



**PERSONNEL COMMISSION
REGULAR MEETING MINUTES
Wednesday, March 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 & Records: Esau Tovar African American Center: Sherri Bradford Athletics: Auxiliary Services: Ofelia Meza Bundy: Beverly Redd-Walker Business Department: Peter Murray Campus Police Office: Jennifer Jones Campus Store: Elesee Juarez Career Services: Vicky Rothman Cashier's Office: Veronica Romo Center for Media & Design: Community Education: Alice Meyering Counseling Office: Angela Valentine Custodian Time Clock: Anthony Williams Disabled Students Center: Nathalie Laille Early Childhood Ed.: L. Manson Emeritus College: V. Rankin-Scales English Dept.: Martha Hall EOP&S: Nick Mata ESL Office: Jocelyn Alex Events Office: Yesenia Penate Faculty Association: Peter Morse Financial Aid Office: Sandra Hernandez Health Sciences: Clarenda Stephens Health Office: Nancy Alfaro HSS: Carolyn Baugh Institutional Research: International Education Center: Ana Jara KCRW: Latino Center: Maria Martinez Madison: Gail Johnson Maintenance/Operations: Kasey Garland Math Village: Kristina Fukuda Media Center: L. Nakamura Modern Language: Travis Grant Music: Lori Geller Outreach & Recruitment: 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 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 & Institutional Communications: Don Girard Community Relations: Kiersten Elliott Public Information: Grace Smith</p> <p>PUBLIC POSTING LOCATIONS</p> <p>2714 Pico: exterior display box Online: www.smc.edu</p> <p>EMPLOYEE ORGANIZATIONS</p> <p>CSEA Labor Rep.: Jessica Gonzalez CSEA Chapter Pres.: Mike Roberts CSEA Chapter 1st V.P.: Cindy Ordaz CSEA Chapter 2nd V.P.: Kennisha Green CSEA Chief Job Steward: Lee Peterson CSEA Treasurer: Dagmar Gorman CSEA Secretary: Judith Mosher CSEA Chief Development Officer: Luis Martin CSEA Communications Officer: James Stevenson SMC POA President: Officer Cadena Management Association: Susan Fila</p> <p align="right">Revised 3-29-2022</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, by no later than 11:00 a.m. on Wednesday, March 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

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

Personnel Commission staff brought forward one request for salary reallocation as part of an opening recruitment.

Recruitment

Personnel Commission staff presented four eligibility lists for approval and reported 15 recruitments in process, with 5 more upcoming.

Eligibility lists:

1. Administrative Assistant III – Confidential
2. Director of the SMC Foundation
3. Enrollment Services Specialist
4. Program Specialist

Merit Rules Advisory Committee Update

The Merit Rules Advisory Committee submitted revisions to Merit Rules 12.2.12 through 12.2.17 for a first reading.

Staff Workload

Director Long concluded with a recap of Personnel Commission Staff efforts producing 8 eligibility lists since the last regular PC meeting, and completing evaluations for salary placement to fill ten permanent classified positions and 29 temporary assignments.

She thanked Karen Monzon and Olga Vasquez for their work on the presentation on Upward Mobility that was given to Classified Staff during the Spring Session Professional Development Day.

She also announced plans to bring on one new temporary Personnel Specialist to assist with remote interview administration, coordination of final interviews, salary studies, and for assisting with recruitments.

D. Comments and Informational Reports

Recognition of Employee Longevity – March 2022

10 YEARS

Kasiani Gountoumas, Nurse Practitioner, Health Services

20 YEARS

Rhu Ramirez, Campus Store Operations Assistant, Campus Store
Jorge Saldana, Custodian, Operations

E. Comments from the Vice President of Human Resources

Vice President Sherrie Lee-Lewis started with congratulating SMC employees celebrating longevity milestones. She reported that the “Vaccination Program” is going strong and now focused on collecting Booster information. The first deadline for submission is April 15 but she anticipates an extension of the deadline will be needed.

Discussions with CSEA regarding remote work policy are underway and VP Lee-Lewis will provide updates monthly. She announced that Summer and Fall class prep is underway and it is great to see students and more employees back on campus.

In line with Director Long’s report, VP Lee-Lewis emphasized that the District is hiring. Especially in the areas that serve students as well as in maintenance and operations. She thanked Carol and PC Staff for their hiring efforts.

VP Lee-Lewis reported on Professional Development Day. Highlights included a great speech by Dr. Jeffery and a student panel that served as a reminder of the College’s purpose and mission. She also announced that the Board of Trustees will hold a Study Session on Tuesday, March 22 at 5 pm and then deferred to Campus Counsel Robert Myers who provided an update on in-person meetings for the College.

Per Myers, the College plans to maintain its current protocols for the spring semester that includes mask wearing on campus and remote meetings. A plan for return to in-person meetings, either in the summer or fall is being developed.

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

No Comments

II. AGENDA REPORTS – MAJOR ITEMS OF BUSINESS

#	Item	Page
1	FIRST READING OF AMENDMENT TO RULES AND REGULATIONS OF THE CLASSIFIED SERVICE – CHAPTER 12: SALARIES, OVERTIME PAY, AND BENEFITS MERIT RULE SECTIONS 12.2.12 THROUGH 12.2.17 AND CHAPTER 17: MERIT SYSTEM ACT (No Action To Be Taken)	6
2	REQUEST FOR APPROVAL OF SALARY REALLOCATION: ACCOUNTING MANAGER	10
3	REQUEST TO CERTIFY FROM ALTERNATE ELIGIBILITY LIST: DISABLED STUDENT SERVICES ASSISTANT	12

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

#	Item	Page
4	APPROVAL OF MINUTES	14
5	EXTENSION OF ELIGIBILITY LIST: <ul style="list-style-type: none"> • ADMINISTRATIVE ASSISTANT I • DIRECTOR OF HUMAN RESOURCES 	15
6	EXAMINATION SCHEDULE: <ul style="list-style-type: none"> • DIRECTOR OF MARKETING AND COMMUNICATIONS • DIRECTOR OF PUBLIC INFORMATION • HUMAN RESOURCES TECHNICIAN • PERSONNEL SPECIALIST 	16
7	RATIFICATION OF LIMITED TERM ASSIGNMENTS	17
8	ADVISORY ITEM: APPOINTMENTS TO LIMITED TERM ASSIGNMENTS	18
9	ADVISORY ITEM: APPOINTMENTS TO PROVISIONAL ASSIGNMENTS	19
10	RATIFICATION OF PROVISIONAL WORKING OUT OF CLASS AND INTERNAL LIMITED TERM ASSIGNMENTS	20
11	RATIFICATION OF ELIGIBILITY LISTS: <ul style="list-style-type: none"> • ADMINISTRATIVE ASSISTANT III-CONFIDENTIAL • DIRECTOR OF THE SMC FOUNDATION • ENROLLMENT SERVICES SPECIALIST • PROGRAM SPECIALIST 	23
12	CLASSIFICATION AND COMPENSATION TRACKING REPORT	24
13	RECRUITMENT AND EXAMINATION STATUS REPORT	25

IV. ADJOURNMENT

Agenda Report No.	1
Subject	FIRST READING OF AMENDMENT TO RULES AND REGULATIONS OF THE CLASSIFIED SERVICE – CHAPTER 12: SALARIES, OVERTIME PAY, AND BENEFITS MERIT RULE SECTIONS 12.2.12 THROUGH 12.2.17 AND CHAPTER 17: MERIT SYSTEM ACT (No Action To Be Taken)
Date	March 16, 2022
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

Proposed changes to Chapter 12: Merit Rules Sections 12.2.12 through 12.2.17 and Chapter 17: Merit Rule 17 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.

Section 12.2.12

12.2.12

SALARY ON RETURN FROM LEAVE OF ABSENCE, REEMPLOYMENT AND REINSTATEMENT

- A. An employee who returns from leave of absence, is reemployed in the same class within 39 months after layoff, or is reinstated into ~~his/her~~ their former class within 39 months after resignation, shall be placed on the same step of the salary range for the class held prior to leave or separation.
- B. Credit for step advancement shall accrue during the following leaves of absence:
 - 1. All paid leaves of absence including sick leave, verified illness leave, personal necessity, bereavement, jury duty, vacation, etc.
 - 2. For military service, paid or unpaid.
 - 3. To serve in limited-term assignments in the District.
 - 4. For industrial accident or injury leave, paid or unpaid.
- C. An employee who is reinstated or reemployed in a related lower class shall be placed on the step of the lower salary range which is closest to, but not higher than, the last step held prior to separation.
- D. An employee who is reinstated or reemployed in a limited-term position shall be placed on the same step of the appropriate salary range which ~~he/she/they~~ would receive had ~~he/she/they~~ been reinstated to a permanent position in the class.
- E. ~~When an employee returns after leave of absence, or is reemployed after layoff, or reinstated after resignation within 30 months of the effective date of separation, he/she/they shall receive credit for step advancement for prior service and the employee's increment date shall be adjusted.~~

12.2.13

SHIFT DIFFERENTIAL PAY

- A. Shift differential pay shall be applicable to employees serving in regular positions, as follows:
1. Evening shift employees (NS1) who are permanently assigned to a shift requiring four (4) or more hours after 5:00 p.m. shall be paid a differential of two (2) ranges (approximately 5%) over the regular rate for daytime employees in the same class.
 2. Night shift employees (NS2) who are permanently assigned to a shift requiring four (4) or more hours ~~after~~ between 12:00 midnight and 7:00 a.m. shall be paid a differential of four (4) ranges (approximately 10%) over the regular rate for daytime employees in the same class.
 3. Employees who are permanently assigned to a split-shift schedule which requires one or more unpaid periods exceeding a total of three (3) hours per day shall be paid a differential of two (2) ranges (approximately 5%) over the regular rate for regular employees in the same class.
 4. Employees who are permanently assigned to a variable hours ~~rotating shift~~ ~~schedule which requires employees to rotate their work schedule among more than one shift~~ shall be paid a differential of two (2) ranges (approximately 5%) over the rate for regular employees in the same class.
 5. Employees who are permanently assigned to a regular 40 hour workweek consisting of a work schedule other than Monday through Friday which requires a Saturday or Sunday shift shall be paid a differential of two (2) ranges (approximately 5%) over the rate for regular employees in the same class.

Section 12.2.13

- B. Employees who are assigned to evening and night-shift work on a continuous basis and are ordered to temporary daytime work, shall continue to receive their regular pay. However, on the 21st day the employee's pay shall be adjusted to the daytime schedule.
- C. Assignments to positions for which differential compensation is designated, other than temporary assignments (20 working days or less), shall be made on the basis of seniority ~~among those employees within the appropriate class who request an assignment, as specified in Merit Rule 6.3.15.A.~~
- D. To be eligible for shift differential pay, an employee shall serve more than two (2) evening, night, or split shifts per week. An employee shall be eligible to be paid for no more than one (1) shift differential under this rule. Where more than one shift differential can apply, the employee shall be paid at the higher differential rate.

Section 12.2.14

12.2.14

LONGEVITY PAY

- A. Each regular classified employee shall receive a salary increment in addition to ~~his/hers~~their regular salary in recognition of completion of satisfactory and continuous service to the District. The increment shall be equal to a two range increase (approximately 5%) after completion of:
 - 1. Five years (Effective 7/1/80)
 - 2. Ten years (Effective 7/1/76)
 - 3. Fifteen years (Effective 3/1/64)
 - 4. Twenty years (Effective 7/1/81)
 - 5. Twenty-five years (Effective 10/1/77)
 - 6. Thirty years (Effective 7/1/78)
 - 7. Thirty-five years

12.2.[15](#)

ADJUSTMENTS OF SERVICE CREDIT

- A. For purposes of salary increment and longevity computation, time in unpaid status, other than military or industrial injury leave, or recess periods which are part of an employee's work calendar, shall be deducted from the employee's accumulated service time. The employee's longevity and salary increment dates shall be adjusted accordingly.

12.2.[16](#)

EFFECTIVE DATE OF SALARY CHANGES

- A. All salary and longevity increments shall be effective on the first day of the calendar month as provided below:
1. When the actual date of the change falls on or before the 15th of the month, the salary change shall be effective on the first of the month.
 2. When the actual ~~date~~^{days} of the changes falls after the 15th of the month, the change shall be effective on the first of the following month.

Section 12.2.[17](#)

12.2.[17](#)

APPLICATION OF SALARY PROVISIONS TO [BARGAINING](#) UNIT MEMBERS

- A. The salary provisions for [bargaining](#) unit members ~~shall be in accordance with Article 11 of the Agreements between the Santa Monica Community College District and Chapter 36, CSEA and this Rule, unless the Rule provision is specifically limited to management and confidential employees. are contained in the applicable collective bargaining agreements.~~

Merit Rule Chapter 17 (referred to as “Ed Code Index and reprints”) will be extracted and converted into a separate index, which would be made accessible via the Personnel Commission website and shall include a link to the official California State Education Code site.

Vice Chair Joy Abbott questioned whether the addition of item #7 in section 12.2.14 of the Merit Rules is in line with the CSEA Bargaining Unit. Campus Counsel confirmed that it is.

Agenda Report No.	2
Subject	REQUEST FOR APPROVAL OF SALARY REALLOCATION: ACCOUNTING MANAGER
Date	March 16, 2022
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	Olga Vasquez, Classification & Compensation Manager (Interim)

BACKGROUND

Attached for your approval is the salary reallocation for **Accounting Manager**.

The Personnel Commission is currently recruiting to fill one (1) vacancy for this classification. Prior to opening recruitment, the hiring department requested an Ad-hoc study to review the salary. Ad-hoc studies are requests made outside of the cyclical review calendar. This request was approved by senior management before a salary study was initiated.

The Accounting Manager classification was established in February 1985 and was most recently reviewed in April 2019 as part of the cyclical study.

METHODOLOGY

Personnel Commission staff conducted a comprehensive salary survey of comparable public agencies with positions that have comparable duties and responsibilities. Salary data was gathered based on the comparison of positions with the level of duties and responsibilities most similar to the subject position.

AGENCY	JOB TITLE	MIN	MAX	MEDIAN
Santa Monica College	Accounting Manager	\$7,665	\$9,317	\$8,491
Cerritos College	Accounting Manager	\$8,197	\$10,311	\$9,254
Contra Costa CCD	Accounting Services Supervisor	\$8,242	\$10,041	\$9,142
Foothill De Anza CCD	Accounting Supervisor	\$7,448	\$9,975	\$8,712
Long Beach City College	Accounting Supervisor	\$7,025	\$9,571	\$8,298
Santa Barbara City College	Assistant Controller	\$7,401	\$9,020	\$8,210
	Average	\$7,663	\$9,784	\$8,723
	25th Percentile	\$7,401	\$9,571	\$8,298
	50th Percentile	\$7,448	\$9,975	\$8,712
	75th Percentile	\$8,197	\$10,041	\$9,142
	80th Percentile	\$8,206	\$10,095	\$9,164
	90th Percentile	\$8,004	\$10,021	\$9,013
	SMC % RANK	57.2%	13.4%	36.6%
	SMC Differences From AVG	0.0%	-5.0%	-2.7%
	SMC Differences From MED	2.8%	-7.1%	-2.6%

The current salary range for Accounting Manager is \$7,665 to \$9,317 per month (Classified Management Salary Schedule, Range M21). In this survey, SMC's position is at the 37th median percentile when compared to the benchmark agencies with comparable classifications.

SALARY REALLOACTION

It is recommended that the salary for Accounting Manager be reallocated from Range M21 of the Classified Management Salary Schedule (\$7,665 to \$9,317 per month) to Range M24 (\$8,250 to \$10,029 per month), a 7.6% increase. The proposed increase would place the median salary for this

classification at the 75th percentile compared to the market, which will facilitate the College in attracting and retaining qualified candidates. The salary proposal for this classification has been reviewed with Business Services, Human Resources, and executive leadership.

Below is a chart of related classifications within the job discipline.

CLASS TITLE	MIN	MAX	RANGE	MIN
Chief Director of Business Services	\$14,816	\$16,335	A21	15.8%
Director of Fiscal Services	\$12,798	\$14,110	A15	27.6%
Director of Budget	\$10,029	\$12,189	M32	0.0%
Controller	\$10,029	\$12,189	M32	21.6%
Accounting Manager (Proposed)	\$8,250	\$10,029	M24	21.5%
Payroll Manager	\$6,788	\$8,250	M16	5.0%
Accounting Supervisor	\$6,465	\$7,857	M14	0.0%
Accounts Payable Supervisor	\$6,465	\$7,857	M14	5.9%
Accountant	\$6,106	\$7,422	42	

RECOMMENDATIONS

It is recommended that the Commission approve the proposed salary reallocation for Accounting Manager.

**FROM: \$7,665 to \$9,317 per month
 (Classified Management Salary Schedule Range M21)**

**TO: \$8,250 to \$10,029 per month
 (Classified Management Salary Schedule Range M24)**

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

Agenda Report No.	3
Subject	REQUEST TO CERTIFY FROM ALTERNATE ELIGIBILITY LIST: DISABLED STUDENT SERVICES ASSISTANT
Date	March 16, 2022
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

BACKGROUND

There is currently no active eligibility list for Disabled Student Services Assistant.

There are currently two active eligibility lists for Student Services Clerk. These lists will not expire until December 8, 2022. One list is for promotional candidates; the second list is for candidates who are not currently permanent employees with Santa Monica College.

The duties of the Disabled Student Services Assistant includes a significant portion of the duties in the Student Services Clerk classification, and the necessary skills and knowledge for Disabled Student Services Assistant were adequately tested in the examination for Student Services Clerk.

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 Student Services Clerk eligibility lists to certify eligible(s) to any current and upcoming vacancies for Disabled Student Services Assistant.

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

CONSENT AGENDA

#	Item	Page
4	APPROVAL OF MINUTES	14
5	EXTENSION OF ELIGIBILITY LIST: <ul style="list-style-type: none"> • ADMINISTRATIVE ASSISTANT I • DIRECTOR OF HUMAN RESOURCES 	15
6	EXAMINATION SCHEDULE: <ul style="list-style-type: none"> • DIRECTOR OF MARKETING AND COMMUNICATIONS • DIRECTOR OF PUBLIC INFORMATION • HUMAN RESOURCES TECHNICIAN • PERSONNEL SPECIALIST 	16
7	RATIFICATION OF LIMITED TERM ASSIGNMENTS	17
8	ADVISORY ITEM: APPOINTMENTS TO LIMITED TERM ASSIGNMENTS	18
9	ADVISORY ITEM: APPOINTMENTS TO PROVISIONAL ASSIGNMENTS	19
10	RATIFICATION OF PROVISIONAL WORKING OUT OF CLASS AND INTERNAL LIMITED TERM ASSIGNMENTS	20
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12	CLASSIFICATION AND COMPENSATION TRACKING REPORT	24
13	RECRUITMENT AND EXAMINATION STATUS REPORT	25

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

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

Agenda Report No.	4
Subject	APPROVAL OF MINUTES
Date	March 16,2022
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

1. Regular Meeting Minutes from 2.16.2022
2. Special Meeting Minutes from 3.9.2022

Agenda Report No.	5
Subject	EXTENSION OF ELIGIBILITY LIST: <ul style="list-style-type: none"> • ADMINISTRATIVE ASSISTANT I • DIRECTOR OF HUMAN RESOURCES
Date	March 16, 2022
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

The Personnel Commission Office is requesting that the following eligibility list 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
Administrative Assistant I	3/31/2022	3/31/2022	3	3	9/30/2022
Director of Human Resources	4/17/2022	4/17/2022	4	3	10/17/2022

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, March 16, 2022

Agenda Report No.	6
Subject	EXAMINATION SCHEDULE: <ul style="list-style-type: none"> • DIRECTOR OF MARKETING AND COMMUNICATIONS • DIRECTOR OF PUBLIC INFORMATION • HUMAN RESOURCES TECHNICIAN • PERSONNEL SPECIALIST
Date	March 16, 2022
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	Jose Guzman, Personnel Analyst

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

Class Title	Field of Competition	Time
Director of Marketing and Communications	Merged Promotional and Open Competitive	3 weeks
Director of Public Information	Promotional	3 weeks
Human Resources Technician	Merged Promotional and Open Competitive	3 weeks
Personnel Specialist	Promotional and Open Competitive	3 weeks

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

Agenda Report No.	7
Subject	RATIFICATION OF LIMITED TERM ASSIGNMENTS
Date	March 16, 2022
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	Jose A. Guzman, Personnel Analyst

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

Position	Department	Effective Dates
Administrative Assistant II (1 full-time position)	Campus Events	02/22/22-06/30/22
Health Assistant (2 full-time positions)	Health Services	03/01/22-06/30/22
Research and Planning Analyst (1 part-time position)	Student Equity and Achievement Program	03/01/22-06/30/22
Student Services Clerk (3 full-time positions)	Health Services	03/01/22-06/30/22
Student Services Clerk (1 full-time position)	ISC	02/22/22-06/30/22
Student Services Clerk (2 full-time positions)	Outreach & Onboarding	03/28/22-06/30/22

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

Agenda Report No.	8
Subject	ADVISORY ITEM: APPOINTMENTS TO LIMITED TERM ASSIGNMENTS
Date	March 16, 2022
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	Jose A. Guzman, Personnel Analyst

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

Candidate	Position	Department	Duration*	Eligible List Date
Morley Sheldon	Administrative Assistant II	Campus Events	02/22/22-06/30/22	07/31/15
Austin, Harald	Health Assistant	Health Services	03/01/22-06/30/22	01/19/22
Velasquez, Ana	Health Assistant	Health Services	03/01/22-06/30/22	01/19/22
Pena, Rebecca	Research and Planning Analyst	Student Equity and Achievement Program	03/01/22-06/30/22	01/18/22
Burks, Tami	Student Services Clerk	Health Services	03/01/22-06/30/22	12/15/21
Ramirez, Anthony	Student Services Clerk	Health Services	03/01/22-06/30/22	12/15/21
Robles Jr., Jose	Student Services Clerk	Health Services	03/01/22-06/30/22	12/15/21
Melichar, Jeffrey	Student Services Clerk	ISC	02/22/22-06/30/22	12/15/21
Gino, Ana	Student Services Clerk	Outreach & Onboarding	03/01/22-06/30/22	12/15/21
Hudelson, Susan	Student Services Clerk	Outreach & Onboarding	03/28/22-06/30/22	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, March 16, 2022

Agenda Report No.	9
Subject	ADVISORY ITEM: APPOINTMENTS TO PROVISIONAL ASSIGNMENTS
Date	March 16, 2022
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	Jose Guzman, Personnel Analyst

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

Candidate	Position	Department	Duration*
Escobar, Robert	Custodian	Operations	03/02/22-06/30/22
Wise, Dion	Custodian	Operations	02/22/22-06/30/22
Petriello, Drew	Events Assistant	Facilities	03/04/22-06/30/22
Leavitt, Jeffrey	Laboratory Technician- Photography	Academic Affairs	03/02/22-06/30/22
Campos, Alonzo	Student Services Clerk	Health Services	03/01/22-06/30/22
Eichen, John	Student Services Clerk	Health Services	03/01/22-06/30/22
Munoz, Maria (Angela)	Student Services Clerk	Health Services	03/01/22-06/30/22
Padilla Jr., Joel	Student Services Clerk	Health Services	03/01/22-06/30/22
Escamilla, Marcos	Student Services Clerk	Outreach & Onboarding	02/14/22-06/30/22

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

Agenda Report No.	10
Subject	RATIFICATION OF PROVISIONAL WORKING OUT OF CLASS AND INTERNAL LIMITED TERM ASSIGNMENTS
Date	March 16, 2022
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

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

I. Working out of Class Assignment (Provisional)

Name/Permanent Class	Provisional WOC Assignment*	Dates of Current Assignment
Nataly Gonzalez, Student Services Clerk	Program Specialist	2/22/2022 to 4/15/2022
Mario Samano, Skilled Maintenance Worker II	HVAC Mechanic	3/14/2022 to 6/14/2022

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

II. Limited Term Assignment

Name/Permanent Class	Limited Term Assignment*	Dates of Current Assignment
Keinan Williams, Enrollment Services Specialist	Academic Records Evaluator	3/1/2022 to 6/30/2022

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

III. Substitute Limited Term Assignment

Name/Permanent Class	Limited Term Assignment*	Dates of Current Assignment
Samanta Singha, Student Services Clerk	Enrollment Services Specialist**	3/16/2022 to 6/30/2022

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

***Pending PBAR approval*

IV. Extension to Provisional Working out of Class Assignment

Name/Permanent Class	Provisional Working out of Class Assignment*	Dates of Current Assignment	Extended Dates
Olinka Rodriguez, Administrative Assistant III – Confidential	Administrative Assistant IV – Confidential	1/18/2022 to 1/19/2022; 1/26/2022 to 2/10/2022	2/11/2022 to 2/15/2022

**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.

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

11.7 Work out of Classification

11.7.1 Definition:

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

11.7.3 Compensation:

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

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

11.4 Salary on Promotion

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

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

7.4.1 LIMITED TERM POSITIONS DEFINED

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

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

7.4.2 PROCEDURE FOR ESTABLISHMENT OF LIMITED-TERM POSITIONS

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

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

7.4.3 ELIGIBILITY FOR APPOINTMENT

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

RECOMMENDATION

It is recommended that the Personnel Commission approve the requests for working out of class 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.

Agenda Report No.	11
Subject	RATIFICATION OF ELIGIBILITY LISTS: <ul style="list-style-type: none"> • ADMINISTRATIVE ASSISTANT III-CONFIDENTIAL • DIRECTOR OF THE SMC FOUNDATION • ENROLLMENT SERVICES SPECIALIST • PROGRAM SPECIALIST
Date	March 16, 2022
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

Class Title	Field of Competition	Promotional	Total On List	Expiration Date
Administrative Assistant III-Confidential	Merged Promotional & Open Competitive	2	7	03/09/23
Director of the SMC Foundation	Merged Promotional & Open Competitive	0	1	02/28/23
Enrollment Services Specialist	Promotional	1	1	03/14/23
Program Specialist	Promotional & Open Competitive	1	5	09/07/22

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

Agenda Report No.	12
Subject	CLASSIFICATION AND COMPENSATION TRACKING REPORT
Date	March 16, 2022
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

CLASSIFICATION & COMPENSATION STATUS REPORT (In Process)								
CLASSIFICATION	ASSIGNED TO:	STUDY TYPE	# OF INCUMBENTS	PDQ DEADLINE	JOB AUDIT	STAKEHOLDER REVIEW	STAKEHOLDER STATUS	PC AGENDA
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	
Accounting Manager	OV	Ad-Hoc Salary	None	NA	NA	03/03/22		03/16/22
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		

*Extension

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

Agenda Report No.	13
Subject	RECRUITMENT AND EXAMINATION STATUS REPORT
Date	March 16, 2022
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

Recruitment and Examination Status Report												
Classification	Assig	FOC	VAC	Opened	Closed	Written	T & EE	Perf.	QAI	E-List	Ratf.	
Accounting Manager	P	P	1	2/25/2022	3/17/2022							
Accounting Technician	AF	P		2/9/2022	3/3/2022							
Administrative Assistant III-Confidential	AF/KM	MPO	1	1/14/2022	2/7/2022			3/1/2022	3/2/2022	3/10/2022	3/16/2022	
Associate Programmer Analyst	JL	PO		1/19/2022	2/9/2022		2/23/2022					
Campus Safety Officer	JG	PO		1/10/2022	1/31/2022	2/22/2022						
Carpenter	KM	PO		12/20/2021	1/21/2022	3/18/2022						
Community College Police Dispatcher	KM			1/4/2022	1/25/2022	2/25/2022			3/17/2022			
Cosmetology Assistant	CL	PO	1	12/1/2021	12/21/2021				2/9/2022	2/18/2022	3/9/2022	
Director of Marketing and Communications	KM	MPO	1									
Director of Public Information	KM	P	1									
Director of SMC Foundation	AF/JL	MPO	1	6/24/2021	Continuous				2/16/2022		3/16/2022	
Enrollment Services Specialist	P	Temp		2/1/2022	2/23/2022					3/15/2022	3/16/2022	
Enterprise Business Services Clerk	PO	PO										
Events Assistant	JG	O	Temp	10/20/2021	Continuous							
Facilities Maintenance Supervisor	KM	P	1	1/11/2022	2/1/2022				2/10/2022	2/28/2022	3/9/2022	
Grounds Worker	JG	PO	1	1/10/2022	1/31/2022			3/11/2022				
Human Resources Technician	P	P	1									
Instructional Assistant – English	JG	PO	2	12/6/2021	1/7/2022	3/4-3/8/22						
Instructional Assistant – Math	JG	PO	1	2/22/2022								
International Student Services Specialist	OV	P	1	2/17/2022	3/10/2022			3/11/2022				
Laboratory Technician-Broadcast Digital Media	JG	PO	1	8/18/2021	9/15/2021			11/9/2021	2/15/2022	2/24/2022	3/9/2022	
Lead Custodian	KM	P										
Lead Receiving, Stockroom, and Delivery Worker	JL	P	1	12/1/2021	12/22/2021				2/8/2022	2/17/2022	3/9/2022	
Lead Theater Technician	JL/JG	MPO	2	2/24/2022	3/17/2022							
Outreach & Recruitment Specialist	OV	PO	3	2/24/2022	3/16/2022			3/18/2022				
Program Specialist	OV	PO	1	1/6/2022	1/27/2022			2/10/2022	2/28/2022	3/8/2022	3/16/2022	
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	2/23/2022	3/9/2022	
Stage Construction Technician-Sound	JG	MPO	Temp	2/15/2022	3/9/2022				3/21/2022			
Theatre Technical Specialist	JG	O	Temp	10/15/2021	Continuous							

On Hold												
Classification	Assig	FOC	VAC	Opened	Closed	Written	T & EE	Perf.	QAI	E-List	Ratf.	
Accounting Specialist	P											
Customer Service Assistant	PO											

Items in bold are pending approval by the Personnel Commission

IV. MEETING ADJOURNED at 12:15PM

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

Regular Meeting Day	Regular Meeting Date	Regular Meeting Month	Regular Meeting Year	Scheduled Time	Meeting Location
Wednesday	16	March	2022	12:00 PM	ONLINE
Wednesday	20	April	2022	12:00 PM	ONLINE
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, March 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.