



**PERSONNEL COMMISSION  
REGULAR MEETING MINUTES  
Wednesday, February 16, 2022 at 12:00 p.m.**

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

<p>DEPARTMENTS: PLEASE POST 3400 Airport/SBDC: Sasha King Academic Affairs: Sharon Thomas Accounts Payable: Cherry Aquino Admissions &amp; Records: Esau Tovar African American Center: Sherri Bradford Athletics: Sandra Hernandez Auxiliary Services: Ofelia Meza Bundy: Beverly Redd-Walker Business Department: Peter Murray Campus Police Office: Jennifer Jones Campus Store: Elesee Juarez Career Services: Vicky Rothman Cashier's Office: Veronica Romo Center for Media &amp; Design: Community Education: Alice Meyering Counseling Office: Laurie Guglielmo Custodian Time Clock: Anthony Williams Disabled Students Center: Nathalie Laille Early Childhood Ed.: L. Manson Emeritus College: V. Rankin-Scales English Dept.: Martha Hall EOP&amp;S: Nick Mata ESL Office: Jocelyn Alex Events Office: Yesenia Penate Faculty Association: Peter Morse Financial Aid Office: Stacy Neal Health Sciences: Clarendia Stephens Health Office: Nancy Alfaro HSS: Carolyn Baugh Institutional Research: International Education Center: Ana Jara KCRW: Latino Center: Maria Martinez Madison: Gail Johnson Maintenance/Operations: A. DiGregorio Math Village: Kristina Fukuda Media Center: L. Nakamura Modern Language: Travis Grant Music: Lori Geller Outreach &amp; Recruitment: Will Taylor Payroll: Ian Fraser Science: Ingrid Cardwell Student Life: Amelia Trejo Superintendent/Presidents Office: L. Kilian STEM: Vanan Yahnian Theater Arts: Judy Louff W&amp; ED/Bundy: Tricia Ramos</p>	<p>ADMINISTRATORS and MANAGERS</p> <p>Emeritus: Scott Silverman Facilities: Dennis Biddle HR: Tre'Shawn Hall-Baker Info Tech: Marc Drescher IEC: N. Pressian Instructional Technology: Maintenance: Devin Starnes Terry Kamibayashi Operations:     Anthony Barlow     Justin Carter     Felicia Hudson     Robert Villanueva Receiving: Lisa Davis Supplemental Instruction: Wendi DeMorst</p>	<p>PRESIDENT/SUPERINTENDENT and SENIOR STAFF</p> <p>Superintendent/President: Kathryn Jeffery Executive VP: VP Academic Affairs: Bradley Lane VP Business/Admin: Chris Bonvenuto VP Enroll. Services: T. Rodriguez VP Human Resources: Sherri Lee-Lewis VP Student Affairs: M. Tuitasi Senior Director Government Relations &amp; Institutional Communications: Don Girard Community Relations: Kiersten Elliott Public Information: Grace Smith</p> <p>PUBLIC POSTING LOCATIONS</p> <p>2714 Pico: exterior display box Online: <a href="http://www.smc.edu">www.smc.edu</a></p> <p>EMPLOYEE ORGANIZATIONS</p> <p>CSEA Labor Rep.: Jessica Gonzalez CSEA Chapter Pres.: Mike Roberts CSEA Chapter 1st V.P.: Cindy Ordaz CSEA Chapter 2nd V.P.: Kennisha Green CSEA Chief Job Steward: Lee Peterson CSEA Treasurer: Dagmar Gorman CSEA Secretary: Judith Mosher CSEA Chief Development Officer: Luis Martin CSEA Communications Officer: James Stevenson SMC POA President: Officer Cadena Management Association: Susan Fila</p> <p align="right">Revised 1-27-2022</p> <p>IF YOU NEED AN ACCOMMODATION Written requests for disability-related modifications or accommodations that are needed in order to participate in the Commission meeting are to be directed to the Personnel Commission Office as soon in advance of the meeting as possible.</p>
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## PUBLIC PARTICIPATION FOR VIRTUAL MEETINGS

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

Individuals wishing to speak or submit written comments to be read at the meeting are requested to send an email to [personnel\\_commission@smc.edu](mailto:personnel_commission@smc.edu), by no later than 11:00 a.m. on Wednesday, February 16, 2022. The email should include the following information:

**Name**

**Department (optional)**

**Topic or Agenda Item # to be addressed**

**Comments to be read (if submitting written comments)**

Instructions for Speaking to the Commission through Zoom

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

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

- Five minutes is allotted to each speaker per topic. If there are more than four speakers on any topic or item, the Commission reserves the option of limiting the time for each speaker. A speaker’s time may not be transferred to another speaker.
- Each speaker is limited to one presentation per specific agenda item before the Commission, and to one presentation per Commission meeting on non-agenda items.
- Five minutes is allotted to each speaker per topic for general public comments. The speaker must adhere to the topic. Individuals wishing to speak during the Public Comments will be called upon during Public Comments.

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

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

Reference: Merit Rule 2.2.8

Government Code sections 54954.2, 54954.3, 54957.9

**PUBLIC SESSION: 12:00 p.m.**

**I. ORGANIZATIONAL FUNCTIONS**

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

**B. Roll Call**

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

**C. Director's Report**

Personnel Commission staff is presenting two requests for classification revisions and salary reallocations as part of cyclical classification studies and one eligibility list for Academic Records Evaluator.

Director Long reported 12 recruitments in process, and 13 more upcoming. She reported that staff completed five additional recruitments in the week prior, and are in the process of finalizing eligibility lists for the next meeting agenda.

She stated that the Merit Rules Advisory Committee continues to work on revisions of Chapter 12 and plans to bring more rules forward for a first reading at the March Personnel Commission meeting

**D. Comments and Informational Reports**

**Recognition of Employee Longevity – February 2022**

**5 YEARS**

Febe Soliman, Academic Records Evaluator, Admissions and Records  
Hai Hon Jason Trinh, Accountant, Fiscal Services

Jason was recognized by Chris Bonvenuto for five years with the College.

**15 YEARS**

Joe Banks, Jr., Custodian, Operations

Joe was recognized by Chris Bonvenuto for fifteen years with the College.

**20 YEARS**

Bharose Dindial, Community College Parking Enforcement Officer, SMCPD  
Elease Juarez, Campus Store Manager, Campus Store

Elease was recognized by Mitch Heskell and Chris Bonvenuto for twenty years with the College.

Lisa Moss, Senior Career Services Advisor, Career Service Center

Lisa was recognized by Janet Robinson for twenty years with the College.

**30 YEARS**

Edna Flores, Administrative Assistant I, Center for Media and Design

E. Comments from the Vice President of Human Resources

Director of Human Resources, Leisa Biggers attended the meeting on behalf of Vice President Sherri Lee-Lewis. She gave a brief introduction, congratulated Longevity awardees and sent well wishes to all.

F. Comments from the CSEA Chapter 36 Representative

No Comment.

G. Comments from the Management Association President

No Comment.

H. Comments from the Personnel Commission Staff

No Comment.

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

No Comment.

J. Comments by Personnel Commissioners

Commissioner Abbott expressed her delight for all the recognized Longevity recipients.

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

#	Item	Page
1	<b>APPROVAL OF ADVANCED STEP PLACEMENT: ADMINISTRATIVE ASSISTANT II</b>	<b>6</b>
2	<b>REQUEST FOR APPROVAL CLASSIFICATION REVISIONS AND SALARY REALLOCATION: LABORATORY TECHNICIAN-LIFE SCIENCE</b>	<b>7</b>
3	<b>REQUEST FOR APPROVAL OF RETITLE, CLASSIFICATION REVISIONS &amp; SALARY REALLOCATION: LEAD LABORATORY TECHNICIAN- PHYSIOLOGY/MICROBIOLOGY/BIOLOGY TO LEAD LABORATORY TECHNICIAN-LIFE SCIENCE</b>	<b>17</b>
4	<b>EXTENSION OF PROVISIONAL APPOINTMENTS: • CASE MANAGEMENT COORDINATOR • PERSONNEL SPECIALIST</b>	<b>26</b>

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

<b>#</b>	<b>Item</b>	<b>Page</b>
<b>5</b>	<b>CERTIFICATION OF SENIORITY LIST:</b> <ul style="list-style-type: none"> <li>• <b>DIRECTOR OF SAFETY AND RISK MANAGEMENT</b></li> </ul>	<b>29</b>
<b>6</b>	<b>APPROVAL OF MEETING MINUTES</b>	<b>31</b>
<b>7</b>	<b>EXTENSION OF ELIGIBILITY LIST:</b> <ul style="list-style-type: none"> <li>• <b>SUPPLEMENTAL INSTRUCTION COORDINATOR</b></li> </ul>	<b>32</b>
<b>8</b>	<b>EXAMINATION SCHEDULE:</b> <ul style="list-style-type: none"> <li>• <b>ENTERPRISE BUSINESS SERVICES CLERK</b></li> <li>• <b>INTERNATIONAL STUDENT SERVICES SPECIALIST</b></li> <li>• <b>OUTREACH AND RECRUITMENT SPECIALIST</b></li> </ul>	<b>33</b>
<b>9</b>	<b>RATIFICATION OF LIMITED TERM ASSIGNMENTS</b>	<b>34</b>
<b>10</b>	<b>ADVISORY ITEM: APPOINTMENTS TO LIMITED TERM POSITIONS</b>	<b>35</b>
<b>11</b>	<b>ADVISORY ITEM: APPOINTMENTS TO PROVISIONAL ASSIGNMENTS</b>	<b>37</b>
<b>12</b>	<b>RATIFICATION OF PROVISIONAL WORKING OUT OF CLASS AND INTERNAL LIMITED TERM ASSIGNMENTS</b>	<b>38</b>
<b>13</b>	<b>RATIFICATION OF ELIGIBILITY LISTS:</b> <ul style="list-style-type: none"> <li>• <b>ACADEMIC RECORDS EVALUATOR</b></li> </ul>	<b>41</b>
<b>14</b>	<b>CLASSIFICATION AND COMPENSATION TRACKING REPORT</b>	<b>42</b>
<b>15</b>	<b>RECRUITMENT AND EXAMINATION STATUS REPORT</b>	<b>44</b>

**IV. ADJOURNMENT**

<b>Agenda Report No.</b>	<b>1</b>
<b>Subject</b>	<b>APPROVAL OF ADVANCED STEP PLACEMENT: ADMINISTRATIVE ASSISTANT II</b>
<b>Date</b>	<b>February 16, 2022</b>
<b>To</b>	<b>Members of the Personnel Commission</b>
<b>From</b>	<b>Carol Long, Director of the Personnel Commission</b>

It is requested that the Personnel Commission approve an initial salary placement for Maria Calvento, Administrative Assistant II, Center for Media and Design, at **Range 29, Step D** on the Classified Salary Schedule.

The Minimum Qualifications for this position include an Associate's degree in a related field, and two years of full time, paid, progressively responsible secretarial and/or administrative experience providing administrative support to an administrator or management level supervisor. This candidate possesses an Associate's degree and almost 21 years of experience providing administrative support within City of Glendale Police Department, State of California Department of Justice, and for a Vice President for Sales and Marketing in the private sector.

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

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.

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

<b>Agenda Report No.</b>	<b>2</b>
<b>Subject</b>	<b>REQUEST FOR APPROVAL OF CLASSIFICATION REVISIONS AND SALARY REALLOCATION: LABORATORY TECHNICIAN-LIFE SCIENCE</b>
<b>Date</b>	<b>February 16, 2022</b>
<b>To</b>	<b>Members of the Personnel Commission</b>
<b>From</b>	<b>Carol Long, Director of the Personnel Commission</b>
<b>By</b>	<b>Jose Guzman, Personnel Analyst</b>

## **BACKGROUND**

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

As part of the cyclical review process, we are reviewing classifications in the Laboratory Technician job discipline. The Laboratory Technician-Life Science offers laboratory support and prepares equipment and supplies for instructional experiments within the Life Science Department. The Life Science Department at Santa Monica College provides educational opportunities designed to meet the needs of students interested in careers in biological, medical, environmental, nutrition, and biotechnological sciences.

The Laboratory Technician-Life Science classification was established in June 1977. This classification has been revised several times since its establishment. The most recent revision was approved in October 2015. There are currently four permanent incumbents in this classification. The proposed changes will not adversely affect the incumbents.

## **METHODOLOGY**

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

Personnel Commission staff met with Scott Silverman, Dean, Noncredit & External Programs, to discuss the classification 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. Additionally, revisions are proposed to clarify duties assigned, knowledge and abilities required for the job, and to more accurately reflect the nature of the work environment. Classification revisions were sent for review to the incumbents, CSEA, Department management, Business Services, Human Resources, and executive leadership.

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

## **RESULTS**

Based on data gathered, class description revisions are being proposed, to include a more accurate description of the work performed. Additional changes serve to clarify essential duties and KSAs (knowledge, skills and abilities).

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

AGENCY	CLASS TITLE	MIN	MAX	MEDIAN*
Santa Monica College	Laboratory Technician-Life Science	\$4,450	\$5,409	<b>\$4,930</b>
Cerritos College	Instructional Laboratory Technician III - Biology	\$4,754	\$5,718	<b>\$5,236</b>
Contra Costa CCD	Science Laboratory Technician	\$4,615	\$5,622	<b>\$5,119</b>
El Camino College	Laboratory Technician I	\$4,282	\$5,477	<b>\$4,880</b>
Foothill De Anza CCD	Laboratory Technician, Biology	\$4,827	\$6,462	<b>\$5,644</b>
Glendale College	Science Lab Tech	\$4,539	\$5,793	<b>\$5,166</b>
Long Beach City College	Life Science Laboratory Specialist	\$4,777	\$5,886	<b>\$5,332</b>
Los Angeles CCD	Life Sciences Laboratory Technician	\$4,392	\$5,441	<b>\$4,917</b>
North Orange County CCD	Laboratory Technician	\$4,523	\$5,482	<b>\$5,003</b>
Pasadena City College	Department Laboratory Technician III - Biology	\$4,212	\$5,376	<b>\$4,794</b>
Ventura County CCD	Instructional Lab Technician II - Sciences	\$4,834	\$6,668	<b>\$5,751</b>
	Average	\$4,576	\$5,792	\$5,184
	25th Percentile	\$4,425	\$5,478	\$4,938
	50th Percentile	\$4,577	\$5,670	\$5,142
	75th Percentile	\$4,771	\$5,863	\$5,308
	80th Percentile	\$4,787	\$6,001	\$5,394
	90th Percentile	\$4,829	\$6,503	\$5,666
	<b>SMC % RANK</b>	<b>27%</b>	<b>6%</b>	<b>24%</b>
	SMC Differences From AVG	0.0	-0.1	-0.1
	SMC Differences From MED	-3%	-5%	-4%

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

The current salary range for Laboratory Technician-Life Science is \$4,450 to \$5,409 per month (Classified Employee Salary Schedule, Range 29). In this survey, SMC is in the 24<sup>th</sup> median percentile compared to all benchmark agencies with comparable classifications; that is, 76% of market comparables were paid higher than the SMC classification.



**SALARY REALLOCATION**

It is recommended that the salary for Laboratory Technician-Life Science be reallocated from Range 29 of the Classified Employee Salary Schedule (\$4,450 to \$5,409 per month) to Range 32 (\$4,784 to \$5,815 per month), a 7.51% increase. The proposed increase would place the median salary for this classification at the 74<sup>th</sup> percentile compared to the market median. Salary reallocation is justified given that it meets the College’s goal to target base median salary at the 70<sup>th</sup> percentile. One range lower would place the salary below the 70<sup>th</sup> percentile ranking as compared to the market median.

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

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

CLASS TITLE	MIN	MAX	RANGE	% DIFFERENCE
<i>Lead Laboratory Technician-Physiology/Microbiology/Biology*</i>	\$4,784	\$5,815	32	NA
Lead Laboratory Technician-Chemistry**	\$4,784	\$5,815	32	NA
<b>Laboratory Technician-Life Science (Proposed)</b>	<b>\$4,784</b>	<b>\$5,815</b>	<b>32</b>	<b>7.51%</b>
<b>Laboratory Technician-Life Science (Current)</b>	<b>\$4,450</b>	<b>\$5,409</b>	<b>29</b>	<b>NA</b>
Laboratory Technician-Art**	\$4,450	\$5,409	29	NA
Laboratory Technician-Broadcasting/Electronic Media**	\$4,450	\$5,409	29	NA
Laboratory Technician-Chemistry**	\$4,450	\$5,409	29	NA
Laboratory Technician-Photography**	\$4,450	\$5,409	29	NA

\*See subsequent agenda items

\*\*Pending review

**RECOMMENDATION**

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

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

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

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

**Santa Monica Community College District  
Personnel Commission**

**Laboratory Technician – Life Science**

**CONCEPT OF THE CLASS**

Under general supervision, positions in this classification prepare materials and equipment for experiments, provide laboratory support, and assist instructors in the Life Science laboratories.

**DISTINGUISHING CHARACTERISTICS**

The Laboratory Technician – Life Science provides laboratory support, and assists instructors in the Life Science laboratories.

The Lead Laboratory Technician – Life Science serves as a lead for laboratory technicians in the Life Science Department, delegating and overseeing the work of technicians and students. The Lead Laboratory Technician is responsible for inventory control, ordering supplies and equipment, and maintaining records.

**ESSENTIAL DUTIES**

Medical Laboratory Technician Program:

Depending on assigned program, may prepare culture media, maintains and transfers bacterial cultures, prepares solutions, human and animal specimens (including blood, urine, feces, and other body fluids and human cadavers) stains and equipment for classroom use.

General Life Science Programs:

Prepares culture media, maintains and transfers bacterial cultures, prepares solutions, human and animal specimens (including Human Cadavers) stains and equipment for classroom use.

All Areas:

Follows and ensures strict safety procedures and safety checks.

Sets-up Prepares and arranges equipment for experiments infor laboratory and classroom demonstrations.

Plans and organizes work related to assigned classes to prepare for upcoming laboratory experiments and demonstrations.

Prepares culture media, maintains and transfers bacterial cultures, prepares solutions, human and animal specimen stains and equipment for classroom use.

Prepares reagents and chemical solutions for classroom use.

Consults and plans with faculty on specific needs of their assignments throughout the academic calendar.

Inspects, maintains, calibrates, and performs minor repairs on a variety of laboratory equipment, and instruments.

Demonstrates proper use and care of laboratory materials, equipment, chemicals, and supplies to students.

Maintains laboratories and stock room in a clean and orderly condition; informs the Lead Laboratory Technician of ongoing inventory needs.

Documents standard operating protocols regarding equipment use and setup of experiments.

Trains and oversees the work of student workers.

May provide daily care of the greenhouse plants and garden, including watering, fertilizing, weeding, and pest control.

May maintain live animal collections, including feeding and care.

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.

## KNOWLEDGE, SKILLS AND ABILITIES

### **Medical Laboratory Technology Program:**

~~Knowledge of safety procedures in the laboratory, specifically when working with biohazardous human specimens.~~

~~Ability to interpret and properly apply methods, procedures, and regulations related to safety and proper waste disposal, including proper disposal of biohazardous waste materials.~~

### **All Areas:**

#### **Knowledge of:**

~~p~~Principles, methods, and procedures used in general biology, zoology, physiology, anatomy, botany, marine biology, and microbiology laboratories

~~Knowledge of s~~Supplies, materials, and equipment used in general biology, zoology, physiology, anatomy, botany, marine biology, and microbiology laboratories

~~Knowledge of p~~athogenic micro-organism and biological media, including proper procedures for safe handling.

~~Knowledge of b~~asic maintenance, calibration, and repair of laboratory equipment

~~Knowledge of s~~afety procedures in the laboratory, which may include those related to working with biohazardous human specimens

~~Knowledge of b~~asic record keeping techniques

#### **Ability to:**

~~e~~Operate and explain laboratory equipment, chemicals, materials and supplies

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

Stay abreast of technology changes and adapt to new technologies

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

Role model exceptional internal and external customer service

~~Ability to c~~Communicate effectively, both orally and in writing

~~Ability to f~~Follow instructions, policies and procedures

~~Ability to i~~Interpret and properly apply methods, procedures, and regulations related to safety and proper waste disposal, which may include proper disposal of biohazardous waste materials

~~Ability to m~~Maintain pure cultures of bacteria

~~Ability to m~~Measure and mix chemicals safely and properly

~~Ability to m~~Maintain laboratory equipment and materials in a clean and orderly condition

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

#### MINIMUM QUALIFICATIONS

**Education Requirement:**

Associate of ~~A~~arts ~~D~~egree with a major in a ~~L~~ife ~~S~~cience, including the completion of coursework in general ~~b~~iology and ~~m~~icrobiology. A ~~B~~achelor's degree in ~~L~~ife ~~S~~cience is desirable.

**Experience Requirement:**

One year (1) of work experience ~~working~~ in a scientific laboratory including preparing chemicals and solutions and setting up equipment for laboratory experiments and/or demonstrations.

**Education/Experience Equivalency:**

~~A Bachelor's degree in Life Science can be substituted for the one (1) year of work experience if specific coursework included laboratory experience preparing chemicals and solutions and setting up equipment for laboratory experiments and/or demonstrations.~~

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

**Licensure and/or Certification:**

None.

#### WORKING CONDITIONS AND PHYSICAL DEMANDS

**Disclosure:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential 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 ~~job the position~~ employees ~~must~~ 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, walk, bend and stoop. The employee is regularly required to lift, carry, push, or pull objects weighing up to 10 pounds. ~~be~~ The employee is  ~~bend and stoop, and are~~ exposed to chemicals, biohazardous materials, and live bacteria while following using the required protocols appropriate safeguards and using the appropriate safety equipment.

**CLASS DETAIL**

**Job Family:** Instructional Support (Student Services/Classroom)

**FLSA Status:** Non exempt

**Personnel Commission Approval Date:** ~~11/09/06~~ 06/77

**Class History:** Laboratory Technician - Biological Science  
Laboratory Technician ~~--~~ Physical Science  
Laboratory Technician - Science  
Laboratory Technician - Life Science  
Laboratory Technician - Biology

**Revision Date(s):** 07/30/81, 01/86, 10/95 Hay Study 11/09/06, 02/20/08,  
11/17/10, 11/5/12, 10/21/15, 2/16/22

**Santa Monica Community College District  
Personnel Commission**

**Laboratory Technician – Life Science**

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### ***Supervision Exercised***

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## KNOWLEDGE, SKILLS AND ABILITIES

### **Knowledge of:**

Principles, methods, and procedures used in general biology, zoology, physiology, anatomy, botany, marine biology, and microbiology laboratories

Supplies, materials, and equipment used in general biology, zoology, physiology, anatomy, botany, marine biology, and microbiology laboratories

Pathogenic micro-organism and biological media, including proper procedures for safe handling

Basic maintenance, calibration, and repair of laboratory equipment

Safety procedures in the laboratory, which may include those related to working with biohazardous human specimens

Basic record keeping techniques

### **Ability to:**

Operate and explain laboratory equipment, chemicals, materials and supplies

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

Stay abreast of technology changes and adapt to new technologies

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

Role model exceptional internal and external customer service

Communicate effectively, both orally and in writing

Follow instructions, policies and procedures

Interpret and properly apply methods, procedures, and regulations related to safety and proper waste disposal, which may include proper disposal of biohazardous waste materials

Maintain pure cultures of bacteria

Measure and mix chemicals safely and properly

Maintain laboratory equipment and materials in a clean and orderly condition

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

#### MINIMUM QUALIFICATIONS

**Education Requirement:**

Associate of arts degree with a major in a Life Science, including the completion of coursework in general Biology and Microbiology. A bachelor's degree in life science is desirable.

**Experience Requirement:**

One year (1) of work experience in a scientific laboratory including preparing chemicals and solutions and setting up equipment for laboratory experiments and/or demonstrations.

**Education/Experience Equivalency:**

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

**Licensure and/or Certification:**

None.

#### WORKING CONDITIONS AND PHYSICAL DEMANDS

**Disclosure:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential 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 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, walk, bend and stoop. The employee is regularly required to lift, carry, push, or pull up to 10 pounds. The employee is exposed to chemicals, biohazardous materials, and live bacteria while following the required protocols and using the appropriate safety equipment.

#### CLASS DETAIL

<b>Job Family:</b>	Instructional Support (Student Services/Classroom)
<b>FLSA Status:</b>	Non exempt
<b>Personnel Commission Approval Date:</b>	06/77
<b>Class History:</b>	Laboratory Technician - Biological Science Laboratory Technician - Physical Science Laboratory Technician - Science Laboratory Technician - Life Science Laboratory Technician - Biology
<b>Revision Date(s):</b>	07/30/81, 01/86, 10/95 Hay Study 11/09/06, 02/20/08, 11/17/10, 11/5/12, 10/21/15, 2/16/22



<b>Agenda Report No.</b>	<b>3</b>
<b>Subject</b>	<b>REQUEST FOR APPROVAL OF RETITLE, CLASSIFICATION REVISIONS &amp; SALARY REALLOCATION: LEAD LABORATORY TECHNICIAN- PHYSIOLOGY/MICROBIOLOGY/BIOLOGY TO LEAD LABORATORY TECHNICIAN-LIFE SCIENCE</b>
<b>Date</b>	<b>February 16, 2022</b>
<b>To</b>	<b>Members of the Personnel Commission</b>
<b>From</b>	<b>Carol Long, Director of the Personnel Commission</b>
<b>By</b>	<b>Jose Guzman, Personnel Analyst</b>

**BACKGROUND**

Attached for your approval are a retitle, class description revisions and salary reallocation for **Lead Laboratory Technician-Physiology/Microbiology/Biology**.

As part of the cyclical review process, we are reviewing classifications in the Laboratory Technician job discipline. The Lead Laboratory Technician- Physiology/Microbiology/Biology offers laboratory support and prepares equipment and supplies for instructional experiments within the Life Science Department. The position also provides work direction to the Laboratory Technicians in the Department and supports the various specialties within Life Science. The Life Science Department at Santa Monica College provides educational opportunities designed to meet the needs of students interested in careers in biological, medical, environmental, nutrition, and biotechnological sciences.

The Lead Laboratory Technician-Physiology/Microbiology/Biology classification was established in November 1997. This classification has been revised twice, most recently in November 2006. There is currently one permanent incumbent in this classification. The proposed changes will not adversely affect the incumbent.

**METHODOLOGY**

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

Personnel Commission staff consulted with Scott Silverman, Dean, Noncredit & External Programs, to discuss the classification description. The Department requested revisions to the classification duties. Changes were made to the job title to include the multiple disciplines with the Life Science Department and align it with Laboratory Technician-Life Science. Minor changes were also made to the working environment and physical demands, to more accurately define the realistic expectations of the role. Classification revisions were sent for review to the incumbent, CSEA, Department Management, Business Services, Human Resources, and executive leadership.

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

**RESULTS**

Based on the data gathered, a retitle and revisions to the class description are being proposed, to include a more accurate depiction of the work performed. These changes serve to clarify essential duties, and KSAs (knowledge, skills and abilities) and other job requirements.

A comprehensive survey of comparable agencies was conducted. Given the varied nature of classification structure at comparable agencies, sufficient market data was not found when surveying comparable agencies. Some agencies did not possess a lead/senior position within their departmental structure or used broad generic laboratory technician positions. As a result, salary recommendation for this classification is based on internal alignment.

**SALARY REALLOCATION**

It is recommended that the salary for Lead Laboratory Technician-Physiology/Microbiology/Biology be reallocated from Range 32 of the Classified Employee Salary Schedule (\$4,784 to \$5,815 per month) to Range 35 (\$5,151 to \$6,261 per month), a 7.67% increase. Salary was proposed based on job evaluation findings and internal alignment.

An incumbent in this role serves in a lead capacity, delegating and overseeing the laboratory technicians in Life Science, maintaining inventory control and records, and ordering supplies and equipment.

The percentage difference in pay between the lead role and the lower level classification in the series is at 0%. The Laboratory Technician-Life Science classification has been recommended for a salary reallocation to Range 32, \$4,784 to \$5,815 per month in the Classified Employee Salary Schedule, creating salary compressions with the Lead Laboratory Technician-Physiology/Microbiology/Biology currently assigned to the same salary range. Salary reallocation is recommended based on internal alignment concerns within the Laboratory Technicians in the Life Science series.

JOB TITLE	MIN	MAX	RANGE	% DIFF BETWEEN LEVELS
<i>Lead Laboratory Technician-Life Science (Proposed)</i>	<b>\$5,151</b>	<b>\$6,261</b>	<b>35</b>	7.67%
<i>Lead Laboratory Technician-Physiology/Microbiology/Biology (Current)</i>	\$4,784	\$5,815	32	0%
<i>Laboratory Technician-Life Science (Proposed)*</i>	<b>\$4,784</b>	<b>\$5,815</b>	<b>32</b>	

\*See previous agenda item

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

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

CLASS TITLE	MIN	MAX	RANGE	% DIFFERENCE
<i>Lead Laboratory Technician-Life Science (proposed)</i>	\$5,151	\$6,261	35	7.5%
<i>Lead Laboratory Technician-Physiology/Microbiology/Biology (current)</i>	\$4,784	\$5,815	32	NA
Lead Laboratory Technician-Chemistry**	\$4,784	\$5,815	32	7.5%
Laboratory Technician-Life Science*	\$4,450	\$5,409	29	NA
Laboratory Technician-Art**	\$4,450	\$5,409	29	NA
Laboratory Technician-Broadcasting/Electronic Media**	\$4,450	\$5,409	29	NA
Laboratory Technician-Chemistry**	\$4,450	\$5,409	29	NA
Laboratory Technician-Photography**	\$4,450	\$5,409	29	NA

\*See previous agenda item

\*\*Pending review

**RECOMMENDATION**

It is recommended that the Commission approve the retitle, proposed revisions and salary reallocation for the Lead Laboratory Technician-Physiology/Microbiology/Biology classification description.

**FROM:**

**Lead Laboratory Technician-Physiology/Microbiology/Biology**  
**\$4,784 to \$5,815 per month (Classified Employee Salary Schedule Range 32)**

**TO:**

**Lead laboratory Technician-Life Science**  
**\$5,151 to \$6,261 per month (Classified Employee Salary Schedule Range 35)**

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

**Santa Monica Community College District  
Personnel Commission**

**Lead Laboratory Technician – Life Science  
Physiology/Microbiology/Biology**

**CONCEPT OF THE CLASS**

Under general supervision, positions in this classification oversee the work of laboratory technicians in the Life Science Department and prepare the Anatomy, Biology, Botany, Microbiology, and Physiology laboratories, purchase materials, make solutions, media, and set-up and maintain apparatuses appropriate for each course.

**DISTINGUISHING CHARACTERISTICS**

The **Lead Laboratory Technician – Life Science Physiology/Microbiology/Biology** serves as a lead for laboratory technicians in the Life Science Department, delegating and overseeing the work of technicians and students. The Lead Laboratory Technician, is responsible for inventory control, and ordering supplies and equipment, and maintaining records.

The Laboratory Technician – Life Science provides laboratory support, and assists instructors in the Life Science Laboratories.

**ESSENTIAL DUTIES**

Oversees and prepares the set-up for the microbiology, physiology, anatomy and biology laboratories.

Prepares culture media, maintains and transfers bacterial cultures, prepares solutions, human and animal specimens, stains and equipment for classroom use.

Maintains calendar/schedule to track laboratory availability.

Oversees all ordering, receiving, storing, inventory and issuance of laboratory supplies and equipment.

Prepares requisitions, and requests for soliciting quotations, and reviews bid quotations.

Oversees the disposing of biochemical and hazardous waste, operates autoclaves and properly demonstrates complete sterilization of bacterial cultures.

Serves as an initial contact for faculty, technicians, students, and outside officials for safety and emergency situations.

Oversees the maintenance required to maintain clean and orderly laboratories.

Receives and maintains cadavers, and cares for laboratory animals.

Communicates safety procedure updates and regulatory changes to laboratory technicians and student assistants.

Selects, trains and oversees the work of student workers.

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 other classified staff, but may serve in a lead worker capacity, providing training and work direction to e, however they may perform lead work duties over other Llaboratory Ttechnicians, other classified employees and student workers.

**KNOWLEDGE, SKILLS AND ABILITIES**

**Knowledge of:**

pPrinciples, methods, and procedures used in physiology, anatomy, microbiology, and biology laboratories

Knowledge of sSupplies, materials, and equipment used in physiology, anatomy, microbiology, and biology laboratories

Knowledge of bBasic maintenance and repair of laboratory equipment

Knowledge of rRequired regulatory documentation procedures

Knowledge of iInventory and ordering procedures

Knowledge of bBasic record keeping techniques

**Ability to:**

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

Ability to mMaintain pure cultures of bacteria

Ability to iIdentify, maintain and safely handle solutions and materials, supplies, and equipment used in physiology, anatomy, microbiology, and biology laboratories

Ability to mMaintain laboratory equipment and materials in a clean and orderly condition

Ability to sSafely oversee the handling of contaminants and controlled substances, such as preserved specimen

Ability to oOversee and delegate work to others

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

Stay abreast of technology changes and adapt to new technologies

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

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

~~Ability to establish and maintain cooperative working relationships with those contacted in the course of work~~

**MINIMUM QUALIFICATIONS**

**Education Requirement:**

Bachelor's dDegree with a major in a bBiological sScience, including coursework in mMicrobiology, bBiology, and pPhysiology.

**Experience Requirement:**

Two (2) years of experience working in a scientific laboratory including taking inventory and ordering supplies.

**Education/Experience Equivalency:**

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

**Licensure and/or Certification:**

None.

WORKING CONDITIONS AND PHYSICAL DEMANDS

**Disclosure:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential 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 ~~job the position~~ employees 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, walk, bend and stoop. The employee is regularly required ~~must to~~ lift, carry, push, or pull objects up to 10 pounds, 25 lbs. ~~The employee is -bend and stoop, and are~~ exposed to chemicals, biohazardous materials, live bacteria, human blood, and urine.

CLASS DETAIL

**Job Family:** Instructional Support ([Student Services/Classroom](#))

**FLSA Status:** Non-Exempt

**Personnel Commission Approval Date:** ~~11/09/06, 11/97~~

**Class History** Lead Laboratory Technician – Microbiology/Physiology and Biology, ~~Est. 11/97~~ [Lead Laboratory Technician-Physiology/Microbiology/Biology](#)

**Revision Date(s):** ~~Hay Study~~ 11/09/06, [2/16/2022](#)

**Santa Monica Community College District  
Personnel Commission**

**Lead Laboratory Technician – Life Science**

**CONCEPT OF THE CLASS**

Under general supervision, positions in this classification oversee the work of laboratory technicians in the Life Science Department and prepare the Anatomy, Biology, Botany, Microbiology, and Physiology laboratories, purchase materials, make solutions, media, and set-up and maintain apparatuses appropriate for each course.

**DISTINGUISHING CHARACTERISTICS**

The **Lead Laboratory Technician – Life Science** serves as a lead for laboratory technicians in the Life Science Department, delegating and overseeing the work of technicians and students. The Lead Laboratory Technician is responsible for inventory control, ordering supplies and equipment, and maintaining records.

The **Laboratory Technician – Life Science** provides laboratory support, and assists instructors in the Life Science Laboratories.

**ESSENTIAL DUTIES**

Oversees and prepares the set-up for the microbiology, physiology, anatomy and biology laboratories.

Prepares culture media, maintains and transfers bacterial cultures, prepares solutions, human and animal specimens, stains and equipment for classroom use.

Maintains calendar/schedule to track laboratory availability.

Oversees all ordering, receiving, storing, inventory and issuance of laboratory supplies and equipment.

Prepares requisitions, and requests for soliciting quotations, and reviews bid quotations.

Oversees the disposing of biochemical and hazardous waste, operates autoclaves and properly demonstrates complete sterilization of bacterial cultures.

Serves as an initial contact for faculty, technicians, students, and outside officials for safety and emergency situations.

Oversees the maintenance required to maintain clean and orderly laboratories.

Receives and maintains cadavers, and cares for laboratory animals.

Communicates safety procedure updates and regulatory changes to laboratory technicians and student assistants.

Selects, trains and oversees the work of student workers.

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 other classified staff, but may serve in a lead worker capacity, providing training and work direction to laboratory technicians, other classified employees and student workers.

**KNOWLEDGE, SKILLS AND ABILITIES**

**Knowledge of:**

Principles, methods, and procedures used in physiology, anatomy, microbiology, and biology laboratories

Supplies, materials, and equipment used in physiology, anatomy, microbiology, and biology laboratories

Basic maintenance and repair of laboratory equipment

Required regulatory documentation procedures

Inventory and ordering procedures

Basic record keeping techniques

**Ability to:**

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

Maintain pure cultures of bacteria

Identify, maintain and safely handle solutions and materials, supplies, and equipment used in physiology, anatomy, microbiology, and biology laboratories

Maintain laboratory equipment and materials in a clean and orderly condition

Safely oversee the handling of contaminants and controlled substances, such as preserved specimen

Oversee and delegate work to others

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

Stay abreast of technology changes and adapt to new technologies

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

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 with a major in a Biological Science, including coursework in Microbiology, Biology, and Physiology.

***Experience Requirement:***

Two (2) years of experience working in a scientific laboratory including taking inventory and ordering supplies.

***Education/Experience Equivalency:***

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

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

None.



**WORKING CONDITIONS AND PHYSICAL DEMANDS**

**Disclosure:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential 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 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, walk, bend and stoop. The employee is regularly required to lift, carry, push, or pull up to 10 pounds. The employee is exposed to chemicals, biohazardous materials, live bacteria, human blood, and urine.

**CLASS DETAIL**

<b>Job Family:</b>	Instructional Support (Student Services/Classroom)
<b>FLSA Status:</b>	Non-Exempt
<b>Personnel Commission Approval Date:</b>	11/97
<b>Class History</b>	Lead Laboratory Technician – Microbiology/Physiology and Biology, Lead Laboratory Technician-Physiology/Microbiology/Biology
<b>Revision Date(s):</b>	11/09/06, 2/16/2022

<b>Agenda Report No.</b>	<b>4</b>
<b>Subject</b>	<b>EXTENSION OF PROVISIONAL APPOINTMENTS:</b> <ul style="list-style-type: none"> <li>• <b>CASE MANAGEMENT COORDINATOR</b></li> <li>• <b>PERSONNEL SPECIALIST</b></li> </ul>
<b>Date</b>	<b>February 16, 2022</b>
<b>To</b>	<b>Members of the Personnel Commission</b>
<b>From</b>	<b>Carol Long, Director of the Personnel Commission</b>

The Personnel Commission was advised of the following provisional assignments at previous regular meetings:

<b>Candidate</b>	<b>Position</b>	<b>Department</b>	<b>Duration</b>
Alyssa Heskin	Case Management Coordinator	Care and Prevention Team	8/24/2021 to 2/28/2022
Julia Britt	Personnel Specialist	Personnel Commission	7/1/2021 to 3/18/2022

Provisional assignments can be authorized for 90 working days per fiscal year. These provisional employees will be reaching their 90 working day limit.

A recruitment is currently in progress to fill assignments in the above areas. The hiring departments have requested that these temporary employees be allowed to serve in this role until the eligibility list has been produced and a permanent or limited term appointment can be made. The Personnel Commission has the authority to authorize a 36 day extension for these assignments, once the initial 90 working days have been completed.

Merit Rule 7.2.1 (C) states:

*The Personnel Commission may extend the 90 working day provisional appointment for a period not to exceed 36 additional working days provided:*

- 1. The examination for the class was given during the initial 90 working days of the employee's provisional assignment.*
- 2. Satisfactory evidence is presented indicating:*
  - a. Adequate recruitment effort has been, and is being made;*
  - b. Extension of this provisional assignment is necessary to carry on vital functions of the District;*
  - c. The position cannot satisfactorily be filled by use of the following in priority order:*
    - 1. the eligibility list for the class*
    - 2. other employment lists such as reinstatement; or transfer*
    - 3. other appropriate substitute eligibility lists*

It is recommended that the Personnel Commission approve the following assignment extensions:

<b>Candidate</b>	<b>Position</b>	<b>Department</b>	<b>Duration of Extension</b>
Alyssa Heskin	Case Management Coordinator	Care and Prevention Team	Not to exceed 36 additional working days
Julia Britt	Personnel Specialist	Personnel Commission	Not to exceed 36 additional working days

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

**CONSENT AGENDA**

#	Item	Page
5	<b>CERTIFICATION OF SENIORITY LIST:</b> <ul style="list-style-type: none"> <li>• <b>DIRECTOR OF SAFETY AND RISK MANAGEMENT</b></li> </ul>	29
6	<b>APPROVAL OF MEETING MINUTES:</b> <ul style="list-style-type: none"> <li>• <b>JANUARY 13, 2022 SPECIAL MEETING</b></li> <li>• <b>JANUARY 19, 2022 REGULAR MEETING</b></li> </ul>	31
7	<b>EXTENSION OF ELIGIBILITY LIST:</b> <ul style="list-style-type: none"> <li>• <b>SUPPLEMENTAL INSTRUCTION COORDINATOR</b></li> </ul>	32
8	<b>EXAMINATION SCHEDULE:</b> <ul style="list-style-type: none"> <li>• <b>ENTERPRISE BUSINESS SERVICES CLERK</b></li> <li>• <b>INTERNATIONAL STUDENT SERVICES SPECIALIST</b></li> <li>• <b>OUTREACH AND RECRUITMENT SPECIALIST</b></li> </ul>	33
9	<b>RATIFICATION OF LIMITED TERM ASSIGNMENTS</b>	34
10	<b>ADVISORY ITEM: APPOINTMENTS TO LIMITED TERM POSITIONS</b>	35
11	<b>ADVISORY ITEM: APPOINTMENTS TO PROVISIONAL ASSIGNMENTS</b>	37
12	<b>RATIFICATION OF PROVISIONAL WORKING OUT OF CLASS AND INTERNAL LIMITED TERM ASSIGNMENTS</b>	38
13	<b>RATIFICATION OF ELIGIBILITY LISTS:</b> <ul style="list-style-type: none"> <li>• <b>ACADEMIC RECORDS EVALUATOR</b></li> </ul>	41
14	<b>CLASSIFICATION AND COMPENSATION TRACKING REPORT</b>	42
15	<b>RECRUITMENT AND EXAMINATION STATUS REPORT</b>	44

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

<b>Agenda Report No.</b>	<b>5</b>
<b>Subject</b>	<b>CERTIFICATION OF SENIORITY LIST: DIRECTOR OF SAFETY AND RISK MANAGEMENT</b>
<b>Date</b>	<b>February 16, 2022</b>
<b>To</b>	<b>Members of the Personnel Commission</b>
<b>From</b>	<b>Carol Long, Director of the Personnel Commission</b>

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

**Director of Safety and Risk Management**

It is recommended that the Personnel Commission certify the seniority list effective February 16, 2022.

**13.1.4 SENIORITY LISTS**

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

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

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

**"DIRECTOR of SAFETY and RISK MANAGEMENT" Seniority List**

Classification: Director of Safety and Risk Management

Range: M34

Monthly Base Salary Range as of July 1, 2020: \$ 10530 to \$ 12798

PC Certification Date: February 16, 2022

Review Period: February 4 to 10, 2022

EMPLOYEE NAME	SENIORITY BASE DATE (Date of Hire in Classification)	ADJUSTED DAYS and HOURS in CLASSIFICATION	DISTRICT HIRE DATE in PERMANENT STATUS	CURRENT MONTHS PER YEAR	CURRENT HOURS PER WEEK	CURRENT CLASSIFICATION IF NOT Director of Safety and Risk Management
Phillips, Daniel	2/3/2021	No	11/13/2018	12	40	

Edited By: Brent Heximer, AA II, PC

Compiled by: Karen Monzon, Personnel Analyst

Approved by: Carol Long, Director of the Personnel Commission

Updated: February 4, 2022

Santa Monica College  
Regular Personnel Commission Meeting Minutes  
Wednesday, February 16, 2022

<b>Agenda Report No.</b>	<b>6</b>
<b>Subject</b>	<b>APPROVAL OF MINUTES</b>
<b>Date</b>	<b>February 16,2022</b>
<b>To</b>	<b>Members of the Personnel Commission</b>
<b>From</b>	<b>Carol Long, Director of the Personnel Commission</b>

1. 1.13.2022 Special Meeting Minutes
2. 1.19.2022 Regular Meeting Minutes

<b>Agenda Report No.</b>	<b>7</b>
<b>Subject</b>	<b>EXTENSION OF ELIGIBILITY LIST:</b>
<b>Date</b>	<b>February 16, 2022</b>
<b>To</b>	<b>Members of the Personnel Commission</b>
<b>From</b>	<b>Carol Long, Director of the Personnel Commission</b>

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

<b>Classification</b>	<b>Original Expiration Date</b>	<b>Current Expiration Date</b>	<b>Number of Candidates on List</b>	<b>Number of Ranks on List</b>	<b>Proposed Expiration Date</b>
Supplemental Instruction Coordinator	2/23/2022	2/23/2022	1	1	8/23/2022

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, February 16, 2022

<b>Agenda Report No.</b>	<b>8</b>
<b>Subject</b>	<b>EXAMINATION SCHEDULE:</b>
<b>Date</b>	<b>February 16, 2022</b>
<b>To</b>	<b>Members of the Personnel Commission</b>
<b>From</b>	<b>Carol Long, Director of the Personnel Commission</b>
<b>By</b>	<b>Jose Guzman, Personnel Analyst</b>

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

<b>Class Title</b>	<b>Field of Competition</b>	<b>Time</b>
Enterprise Business Services Clerk	Promotional & Open Competitive	3 weeks
International Student Services Specialist	Promotional	3 weeks
Outreach and Recruitment Specialist	Promotional & Open Competitive	3 weeks

Santa Monica College  
Regular Personnel Commission Meeting Minutes  
Wednesday, February 16, 2022

<b>Agenda Report No.</b>	<b>9</b>
<b>Subject</b>	<b>RATIFICATION OF LIMITED TERM ASSIGNMENTS</b>
<b>Date</b>	<b>February 16, 2022</b>
<b>To</b>	<b>Members of the Personnel Commission</b>
<b>From</b>	<b>Carol Long, Director of the Personnel Commission</b>
<b>By</b>	<b>Jose A. Guzman, Personnel Analyst</b>

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

<b>Position</b>	<b>Department</b>	<b>Effective Dates</b>
Accompanist-Music Performance (4 part-time positions)	Music	01/04/22-06/30/22
Assistant Director of Human Resources (1 part-time position)	Human Resources	01/04/22-06/30/22
Bookstore Clerk/Cashier (8 part-time positions)	Bookstore	02/07/22-03/11/22
Bookstore Clerk/Cashier (6 part-time positions)	Bookstore	01/24/22-03/11/22
Custodian (2 full-time positions)	Operations	02/01/22-06/30/22
Customer Service Assistant (2 part-time positions)	Bookstore	01/24/22-03/11/22
Customer Service Assistant (1 part-time position)	Bookstore	02/02/22-03/11/22
Customer Service Assistant (1 part-time position)	Bookstore	02/04/22-03/11/22
Customer Service Assistant (2 part-time positions)	Bookstore	02/07/22-03/11/22
Instructional Assistant-ESL (3 part-time positions)	ESL	01/04/22-06/30/22
Student Services Clerk (1 part-time position)	Admissions & Records	01/25/22-06/30/22
Bookstore Clerk/Cashier (8 part-time positions)	Bookstore	02/07/22-03/11/22
Bookstore Clerk/Cashier (6 part-time positions)	Bookstore	01/24/22-03/11/22
Custodian (2 full-time positions)	Operations	02/01/22-06/30/22
Customer Service Assistant (2 part-time positions)	Bookstore	01/24/22-03/11/22
Customer Service Assistant (1 part-time position)	Bookstore	02/02/22-03/11/22

Santa Monica College  
Regular Personnel Commission Meeting Minutes  
Wednesday, February 16, 2022

<b>Agenda Report No.</b>	<b>10</b>
<b>Subject</b>	<b>ADVISORY ITEM: APPOINTMENTS TO LIMITED TERM ASSIGNMENTS</b>
<b>Date</b>	<b>February 16, 2022</b>
<b>To</b>	<b>Members of the Personnel Commission</b>
<b>From</b>	<b>Carol Long, Director of the Personnel Commission</b>
<b>By</b>	<b>Jose A. Guzman, Personnel Analyst</b>

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.

<b>Candidate</b>	<b>Position</b>	<b>Department</b>	<b>Duration*</b>	<b>Eligible List Date</b>
Berent, Richard	Accompanist-Music	Music	02/07/22-06/30/22	06/18/97
Gerhold, Thomas	Accompanist-Music	Music	02/07/22-06/30/22	08/08/01
Berent, Richard	Accompanist-Music Performance	Music	01/04/22-06/30/22	06/18/97
Chan, Oliver	Accompanist-Music Performance	Music	01/04/22-06/30/22	06/24/19
Gerhold, Thomas	Accompanist-Music Performance	Music	01/04/22-06/30/22	07/11/02
Nesteruk, Gary	Accompanist-Music Performance	Music	01/04/22-06/30/22	01/03/18
Hudson, Sr., Michael	Assistant Director of Human Resources	Human Resources	01/04/22-06/30/22	03/18/15
Abdulhafiz, Meymuna	Bookstore Clerk/Cashier	Bookstore	02/07/22-03/11/22	12/15/04
Abel, Teneka	Bookstore Clerk/Cashier	Bookstore	02/07/22-03/11/22	02/21/07
Chang, Tony	Bookstore Clerk/Cashier	Bookstore	01/24/22-03/11/22	06/18/08
Eichen, John	Bookstore Clerk/Cashier	Bookstore	02/07/22-03/11/22	03/25/15
Garcia, Lucy	Bookstore Clerk/Cashier	Bookstore	01/24/22-03/11/22	03/08/99
Grau, Donald	Bookstore Clerk/Cashier	Bookstore	02/07/22-03/11/22	06/12/12
Lopez, Jose	Bookstore Clerk/Cashier	Bookstore	01/24/22-03/11/22	07/18/11
Lopez, Veronica	Bookstore Clerk/Cashier	Bookstore	02/07/22-03/11/22	03/25/15
Mehary, Mehret	Bookstore Clerk/Cashier	Bookstore	02/07/22-03/11/22	11/16/02
Micas, Donna	Bookstore Clerk/Cashier	Bookstore	02/07/22-03/11/22	02/21/07
Miles, Erik	Bookstore Clerk/Cashier	Bookstore	01/24/22-03/11/22	02/21/07
Pabst, Ester	Bookstore Clerk/Cashier	Bookstore	02/07/22-03/11/22	09/04/09
Pacheco, Wendy	Bookstore Clerk/Cashier	Bookstore	01/24/22-03/11/22	01/23/09
Thielking, Alan	Bookstore Clerk/Cashier	Bookstore	01/24/22-03/11/22	08/26/92
Day, Wayne	Custodian	Operations	02/01/22-06/30/22	06/01/21
Minor, Earl	Custodian	Operations	02/01/22-06/30/22	06/01/21
Brinkley, Tanisha	Customer Service Assistant	Bookstore	02/07/22-03/11/22	05/16/18
Burks, Tami	Customer Service Assistant	Bookstore	02/02/22-03/11/22	12/15/21

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

***Reference Merit Rule 7.4.3 (A) –Eligibility for Appointment***

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

Santa Monica College  
Regular Personnel Commission Meeting Minutes  
Wednesday, February 16, 2022

<b>Agenda Report No.</b>	<b>11</b>
<b>Subject</b>	<b>ADVISORY ITEM: APPOINTMENTS TO PROVISIONAL ASSIGNMENTS</b>
<b>Date</b>	<b>February 16, 2022</b>
<b>To</b>	<b>Members of the Personnel Commission</b>
<b>From</b>	<b>Carol Long, Director of the Personnel Commission</b>
<b>By</b>	<b>Jose Guzman, Personnel Analyst</b>

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

<b>Candidate</b>	<b>Position</b>	<b>Department</b>	<b>Duration*</b>
Carbone, John	Accompanist-Dance	Dance	01/04/22-06/30/22
Osipova, Yelena	Accompanist-Dance	Dance	01/04/22-06/30/22
Plotkin, Alla	Accompanist-Dance	Dance	01/04/22-06/30/22
Soro, Gnenemon	Accompanist-Dance	Dance	01/04/22-06/30/22
Sow, E. Malick	Accompanist-Dance	Dance	01/04/22-06/30/22
Ter-Avanesova, Nonna	Accompanist-Dance	Dance	01/04/22-06/30/22
Walker, Frederick	Accompanist-Dance	Dance	01/04/22-06/30/22
Chan, Oliver	Accompanist-Music	Music	01/04/22-06/30/22
McNaughton, Joellen	Accompanist-Music	Music	01/04/22-06/30/22
Nesteruk, Gary	Accompanist-Music	Music	01/04/22-06/30/22
Cooper, Alexander	Costume Designer	Theatre Arts	01/04/22-06/30/22
Grant, Brian	Custodian	Operations	02/07/22-06/30/22
Moreno Ortega, Porfirio	Graphic Designer	Marketing	01/05/22-06/30/22
Nguyen, Chau	Graphic Designer	Marketing	02/02/22-06/30/22
Bass, Edward	Stage Construction Technician-Lighting	Theatre Arts	01/04/22-06/30/22
Brown, Carla	Student Services Clerk	Cashier's Office	02/07/22-02/18/22
Ramirez, Anthony	Student Services Clerk	Cashier's Office	02/07/22-02/18/22
Santhiago, Nicholas	Student Services Clerk	Cashier's Office	02/07/22-02/18/22
Geller, Frances	Theatre Technical Specialist	Facilities	01/04/22-06/30/22
Morley, Sheldon	Theatre Technical Specialist	Facilities	01/04/22-06/30/22

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

<b>Agenda Report No.</b>	<b>12</b>
<b>Subject</b>	<b>RATIFICATION OF PROVISIONAL WORKING OUT OF CLASS AND INTERNAL LIMITED TERM ASSIGNMENTS</b>
<b>Date</b>	<b>February 16, 2022</b>
<b>To</b>	<b>Members of the Personnel Commission</b>
<b>From</b>	<b>Carol Long, Director of the Personnel Commission</b>

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

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

<b>Name/Permanent Class</b>	<b>Provisional WOC Assignment*</b>	<b>Dates of Current Assignment</b>
Olinka Rodriguez, Administrative Assistant III – Confidential	**Administrative Assistant IV – Confidential	1/18/2022 to 1/19/2022; 1/26/2022 to 2/10/2022
Anthony Johnson, Skilled Maintenance Worker	Carpenter	2/14/2022 to 5/14/2022

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

*\*\*Pending PBAR approval*

**II. Limited Term Assignment**

<b>Name/Permanent Class</b>	<b>Limited Term Assignment*</b>	<b>Dates of Current Assignment</b>
Anthony Williams, Lead Custodian	Grounds Supervisor	2/1/2022 to 5/1/2022

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

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

**CONCEPT OF WORKING OUT OF CLASSIFICATION**

1. Each classified employee shall be required to perform the duties of the position approved by the Board and classified by the Personnel Commission for the class to which he or she is assigned. An employee may be required to perform other related duties consistent with the concept of the classification to which the position is assigned.
2. Classified employees shall not be required to perform duties and responsibilities which are not fixed and prescribed for their positions or are not consistent with the concept of the classification of their current position for any period of time which exceeds five (5) working days within a fifteen (15) calendar day period, or equivalent (i.e., four 10-hour working days within a fifteen (15) calendar day period) except as provided by this rule.
3. Working out of class assignments are designed for temporary situations and shall not be used to place an employee in a long-term or permanent assignment in a

higher or different classification. No employee shall be assigned to work out of class beyond the time limits specified in Merit Rule 7.2 (Provisional Appointments) and Merit Rule 7.4 (Limited Term Appointments).

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

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

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

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#### 11.7 Work out of Classification

##### 11.7.1 Definition:

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

##### 11.7.3 Compensation:

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

#### 11.4 Salary on Promotion

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

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

#### 7.4.1 LIMITED TERM POSITIONS DEFINED

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

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

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

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

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

#### 7.4.3 ELIGIBILITY FOR APPOINTMENT

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

### **RECOMMENDATION**

It is recommended that the Personnel Commission approve the requests for working out of class or 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, February 16, 2022

<b>Agenda Report No.</b>	<b>13</b>
<b>Subject</b>	<b>RATIFICATION OF ELIGIBILITY LISTS:</b>
<b>Date</b>	<b>February 16, 2022</b>
<b>To</b>	<b>Members of the Personnel Commission</b>
<b>From</b>	<b>Carol Long, Director of the Personnel Commission</b>

<b>Class Title</b>	<b>Field of Competition</b>	<b>Promotional</b>	<b>Total On List</b>	<b>Expiration Date</b>
Academic Records Evaluator	Promotional	2	2	02/09/2023

Santa Monica College  
Regular Personnel Commission Meeting Minutes  
Wednesday, February 16, 2022

<b>Agenda Report No.</b>	<b>14</b>
<b>Subject</b>	<b>CLASSIFICATION AND COMPENSATION TRACKING REPORT</b>
<b>Date</b>	<b>February 16, 2022</b>
<b>To</b>	<b>Members of the Personnel Commission</b>
<b>From</b>	<b>Carol Long, Director of the Personnel Commission</b>

Santa Monica College  
Regular Personnel Commission Meeting Minutes  
Wednesday, February 16, 2022

CLASSIFICATION & COMPENSATION STATUS REPORT (In Process)								
CLASSIFICATION	ASSIGNED TO:	STUDY TYPE	# OF INCUMBENTS	PDQ DEADLINE	JOB AUDIT	STAKEHOLDER REVIEW	STAKEHOLDER STATUS	PC AGENDA
Laboratory Technician-Life Science	JG	Cyclical	Multiple	05/10/21	NA	02/04/22	Agenda	02/16/22
Lead Laboratory Technician-Physiology/Microbiology/Biology	JG	Cyclical	Single	05/10/21	NA	02/04/22	Agenda	02/16/22
Skilled Maintenance Worker	KM	Cyclical	Multiple	05/09/18	NA	06/15/20	Hold	
Skilled Maintenance Worker II	KM	Cyclical	Multiple	05/09/18	NA	06/15/20	Hold	
Athletic Activities Assistant	OV	Cyclical	None	04/23/21	NA			
Career Education Specialist	OV	Cyclical	Single	12/06/21				
Financial Aid Systems Specialist	AF	Cyclical	Single	12/13/21				
Laboratory Technician-Art	JG	Cyclical	Multiple	05/10/21				
Laboratory Technician-Chemistry	JG	Cyclical	Single	05/10/21				
Laboratory Technician-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				
Laboratory Technician - Design Technology	JB	New Class	Single	NA				
Program Coordinator - Community & Contract Education	OV	Cyclical	Single	12/06/21				
Program Coordinator - Emeritus	OV	Cyclical	Single	12/06/21				
Program Coordinator - Workforce & Economic Development	OV	Cyclical	Single	12/06/21				
Public Information Officer	KM	Cyclical	Single	03/31/21				
Web Content and Social Media Manager	KM	Cyclical	Single	03/31/21				
Web Content Developer	KM	Cyclical	None	NA				
Web Services Coordinator	KM	Cyclical	Single	03/31/21				
Workforce and Economic Development Project Assistant	OV	Cyclical	Multiple	12/06/21				
Switchboard Operator	AF	Cyclical	Multiple	01/31/22				
Administrative Clerk	AF	Cyclical	Multiple	01/31/22				
Administrative Assistant I	AF	Cyclical	Multiple	01/31/22				
Administrative Assistant II	AF	Cyclical	Multiple	01/31/22				
Workforce and Economic Development Project Assistant	OV	Cyclical	Multiple	12/06/21				
CLASSIFICATION & COMPENSATION STATUS REPORT (On Hold)								
CLASSIFICATION	ASSIGNED TO:	STUDY TYPE	# OF INCUMBENTS	PDQ DEADLINE	JOB AUDIT	STAKEHOLDER REVIEW	STAKEHOLDER STATUS	PC AGENDA
Assistant Director of Human Resources	JL	Cyclical	None	NA	NA	Hold		
Assistant Director of Safety & Risk Management	AF/AG	Cyclical	None	NA	NA	Hold		
Child Care Services Supervisor	OV	Cyclical	None	NA	NA	Hold		

Santa Monica College  
Regular Personnel Commission Meeting Minutes  
Wednesday, February 16, 2022

<b>Agenda Report No.</b>	<b>15</b>
<b>Subject</b>	<b>RECRUITMENT AND EXAMINATION STATUS REPORT</b>
<b>Date</b>	<b>February 16, 2022</b>
<b>To</b>	<b>Members of the Personnel Commission</b>
<b>From</b>	<b>Carol Long, Director of the Personnel Commission</b>

Recruitment and Examination Status Report												
Classification	Assig	FOC	VAC	Opened	Closed	Written	T & E E	Perf.	QAI	E-List	Rate	
Academic Records Evaluator	JL	P		12/6/2021	1/7/2022				2/2/2022			
Accounting Specialist		P										
Accounting Technician	AF	P		2/9/2022	3/3/2022							
Administrative Assistant-III-Confidential	AF/KM	MPO	1	1/14/2022	2/7/2022							
Associate Programmer Analyst	JL	PO		1/19/2022	2/9/2022							
Campus Safety Officer	JG	PO		1/10/2022	1/31/2022	2/22/2022						
Carpenter	KM	PO		12/20/2021	1/21/2022							
Community College Police Dispatcher	KM			1/4/2022	1/25/2022	2/25/2022						
Cosmetology Assistant	CL	PO	1	12/1/2021	12/21/2021				2/9/2022			
Director of Procurement, Contracts, and Logistics	JL	PO	1									
Director of SMC Foundation	AF/JL	MPO	1	6/24/2021	Continuous				2/16/2022			
Enrollment Services Specialist		P	Temp	2/1/2022	2/23/2022							
Enterprise Business Services Clerk		PO										
Enterprise Business Specialist		P	1									
Events Assistant	JG	O	Temp	10/20/2021	Continuous							
Facilities Maintenance Supervisor	KM	P	1	1/11/2022	2/1/2022				2/10/2022			
Grounds Worker	JG	PO	1	1/10/2022	1/31/2022							
Instructional Assistant - English	JG	PO	2	12/6/2021	1/7/2022	2/22/2022						
Instructional Assistant - Math	JG	PO	1									
International Student Services Specialist	OV	P	1									
Laboratory Technician-Broadcast Digital Media	JG	PO	1	8/18/2021	9/15/2021		11/9/2021		2/15/2022			
Lead Custodian	KM	sd										
Lead Receiving, Stockroom, and Delivery Worker	JL	P	1	12/17/2021	12/22/2021				2/8/2022			
Lead Theater Technician		MPO	2									
Outreach & Recruitment Specialist	OV	PO	3									
Program Specialist	OV	PO		1/6/2022	1/27/2022		2/10/2022					
Personnel Specialist	CL	PO	Temp	11/19/2021	12/14/2021							
Personnel Technician	CL	PO	Temp	11/19/2021	12/1/2021				2/10/2022			
Stage Construction Technician-Sound	JG	MPO	Temp									
Theatre Technical Specialist	JG	O	Temp	10/15/2021	Continuous							

On Hold												
Classification	Assig	FOC	VAC	Opened	Closed	Written	T & E E	Perf.	QAI	E-List	Rate	
Customer Service Assistant		PO										

Items in bold are pending approval by the Personnel Commission

**IV. MEETING ADJOURNED at 12:28PM**

**In honor of the memory of Phil Hendricks.**

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

<b>Regular Meeting Day</b>	<b>Regular Meeting Date</b>	<b>Regular Meeting Month</b>	<b>Regular Meeting Year</b>	<b>Scheduled Time</b>	<b>Meeting Location</b>
Wednesday	16	February	2022	12:00 PM	ONLINE
Wednesday	16	March	2022	12:00 PM	ONLINE
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, February 16, 2022, Regular Meeting of the Santa Monica College Personnel Commission was posted on the official District website no later than 72 hours prior to the date and time of this meeting.