulated Gail on 10 years with the College.*

Carol Long, Director of the Personnel Commission

*Dr. Metoyer, Joy Abbott, Lawrence Leone, Barbara Greenstein, Deborah Jansen and John Linke (who spoke on behalf of all PC Staff) congratulated Carol on 10 years with the College.*

**20 Years**

Pamela Carter, Custodian, Operations

Edgar Casborn, Custodian, Operations

Oswaldo Lopez, Custodian, Operations

**35 Years**

Suong Nguyen, Senior Student Services Specialist-International Students,

International Education Center

*Catherine Weir, Cristina Garcia and Ana Jara congratulated Suong on 35 years with the College.*

E. Comments from the Vice President of Human Resources

*Campus Counsel Robert Myers spoke on behalf of Vice President Lewis to congratulate Longevity awardees and provide an update on the College's Vaccination Program.*

F. Comments from the CSEA Chapter 36 Representative

*No Comment*

G. Comments from the Management Association President

*No Comment*

H. Comments from the Personnel Commission Staff

*No Comment*

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

*An email written by Don Girard was read aloud congratulating Director Carol Long for 10 years of service and giving thanks to Dr. Metoyer who attended a funeral for Board of Trustee Rob Rader's mother.*

J. Comments by Personnel Commissioners

*No Comment*

**II. AGENDA REPORTS – MAJOR ITEMS OF BUSINESS**

<b>#</b>	<b>Item</b>	<b>Page</b>
<b>1</b>	AMENDMENT TO RULES AND REGULATIONS OF THE CLASSIFIED SERVICE – CHAPTER 12: SALARIES, OVERTIME PAY, AND BENEFITS MERIT RULE 12.1: DETERMINATION OF SALARY SCHEDULES	<b>7</b>
<b>2</b>	ADVISORY ITEM: REAPPOINTMENT OF PERSONNEL COMMISSIONERS	<b>12</b>
<b>3</b>	CYCLICAL CLASSIFICATION STUDIES - PROPOSED ANNUAL CALENDAR 2021-2022	<b>13</b>
<b>4</b>	NEW CLASS DESCRIPTION & SALARY ALLOCATION: ASSOCIATE PROGRAMMER ANALYST	<b>17</b>
<b>5</b>	RESPONSE TO COMPLAINT: REQUEST FOR APPROVAL OF RECLASSIFICATION FROM ATHLETIC ACTIVITIES ASSISTANT TO ATHLETIC AND KINESIOLOGY EQUIPMENT SPECIALIST: KERRY DAWSON AND CLAUDIA VILLA	<b>23</b>
<b>6</b>	REQUEST FOR APPROVAL OF CLASSIFICATION REVISIONS AND SALARY REALLOCATION: CASE MANAGEMENT COORDINATOR	<b>26</b>
<b>7</b>	REQUEST FOR APPROVAL OF CLASSIFICATION REVISIONS AND SALARY REALLOCATION: HEALTH ASSISTANT	<b>35</b>
<b>8</b>	NEW CLASS DESCRIPTION AND SALARY ALLOCATION: DIRECTOR OF MARKETING & COMMUNICATIONS	<b>44</b>

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

<b>#</b>	<b>Item</b>	<b>Page</b>
<b>9</b>	<b>APPROVAL OF MEETING MINUTES</b>	<b>53</b>
<b>10</b>	<b>EXTENSION OF ELIGIBILITY LISTS:</b> <ul style="list-style-type: none"> <li>• Insurance Program Specialist</li> <li>• Outreach and Recruitment Specialist</li> <li>• Risk and Insurance Coordinator</li> </ul>	<b>54</b>
<b>11</b>	<b>RATIFICATION OF ELIGIBILITY LISTS:</b> <ul style="list-style-type: none"> <li>• Administrative Assistant I</li> <li>• Carpenter</li> <li>• Director of Human Resources</li> <li>• Financial Aid Systems Specialist</li> <li>• Personnel Analyst</li> <li>• Unranked Special Skills: Spanish Proficiency</li> </ul>	<b>55</b>
<b>12</b>	<b>EXAMINATION SCHEDULE:</b> <ul style="list-style-type: none"> <li>• Accountant</li> <li>• Accounting Specialist</li> <li>• Accounting Technician</li> <li>• Associate Programmer Analyst</li> <li>• Athletic Trainer</li> <li>• Enrollment Services Specialist</li> <li>• Enterprise Business Supervisor</li> <li>• Events Assistant</li> <li>• Health Assistant</li> <li>• Personnel Specialist</li> <li>• Personnel Technician</li> <li>• Stage Construction Technician-Sound</li> <li>• Theatre Technical Specialist</li> </ul>	<b>56</b>
<b>13</b>	<b>RATIFICATION OF LIMITED TERM ASSIGNMENTS</b>	<b>57</b>
<b>14</b>	<b>ADVISORY ITEM: APPOINTMENTS TO LIMITED TERM POSITIONS</b>	<b>58</b>
<b>15</b>	<b>ADVISORY ITEM: APPOINTMENTS TO PROVISIONAL ASSIGNMENTS</b>	<b>59</b>
<b>16</b>	<b>RATIFICATION OF PROVISIONAL WORKING OUT OF CLASS AND INTERNAL LIMITED TERM ASSIGNMENTS</b>	<b>60</b>
<b>17</b>	<b>CLASSIFICATION AND COMPENSATION TRACKING REPORT</b>	<b>64</b>
<b>18</b>	<b>RECRUITMENT AND EXAMINATION STATUS REPORT</b>	<b>66</b>

**IV. ADJOURNMENT**

**AGENDA REPORT NO. 1**

**SUBJECT: AMENDMENT TO RULES AND REGULATIONS OF THE CLASSIFIED SERVICE - CHAPTER 12: SALARIES, OVERTIME PAY, AND BENEFITS  
MERIT RULE 12.1: DETERMINATION OF SALARY SCHEDULES  
(Note: No formal action will be taken at this meeting.)**

DATE: October 20, 2021

TO: Members of the Personnel Commission

FROM: Carol Long, Director of the Personnel Commission

Proposed changes to Chapter 12: Merit Rule 12.1, are attached for a first reading. Recommendations were developed with input from the Merit Rules Advisory Committee. Goals of these changes include updating and clarifying processes, and ensuring language is in compliance with the Education Code and applicable bargaining agreements.

CHAPTER XII

SALARIES, OVERTIME PAY AND BENEFITS

- Rule 12.1 DETERMINATION OF SALARY SCHEDULES  
(EDUCATION CODE SECTIONS 88061, [88087](#), 88160 – 88163)
- 12.1.1 FIXING ANNUAL SALARY SCHEDULES
- A. The Governing Board shall fix the annual salaries for all classified employees for each ensuing year no later than the date prescribed by law.
  - B. The Board may increase the salary schedule for classified employees at any time during the fiscal year, including increases to the salaries of employees resulting from the reclassification of a position, class of positions, or group of classes approved by the Personnel Commission.
  - C. The provisions of this section shall not be construed to permit the Board to demote or dismiss an employee due to the reclassification of a position or class of positions, unless otherwise authorized by law or these rules.
  - D. If the Governing Board is unable to comply with the provisions of paragraph A above, because of collective bargaining negotiations or because a salary study is being conducted, the board may, prior to the final adoption of the budget:
    - 1. Reserve the right to adjust salaries upon completion of the study and/or negotiations, or
    - 2. Adopt an interim salary schedule as provided in Education Code Section 88163.
  - E. The Governing Board shall employ, pay and otherwise control the services of classified employees only in accordance with the provisions of Title 3, Division 7, Chapter 4, Article 3 (Merit System) of the Education Code of the State of California and applicable provisions of these rules.



12.1.2

FACTORS IN SALARY

~~DETERMINATION~~RECOMMENDATIONS

A. The ~~Personnel~~ Director of the Personnel Commission shall prepare recommendations for the allocation of classes to salary ranges for approval by the Personnel Commission. These recommendations shall take into account the following factors:

1. The principle of like pay for substantially similar work within the classified service.
2. Appropriate differentials between related classes to reflect differences in duties and responsibilities, as established in the classification plan, and
3. Wages and salaries paid for similar work in ~~private~~ industry in the recruitment area comparable job classifications within other government agencies within a comparable market area.
4. Wages and salaries paid by private sector employers may be considered when there are insufficient comparable government data.
5. Such other information as the Personnel Commission may deem relevant.

~~Wages and salaries paid by other governmental agencies and/or private industry, if applicable, in the recruitment area.~~

~~3. — The principle of like pay for like work within the classified service.~~

~~4. Appropriate differentials between related classes to reflect differences in duties and responsibilities, as established in the classification plan, and~~

~~5. — Such other information as the Personnel Commission may require.~~

12.1.3

SALARY STUDIES

A. The ~~Personnel~~ Director of the Personnel Commission shall conduct ~~or, with the approval of the Personnel Commission, cause to be conducted~~ a salary study:

1. When directed by the Personnel Commission.
2. Whenever a new class is created.
3. Whenever the Director of the Personnel Commission determines it is necessary to carry out the purposes of the Merit Rules

~~2. When directed by the Personnel Commission.~~

- B. A salary study shall consist of an analysis of factors listed in Section 12.1.2. survey of public sector pay rates for comparable classes along with a review of internal relationships with other related classes, and may also include a salary survey of private industry and/or public sector pay rates for comparable classes.
- C. The ~~Personnel~~ Director of the Personnel Commission shall work cooperatively with the Administration and employee organizations, while conducting salary studies, in an effort to ameliorate significant differences before recommendations are submitted to the Personnel Commission.

#### 12.1.4

#### SALARY RECOMMENDATIONS (EDUCATION CODE SECTION 88087)

~~A.~~ After making its findings, the Personnel Commission shall present salary recommendations to the Board for approval. The Board may approve, amend or reject the recommendation but not alter the percentage relationships among classes in the occupational family as established by the classification plan. No amendment shall be adopted until the Personnel Commission is first given a reasonable opportunity to comment on the effect the amendments will have on the principle of like pay for ~~like~~ substantially similar work. No changes shall be adopted which disturb the percentage relationship among classes in the occupational family as established by the Personnel Commission.

~~B.~~ Salary recommendations shall be based on evidence that the class in question is substantially overpaid or underpaid as substantiated supported by a survey of relative community rates comparable job classifications or the internal alignment of a class with other related classes.

~~C.~~ Salary adjustments may also be made when a classification study indicates that changes in duties

~~and responsibilities require warrant such a change.~~

**AGENDA REPORT NO. 2**

**SUBJECT: ADVISORY ITEM: REAPPOINTMENT OF PERSONNEL COMMISSIONERS**

DATE: October 20, 2021

TO: Members of the Personnel Commission

FROM: Carol Long, Director of the Personnel Commission

Please be advised that terms for both Commissioner Metoyer and Commissioner Jansen will expire on November 30, 2021. Commissioner Metoyer is the nominee from the Board of Trustees. Commissioner Jansen is the classified employees' nominee

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

Both the Board of Trustees and CSEA Chapter 36 have been notified of the upcoming expiration dates, and the intention of both Commissioner Metoyer and Commissioner Jansen to serve an additional three year term.

The Personnel Commission will be advised of their re-appointment status at the next regular Commission meeting on November 17, 2021.

**AGENDA REPORT NO. 3**

**SUBJECT: CYCLICAL CLASSIFICATION STUDIES -  
PROPOSED ANNUAL CALENDAR 2021-2022**

DATE: October 20, 2021

TO: Members of the Personnel Commission

FROM: Carol Long, Director of the Personnel Commission

BY: Amy Gurjian, Classification and 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 an existing salary range. 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 has completed studies for each of the following job disciplines:

Accompanists  
Accounting and Finance  
Bookstore & Cashiers  
Business Administration (Management)  
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:

Athletics  
Career Services  
Laboratory Technicians  
Marketing and Web Design

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

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

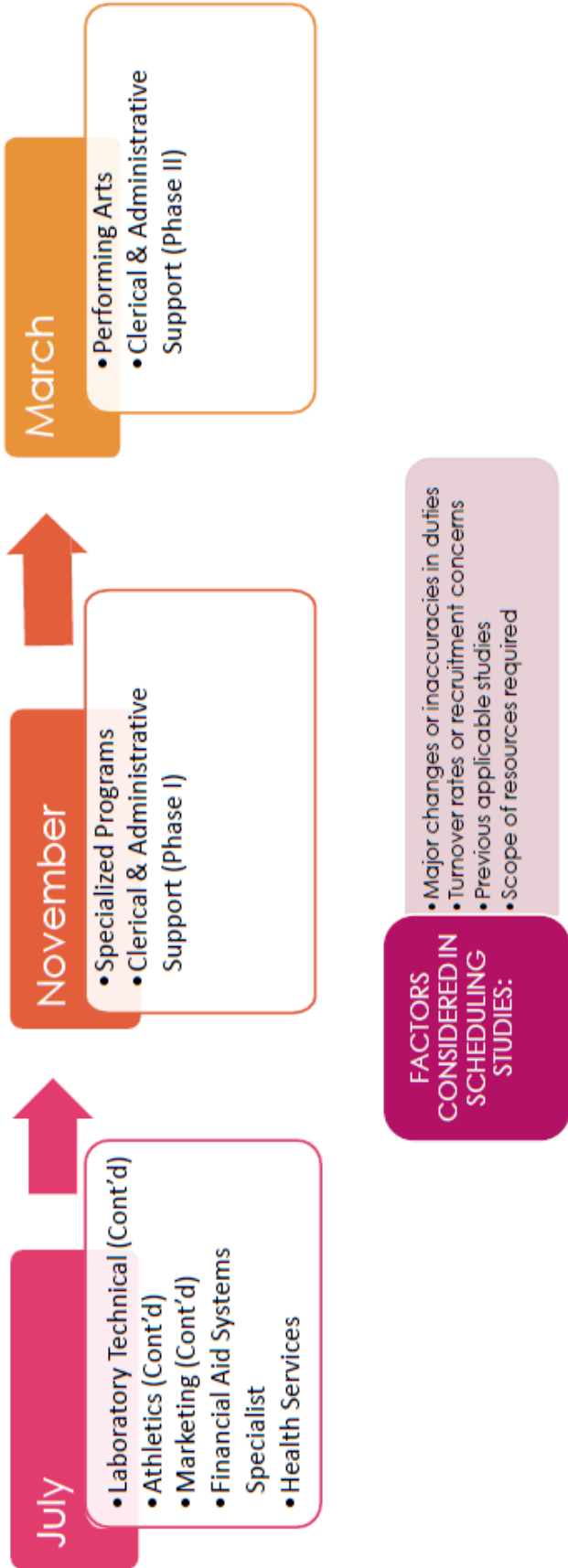
- Major changes or inaccuracies in job duties or the role of the classification as identified by Personnel Commission staff, District management, or union representatives
- Ongoing or anticipated turnover rates, or other recruitment challenges
- Previous applicable studies conducted of other related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

**RECOMMENDATIONS**

It is recommended that the Personnel Commission approve the proposed annual calendar of classification/compensation studies for Fiscal Year 2021 - 2022.

<b>Disposition by the Commission</b>	
<b>Motion made by:</b>	Joy Abbott
<b>Seconded by:</b>	Deborah Jansen
<b>Ayes:</b>	5
<b>Nays:</b>	0
<b>Abstentions:</b>	0
<b>Amendments/Comments</b>	

# Classification Review Timeline by Job Discipline 2021-22 Study Plan





**AGENDA REPORT NO. 4**

**SUBJECT: NEW CLASS DESCRIPTION & SALARY ALLOCATION:  
ASSOCIATE PROGRAMMER ANALYST**

DATE: October 20, 2021

TO: Members of the Personnel Commission

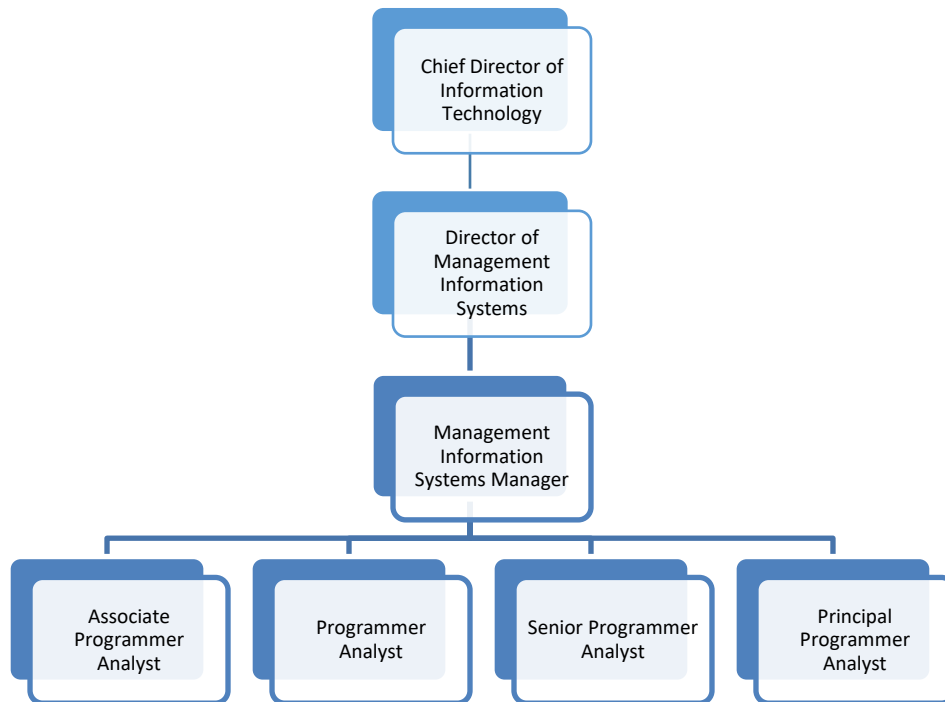
FROM: Carol Long, Director of the Personnel Commission

BY: John Linke, Supervising Personnel Analyst

**BACKGROUND**

Attached for your approval is a new classification description and salary allocation for Associate Programmer Analyst.

The Information Technology Department recently requested a new classification to perform entry-level programming work and provide first-level support to end users. This classification will serve as an entry point to the Programmer Analyst series, where incumbents will have the opportunity to perform entry-level programming work, learn District-specific systems, and develop the skills and expertise to advance to higher-level Programmer Analyst classifications. This new role will report to the Director of Management Information Systems or designee.



## **METHODOLOGY**

Personnel Commission staff discussed this new role with Wendy Liu, Management Information Systems Manager and Marc Drescher, Chief Director of Information Technology. 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 the Programmer Analyst occupational series, and that 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 by 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:

- Apply programming knowledge to develop programs with defined specifications.
- Maintain and modify existing applications.
- Provide first level support to end users experiencing systems-related issues, and forward problems requiring complex programming to higher-level staff.
- Assist higher-level programmers with more complex assignments.

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 the percentile ranking method of salary placement (i.e., at least 30% of surveyed jobs should be matched). As a result, salary allocation is recommended based on internal alignment. Commission staff found that other agencies assigned this work to their journey level programmers, or to lower level trainee positions with significant variation in scope of work and level of responsibility.

**SALARY ALLOCATION**

It is recommended that the salary for the Associate Programmer Analyst be allocated to Range 42 (\$6,016 to \$7,313 per month) on the Classified Employee Salary Schedule. This recommendation serves to establish a competitive salary to attract and retain qualified candidates, while ensuring that the proposed range is aligned with other classifications within the Programmer Analyst series. Internally, there is currently a six range difference between the journey-level Programmer Analyst and the advanced-journey level Senior Programmer Analyst. Based on job evaluation findings, it is recommended that this six range difference be maintained between the Programmer Analyst and the entry-level Associate Programmer Analyst. Please see the chart below for a list of classifications within the Programmer Analyst series.

JOB TITLE	MIN	MAX	RANGE	% DIFF BETWEEN LEVELS
Principal Programmer Analyst	\$8,889	\$10,805	58	10.24%
Senior Programmer Analyst	\$8,063	\$9,800	54	15.76%
Programmer Analyst	\$6,965	\$8,466	48	15.77%
Associate Programmer Analyst (NEW)	\$6,016	\$7,313	42	

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

**RECOMMENDATION**

It is recommended that the Commission approve the attached new class description and salary allocation for Associate Programmer Analyst.

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

**Santa Monica Community College District  
Personnel Commission**

**Associate Programmer Analyst**

**CONCEPT OF THE CLASS**

Under general supervision, positions in this classification use applicable programming languages and tools to perform entry-level systems analysis and development work to support the creation and maintenance of District applications. Incumbents will analyze, develop, code, test, debug, document, and maintain applications with established specifications, and provide first-level technical support to end users on usage of assigned systems.

**DISTINGUISHING CHARACTERISTICS**

Positions in the **Associate Programmer Analyst** classification perform entry-level programming work related to the development and maintenance of District systems. This classification is distinguished from the Programmer Analyst by the level of supervision received and the scope and complexity of professional level work performed. Incumbents will serve as the initial point of contact for users who are experiencing system issues, and will escalate complex programming issues to higher-level staff.

Positions in the **Programmer Analyst** classification are responsible for conventional to moderately complex program application projects that are components of larger modules or systems. Incumbents perform journey-level professional programming work to produce assigned applications that meet user business requirements. Work is subject to review and approval by senior level programmers or assigned manager.

Positions in the **Senior Programmer Analyst** classification provide technical direction to lower-level staff and under minimal supervision, perform advanced journey-level programming work, which includes responsibility for designing, developing, analyzing, and integrating major complex information systems and solutions.

**ESSENTIAL DUTIES**

Develops and implements application programs based on established and well-defined programming specifications and standards to support users' operational demands.

Maintains, enhances and modifies existing applications to ensure efficiency and alignment with business operational needs.

Provides first level support to users who experience system problems, including researching the underlying cause of issues, documenting actions taken, and initiating solutions as appropriate; forwards issues that require complex programming to higher-level programming staff.

Gathers information about users' reporting needs, creates and modifies ad hoc reports to ensure that users have access to necessary information, and provides data to end users upon request

Debugs, tests and documents application programs to ensure product quality.

Assists higher level programmers with more complex projects, which may include participating in project analysis, requirement gathering to determine implementation methods, specification development and programming and final debugging, testing and documentation

Develops user guides and other resources to educate end users on application usage and troubleshoot common user issues.

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 the Director of Management Information Systems or designee, the employee receives assignments and is expected to carry them through to completion with substantial independence.

##### ***Level of Supervision Exercised***

Positions in this classification do not supervise other classified positions.

#### **KNOWLEDGE, SKILLS AND ABILITIES**

##### **Knowledge of:**

Principles and concepts of applicable structural and procedure programming languages

Principles and concepts of relational database systems and data access languages

Principles and concepts of web page programming languages

Application debugging and testing techniques

Research and analysis techniques related to computer programming

##### **Ability to:**

Define, design and implement simple application programs

Gather, organize, and analyze relevant information to complete programming assignments

Learn pertinent aspects of District-developed systems and applicable programming languages

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

Effectively communicate technical and non-technical information, both orally and in writing, to stakeholders

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:**

A bachelor's degree in Computer Science or a closely related field

**Experience Requirement:**

Prior programming experience that involved Oracle PL/SQL and/or experience with Oracle Databases and SQL is preferred.

**Education/Experience Equivalency:**

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

**Licensure and/or Certification:**

None.

**WORKING ENVIRONMENT AND PHYSICAL DEMANDS**

**Disclosure:**

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

**Normal Office Environment:**

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

Positions in this classification work in a typical office environment; however, may require travel to satellite campuses for meetings and special projects.

**CLASS DETAIL**

<b>Job Family:</b>	Information Technology
<b>FLSA Status:</b>	Non-exempt
<b>Personnel Commission Approval Date:</b>	10/20/2021
<b>Class History:</b>	New Class
<b>Revision Date(s):</b>	None

**AGENDA REPORT NO. 5**

**SUBJECT: RESPONSE TO COMPLAINT: REQUEST FOR APPROVAL OF RECLASSIFICATION FROM ATHLETIC ACTIVITIES ASSISTANT TO ATHLETIC AND KINESIOLOGY EQUIPMENT SPECIALIST: KERRY DAWSON AND CLAUDIA VILLA**

DATE: October 20, 2021

TO: Members of the Personnel Commission

FROM: Carol Long, Director of the Personnel Commission

**BACKGROUND**

As part of the cyclical review process for the Athletics job discipline, the Personnel Commission conducted a position study for Kerry Dawson and Claudia Villa. Position reclassification studies were initiated to determine if assigned duties and responsibilities were appropriately classified.

Mr. Dawson has served as an Athletic Activities Assistant in the Athletics Department since February 1990. Ms. Villa has served as an Athletic Activities Assistant since May 2017.

The outcome of the initial study found that both Mr. Dawson and Ms. Villa had performed duties at the level of Athletic and Kinesiology Equipment Specialist on a continuous basis for two (2) or more years. In March 2020, the Athletics Department closed down all in-person athletics programs for students, and these programs remained closed for over a year. Given the uncertainty at that time of program status which would allow for both incumbents to continue performing higher level duties, reclassification was denied. The Personnel Commission then ran a promotional recruitment for Athletic and Kinesiology Specialist. Both Mr. Dawson and Ms. Villa competed, placed on the eligibility list, and were selected for promotion, effective July 1, 2021.

On September 15, 2021, CSEA requested that we review the outcome of the initial reclassification study.

**METHODOLOGY**

Both incumbents were initially asked to fill out a Position Description Questionnaire (PDQ). The completed PDQs were received by the Personnel Commission Office on February 9, 2021 and reviewed. Personnel Commission staff met with Mr. Dawson, and held separate meetings with Reggie Ellis, Athletics Director, and Lydia Ayala, Assistant Athletics Director, to discuss the classification descriptions and level of duties performed by both Mr. Dawson and Ms. Villa.

In reviewing the outcome of this study, timing of performance of higher level duties was carefully reviewed, along with documentation confirming the intention of department management to have both incumbents continue performing higher level duties on a permanent basis.

Key factors assessed when studying a position or classification include the scope and effect of responsibility, nature and purpose of contacts, knowledge required for the position, level of complexity, and degree of decision-making authority.

## **FINDINGS**

Both Mr. Dawson and Ms. Villa qualify for reclassification because the duties they were assigned to perform were not fully represented in the Athletic Activities Assistant classification. The duties of the Athletic and Kinesiology Equipment Specialist classification are required to support normal Department and District operations, and cannot be absorbed by other permanent staff members.

Based on the duties assigned and the level of knowledge and abilities required to perform these duties, the classification of Athletic and Kinesiology Equipment Specialist is proposed which encompasses the majority of essential duties of the incumbent in terms of scope of responsibility, degree of decision-making, complexity, knowledge required, and nature and purpose of contacts.

The duties outside the scope of the Athletic Activities Assistant classification have been assigned by the supervisor and performed by the incumbents continuously for two (2) or more years immediately prior to the date that the Athletics Department was required to shut down all in-person student activities because of the pandemic.

Department management have now communicated their full intention to continue requiring the incumbents to perform these same duties once students have returned to campus and in-person student activities related to athletics and kinesiology have been reinstated.

Findings have been sent for review to the incumbent, CSEA, Department Management, Business Services, Human Resources, and the Superintendent/President.

## **APPLICABLE RULES:**

When one or more positions in a class are reclassified to a higher classification, the incumbent or incumbents who have continuous employment of two (2) or more years in such positions shall be reclassified with the position, without examination (Merit Rule. 3.3.9.A(1)).

The change in duties and responsibilities must effect a significant portion of the duties and responsibilities of the position and be so significant as to clearly warrant a change in the title and qualification requirements needed to perform the duties of the position (Merit Rule 3.3.1).

Reclassification may become moot if the out-of-class duties are removed from the position. Compensation for the higher level duties performed may be confirmed through the Working Out of Class procedures. (Merit Rule 3.3.4.F).

At least two (2) years must elapse from the time the decision is finalized before another request for reclassification can be initiated for the same position. (Merit Rule 3.3.4.G).



Changes in classification and salary resulting from the permanent reclassification of a position shall be effective no later than the first day of the month following the date on which the Personnel Commission takes action to approve reclassification of the position, provided the employee is eligible to be reclassified with his/her position without examination. (Merit Rule 3.3.7.A (1)).

The Commission shall be the final approving authority concerning reclassifications. (Merit Rule 3.3.7.C).

### **RECOMMENDATION**

It is recommended that the Personnel Commission approve the reclassification of both Mr. Dawson and Ms. Villa's positions from Athletic Activities Assistant to Athletic and Kinesiology Equipment Specialist. In compliance with Merit Rule 3.3.7.A.1, both incumbents will move into a reclassification status, effective November 1, 2021.

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

**AGENDA REPORT NO. 6**

**SUBJECT: REQUEST FOR APPROVAL OF CLASSIFICATION REVISIONS AND SALARY REALLOCATION: CASE MANAGEMENT COORDINATOR**

DATE: October 20, 2021

TO: Members of the Personnel Commission

FROM: Carol Long, Director of the Personnel Commission

BY: John Linke, Supervising Personnel Analyst

**BACKGROUND**

Attached for your approval are the classification revisions and salary reallocation for Case Management Coordinator.

In preparation for recruitment, Susan Fila, Interim Associate Dean of Health & Wellbeing requested to update this classification description. This study is not part of the cyclical review process. Further review of this classification will be conducted once the job discipline is scheduled on the cyclical review calendar.

The Case Management Coordinator classification was originally created in June 2015, and was subsequently revised in March 2019. There are no incumbents in this classification.

**METHODOLOGY**

Personnel Commission staff met with Susan Fila, Interim Associate Dean of Health and Wellbeing, to discuss the class description. The Department requested revisions to the classification duties, knowledge and abilities were expanded to correspond with the changes in duties performed, and minimum qualifications were modified to reflect the minimum education and experience needed upon entry and ensure internal alignment with related classifications. The class concept was adjusted to clarify the level and scope of work performed by this classification, and minor changes were made to the supervision section to reflect current reporting relationships. Classification revisions were sent for review to Business Services, Human Resources, and executive leadership. In addition, the supervisor was requested to complete a duty analysis worksheet by rating the frequency and criticality of each duty in the class description.

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

## **RESULTS**

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

A comprehensive salary survey of 16 comparable agencies was conducted to examine industry trends and determine current salary ranking. Sufficient market data was not available to utilize percentile ranking method of salary placement (i.e., at least 30% of surveyed jobs should be matched). As a result, salary allocation is recommended based on internal alignment. Some colleges did not employ a case manager, or responsibilities were assigned to psychologists, counselors or other mental health professionals serving the Behavioral Intervention Teams. Other colleges used narrow classifications that provide case management and service tracking for students, but do not include clinical assessment or supervision of graduate-level interns. As a result, salary recommendation is based on internal alignment within comparable roles at the College.

## **SALARY REALLOCATION**

The Case Management Coordinator is currently allocated to Range 41 (\$5,873 to \$7,139 per month) on the Classified Employee Salary Schedule. Based on job evaluation findings, the Human Resources Analyst – Employee and Labor Relations (Confidential) was used as an anchor in recommending salary for this role. Both jobs utilize professional knowledge and judgment to conduct investigations and gather information regarding highly sensitive matters that have a high consequence of error for the persons involved and impact a broad range of College resources. Both roles conduct fact-finding independently, but recommendations are subject to review by supervisors; for the Case Management Coordinator, this is primarily in instances where cases are high risk, as the incumbent is able to independently address low and moderate risk cases. The Human Resources Analyst – Employee and Labor Relations (Confidential) is currently allocated to Range 52 on the Classified Confidential Salary Schedule. Accounting for the one-range increase that is granted to Confidential employees, it is recommended that the salary for the Case Management Coordinator be reallocated to Range 51 (\$7,496 to \$9,112 per month) on the Classified Employee Salary Schedule.

The proposed salary recommendation maintains internal alignment between the Case Management Coordinator and related classifications, in that the subject classification requires a graduate degree in Social Work and two years of post-graduate work experience in the field of social work, as required by the Council on Social Work Education to train and oversee the clinical activities of MSW interns. The role requires a substantial depth of knowledge and judgment in the respective field, and is responsible for performing work that directly and considerably impacts the wellbeing, health and safety of students and staff at the College.

**RECOMMENDATION**

It is recommended that the Commission approve the proposed class description revisions and salary reallocation for Case Management Coordinator.

**From:**

Case Management Coordinator  
\$5,873 to \$7,139 per month  
(Classified Employee Salary Schedule Range 41)

**To:**

Case Management Coordinator  
\$7,496 to \$9,112 per month  
(Classified Employee Salary Schedule Range 51)

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

**Santa Monica Community College District  
Personnel Commission**

**Case Management Coordinator**

**CONCEPT OF THE CLASS**

Under general supervision, the Case Management Coordinator provides professional clinical, administrative and technical support to the Care and Prevention Team, and ~~assists with initial~~ conducts investigations and assessments, tracks all active cases, acquires necessary documentation required by the team, and ensures appropriate follow-up actions are completed through comprehensive case management. This classification also participates in the onboarding of new Master's in Social Work (MSW) interns for the District, and oversees and trains MSW interns assigned to the Care and Prevention Team.

**ESSENTIAL DUTIES**

Receives ~~initial~~ referrals and gathers additional information from faculty, students or other staff members regarding concerns about students who may require ~~additional~~ support related to mental health, basic needs, system navigation, and other related matters; interprets resulting information and determines the necessary course of action for moderate or low-risk cases; consults with the Care and Prevention Team to identify the most appropriate courses of action for high-risk and/or complex cases, and takes appropriate immediate actions to address imminent concerns.

Assists with the administration of ~~Administers and interprets assessments, which include biopsychosocial assessments and structured suicidal and~~ threat assessment instruments used by the Care and Prevention Team and the National Behavioral Intervention Team Association (NaBITA).

~~Assists with~~ Initiates initial investigations ~~in collaboration with a member of the Care and Prevention Team~~; gathers, assembles, and analyzes relevant information and alerts team members of circumstances that warrant an immediate response; conducts follow-up meetings with high-risk students to assess the need for further intervention.

Maintains a database for recording and tracking the progress of each assigned case; ensures necessary follow-up contacts are made.

Maintains detailed case records, notes and reports related to assigned students and activities; monitors status of referrals from faculty or staff.

Maintains the security of files, records and information to ensure confidentiality of sensitive and privileged information.

Reviews current and previous cases to identify trends in students' needs; develops informational resources and educates faculty and the campus community on how to support students in these areas.

Presents clinical case information to members of the core Care and Prevention team at meetings; ensures additional actions are followed through as requested.

Provides administrative support for the Care and Prevention Team; develops and reproduces meeting agendas, attends meetings, takes notes and reproduces minutes, and maintains background and historical materials as needed.

Oversees and trains MSW interns engaged in formal field work assignments required to complete their academic program requirements.

[Participates in the onboarding of new MSW interns for the District, which includes scheduling interviews, conducting orientations, and participating in the development of trainings and materials.](#)

Performs other related duties as requested or assigned.

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

#### SUPERVISION

##### ***Supervision Received:***

Under general supervision from the Chair of the Care and Prevention Team, the employee receives assignments and is expected to carry them through to completion with substantial independence.

##### ***Supervision Exercised:***

Positions in this classification do not supervise other classified employees, but may serve in a lead capacity and provide professional guidance to assigned staff members. [This classification also oversees the clinical activities of MSW Interns, faculty and administrators.](#)

#### KNOWLEDGE, SKILLS AND ABILITIES

##### **Knowledge of:**

[Principles and practices of social work, including clinical assessment and evaluation](#)

District and community organizations, programs, services, and resources in the areas of health, mental health, social services, public safety, housing, education, and employment

Needs and typical problems of students

Issues faced by student veterans, former foster youth, parenting students, undocumented students, members of the LGBT community, and students with a range of permanent and temporary disabilities

Dispute resolution alternatives

Crisis prevention strategies and techniques

[Principles and practices of training and clinical training](#)

Federal regulations impacting students and student records, including FERPA, HIPPA, and Section 504

##### **Ability to:**

Identify crisis situations and seek assistance from team members as needed

Use informed judgment [and apply clinical knowledge](#) when receiving reports and requests for assistance

Work effectively with students, staff, faculty, community groups, and public agencies

Maintain confidentiality

Manage time and prioritize tasks to meet deadlines

[Track and manage multiple cases simultaneously](#)

Maintain current knowledge of relevant laws, regulations, and policies

Maintain focus and emotional control in stressful interpersonal situations

Work effectively without immediate supervision

Communicate orally and in writing clearly, concisely, and accurately

Compose clear, grammatically correct, well-constructed correspondence, reports, and informational materials

Write analytical reports and make presentation on issues related to the Care and Prevention Team

Operate a computer using related computer applications and software ~~such as Maxient, systems, programs,~~ and standard office equipment

Stay abreast of technology changes and adapt to new technologies

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

#### MINIMUM QUALIFICATIONS

**Education Requirement:**

~~Baccalaureate Degree in Psychology, Counseling, Social Work or Master's in Social Work -related field from an accredited university or college accredited by the Council on Social Work Education is required. A Master's in Social Work (MSW) is preferred.~~

**Experience Requirement:**

~~Four Two years of technical or professional social work experience following completion of an MSW degree. Case management or other related experience in a college setting, and/or experience supervising social work interns is desirable, secondary or post-secondary student services setting, or four years of experience performing related responsibilities in the area of case management or social work.~~

**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 Licensed Clinical Social Worker (LCSW) is preferred.

#### WORKING ENVIRONMENT AND PHYSICAL DEMANDS

**Disclosure:**

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

**Normal Office Environment:**

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

#### CLASS DETAIL

~~Job Family: Student Services (Non Classroom)~~

~~FLSA Status: Non-exempt~~

~~Personnel Commission Approval Date: 06/29/2015~~

~~Class History: NEW CLASS, Rev. 3/20/2019, 10/20/2021~~

Job Family:

Student Services (Non Classroom)

FLSA Status:

Non-exempt

Personnel Commission Approval Date:

06/29/2015

Class History:

3/20/2019, 10/20/2021

**Santa Monica Community College District  
Personnel Commission**

**Case Management Coordinator**

**CONCEPT OF THE CLASS**

Under general supervision, the Case Management Coordinator provides professional clinical, administrative and technical support to the Care and Prevention Team, and conducts investigations and assessments, tracks all active cases, acquires necessary documentation required by the team, and ensures appropriate follow-up actions are completed through comprehensive case management. This classification also participates in the onboarding of new Master's in Social Work (MSW) interns for the District, and oversees and trains MSW interns assigned to the Care and Prevention Team.

**ESSENTIAL DUTIES**

Receives referrals and gathers additional information from faculty, students or other staff members regarding concerns about students who may require support related to mental health, basic needs, system navigation, and other related matters; interprets resulting information and determines the necessary course of action for moderate or low-risk cases; consults with the Care and Prevention Team to identify the most appropriate courses of action for high-risk and/or complex cases, and takes appropriate immediate actions to address imminent concerns.

Administers and interprets assessments, which include biopsychosocial assessments and structured suicidal and threat assessment instruments used by the Care and Prevention Team and the National Behavioral Intervention Team Association (NaBITA).

Initiates initial investigations; gathers, assembles, and analyzes relevant information and alerts team members of circumstances that warrant an immediate response; conducts follow-up meetings with high-risk students to assess the need for further intervention.

Maintains a database for recording and tracking the progress of each assigned case; ensures necessary follow-up contacts are made.

Maintains detailed case records, notes and reports related to assigned students and activities; monitors status of referrals from faculty or staff.

Maintains the security of files, records and information to ensure confidentiality of sensitive and privileged information.

Reviews current and previous cases to identify trends in students' needs; develops informational resources and educates faculty and the campus community on how to support students in these areas.

Presents clinical case information to members of the core Care and Prevention team at meetings; ensures additional actions are followed through as requested.

Provides administrative support for the Care and Prevention Team; develops and reproduces meeting agendas, attends meetings, takes notes and reproduces minutes, and maintains background and historical materials as needed.

Oversees and trains MSW interns engaged in formal field work assignments required to complete their academic program requirements.

Participates in the onboarding of new MSW interns for the District, which includes scheduling interviews, conducting orientations, and participating in the development of trainings and materials.



Performs other related duties as requested or assigned.

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

#### SUPERVISION

***Supervision Received:***

Under general supervision from the Chair of the Care and Prevention Team, the employee receives assignments and is expected to carry them through to completion with substantial independence.

***Supervision Exercised:***

Positions in this classification do not supervise other classified employees, but may serve in a lead capacity and provide professional guidance to assigned staff members. This classification also oversees the clinical activities of MSW Interns.

#### KNOWLEDGE, SKILLS AND ABILITIES

**Knowledge of:**

Principles and practices of social work, including clinical assessment and evaluation

District and community organizations, programs, services, and resources in the areas of health, mental health, social services, public safety, housing, education, and employment

Needs and typical problems of students

Issues faced by student veterans, former foster youth, parenting students, undocumented students, members of the LGBT community, and students with a range of permanent and temporary disabilities

Dispute resolution alternatives

Crisis prevention strategies and techniques

Principles and practices of training and clinical training

Federal regulations impacting students and student records, including FERPA, HIPPA, and Section 504

**Ability to:**

Identify crisis situations and seek assistance from team members as needed

Use informed judgment and apply clinical knowledge when receiving reports and requests for assistance

Work effectively with students, staff, faculty, community groups, and public agencies

Maintain confidentiality

Manage time and prioritize tasks to meet deadlines

Track and manage multiple cases simultaneously

Maintain current knowledge of relevant laws, regulations, and policies

Maintain focus and emotional control in stressful interpersonal situations

Work effectively without immediate supervision

Communicate orally and in writing clearly, concisely, and accurately

Compose clear, grammatically correct, well-constructed correspondence, reports, and informational materials

Write analytical reports and make presentation on issues related to the Care and Prevention Team

Operate a computer using related computer applications and software, and standard office equipment

Stay abreast of technology changes and adapt to new technologies

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

#### MINIMUM QUALIFICATIONS

**Education Requirement:**

Master's in Social Work from a college accredited by the Council on Social Work Education is required.

**Experience Requirement:**

Two years of professional social work experience following completion of an MSW degree. Case management or other related experience in a college setting, and/or experience supervising social work interns is desirable. .

**Licensure and/or Certification:**

A Licensed Clinical Social Worker (LCSW) is preferred.

#### WORKING ENVIRONMENT AND PHYSICAL DEMANDS

**Disclosure:**

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

**Normal Office Environment:**

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

#### CLASS DETAIL

<b>Job Family:</b>	Student Services (Non Classroom)
<b>FLSA Status:</b>	Non-exempt
<b>Personnel Commission Approval Date:</b>	06/29/2015
<b>Class History:</b>	3/20/2019, 10/20/2021

**AGENDA REPORT NO. 7**

**SUBJECT: REQUEST FOR APPROVAL OF CLASSIFICATION REVISIONS AND SALARY REALLOCATION: HEALTH ASSISTANT**

DATE: October 20, 2021

TO: Members of the Personnel Commission

FROM: Carol Long, Director of the Personnel Commission

BY: Amy Gurjian, Classification & Compensation Manager

**BACKGROUND**

Attached for your approval are the classification revisions and salary reallocation for Health Assistant.

In preparation for recruitment, Health Services and Human Resources requested to update the classification description for Health Assistant. This study is not part of the cyclical review process. Further review of this classification will be conducted once the Health Services job discipline is scheduled on the cyclical review calendar.

The Health Assistant classification was originally created in October 1978, and was subsequently revised several times since then. It was last revised in 2013 to update the lifting requirement.

There are currently two permanent incumbents in this classification. The District is also utilizing this role to fill temporary positions to support vaccination and testing programs.

**METHODOLOGY**

Commission staff worked with Susan Fila, Interim Associate Dean of Health & Wellbeing, and Tre'Shawn Hall-Baker, Dean of Human Resources, to update the classification description. This role will continue to report to Health Services.

The District requested revisions to the classification duties, knowledge and abilities were expanded to correspond with the changes in duties performed, and minimum qualifications were modified to reflect current industry requirements. The class concept was adjusted to clarify the level and scope of work performed by this classification, and minor changes were made to the supervision section to reflect current reporting relationship. Classification revisions were sent for review to Department leadership.

A comprehensive salary survey of 16 comparable agencies was completed to determine current salary ranking as compared to the labor market. Salary data was gathered based on the comparison of positions with the level of duties and responsibilities most similar to the subject position.

**RESULTS**

Based on the data gathered, revisions to the class description are being proposed. These changes serve to update the class concept and essential duties performed, KSAs (knowledge, skills, and abilities) required, and minimum qualifications.

The nature and level of work assigned at other agencies were taken into account when identifying job matches for the salary survey. Jobs not included in the survey were typically assigned clinical duties similar to the level of our College’s nursing staff (ex., performing phlebotomies and injections), or administrative responsibilities such as developing and implementing policies and procedures, tracking budget expenditures and overseeing office operations. The following moderate to strong matches were found:

AGENCY	JOB TITLE	MIN	MAX	MEDIAN	STUDENT FTE	GF REVENUE ACTUAL
Santa Monica College	Health Assistant	\$3,878	\$4,714	\$4,296	10,287	\$225M
Foothill DeAnza CCD	Health Services Assistant	\$3,996	\$5,327	\$4,662	8,684	\$273M
Los Angeles CCD	Student Health Center Assistant	\$3,697	\$4,578	\$4,138	41,813	\$892M
North Orange County CCD	Health Services Assistant	\$4,023	\$4,866	\$4,445	15,630	\$296M
Pasadena City College	Health Services Assistant	\$3,816	\$4,870	\$4,343	10,757	\$202M
Riverside CCD	Medical Office Receptionist	\$4,077	\$4,965	\$4,521	14,545	\$288M
	Average	\$3,922	\$4,921	\$4,422		
	25th Percentile	\$3,816	\$4,866	\$4,343		
	50th Percentile	\$3,996	\$4,870	\$4,445		
	75th Percentile	\$4,023	\$4,965	\$4,521		
	80th Percentile	\$4,034	\$5,037	\$4,549		
	90th Percentile	\$4,055	\$5,182	\$4,619		
	SMC % RANK	34%	12%	19%		
	SMC Differences From AVG	-1.13%	-4.40%	-2.92%		
	SMC Differences From MED	-3.04%	-3.31%	-3.46%		

In this survey, 81% of the cases presented were above the current median salary for this classification

**SALARY REALLOCATION**

Salary reallocation is recommended from Range 24 (\$3,878 to \$4,714 per month) to Range 26 (\$4,072 to \$4,950 per month) on the Classified Employee Salary Schedule, given market standing at the 19th percentile. Reallocating the salary to Range 26 will place this job at the 72nd percentile as compared to median market salaries. This is justified given that it meets the College’s goal to target base median salary at or above the 70th percentile. One

range lower would place market standing at the 40th percentile. Study results have been sent for review to the incumbents, CSEA, Department management, Human Resources, Business Services, and the Superintendent/President.

See below pay comparisons and percentage differentials between levels within the Health Services job discipline.

JOB TITLE	MIN	MAX	RANGE	% DIFF BETWEEN LEVELS
Nurse Practitioner	\$10,290	\$12,508	64	47.74%
Registered Nurse - Health Services	\$6,965	\$8,466	48	71.05%
Health Assistant (Proposed Salary)	\$4,072	\$4,950	26	

**RECOMMENDATION**

It is recommended that the Commission approve the proposed class description revisions and salary reallocation for Health Assistant.

**From:**

Health Assistant  
 \$3,878 to \$4,714 per month  
 (Classified Employee Salary Schedule Range 24)

**To:**

Health Assistant  
 \$4,072 to \$4,950 per month  
 (Classified Employee Salary Schedule Range 26)

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

**Santa Monica Community College District  
Personnel Commission**

**Health Assistant**

Page 1 of 3

**CONCEPT OF THE CLASS**

The position in this classification performs moderately difficult clerical duties; and performs basic first aid under nursing or medical supervision in the health department where pre-employment, student, or employee health examinations are administered and health records are maintained. The position also supports the vaccination and testing programs at the College.

**ESSENTIAL DUTIES**

Provides front counter reception, greeting, registering and making appointments for visitors.

Maintains appointment and re-examination calendars.

Contacts students to follow-up on examinations.

Assists nursing or medical staff by rendering first aid as necessary, records basic vital signs, distributes ice packs and other first aid items as necessary.

Distributes approved information describing health services policies and procedures to employees, students, and staff by telephone and in person.

Maintains a variety of files and records including insurance and accident report forms and student immunization records.

Performs clerical duties such as reviewing records, checking on completion of forms, handling complaints and following through on irregularities and problem cases.

Types reports, letters, memoranda, health records and other materials from rough drafts, dictation or verbal instructions.

Initiates routine correspondence.

Prepares and maintains statistical records and reports, activity reports and procedural manuals.

Prepares supply requisitions and maintains a stock of supplies and equipment.

Collects, reviews, and processes documents and verifications to confirm immunization or exemption status, according to approved procedures; communicates with students, faculty and staff regarding status and missing documents.

Enters, tracks, verifies, and updates information in related systems and databases to maintain accurate and secure student and employee records.

Reviews mandatory test submissions for students and employees who have approved exemptions; communicates with students, faculty and staff regarding missing tests.

Communicate with students and employees to trace exposure cases, provide resources and report to appropriate agencies, as guided by standard protocols.

Monitors assigned email inboxes and responds to inquiries within established guidelines.

Consults with nursing staff as required on complex situations.

Performs other related duties as requested or assigned.

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

**SUPERVISION**

***Level of Supervision Received***

This position receives direction from the registered nurse and is supervised by the [Associate Dean of Student Health and Wellbeing](#).

***Level of Supervision Exercised***

This position does not exercise supervision over other employees.

**KNOWLEDGE, SKILLS AND ABILITIES**

**Knowledge of:**

Basic First Aid and Cardio Pulmonary Resuscitation

Proper use of basic health office equipment as needed to record basic vital signs (i.e., blood pressure, temperature, pulse, respiration)

Appropriate universal precautions and related safety requirements used when handling biohazardous substances or contaminated instruments

[Related computer programs, applications and office equipment](#)

State and federal laws related to student confidentiality and security of medical records (i.e., HIPPA, FERPA)

[District policy, departmental resources and administrative practices and procedures](#)

Basic [data collection](#), filing and record keeping systems

Medical terminology

**Ability to:**

React calmly and analyze emergency situations as initial point of contact

Take and record basic vital signs, such as blood pressure, temperature, pulse, and respiration

Obtain and impart information tactfully and accurately

Maintain files and records and retrieve information

[Pay attention to detail](#)

[Be able to manage tasks that are complex and time sensitive in nature](#)

Correctly interpret and clearly explain health office rules and policies in a professional and respectful manner

Write legibly and use computerized word processing, medical records documentation and spread sheet programs

Learn recordkeeping requirements for immunizations and other medical procedures

Maintain confidentiality of records and exercise sound judgment regarding sensitive information.

[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](#)

~~[Work cooperatively with students, staff, faculty and community members in a friendly, respectful, constructive, and professional manner embracing a culturally and economically diverse population environment.](#)~~

**MINIMUM QUALIFICATIONS**

***Education Requirement:***

Two years of college coursework preferably including health and medical office practices and terminology.

**Experience Requirement:**

Two years increasingly responsible clerical experience preferably in a medical setting.

**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:**

Basic and Advanced Red Cross First Aid Certificate including CPR, Valid First Aid and Cardiopulmonary Resuscitation/Automated External Defibrillators (CPR/AED) certification.

**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.

**Environment:** While performing the duties of this job, the employee is regularly required to stand, walk, and, with assistance, lift, carry, push or pull between 25 to 50 pounds. There is exposure to communicable diseases, bodily fluids/spills, contaminated products, and syringes and needles.

**CLASS DETAIL**

~~**Job Family:** Student Services (non-classroom)~~

~~**FLSA Status:** Non-exempt~~

~~**Salary Range:** Range-28~~

~~**Personnel Commission Approval Date:** 11/16/06 03/78~~

~~**Class History:** Health Assistant March 1978; revised November, 1984 None.~~

~~**Revision Date(s):** 12/84; Hay Study, 11/16/06; 12/18/13~~

~~**Job Family:** Student Services (non-classroom)~~

~~**FLSA Status:** Non-exempt~~

~~**Personnel Commission Approval Date:** 03/78~~

~~**Class History:** None.~~

~~**Revision Date(s):** 12/84; Hay Study, 11/16/06; 12/18/13~~



**Santa Monica Community College District  
Personnel Commission**

**Health Assistant**

**CONCEPT OF THE CLASS**

The position in this classification performs moderately difficult clerical duties and performs basic first aid under nursing or medical supervision in the health department where pre-employment, student, or employee health examinations are administered and health records are maintained. The position also supports the vaccination and testing programs at the College.

**ESSENTIAL DUTIES**

Provides front counter reception, greeting, registering and making appointments for visitors.

Maintains appointment and re-examination calendars.

Contacts students to follow-up on examinations.

Assists nursing or medical staff by rendering first aid as necessary, records basic vital signs, distributes ice packs and other first aid items as necessary.

Distributes approved information describing health services policies and procedures to employees, students, and staff by telephone and in person.

Maintains a variety of files and records including insurance and accident report forms and student immunization records.

Performs clerical duties such as reviewing records, checking on completion of forms, handling complaints and following through on irregularities and problem cases.

Types reports, letters, memoranda, health records and other materials from rough drafts, dictation or verbal instructions.

Initiates routine correspondence.

Prepares and maintains statistical records and reports, activity reports and procedural manuals.

Prepares supply requisitions and maintains a stock of supplies and equipment.

Collects, reviews, and processes documents and verifications to confirm immunization or exemption status, according to approved procedures; communicates with students, faculty and staff regarding status and missing documents.

Enters, tracks, verifies, and updates information in related systems and databases to maintain accurate and secure student and employee records.

Reviews mandatory test submissions for students and employees who have approved exemptions; communicates with students, faculty and staff regarding missing tests.

Communicate with students and employees to trace exposure cases, provide resources and report to appropriate agencies, as guided by standard protocols.

Monitors assigned email inboxes and responds to inquiries within established guidelines.

Consults with nursing staff as required on complex situations.

Performs other related duties as requested or assigned.

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

**SUPERVISION**

***Level of Supervision Received***

This position receives direction from the registered nurse and is supervised by the Associate Dean of Health and Wellbeing

***Level of Supervision Exercised***

This position does not exercise supervision over other employees.

**KNOWLEDGE, SKILLS AND ABILITIES**

**Knowledge of:**

Basic First Aid and Cardio Pulmonary Resuscitation

Proper use of basic health office equipment as needed to record basic vital signs (i.e., blood pressure, temperature, pulse, respiration)

Appropriate universal precautions and related safety requirements used when handling biohazardous substances or contaminated instruments

Related computer programs, applications and office equipment

State and federal laws related to student confidentiality and security of medical records (i.e., HIPPA, FERPA)

District policy, departmental resources and administrative practices and procedures

Basic data collection, filing and record keeping systems

Medical terminology

**Ability to:**

React calmly and analyze emergency situations as initial point of contact

Take and record basic vital signs, such as blood pressure, temperature, pulse, and respiration

Obtain and impart information tactfully and accurately

Maintain files and records and retrieve information

Pay attention to detail

Be able to manage tasks that are complex and time sensitive in nature

Correctly interpret and clearly explain health office rules and policies in a professional and respectful manner

Write legibly and use computerized word processing, medical records documentation and spread sheet programs

Learn recordkeeping requirements for immunizations and other medical procedures

Maintain confidentiality of records and exercise sound judgment regarding sensitive information.

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:**

Two years of college coursework preferably including health and medical office practices and terminology.

**Experience Requirement:**

Two years increasingly responsible clerical experience preferably in a medical setting.

**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:**

Valid First Aid and Cardiopulmonary Resuscitation/Automated External Defibrillators (CPR/AED) certification.

**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.

**Environment:** While performing the duties of this job, the employee is regularly required to stand, walk, and, with assistance, lift, carry, push or pull between 25 to 50 pounds. There is exposure to communicable diseases, bodily fluids/spills, contaminated products, and syringes and needles.

**CLASS DETAIL**

**Job Family:**

Student Services (non-classroom)

**FLSA Status:**

Non-exempt

**Personnel Commission Approval Date:**

03/78

**Class History:**

None.

**Revision Date(s):**

12/84; Hay Study, 11/16/06; 12/18/13

**AGENDA REPORT NO. 8**

**SUBJECT: NEW CLASS DESCRIPTION AND SALARY ALLOCATION:  
DIRECTOR OF MARKETING & COMMUNICATIONS**

DATE: October 20, 2021

TO: Members of the Personnel Commission

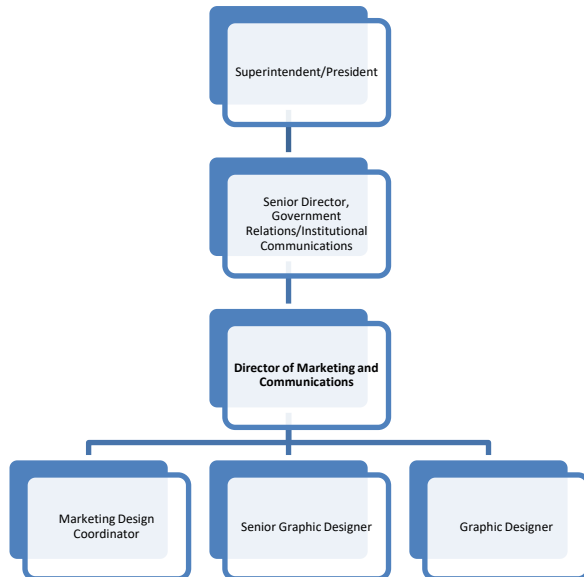
FROM: Carol Long, Director of the Personnel Commission

BY: Karen Monzon, Personnel Analyst

**BACKGROUND**

Attached for your approval is a new class description and salary allocation for Director of Marketing & Communications. The Marketing and Communications Department supports the advancement of Santa Monica College's goals and objectives by providing institutional marketing and communication strategies. This new classification will be responsible for planning, implementing, and directing Santa Monica College's marketing and communications strategy. It will provide technical leadership across the departments and serve a key role in ensuring the achievement of institutional goals and objective by directing the College's internal and external communications.

The Director of Marketing & Communications will report to Senior Director, Government Relations/Institutional Communications.



## **METHODOLOGY**

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

A job evaluation and external salary study were conducted to identify similar roles in comparable agencies. Internal comparisons were also reviewed in order to ensure that there is proper alignment within other director-level classifications, and duties were adequately distinguished from other related classifications. Once the duties were finalized, Commission staff prepared the class description and salary proposal and sent recommendations for review to senior leadership.

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

## **RESULTS**

Key factors in determining that a new classification should be established 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:

- Research, develop, implement, and deliver strategic marketing and communication plans
- Develop and maintain a cohesive brand, and promote creative marketing and communication strategies
- Assess market opportunities by evaluating market trends and recommending marketing improvements

A comprehensive survey of comparable agencies was conducted. The salary survey of standard benchmark organizations showed some variability in reporting relationship and scope of work due to differences in organizational structure. Several solid and moderate job matches were identified as presented below.

Santa Monica College  
Regular Personnel Commission Meeting MINUTES  
Wednesday, October 20, 2021

AGENCY	CLASS TITLE	MIN	MAX	MEDIAN
Santa Monica College	Director of Marketing & Communications	\$9,410	\$11,438	\$10,424
City of Santa Monica	Senior Marketing Manager	\$8,716	\$10,760	\$9,738
Contra Costa College	Director of Marketing and Media Design	\$9,287	\$11,314	\$10,301
Glendale Community College	Director of Communications and Community Relations	\$9,436	\$12,046	\$10,741
Mt. San Antonio College	Director, Marketing & Communications	\$12,985	\$14,180	\$13,583
North Orange County CCD	Director of Campus Communications	\$7,655	\$9,687	\$8,671
Santa Barbara City College	Director of Marketing and Publications	\$8,374	\$10,203	\$9,289
State Center CCD	College Director of Marketing & Communications	\$7,850	\$9,654	\$8,752
	Average	\$9,186	\$11,121	\$10,153
	25th Percentile	\$8,112	\$9,945	\$9,029
	50th Percentile	\$8,716	\$10,760	\$9,738
	75th Percentile	\$9,362	\$11,680	\$10,521
	80th Percentile	\$9,406	\$12,046	\$10,726
	90th Percentile	\$10,856	\$12,900	\$11,878
	SMC % RANK	80.40%	69.40%	71.30%
	SMC Differences From AVG	2%	3%	3%
	SMC Differences From MED	7%	6%	7%

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

## **SALARY ALLOCATION**

It is recommended that the salary for the Director of Marketing and Communications be allocated to Range M30 (\$9,410 to \$11,438 per month) on the Classified Management Salary Schedule. The goal was to recommend a competitive salary to attract and retain qualified candidates, while ensuring that the proposed range is aligned with other management classifications that are most comparable in terms of impact of work, reporting level, minimum qualifications and level of responsibility. The proposed increase would place the median salary for this classification at the 71st percentile as compared to the market median and align salary with classified management roles with comparable level of responsibility. The salary proposal has been reviewed with executive leadership, Human Resources and Business Services. Management classifications currently allocated in the recommended range are as follows:

JOB TITLE	REPORTS TO	RANGE	MIN	MAX
Director of the SMC Foundation	Dean, Institutional Advancement/SMC Foundation	M30	\$9,410	\$11,438
Director of Marketing & Communications	Senior Director, Government Relations/Institutional Communications	M30	\$9,410	\$11,438
Director of Web and Social Media Strategy	Senior Director, Government Relations/Institutional Communications	M30	\$9,410	\$11,438

Salary differences within Marketing and Communications were also considered. This role will supervise the marketing and communications staff, oversee the department operations and lead the staff to execute the College's marketing and communications strategy.

JOB TITLE	REPORTS TO	MIN	MAX	RANGE	% DIFF BETWEEN LEVELS
Director of Marketing & Communications (NEW)	Senior Director, Government Relations/Institutional Communications	\$9,410	\$11,438	M30	0.00%
Web Content and Social Media Manager*	Senior Director, Government Relations/Institutional Communications	\$6,688	\$8,129	M16	-3.98%
Marketing Design Coordinator	Senior Director, Government Relations/Institutional Communications	\$6,965	\$8,466	48	7.57%
Senior Graphic Designer	Senior Director, Government Relations/Institutional Communications	\$6,475	\$7,871	45	2.50%
Web Services Coordinator*	Director of Web and Social Media Strategy	\$6,317	\$7,679	44	12.94%
Graphic Designer	Senior Director, Government Relations/Institutional Communications	\$5,593	\$6,799	39	34.03%
Web Content Developer*	Director of Web and Social Media Strategy	\$4,173	\$5,073	27	

\*Pending Review

### **RECOMMENDATION**

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

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

**Santa Monica Community College District  
Personnel Commission**

**Director of Marketing & Communications**

**CONCEPT OF THE CLASS**

Under administrative direction, the position in this classification plans, implements and directs the College's marketing and communications strategy to support the advancement of institutional goals and objectives.

**DISTINGUISHING CHARACTERISTICS**

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

The **Public Information Officer** disseminates information regarding District activities through written news releases, feature articles, webpages, newsletters, and press conferences.

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

**ESSENTIAL DUTIES**

Researches, develops, implements, and delivers strategic marketing and communication plans, public relations, and branding campaigns that enhance the District's prominence among key audiences by increasing public awareness and support of District programs, services and priorities.

Writes and oversees the development of a robust messaging strategy that articulates Santa Monica College's mission and vision, targeting both internal and external audiences, including national and international outreach.

Develops and maintains a cohesive brand, and promotes it with creative marketing and communication strategies that incorporate varied advertising vehicles including digital, print and social media channels; coordinates mass media advertising buys for the college, including digital, print, radio, outdoor media, and social media channels.

Assesses market opportunities and evaluates market trends to recommend marketing improvements and reacts to competition, consumer attitudes, and behaviors.

Facilitates discussions with executive leaders about College marketing strategies, solutions and opportunities to advance organizational goals and align College-wide communications framework and practices.

Analyzes communication distribution systems; develops, recommends, implements and directs the placement of advertising and management of off-campus information and on-campus presentations.



Leads the development of digital and video creative concepts and strategies that align associated college entities.

Ensures messaging reach represents the college to diverse audiences in an effort to recruit and retain student enrollment; collaborates with personnel from various departments to develop recruitment programs for prospective students, employees, and Foundation donors.

Motivates and directs marketing and communications staff, oversees and directs the work of outside vendors and contractors in the strategic development of communications, editorial and press coverage to ensure department objectives are met; reviews all media materials for accuracy, editorial excellence and conformance to institutional goals and aims.

Evaluates and reports the effectiveness and efficiency of communication strategies in relation to the college's short and long-range goals by obtaining feedback from internal and external constituents through surveys, public opinion studies, and group meetings; leverages metrics to increase relevance, drive engagement, and make recommendations for optimization.

Evaluates Marketing department needs relative to college goals and provides data and recommendations on equipment and staffing.

Manages and approves the annual advertising and marketing budget.

Performs other related duties as requested or assigned.

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

#### SUPERVISION

***Supervision Received:***

This position receives administrative direction from the Senior Director of Government Relations & Institutional Communications and the College President.

***Supervision Exercised:***

This position may supervise assigned staff.

#### KNOWLEDGE, SKILLS AND ABILITIES

**Knowledge of:**

Principles of brand management, marketing, public relations and advertising

Principles of effective leadership, employee motivation and team building

Modern marketing and communications theory and practices

The latest digital and integrated marketing tools and related metric analysis techniques

Collaborative and team building strategies to facilitate buy in from stakeholders

Organizational structures, shared governance philosophy, and administrative bureaucratic protocols

Principles and techniques of effective writing and editing as well as the fundamentals of composition, layout and production used in communications media

Public information channels and methods of disseminating information to target markets

Budget preparation and effective expenditure control methods

Supervisory principles and practices sufficient to be able to delegate responsibility and assignments to subordinate personnel

Employee development and performance evaluations principles and practices

**Ability to:**

Provide creative direction and strategy as the college's brand manager

Provide leadership in the planning, development, and direction of communication strategies

Direct the execution of an integrated and strategic marketing plan on all media platforms

Ensure cohesive brand integration and application across all creative executions

Communicate effectively, both orally and in writing

Write content and convey information concisely and clearly

Prepare presentations and reports

Lead, motivate, develop and engage cross-functional teams to achieve excellence

Build collaborative relationships across the college and with community stakeholders

Effectively prepare and monitor a budget; maintain proper accounting and budgetary controls

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

Present information in creative and persuasive formats

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

**MINIMUM QUALIFICATIONS**

***Education Requirement:***

Bachelor's degree from an accredited college or university with a major in Marketing, Public Relations, or a closely related field. A master's degree in a closely related field is preferred.

***Experience Requirement:***

Five (5) years of progressively responsible experience in communications, journalism, marketing, or public relations work preferably in a large organization, including at least two (2) years of management or supervisory 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:***

None.

**WORKING ENVIRONMENT & PHYSICAL DEMANDS**

***Disclosure:***

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

***Normal Office Environment:***

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

**CLASS DETAIL**

<b><i>Job Family:</i></b>	Community Outreach
<b><i>FLSA Status:</i></b>	Exempt
<b><i>Personnel Commission Approval Date:</i></b>	10/20/21
<b><i>Class History:</i></b>	
<b><i>Revision Date(s):</i></b>	

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<b>Disposition by the Commission</b>	
<b>Motion made by:</b>	Joy Abbott
<b>Seconded by:</b>	Lawrence Leone
<b>Ayes:</b>	5
<b>Nays:</b>	0
<b>Abstentions:</b>	0
<b>Amendments/Comments</b>	

**AGENDA REPORT NO. 9**

**SUBJECT: APPROVAL OF MEETING MINUTES**

DATE: October 20, 2021

TO: Members of the Personnel Commission

FROM: Carol Long, Director of the Personnel Commission

- 1.Special Meeting 9.17.2021
- 2.Regular Meeting 9.15.2021

**AGENDA REPORT NO. 10**

**SUBJECT: EXTENSION OF ELIGIBILITY LISTS:**

- **INSURANCE PROGRAM SPECIALIST**
- **OUTREACH AND RECRUITMENT SPECIALIST**
- **RISK AND INSURANCE COORDINATOR**

DATE: October 20, 2021

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:

<b>Classification</b>	<b>Original Expiration Date</b>	<b>Current Expiration Date</b>	<b>Number of Candidates on List</b>	<b>Number of Ranks on List</b>	<b>Proposed Expiration Date</b>
Insurance Program Specialist	11/2/2021	11/2/2021	7	5	5/2/2022
Outreach and Recruitment Specialist	1/10/2021	11/10/2021	3	3	1/10/2022
Risk and Insurance Coordinator	11/2/2021	11/2/2021	2	2	5/2/2022

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

Merit Rule 6.2.3 Duration of Eligibility List

6.2.3

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

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

**RECOMMENDATION**

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

**AGENDA REPORT NO. 11**

**SUBJECT: RATIFICATION OF ELIGIBILITY LISTS**

DATE: October 20, 2021

TO: Members of the Personnel Commission

FROM: Carol Long, Director of the Personnel Commission

BY: José A. Guzmán, Personnel Technician

<b>Class Title</b>	<b>Field of Competition</b>	<b>Promotional</b>	<b>Total On List</b>	<b>Expiration Date</b>
Administrative Assistant I	Promotional	5	5	3/31/2022
Carpenter	Merged Promotional & Open Competitive	0	6	10/03/22
Director of Human Resources	Promotional & Open Competitive	1	5	4/17/22
Financial Aid Systems Specialist	Promotional & Open Competitive	0	2	10/21/2022
Personnel Analyst	Promotional	1	1	10/14/22

<b>Unranked Special Skills Eligibility Lists Total on List</b>	
Spanish Proficiency – Speaking	2
Spanish Proficiency – Writing	1

**AGENDA REPORT NO. 12**

**SUBJECT: EXAMINATION SCHEDULE**

DATE: October 20, 2021

TO: Members of the Personnel Commission

FROM: Carol Long, Director of the Personnel Commission

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

<b>Class Title</b>	<b>Field of Competition</b>	<b>Time</b>
Accountant	Promotional	3 weeks
Accounting Specialist	Promotional	3 weeks
Accounting Technician	Promotional	3 weeks
Associate Programmer Analyst	Promotional and Open Competitive	3 weeks
Athletic Trainer	Promotional and Open Competitive	3 weeks
Enrollment Services Specialist	Promotional	3 weeks
Enterprise Business Supervisor	Promotional	3 weeks
Events Assistant	Open Competitive	3 weeks
Health Assistant	Promotional and Open Competitive	3 weeks
Personnel Specialist	Promotional and Open Competitive	3 weeks
Personnel Technician	Promotional and Open Competitive	3 weeks
Stage Construction Technician-Sound	Merged Promotional and Open Competitive	3 weeks
Theatre Technical Specialist	Open Competitive	3 weeks



**AGENDA REPORT NO. 13**

**SUBJECT: RATIFICATION OF LIMITED TERM ASSIGNMENTS**

DATE: October 20, 2021

TO: Members of the Personnel Commission

FROM: Carol Long, Director of the Personnel Commission

BY: José A. Guzmán, Personnel Technician

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:

<b>Position Classification</b>	<b>Department</b>	<b>Effective Dates</b>
Bookstore Clerk/Cashier (6 part-time positions)	Bookstore	10/04/21-12/23/21
Customer Service Assistant (3 part-time positions)	Bookstore	10/04/21-12/23/21

**AGENDA REPORT NO. 14**

**SUBJECT: ADVISORY ITEM: APPOINTMENTS TO LIMITED TERM POSITIONS**

DATE: October 20, 2021

TO: Members of the Personnel Commission

FROM: Carol Long, Director of the Personnel Commission

BY: José A. Guzmán, Personnel Technician

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

Candidate	Position	Department	Duration*	Eligible List Date
Chang, Tony	Bookstore Clerk/Cashier	Bookstore	10/04/21-12/23/21	06/18/08
Garcia, Lucy	Bookstore Clerk/Cashier	Bookstore	10/04/21-12/23/21	03/08/99
Lopez, Jose	Bookstore Clerk/Cashier	Bookstore	10/04/21-12/23/21	07/18/11
Miles, Erik	Bookstore Clerk/Cashier	Bookstore	10/04/21-12/23/21	02/21/07
Pacheco, Wendy	Bookstore Clerk/Cashier	Bookstore	10/04/21-12/23/21	01/23/09
Thielking, Alan	Bookstore Clerk/Cashier	Bookstore	10/04/21-12/23/21	08/26/92
Beck, Michael	Customer Service Assistant	Bookstore	10/04/21-12/23/21	05/16/18
Carter, Ashlie	Customer Service Assistant	Bookstore	10/04/21-12/23/21	05/16/18
English, Kara	Customer Service Assistant	Bookstore	10/04/21-12/23/21	05/16/18

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

Reference Merit Rule 7.4.3 (A) –Eligibility for Appointment  
 Limited term appointments shall be made from eligibility lists and employment lists in accordance with procedures for regular appointments.

**AGENDA REPORT NO. 15**

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

DATE: October 20, 2021

TO: Members of the Personnel Commission

FROM: Carol Long, Director of the Personnel Commission

BY: José A. Guzmán, Personnel Technician

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

<b>Candidate</b>	<b>Position</b>	<b>Department</b>	<b>Duration*</b>
Alexander, Natasha	Cosmetology Assistant	Cosmetology	10/11/21-02/02/22
Salgueiro, Jorge	Health Assistant	Health Services	10/11/21-11/30/21
Velasquez, Ana	Health Assistant	Health Services	09/24/21-11/30/21
Hamblet, Cristina	Student Services Assistant	Health Services	09/16/21-11/30/21
Jovel, Natalie	Student Services Assistant	SSSP	10/11/21-02/28/22
Zakarian, Alexander	Student Services Assistant	SSSP	10/26/21-02/28/22
Campos, Alonzo	Student Services Clerk	Health Services	09/14/21-10/29/21
Padilla Jr., Joel	Student Services Clerk	Health Services	09/10/21-10/29/21

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

**AGENDA REPORT NO. 16**

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

DATE: October 20, 2021

TO: Members of the Personnel Commission

FROM: Carol Long, Director of the Personnel Commission

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

**Working out of Class Assignment (Provisional)**

Name/Permanent Class	Provisional WOC Assignment*	Dates of Current Assignment
Jonathan Ng, Senior Graphics Designer	Marketing Design Coordinator	10/1/2021 to 12/17/2021; 1/3/2022 to 2/22/2022
Sharon Thomas, Administrative Assistant II	Class Scheduling Specialist	9/20/2021 to 10/29/2021
Paul Trautwein, Web Services Coordinator	Director of Web Content and Social Media Strategy	10/6/2021 to 12/17/2021; 1/3/2022 to 2/22/2022

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

**Correction to Provisional Working out of Class Assignment**

Name/Permanent Class	Provisional WOC Assignment*	Previous Assignment Dates	Correction to Assignment Dates
Paul Trautwein, Web Services Coordinator	Web Content and Social Media Manager	9/27/2021 to 2/15/2022	9/27/2021 to 10/5/2021

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

**Extension to Provisional Working out of Class Assignment**

Name/ Permanent Class	Provisional WOC Assignment*	Initial Assignment Dates	Extension to Assignment Dates
Rhonda Robinson/ Enterprise Business Services Specialist	Payroll Specialist	6/16/2021 to 10/22/2021	10/23/2021 to 11/15/2021

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

\*\*Pending PBAR approval.

**Extension to Temporary Assignment – Change in Status to Substitute Limited Term**

<b>Name/ Permanent Class</b>	<b>Temporary Assignment*</b>	<b>Initial Assignment Dates</b>	<b>Extension to Assignment Dates</b>
Gustavo Kalinec/ Enterprise Business Services Clerk	Enterprise Business Services Specialist	6/16/2021 to 10/22/2021	10/23/2021 to 11/15/2021

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

\*\*Pending PBAR approval.

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

3.2.10

**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 which he or she is assigned. An employee may be required to perform other related duties consistent with the concept of the classification to which the position is assigned.

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

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

**Procedure for Supervisor Requesting Approval for Working Out of Class**

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

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

11.7 Work out of Classification

#### 11.7.1 Definition:

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

#### 11.7.3 Compensation:

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

#### 11.4 Salary on Promotion

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

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

##### 7.4.1 LIMITED TERM POSITIONS DEFINED

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

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

##### 7.4.2 PROCEDURE FOR ESTABLISHMENT OF LIMITED-TERM POSITIONS

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

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

### 7.4.3 ELIGIBILITY FOR APPOINTMENT

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

### **RECOMMENDATION**

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

**AGENDA REPORT NO. 17**

**SUBJECT: CLASSIFICATION AND COMPENSATION TRACKING REPORT**

DATE: October 20, 2021

TO: Members of the Personnel Commission

FROM: Carol Long, Director of the Personnel Commission



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

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**AGENDA REPORT NO. 18**

**SUBJECT: RECRUITMENT AND EXAMINATION STATUS REPORT**

DATE: October 20, 2021

TO: Members of the Personnel Commission

FROM: Carol Long, Director of the Personnel Commission

Recruitment and Examination Status Report											
Classification	Assig	FOC	VAC	Opened	Closed	Written	T & E E	Perf.	QAI	E-List	Ratf.
<b>Accountant</b>		P									
<b>Accounting Specialist</b>		P									
<b>Accounting Technician</b>		P									
Administrative Assistant I	OV	P		7/27/21	8/16/21				9/23/21	10/1/21	10/20/21
Administrative Assistant I	AF	O									
Administrative Assistant II	AF	PO									
Assistant Director of Facilities Planning and Construction	JL	MPO	1	8/25/21	10/22/21						
<b>Associate Programmer Analyst</b>		PO									
<b>Athletic Trainer</b>		PO	Temp								
Case Management Coordinator	JL	MPO	1								
Carpenter	KM	MPO	1	1/27/20	2/18/20	3/06/20			9/23/21	10/4/21	10/20/21
Community College Police Captain	JL	PO	1	7/22/21	10/8/21				9/27, 10/18		
Cosmetology Assistant		PO	1								
Custodial Operations Supervisor	KM	P	1	9/16/21	10/6/21						
Director of Human Resources	AG/AF	PO	1	8/17/21	9/14/21				10/5/21	10/18/21	10/20/21
Director of Web and Social Media Strategy	KM	MPO	1	10/7/21	10/27/21						
DSPS Specialist		P									
<b>Enrollment Services Specialist</b>		P	Temp								
Enterprise Business Specialist		P	1								
<b>Enterprise Business Supervisor</b>		P									
<b>Events Assistant</b>		O	Temp								
Financial Aid Systems Specialist	OV	PO	1	8/26/21	9/16/21				10/14/21	10/22/21	10/20/21
Grounds Supervisor	JG	PO	1	9/16/21	10/6/21						
Health Assistant		PO	Temp								
<b>Health Assistant</b>		PO									
Instructional Assistant – English		PO	2								
Instructional Assistant – Math	JG	PO									
Laboratory Technician-Broadcast Digital Media	JG	PO	1	8/18/21	9/15/21						
Lead Receiving, Stockroom, and Delivery Worker		P	1								
Payroll Specialist	AF	PO	1	7/28/21	8/17/21	9/21-9/27			10/19/21		
Programmer Analyst	JL/JG	PO	1	8/31/21	9/30/21		10/11/21				
Program Specialist	OV	PO									
Personnel Analyst	KM	P	Temp	6/28/21	7/19/21				10/7/21	10/15/21	10/20/21
<b>Personnel Specialist</b>		PO	Temp								
<b>Personnel Technician</b>		PO	Temp								

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Recruitment and Examination Status Report (Cont)											
Classification	Assig	FOC	VAC	Opened	Closed	Written	T & E E	Perf.	QAI	E-List	Ratif.
Research and Planning Analyst	JG	PO	Temp	9/24/21	10/14/21						
<b>Stage Construction Technician-Sound</b>		MPO	Temp								
Student Services Assistant	OV	PO	1	8/26/21	9/16/21	10/19-10/25					
Student Services Clerk	OV	PO	1	7/26/21	8/13/21	10/19-10/25					
Student Services Specialist	OV	PO	2	10/21/21	11/10/21						
<b>Theatre Technical Specialist</b>		O	Temp								

Items in bold are pending approval by the Personnel Commission

On Hold											
Classification	Assig	FOC	VAC	Opened	Closed	Written	T & E E	Perf.	QAI	E-List	Ratif.
Customer Service Assistant		PO									
Enterprise Business Services Clerk		PO									
Enterprise Business Supervisor	AF	P									
Journeyman Trade-HVAC	KM	MPO		3/3/20	3/23/20						
Lead Custodian	KM	MPO									
Skilled Maintenance Worker II	KM	P									

**IV. MEETING ADJOURNED at 12:32 PM**

<b>Disposition by the Commission</b>	
<b>Motion made by:</b>	Joy Abbott
<b>Seconded by:</b>	Lawrence Leone
<b>Ayes:</b>	5
<b>Nays:</b>	0
<b>Abstentions:</b>	0
<b>Amendments/Comments</b>	

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

As required by law, this agenda for the Wednesday, October 20, 2021, Regular Meeting of the Santa Monica College Personnel Commission was posted on the official District website no later than 72 hours prior to the date and time of this meeting.