



**PERSONNEL COMMISSION
REGULAR MEETING MINUTES
Wednesday, May 18, 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: Nichelle Monroe 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: M. Calvento 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: K. 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.: 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 4-14-2022</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, May 18, 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 **12:09 p.m.**

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

Budget for 2022-2023

The Personnel Commission brought forward the proposed budget for Fiscal Year 2022-2023 for a formal hearing. This proposed budget was sent to the Board of Trustees for their consideration on May 3, 2022, and was accepted without requests for further changes. Approval would result in a forward to LACOE along with the "Notification of District Intent to Concur with or Reject the Proposed Fiscal Year 2022-23 Personnel Commission Budget", which must be signed by the Superintendent/President of Santa Monica College.

Recruitment Activities

The Personnel Commission brought forward the following eligibility lists for approval:

- **Campus Safety Officer**
- **Director of Public Information**
- **Grounds Worker**
- **Lead Custodian**
- **Web Services Coordinator**

There are currently nine recruitments in process, and nine more upcoming, as well as nine more anticipated once the PBARs are approved, and new classifications have been finalized.

Merit Rules Advisory Committee Update

The Merit Rules Advisory Committee submitted revisions of Merit Rules 9.6.2, 12.2.7, and 12.3.1 through 12.3.5 for a Second Reading. In addition, the Merit Rules Advisory Committee brought forward Section 12.3.6 through 12.4.4 for a First Reading.

Cyclical Classification Studies

Personnel Commission staff submitted two classification revisions as part of the cyclical review process, one new classification, and one request for position reclassification.

Studies for classifications that fall within the Administrative Support Series, Career Services Series, Workforce Development, Laboratory Technicians, and Marketing are in process.

Personnel Commission Staff News

Director Long congratulated Brent Heximer, who was recently listed as a nominee by the SMC Honor Council for this year's Spotlight on Honor Awards.

A welcome was extended to new temporary Personnel Specialist, Giselle Gradilla, who will be assisting the Personnel Commission over the next few months.

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

i. **Recognition of Employee Longevity – May 2022**

5 YEARS

Chiquita Brown, Community College Police Sergeant, SMCPD

- **Campus Police Chief Adams wrote in to congratulate Chiquita on 5 years with the College.**

Keinan Williams, Enrollment Services Specialist, Admissions & Records

15 YEARS

Leon Chang, Enterprise Business Services Specialist, Auxiliary Services

Gayle Hudson, Community College Parking Enforcement Officer, SMCPD

- **Campus Police Chief Adams wrote in to congratulate Gayle on 15 years with the College.**

Manuel Virgen, Campus Safety Officer, SMCPD

- **Campus Police Chief Adams wrote in to congratulate Manuel on 15 years with the College.**

E. Comments from the Vice President of Human Resources

Vice President Sheri Lee Lewis congratulated all employees celebrating their longevity and in recognition of Classified School Employees Week she went on to further thank all classified staff.

She announced that the "Remote Work" Policy is now complete and ready for roll out. In closing she stated that preparations for Summer and Fall are underway.

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. Comments by Personnel Commissioners

Brent Heximer was again congratulated for his nomination and Giselle was welcomed by the Commissioners.

II. AGENDA REPORTS – MAJOR ITEMS OF BUSINESS

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IV. ADJOURNMENT

Agenda Report No.	1
Subject	PUBLIC HEARING REGARDING THE PERSONNEL COMMISSION BUDGET AND ADOPTION OF PERSONNEL COMMISSION BUDGET: FISCAL YEAR 2022 – 2023
Date	May 18, 2022
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

Proposed Commission Budget

The attached proposed budget for the operation of the Personnel Commission Office for Fiscal Year 2022-2023 is submitted to the Personnel Commission for review and approval. This is the second reading of the proposed budget for which the Commission should open the public hearing and take testimony from any interested party, close the public hearing, adopt, amend as the Commission deems necessary and prudent, and then adopt.

Pursuant to Articles 88073 and 88086 of the California Education Code and Merit Rule 2.4.1 (A-D), each Personnel Commission must prepare an annual budget for its office which, upon the approval of the County Superintendent, shall be included by the governing board in the regular budget of the community college district.

The Personnel Commission’s proposed budget was submitted for consideration to the Board of Trustees at their regular meeting on May 3, 2022. The Board of Trustees has accepted the Personnel Commission’s budget as submitted, without any requests for changes.

Summary

The Personnel Commission budget for FY 2022/2023 reflects the following adjustments against the prior year’s budget:

- 3.3% increase in total salary and benefits due to the following changes:
 - Mandatory increase in employee benefits
 - Mandatory step and column increases in salary
 - 1.5% negotiated salary increase for represented staff; 1.5% salary increase for non-represented staff, as approved by the District
 - Management salary reallocations approved from cyclical classification studies
- 3.7% increase in Total Operating Expenses due to anticipated increases in software licensing.

In February 2022, the permanent Classification and Compensation Manager resigned. The Personnel Commission is currently in the process of back-filling this position through a promotional recruitment. Additional vacated positions will then be back-filled with promotional or new hires who will likely possess less seniority than the previous incumbents. Projected savings from these staffing changes are expected to offset some of the mandatory increases in salary and benefits.

Overall, the Personnel Commission is requesting a 3.3% increase to its budget for Fiscal Year 2022-2023.

PERSONNEL COMMISSION BUDGET 2022-23

Description	Object	2021-22	2022-23	Difference	% Change
Administrative & Management	2110	\$ 413,433.00	\$ 464,868.00	\$ 51,435.00	12.4%
Clerical	2120	\$ 590,754.00	\$ 570,899.00	\$ (19,855.00)	-3.4%
Clerical Hourly (Temporary Staff)	2323	11,000.00	11,000.00	\$ -	
Clerical Overtime	2324	2,000.00	2,000.00	\$ -	
Personnel Commissioners	2380	7,725.00	7,725.00	\$ -	
Other Classified Hourly	2393	0.00	0.00	\$ -	
Benefits (Staff - 51%)	Various	\$ 502,427.00	\$ 526,981.00	\$ 24,554.00	4.9%
Benefits (Commissioners)	Various	\$ 87,163.00	\$ 84,288.00	\$ (2,875.00)	-3%
Total Salary & Benefits		\$ 1,614,502.00	\$ 1,667,761.00	\$ 53,259.00	3.3%
Supplies	4550	\$ 4,396.00	\$ 4,396.00	\$ -	
Mileage	5210	\$ 150.00	\$ 150.00	\$ -	
Conf./Training/Staff Development	5220	\$ 6,200.00	\$ 6,200.00	\$ -	
Meeting Reimbursements	5241	\$ -	\$ -	\$ -	
Meals/Catering for Raters	5242	\$ 2,000.00	\$ 2,000.00	\$ -	
Dues & Memberships	5310	\$ 5,500.00	\$ 5,500.00	\$ -	
Repairs & Equipment Maintenance	5650	\$ 400.00	\$ 400.00	\$ -	
Legal	5730	\$ 15,000.00	\$ 15,000.00	\$ -	
Off Campus Printing	5820	\$ -	\$ -	\$ -	
Advertising	5830	\$ 6,500.00	\$ 6,500.00	\$ -	
Software Licensing	5840	\$ 14,400.00	\$ 16,400.00	\$ 2,000.00	
Postage	5850	\$ -	\$ -	\$ -	
Other Contract Services	5890	\$ -	\$ -	\$ -	
Total Operating Expenses		\$ 54,546.00	\$ 56,546.00	\$2,000.00	3.7%
Total Budget		\$ 1,669,048.00	\$ 1,724,307.00	\$ 55,259.00	3.3%

OPEN PUBLIC HEARING:

Motion made by: Joy Abbott
Seconded by: Barbara Greenstein
Ayes: 4
Nays: 0
Abstain: 0

TIME OPENED: 12:23 p.m.

CLOSE PUBLIC HEARING:

Motion made by: Joy Abbott
Seconded by: Lawrence Leone
Ayes: 4
Nays: 0
Abstain: 0

TIME CLOSED: 12:24 p.m.

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

Agenda Report No.	2
Subject	SECOND READING OF AMENDMENT TO RULES AND REGULATIONS OF THE CLASSIFIED SERVICE – CHAPTER 9: EMPLOYMENT STATUS,SECTION 9.6.2; CHAPTER 12: SALARIES, OVERTIME PAY, AND BENEFITS <ul style="list-style-type: none"> • MERIT RULE SECTION 12.2.7; AND • MERIT RULES SECTIONS 12.3.1 THROUGH 12.3.5
Date	MAY 18, 2022
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

Proposed changes to Merit Rules Chapter 9, Section 9.6.2 and Merit Rules Chapter 12, Section 12.2.7, and 12.3.1 through 12.3.5 are attached for a Second Reading.

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

9.6.2 DECREASES IN ASSIGNED TIME (REDUCTION)

A. For the purpose of this Rule, a decrease in the assigned time per day, hours per week, or months per year of an existing permanent position ~~shall~~ may be considered a layoff for lack of funds or lack of work, unless the reduction in hours was requested or initiated by the employee and approved by the District.

B. When the regular assigned hours of a position or positions are to be reduced, the Vice President of Human Resources shall:

1. Determine the class(es) and location(s) to be affected by the reduction.

2. Notify ~~the~~ employees affected ~~and~~ ~~the~~ Director of Classified the Personnel Commission of the effective date of the reductions ~~_____~~ and ~~the~~ ~~Board~~ approval ~~date~~. Notifications shall be made at least 60 days prior to the effective date.

3. Process reductions according to the paragraph below and Rule 13.2.

C. When ~~the~~ ~~Board~~ ~~of~~ ~~Trustees~~ ~~has~~ ~~approved~~ ~~a~~ reduction in the assigned time of a permanent position, the incumbent shall be transferred into any vacant position in the class, which is not greater in assigned time than the employee's original position. If a vacant, permanent position of equal time is not available, the incumbent shall have the right to displace (bump) into the position with equal time held by the employee with the least seniority in the class, provided that the employee exercising the bumping has greater seniority. If neither option is available, the employee may displace (bump) into a position with less time, provided they have greater seniority than the least senior incumbent. The employee who is displaced (bumped) ~~shall~~ ~~have~~ ~~the~~ same displacement (bumping) rights.

D. Every employee shall have the opportunity to voluntarily accept a reduction in assigned time in order to remain in their position, before they are transferred to another position. Employee-initiated requests for voluntary reduction to another position with lesser hours shall be processed as a voluntary demotion in accordance with Rule 9.7. .if there are other employees in the same classification within the same department.

12.2.7 SALARY ON PROMOTION

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

Rule 12.3

OVERTIME COMPENSATION (EDUCATION CODE
SECTIONS 88027-88031, 88039)

Salary provisions for bargaining unit members are contained in ~~Article 3 of the District/CSEA Contract~~ the applicable collective bargaining agreements.

12.3.1

OVERTIME DEFINED

A. Overtime shall be defined as the authorized work time in excess of 40 hours in one ~~calendar work~~ week ~~and~~ or the authorized number of hours in an employee's approved workday pattern that includes at least eight (8) hours per day.

~~1. More than eight (8) hours per day for employees in a calendar week.~~

~~2. More than nine (9) hours per day for employees working 9 days, 80 hours in 2 calendar weeks.~~

~~3. More than ten (10) hours per day for employees working four 10-hour days per calendar week.~~

B. For purposes of determining overtime compensation, work time shall include:

1. All actual hours worked.

2. All hours of paid leave time including sick leave, vacation, holidays, compensatory time off, or any other paid leave.

12.3.2

OVERTIME COMPENSATION

- A. An employee who works authorized overtime as defined in Rule 12.3.1 shall be paid at the rate of one and one-half (1-1/2) times ~~his/her~~ their regular rate of pay for all overtime hours worked. Compensation shall be in cash payment or, by mutual agreement, compensatory time.
1. The employee's regular rate of pay shall include shift and special assignment differentials.
 2. The employee's regular rate of pay shall be the appropriate rate for the class in which the duties are performed.
- B. Overtime at the rate of one and one-half times ~~his/her~~ their regular rate shall also be paid to a regular part-time employee as follows:
1. An employee having an average workday of four (4) hours or more shall receive overtime compensation for any authorized work performed on the sixth and seventh consecutive day of work.
 2. ~~An~~ An employee having an average workday of less than four (4) hours during the workweek, shall receive overtime compensation for any authorized work performed on the seventh consecutive day of work.
- C. When an employee is required to work on a paid District holiday, the employee shall be paid, in addition to the regular pay received for the holiday, at the rate of one and one-half (1-1/2) times the employee's regular rate of pay.
- D. The minimum authorized period which shall qualify for overtime pay is one-half (1/2) hour.

Section 12.3.3

12.3.3

ASSIGNMENT OF OVERTIME

- A. Overtime work shall be assigned on a rotating seniority basis among all qualified employees who are in the same class, the same organizational unit, and at the same work location. If an employee chooses not to work the overtime assigned under this procedure, no punitive action shall be taken by the District or the immediate supervisor.
- B. If no employee in the class, organizational unit and work location accepts the overtime assignment using the rotating seniority process, the District may assign the overtime in reverse rotating seniority order.
- C. The following are allowable exceptions to the seniority overtime assignment process:
 - 1. When overtime is authorized for completion of a specific assignment, project, or work in progress, the employee who began the assignment, project or work may be assigned the overtime.
 - 2. When the District determines it is necessary to consider special skills and training of employees to perform particular work.
 - 3. When other employees ~~who are not eligible for overtime~~ working on a non-overtime basis are available to perform the duties, the District shall not be required to assign ~~overtime~~ the work on an overtime basis.

Section 12.3.4

12.3.4

COMPENSATORY TIME (EDUCATION CODE SECTION 88028)

- A. Compensatory time off may be granted in lieu of cash payment for overtime hours worked by mutual agreement of the employee and of the department supervisor. The following provisions shall apply:
 - 1. A record of all compensatory time worked and taken for each employee shall be maintained in the time record of the department.
 - 2. Compensatory time may be taken as leave by the employee in lieu of any other authorized leave.
 - 3. Compensatory time shall be approved by the department supervisor before it is taken.
- B. Compensatory time shall be earned at the rate of one and one-half (1-1/2) hours for every 1 hour of overtime worked.
- C. Compensatory time may be accumulated for no more than 12 calendar months following the month in which the overtime was worked by any employee, provided that:
 - 1. An employee may retain a reasonable "bank" of compensatory time, which may not exceed 80 hours, at any time, for ~~his/her~~their use as authorized under this Rule.
 - 2. An employee shall be required to utilize any additional compensatory time beyond the 80 hours, within the month in which it is earned.
 - 3. When an employee transfers to a new department or a new assignment, compensatory time maintained in the employee's "bank" shall either be transferred with the employee or compensated in cash at the employee's current overtime rate as determined by the District.

4. All compensatory time accumulated in an employee's "bank" at the time of separation from the District shall be compensated in cash at the employee's current overtime rate.

Section 12.3.5

12.3.5

~~OTHER OVERTIME PAY (CALL BACK PAY, STAND-BY, EXTRA DUTY PAY AND OTHER OVERTIME PAY)~~

- A. Whenever an employee is required by the employee's supervisor to return to work after having departed from ~~his/her~~their work location after termination of ~~his/her~~their ~~workshift~~work shift (call back), the employee shall receive a minimum payment of two (2) hours at ~~his/her~~their regular or overtime rate, as appropriate.
- B. Whenever an employee is required by the employee's supervisor to report for work on a day on which ~~he/she~~they are ~~is~~ not regularly scheduled to work (~~extra duty~~), the employee shall receive a minimum payment of two (2) hours at ~~his/her~~their overtime rate provided the employee was given at least five (5) working days advance notice. In the event the employee is not given the advance notice, the employee shall receive a minimum payment of four (4) hours at ~~his/her~~their overtime rate.
- ~~C. Whenever an employee is required by the employee's supervisor to be on stand-by to report for a workshift on which he/she is not regularly scheduled, the employee shall receive a minimum payment of two (2) hours at his/her regular or overtime, as appropriate.~~
- CD. If an employee works more than two (2) hours on call back ~~or extra duty~~ as provided above, the employee shall receive the appropriate pay for the actual hours worked.

Agenda Report No.	3
Subject	FIRST READING OF AMENDMENT TO RULES AND REGULATIONS OF THE CLASSIFIED SERVICE – CHAPTER 12: SALARIES, OVERTIME PAY, AND BENEFITS MERIT RULE SECTION 12.3.6 THROUGH 12.4.4 (No Action To Be Taken)
Date	MAY 18, 2022
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

Proposed changes to Chapter 12: Merit Rules Sections 12.3.6 through 12.4.4 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 12.3.6

12.3.6

EXEMPTION FROM OVERTIME PROVISIONS
(EDUCATION CODE SECTIONS 88026, 88027, 88029)

- A. All positions/classes designated as executive, administrative, or supervisory by the Personnel Commission shall be exempted from ~~the overtime provisions of these Rules~~ Education Code 88027 unless otherwise required by Federal or State law.
- B. To be exempted from overtime provisions, all classes or positions must clearly be:
1. Management positions in which the duties, authority, flexibility of hours, salary and benefit structure sets them apart from other positions or classes.
- ~~C. Classes which are subject to fluctuations in daily working hours not subject to administrative control, such as police, security, or recreation but not food service or transportation, may be exempted from overtime provisions requiring payment of overtime for hours worked in excess of eight (8) in one day. For alternate work pattern assignments, this exemption shall apply to hours worked in excess of nine (9) hours in one day or ten (10) hours in one day, as appropriate.~~
- ~~D.~~ D.C. The Personnel Commission shall certify in writing ~~that~~ each position classification that is properly exempted from the overtime provisions of Education Code Section 88027, ~~and that the e~~ Employees serving in such classes are shall not be therefore unreasonably discriminated against as a result of this exclusion.
- ~~E.D.~~ E.D. The list of designated management classes exempt from overtime provisions shall be maintained in the District's Management Salary Schedule and on file in the Personnel Commission Department.
- ~~F.~~ F. ~~The list of classes designated as exempt from overtime compensation for hours worked in excess of eight (8) in one day shall be maintained in the Classified Personnel Office.~~

- ~~GE.~~ Notwithstanding the provisions of paragraph A of this Rule, if an exempted employee is required to work on a holiday, ~~he/shethey~~ shall be compensated at ~~his/her/their~~ regular rate of pay for the hours worked on the holiday or shall be granted an equal amount of compensatory time.
- ~~HF.~~ Whenever a non-management employee is temporarily assigned to a designated management position for which ~~he/shethey~~ receives pay on the management salary schedule, the employee shall be ineligible for overtime pay for the entire period in which ~~he/shethey~~ serves in the management position.

~~Section 12.3.7~~

~~12.3.7 APPLICATION OF OVERTIME COMPENSATION PROVISIONS TO UNIT MEMBERS~~

- ~~A. Overtime compensation provisions for unit members shall be in accordance with Article 3 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.~~

Rule 12.4

EMPLOYEE BENEFITS

Employee benefit provisions for bargaining unit members are contained in Article 12 of the District/CSEA Contractthe applicable bargaining agreement.

12.4.1

HEALTH AND WELFARE BENEFITS (GOVERNMENT CODE SECTION 53200)

- A. The Santa Monica Community College District shall provide a basic Health and Welfare Benefit Plan to all regular employees serving in positions assigned on a half time (20 hour) basis or more.
- B. The Costs of basic Health and Welfare Benefits shall be the amount approved by the Board of Trustees for the year annually.
- C. The basic Health and Welfare Benefit Plan shall provide for a contribution by the District for group medical insurance, dental insurance and vision coverage.
- D. Each regular eligible employee, shall select coverage from the group health insurance, dental program, and vision plan offered by the District within the first 30 days after initial employment. Thereafter, a covered employee may change plans or add eligible family members only during open enrollment periods.
- E. Employees who work five days per week, seven to eight hours per day, 35 to 40 hours per week, and who are employed for the academic year, or instructional year, shall be considered full-time employees for the purposes of this rule.

- F. Employees who work less than 35 hours per week, but 20 or more hours per week, shall receive a pro-rata share of the amounts which are authorized for a full-time employee if they elect to be enrolled in a health, vision, and dental ~~program care plan~~. The pro-ration shall be based on ~~the number of hours worked as it bears to 40 and as the number of months worked bears to ten a 40 (forty) hour week.~~
4. ~~Unit member employees who were employed for 20 hours per week or more prior to September 19, 1977, and who have been continuously employed, shall continue to receive full benefits.~~
- G. Employees who work less than 20 hours per week shall not be eligible for benefits enumerated in the Rule.
- H. The District shall provide the basic Health and Welfare Benefit Plan to retired annuitant employees of the District. The benefit plan shall provide the group medical, dental and vision care coverage for the employee and eligible dependents as defined by the insurance carrier. The amount of contribution shall be determined by the Board of Trustees.
- I. The District shall provide the supplemental retirement benefit to all retired employees who meet the eligibility requirements for the District's Classified Employees' Early Retirement Program.
- J. The District supplemental retirement benefit shall continue until the employee's 65th birthday or the employee's death, whichever occurs first. The supplemental benefit shall not be provided to the employee's estate or surviving dependents.

12.4.2

MILEAGE REIMBURSEMENT

- A. Any classified employee who is required by ~~their~~his/her supervisor to use ~~his/her~~their personal vehicle for college business shall be reimbursed for mileage at the rate approved by the Board of Trustees.
- B. Claims for mileage reimbursement shall be processed in accordance with District procedures approved by the immediate supervisor and filed with the Business Services Department on the Mileage Reimbursement form at the close of each semester.

12.4.3

UNIFORM ALLOWANCE (EDUCATION CODE SECTION 88037)

- A. The District may require classified employees to wear a distinctive uniform. The cost of purchase, lease, rental, and maintenance of uniforms, and equipment, identification badges, emblems, and cards which are required by the District shall be paid for, or the cost shall be reimbursed to the employee, by the District.

~~12.4.4~~

~~APPLICATION OF BENEFIT PROVISIONS TO UNIT MEMBERS~~

- ~~A. The benefit provisions for unit members shall be in accordance with Article 12 of the Agreements between the Santa Monica Community College District and Chapter 36, CSEA, and this Rule the applicable collective bargaining agreements.~~

Agenda Report No.	4
Subject	RECOGNITION OF CLASSIFIED SCHOOL EMPLOYEES WEEK
Date	MAY 18, 2022
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

Since 1986, California has taken the third week in May to honor the invaluable contributions of Classified School Employees. It is recommended that the Personnel Commission adopt the following resolution in recognition and observance of Classified School Employees Week, May 15 through May 21, 2022.

WHEREAS, classified employees provide services that are vital to excellence in education and the educational process at Santa Monica College including maintaining buildings and grounds, providing support services and assistance, keeping facilities clean and repaired, assisting in the classroom, providing a secure learning environment, and providing many specialized services directly related to student success; and

WHEREAS, classified employees are directly involved in supporting the learning environment through their professional efforts in sustaining the activities of faculty, staff, administration, and the public who utilize the programs and services of the Santa Monica Community College District; and

WHEREAS, without these services the quality of the educational pursuits of the District and students would be greatly diminished; and

WHEREAS, classified employees of the Santa Monica Community College District deserve recognition and thanks for their outstanding efforts;

NOW, THEREFORE, BE IT RESOLVED, that the Personnel Commission of the Santa Monica Community College District hereby recognizes and wishes to honor the contribution of the classified employees to quality education in the State of California and in the Santa Monica Community College District.

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

Agenda Report No.	5
Subject	REQUEST FOR APPROVAL OF CLASSIFICATION REVISIONS: FINANCIAL AID SYSTEMS SPECIALIST
Date	MAY 18, 2022
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	August Faustino, Personnel Analyst

BACKGROUND

Attached for your approval are the classification revisions for **Financial Aid Systems Specialist**.

As part of the cyclical review process, we are reviewing the Financial Aid Systems Specialist classification. The Financial Aid Systems Specialist performs complex technical duties related to the collection, analysis, interpretation and reporting of financial aid data. The Financial Aid & Scholarship Office helps students achieve their educational objectives through the administration of federal, state and institutional aid programs.

The Financial Aid Systems Specialist classification was created in June 2013. There are currently two permanent incumbents in this classification. The proposed updates will not adversely affect the incumbents.

METHODOLOGY

This study was scheduled in the cyclical review calendar for 2021-2022. Incumbents in this classification as well as CSEA, were invited to participate in a class study orientation to discuss the purpose of the study, methodology, timelines, possible outcomes and implications, and frequently asked questions.

Personnel Commission staff met with Tracie Hunter, Associate Dean, Financial Aid & Scholarships to discuss the class description. In addition, Tracie Hunter was requested to complete a duty analysis worksheet by rating the frequency and criticality of each duty in the current class description. Distinguishing characteristics were added to reflect updated verbiage resulting from the cyclical study of a related Financial Aid classification. The knowledge, skills and abilities section was updated with standardized language. Additionally, revisions are proposed to the supervision exercised section and minor adjustments were made to the physical demands of the role to align requirements with job demands.

Classification revisions were sent for review to CSEA, Department management, Business Services, Human Resources and executive leadership.

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

RESULTS

Based on the data gathered, revisions to the class description are being proposed to include a more accurate description of the work performed.

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

AGENCY	JOB TITLE	MIN	MAX	MEDIAN
Santa Monica College	Financial Aid Systems Specialist	\$6,261	\$7,610	\$6,936
Cerritos College	Financial Aid Systems Analyst	\$5,864	\$7,074	\$6,469
Mt. San Antonio College	Financial Aid Systems Analyst	\$7,148	\$9,124	\$8,136
Riverside CCD	Student Financial Services Systems Analyst	\$5,923	\$7,211	\$6,567
State Center CCD	Financial Aid Technical Specialist	\$4,581	\$5,635	\$5,108
Ventura County CCD	Financial Aid Data Specialist	\$5,104	\$7,038	\$6,071
	Average	\$5,724	\$7,216	\$6,470
	25th Percentile	\$5,104	\$7,038	\$6,071
	50th Percentile	\$5,864	\$7,074	\$6,469
	75th Percentile	\$5,923	\$7,211	\$6,567
	80th Percentile	\$6,168	\$7,594	\$6,881
	90th Percentile	\$6,781	\$8,550	\$7,665
	SMC % RANK	81.8%	80.2%	80.8%
	SMC Differences From AVG	8.6%	5.2%	6.7%
	SMC Differences From MED	6.3%	7.0%	6.7%

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

The current salary range for Financial Aid Systems Specialist is \$6,261 to \$7,610 per month (Classified Salary Schedule, Range 43). In this survey, the median salary for this classification is at the 80th percentile, which exceeds the District's 70th percentile target.

Additionally, there are no internal alignment or recruitment concerns for this classification. As such, salary reallocation is not recommended.

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

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

CLASS TITLE	REPORTS TO	MIN	MAX	RANGE	% DIFF BETWEEN LEVELS
Director of Financial Aid and Scholarships	Associate Dean of Financial Aid and Scholarships	\$9,096	\$11,056	M28	45.28%
Financial Aid Systems Specialist	Associate Dean of Financial Aid and Scholarships	\$6,261	\$7,610	C43	27.62%
Financial Aid and Scholarships Specialist	Director of Financial Aid and Scholarships	\$4,906	\$5,963	C33	

RECOMMENDATION

It is recommended that the Commission approve the proposed class description revisions for Financial Aid Systems Specialist.

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

**Santa Monica Community College District
Personnel Commission**

Financial Aid Systems Specialist

CONCEPT OF THE CLASS

Positions in this classification are responsible for the coordination of the Federal Pell Grant program, serve as a high-end user of Banner and other systems specific to financial aid operations, and act as a liaison between Financial Aid and Information Technology in order to ensure compliance with federal and state regulations, and optimize efficiency in service delivery.

DISTINGUISHING CHARACTERISTICS

The Financial Aid Systems Specialist performs complex technical work related to the collection, analysis, interpretation, and reporting of financial aid data. Incumbents work with Information Technology to maintain and improve data analysis systems and ensure continuous compliance with federal and state regulations.

The Financial Aid & Scholarships Specialist performs complex and specialized duties relating to the preparation and implementation of student services in financial aid and scholarships. Incumbents are expected to be a specialist in their functional area and have prior work experience in financial aid.

ESSENTIAL DUTIES

Coordinate systems and operations for the Federal Pell Grant program, including weekly reconciliation of Pell Grants and coordination with fiscal services on cancellations, overpayments, and repayments.

Sends Pell Grant origination and disbursement files to the Department of Education through the Common Origination and Disbursement (COD) system. Imports Pell disbursement records from COD into Banner.

Utilizes and monitors electronic exchange programs used for retrieving and sending data between various agencies related to student financial aid services.

Performs overpayment analysis for Pell Grant recipients.

Performs "Return of the Title IV Calculations", and makes subsequent adjustments in Banner to return federal aid as needed. Calculates the District's obligations to the Federal government, and the students' obligations to the District.

Downloads student financial aid records into the Banner system.

Informs Pell Grant recipients of overpayment status, and reports students remaining in overpayment status to the Department of Education.

Creates and runs population selections in Banner for data analysis and reporting.

Oversees local implementation of ongoing upgrades to the financial aid systems, and performs related troubleshooting and testing of new functions.

Sends tracking letters to federal aid applicants electronically.

Assigns budgets and budget groupings using the Banner system, and tracks groups to federal aid applicants.

Develops queries and processes to identify operational needs and improve processes. Recommends changes for increased efficiency and effectiveness in office operations, and to ensure State and Federal data reporting requirements are met.

Performs ad hoc queries and generates reports in Banner related to trend analysis and other summative data.

Assists with writing and updating Santa Monica College's Financial Aid Policy and Procedure Manual.

Stays abreast of updated or new Financial Aid laws, rules, regulations, and policies. Ensures current systems can accurately support changes, and financial aid staff is updated on current and upcoming changes which impact operations.

Performs other related duties as requested or assigned.

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

SUPERVISION

Supervision Received:

Under general supervision from the Associate Dean of Financial Aid, the employee receives assignments and is expected to carry them through to completion with substantial independence.

Supervision Exercised:

Serves as a specialist in assigned area providing specialized knowledge and guidance to others. Positions in this classification do not supervise other classified staff, but may ~~or~~ serve in a lead capacity providing training and work direction to other staff members.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

~~Knowledge of M~~ methods and techniques for troubleshooting and determining the causes of application problems and errors-

~~Knowledge of E~~ electronic exchange programs with various federal and state agencies, including Campus Logic, COD, NSLDS, EDE, EDEExpress, Ed-Connect, and Title IV Wan-

~~Knowledge of~~ Financial Aid rules, regulations, policies, and procedures related to compliance with State, Federal, and local laws-

~~Knowledge of~~ Title IV regulations as they are related to federal financial aid programs-

~~Knowledge of~~ California Education Code sections related to Community College financial aid programs-

~~Knowledge of~~ Computer-based software programs that support this level of work, including software used for word processing, spreadsheet, presentation, graphics, data management, and document imaging/scanning-

~~Knowledge of~~ Testing and evaluating processes in relation to new and existing software-

Ability to:

~~Ability to~~ Access Financial Aid systems to retrieve, send, evaluate, and analyze Financial Aid data-

~~Ability to~~ Make effective use of query tools to design complex reports-

~~Ability to~~ Identify inefficiencies and recommend improvements for business processes and supporting systems-

~~Ability to~~ Analyze manual processes and develop automated solutions-

~~Ability to~~ Balance responsibilities for multiple organize, plan, and implement a variety of tasks and projects to ensure timely results simultaneously-

~~Ability to~~ Understand and apply the analysis of functional requirements to develop application proposals and make recommendations for technology solutions-

~~Ability to~~ Troubleshoot, diagnose, and resolve applications problems-

~~Ability to~~ Complete work with multiple interruptions and distractions-

~~Ability to~~ Interpret, apply, and communicate laws, regulations, and District policies and procedures to both technical and non-technical audiences, as they relate to student financial aid-

~~Ability to~~ Organize and maintain specialized files and confidentiality of work-related information and materials-

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

~~Ability to~~ Effectively collaborate with other student services areas-

MINIMUM QUALIFICATIONS

Education Requirement:

Associates degree or equivalent from an accredited university or college in information technology, computer science, or a closely related field. A Bachelor's degree in a related field is preferred.

Experience Requirement:

Five (5) years of experience performing progressively specialized and complex Financial Aid service duties requiring knowledge of Federal and State regulations, including at least one year of experience utilizing financial aid electronic exchange programs to retrieve and analyze financial aid data.

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

Special Requirement:

WORKING ENVIRONMENT AND PHYSICAL DEMANDS

Disclosure:

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

Normal Office Environment:

While performing the duties of this job the employee is regularly required to sit, use hands to keyboard, type, or handle materials, and talk and/or hear. The employee is occasionally required to stand and walk. The employee is regularly required to lift, carry, push, or pull up to ~~10~~ 25 pounds. While performing the duties of this job, the noise level in the work environment is usually quiet.

CLASS DETAIL

Job Family: Student Services (Non Classroom)

FLSA Status: Non-exempt

Personnel Commission Approval Date: 06/26/2013

Class History: Financial Aid Systems Specialist

Revision Date(s): 05/18/2022

**Santa Monica Community College District
Personnel Commission**

Financial Aid Systems Specialist

CONCEPT OF THE CLASS

Positions in this classification are responsible for the coordination of the Federal Pell Grant program, serve as a high-end user of Banner and other systems specific to financial aid operations, and act as a liaison between Financial Aid and Information Technology in order to ensure compliance with federal and state regulations, and optimize efficiency in service delivery.

DISTINGUISHING CHARACTERISTICS

The Financial Aid Systems Specialist performs complex technical work related to the collection, analysis, interpretation, and reporting of financial aid data. Incumbents work with Information Technology to maintain and improve data analysis systems and ensure continuous compliance with federal and state regulations.

The Financial Aid & Scholarships Specialist performs complex and specialized duties relating to the preparation and implementation of student services in financial aid and scholarships. Incumbents are expected to be a specialist in their functional area and have prior work experience in financial aid.

ESSENTIAL DUTIES

Coordinate systems and operations for the Federal Pell Grant program, including weekly reconciliation of Pell Grants and coordination with fiscal services on cancellations, overpayments, and repayments.

Sends Pell Grant origination and disbursement files to the Department of Education through the Common Origination and Disbursement (COD) system. Imports Pell disbursement records from COD into Banner.

Utilizes and monitors electronic exchange programs used for retrieving and sending data between various agencies related to student financial aid services.

Performs overpayment analysis for Pell Grant recipients.

Performs "Return of the Title IV Calculations", and makes subsequent adjustments in Banner to return federal aid as needed. Calculates the District's obligations to the Federal government, and the students' obligations to the District.

Downloads student financial aid records into the Banner system.

Informs Pell Grant recipients of overpayment status, and reports students remaining in overpayment status to the Department of Education.

Creates and runs population selections in Banner for data analysis and reporting.

Oversees local implementation of ongoing upgrades to the financial aid systems, and performs related troubleshooting and testing of new functions.

Sends tracking letters to federal aid applicants electronically.

Assigns budgets and budget groupings using the Banner system, and tracks groups to federal aid applicants.

Develops queries and processes to identify operational needs and improve processes. Recommends changes for increased efficiency and effectiveness in office operations, and to ensure State and Federal data reporting requirements are met.

Performs ad hoc queries and generates reports in Banner related to trend analysis and other summative data.

Assists with writing and updating Santa Monica College's Financial Aid Policy and Procedure Manual.

Stays abreast of updated or new Financial Aid laws, rules, regulations, and policies. Ensures current systems can accurately support changes, and financial aid staff is updated on current and upcoming changes which impact operations.

Performs other related duties as requested or assigned.

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

SUPERVISION

Supervision Received:

Under general supervision from the Associate Dean of Financial Aid, the employee receives assignments and is expected to carry them through to completion with substantial independence.

Supervision Exercised:

Serves as a specialist in assigned area providing specialized knowledge and guidance to others. Positions in this classification do not supervise other classified staff, but may serve in a lead capacity, providing training and work direction to other staff members.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Methods and techniques for troubleshooting and determining the causes of application problems and errors

Electronic exchange programs with various federal and state agencies, including Campus Logic, COD, NSLDS, EDE, EDEExpress, Ed-Connect, and Title IV Wan

Financial Aid rules, regulations, policies, and procedures related to compliance with State, Federal, and local laws

Title IV regulations as they are related to federal financial aid programs

California Education Code sections related to Community College financial aid programs

Computer-based software programs that support this level of work, including software used for word processing, spreadsheet, presentation, graphics, data management, and document imaging/scanning

Testing and evaluating processes in relation to new and existing software

Ability to:

Access Financial Aid systems to retrieve, send, evaluate, and analyze Financial Aid data

Make effective use of query tools to design complex reports

Identify inefficiencies and recommend improvements for business processes and supporting systems

Analyze manual processes and develop automated solutions

Balance responsibilities for multiple tasks and projects to ensure timely results
Understand and apply the analysis of functional requirements to develop application proposals and make recommendations for technology solutions

Troubleshoot, diagnose, and resolve applications problems

Complete work with multiple interruptions and distractions

Interpret, apply, and communicate laws, regulations, and District policies and procedures to both technical and non-technical audiences, as they relate to student financial aid

Organize and maintain specialized files and confidentiality of work-related information and materials

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

Effectively collaborate with other student services areas

MINIMUM QUALIFICATIONS

Education Requirement:

Associates degree or equivalent from an accredited university or college in information technology, computer science, or a closely related field. A Bachelor's degree in a related field is preferred.

Experience Requirement:

Five (5) years of experience performing progressively specialized and complex Financial Aid service duties requiring knowledge of Federal and State regulations, including at least one year of experience utilizing financial aid electronic exchange programs to retrieve and analyze financial aid data.

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 ENVIRONMENT AND PHYSICAL DEMANDS

Disclosure:

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

Normal Office Environment:

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

CLASS DETAIL

Job Family: Student Services (Non Classroom)

FLSA Status: Non-exempt

Personnel Commission Approval Date: 06/26/2013

Class History: Financial Aid Systems Specialist

Revision Date(s): 05/18/2022

Agenda Report No.	6
Subject	REQUEST FOR APPROVAL OF CLASSIFICATION REVISIONS: SWITCHBOARD OPERATOR
Date	MAY 18, 2022
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	August Faustino, Personnel Analyst

BACKGROUND

Attached for your approval are the classification revisions for **Switchboard Operator**.

As part of the cyclical review process, we are reviewing the classifications in Clerical and Administrative Support. The Switchboard Operator answers telephone calls to Santa Monica College using a high volume, multi-line computerized telephone system.

The Switchboard Operator classification was created in June 1977. This classification has been revised three times since its establishment. The most recent revision was approved in October 2006. There are currently two permanent incumbents in this classification. The proposed updates will not adversely affect the incumbents.

METHODOLOGY

This study was scheduled in the cyclical review calendar for 2021-2022. Incumbents in this classification as well as CSEA, were invited to participate in a class study orientation to discuss the purpose of the study, methodology, timelines, possible outcomes and implications, and frequently asked questions. The incumbents were requested to complete Position Description Questionnaires (PDQ's) by January 31, 2022.

Personnel Commission staff requested the input of department management. A duty analysis worksheet which rated the frequency and criticality of each duty in the current class description was completed. Additionally, revisions are proposed to clarify duties assigned, knowledge and abilities required for the job, and to more accurately reflect the nature of the work environment. Classification revisions were sent for review to CSEA, Department management, Business Services, Human Resources and executive leadership.

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

RESULTS

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

Given the variability in scope of work assigned at comparable agencies, sufficient market data was not available for this role. Specifically, multiple benchmark agencies incorporated mail services duties into switchboard operator classifications which broadened the scope of responsibility. Therefore, a market survey is not available for this role.

The current salary range for Switchboard Operator is \$3,400 to \$4,132 per month, Range 18 on the Classified Employee Salary Schedule. A review of the job evaluation revealed this classification was comparable to other classifications similarly allocated. The data we have related to the job evaluation suggests that the current salary range is appropriate. Additionally, there are no recruitment concerns for this classification. As such, salary reallocation is not recommended.

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 Clerical and Administrative Support and current salary allocation for each classification:

CLASS TITLE	MIN	MAX	RANGE	% DIFF BETWEEN LEVELS
Administrative Assistant IV-Confidential	\$5,409	\$6,574	C37	5.01%
Administrative Assistant III-Confidential	\$5,151	\$6,261	C35	2.55%
Administrative Assistant III	\$5,023	\$6,106	34	12.88%
Administrative Assistant II*	\$4,450	\$5,409	29	7.70%
Administrative Assistant I*	\$4,132	\$5,023	26	15.74%
Administrative Clerk*	\$3,570	\$4,339	20	5.00%
Switchboard Operator	\$3,400	\$4,132	18	

* Administrative Clerk, Administrative I and Administrative II are currently under review.

RECOMMENDATION

It is recommended that the Commission approve the proposed class description revisions for Switchboard Operator.

Disposition by the Commission	
Motion made by:	Joy Abbott
Seconded by:	Barbara Greenstein
Ayes:	4
Nays:	0
Abstentions:	0
Amendments/Comments: Commissioner Abbott questioned whether staff considered updating the title to something akin to “Communications Operator”.	

**Santa Monica Community College District
Personnel Commission**

Switchboard Operator

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CONCEPT OF THE CLASS

Under supervision, Positions in this classification answer telephone calls to Santa Monica College using a high volume, multi-line computerized telephone system.

ESSENTIAL DUTIES

Greets, screens and directs telephone calls, looks up phone extensions, and routes calls using a multi-line phone system.

Provides phone numbers, operating hours of major campus offices, spells names and titles.

Responds to questions, requests, and complaints from students, staff, administrators, and the public.

Provides information by telephone for members of the public, students, staff, faculty, and administration regarding campus services, programs, events ~~and~~ functions, directions and locations; may provide assistance regarding the time and place of meetings, conferences and other events held on campus; ~~gives directions and addresses~~

Updates campus directory inputting telephone extension changes resulting from new hires, extended leaves of absence, resignation, retirements or terminations.

~~Provides operator assistance for long distance and international calls; maintains log of long distance and international calls; verifies authorizations for long distance calls are approved.~~

Reports trouble with campus telephone system to telecommunications department; maintain files of problems reported and outcome.

Trains relief personnel to operate console.

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, Positions in this classification receive assignments general supervision from the Network Communications Manager or designated administrator, 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

Knowledge of:

~~effective receptionist techniques~~

Administrative practices and procedures, including record keeping and filing

Modern office methods, practices and equipment

Federal, state, and local laws, rules, and regulations applicable to assigned area
Knowledge of alphabetical filing systems

Knowledge of English usage, vocabulary, basic spelling, and grammar and punctuation usage

Knowledge of basic record keeping

Ability to:

Speak clearly and interact with the public with courtesy, tact and diplomacy

Ability to Accurately analyze situations, identify problems, apply sound judgment accurately and adopt an effective course of action, formulate effective solutions

Ability to Understand and follow oral and written directions

Ability to Operate telephone operator equipment

Ability to Quickly learn a large volume of information about the campus, district personnel, procedures and programs

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

Communicate effectively, both orally and in writing

Stay abreast of technology changes and adapt to new technologies

Role model exceptional internal and external customer service

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

MINIMUM QUALIFICATIONS

Education Requirement:

~~Graduation from~~ High school diploma or general education degree (GED) equivalent.

Experience Requirement:

One (1) year of general clerical work experience involving public contact, experience as a receptionist in a busy ~~public agency or~~ organization, preferably in a college or university environment.

Education/Experience Equivalency:

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

Licensure and/or Certification:

None

WORKING ENVIRONMENT & PHYSICAL DEMANDS

Disclosure:

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

Normal Office Environment:

While performing the duties of this job the employee is regularly required to sit, use hands to keyboard, type, or handle materials, and talk and/or hear. The employee is occasionally required to stand and walk. The employee is regularly required to fit, carry, push, or pull up to 2510 pounds. While performing the duties of this job, the noise level in the work environment is usually quiet.

CLASS DETAIL

Job Family: ~~Secretarial~~/Clerical & Secretarial

FLSA Status: Non-Exempt

Personnel Commission Approval Date: 6/15/1977

Class History: Established June 15, 1977

Revision Date(s): 12/05/84 Revised, 04/10/91 Revised, 10/25/06 Hay Study,
05/18/2022

**Santa Monica Community College District
Personnel Commission**

Switchboard Operator

Page 1 of 3

CONCEPT OF THE CLASS

Under supervision, positions in this classification answer telephone calls to Santa Monica College using a high volume, multi-line computerized telephone system.

ESSENTIAL DUTIES

Greets, screens and directs telephone calls, looks up phone extensions, and routes calls using a multi-line phone system.

Provides phone numbers, operating hours of major campus offices, spells names and titles.

Responds to questions, requests, and complaints from students, staff, administrators, and the public.

Provides information by telephone for members of the public, students, staff, faculty, and administration regarding campus services, programs, events, functions, directions and locations; may provide assistance regarding the time and place of meetings, conferences and other events held on campus.

Updates campus directory inputting telephone extension changes resulting from new hires, extended leaves of absence, resignation, retirements or terminations.

Reports trouble with campus telephone system to telecommunications department; maintain files of problems reported and outcome.

Trains relief personnel to operate console.

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, positions in this classification receive assignments from the Network Communications Manager or designated administrator, 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

Knowledge of:

Administrative practices and procedures, including record keeping and filing

Modern office methods, practices and equipment

Federal, state, and local laws, rules, and regulations applicable to assigned area

English usage, vocabulary, spelling, grammar and punctuation

Ability to:

Speak clearly and interact with the public with courtesy, tact and diplomacy

Accurately analyze situations, identify problems, apply sound judgment and formulate effective solutions

Understand and follow oral and written directions

Operate telephone operator equipment

Quickly learn a large volume of information about the campus, district personnel, procedures and programs

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

Communicate effectively, both orally and in writing

Stay abreast of technology changes and adapt to new technologies

Role model exceptional internal and external customer service

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

MINIMUM QUALIFICATIONS

Education Requirement:

High school diploma or general education degree (GED) equivalent.

Experience Requirement:

One (1) year of general clerical work experience involving public contact in a busy organization, preferably in a college or university environment.

Education/Experience Equivalency:

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

Licensure and/or Certification:

None

WORKING ENVIRONMENT & PHYSICAL DEMANDS

Disclosure:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described here are representative of those an employee encounters while

performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Normal Office Environment:

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

CLASS DETAIL

Job Family: Clerical & Secretarial

FLSA Status: Non-Exempt

Personnel Commission Approval Date: 6/15/1977

Class History: Established June 15, 1977

Revision Date(s): 12/05/84 Revised, 04/10/91 Revised, 10/25/06 Hay Study, 05/18/2022

Agenda Report No.	7
Subject	REQUEST FOR APPROVAL OF POSITION RECLASSIFICATION: ADMINISTRATIVE ASSISTANT I TO ADMINISTRATIVE ASSISTANT II
Date	MAY 18, 2022
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	August Faustino, Personnel Analyst

BACKGROUND

The Personnel Commission received a Request for Reclassification from the incumbent, Janet Kleinman, Administrative Assistant I. A reclassification study was initiated to determine if Ms. Kleinman's assigned duties and responsibilities are appropriately classified.

Ms. Kleinman was hired as an Administrative Assistant I in February 2016. She worked in Campus and Alumni Relations until January 2020, at which time she began working in the Outreach and Onboarding Department within the Welcome Center.

METHODOLOGY

The incumbent was requested to submit a Position Description Questionnaire (PDQ). The incumbent's PDQ was reviewed by Jose Hernandez, Interim Associate Dean, Outreach, Onboarding & Student Engagement and received by the Commission Office. Commission staff conducted a job audit to get additional input from the incumbent as well as the incumbent's supervisor to determine the nature and level of duties assigned and performed.

ANALYSIS

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

According to the position study, Janet Kleinman is responsible for the following in a large, complex administrative area:

- Providing direct administrative support to Jose Hernandez, Interim Associate Dean, Outreach, Onboarding and Student Engagement and Deirdre Weaver, Director, Outreach and Onboarding Initiatives including the daily maintenance of calendar and schedules for both administrators. This includes arranging meetings, setting appointments, taking meeting minutes, distributing meeting minutes to all attendees and coordinating facilities usage.
- Completing payroll, reporting and tracking of vacation/sick time for all Outreach and Onboarding staff members, which includes full-time classified, counselors and student workers.
- Administrator for multiple software platforms such as VisitDays and Peoplegrove, communicates directly with vendor for ongoing functionality and trains student

~~ambassadors on certain functions. Updates Student Ambassador and Welcome Center websites.~~

- ~~• Makes travel arrangements for Outreach, Onboarding and Student Engagement Staff.~~
- ~~• Maintaining, monitoring and tracking of budget expenditures, budget transfers, budget projections, tracking grant fund expenditures, preparing and processing requisition forms and purchase requests.~~

FINDINGS

- ~~• Janet Kleinman qualifies for reclassification because her position has expanded over time to encompass duties and responsibilities that are commensurate with a higher-level classification that has a broader scope/effect, decision-making authority, increased complexity, knowledge required to effectively perform the job, and nature and purpose of contacts. These duties are required to support normal Department and District operations and cannot be absorbed by other staff members.~~
- ~~• Duties and responsibilities of this role have grown through gradual accretion for at least two years.~~
- ~~• Based on the duties assigned and the knowledge and abilities required, the classification of Administrative Assistant II is proposed, which encompasses the majority of the essential duties of the incumbent in terms of scope of responsibility, degree of decision-making, complexity, knowledge required, and nature and purpose of contacts.~~

~~Findings have been sent for review to the incumbent, Outreach and Onboarding management, Human Resources, Business Services, and executive leadership.~~

~~Applicable Rules:~~

- ~~• In order to qualify for reclassification, the change in duties and responsibilities must occur through a gradual accretion of duties and not occasioned by the sudden assignment of wholly new duties. (Merit Rule 3.3.1.B (3))~~
- ~~• Merit Rule 3.3.2 defines gradual accretion of duties as "occurring over two (2) or more years of regular service."~~
- ~~• Determination as to whether gradual accretion has occurred will be based on the date the incumbent began the performance of the newly acquired duties and responsibilities, and clear and convincing evidence of the employee's continuing performance of the added duties and responsibilities. (Merit Rule 3.3.3 (B)(C))~~
- ~~• At least two (2) years must elapse before another request for reclassification can be initiated for the same position. (Merit Rule 3.3.4.G)~~
- ~~• Changes in classification and salary resulting from the permanent reclassification of a position shall be effective no later than the first day of the month following the date on which the Personnel Commission takes action to approve reclassification of the position, provided the employee is eligible to be reclassified with his/her position without examination. (Merit Rule 3.3.7A(1))~~

RECOMMENDATION

It is recommended that the Commission reclassify Janet Kleinman's position from Administrative Assistant I to Administrative Assistant II, with a reclassification effective date of June 1, 2022.

Disposition by the Commission	
Motion made by:	
Seconded by:	
Ayes:	
Nays:	
Abstentions:	
Amendments/Comments	

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

#	Item	Page
8	APPROVAL OF MINUTES: <ul style="list-style-type: none"> • APRIL 20, 2022 REGULAR MEETING • APRIL 27, 2022 SPECIAL MEETING 	48
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12	RATIFICATION OF PROVISIONAL WORKING OUT OF CLASS AND INTERNAL LIMITED TERM ASSIGNMENTS	52
13	RATIFICATION OF ELIGIBILITY LISTS: <ul style="list-style-type: none"> • CAMPUS SAFETY OFFICER • DIRECTOR OF PUBLIC INFORMATION • GROUNDS WORKER • LEAD CUSTODIAN • UNRANKED SPECIAL SKILLS – BILINGUAL ENGLISH/SPANISH • WEB SERVICES COORDINATOR 	55
14	EXTENSION OF ELIGIBILITY LISTS: <ul style="list-style-type: none"> • CUSTODIAN • FINANCIAL AID AND SCHOLARSHIPS SPECIALIST 	56
15	EXAMINATION SCHEDULE: <ul style="list-style-type: none"> • ACCOUNTANT • BUYER II • LIBRARY ASSISTANT • SENIOR ACADEMIC RECORDS EVALUATOR 	57
16	CLASSIFICATION AND COMPENSATION STATUS REPORT	58
17	RECRUITMENT AND EXAMINATION STATUS REPORT	60

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

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Regular Personnel Commission Meeting Minutes
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Agenda Report No.	8
Subject	APPROVAL OF MINUTES: APRIL 20, 2022 REGULAR MEETING APRIL 27, 2022 SPECIAL MEETING
Date	MAY 18, 2022
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

1. April 20, 2022 Regular Meeting
2. April 27, 2022 Special Meeting

Agenda Report No.	9
Subject	RATIFICATION OF LIMITED TERM ASSIGNMENTS
Date	MAY 18, 2022
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	Jose Guzman, Personnel Analyst

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

Position Classification	Department	Effective Dates
Administrative Assistant I (1 part-time position)	SMC Center for Media and Design	05/09/22-06/30/22
Customer Service Assistant (5 part-time positions)	Bookstore	06/01/22-06/30/22
Receiving, Stockroom and Delivery Worker (1 full-time position)	Procurement, Contracts & Logistics	04/08/22-06/30/22
Student Services Clerk (1 part-time position)	Outreach & Onboarding	04/28/22-06/30/22
Student Services Clerk (1 part-time position)	Outreach & Onboarding	05/02/22-06/30/22

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Agenda Report No.	10
Subject	ADVISORY ITEM: APPOINTMENTS TO LIMITED TERM ASSIGNMENTS
Date	MAY 18, 2022
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	Jose Guzman, Personnel Analyst

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

Candidate	Position	Department	Duration*	Eligible List Date
Elnathan, Hadass	Administrative Assistant I	SMC Center for Media and Design	05/09/22-06/30/22	01/19/21
Marcial, Christina	Administrative Assistant II	Community and Academic Relations	4/19/2022-6/30/22	12/17/2021
Beck, Michael	Customer Service Assistant	Bookstore	06/01/22-06/30/22	05/16/18
Brinkley, Tanisha	Customer Service Assistant	Bookstore	06/01/22-06/30/22	05/16/18
Carter, Ashlie	Customer Service Assistant	Bookstore	06/01/22-06/30/22	05/16/18
English, Kara	Customer Service Assistant	Bookstore	06/01/22-06/30/22	05/16/18
Nwonwu, Vergie	Customer Service Assistant	Bookstore	06/01/22-06/30/22	05/16/18
Ramirez, Anthony	Receiving, Stockroom and Delivery Worker	Procurement, Contracts & Logistics	04/08/22-06/30/22	03/18/20
DePablo, Diana	Student Services Clerk	Outreach & Onboarding	05/02/22-06/30/22	12/15/21
Zaveri, Zahra	Student Services Clerk	Outreach & Onboarding	04/28/22-06/30/22	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.

Agenda Report No.	11
Subject	ADVISORY ITEM: APPOINTMENTS TO PROVISIONAL ASSIGNMENTS
Date	MAY 18, 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*
Campos, Yovanna	Health Assistant	Health Services	04/18/22-06/30/22
Preston, Christian	Health Assistant	Health Services	04/11/22-06/30/22
Berney, Andrew	Laboratory Technician-Art	Art	02/02/22-06/30/22
Frale, Darren	Laboratory Technician-Art	Art	02/02/22-06/30/22
Freedman, Myles	Laboratory Technician-Art	Art	02/02/22-06/30/22
Haskell, Susan	Laboratory Technician-Art	Art	02/02/22-06/30/22
Kobashi, Todd	Laboratory Technician-Art	Art	02/02/22-06/30/22
Gradilla, Giselle	Personnel Specialist	Personnel Commission	04/25/22-06/30/22
Alvarado, Edwin	Student Services Clerk	Health Services	05/16/22-06/30/22
Tuttle, Daniel	Theatre Technical Specialist	Facilities	05/09/22-06/30/22

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

Agenda Report No.	12
Subject	RATIFICATION OF PROVISIONAL WORKING OUT OF CLASS AND INTERNAL LIMITED TERM ASSIGNMENTS
Date	MAY 18, 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).

Working Out of Class Assignment (Provisional):

Name/Permanent Class	Provisional WOC Assignment*	Dates of Current Assignment
Janet Kleinman, Administrative Assistant I	Administrative Assistant II	1/25/2022 to 5/31/2022

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

Correction to Provisional Working out of Class Assignment:

Name/Permanent Class	Limited Term Assignment*	Initial Dates of Assignment	Corrected Dates of Assignment
Edgar Hernandez Solis, Customer Service Assistant	Accounting Specialist	4/18/2022 to 6/30/2022	4/18/2022 to 5/27/2022
Lorin Russell, Instructional Assistant – Learning Disabilities	Student Services Clerk	3/28/2022 to 4/15/2022	3/28/2022 to 4/8/2022; 4/18/2022 to 5/12/2022

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

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

3.2.10

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 and limited term assignments for the appropriate stipend as indicated under the above applicable sections of CSEA, Chapter 36, Article 11.7, and Merit Rules 3.2.10 and 7.4.

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Agenda Report No.	13
Subject	RATIFICATION OF ELIGIBILITY LISTS
Date	MAY 18, 2022
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	Jose Guzman, Personnel Analyst

Class Title	Field of Competition	Promotional	Total On List	Expiration Date
Campus Safety Officer	Promotional & Open Competitive	0	6	05/01/23
Director of Public Information	Promotional	1	1	05/05/23
Grounds Worker	Promotional & Open Competitive	0	6	10/27/22
Lead Custodian	Promotional	5	5	05/01/23
Unranked Special Skills-Bilingual English/Spanish	Continuous Open Competitive	2	2	
Web Services Coordinator	Merged Promotional & Open Competitive	0	3	05/17/23

Agenda Report No.	14
Subject	EXTENSION OF ELIGIBILITY LISTS: <ul style="list-style-type: none"> • CUSTODIAN • FINANCIAL AID AND SCHOLARSHIPS SPECIALIST
Date	MAY 18, 2022
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

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

Classification	Original Expiration Date	Current Expiration Date	Number of Candidates on List	Number of Ranks on List	Proposed Expiration Date
Custodian	5/31/2022	5/31/2022	5	4	8/31/2022
Financial Aid & Scholarships Specialist	5/25/2022	5/25/2022	9	5	8/25/2022

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 (C) Duration of Eligibility List

6.2.3 (C)

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

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

RECOMMENDATION

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

Agenda Report No.	15
Subject	EXAMINATION SCHEDULE: <ul style="list-style-type: none"> • ACCOUNTANT • BUYER II • LIBRARY ASSISTANT • SENIOR ACADEMIC RECORDS EVALUATOR
Date	MAY 18, 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
Accountant	Merged Promotional & Open Competitive	3 weeks
Buyer II	Merged Promotional & Open Competitive	3 weeks
Library Assistant	Merged Promotional and Open Competitive	3 weeks
Senior Academic Records Evaluator	Promotional	3 weeks

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Agenda Report No.	16
Subject	CLASSIFICATION AND COMPENSATION STATUS REPORT
Date	MAY 18, 2022
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	Jose Guzman, Personnel Analyst

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CLASSIFICATION & COMPENSATION STATUS REPORT (In Process)								
CLASSIFICATION	ASSIGNED TO:	STUDY TYPE	# OF INCUMBENTS	PDQ DEADLINE	JOB AUDIT	STAKEHOLDER REVIEW	STAKEHOLDER STATUS	PC AGENDA
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	
Career Education Specialist	OV	Cyclical	Single	12/06/21				
Financial Aid Systems Specialist	AF	Cyclical	Single	12/13/21	NA	04/27/22	Agenda	05/18/22
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	NA	05/10/22	Agenda	05/18/22
Administrative Clerk	AF	Cyclical	Multiple	05/31/22				
Administrative Assistant I	AF	Cyclical	Multiple	05/31/22				
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		
<i>*Extension</i>								

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Agenda Report No.	17
Subject	RECRUITMENT AND EXAMINATION STATUS REPORT
Date	MAY 18, 2022
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	Jose Guzman, Personnel Analyst

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Recruitment and Examination Status Report											
Classification	Assig	FOC	VAC	Opened	Closed	Written	T & E E	Perf.	OAI	E-List	Ratiff.
Accountant	AF	MPO									
Accounting Manager	AF	MPO	1								
Accounting Specialist	AF	MPO	1	4/26/2022							
Buyer II		MPO	1								
Campus Safety Officer	JG	PO	2	1/10/2022	1/31/2022	2/22/2022		4/22/2022	3/16/2022	5/2/2022	5/18/2022
Community College Police Sergeant	JL	MPO	1								
Costume Designer	JL	MPO	Temp	5/11/2022	6/1/2022						
Director of Marketing and Communications	KM	MPO	1	3/29/2022	4/19/2022						
Director of Public Information	KM	P	1	3/21/2022	4/8/2022		4/26/2022			5/4/2022	5/18/2022
Enterprise Business Services Clerk	AF	PO	2		5/2/2022						
Enterprise Business Services Specialist	AF	P									
Events Assistant	JG	O	Temp	10/20/2021	Continuous						
Grounds Worker	JG	PO	1	1/10/2022	1/31/2022			3/11/2022	4/15/2022	4/28/2022	5/18/2022
Health Science Learning Lab Specialist	JL	MPO	1								
Human Resources Technician	CL	MPO	1	5/11/2022	6/1/2022						
Instructional Assistant - Math	JG	PO	1	4/8/2022	5/2/2022						
Laboratory Technician - Life Science		MPO	1								
Lead Custodian	KM	P		3/8/2022	3/28/2022				4/12/2022	5/2/2022	5/18/2022
Library Assistant		MPO	1								
Media Resources Assistant		MPO	1								
Personnel Specialist	JL	PO		11/19/2021	12/14/2021						
Senior Academic Records Evaluation		P									
Stage Construction Technician - Lighting	JL	MPO	Temp	5/11/2022	6/1/2022						
Theatre Technical Specialist	JG	O	Temp	10/15/2021	Continuous						
Web Services Coordinator	KM	MPO	1	3/21/2022	4/8/2022			5/4/2022	5/5/2022		5/18/2022

Items in bold are pending approval by the Personnel Commission

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

IV. MEETING ADJOURNED at 12:32 p.m.

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

Regular Meeting Day	Regular Meeting Date	Regular Meeting Month	Regular Meeting Year	Scheduled Time	Meeting Location
Wednesday	15	June	2022	12:00 PM	ONLINE

As required by law, this agenda for the Wednesday, May 18, 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.