



**PERSONNEL COMMISSION
REGULAR MEETING MINUTES
Wednesday, December 15, 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 & Records: Esau Tovar African American Center: Sherri Bradford Athletics: Sandra Hernandez Auxiliary Services: Ofelia Meza Bundy: Beverly Redd-Walker Business Department: Peter Murray Campus Police Office: Jennifer Jones Campus Store: Elesee Juarez Career Services: Vicky Rothman Cashier's Office: Veronica Romo Center for Media & Design: Community Education: Alice Meyering Counseling Office: Laurie Guglielmo Custodian Time Clock: Anthony Williams Disabled Students Center: Nathalie Laille Early Childhood Ed.: L. Manson Emeritus College: V. Rankin-Scales English Dept.: Martha Hall EOP&S: Nick Mata ESL Office: Jocelyn Alex Events Office: Yesenia Penate Faculty Association: Peter Morse Financial Aid Office: Stacy Neal Health Sciences: Clarenda Stephens Health Office: Nancy Alfaro HSS: Carolyn Baugh Institutional Research: International Education Center: Ana Jara KCRW: Latino Center: Maria Martinez Madison: Gail Johnson Maintenance/Operations: A. DiGregorio Math Village: Kristina Fukuda Media Center: L. Nakamura Modern Language: Travis Grant Music: Lori Geller Outreach & Recruitment: Will Taylor Payroll: Ian Fraser Science: Ingrid Cardwell Student Life: Amelia Trejo Superintendent/Presidents Office: L. Kilian STEM: Vanan Yahnian Theater Arts: Judy Louff W& ED/Bundy: Tricia Ramos</p>	<p>ADMINISTRATORS and MANAGERS</p> <p>Emeritus: Scott Silverman Facilities: Dennis Biddle HR: Tre'Shawn Hall-Baker Info Tech: Marc Drescher IEC: N. Pressian Instructional Technology: Maintenance: Devin Starnes Terry Kamibayashi Operations: Anthony Barlow Felicia Hudson Robert Villanueva Receiving: Lisa Davis Supplemental Instruction: Wendi DeMorst</p>	<p>PRESIDENT/SUPERINTENDENT and SENIOR STAFF</p> <p>Superintendent/President: Kathryn Jeffery Executive VP: VP Academic Affairs: Bradley Lane VP Business/Admin: Chris Bonvenuto VP Enroll. Services: T. Rodriguez VP Human Resources: Sherri Lee-Lewis VP Student Affairs: M. Tuitasi Senior Director Government Relations & Institutional Communications: Don Girard Community Relations: Kiersten Elliott Public Information: Grace Smith</p> <p>PUBLIC POSTING LOCATIONS</p> <p>2714 Pico: exterior display box Online: www.smc.edu</p> <p>EMPLOYEE ORGANIZATIONS</p> <p>CSEA Labor Rep.: Jessica Gonzalez CSEA Chapter Pres.: Mike Roberts CSEA Chapter 1st V.P.: 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>
--	---	--

PUBLIC PARTICIPATION FOR VIRTUAL MEETINGS

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

Individuals wishing to speak or submit written comments to be read at the meeting shall send an email to personnel_commission@smc.edu, by no later than 11:00 a.m. on Wednesday, December 15, 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

Cyclical Classification Studies

Director Carol Long presented four classifications as part of the cyclical classification studies: Career Services Advisor, Senior Career Services Advisor, Athletic and Kinesiology Equipment Specialist, and Athletic Trainer.

She also presented one recommendation for revisions and salary reallocation for Enterprise Business Services Specialist, in preparation for a recruitment.

Recruitment

Seven eligibility lists for approval: Assistant Director of Facilities Planning and Construction, Custodial Operations Supervisor, Director of Web and Social Media Strategies, Enterprise Business Services Supervisor, Grounds Supervisor, Student Services Clerk, and Student Services Assistant.

There are currently 18 recruitments in process, and 16 more upcoming.

Merit Rules Advisory Committee Update

First reading revisions to twelve sections of Merit Rule 12.2, which cover General Salary Provisions.

SMC Staff News

Announced the departure of Amy Gurjian and her new appointment as Assistant Director of Compensation for USC.

D. Comments and Informational Reports

Recognition of Employee Longevity – December 2021

5 YEARS

Nicholas Chambers, Academic Records Evaluator, Admissions & Records

Jose G. Hernandez congratulated "Nick" on 5 years with the College.

Lisa Davis, Warehouse and Mail Services Manager, PCAL

15 YEARS

Ruben Cadena, Community College Police Officer, SMCPD
D. Brennan Wheeler, Laboratory Technician-Art, Art

25 YEARS

Leticia Kilian, Administrative Assistant IV-Confidential, Superintendent/President's Office
Dr. Kathryn Jeffrey and Bob Myers congratulated "Letty" on 25 years with the College.

Karen Lehman, Campus Store Operations Assistant, Campus Store

E. Comments from the Vice President of Human Resources

Vice President Sherri Lee-Lewis wished congratulations to all of the rock star employees on their longevity with the district.

She provided an update on the vaccination program stating that the interactives with employees are still underway.

Negotiations with the Faculty Association, Police Officers Association, and CSEA are going well.

She praised the Personnel Commission for continuing to meet the needs of the District with recruitments and classification studies and said a very special thank you to Amy. Stating that Amy will be missed along with her skill set that is unmatched.

F. Comments from the CSEA Chapter 36 Representative

No Comments

G. Comments from the Management Association President

No Comments

H. Comments from the Personnel Commission Staff

No Comments

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

No Comments

J. Comments by Personnel Commissioners

Commissioners Joy Abbott, Deborah Jansen, Barbara Greenstein extended their congratulations to Amy.

II. AGENDA REPORTS – MAJOR ITEMS OF BUSINESS

#	Item	Page
1	AMENDMENT TO RULES AND REGULATIONS OF THE CLASSIFIED SERVICE – CHAPTER 12: SALARIES, OVERTIME PAY, AND BENEFITS MERIT RULE 12.2.2 – 12.2.11 (AS RENUMBERED) – FIRST READING	7
2	ELECTION OF PERSONNEL COMMISSION OFFICERS FOR 2022	20
3	APPROVAL REQUEST – PERSONNEL COMMISSION OFFICE CLOSURE DURING THE SMC WINTER HOLIDAY BREAK	21
4	REQUEST TO CERTIFY FROM ALTERNATE ELIGIBILITY LIST: COMMUNITY COLLEGE POLICE SERGEANT	22
5	REQUEST FOR APPROVAL OF CLASSIFICATION REVISIONS: ATHLETIC & KINESIOLOGY EQUIPMENT SPECIALIST	23
6	REQUEST FOR APPROVAL OF CLASSIFICATION REVISIONS: ATHLETIC TRAINER	34
7	REQUEST FOR APPROVAL OF CLASSIFICATION REVISIONS AND SALARY REALLOCATION: CAREER SERVICES ADVISOR	45
8	REQUEST FOR APPROVAL OF CLASSIFICATION REVISIONS: SENIOR CAREER SERVICES ADVISOR	55
9	REQUEST FOR APPROVAL OF CLASSIFICATION REVISIONS AND SALARY REALLOCATION: ENTERPRISE BUSINESS SERVICES SPECIALIST	65

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

#	Item	Page
10	APPROVAL OF MEETING MINUTES	77
11	EXTENSION OF ELIGIBILITY LISTS: <ul style="list-style-type: none"> • ACCOUNTS PAYABLE SUPERVISOR • OUTREACH AND RECRUITMENT SPECIALIST 	78
12	EXAMINATION SCHEDULE: <ul style="list-style-type: none"> • ACADEMIC RECORDS EVALUATOR • CARPENTER • DIRECTOR OF PROCUREMENT, CONTRACTS AND LOGISTICS • FACILITIES MAINTENANCE SUPERVISOR • LEAD THEATER TECHNICIAN 	79
13	RATIFICATION OF LIMITED TERM ASSIGNMENTS	80
14	ADVISORY ITEM: APPOINTMENTS TO LIMITED TERM POSITIONS	81
15	ADVISORY ITEM: APPOINTMENTS TO PROVISIONAL ASSIGNMENTS	82
16	RATIFICATION OF PROVISIONAL WORKING OUT OF CLASS AND INTERNAL LIMITED TERM ASSIGNMENTS	83
17	RATIFICATION OF ELIGIBILITY LISTS: <ul style="list-style-type: none"> • ASSISTANT DIRECTOR OF FACILITIES PLANNING AND CONSTRUCTION • CUSTODIAL OPERATIONS SUPERVISOR • DIRECTOR OF WEB AND SOCIAL MEDIA STRATEGY • ENTERPRISE BUSINESS SUPERVISOR • GROUNDS SUPERVISOR • STUDENT SERVICES ASSISTANT • STUDENT SERVICES CLERK 	84
18	CLASSIFICATION AND COMPENSATION TRACKING REPORT	85
19	RECRUITMENT AND EXAMINATION STATUS REPORT	87

IV. ADJOURNMENT

Santa Monica College
Regular Personnel Commission Meeting Minutes
Wednesday, December 15, 2021

Agenda Report No.	1
Subject	AMENDMENT TO RULES AND REGULATIONS OF THE CLASSIFIED SERVICE – CHAPTER 12: SALARIES, OVERTIME PAY, AND BENEFITS MERIT RULE 12.2.2-12.2.11 (AS RENUMBERED) – FIRST READING <i>(Note: No Formal Action To Be Taken At This Meeting)</i>
Date	December 15, 2021
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

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

Rule 12.2

GENERAL SALARY PROVISIONS

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

12.2.1

INTERPRETATION OF THE SALARY SCHEDULE

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

12.2.2

TIME FOR PAYMENT
(EDUCATION CODE SECTION 85244-)

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

Section 12.2.3

12.2.3

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

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

12.2.4

SALARY ON EMPLOYMENT

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

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

B. Advanced Step Placement

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

1. Placement at the second step may be approved if the employee has had at least two (2) additional years of training and experience beyond the years indicated in the class qualifications, and two or more of the criteria listed in Section 12.2.4.B.3 are present.
2. Placement at the third step may be approved if the employee has had at least four (4) additional years of training and experience beyond the years indicated in the class qualifications, and two or more of the criteria listed in Section 12.2.4.B3 are present.

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

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

4. The maximum initial salary placement is the third step on the salary schedule, unless approval for higher initial salary placement is granted by the Personnel Commission, Superintendent/President, and the appropriate appointing authority. In order to be considered for initial salary placement above Step C, candidates must have more than four (4) additional years of training and experience beyond the years indicated in the class qualifications, and two or more of the criteria listed in 12.2.4.B.3. must be present.
5. The initial offer or denial of Advanced Step Placement will be made as part of the job offer, and will be subject to receipt of written verification submitted by the new employee indicating that relevant criteria as outlined in Section 12.2.4 (B) have been met. Failure of the employee to submit the verification by the start date of employment shall result in ineligibility for Advanced Step Placement.

C. Accelerated Hiring Rate

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

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

4. The maximum initial salary placement is the third step on the salary schedule, unless approval for higher initial salary placement is granted by the Personnel Commission, Superintendent/President, and the appropriate appointing authority. In order to be considered for initial salary placement above Step C, candidates must have more than four (4) additional years of training and experience beyond the years indicated in the class qualifications, and two or more of the criteria listed in 12.2.4.B.3. must be present.
5. The initial offer or denial of Advanced Step Placement will be made as part of the job offer, and will be subject to receipt of written verification submitted by the new employee indicating that relevant criteria as outlined in Section 12.2.4 (B) have been met. Failure of the employee to submit the verification by the start date of employment shall result in ineligibility for Advanced Step Placement.

C. Accelerated Hiring Rate

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

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

Section 12.2.5

12.2.5

SALARY INCREMENTS

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

12.2.6

SPECIAL SALARY INCREMENTS FOR MANAGEMENT
AND CONFIDENTIAL EMPLOYEES

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

increment date.

Section 12.2.7

~~12.2.7 WITHHOLDING SALARY INCREMENTS~~

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

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

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

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

12.2.87 SALARY ON PROMOTION

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

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

Revision approved by Personnel Commission on 6.17.2020.

12.2.98 SALARY ON DEMOTION

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

PC approved: 9-18-91

Section 12.2.409

12.2.409

SALARY ON RECLASSIFICATION

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

12.2.410

SALARY ON REALLOCATION

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

12.2.411

SALARY ON TRANSFER

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

Agenda Report No.	2
Subject	ELECTION OF PERSONNEL COMMISSION OFFICERS FOR 2022
Date	December 15, 2021
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

BACKGROUND

The Personnel Commission elects its officers for the following year in December of each year. Officers to be elected are Chair and Vice Chair.

RECOMMENDATION

It is recommended that the Personnel Commission elect its Chair and Vice Chair for 2022.

ELECTION OF OFFICERS: CHAIR – 2022

Disposition by the Commission	
Motion made by:	Deborah Jansen
Seconded by:	Barbara Greenstein
Ayes:	4
Nays:	0
Abstentions:	0
Amendments/Comments	
Dr. Joseph Metoyer was re-elected as Chair of the Personnel Commission.	

ELECTION OF OFFICERS: VICE CHAIR – 2022

Disposition by the Commission	
Motion made by:	Barbara Greenstein
Seconded by:	Deborah Jansen
Ayes:	4
Nays:	0
Abstentions:	0
Amendments/Comments	
Joy Abbott was re-elected as Vice Chair of the Personnel Commission.	

Santa Monica College
 Regular Personnel Commission Meeting Minutes
 Wednesday, December 15, 2021

Agenda Report No.	3
Subject	APPROVAL REQUEST – PERSONNEL COMMISSION OFFICE CLOSURE DURING THE SMC WINTER HOLIDAY BREAK
Date	December 15, 2021
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

It is requested that the Personnel Commission approve the closing of its office from Friday, December 24, 2021 through Monday, January 3, 2022 in observance of the Santa Monica College Winter Holiday break. All Santa Monica College Offices will be closed during this time.

Disposition by the Commission	
Motion made by:	Joy Abbott
Seconded by:	Deborah Jansen
Ayes:	4
Nays:	0
Abstentions:	0
Amendments/Comments	

Agenda Report No.	4
Subject	REQUEST TO CERTIFY FROM ALTERNATE ELIGIBILITY LIST: • COMMUNITY COLLEGE POLICE SERGEANT
Date	December 15, 2021
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

BACKGROUND

There is an active eligibility list for Community College Police Captain which will be expiring on October 25, 2022. This eligibility list currently contains four candidates and two ranks.

The duties of the Community College Police Sergeant include a significant portion of the duties included in the Community College Police Captain classification, and the necessary skills and knowledge for Community College Police Sergeant were adequately tested in the examination for Community College Police Captain.

Merit Rule 6.3.13 states the following:

- A. If there is no eligibility list for the class in which a vacancy occurs, certification may be made from a list for another class at the same or a higher salary level provided:
 1. The duties and qualifications of the class for which the examination was given include substantially all of the duties of the position to be filled.
 2. The Personnel Commission finds that the use of the list is in the best interest of the District and that the necessary skills and knowledge were adequately tested in the examination.

RECOMMENDATION

It is recommended that the Commission approve the use of the Community College Police Captain eligibility list to certify eligible(s) to any current and upcoming vacancies for Community College Police Sergeant.

Disposition by the Commission	
Motion made by:	Barbara Greenstein
Seconded by:	Joy Abbott
Ayes:	4
Nays:	0
Abstentions:	0
Amendments/Comments	

Agenda Report No.	5
Subject	REQUEST FOR APPROVAL OF CLASSIFICATION REVISIONS: ATHLETIC & KINESIOLOGY EQUIPMENT SPECIALIST
Date	December 15, 2021
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	Olga Vasquez, Personnel Analyst

BACKGROUND

Attached for your approval are the classification revisions for **Athletic & Kinesiology Equipment Specialist**.

As part of the cyclical review process, we are reviewing classifications in Athletics. The SMC Athletics Department provides the opportunity for student-athletes to achieve personal excellence in both academics and athletics. The Department is committed to a competitive program that serves the interest of the student body and encompasses the ethical values and educational philosophy of the College's mission, through programs that are competitive at the conference, regional, and state levels, aspiring to exemplify SMC's commitment to excellence and bring positive recognition to both the institution and the community.

The Athletics & Kinesiology Equipment Specialist classification was originally created in August 1989. This classification was last revised and retitled on February 2020 to better clarify departments the classification is assigned to and prepare for an upcoming recruitment. There are currently three incumbents in this classification.

METHODOLOGY

This study was scheduled in the cyclical review calendar for 2020/2021. Incumbents in the Athletics job discipline, as well as CSEA, were invited to participate in a class study orientation on March 29, 2021 to discuss the purpose of the study, methodology, timelines, possible outcomes and implications, and frequently asked questions. The incumbents were requested to complete a Position Description Questionnaire (PDQ) by April 19, 2021.

Personnel Commission staff met with Reggie Ellis, Director, Athletics and Lydia Ayala, Assistant Director, Athletics, to discuss the class description. In addition, the supervisor was requested to complete a duty analysis worksheet by rating the frequency and criticality of each duty in the current class description. Distinguishing characteristics were modified to delineate this classification from related roles. Additionally, revisions are proposed to clarify duties assigned, knowledge and abilities and entrance requirements required for the job. The class concept and duties were modified to clarify the level and scope of work performed by this classification. Classification revisions were sent for review to the incumbents, Department management, CSEA, Business Services, Human Resources, and executive leadership.

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

RESULTS

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

Incumbents in this role are responsible for organizing and maintaining uniforms, supplies and equipment used by Kinesiology and athletic teams, set-up and breakdown for athletic events, and maintain inventory. Incumbents also ensure uniforms and athletic equipment are sanitary, clean, and comply with collegiate sports regulations.

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

AGENCY	JOB TITLE	MIN	MAX	MEDIAN
Santa Monica College	Athletic and Kinesiology Equipment Specialist	\$4,132	\$5,023	\$4,578
Cerritos College	Locker and Equipment Specialist	\$3,779	\$4,533	\$4,156
El Camino College	Athletic and Physical Education Attendant	\$3,631	\$4,627	\$4,129
Foothill De Anza CCD	Facilities and Equipment Assistant	\$3,996	\$5,327	\$4,662
Glendale College	Athletic Equipment Attendant	\$3,546	\$4,525	\$4,036
Long Beach City College	Equipment Technician	\$3,884	\$4,777	\$4,331
Los Angeles CCD	Physical Ed/Athletics Facilities Assistant	\$3,642	\$4,408	\$4,025
North Orange County CCD	PE/Athletic Equipment Coordinator	\$4,003	\$4,850	\$4,427
Pasadena City College	Athletic Equipment Attendant	\$3,544	\$4,523	\$4,034
Riverside CCD	Athletic Equipment Manager	\$4,275	\$5,203	\$4,739
Santa Barbara City College	Athletic Equipment Attendant	\$3,198	\$3,895	\$3,547
State Center CCD	Athletic Equipment Manager	\$4,073	\$5,010	\$4,542
Ventura County CCD	Physical Ed - Athletic Equipment Manager	\$3,896	\$5,379	\$4,638
	Average	\$3,789	\$4,755	\$4,272
	25th Percentile	\$3,610	\$4,525	\$4,035
	50th Percentile	\$3,832	\$4,702	\$4,243
	75th Percentile	\$3,998	\$5,058	\$4,566
	80th Percentile	\$4,002	\$5,164	\$4,618
	90th Percentile	\$4,073	\$5,327	\$4,700
	SMC % RANK	94%	73%	76%
	SMC Differences From AVG	8.30%	5.34%	6.68%
	SMC Differences From MED	7%	6%	7%

The current salary range for Athletic & Kinesiology Equipment Specialist is \$4,132 to \$5,023 per month (Classified Employee Salary Schedule, Range 26). In this survey, SMC is in the 76th median percentile compared to all benchmark agencies with comparable classifications. Since current salary meets the College's goal to target base median salary at or above the 70th percentile, salary reallocation is not recommended.

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

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

JOB TITLE	MIN	MAX	RANGE	% DIFF BETWEEN LEVELS
Athletic Trainer	\$5,963	\$7,248	41	44.30%
Athletic & Kinesiology Equipment Specialist	\$4,132	\$5,023	26	12.88%
Athletic Activities Assistant*	\$3,661	\$4,450	21	

**Pending review*

RECOMMENDATION

It is recommended that the Commission approve the proposed class description revisions for the Athletic & Kinesiology Equipment Specialist.

Disposition by the Commission	
Motion made by:	Deborah Jansen
Seconded by:	Barbara Greenstein
Ayes:	4
Nays:	0
Abstentions:	0
Amendments/Comments	

**Santa Monica Community College District
Personnel Commission**

Athletic and Kinesiology Equipment Specialist

CONCEPT OF THE CLASS

Under general direction, Positions in this classification are responsible for organizing and maintaining the uniforms, supplies and equipment used by kinesiology and athletic teams, and preparing uniforms and equipment for all athletic events. This classification ensures uniforms and athletic equipment are sanitary, clean and comply with applicable collegiate sports regulations.

DISTINGUISHING CHARACTERISTICS

The Athletic and Kinesiology Equipment Specialist is responsible for maintaining inventory, receiving, issuing, repairing and maintaining athletic uniforms, equipment and supplies used by athletic teams and kinesiology, and set up and breakdown for all athletic events.

The Athletic Trainer is responsible for the development and implementation of a program for the prevention and care of injuries to student athletes, including the administration of emergency first aid, and provision of treatment and rehabilitation of injuries according to standard procedures and directions as provided by medical professionals.

ESSENTIAL DUTIES

Maintains inventory of all athletic and fitness equipment, supplies, and uniforms for Athletic and Kinesiology; determines and implements methods for maintaining an accurate and current inventory.

Receives, stores, and issues a wide variety of athletic equipment, supplies, and uniforms to students.

Assembles and dismantles field equipment, and associated supplies for home games, practices, and kinesiology classes.

Launders athletic uniforms and towels according to schedules and timelines; Ensures that game and practice uniforms and towels are laundered and ready for athletic events.

Measures, sizes, and fits athletes with proper equipment and uniforms to ensure that they are in compliance with NCAA (National Collegiate Athletic Association), NOCSA (National Operating Committee on Standards for Athletic Equipment), CCCAA (California Community College Athletics Association) rules and regulations; Ensures that football helmets are certified for use.

Packs equipment and supplies for away games and ensures that the equipment and supplies are accounted for and loaded on bus and/or District vehicle when necessary; may travel with team on bus.

Completes the set-up and take-down of facilities for all athletic events and kinesiology classes (e.g. football, volleyball, basketball); ensures the completion of the set-up and take-down of facilities.

Takes inventory and evaluates Athletic and Kinesiology supplies and equipment, and makes any needed minor repairs.

Drives District truck or car to away games or on errands, such as picking up equipment or supplies needed for the performance of work.

Monitors the assignment of lockers-; maintains and ensures student locker and shower rooms are clean, orderly, and lockers are functional.

Assists in the purchase of Athletic and Kinesiology equipment and supplies.

Maintains contact with vendors to provide up-to-date information on equipment, supplies, prices, and the latest trends in athletic equipment.

~~Monitors locker and shower rooms and ensures that they are maintained in a clean and orderly condition.~~
~~Maintains and ensures student locker rooms are clean and orderly, and lockers are functional.~~
Performs other related duties as requested or assigned.

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

SUPERVISION

Supervision Received

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

Supervision Exercised

Positions in this classification do not supervise others, but may provide guidance and work direction to student workers.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

~~e~~Equipment, materials, and supplies used by college athletic and kinesiology programs

~~Knowledge of p~~Proper fitting of ~~an~~ athletic uniforms, including related regulations imposed by the NCAA (and NOCSA) or other related regulatory agencies

~~Knowledge of m~~Methods of cleaning, maintaining, repairing, and storing athletic uniforms and equipment

~~Knowledge of a~~Appropriate safety precautions and procedures associated with athletic programs

~~Knowledge of s~~Storage and inventory methods

~~Knowledge of b~~Basic record keeping techniques

Methods and techniques for setting up, taking down and storing athletic equipment

Ability to:

~~e~~Organize, maintain and repair athletic equipment

~~Ability to e~~Operate a motor vehicle in a safe and efficient manner, and follow all traffic laws

~~Ability to m~~Maintain an accurate and up-to-date inventory of all athletic equipment and uniforms

~~Ability to w~~Work independently with minimal supervision

~~Ability to m~~Meet schedules and timelines

~~Ability to e~~Communicate effectively both orally and in writing

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

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

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

Ability to establish and maintain professional and effective cooperative working relationships with District management, staff, students, the public and others encountered those contacted in the course of work, in a diverse, multicultural and multi-ethnic educational environment.

MINIMUM QUALIFICATIONS

Education Requirement:

Graduation from high school or equivalent.

Experience Requirement:

One (1) year of experience fitting, storing, issuing, and repairing of athletic equipment, supplies, and uniforms for a wide range of college or high school sports such as football, basketball, soccer, baseball, water polo, swimming, and track and field. A minimum of one season assisting a high school or collegiate level football program with equipment and uniforms is preferred.

Special Requirement:

Willingness and ability to work a varied hours able schedule

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:

Class CA valid D driver license.

WORKING CONDITIONS AND PHYSICAL DEMANDS

Disclosure:

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

Working Environment:

Incumbents in this position work both inside and outside in a variety of conditions, including exposure to various temperatures and weather conditions. Employees in this position work within a variety of locations, including the team room, locker rooms, laundry rooms, athletic fields, in gyms for indoor sports, and other locations. Candidates are required to drive and/or travel on a team bus to various locations.

Physical Demands:

While performing the duties of this position, employees in this classification must stoop, bend, stretch, and lift and carry objects weighing up to 50 pounds. Standing for long periods of time is required.

CLASS DETAIL

Job Family:	Instructional Support (Student Services/Classroom)
FLSA Status:	Non-exempt
Personnel Commission Approval Date:	7/1985
Class History:	Athletic Equipment and Repair Attendant Athletic Equipment Specialist
Revision Date(s):	08/89, 04/95, 11/09/06 Hay Study; 05/19/10, 11/16/11, 1/20/16, 2/19/20, 12/15/21

**Santa Monica Community College District
Personnel Commission**

Athletic and Kinesiology Equipment Specialist

CONCEPT OF THE CLASS

Under general direction, this classification organizes and maintains uniforms, supplies and equipment used by kinesiology and athletic teams, and prepares uniforms and equipment for all athletic events. This classification ensures uniforms and athletic equipment are sanitary, clean and comply with applicable collegiate sports regulations.

DISTINGUISHING CHARACTERISTICS

The **Athletic and Kinesiology Equipment Specialist** is responsible for maintaining inventory, receiving, issuing, repairing and maintaining athletic uniforms, equipment and supplies used by athletic teams and kinesiology, and set up and breakdown for all athletic events.

The **Athletic Trainer** is responsible for the development and implementation of a program for the prevention and care of injuries to student athletes, including the administration of emergency first aid, and provision of treatment and rehabilitation of injuries according to standard procedures and directions as provided by medical professionals.

ESSENTIAL DUTIES

Maintains inventory of all athletic and fitness equipment, supplies, and uniforms for Athletic and Kinesiology; determines and implements methods for maintaining an accurate and current inventory.

Receives, stores, and issues a wide variety of athletic equipment, supplies, and uniforms to students.

Assembles and dismantles field equipment, and associated supplies for home games, practices, and kinesiology classes.

Launders athletic uniforms and towels according to schedules and timelines; Ensures that game and practice uniforms and towels are laundered and ready for athletic events.

Measures, sizes, and fits athletes with proper equipment and uniforms to ensure that they are in compliance with NCAA (National Collegiate Athletic Association), NOCSA (National Operating Committee on Standards for Athletic Equipment), CCCAA (California Community College Athletics Association) rules and regulations; Ensures that football helmets are certified for use.

Packs equipment and supplies for away games and ensures that the equipment and supplies are accounted for and loaded on bus and/or District vehicle when necessary; may travel with team on bus.

Completes the set-up and take-down of facilities for all athletic events and kinesiology classes (e.g. football, volleyball, basketball); ensures the completion of the set-up and take-down of facilities.

Takes inventory and evaluates Athletic and Kinesiology supplies and equipment, and makes any needed minor repairs.

Drives District truck or car to away games or on errands, such as picking up equipment or supplies needed for the performance of work.

Monitors the assignment of lockers; maintains and ensures student locker and shower rooms are clean, orderly, and lockers are functional.

Assists in the purchase of Athletic and Kinesiology equipment and supplies.

Maintains contact with vendors to provide up-to-date information on equipment, supplies, prices, and the latest trends in athletic equipment.

Performs other related duties as requested or assigned.

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

SUPERVISION

Supervision Received

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

Supervision Exercised

Positions in this classification do not supervise others, but may provide guidance and work direction to student workers.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Equipment, materials, and supplies used by college athletic and kinesiology programs

Proper fitting of athletic uniforms, including related regulations imposed by the NCAA (and NOCSA) or other related regulatory agencies

Methods of cleaning, maintaining, repairing, and storing uniforms and equipment

Appropriate safety precautions and procedures associated with athletic programs

Storage and inventory methods

Basic record keeping techniques

Methods and techniques for setting up, taking down and storing athletic equipment

Ability to:

Organize, maintain and repair athletic equipment

Operate a motor vehicle in a safe and efficient manner, and follow all traffic laws

Maintain an accurate and up-to-date inventory of all athletic equipment and uniforms

Work independently with minimal supervision

Meet schedules and timelines

Communicate effectively both orally and in writing

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

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

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 professional and 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:

Graduation from high school or equivalent.

Experience Requirement:

One (1) year of experience fitting, storing, issuing, and repairing of athletic equipment, supplies, and uniforms for a wide range of college or high school sports such as football, basketball, soccer, baseball, water polo, swimming, and track and field. A minimum of one season assisting a high school or collegiate level football program with equipment and uniforms is preferred.

Special Requirement:

Willingness and ability to work varied hours.

Education/Experience Equivalency:

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

Licensure and/or Certification:

A valid driver license.

WORKING CONDITIONS AND PHYSICAL DEMANDS

Disclosure:

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

Working Environment:

Incumbents in this position work both inside and outside in a variety of conditions, including exposure to various temperatures and weather conditions. Employees in this position work within a variety of locations, including the team room, locker rooms, laundry rooms, athletic fields, in gyms for indoor sports, and other locations. Candidates are required to drive and/or travel on a team bus to various locations.

Physical Demands:

While performing the duties of this position, employees in this classification must stoop, bend, stretch, and lift and carry objects weighing up to 50 pounds. Standing for long periods of time is required.

CLASS DETAIL

Santa Monica College
Regular Personnel Commission Meeting Minutes
Wednesday, December 15, 2021

Job Family:	Instructional Support (Student Services/Classroom)
FLSA Status:	Non-exempt
Personnel Commission Approval Date:	7/1985
Class History:	Athletic Equipment and Repair Attendant Athletic Equipment Specialist
Revision Date(s):	08/89, 04/95, 11/09/06 Hay Study; 05/19/10, 11/16/11, 1/20/16, 2/19/20, 12/15/21

Agenda Report No.	6
Subject	REQUEST FOR APPROVAL OF CLASSIFICATION REVISIONS: ATHLETIC TRAINER
Date	December 15, 2021
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	Olga Vasquez, Personnel Analyst

BACKGROUND

Attached for your approval are the classification revisions for **Athletic Trainer**.

As part of the cyclical review process, we are reviewing classifications in Athletics. The SMC Athletics Department provides the opportunity for student-athletes to achieve personal excellence in both academics and athletics. The Department is committed to a competitive program that serves the interest of the student body and encompasses the ethical values and educational philosophy of the College's mission, through programs that are competitive at the conference, regional, and state levels, aspiring to exemplify SMC's commitment to excellence and bring positive recognition to both the institution and the community.

The Athletics Trainer classification was originally created in July 1980. This classification was last revised during the Hay Study in November 2006. There are currently two incumbents in this classification.

METHODOLOGY

This study was scheduled in the cyclical review calendar for 2020/2021. Incumbents in the Athletics job discipline, as well as CSEA, were invited to participate in a class study orientation on March 29, 2021 to discuss the purpose of the study, methodology, timelines, possible outcomes and implications, and frequently asked questions. The incumbents were requested to complete a Position Description Questionnaire (PDQ) by April 19, 2021.

Personnel Commission staff met with Reggie Ellis, Director, Athletics and Lydia Ayala, Assistant Director, Athletics, to discuss the class description. In addition, the supervisor was requested to complete a duty analysis worksheet by rating the frequency and criticality of each duty in the current class description. Distinguishing characteristics were modified to delineate this classification from related roles. Additionally, revisions are proposed to clarify duties assigned, knowledge and abilities and entrance requirements required for the job. The class concept and duties were modified to clarify the level and scope of work performed by this classification. Classification revisions were sent for review to the incumbents, Department management, CSEA, Business Services, Human Resources, and executive leadership.

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

RESULTS

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

This is a professional classification requiring knowledge and training in specific industry standard athletic training procedures and techniques. Incumbents in this role develop and implement programs for the preventative care of injuries to student athletes, evaluate, treat and administer first aid and rehabilitation treatments, communicate with coaches on status of injured athletes, and maintain accurate records of injuries.

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

AGENCY	JOB TITLE	MIN	MAX	MEDIAN
Santa Monica College	Athletics Trainer	\$5,963	\$7,248	\$6,606
Cerritos College	Athletic Trainer	\$5,467	\$6,587	\$6,027
Contra Costa CCD	Athletic Trainer	\$4,847	\$5,906	\$5,377
El Camino College	Senior Athletic Trainer	\$5,118	\$6,582	\$5,850
Foothill De Anza CCD	Athletic Trainer	\$5,183	\$6,953	\$6,068
Glendale College	Athletic Trainer	\$5,395	\$6,886	\$6,141
Long Beach City College	Certified Athletic Trainer	\$5,164	\$6,370	\$5,767
Los Angeles CCD	Athletic Trainer	\$5,643	\$6,990	\$6,317
Mount San Antonio College	Athletic Trainer	\$5,784	\$7,382	\$6,583
North Orange County CCD	PE/Athletic Therapist	\$6,175	\$7,504	\$6,840
Pasadena City College	Athletic Trainer	\$5,392	\$6,882	\$6,137
Riverside CCD	Certified Athletic Trainer	\$6,171	\$7,515	\$6,843
Santa Barbara City College	Athletic Trainer	\$5,111	\$6,228	\$5,670
State Center CCD	Athletic Trainer	\$5,360	\$6,592	\$5,976
Ventura County CCD	Athletic Trainer	\$5,529	\$7,622	\$6,576
	Average	\$5,453	\$6,857	\$6,155
	25th Percentile	\$5,169	\$6,583	\$5,882
	50th Percentile	\$5,394	\$6,884	\$6,103
	75th Percentile	\$5,615	\$7,284	\$6,511
	80th Percentile	\$5,699	\$7,431	\$6,579
	90th Percentile	\$6,094	\$7,513	\$6,803
	SMC % RANK	88%	74%	85%
	SMC Differences From AVG	8.56%	5.39%	6.82%
	SMC Differences From MED	10%	5%	8%

The current salary range for Athletic Trainer is \$5,963 to \$7,248 per month (Classified Employee Salary Schedule, Range 41). In this survey, SMC is in the 85th median percentile compared to all benchmark agencies with comparable classifications. Since current salary meets the College's goal to target base median salary at or above the 70th percentile, salary reallocation is not recommended.

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

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

JOB TITLE	MIN	MAX	RANGE	% DIFF BETWEEN LEVELS
Athletic Trainer	\$5,963	\$7,248	41	44.30%
Athletic & Kinesiology Equipment Specialist	\$4,132	\$5,023	26	12.88%
Athletic Activities Assistant*	\$3,661	\$4,450	21	

**Pending review*

RECOMMENDATION

It is recommended that the Commission approve the proposed class description revisions for Athletic Trainer.

Disposition by the Commission	
Motion made by:	Joy Abbott
Seconded by:	Barbara Greenstein
Ayes:	4
Nays:	0
Abstentions:	0
Amendments/Comments	

**Santa Monica Community College District
Personnel Commission**

Athletic Trainer

CONCEPT OF THE CLASS

Under ~~the general~~ direction, ~~this classification of the Director of Athletics, the Athletic Trainer is responsible for the development and implementation of~~ a program for the prevention and care of injuries to student athletes, including the administration of emergency first aid, and provision of treatment and rehabilitation of injuries according to standard procedures and directions as provided by medical professionals.

DISTINGUISHING CHARACTERISTICS

The Athletic Trainer is responsible for evaluating, treating and administering first aid, preventative and rehabilitation treatment for injuries and medical conditions for student athletes; communicates and records injuries, and maintains training room and supplies clean and sanitized.

The Athletics & Kinesiology Equipment Specialist is responsible for maintaining inventory, receiving, issuing, repairing and maintaining athletic uniforms, equipment and supplies used by athletic teams and kinesiology, and set up and breakdown for all athletic events.

ESSENTIAL DUTIES

~~Recognizes-Identify, evaluate and manage~~ athletic injuries and takes appropriate steps in managing injuries, including referral to appropriate medical facilities.

Performs a variety of care and treatment to student athletes to reduce and treat injuries; Administers light, heat, cold, sound, water, exercise, manual therapy and other physical therapy treatments as directed by physicians; measures and fits braces, guards, and other protective devices; operates related therapy equipment as needed.

Provides long-term reconditioning and physical therapy programs as prescribed by appropriate medical personnel.

Evaluates, Makes decisions and communicates to coaches' concerning the preventative, rehabilitative care and participation status of injured athletes following guidelines from appropriate medical personnel.

Attends home and away practice sessions, ~~and home~~ games, and travels with athletic teams to provide first aid and emergency medical care to student athletes; treats and applies therapeutic tape, bandages and braces, wrapping, strapping and padding to injured athletes, and to attend games and practice sessions held at other college sites.

Records and Maintains accurate and detailed injury and treatment records for student athletes.

Assists appropriate medical personnel with physical exams, clinical injury check-ups and health screening examinations for student athletes; reviews paperwork and records vital signs as needed.

Maintains the Athletic Training Room and equipment in a clean and orderly condition.

Assists in the development of off-season conditioning programs for athletes.

Assists athletes, students, and staff in the submission of athletic insurance claims.

Assists in the preparation of the budget for athletic first aid supplies and equipment.

~~Devises and recommends methods of preventing injuries.
Administers first aid and emergency medical care to student athletes during practice sessions, and games.
Measures, and fit braces, guards, and other protective devices to individual athletes.
Supplies therapeutic and protective bandaging, wrapping, strapping, and padding to injured athletes.
Performs other related duties as requested or assigned.~~

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

SUPERVISION

Supervision Received

Under general supervision, ~~from the Director of Athletics,~~ 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 others, but may provide guidance and direction to student workers.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Methods, practices, procedures, and related terminology used in athletic training activities, including recognition and prevention of injuries

Techniques used in the application of light, heat, cold, sound, water, exercise, manual therapy and other physical therapy treatments used in rehabilitation from athletic injuries

Principles and techniques of physical conditioning and exercise

Policies, procedures, and objectives of physical education and athletic programs

Symptoms of various athletic injuries, and applicable treatment and first aid methods

Equipment used in rehabilitation, treatment, and conditioning programs

Related principles of anatomy, kinesiology, and physiology

First aid and CPR methods and procedures

Athletic equipment used in competitive sports

Basic record keeping techniques

Ability to:

Assist in the development, implementation, and modification of a program for the prevention of injuries to physical education students and student athletes

Recognize injuries, treat injuries, and provide rehabilitation according to authorized medical directions

Effectively administer therapeutic and first aid treatments to injured athletes

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

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

Analyze situations correctly and adopt an effective course of action; ability to make quick decisions in an emergency situation

Work independently with minimal supervision

Organize and Maintain accurate, specialized and confidential files, records and reports of employee and student information

Communicate effectively, both orally and in writing

Learn and apply budgeting methods and practices

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

Stay abreast of technology changes and adapt to new technologies

Role model exceptional internal and external customer service

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

MINIMUM QUALIFICATIONS

Education Requirement:

Bachelor's ~~D~~egree in ~~p~~hysical ~~e~~ducation or related field.

Experience Requirement:

Two (2) years of experience working as a certified athletic trainer.

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:

~~Possession of a Valid~~ certificate from the National Athletic Trainers Association as an Athletic Trainer.

~~Possession of Basic Valid~~ First Aid and Cardiopulmonary Resuscitation/Automated External Defibrillators (CPR/AED) certification, ~~including CPR.~~

WORKING CONDITIONS AND PHYSICAL DEMANDS

Disclosure:

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

Work Environment:

While performing the duties of this position employees in this classification must stoop, bend, stretch, and lift and carry objects weighing up to 7540 pounds. Standing for long periods of time is required. Incumbents in this position work both inside and outside in a variety of conditions, including exposure to various temperatures and weather conditions. Employees in this position work within a variety of locations, including the team room, locker

rooms, laundry rooms, athletic fields, in gyms for indoor sports, and other locations. Candidates are required to drive and/or travel on a team bus to various locations.

CLASS DETAIL

Job Family:	Instructional Support (Student Services/Classroom)
FLSA Status:	Non-exempt
Personnel Commission Approval Date:	07/1980
Class History:	Athletic Trainer II
Revision Date(s):	11/09/06 Hay Study, 12/15/21

**Santa Monica Community College District
Personnel Commission**

Athletic Trainer

CONCEPT OF THE CLASS

Under general direction, this classification develops and implements a program for the prevention and care of injuries to student athletes, including the administration of emergency first aid, and provision of treatment and rehabilitation of injuries according to standard procedures and directions as provided by medical professionals.

DISTINGUISHING CHARACTERISTICS

The **Athletic Trainer** is responsible for evaluating, treating and administering first aid, preventative and rehabilitation treatment for injuries and medical conditions for student athletes; communicates and records injuries, and maintains training room and supplies clean and sanitized.

The **Athletics & Kinesiology Equipment Specialist** is responsible for maintaining inventory, receiving, issuing, repairing and mending athletic uniforms, equipment and supplies used by athletic teams and kinesiology, and set up and breakdown for all athletic events.

ESSENTIAL DUTIES

Identify, evaluate and manage athletic injuries and takes appropriate steps in managing injuries, including referral to appropriate medical facilities.

Performs a variety of care and treatment to student athletes to reduce and treat injuries; administers light, heat, cold, sound, water, exercise, manual therapy and other physical therapy treatments as directed by physicians; measures and fits braces, guards, and other protective devices; operates related therapy equipment as needed.

Provides long-term reconditioning and physical therapy programs as prescribed by appropriate medical personnel.

Evaluates, makes decisions and communicates to coaches' preventative, rehabilitative care and participation status of injured athletes following guidelines from appropriate medical personnel.

Attends home and away practice sessions, games, and travels with athletic teams to provide first aid and emergency medical care to student athletes; treats and applies therapeutic tape, bandages and braces, wrapping, strapping and padding to injured athletes.

Records and maintains accurate and detailed injury and treatment records for student athletes.

Assists appropriate medical personnel with physical exams, clinical injury check-ups and health screening examinations for student athletes; reviews paperwork and records vital signs as needed.

Maintains the Athletic Training Room and equipment in a clean and orderly condition.

Assists in the development of off-season conditioning programs for athletes.

Assists athletes, students, and staff in the submission of athletic insurance claims.

Assists in the preparation of the budget for athletic first aid supplies and equipment.

Performs other related duties as requested or assigned.

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

SUPERVISION

Supervision Received

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

Supervision Exercised

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

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Methods, practices, procedures, and related terminology used in athletic training activities, including recognition and prevention of injuries

Techniques used in the application of light, heat, cold, sound, water, exercise, manual therapy and other physical therapy treatments used in rehabilitation from athletic injuries

Principles and techniques of physical conditioning and exercise

Policies, procedures, and objectives of physical education and athletic programs

Symptoms of various athletic injuries, and applicable treatment and first aid methods

Equipment used in rehabilitation, treatment, and conditioning programs

Related principles of anatomy, kinesiology, and physiology

First aid and CPR methods and procedures

Athletic equipment used in competitive sports

Basic record keeping techniques

Ability to:

Assist in the development, implementation, and modification of a program for the prevention of injuries to physical education students and student athletes

Recognize injuries, treat injuries, and provide rehabilitation according to authorized medical directions

Effectively administer therapeutic and first aid treatments to injured athletes

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

Analyze situations correctly and adopt an effective course of action; ability to make quick decisions in an emergency situation

Work independently with minimal supervision

Organize and maintain accurate, specialized and confidential files, records and reports of employee and student information

Communicate effectively, both orally and in writing

Learn and apply budgeting methods and practices

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

Stay abreast of technology changes and adapt to new technologies

Role model exceptional internal and external customer service

Establish and maintain effective working relationships with District management, 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 in Physical Education or related field.

Experience Requirement:

Two (2) years of experience working as a certified athletic trainer.

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 certificate from the National Athletic Trainers Association as an Athletic Trainer.

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

WORKING CONDITIONS AND PHYSICAL DEMANDS

Disclosure:

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

Work Environment:

While performing the duties of this position employees in this classification must stoop, bend, stretch, and lift and carry objects weighing up to 40 pounds. Standing for long periods of time is required. Incumbents in this position work both inside and outside in a variety of conditions, including exposure to various temperatures and weather conditions. Employees in this position work within a variety of locations, including the team room, locker rooms, laundry rooms, athletic fields, in gyms for indoor sports, and other locations. Candidates are required to drive and/or travel on a team bus to various locations.

CLASS DETAIL

Job Family:	Instructional Support (Student Services/Classroom)
FLSA Status:	Non-exempt
Personnel Commission Approval Date:	07/1980
Class History:	Athletic Trainer II
Revision Date(s):	11/09/06 Hay Study, 12/15/21

Agenda Report No.	7
Subject	REQUEST FOR APPROVAL OF CLASSIFICATION REVISIONS AND SALARY REALLOCATION: CAREER SERVICES ADVISOR
Date	December 15, 2021
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	Olga Vasquez, Personnel Analyst

BACKGROUND

Attached for your approval are the classification revisions and salary reallocation for **Career Services Advisor**.

As part of the cyclical review process, we are reviewing classifications in Career Services. The Career Services Center supports the college's mission and commitment to student learning, success, and racial equity by providing a single and conveniently located source for career exploration. The Center provides assistance with choosing a college major and a career pathway through their new Areas of Interest, internships, cooperative work experience and applied learning programs, career focused events, and employment advisement in finding on- and off-campus jobs.

The Career Services Advisor classification was originally created in January 1985. This classification was last revised in March 2017, which clarified the essential duties and minimum qualifications section in preparation for a recruitment. There are currently no incumbents in this classification.

METHODOLOGY

This study was scheduled in the cyclical review calendar for 2019/2020. Incumbents in the Career Services job discipline, as well as CSEA, were invited to participate in a class study orientation on November 11, 2020 to discuss the purpose of the study, methodology, timelines, possible outcomes and implications, and frequently asked questions.

Personnel Commission staff met with Janet Robinson, Interim Dean of Counseling and Victoria Rothman, Career Services Center Faculty Leader, to discuss the class description. In addition, the supervisor was requested to complete a duty analysis worksheet by rating the frequency and criticality of each duty in the current class description. Distinguishing characteristics were modified to delineate this classification from related roles. Additionally, revisions are proposed to clarify duties assigned, knowledge and abilities and entrance requirements required for the job. The class concept and duties were modified to clarify the level and scope of work performed by this classification. Classification revisions were sent for review to Department management, CSEA, Business Services, Human Resources, and executive leadership.

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

RESULTS

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

This is a technical classification requiring knowledge in specific career development and industry practices and standards. Incumbents in this role prepare students for the employment process through advising and guiding students to career and cooperative work experience opportunities, as well as building relationships with a wide range of industries.

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

AGENCY	JOB TITLE	MIN	MAX	MEDIAN
Santa Monica College	Career Services Advisor	\$5,679	\$6,903	\$6,291
Cerritos College	Job Placement Technician	\$3,872	\$4,639	\$4,255
North Orange County CCD	Career Center Coordinator I	\$4,967	\$6,026	\$5,497
Pasadena City College	Job Developer	\$4,766	\$6,083	\$5,424
Riverside CCD	Job Placement Technician	\$5,142	\$6,260	\$5,701
State Center CCD	Job Placement Assistant	\$3,917	\$4,817	\$4,367
Ventura County CCD	Career Services Specialist	\$3,896	\$5,379	\$4,638
	Average	\$4,427	\$5,534	\$4,980
	25th Percentile	\$3,901	\$4,958	\$4,429
	50th Percentile	\$4,341	\$5,703	\$5,022
	75th Percentile	\$4,917	\$6,068	\$5,493
	80th Percentile	\$4,967	\$6,083	\$5,525
	90th Percentile	\$5,055	\$6,171	\$5,613
	SMC % RANK	100%	100%	100%
	SMC Differences From AVG	22%	20%	21%
	SMC Differences From MED	24%	17%	20%

The current salary range for Career Services Advisor is \$5,679 to \$6,903 per month (Classified Employee Salary Schedule, Range 39). In this survey, SMC is in the 100th median percentile compared to all benchmark agencies with comparable classifications.

SALARY REALLOCATION

It is recommended that the salary for Career Services Advisor be reallocated from Range 39 of the Classified Employee Salary Schedule (\$5,679 to \$6,903 per month) to Range 36 (\$5,274 to \$6,411 per month), a 7.6% decrease. The proposed decrease would place the median salary for this classification at the 100th percentile compared to the market median, which is above the College’s goal to target base median salary at or above the 70th percentile. Salary reallocation downward is justified since:

- 1) This classification is currently vacant. Salary downward will not have an impact on any employees.
- 2) The current percentage difference of 5% may be too low between the Senior Career Services Advisor and the Career Services Advisor classifications. The percentage difference between these two classifications would increase to 13% if salary reallocation is approved.
- 3) There will be more opportunity for lateral transfers from the Student Services series to this classification, creating a new pathway for career advancement for one of largest classified employee groups at the College.
- 4) There have not been recruitment challenges for this classification.

Study results have been sent for review to Department management, CSEA, the Executive Vice President, Business Services, and Human Resources.

JOB TITLE	MIN	MAX	RANGE	% DIFFERENCE BETWEEN LEVELS
Senior Career Services Advisor	\$5,963	\$7,248	41	13%
Career Services Advisor (Proposed Reallocation)	\$5,274	\$6,411	36	

STUDENT SERVICES SPECIALIST CLASSIFICATIONS	MIN	MAX	RANGE
<i>Senior Career Services Advisor</i>	\$5,963	\$7,248	41
<i>Career Services Advisor (Current Allocation)</i>	\$5,679	\$6,903	39
<i>Career Services Advisor (Proposed Reallocation)</i>	\$5,274	\$6,411	36
Senior Academic Records Evaluator	\$5,274	\$6,411	36
Senior Online Learning Services Specialist	\$5,274	\$6,411	36
Senior Veterans resource Specialist	\$5,274	\$6,411	36
Supplemental Instruction Coordinator	\$5,274	\$6,411	36
Senior EOPS Specialist	\$5,151	\$6,261	35
Curriculum Specialist	\$5,023	\$6,106	34
Outreach & Recruitment Specialist	\$5,023	\$6,106	34
Program Specialist	\$5,023	\$6,106	34
Transfer & Articulation Specialist	\$5,023	\$6,106	34
Student Judicial Affairs Specialist	\$5,023	\$6,106	34
Academic Records Evaluator	\$4,906	\$5,963	33
EOPS Specialist	\$4,906	\$5,963	33
Financial Aid & Scholarships Specialist	\$4,906	\$5,963	33
Senior Enrollment Services Specialist	\$4,784	\$5,815	32
Veterans Resource Specialist	\$4,784	\$5,815	32
Enrollment Services Specialist	\$4,556	\$5,538	30
Online Learning Services Specialist	\$4,556	\$5,538	30
Student Onboarding Specialist	\$4,556	\$5,538	30

RECOMMENDATION

It is recommended that the Commission approve the proposed class description revisions and salary reallocation for the Career Services Advisor.

**FROM: \$5,679 to \$6,903 per month
 (Classified Employee Salary Schedule Range 39)**

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

Disposition by the Commission	
Motion made by:	Deborah Jansen
Seconded by:	Joy Abbott
Ayes:	
Nays:	
Abstentions:	
Amendments/Comments:	
<p>Commissioner Greenstein questioned the “downward” reallocation of salary and if this was a controversial matter.</p> <p>Director Long explained that there are currently no incumbents in the classification. The salary for the classification was found to be at the 100th percentile(plus) in comparison to matches from other agencies.</p> <p>Now the classification will be at the same level with some of the senior student services specialist classifications, which will also allow opportunities for transfer to those interested in moving into career services.</p>	

**Santa Monica Community College District
Personnel Commission**

Career Services Advisor

CONCEPT OF THE CLASS

Under general supervision, Positions in this classification support the Career Services Center by preparing students for the employment process and professional advancement, prepare students to become gainfully employed. The position also develops relationships with employers for employer recruitment purpose.

DISTINGUISHING CHARACTERISTICS

The Senior Career Services Advisor initiates and develops employment and cooperative work experience opportunities. This position provides career information, and guides students to placement, exercising a high degree of responsibility and independent judgment. This position works with faculty and plans activities that lead to employment and/or work experience for students in many different areas of interest.

The Career Services Advisor enhances career development by advising students about the world of work. This position requires labor market industry expertise and knowledge in the area of employment processes, hiring practices and principles, and communicating employment techniques for successful professional advancement, employment opportunities and work experiences to students.

The Career Service Advisor is distinguished from other Senior Specialist classifications by the nature of work and specialized knowledge in the assigned area.

ESSENTIAL DUTIES

Conducts workshops, informs and advises and meets individually with students on interview techniques, to advise in the areas of resume and cover letter writing, preparation, interview techniques, appropriate interview attire, and applicable skillset needed to obtain cooperative work experience and dress, anticipated questions, and career laddering in order to prepare students for the employment opportunities process

Develop and Maintains/Maintains a Santa Monica College employment specialized computer database of prospective job cooperative learning experiences, job listings opportunities and websites for the Manager and Center, including cooperative work experience and employment maintains department websites.

Collaborates with staff on areas of interest to assist with workload and implementation of activities.

Initiates eContacts with employers in business and industry to discuss develop paid and provide job or cooperative work experience opportunities on campus and off campus for students.

Builds relationships with on-campus constituents (i.e., Alumni Association, Associated Students, and academic departments) in order to streamline employment recruitment.

Markets and promotes employment programs to both employers and students through various means such as conducting classroom presentations and reaching out to prospective employers.

Makes presentations to community groups and organizations explaining the program and advantages of hiring students.

Develops relationships with employers in business and industry to drive participation in job fairs and on campus recruitment

Plans, develops, and coordinates career fairs including contacting employers, advertising, and preparing students for obtaining employment

Develops, coordinates and facilitates employment opportunities for students

Assists students in reviewing skills, interests and aptitudes in developing employment plans

Coaches students in the development of career goals and techniques for obtaining jobs

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~~ is received from assigned of the Faculty Leader Dean or assigned administrator. ~~The~~ employee receives assignments and is expected to carry them through to completion with substantial independence. Work direction and oversight is provided by assigned faculty leader and Senior Career Services Advisor.

Supervision Exercised

Positions in this classification do not supervise other classified employees, but may provide direction to student workers.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

~~p~~Principles, techniques, and tools of employee recruitment and selection, hiring practices, job search and placement

~~Knowledge of p~~Program planning, development and coordination

~~Knowledge of m~~Marketing and promoting assigned programs and services

~~Knowledge of p~~Planning, developing, organizing and conducting workshops and events

~~Knowledge of i~~Interviewing and advisement techniques

~~Knowledge of l~~Local, regional and national labor markets and employment trends~~market~~

~~Knowledge of b~~Basic record keeping techniques

~~Knowledge of t~~Technology-based resources for career information and occupational data

~~Knowledge of g~~College and government regulations and workforce and economic development as each relates ~~to~~regarding student employment

~~Knowledge of event planning~~

~~Knowledge of basic work scheduling methods~~

Ability to:

~~p~~Provide direction to individual students and small and large groups

Maintain and update assigned databases and websites

~~Ability to e~~Conduct, plan, develop, and organized, professional and effective presentations, events and activities

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

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

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

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

Communicate effectively, both orally and in writing

Stay abreast of technology changes and adapt to new technologies

Role model exceptional internal and external customer service

~~Ability to establish and maintain effective cooperative-working relationships with District staff, students, the public and others encountered in the course of work, in a diverse, multicultural, multi-ethnic educational environment, those contacted in the course of work~~

~~Ability to model communication and interaction that respect and include all individuals and their languages, abilities, religions, and cultures~~

~~Ability to plan, develop and organize events and activities~~

~~Ability to work and meet deadlines with limited supervision~~

~~Ability to communicate effectively in oral and written forms~~

MINIMUM QUALIFICATIONS

Education Requirement:

Associate's ~~D~~degree or equivalent in Business Administration, Public Administration, Public Relations Communication or a closely related field. ~~A Bachelor's Degree in Business Administration, Public Administration, Public Relations Communication or a closely related field may substitute for up to two years of experience.~~

Experience Requirement:

Two (2) years of experience in human resources, employment, job development and placement, internship programs, or other related human career services.

Education/Experience Equivalency:

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

Licensure and/or Certification:

~~Possession of a~~ valid Class C California driver's license.

WORKING CONDITIONS AND PHYSICAL DEMANDS

Disclosure:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential 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 2510 pounds. While performing the duties of this job, the noise level in the work environment is usually quiet.

CLASS DETAIL

Job Family:	<u>Student Services (Non Classroom)</u> Instructional Support
FLSA Status:	Non-exempt
Personnel Commission Approval Date:	<u>11/06/06</u> <u>01/24/1985</u>
Class History:	Job Developer; Job Developer - Disabled Students
Revision Date(s):	<u>5/24/89</u> , 11/09/06 Hay Study, 3/2/17, <u>12/15/21</u>

**Santa Monica Community College District
Personnel Commission**

Career Services Advisor

CONCEPT OF THE CLASS

Under general supervision, positions in this classification support the Career Services Center by preparing students for the employment process and professional advancement. The position also develops relationships with employers for employer recruitment purpose.

DISTINGUISHING CHARACTERISTICS

The **Senior Career Services Advisor** initiates and develops employment and cooperative work experience opportunities. This position provides career information, and guides students to placement, exercising a high degree of responsibility and independent judgment. This position works with faculty and plans activities that lead to employment and/or work experience for students in many different areas of interest.

The **Career Services Advisor** enhances career development by advising students about the world of work. This position requires labor market industry expertise and knowledge in the area of employment processes, hiring practices and principles, and communicating employment techniques for successful professional advancement, employment opportunities and work experiences to students.

The **Career Service Advisor** is distinguished from other Senior Specialist classifications by the nature of work and specialized knowledge in the assigned area.

ESSENTIAL DUTIES

Conducts workshops, informs and advises students on interview techniques, resume and cover letter writing, appropriate interview attire, and applicable skillset needed to obtain cooperative work experience and employment opportunities.

Maintains specialized computer database of cooperative learning experiences, job listings and websites for the Center, including cooperative work experience and employment sites.

Collaborates with staff on areas of interest to assist with workload and implementation of activities.

Contacts employers in business and industry to discuss and provide job or cooperative work experience opportunities for students.

Builds relationships with on-campus constituents (i.e., Alumni Association, Associated Students, and academic departments) in order to streamline employment recruitment.

Markets and promotes employment programs to both employers and students through various means such as conducting classroom presentations and reaching out to prospective employers.

Makes presentations to community groups and organizations explaining the program and advantages of hiring students.

Performs other related duties as requested or assigned.

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

SUPERVISION

Supervision Received

General supervision is received from assigned Dean or assigned administrator. The employee receives assignments and is expected to carry them through to completion with substantial independence. Work direction and oversight is provided

by assigned faculty leader and Senior Career Services Advisor.

Supervision Exercised

Positions in this classification do not supervise other classified employees, but may provide direction to student workers.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Principles, techniques, and tools of employee recruitment and selection, hiring practices, job search and placement

Program planning, development and coordination

Marketing and promoting assigned programs and services

Planning, developing, organizing and conducting workshops and events

Interviewing and advisement techniques

Local, regional and national labor markets and employment trends

Basic record keeping techniques

Technology-based resources for career information and occupational data

College and government regulations regarding student employment

Ability to:

Provide direction to individual students and small and large groups

Maintain and update assigned databases and websites

Conduct, plan, develop, and organized, professional and effective presentations, events and activities

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

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

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

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

Communicate effectively, both orally and in writing

Stay abreast of technology changes and adapt to new technologies

Role model exceptional internal and external customer service

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

MINIMUM QUALIFICATIONS

Education Requirement:

Associate's degree or equivalent in Business Administration, Public Administration, Public Relations Communication or a closely related field.

Experience Requirement:

Two (2) years of experience in human resources, employment, job development and placement, internship programs, or

other related career services.

Education/Experience Equivalency:

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

Licensure and/or Certification:

A valid driver's license.

WORKING CONDITIONS AND PHYSICAL DEMANDS

Disclosure:

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

Job Family:	Student Services (Non Classroom)
FLSA Status:	Non-exempt
Personnel Commission Approval Date:	01/24/1985
Class History:	Job Developer; Job Developer - Disabled Students
Revision Date(s):	5/24/89, 11/09/06 Hay Study, 3/2/17, 12/15/21

Agenda Report No.	8
Subject	REQUEST FOR APPROVAL OF CLASSIFICATION REVISIONS: SENIOR CAREER SERVICES ADVISOR
Date	December 15, 2021
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	Olga Vasquez, Personnel Analyst

BACKGROUND

Attached for your approval are the classification revisions for **Senior Career Services Advisor**.

As part of the cyclical review process, we are reviewing classifications in Career Services. The Career Services Center supports the College's mission and commitment to student learning, success and racial equity by providing a single and conveniently located source for career exploration. The Center provides assistance with choosing a college major and a career pathway through their new Areas of Interest, internships, cooperative work experience and applied learning programs, career focused events, and employment advisement in finding on- and off-campus jobs.

The Senior Career Services Advisor classification was originally created in January 1985. This classification was last revised in November 2013, which clarified the essential duties and minimum qualifications section in preparation for recruitment. There are currently three incumbents in this classification.

METHODOLOGY

This study was scheduled in the cyclical review calendar for 2019/2020. Incumbents in the Career Services job discipline, as well as CSEA, were invited to participate in a class study orientation on November 11, 2020 to discuss the purpose of the study, methodology, timelines, possible outcomes and implications, and frequently asked questions. The incumbents were requested to complete a Position Description Questionnaire (PDQ) by December 17, 2020. Commission staff subsequently conducted a job audit to obtain input from an incumbent. The information gathered from the job audit was reviewed with Janet Robinson, Interim Dean of Counseling and Victoria Rothman, Career Services Center Faculty Leader.

Personnel Commission staff met with Janet Robinson and Victoria Rothman to discuss the class description. In addition, the supervisor was requested to complete a duty analysis worksheet by rating the frequency and criticality of each duty in the current class description. Distinguishing characteristics were modified to delineate this classification from related roles. Additionally, revisions are proposed to clarify duties assigned, knowledge and abilities and entrance requirements required for the job. The class concept and duties were modified to clarify the level and scope of work performed by this classification. Classification revisions were sent for review to the incumbents, Department management, CSEA, Business Services, Human Resources, and executive leadership.

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

RESULTS

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

This is a professional classification requiring knowledge in specific labor market trends, job placement and industry practices and standards. Incumbents in this role plan, coordinate and deliver comprehensive student employment, cooperative work experiences throughout a wide range of areas of interest, develop and foster relationships with faculty and employers to provide opportunities for work and career development experiences.

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

AGENCY	JOB TITLE	MIN	MAX	MEDIAN
Santa Monica College	Senior Career Services Advisor	\$5,963	\$7,248	\$6,606
LACOE	Career Development Program Specialist	\$5,814	\$7,220	\$6,517
Long Beach City College	Job Development Coordinator	\$5,584	\$6,892	\$6,238
Mount San Antonio College	Career Services Specialist	\$4,884	\$6,233	\$5,558
North Orange County CCD	Career Center Coordinator II	\$5,613	\$6,808	\$6,211
State Center CCD	Job Placement Coordinator	\$5,798	\$7,130	\$6,464
Ventura County CCD	Placement Project Specialist	\$5,529	\$7,622	\$6,576
	Average	\$5,537	\$6,984	\$6,260
	25th Percentile	\$5,543	\$6,829	\$6,186
	50th Percentile	\$5,598	\$7,011	\$6,305
	75th Percentile	\$5,751	\$7,198	\$6,475
	80th Percentile	\$5,798	\$7,220	\$6,509
	90th Percentile	\$5,806	\$7,421	\$6,613
	SMC % RANK	100%	81%	100%
	SMC Differences From AVG	7%	4%	5%
	SMC Differences From MED	6%	3%	5%

The current salary range for Senior Career Services Advisor is \$5,963 to \$7,248 per month (Classified Employee Salary Schedule, Range 41). In this survey, SMC is in the 100th median percentile compared to all benchmark agencies with comparable classifications. Since current salary meets the College’s goal to target base median salary at or above the 70th percentile, salary reallocation is not recommended. There has not been recruitment challenges for this classification.

Below is a chart of other Student Services classifications at the College.

STUDENT SERVICES SPECIALIST CLASSIFICATIONS	MIN	MAX	RANGE
Senior Career Services Advisor	\$5,963	\$7,248	41
Career Services Advisor*	\$5,274	\$6,411	36
Senior Academic Records Evaluator	\$5,274	\$6,411	36
Senior Online Learning Services Specialist	\$5,274	\$6,411	36
Senior Veterans resource Specialist	\$5,274	\$6,411	36
Supplemental Instruction Coordinator	\$5,274	\$6,411	36
Senior EOPS Specialist	\$5,151	\$6,261	35
Curriculum Specialist	\$5,023	\$6,106	34
Outreach & Recruitment Specialist	\$5,023	\$6,106	34
Program Specialist	\$5,023	\$6,106	34
Transfer & Articulation Specialist	\$5,023	\$6,106	34
Student Judicial Affairs Specialist	\$5,023	\$6,106	34
Academic Records Evaluator	\$4,906	\$5,963	33
EOPS Specialist	\$4,906	\$5,963	33
Financial Aid & Scholarships Specialist	\$4,906	\$5,963	33
Senior Enrollment Services Specialist	\$4,784	\$5,815	32
Veterans Resource Specialist	\$4,784	\$5,815	32
Enrollment Services Specialist	\$4,556	\$5,538	30
Online Learning Services Specialist	\$4,556	\$5,538	30
Student Onboarding Specialist	\$4,556	\$5,538	30

**See previous agenda item*

RECOMMENDATION

It is recommended that the Commission approve the proposed class description revisions for the Senior Career Services Advisor.

Disposition by the Commission	
Motion made by:	Joy Abbott
Seconded by:	Deborah Jansen
Ayes:	4
Nays:	0
Abstentions:	0
Amendments/Comments	

**Santa Monica Community College District
Personnel Commission**

Senior Career Services Advisor

CONCEPT OF THE CLASS

Under general supervision, positions in this classification, lead, develop, and deliver comprehensive student employment and cooperative work experience opportunities for the District's Career Services Center. This classification advises students and serves as a liaison between the Career Services Center, faculty, students, and employers. internship programs and services. Such positions advise students about the role of internships in their careers and how to pursue an internship; provide listings of internship openings; coordinate the internship enrollment process; offer or coordinate career related fairs, speakers, mentoring and workshops; and oversee the student employment website.

DISTINGUISHING CHARACTERISTICS

The **Senior Career Services Advisor** is a specialist in developing internship initiates and develops employment and cooperative work experience opportunities. This position provides career and internship information, and guides students to placement. This position exercises exercising a high degree of responsibility and independent judgment. This position works with faculty and plans activities to that lead to employment and/or work experience for students in many different career fields/areas of interest.

The **Career Services Advisor** assists students in finding employment opportunities on and off campus and enhances career development by advising students about the world of work. This position requires labor market industry expertise and knowledge in the area of employment processes, hiring practices and principles, and communicating employment techniques for successful professional advancement, employment opportunities and work experiences to students.

ESSENTIAL DUTIES

Advises Coaches students in order to prepare students for the employment internship and cooperative work experience opportunities, including resume writing, cover letters, portfolios, and interviewing techniques.

Provides guidance to students in identifying internships employment and cooperative work experience opportunities related to career goals and techniques for obtaining these positions.

Develops, coordinates, and facilitates cooperative learning and employment opportunities for students by building partnerships with faculty and employers to enhance student career development. internship programs for students.

Orients students to areas of interest internship class requirements through workshops and classroom activities in order to help students gain foundational skills and knowledge for future employment.

Coordinates efforts of others in facilitating cooperative work experience opportunities internship programs (faculty, staff, administrators, employers, students). Serves as a liaison to faculty to help them set up cooperative work experience opportunities internship classes for their individual departments.

Plans, develops, presents, and coordinates events (i.e. fairs, workshops, speakers), internship fairs and speakers programs including promoting, coordinating faculty and staff, contacting employers, advertising, finding securing funding and implementing services to expand students career opportunities and create employment engagement, developing the programs

Develops and maintains specialized computer database of cooperative learning experiences, internships and job listings, and other listings of internship opportunities and any online resources. (i.e., internship handbooks)

Develops, manages and maintains internship program experience websites for the Center, including cooperative work experience and employment sites.

Attends and participates bi-annual meetings of in professional development opportunities internship organization to stay/keep abreast of current legislative state regulations, changes, trends, and best practices for internship programs and

~~work based learning within assigned area of responsibility.~~

Serves and participates on college committees including Departmental Advisory Boards and meetings.

~~Assists students in developing measurable learning objectives for their on-the-job learning experiences
In conjunction with the Faculty Leader of the Career Services Center, shares responsibility for on-the-job supervision that includes consultation in person with employers or designated representatives to discuss students' progress in meeting planned on-the-job learning objectives
In conjunction with the Faculty Leader of the Career Services Center, maintains students' records of internships including type of internship and number of units the student will earn, hours worked, evaluation of performance based on agreed upon learning objectives, the final grade, and tracking students' eligibility for participation in the program
Prepares an Internship (also known as Cooperative Work Experience (CWE) plan adopted by the district whereby students, while enrolled in college, will gain realistic learning experiences through work experiences.
Plans and initiates long term efforts to enhance the internship program for students
Markets the internship program to students, faculty, staff, organizations, and the business community
Initiates contacts with employers and organizations on and off campus to develop paid and unpaid internship opportunities for students~~

Performs other related duties as requested or assigned

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

SUPERVISION

Supervision Received

~~Under g~~General supervision is received from assigned Dean or assigned administrator. The employee receives assignments and is expected to carry them through to completion with substantial independence. Work direction and oversight is provided by assigned faculty leader.

Supervision Exercised

Positions in this classification do not supervise other classified staff, but may serve in a lead work capacity, providing training and work direction to Career Services Advisor, other classified employees and student workers.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

~~p~~Program planning, development and coordination

~~Knowledge of t~~Technology-based resources for career information and occupational data

~~Knowledge of p~~Planning, developing, organizing and conducting workshops, events and creating program materials (handbooks, workbooks, forms, etc)

~~Knowledge of i~~Interviewing and advisement techniques

Job search, job preparation and job placement techniques

~~Knowledge of l~~Local, regional, and national labor markets and employment trendsmarket

~~Knowledge of~~Career and cooperative work experience-internship development techniques

~~Knowledge of~~learning principles for establishing measurable learning objectives

~~Knowledge of~~College and government regulations regarding internship programs and student employment

~~Knowledge of basic work scheduling methods~~

~~Knowledge of b~~Basic record keeping techniques

Advertising and marketing of related programs and services

~~Knowledge of e~~Computerized websites ~~efor~~ job information and occupational data

Community career resources available for students with various needs

Ability to:

~~p~~Provide direction to individual students, and small and large groups

Promote employment and cooperative work experience programs

Develop and maintain computer databases and websites

Create original program publications and other materials such as handbooks, workbooks, and forms

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

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

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

~~Ability to e~~Communicate effectively, ~~both in~~ orally and ~~in writing on forms~~

~~Ability to e~~Conduct, plan, develop, and organized, professional and effective presentations, events and activities

Stay abreast of technology changes and adapt to new technologies

Role model exceptional internal and external customer service

~~Ability to e~~Establish and maintain effective working relationships with District, staff, students, the public and others encountered in the course of work, in a diverse, multicultural, multi-ethnic educational environment~~eeffective working relationships with those contacted in the course of work~~

~~Ability to plan, develop and organize events and activities~~

~~Ability to work and meet deadlines with limited supervision~~

MINIMUM QUALIFICATIONS

Education Requirement:

Bachelor's degree in Psychology, Education, Business or other related field.

Experience Requirement:

Four (4) years experience in human resources, employment, job development and placement, internship programs, or other related human-career services.

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:

~~Possession of a~~ valid Class C California driver's license.

WORKING ENVIRONMENT AND PHYSICAL DEMANDS

Disclosure:

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

Normal Office Environment:

While performing the duties of this job the employee is regularly required to sit, use hands to keyboard, type, or handle materials, and talk and/or hear. The employee is occasionally required to stand and walk. The employee is regularly required to fit, carry, push, or pull up to 2510 pounds. 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:	<u>11/16/06</u> <u>01/24/1985</u>
Class History:	Job Developer; Student Employment Specialist
Revision Date(s):	<u>5/24/89</u> , 11/16/06 Hay Study, 11/20/13, <u>12/15/21</u>

**Santa Monica Community College District
Personnel Commission**

Senior Career Services Advisor

CONCEPT OF THE CLASS

Under general supervision, positions in this classification, lead, develop, and deliver comprehensive student employment and cooperative work experience opportunities for the District's Career Services Center. This classification advises students and serves as a liaison between the Career Services Center, faculty, students, and employers.

DISTINGUISHING CHARACTERISTICS

The **Senior Career Services Advisor** initiates and develops employment and cooperative work experience opportunities. This position provides career information, and guides students to placement, exercising a high degree of responsibility and independent judgment. This position works with faculty and plans activities that lead to employment and/or work experience for students in many different areas of interest.

The **Career Services Advisor** enhances career development by advising students about the world of work. This position requires labor market industry expertise and knowledge in the area of employment processes, hiring practices and principles, and communicating employment techniques for successful professional advancement, employment opportunities and work experiences to students.

ESSENTIAL DUTIES

Advises students in order to prepare students for the employment and cooperative work experience, including resume writing, cover letters, portfolios, and interviewing techniques.

Provides guidance to students in identifying employment and cooperative work experience opportunities related to career goals and techniques for obtaining these positions.

Develops, coordinates and facilitates cooperative learning and employment opportunities for students by building partnerships with faculty and employers to enhance student career development.

Orients students to areas of interest through workshops and classroom activities in order to help students gain foundational skills and knowledge for future employment.

Coordinates efforts in facilitating cooperative work experience opportunities (faculty, staff, administrators, employers, students). Serves as a liaison to faculty to help them set up cooperative work experience opportunities.

Plans, develops, presents, and coordinates events (i.e. fairs, workshops, speakers), including promoting, securing funding and implementing services to expand students career opportunities and create employment engagement.

Develops and maintains specialized computer database of cooperative learning experiences, job listings, and any online resources.

Develops, manages and maintains websites for the Center, including cooperative work experience and employment sites.

Attends and participates in professional development opportunities to stay abreast of current legislative regulations, changes, trends, and best practices within assigned area of responsibility.

Serves and participates on college committees including Departmental Advisory Boards and meetings.

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

General supervision is received from assigned Dean or assigned administrator. The employee receives assignments and is expected to carry them through to completion with substantial independence. Work direction and oversight is provided by assigned faculty leader.

Supervision Exercised

Positions in this classification do not supervise other classified staff, but may serve in a lead work capacity, providing training and work direction to Career Services Advisor, other classified employees and student workers.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Program planning, development and coordination

Technology-based resources for career information and occupational data

Planning, developing, organizing and conducting workshops, events and creating program materials (handbooks, workbooks, forms, etc)

Interviewing and advisement techniques

Job search, job preparation and job placement techniques

Local, regional, and national labor markets and employment trends

Career and cooperative work experience development techniques

College and government regulations regarding student employment

Basic record keeping techniques

Advertising and marketing of related programs and services

Computerized websites for job information and occupational data

Community career resources available for students with various needs

Ability to:

Provide direction to individual students, and small and large groups

Promote employment and cooperative work experience programs

Develop and maintain computer databases and websites

Create original program publications and other materials such as handbooks, workbooks, and forms

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

Santa Monica College
Regular Personnel Commission Meeting Minutes
Wednesday, December 15, 2021

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

Communicate effectively, both orally and in writing

Conduct, plan, develop, and organized, professional and effective presentations, events and activities

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

MINIMUM QUALIFICATIONS

Education Requirement:

Bachelor's degree in Psychology, Education, Business or other related field.

Experience Requirement:

Four (4) years experience in human resources, employment, job development and placement, internship programs, or other related career services.

Education/Experience Equivalency:

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

Licensure and/or Certification:

A valid driver's license.

WORKING ENVIRONMENT AND PHYSICAL DEMANDS

Disclosure:

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

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 fit, 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

Job Family:	Student Services (Non Classroom)
FLSA Status:	Non-exempt
Personnel Commission Approval Date:	01/24/1985
Class History:	Job Developer; Student Employment Specialist
Revision Date(s):	5/24/89, 11/16/06 Hay Study, 11/20/13, 12/15/21

Agenda Report No.	9
Subject	REQUEST FOR APPROVAL OF CLASSIFICATION REVISIONS AND SALARY REALLOCATION: ENTERPRISE BUSINESS SERVICES SPECIALIST
Date	December 15, 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 **Enterprise Business Services Specialist**.

In preparation for recruitment, the Dean of Education Enterprise, 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 again on the cyclical review calendar.

This classification was originally created in 1992, and most recently revised in 2017 to update the title, essential duties and requirements. There are two permanent incumbents in this classification.

METHODOLOGY

Personnel Commission staff met with Mitch Heskell, Dean of Education Enterprise, to discuss the class description. 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.

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, minor revisions to the supervision received and minimum qualifications are being proposed to clarify reporting relationships and broaden minimum experience needed upon entry.

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

Santa Monica College
Regular Personnel Commission Meeting Minutes
Wednesday, December 15, 2021

AGENCY	JOB TITLE	MIN	MAX	MEDIAN *	STUDENT FTE	GF REVENUE ACTUAL	TOTAL EMPLOYEE FTE
Santa Monica CCD	ENTERPRISE BUSINESS SERVICES SPECIALIST	\$4,238	\$5,151	\$4,695	9,405	\$230M	1,259
El Camino CCD	Accounting Assistant II	\$3,994	\$5,109	\$4,552	7,299	\$164M	1,019
Los Angeles CCD	Senior Accounting Technician	\$4,344	\$5,382	\$4,863	35,461	\$873M	4,849
Mount San Antonio CCD	Account Clerk II	\$4,465	\$5,699	\$5,082	12,311	\$269M	1,235
Riverside CCD	Auxiliary Business Services Specialist	\$4,500	\$5,478	\$4,989	12,457	\$312M	1,687
State Center CCD	Accounting Technician	\$3,917	\$4,817	\$4,367	13,622	\$305M	1,791
	Average	\$4,244	\$5,297	\$4,771			
	25th Percentile	\$3,994	\$5,109	\$4,552			
	50th Percentile	\$4,344	\$5,382	\$4,863			
	75th Percentile	\$4,465	\$5,478	\$4,972			
	80th Percentile	\$4,472	\$5,522	\$4,997			
	90th Percentile	\$4,486	\$5,611	\$5,048			
	SMC % RANK	42.40 %	28.80 %	36.40%			
	SMC Differences From AVG	-0.1%	-2.8%	-1.6%			
	SMC Differences From MED	-2.5%	-4.5%	-3.6%			

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

Salary reallocation is recommended from Range 27 (\$4,238 to \$5,151 per month) to Range 30 (\$4,556 to \$5,538 per month) on the Classified Employee Salary Schedule, given market standing at the 36th percentile. In this survey, 64% of the cases presented were above the current median salary for this classification. Reallocating the salary to Range 30 will place this job at the 91st 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 63rd percentile. Results have been sent for review to the incumbents, CSEA, Business Services, Human Resources, and executive leadership.

The following chart shows salary data for related classifications in this job discipline:

CLASS TITLE	MIN	MAX	RANGE	% DIFF BETWEEN LEVELS
Enterprise Business Supervisor	\$6,157	\$7,483	M12	35.14%
Enterprise Business Services Specialist (Proposed Salary)	\$4,556	\$5,538	30	15.78%
Enterprise Business Services Clerk	\$3,935	\$4,784	24	

RECOMMENDATION

It is recommended that the Commission approve the proposed class description revisions and salary reallocation for Enterprise Business Services Specialist.

**From: Enterprise Business Services Specialist
\$4,238 to \$5,151 per month
(Classified Employee Salary Schedule Range 27)**

**To: Enterprise Business Services Specialist
\$4,556 to \$5,538 per month
(Classified Employee Salary Schedule Range 30)**

Disposition by the Commission	
Motion made by:	Barbara Greenstein
Seconded by:	Deborah Jansen
Ayes:	4
Nays:	0
Abstentions:	0
Amendments/Comments	

**Santa Monica Community College District
Personnel Commission**

Enterprise Business Services Specialist

CONCEPT OF THE CLASS

Under general supervision, positions in this classification serve as lead workers and perform a variety of clerical accounting duties related to the collection, reconciliation, and disbursement of large sums of monies collected from the Bursar's Office, student fees, events, programs, and departments.

DISTINGUISHING CHARACTERISTICS

The **Enterprise Business Services Clerk** performs a variety of clerical accounting duties related to the collection, counting and reconciliation of large sums of money collected from the Bursar's Office, student fees, events, programs, and departments.

The **Enterprise Business Services Specialist** serves as a lead worker and performs a variety of clerical accounting duties related in to the collection, reconciliation, and disbursement of large sums of money collected from the Bursar's Office, student fees, events, programs, and departments. Incumbents serve as a lead worker, assigning, scheduling and monitoring the work of permanent and/or temporary staff. Work is reviewed by an assigned manager. This position resolves routine to moderately difficult problems.

ESSENTIAL DUTIES

Serves as a lead worker, assigning, scheduling, monitoring, and verifying the work of assigned permanent and/or temporary staff members.

Receives, reconciles, and prepares deposits of large sums of monies received from several college departments.

Responds to questions, resolves routine and moderately difficult problems related to cash collections, and refers more complex problems to supervisor.

Balances cash drawer and prepares daily cash reports for reconciliation; resolves cash discrepancies.

Notifies department of inaccurate remittance information and takes appropriate steps for resolution.

Opens and closes safe following established procedures.

Computes and reconciles daily cash receipts and disbursement totals.

Compiles various computerized spreadsheets detailing deposits and their appropriate ledger accounts.

Schedules the pick-up and delivery of money with the armored car company and campus police.

Prepares a variety of daily, monthly, and annual cash collections summary reports.

Operates a computer to input, modify, and retrieve financial data transactions.

Monitors office inventory and orders supplies as needed.

May distribute financial aid awards and student refunds according to established procedures.

May respond to student, staff and visitor questions, requests and complaints.

May order cash from banking institution, and prepares and maintains change fund.

May place holds on student records for returned checks or non-payment of fees.

May processes student payment for various external agencies while ensuring accuracy, and verifying eligibility.

May disburse petty cash and release cash to authorized personnel, verifying proper signature and documentation.

Performs other related duties as requested or assigned.

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

SUPERVISION

Supervision Received:

Under general supervision from the ~~Director of Auxiliary Services~~[Enterprise Business Supervisor](#), 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 others, however; they do serve as a lead worker assigning, scheduling and monitoring the work of permanent and/or temporary staff.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Basic work scheduling methods

Cashiering practices and procedures

Effective methods of receiving, handling, and accounting for large sums of money

Federal, State, California Education Code, and District policies, rules, and regulations related to fee collection and disbursement

Principles, practices, and terminology used in banking and statistical/financial recordkeeping

Record keeping techniques

Cash verification systems and procedures

Basic bookkeeping and banking procedures

Basic mathematics

Modern office methods, practices and procedures

Ability to:

Provide lead work direction, oversee, assign, and train staff

Communicate effectively in oral and written form

Count large sums of money quickly and accurately

Make arithmetic calculations quickly and accurately

Analyze discrepancies in records and take appropriate step to resolve matters

Produce, update and maintain a variety of accounts files and records

Use a personal computer for data entry, retrieval and modifications

Use a calculator and personal computer

Pay attention to details

Set priorities and manage time and work in fast-paced and busy environment with multiple tasks and interruptions

Interpret and follow oral and written instructions

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:

Graduation from High School or GED equivalent

Experience Requirement:

Three (3) years of responsible work experience receiving, counting, balancing and reconciling ~~funds-large sums of money for multiple accounts, including experience monitoring and assigning work to others.~~

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:

Incumbents must be capable of meeting the requirements for bonding as prescribed by the District's insurance carrier.

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. While performing the duties of this job, the noise level in the work environment is usually quiet.

CLASS DETAIL

~~Job Family:~~ ~~Fiscal Services/Business Administration/Human Resources~~

~~FLSA Status:~~ ~~Non-Exempt~~

~~Personnel Commission Approval Date:~~ ~~11/02/06~~

~~Class History:~~ ~~Cash Receipts Coordinator, Cash Receipts Specialist~~

~~Revision Date(s):~~ ~~05/92; 11/06 Hay Study, 09/20/17, 12/15/21~~

<u>Job Family:</u>	<u>Fiscal Services/Business Administration/Human Resources</u>
<u>FLSA Status:</u>	<u>Non-Exempt</u>
<u>Personnel Commission Approval Date:</u>	<u>11/02/06</u>
<u>Class History:</u>	<u>Cash Receipts Coordinator, Cash Receipts Specialist</u>
<u>Revision Date(s):</u>	<u>05/92; 11/06 Hay Study, 09/20/17, 12/15/21</u>

Santa Monica Community College District
Personnel Commission

Enterprise Business Services Specialist

CONCEPT OF THE CLASS

Under general supervision, positions in this classification serve as lead workers and perform a variety of clerical accounting duties related to the collection, reconciliation, and disbursement of large sums of monies collected from the Bursar's Office, student fees, events, programs, and departments.

DISTINGUISHING CHARACTERISTICS

The **Enterprise Business Services Clerk** performs a variety of clerical accounting duties related to the collection, counting and reconciliation of large sums of money collected from the Bursar's Office, student fees, events, programs, and departments.

The **Enterprise Business Services Specialist** serves as a lead worker and performs a variety of clerical accounting duties related in to the collection, reconciliation, and disbursement of large sums of money collected from the Bursar's Office, student fees, events, programs, and departments. Incumbents serve as a lead worker, assigning, scheduling and monitoring the work of permanent and/or temporary staff. Work is reviewed by an assigned manager. This position resolves routine to moderately difficult problems.

ESSENTIAL DUTIES

Serves as a lead worker, assigning, scheduling, monitoring, and verifying the work of assigned permanent and/or temporary staff members.

Receives, reconciles, and prepares deposits of large sums of monies received from several college departments.

Responds to questions, resolves routine and moderately difficult problems related to cash collections, and refers more complex problems to supervisor.

Balances cash drawer and prepares daily cash reports for reconciliation; resolves cash discrepancies.

Notifies department of inaccurate remittance information and takes appropriate steps for resolution.

Opens and closes safe following established procedures.

Computes and reconciles daily cash receipts and disbursement totals.

Compiles various computerized spreadsheets detailing deposits and their appropriate ledger accounts.

Schedules the pick-up and delivery of money with the armored car company and campus police.

Prepares a variety of daily, monthly, and annual cash collections summary reports.

Operates a computer to input, modify, and retrieve financial data transactions.

Monitors office inventory and orders supplies as needed.

May distribute financial aid awards and student refunds according to established procedures.

May respond to student, staff and visitor questions, requests and complaints.

May order cash from banking institution, and prepares and maintains change fund.

May place holds on student records for returned checks or non-payment of fees.

May process student payment for various external agencies while ensuring accuracy, and verifying eligibility.

May disburse petty cash and release cash to authorized personnel, verifying proper signature and documentation.

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 Enterprise Business Supervisor, 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 others, however; they do serve as a lead worker assigning, scheduling and monitoring the work of permanent and/or temporary staff.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Basic work scheduling methods

Cashiering practices and procedures

Effective methods of receiving, handling, and accounting for large sums of money

Federal, State, California Education Code, and District policies, rules, and regulations related to fee collection and disbursement

Principles, practices, and terminology used in banking and statistical/financial recordkeeping

Record keeping techniques

Cash verification systems and procedures

Basic bookkeeping and banking procedures

Basic mathematics

Modern office methods, practices and procedures

Ability to:

Provide lead work direction, oversee, assign, and train staff

Communicate effectively in oral and written form

Count large sums of money quickly and accurately

Make arithmetic calculations quickly and accurately

Analyze discrepancies in records and take appropriate step to resolve matters

Produce, update and maintain a variety of accounts files and records

Use a personal computer for data entry, retrieval and modifications

Use a calculator and personal computer

Pay attention to details

Set priorities and manage time and work in fast-paced and busy environment with multiple tasks and interruptions

Interpret and follow oral and written instructions

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:

Graduation from High School or GED equivalent

Experience Requirement:

Three (3) years of responsible work experience receiving, counting, balancing and reconciling funds.

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:

Incumbents must be capable of meeting the requirements for bonding as prescribed by the District's insurance carrier.

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. While performing the duties of this job, the noise level in the work environment is usually quiet.

CLASS DETAIL

Job Family:	Fiscal Services/Business Administration/Human Resources
FLSA Status:	Non-Exempt
Personnel Commission Approval Date:	11/02/06
Class History:	Cash Receipts Coordinator, Cash Receipts Specialist
Revision Date(s):	05/92; 11/06 Hay Study, 09/20/17, 12/15/21

CONSENT AGENDA

#	Item	Page
10	APPROVAL OF MEETING MINUTES	77
11	EXTENSION OF ELIGIBILITY LISTS: <ul style="list-style-type: none"> • ACCOUNTS PAYABLE SUPERVISOR • OUTREACH AND RECRUITMENT SPECIALIST 	78
12	EXAMINATION SCHEDULE: <ul style="list-style-type: none"> • ACADEMIC RECORDS EVALUATOR • CARPENTER • DIRECTOR OF PROCUREMENT, CONTRACTS AND LOGISTICS • FACILITIES MAINTENANCE SUPERVISOR • LEAD THEATER TECHNICIAN 	79
13	RATIFICATION OF LIMITED TERM ASSIGNMENTS	80
14	ADVISORY ITEM: APPOINTMENTS TO LIMITED TERM POSITIONS	81
15	ADVISORY ITEM: APPOINTMENTS TO PROVISIONAL ASSIGNMENTS	82
16	RATIFICATION OF PROVISIONAL WORKING OUT OF CLASS AND INTERNAL LIMITED TERM ASSIGNMENTS	83
17	RATIFICATION OF ELIGIBILITY LISTS: <ul style="list-style-type: none"> • ASSISTANT DIRECTOR OF FACILITIES PLANNING AND CONSTRUCTION • CUSTODIAL OPERATIONS SUPERVISOR • DIRECTOR OF WEB AND SOCIAL MEDIA STRATEGY • ENTERPRISE BUSINESS SUPERVISOR • GROUNDS SUPERVISOR • STUDENT SERVICES ASSISTANT • STUDENT SERVICES CLERK 	84
18	CLASSIFICATION AND COMPENSATION TRACKING REPORT	85
19	RECRUITMENT AND EXAMINATION STATUS REPORT	87

Disposition by the Commission	
Motion made by:	Joy Abbott
Seconded by:	Barbara Greenstein
Ayes:	4
Nays:	0
Abstentions:	0
Amendments/Comments	

Santa Monica College
Regular Personnel Commission Meeting Minutes
Wednesday, December 15, 2021

Agenda Report No.	10
Subject	APPROVAL OF MINUTES
Date	December 15, 2021
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

1. Regular Meeting
November 17, 2021
2. Special Meeting
December 2, 2021

Agenda Report No.	11
Subject	EXTENSION OF ELIGIBILITY LISTS: <ul style="list-style-type: none"> • ACCOUNTS PAYABLE SUPERVISOR • OUTREACH AND RECRUITMENT SPECIALIST
Date	December 15, 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 lists be extended as indicated below:

Classification	Original Expiration Date	Current Expiration Date	Number of Candidates on List	Number of Ranks on List	Proposed Expiration Date
Accounts Payable Supervisor	1/6/2022	1/6/2022	1	1	7/6/2022
Outreach and Recruitment Specialist	2/10/2020	1/10/2022	4	4	2/10/2022

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.

Santa Monica College
 Regular Personnel Commission Meeting Minutes
 Wednesday, December 15, 2021

Agenda Report No.	12
Subject	EXAMINATION SCHEDULE
Date	December 15, 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:

Class Title	Field of Competition	Time
Academic Records Evaluator	Promotional	3 weeks
Carpenter	Promotional and Open Competitive	3 weeks
Director of Procurement, Contracts, and Logistics	Promotional and Open Competitive	3 weeks
Facilities Maintenance Supervisor	Promotional	3 weeks
Lead Theater Technician	Merged Promotional and Open	3 weeks

Santa Monica College
 Regular Personnel Commission Meeting Minutes
 Wednesday, December 15, 2021

Agenda Report No.	13
Subject	RATIFICATION OF LIMITED TERM ASSIGNMENTS
Date	December 15, 2021
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	Jose A. Guzman, 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:

Position	Department	Effective Dates
Accompanist-Music (2 part time positions)	Music	10/04/21-12/31/21
Graphic Designer (1 full-time position)	Marketing	11/04/21-06/30/22

Agenda Report No.	14
Subject	ADVISORY ITEM: APPOINTMENTS TO LIMITED TERM ASSIGNMENTS
Date	December 15, 2021
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	Jose A. Guzman, 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
Berent, Richard	Accompanist-Music	Music	10/04/21-12/31/21	06/18/97
Gerhold, Thomas	Accompanist-Music	Music	10/04/21-12/31/21	08/08/01
Mark-Walker, Charles	Graphic Designer	Marketing	11/04/21-06/30/22	Retiree

*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	December 15, 2021
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

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

Candidate	Position	Department	Duration*
Chan, Oliver	Accompanist-Music	Music	10/04/21-12/31/21
McNaughton, Joellen	Accompanist-Music	Music	10/04/21-12/31/21
Nesteruk, Gary	Accompanist-Music	Music	10/04/21-12/31/21
Tuller, Susan	Events Assistant	SMC Performing Arts	12/03/21-06/30/22
Hernandez, Ileana	Web Services Coordinator	Web and Social Media	11/09/21-06/30/22

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

Agenda Report No.	16
Subject	RATIFICATION OF INTERNAL LIMITED TERM ASSIGNMENT
Date	December 15, 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 internal limited term assignment:

Name/Permanent Class	Limited Term Assignment*	Dates of Assignment
Dawn Noguera/ Human Resources Specialist	Administrative Assistant III – Confidential	1/4/2022 to 3/30/2022

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

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

7.4.1 LIMITED TERM POSITIONS DEFINED

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

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

7.4.2 PROCEDURE FOR ESTABLISHMENT OF LIMITED-TERM POSITIONS

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

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

7.4.3 ELIGIBILITY FOR APPOINTMENT

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

RECOMMENDATION

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

Santa Monica College
Regular Personnel Commission Meeting Minutes
Wednesday, December 15, 2021

Agenda Report No.	17
Subject	RATIFICATION OF ELIGIBILITY LISTS: <ul style="list-style-type: none"> • ASSISTANT DIRECTOR OF FACILITIES PLANNING AND CONSTRUCTION • CUSTODIAL OPERATIONS SUPERVISOR • DIRECTOR OF WEB AND SOCIAL MEDIA STRATEGY • ENTERPRISE BUSINESS SUPERVISOR • GROUNDS SUPERVISOR • STUDENT SERVICES ASSISTANT • STUDENT SERVICES CLERK
Date	December 15, 2021
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

Class Title	Field of Competition	Promotional	Total On List	Expiration Date
Assistant Director of Facilities Planning and Construction	Merged Promotional and Open	0	5	11/18/2022
Custodial Operations Supervisor	Promotional	3	3	11/21/2022
Director of Web and Social Media Strategy	Merged Promotional and Open	1	6	11/7/2022
Enterprise Business Supervisor	Promotional	2	2	12/8/2022
Grounds Supervisor	Promotional	3	3	11/28/2022
Grounds Supervisor	Open Competitive	0	2	11/28/2022
Student Services Assistant	Promotional	4	4	12/8/2022
Student Services Assistant	Open Competitive	0	37	12/8/2022
Student Services Clerk	Promotional	1	1	12/8/2022
Student Services Clerk	Open Competitive	0	42	12/8/2022

Santa Monica College
Regular Personnel Commission Meeting Minutes
Wednesday, December 15, 2021

Agenda Report No.	18
Subject	CLASSIFICATION AND COMPENSATION TRACKING REPORT
Date	December 15, 2021
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

Santa Monica College
Regular Personnel Commission Meeting Minutes
Wednesday, December 15, 2021

CLASSIFICATION & COMPENSATION STATUS REPORT (In Process)								
CLASSIFICATION	ASSIGNED TO:	STUDY TYPE	# OF INCUMBENTS	PDQ DEADLINE	JOB AUDIT	STAKEHOLDER REVIEW	STAKEHOLDER STATUS	PC AGENDA
Skilled Maintenance Worker	KM	Cyclical	Multiple	05/09/18	NA	06/15/20		
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	12/03/21	PC AGENDA	12/15/21
Athletic Trainer	OV	Cyclical	Multiple	6/11/2021*	NA	12/03/21	PC AGENDA	12/15/21
Child Care Services Supervisor	OV	Cyclical	Single	NA				
Enterprise Business Services Specialist	AG	Revisions	Multiple	NA	NA	11/10/21	PC AGENDA	12/15/21
Career Education Specialist	OV	Cyclical	Single	12/06/21				
Financial Aid Systems Specialist	AF	Cyclical	Single	12/13/21				
Laboratory Technician-Art	JG	Cyclical	Multiple	05/10/21				
Laboratory Technician-Chemistry	JG	Cyclical	Single	05/10/21				
Laboratory Technician-Life Science	JG	Cyclical	Multiple	05/10/21				
Laboratory Technician-Photography	JG	Cyclical	Multiple	05/10/21				
Laboratory Technician-Physics	JG	Cyclical	Single	05/10/21				
Lead Grounds Equipment Operator	KM	New Class	None	NA				
Lead Laboratory Technician-Chemistry	JG	Cyclical	Single	05/10/21				
Lead Laboratory Technician-Physiology/Microbiology/Biology	JG	Cyclical	Single	05/10/21				
Laboratory Technician - Design Technology	JB	New Class	Single	NA				
Program Coordinator - Community & Contract Education	OV	Cyclical	Single	12/06/21				
Program Coordinator - Emeritus	OV	Cyclical	Single	12/06/21				
Program Coordinator - Workforce & Economic Development	OV	Cyclical	Single	12/06/21				
Career Services Advisor	OV	Cyclical	None	NA	NA	07/01/21		12/15/21
Senior Career Services Advisor	OV	Cyclical	Multiple	12/07/20		07/01/21		12/15/21
Public Information Officer	KM	Cyclical	Single	03/31/21				
Web Content and Social Media Manager	KM	Cyclical	Single	03/31/21				
Web Content Developer	KM	Cyclical	None	NA				
Web Services Coordinator	KM	Cyclical	Single	03/31/21				
Workforce and Economic Development Project Assistant	OV	Cyclical	Multiple	12/06/21				
Switchboard Operator	AF	Cyclical	Multiple	01/31/22				
Administrative Clerk	AF	Cyclical	Multiple	01/31/22				
Administrative Assistant I	AF	Cyclical	Multiple	01/31/22				
Administrative Assistant II	AF	Cyclical	Multiple	01/31/22				
Workforce and Economic Development Project Assistant	OV	Cyclical	Multiple	12/06/21				
CLASSIFICATION & COMPENSATION STATUS REPORT (On Hold)								
CLASSIFICATION	ASSIGNED TO:	STUDY TYPE	# OF INCUMBENTS	PDQ DEADLINE	JOB AUDIT	STAKEHOLDER REVIEW	STAKEHOLDER STATUS	PC AGENDA
Assistant Director of Human Resources	JL	Cyclical	None	NA	NA	Hold		
Assistant Director of Safety & Risk Management	AF/AG	Cyclical	None	NA	NA	Hold		

*Extension

Santa Monica College
Regular Personnel Commission Meeting Minutes
Wednesday, December 15, 2021

Agenda Report No.	19
Subject	RECRUITMENT AND EXAMINATION STATUS REPORT
Date	December 15, 2021
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

Santa Monica College
Regular Personnel Commission Meeting Minutes
Wednesday, December 15, 2021

Recruitment and Examination Status Report											
Classification	Assig	FOC	VAC	Opened	Closed	Written	T & E E	Perf.	OAI	E-List	Ratiff.
Academic Records Evaluator	JL	P	1	12/6/2021	11/7/2022						
Accountant	AF	P	1	11/18/2021	12/10/2021						
Accounting Specialist	P	P									
Accounting Technician	P	P									
Administrative Assistant II	AF	PO		10/14/2021	11/4/2021	11/29/2021					
Assistant Director of Facilities Planning and Construction	JL	MPO	1	8/25/2021	10/22/2021				11/9/2021	11/18/2021	12/15/2021
Associate Programmer Analyst	JL	PO									
Campus Safety Officer	PO	PO									
Carpenter	KM	PO									
Case Management Coordinator	JL	MPO	1	10/27/2021	11/17/2021				12/10/2021		
Cosmetology Assistant	CL	PO	1	12/1/2021	12/21/2021						
Custodial Operations Supervisor	KM	P	1	9/16/2021	10/6/2021				11/10/2021	11/22/2021	12/15/2021
Director of Marketing and Communication	KM	MPO									
Director of Procurement, Contracts, and Logistics	PO	PO	1								
Director of SMC Foundation	AF/JL	MPO	1	6/24/2021	Continuous						
Director of Web and Social Media Strategy	KM	MPO	1	10/7/2021	10/27/2021				11/30/2021	12/8/2021	12/15/2021
Enrollment Services Specialist	P	Temp									
Enterprise Business Supervisor	P	P	1								
Events Assistant	AG	P	1	10/27/2021	11/17/2021				11/30/2021	12/9/2021	12/15/2021
Grounds Supervisor	JG	O	Temp	10/20/2021	Continuous						
Health Assistant	OV	PO	1	9/16/2021	10/6/2021				11/15/2021	11/29/2021	12/15/2021
Instructional Assistant – English	OV	PO	2	10/27/2021	11/17/2021	12/7/2021			12/16/2021		
Instructional Assistant – Math	JG	PO	2	12/6/2021	1/7/2022						
Laboratory Technician-Broadcast Digital Media	JG	PO	1	8/18/2021	9/15/2021						
Lead Receiving, Stockroom, and Delivery Worker	JL	P	1	12/1/2021	12/22/2021						
Program Specialist	OV	PO									
Personnel Specialist	CL	PO	Temp	11/19/2021	12/14/2021						
Personnel Technician	CL	PO	Temp	11/19/2021	12/1/2021						
Research and Planning Analyst	JG	PO	Temp	9/24/2021	10/14/2021				12/13/2021		
Stage Construction Technician-Sound	MPO	Temp									
Student Services Assistant	OV	PO	1	8/26/2021	9/16/2021	10/19-10/25			11/17-11/19	12/9/2021	12/15/2021
Student Services Clerk	OV	PO	2	7/26/2021	8/13/2021	10/19-10/25			11/17 - 11/18	12/9/2021	12/15/2021
Student Services Specialist	OV	PO	2	10/21/2021	11/10/2021				12/7/2021		
Theatre Technical Specialist	JG	O	Temp	10/15/2021	Continuous						

Items in bold are pending approval by the Personnel Commission

On Hold											
Classification	Assig	FOC	VAC	Opened	Closed	Written	T & E E	Perf.	OAI	E-List	Ratiff.
Administrative Assistant III-Confidential	PO	PO	1								
Customer Service Assistant	PO	PO									
Enterprise Business Services Clerk	PO	PO									
Facilities Maintenance Supervisor	P	P	1								
Journeyman Trade-HVAC	KM	MPO		3/3/2020	3/23/2020						
Lead Custodian	KM	MPO									
Skilled Maintenance Worker II	KM	P									

IV. MEETING ADJOURNED at 12:36 PM

Disposition by the Commission	
Motion made by:	Deborah Jansen
Seconded by:	Barbara Greenstein
Ayes:	4
Nays:	0
Abstentions:	0
Amendments/Comments	

Regular Meeting Day	Regular Meeting Date	Regular Meeting Month	Regular Meeting Year	Scheduled Time	Meeting Location
Wednesday	19	January	2022	12:00 PM	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, December 15, 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.