

**PERSONNEL COMMISSION
REGULAR MEETING MINUTES
WEDNESDAY, JULY 21, 2021 AT 12:00 PM
VIRTUAL MEETING**

DEPARTMENTS:

3400 Airport/SBDC: Sasha King
Academic Affairs: Sharon Thomas
Accounts Payable: Cherry Aquino
Admissions & Records: Esau Tovar
African American Center: Sherri Bradford
Athletics: Sandra Hernandez
Auxiliary Services: Ofelia Meza
Bundy: Beverly Redd-Walker
Business Department: Peter Murray
Campus Police Office: Jennifer Jones
Campus Store: Elease Juarez
Career Services: Vicky Rothman
Cashier's Office: Veronica Romo
Center for Media & Design: Jamina Russell
Community Education: Alice Meyering
Counseling Office: Laurie Guglielmo
Custodian Time Clock: Anthony Williams
Disabled Students Center: Nathalie Laille
Early Childhood Ed.: L. Manson
Emeritus College: V. Rankin-Scales
English Dept.: Martha Hall
EOP&S: Nick Mata
ESL Office: Jocelyn Alex
Events Office: Yesenia Penate
Faculty Association: Peter Morse
Financial Aid Office: Stacy Neal
Health Sciences: Clarenda Stephens
Health Office: Nancy Alfaro
HSS: Carolyn Baugh
Institutional Research:
International Education Center: Ana Jara
KCRW:
Latino Center: Maria Martinez
Madison: Gail Johnson
Maintenance/Operations: A. DiGregorio
Math Village: Kristina Fukuda
Media Center: L. Nakamura
Modern Language: Travis Grant
Music: Lori Geller
Outreach & Recruitment: Will Taylor
Payroll: Ian Fraser
Science: Ingrid Cardwell
Student Life: Amelia Trejo
Superintendent/Presidents Office: L. Kilian
STEM: Vanan Yahnian
Theater Arts: Judy Louff
W& ED/Bundy: Tricia Ramos

ADMINISTRATORS & MANAGERS

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
Derrick Davis
Felicia Hudson
Robert Villanueva
Receiving: Lisa Davis
Supplemental Instruction:
Wendi DeMorst

PRESIDENT/SUPERINTENDENT & SENIOR STAFF

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: Michael Tuitasi
Senior Director Government Relations & Institutional Communications: Don Girard
Community Relations: Kiersten Elliott
Public Information: Grace Smith

PUBLIC POSTING LOCATIONS

2714 Pico: exterior display box
Online: www.smc.edu

EMPLOYEE ORGANIZATIONS

CSEA Labor Rep.: Jessica Gonzalez
CSEA Chapter Pres.: Mike Roberts
CSEA Chapter 1st V.P.: Kennisha Green
CSEA Chapter 2nd V.P.: Cindy Ordaz
CSEA Chief Job Steward: Lee Peterson
CSEA Treasurer: Dagmar Gorman
CSEA Secretary: Judith Mosher
CSEA Chief Development Officer:
Luis Martin
CSEA Communications Officer:
James Stevenson
SMC POA President: Officer Cadena
Management Association: Susan Fila

Edited 7/13/2021

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.

PUBLIC PARTICIPATION FOR VIRTUAL MEETINGS

ADDRESSING THE PERSONNEL COMMISSION

During the COVID-19 (Coronavirus) Global Pandemic, the Personnel Commission will be conducting virtual public meetings using Zoom. Virtual meetings have been authorized by Executive Order N-25-20 issued by Governor Gavin Newsom and dated March 12, 2020, to reduce and minimize the risk of infection by “limiting attendance at public assemblies, conferences, or other mass events.” Zoom meetings will ensure public participation while at the same time complying with the Governor’s Stay at Home executive order and Los Angeles County’s Safer at Home order.

Members of the public may address the Personnel Commission **concerning any subject that lies within the jurisdiction of the Personnel Commission**. 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 Personnel Commission meeting shall send an email to personnel_commission@smc.edu, by no later than 10:00 A.M., Wednesday, July 21, 2021. The email should include the following information:

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

Instructions for Speaking to the Commission through Zoom

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

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

1. 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.
2. 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.
3. 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 of the Personnel Commission by uttering loud, threatening, or abusive language or engaging in disorderly conduct, shall, at the discretion of the presiding officer or majority of the Personnel Commission, 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

**PERSONNEL COMMISSION
REGULAR MEETING MINUTES
WEDNESDAY, JULY 21, 2021 AT 12:00 PM**

I. ORGANIZATIONAL FUNCTIONS

- A. CALL TO ORDER 12:01PM
- B. ROLL CALL

COMMISSIONER	PRESENT	ABSENT
Dr. Joseph Metoyer, Jr., Chair	X	
Joy Abbott, Vice Chair	X	
Barbara Greenstein	X	
Deborah Jansen	X	
Lawrence Leone	X	

II. REPORT – DIRECTOR OF CLASSIFIED PERSONNEL

Director Long reported on the following:

Eligibility lists for Commission approval:

- Accountant
- Athletic and Kinesiology Equipment Specialist
- Director of Grants
- Tutoring Coordinator – English and Humanities

Five recruitments still in progress, and twelve more upcoming.

First reading of revisions to Merit Rules Chapter 9, Sections 9.8 Assignments for Employees with Disabilities, and 9.9 Employee Personnel Files.

Seven classification revisions as part of the cyclical review process

Classification revisions for Laboratory Technician – Broadcasting/Electronic Media and Community College Police Captain were in preparation for upcoming recruitments.

One new classification

One request to approve a reclassification.

Personnel Commission staff is in the process of completing Cyclical Review Studies for remaining Laboratory Technicians, Marketing, Facilities Planning, Athletics, and Human Resources management.

III. COMMENTS AND INFORMATION REPORTS

- A. RECOGNITION OF EMPLOYEE LONGEVITY: JULY 2021

5 YEARS

Jerome Bruce, Shuttle Driver, Transportation

Robert Devine, Receiving, Stockroom & Delivery Worker, Bookstore

Mark Oliva, Laboratory Technician-Life Science, Life Science

**PERSONNEL COMMISSION
REGULAR MEETING MINUTES
WEDNESDAY, JULY 21, 2021 AT 12:00 PM**

10 YEARS

Fariba Dinaali, Administrative Assistant II, Library
Sandra Franke, Senior Buyer, Purchasing, Contracts and Logistics

20 YEARS

Rigoberto Contreras, Reprographics Technician, Reprographics

30 YEARS

Martha Romano, Senior Veterans' Resource Specialist, Veterans Center

Campus Counsel, Robert Myers and Maria Bonin congratulated and thanked Martha Romano for 30 (+2) years of service.

35 YEARS

Diane Watanabe, Athletic Trainer, Athletics

B. COMMENTS FROM VICE PRESIDENT OF HUMAN RESOURCES

Vice President Sherri Lee-Lewis congratulated and recognized all longevity recipients. She then deferred to Campus Counsel Robert Myers who reported on a Mandatory Vaccination Program that is to be considered by the Board of Trustees on August 3, 2021.

C. COMMENTS FROM THE CSEA CHAPTER 36 REPRESENTATIVE

CSEA Chapter 36 President Mike Roberts spoke on behalf of the collective membership regarding a voluntary transfer of an Irrigation Specialist to a Grounds Equipment Operator.

D. COMMENTS FROM MANAGEMENT ASSOCIATION PRESIDENT

No Comment

E. COMMENTS FROM PERSONNEL COMMISSION STAFF

Director Carol Long addressed the inquiry put forth by CSEA Chapter 36 President Mike Roberts by confirming that the incumbent did submit an application via the transfer process which allows people to move into either the same classification or related classification, at the same salary range or a lower salary range. For the incumbent in question, this would have been a movement to a lower salary range within the same series. Director Long was also able to confirm that minimum qualifications were met and exceeded, as the applicant obtained the relevant experience prior to joining SMC.

**PERSONNEL COMMISSION
REGULAR MEETING MINUTES
WEDNESDAY, JULY 21, 2021 AT 12:00 PM**

F. PUBLIC COMMENTS
(NON-ACTIONABLE COMMENTS FROM THOSE IN ATTENDANCE)

G. COMMENTS BY PERSONNEL COMMISSIONERS

Commissioner Greenstein requested to know if more information regarding the Mandatory Vaccination was available. She requested clarification as to whether the requirement would apply to staff and/or students.

Campus Counsel Robert Myers clarified that the Program would cover the Campus Community, meaning students and employees. There will be a process for medical, disability, religious and pregnancy related exceptions.

Commissioner Jansen requested that Director Long send the findings from her review of the situation that was brought forth by CSEA Chapter 36 President Mike Roberts.

IV. AGENDA REPORTS – MAJOR ITEMS OF BUSINESS

#	ITEM	PAGE
1	AMENDMENT TO RULES AND REGULATIONS OF THE CLASSIFIED SERVICE - CHAPTER 9: EMPLOYMENT STATUS – FIRST READING MERIT RULE 9.8: ASSIGNMENTS OF EMPLOYEES WITH DISABILITIES MERIT RULE 9.9: EMPLOYEE PERSONNEL FILE	1
**2	REQUEST FOR APPROVAL OF REVISIONS TO CLASS DESCRIPTION & SALARY REALLOCATION: CAREER SERVICES ADVISOR	3
**3	REQUEST FOR APPROVAL OF REVISIONS TO CLASS DESCRIPTION: SENIOR CAREER SERVICES ADVISOR	13
4	REQUEST FOR APPROVAL OF REVISIONS TO CLASS DESCRIPTION: COMMUNITY COLLEGE POLICE CAPTAIN	23
5	REQUEST FOR APPROVAL OF RETITLE, CLASSIFICATION REVISIONS AND SALARY REALLOCATION: ACCOMPANIST-PERFORMANCE TO ACCOMPANIST-MUSIC PERFORMANCE	35
6	REQUEST FOR APPROVAL OF RETITLE, CLASSIFICATION REVISIONS & SALARY REALLOCATION: ACCOMPANIST-VOICE TO ACCOMPANIST-MUSIC	45
7	REQUEST FOR APPROVAL OF CLASSIFICATION REVISIONS & SALARY REALLOCATION: ACCOMPANIST-DANCE	54

**PERSONNEL COMMISSION
REGULAR MEETING MINUTES
WEDNESDAY, JULY 21, 2021 AT 12:00 PM**

8	NEW CLASS DESCRIPTION & SALARY ALLOCATION: ACCOMPANIST-DANCE PERFORMANCE	63
9	REQUEST FOR APPROVAL OF RECLASSIFICATION FROM ACCOMPANIST-PERFORMANCE TO ACCOMPANIST-DANCE PERFORMANCE: MARK LITVER	69
10	REQUEST FOR APPROVAL OF CLASSIFICATION REVISIONS: DIRECTOR OF SAFETY & RISK MANAGEMENT	72
11	REQUEST FOR APPROVAL OF RETITLE AND CLASSIFICATION REVISIONS: LABORATORY TECHNICIAN-BROADCASTING/ELECTRONIC MEDIA TO LABORATORY TECHNICIAN-BROADCAST DIGITAL MEDIA	86
12	REQUEST FOR APPROVAL OF RETITLE, CLASSIFICATION REVISIONS & SALARY REALLOCATION: DIRECTOR OF CLASSIFIED PERSONNEL TO DIRECTOR OF THE PERSONNEL COMMISSION	96
13	REQUEST TO CERTIFY FROM ALTERNATE ELIGIBILITY LIST: TUTORING COORDINATOR – ENGLISH and HUMANITIES	109

****Agenda Reports 2 and 3 were pulled at the start of the meeting.**

V. CONSENT AGENDA

(ALL ITEMS WILL BE CONSIDERED AND APPROVED IN ONE MOTION UNLESS
REMOVED BY A PERSONNEL COMMISSIONER FOR DISCUSSION.)

#	ITEM	PAGE
14	ADVISORY ITEM: APPOINTMENTS TO PROVISIONAL ASSIGNMENTS	111
15	RATIFICATION OF LIMITED TERM ASSIGNMENTS	112
16	ADVISORY ITEM: APPOINTMENTS TO LIMITED TERM POSITIONS	113
17	EXAMINATION SCHEDULE	114
18	EXTENSION OF ELIGIBILITY LISTS: <ul style="list-style-type: none"> • CAREER EDUCATION SPECIALIST • CONTROLLER • OUTREACH AND RECRUITMENT SPECIALIST • STUDENT COMMUNICATIONS COORDINATOR 	115
19	RATIFICATION OF ELIGIBILITY LISTS: <ul style="list-style-type: none"> • ACCOUNTANT • ATHLETIC AND KINESIOLOGY EQUIPMENT SPECIALIST • DIRECTOR OF GRANTS • TUTORING COORDINATOR – ENGLISH AND HUMANITIES 	116
20	RATIFICATION OF WORKING OUT OF CLASS ASSIGNMENTS AND INTERNAL LIMITED TERM ASSIGNMENTS	117
21	APPROVAL of MEETING MINUTES	120
22	CLASSIFICATION & COMPENSATION STATUS	121
23	RECRUITMENT AND EXAMINATION STATUS REPORT	123

VI. ADJOURNMENT

**PERSONNEL COMMISSION
REGULAR MEETING MINUTES
WEDNESDAY, JULY 21, 2021 AT 12:00 PM**

AGENDA REPORT NO. 1

**SUBJECT: AMENDMENT TO RULES AND REGULATIONS OF THE CLASSIFIED SERVICE - CHAPTER 9: EMPLOYMENT STATUS – FIRST READING
MERIT RULE 9.8:
ASSIGNMENTS OF EMPLOYEES WITH DISABILITIES
MERIT RULE 9.9:
EMPLOYEE PERSONNEL FILE**
(Note: No formal action will be taken at this meeting.)

DATE: July 21, 2021

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

Proposed changes to Chapter 9: Merit Rule 9.8 and 9.9, are attached for a first reading. Recommendations were developed with input from the Merit Rules Advisory Committee. Goals of these changes include updating and clarifying processes, and ensuring language is in compliance with the Education Code and applicable bargaining agreements.

Rule 9.8 ASSIGNMENTS OF ~~DISABLED~~
EMPLOYEES WITH DISABILITIES
(EDUCATION CODE SECTION 88098)

9.8.1 GENERAL POLICY

A. ~~When a permanent classified employees becomes unable to perform the duties of his/her/their classification because of illness or injury as determined by medical authority designated by the District disability, the employee shall be provided with reasonable accommodations in accordance with federal and state law, may be reassigned to new duties, which are within his/her/their capabilities. Reassignment, if any, shall be at the discretion of the appointing authority, with the approval of the Personnel Commission as prescribed in this Rule.~~

9.8.2 REASSIGNMENTS

- A. An ~~disabled~~ employee's duties in ~~his/her/their~~ regular position may be altered in accordance with ~~his/her/their~~ disability. Such changes in duties shall be reported to the Personnel Director, and are subject to classification by the Personnel Commission.
- B. An ~~disabled~~ employee with permanent or temporary disabilities may accept demotion or transfer to a less demanding position in another class, with the approval of the Personnel Commission.
- C. An ~~disabled~~ employee with permanent or temporary disabilities may be assigned to a position in a higher class, with the approval of the Personnel Commission, but shall receive no salary benefit from such assignment until ~~he/she is they are~~ appointed to the higher class from an eligibility list resulting from a competitive examination.

9.8.3 EFFECT OF REFUSAL BY EMPLOYEE

- A. An ~~disabled~~ employee with permanent or temporary

**PERSONNEL COMMISSION
REGULAR MEETING MINUTES
WEDNESDAY, JULY 21, 2021 AT 12:00 PM**

~~disabilities~~ may refuse assignments to other classes without effect on ~~his/her/their~~ rights under sick leave provisions of the law and these Rules. ~~However, there is no obligation for the appointing authority to renew offers of reassignment, which have been refused, or to make alternative offers.~~

Rule 9.9

EMPLOYEE PERSONNEL FILE (EDUCATION CODE SECTION 87031) ~~(GOVERNMENT CODE SECTION 6250)~~ (LABOR CODE SECTION 1198.5)

9.9.1

GENERAL POLICY

- A. The District shall maintain an official employee personnel file for each classified employee. The file shall be confidential.
- B. ~~Every The~~ employee has the right to inspect their personnel file shall be available for inspection by the Superintendent/President, the District Personnel Administrator Vice President of Human Resources, and the Personnel Director of Classified Personnel and designated members of their designated staffs, a line manager above the employee, and the employee or his/her representative.
- ~~When an employee wishes to inspect his/her personnel file, he/she shall request the approval of his/her supervisor for release time and make proper arrangements with the Classified Personnel Department Office of Human Resources.~~
- An employee wishing to inspect their personnel file shall request an appointment with the Office of Human Resources.
- C. ~~Materials in the employee's personnel file which may affect the status of his/her employment are available for inspection by the employee, except that, such materials shall not include confidential ratings, reports or records which were:~~
- ~~1. Obtained prior to the employment of the employee.~~
 - ~~2. Prepared by examination committee members.~~
 - ~~3. Obtained in connection with a promotional examination~~
- ~~DC.~~ Whenever information of a derogatory nature is to be entered into an employee's personnel file, he/she they shall first be given written notice that he/she they has have five (5) ten (10) working days to review the information, and submit a written comment on it. Such a review shall take place during normal

business hours and without loss of pay to the employee. The employee may attach a written response to the information at any time.

PERSONNEL COMMISSION
REGULAR MEETING MINUTES
WEDNESDAY, JULY 21, 2021 AT 12:00 PM

AGENDA REPORT NO. 2

SUBJECT: ~~REQUEST FOR APPROVAL OF REVISIONS TO CLASS DESCRIPTION
& SALARY REALLOCATION: CAREER SERVICES ADVISOR~~

DATE: ~~July 21, 2021~~

TO: ~~Members of the Personnel Commission~~

FROM: ~~Carol Long, Director of Classified Personnel~~

BY: ~~Olga Vasquez, Personnel Analyst~~

BACKGROUND

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

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

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

METHODOLOGY

~~This study was scheduled in the cyclical review calendar for 2019-20. Incumbents in the Career Services job discipline, as well as CSEA, were invited to participate in a class study orientation on November 11, 2020, to discuss the purpose of the study, methodology, timelines, possible outcomes and implications, and frequently asked questions.~~

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

**PERSONNEL COMMISSION
REGULAR MEETING MINUTES
WEDNESDAY, JULY 21, 2021 AT 12:00 PM**

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

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

RESULTS

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

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

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

AGENCY	JOB TITLE	MIN	MAX	MEDIAN
Santa Monica College	Career Services Advisor	\$5,593	\$6,799	\$6,196
Cerritos College	Job Placement Technician	\$3,872	\$4,639	\$4,255
Foothill De Anza CCD	Internship/Job Developer	\$5,183	\$6,953	\$6,068
North Orange County CCD	Career Center Coordinator-I	\$4,750	\$5,763	\$5,257
Pasadena City College	Job Developer	\$4,649	\$5,934	\$5,292
Riverside CCD	Job Placement Technician	\$4,894	\$5,958	\$5,426
State Center CCD	Job Placement Assistant	\$3,728	\$4,584	\$4,156
Ventura County CCD	Career Services Specialist	\$3,896	\$5,379	\$4,547
	Average	\$4,414	\$5,586	\$5,000
	25th Percentile	\$3,846	\$4,956	\$4,401
	50th Percentile	\$4,649	\$5,763	\$5,206
	75th Percentile	\$4,822	\$5,946	\$5,384
	80th Percentile	\$4,865	\$5,953	\$5,409
	90th Percentile	\$5,010	\$6,356	\$5,683
	SMC % RANK	100%	97%	100%
	SMC Differences From AVG	21%	18%	19%
	SMC Differences From MED	17%	15%	16%

**PERSONNEL COMMISSION
REGULAR MEETING MINUTES
WEDNESDAY, JULY 21, 2021 AT 12:00 PM**

The current salary range for Career Services Advisor is \$5,593 to \$6,799 per month (Classified Employee Salary Schedule, Range 39). In this survey, SMC is in the 100th median percentile compared to all benchmark agencies with comparable classifications.

SALARY ALLOCATION

It is recommended that the salary for Career Services Advisor be reallocated from Range 39 of the Classified Employee Salary Schedule (\$5,593 to \$6,799 per month) to Range 36 (\$5,197 to \$6,317 per month), a 7.6% decrease. The proposed decrease would place the median salary for this classification at the 92nd percentile compared to the market median, which is above the College's goal to target base median salary at or above the 70th percentile. Salary reallocation downward is justified since:

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

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

JOB TITLE	MIN	MAX	RANGE	% DIFFERENCE BETWEEN LEVELS
Senior Career Services Advisor	\$5,873	\$7,139	41	13%
Career Services Advisor (Proposed Reallocation)	\$5,197	\$6,317	36	

**PERSONNEL COMMISSION
REGULAR MEETING MINUTES
WEDNESDAY, JULY 21, 2021 AT 12:00 PM**

STUDENT SERVICES SPECIALIST CLASSIFICATIONS	MIN	MAX	RANGE
Senior Career Services Advisor	\$5,873	\$7,139	41
Career Services Advisor (Current)	\$5,593	\$6,799	39
Career Services Advisor (Proposed Reallocation)	\$5,197	\$6,317	36
Senior Academic Records Evaluator	\$5,197	\$6,317	36
Senior Online Learning Services Specialist	\$5,197	\$6,317	36
Senior Veterans' Resource Specialist	\$5,197	\$6,317	36
Supplemental Instruction Coordinator	\$5,197	\$6,317	36
Senior EOPS Specialist	\$5,073	\$6,167	35
Curriculum Specialist	\$4,950	\$6,016	34
Outreach & Recruitment Specialist	\$4,950	\$6,016	34
Program Specialist	\$4,950	\$6,016	34
Transfer & Articulation Specialist	\$4,950	\$6,016	34
Student Judicial Affairs Specialist	\$4,950	\$6,016	34
Academic Records Evaluator	\$4,831	\$5,873	33
EOPS Specialist	\$4,831	\$5,873	33
Financial Aid & Scholarships Specialist	\$4,831	\$5,873	33
Senior Enrollment Services Specialist	\$4,714	\$5,730	32
Veterans Resource Specialist	\$4,714	\$5,730	32
Enrollment Services Specialist	\$4,490	\$5,457	30
Online Learning Services Specialist	\$4,490	\$5,457	30
Student Onboarding Specialist	\$4,490	\$5,457	30

RECOMMENDATION

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

FROM: ~~_____ \$5,593 to \$6,799 per month
(Classified Employee Salary Schedule Range 39)~~

TO: ~~_____ \$5,197 to \$6,317 per month
(Classified Employee Salary Schedule Range 36)~~

DISPOSITION BY THE COMMISSION

MOTION MADE BY:

SECONDED BY:

AYES: 0

NAYS: 0

ABSTENTIONS: 0

Amendments/Comments

PERSONNEL COMMISSION
REGULAR MEETING MINUTES
WEDNESDAY, JULY 21, 2021 AT 12:00 PM

AGENDA REPORT NO. 3

SUBJECT: ~~REQUEST FOR APPROVAL OF REVISIONS TO CLASS~~
DESCRIPTION: ~~SENIOR CAREER SERVICES ADVISOR~~

DATE: ~~July 21, 2021~~

TO: ~~Members of the Personnel Commission~~

FROM: ~~Carol Long, Director of Classified Personnel~~

BY: ~~Olga Vasquez, Personnel Analyst~~

BACKGROUND

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

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

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

METHODOLOGY

~~This study was scheduled in the cyclical review calendar for 2019-20. Incumbents in the Career Services job discipline, as well as CSEA, were invited to participate in a class study orientation on November 11, 2020 to discuss the purpose of the study, methodology, timelines, possible outcomes and implications, and frequently asked questions. The incumbents were requested to complete a Position Description Questionnaire (PDQ) by December 17, 2020. Commission staff subsequently conducted a job audit to obtain input from an incumbent. The information gathered from the job audit was reviewed with Janet Robinson, Interim Dean of Counseling, and Victoria Rothman, Career Services Center Faculty Leader.~~

~~Personnel Commission staff met with Janet Robinson and Victoria Rothman to discuss the class description. In addition, the supervisor was requested to complete a duty analysis worksheet by rating the frequency and criticality of each duty in the current class description. Distinguishing characteristics were modified to delineate this classification from related roles. Additionally, revisions are proposed to clarify duties~~

**PERSONNEL COMMISSION
REGULAR MEETING MINUTES
WEDNESDAY, JULY 21, 2021 AT 12:00 PM**

assigned, knowledge and abilities and entrance requirements required for the job. The class concept and duties were modified to clarify the level and scope of work performed by this classification. Classification revisions were sent for review to the incumbents, Department management, CSEA, Business Services, Human Resources, and executive leadership.

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

RESULTS

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

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

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

AGENCY	JOB TITLE	MIN	MAX	MEDIAN
Santa Monica College	Senior Career Services Advisor	\$5,873	\$7,139	\$6,506
LACOE	Career Development Program Specialist	\$5,814	\$7,220	\$6,144
Long Beach City College	Job Development Coordinator	\$5,584	\$6,892	\$6,238
Mount San Antonio College	Career Services Specialist	\$4,884	\$6,233	\$5,558
North Orange County CCD	Career Center Coordinator II	\$5,368	\$6,510	\$5,939
State Center CCD	Job Placement Coordinator	\$5,518	\$6,786	\$6,152
Ventura County CCD	Placement Project Specialist	\$5,529	\$7,622	\$6,447
	Average	\$5,376	\$6,783	\$6,080
	25th Percentile	\$5,381	\$6,579	\$5,980
	50th Percentile	\$5,451	\$6,796	\$6,124
	75th Percentile	\$5,509	\$6,870	\$6,189
	80th Percentile	\$5,518	\$6,892	\$6,205
	90th Percentile	\$5,551	\$7,182	\$6,367
	SMC % RANK	100%	75%	79%
	SMC Differences From AVG	8%	5%	7%
	SMC Differences From MED	7%	5%	6%

**PERSONNEL COMMISSION
REGULAR MEETING MINUTES
WEDNESDAY, JULY 21, 2021 AT 12:00 PM**

The current salary range for Senior Career Services Advisor is \$5,873 to \$7,139 per month (Classified Employee Salary Schedule, Range 41). In this survey, SMC is in the 79th median percentile compared to all benchmark agencies with comparable classifications. Since current salary meets the College's goal to target base median salary at or above the 70th percentile, salary reallocation is not recommended. We have not experienced recruitment challenges for this classification. Below is a chart of other Student Services classifications at the College.

STUDENT SERVICES SPECIALIST CLASSIFICATIONS	MIN	MAX	RANGE
<i>Senior Career Services Advisor</i>	\$5,873	\$7,139	41
<i>Career Services Advisor*</i>	\$5,593	\$6,799	39
<i>Career Services Advisor*</i>	\$5,197	\$6,317	36
Senior Academic Records Evaluator	\$5,197	\$6,317	36
Senior Online Learning Services Specialist	\$5,197	\$6,317	36
Senior Veterans' Resource Specialist	\$5,197	\$6,317	36
Supplemental Instruction Coordinator	\$5,197	\$6,317	36
Senior EOPS Specialist	\$5,073	\$6,167	35
Curriculum Specialist	\$4,950	\$6,016	34
Outreach & Recruitment Specialist	\$4,950	\$6,016	34
Program Specialist	\$4,950	\$6,016	34
Transfer & Articulation Specialist	\$4,950	\$6,016	34
Student Judicial Affairs Specialist	\$4,950	\$6,016	34
Academic Records Evaluator	\$4,834	\$5,873	33
EOPS Specialist	\$4,834	\$5,873	33
Financial Aid & Scholarships Specialist	\$4,834	\$5,873	33
Senior Enrollment Services Specialist	\$4,714	\$5,730	32
Veterans Resource Specialist	\$4,714	\$5,730	32
Enrollment Services Specialist	\$4,490	\$5,457	30
Online Learning Services Specialist	\$4,490	\$5,457	30
Student Onboarding Specialist	\$4,490	\$5,457	30

*-See previous Agenda Item

RECOMMENDATION

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

DISPOSITION BY THE COMMISSION

MOTION MADE BY:

SECONDED BY:

AYES: 0

NAYS: 0

ABSTENTIONS: 0

Amendments/Comments

**PERSONNEL COMMISSION
REGULAR MEETING MINUTES
WEDNESDAY, JULY 21, 2021 AT 12:00 PM**

AGENDA REPORT NO. 4

**SUBJECT: REQUEST FOR APPROVAL OF CLASSIFICATION REVISIONS:
COMMUNITY COLLEGE POLICE CAPTAIN**

DATE: July 21, 2021

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

BY: John Linke, Supervising Personnel Analyst

BACKGROUND

Attached for your approval is a revised classification description for Community College Police Captain. The Personnel Commission is recruiting to fill one (1) vacancy for this classification. Minimum qualifications currently require that candidates possess a California P.O.S.T. Supervisory Certificate at time of appointment. Johnnie Adams, Chief of Police, has requested that the Supervisory Certificate be required at the time of application. Requirements for the Supervisory Certificate include at least 2 years of experience as a first-level law enforcement supervisor and completion of a P.O.S.T. certified Supervisory Course. The minimum qualifications for Community College Police Captain currently require two years of supervisory or management experience as a Sergeant or above, and individuals at this level are permitted to enroll in the P.O.S.T. Supervisory Course. As such, requiring the Supervisory Course at the time of application will not unfairly disadvantage internal or external applicants for this role. Minor formatting changes are also being proposed to the KSAs, and the work environment section is being modified to remove mention of motorcycles and bicycles, as this classification will not be using these vehicles on-the-job.

METHODOLOGY

Personnel Commission staff met with Johnnie Adams, Chief of Police, to review the current classification description and determine if the duties, minimum qualifications, and knowledge, skills, and abilities listed still accurately reflect the expectations of the job.

RESULTS

Revisions to minimum requirements are being recommended to require the P.O.S.T. Supervisory Certificate at the time of application. Minor changes are also being made to the KSAs to comply with standard formatting, and working conditions are being modified to reflect the requirements of the job.

**PERSONNEL COMMISSION
REGULAR MEETING MINUTES
WEDNESDAY, JULY 21, 2021 AT 12:00 PM**

RECOMMENDATIONS

It is recommended that the Commission approve the attached revisions to the classification description for Community College Police Captain.

DISPOSITION BY THE COMMISSION

MOTION MADE BY: Joy Abbott
SECONDED BY: Lawrence Leone
AYES: 5
NAYS: 0
ABSTENTIONS: 0

Amendments/Comments

**PERSONNEL COMMISSION
REGULAR MEETING MINUTES
WEDNESDAY, JULY 21, 2021 AT 12:00 PM**

Santa Monica Community College District
Personnel Commission

Community College Police Captain

Page 1 of 5

CONCEPT OF THE CLASS

The position in this classification oversees the daily activities of Police Department Personnel to ensure essential police department functions are carried out, manages the Emergency Preparedness program and related functions, and performs high-level administration work, acting as the first deputy to the Chief of Police.

ESSENTIAL DUTIES

Supervises, directs, and oversees daily activities of police department personnel, including patrol, traffic, parking, investigations, dispatch, and other related activities; Oversees the effective deployment of personnel to ensure efficient department operations and fully operational shifts.

Liaises with the external and college community, Administrators, City officials, faculty, staff and students to promote a community-oriented policing approach, address campus safety and community issues and concerns and ensure that College and police policies are being followed appropriately.

Coordinates emergency preparedness measures; directs and administers the emergency management program and emergency response plan; leads committee efforts directed at emergency preparedness.

Responds to the scene of emergencies and major incidents and commands police response operations as necessary while maintaining close contact with the Chief of Police, Emergency Operations Manager, or Incident Commander.

Assumes the duties of the Chief of Police in order to provide continuous command and supervision in the absence of the Chief of Police.

Plans, assigns, coordinates and reviews the work of subordinate personnel; Ensures administrative work is completed and accurate; works with supervising personnel to ensure that follow-up investigations are completed when necessary.

Supervises, evaluates, trains, and counsels subordinate personnel.

Works with the assigned Peace Officer Standards and Training (P.O.S.T.) manager to ensure training is planned and completed in compliance with P.O.S.T. standards and meets departmental needs and objectives.

Conducts and/or oversees internal affairs investigations and other investigations; investigates and adjudicates personnel complaints; recommends discipline for sustained allegations of misconduct.

**PERSONNEL COMMISSION
REGULAR MEETING MINUTES
WEDNESDAY, JULY 21, 2021 AT 12:00 PM**

Page 2 of 5

Maintains departmental records; compiles data and research; prepares complex statistical and narrative reports and formal written recommendations; makes oral presentations to a variety of audiences.

Reviews policies, procedures and operations of the department, conducts audits of operations and personnel, identifies areas of concern and methods to increase efficiency and productivity, and develops and recommends policy changes.

In conjunction with the Chief of Police and department staff, performs strategic and work planning activities and develops programs, goals, and objectives to support the mission of the department and District.

Assists with preparation of departmental budget, monitors expenditures, prepares and presents budget reports.

Oversees the planning and coordination of law enforcement, parking enforcement, and crowd control for special events and incidents.

Responds to incidents, calls and events requiring special assistance or oversight; Makes arrests, interviews suspects, conducts investigations, and performs field police work as necessary.

Prepares reports and/or presentations for court as required; Appears in court to provide testimony for civil or criminal cases as required.

Performs other related duties as requested or assigned.

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

SUPERVISION

Supervision Received:

This position receives general direction from the Chief of Police.

Supervision Exercised:

This position provides general supervision to assigned sworn and non-sworn personnel.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

~~Knowledge of the p~~rocedures, practices, rules, and regulations of a community college police department.

~~Knowledge of f~~ederal, state, city, county, and District laws, rules, and regulations related to policing.

~~Knowledge of t~~he organization, operations, mission, goals and policies of the campus police department and District as a whole.

**PERSONNEL COMMISSION
REGULAR MEETING MINUTES
WEDNESDAY, JULY 21, 2021 AT 12:00 PM**

Page 3 of 5

~~Knowledge of I~~ Law enforcement methods and procedures, including criminal investigation and processing, search and seizure, arrest, evidence handling, due process, and citizens' rights.

~~Knowledge of p~~ Principles, techniques, and methods of emergency management, emergency preparedness, and tactical alert.

~~Knowledge of c~~ Community-oriented policing, community relations practices, and effective customer service techniques.

~~Knowledge of p~~ Principles and practices of effective supervision.

~~Knowledge of s~~ Strategic planning.

~~Knowledge of r~~ Record-keeping, audit, investigations, report writing and oral presentation techniques.

~~Knowledge of~~ P.O.S.T. standards and regulations.

Ability to:

~~Ability to e~~ Effectively coordinate and manage the daily operations of a campus police department.

~~Ability to t~~ Train and supervise staff.

~~Ability to p~~ Plan, organize, assign and review the work of a large number of subordinate personnel.

~~Ability to t~~ Take command of the Campus Police Department in the absence of the Chief of Police.

~~Ability to i~~ Interpret, analyze, and apply laws, rules, policies, and procedures.

~~Ability to m~~ Maintain accurate and detailed records and logs.

~~Ability to r~~ Research pertinent issues, collect and analyze data, and compile information.

~~Ability to d~~ Develop effective policies and procedures.

~~Ability to p~~ Prepare logical, concise, and well-written reports.

~~Ability to m~~ Make effective oral presentations.

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

~~Ability to u~~ Utilize the principles and practices of effective and persuasive communication to elicit information, negotiate problem resolution, influence and solicit cooperation and seek and obtain support.

~~Ability to e~~ Exercise a high degree of initiative, judgment, self-management, discretion and decision-making to integrate organizational priorities, meet deadlines and achieve objectives.

~~Ability to t~~ Think clearly and act rationally in high-pressure situations and quickly make appropriate decision in emergency situations.

**PERSONNEL COMMISSION
REGULAR MEETING MINUTES
WEDNESDAY, JULY 21, 2021 AT 12:00 PM**

Page 4 of 5

~~Ability to e~~Establish and maintain effective working relationships with subordinates, supervisors, members of the external and college community, Administrators, City officials, faculty, staff, students, and others contacted in the course of work.

MINIMUM QUALIFICATIONS

Education Requirement:

Graduation from an accredited four-year college or university, preferably with a major in Administration of Justice, Criminal Justice, Public or Business Administration or closely related field. A Master's Degree in a closely related field is desirable.

Experience Requirement:

Eight (8) years of experience in a sworn Peace Officer position, including two (2) years of recent experience in a supervisory or management position at the rank of Sergeant or above.

Education/Experience Equivalency:

Additional experience beyond the eight (8) years required may substitute for the college degree requirements on a year for year basis.

Licensure and/or Certification:

Possession of a California P.O.S.T. Supervisory Certificate ~~at time of appointment~~.

The ability to obtain a P.O.S.T. Management Certificate within 24 months of appointment.

A valid Class C California driver's license.

Special Requirements:

Must be a United States Citizen, free of any felony convictions or misdemeanor convictions involving domestic violence and meet all minimum selection standards of a peace officer as specified by P.O.S.T.

Successful passage of the P.O.S.T. Physical Standards for a Peace Officer.

Must meet the District and P.O.S.T. medical and psychological standards, including hearing and vision requirements.

Must pass a thorough background investigation (including polygraph), in accordance with P.O.S.T and District Standards.

WORKING CONDITIONS AND PHYSICAL DEMANDS

Disclosure:

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

Working Environment Conditions and Physical Demands:

**PERSONNEL COMMISSION
REGULAR MEETING MINUTES
WEDNESDAY, JULY 21, 2021 AT 12:00 PM**

Work is performed indoors and outdoors in a variety of locations to include on-site work at calls and incidents, in a District vehicle, ~~including motorcycles, on a bicycle~~ and at the College Police Station. While working indoors, the environment may resemble a normal office environment in which the employee is regularly required to sit, and use hands to keyboard, type, or handle materials. When working outdoors: may be exposed to the elements; may work under damp or dry conditions; crouch, walk, bend, reach, twist, drag, lift, and carry items weighing 45 pounds or more; prolonged sitting, standing, and grasping. Employees in this classification must be able to run for extended times over various distances and conditions, such as pursuing a running suspect through yards and over fences and walls; observe and recognize people, activities, vehicles, street signs, environmental conditions from a reasonable distance during day or night. Employees in this classification may be exposed to dust, chemicals, solvents, grease/oil, fumes, electrical and mechanical hazards, vehicular traffic, vibration, and noise; may administer first aid and in an emergency, push, pull, drag, and move individuals and/or others weighing 150 pounds or more; may be exposed to blood or other bodily fluids or communicable diseases. Must be able to meet the physical requirements of the class and have mobility, vision (including the ability to distinguish colors), speaking, hearing, sense of smell, dexterity levels appropriate to the duties to be performed, ability to use both hands and legs appropriate to the duties to be performed. Employees in this classification will be exposed to stressful and emergency situations and must be able to work irregular hours and schedules, and effectively respond to emergency incidents.

CLASS DETAIL

~~**Job Family:** Public Safety~~

~~**FLSA Status:** Exempt~~

~~**Class History:** Campus Police Captain (01/19/11)~~

~~**Revision Date(s):** 02/21/2018, 7/21/2021~~

<u>Job Family:</u>	<u>Public Safety</u>
<u>FLSA Status:</u>	<u>Exempt</u>
<u>Class History:</u>	<u>Campus Police Captain (01/19/11)</u>
<u>Revision Date(s):</u>	<u>02/21/2018, 7/21/2021</u>

**PERSONNEL COMMISSION
REGULAR MEETING MINUTES
WEDNESDAY, JULY 21, 2021 AT 12:00 PM**

Santa Monica Community College District
Personnel Commission

Community College Police Captain

Page 1 of 5

CONCEPT OF THE CLASS

The position in this classification oversees the daily activities of Police Department Personnel to ensure essential police department functions are carried out, manages the Emergency Preparedness program and related functions, and performs high-level administration work, acting as the first deputy to the Chief of Police.

ESSENTIAL DUTIES

Supervises, directs, and oversees daily activities of police department personnel, including patrol, traffic, parking, investigations, dispatch, and other related activities; Oversees the effective deployment of personnel to ensure efficient department operations and fully operational shifts.

Liaises with the external and college community, Administrators, City officials, faculty, staff and students to promote a community-oriented policing approach, address campus safety and community issues and concerns and ensure that College and police policies are being followed appropriately.

Coordinates emergency preparedness measures; directs and administers the emergency management program and emergency response plan; leads committee efforts directed at emergency preparedness.

Responds to the scene of emergencies and major incidents and commands police response operations as necessary while maintaining close contact with the Chief of Police, Emergency Operations Manager, or Incident Commander.

Assumes the duties of the Chief of Police in order to provide continuous command and supervision in the absence of the Chief of Police.

Plans, assigns, coordinates and reviews the work of subordinate personnel; Ensures administrative work is completed and accurate; works with supervising personnel to ensure that follow-up investigations are completed when necessary.

Supervises, evaluates, trains, and counsels subordinate personnel.

Works with the assigned Peace Officer Standards and Training (P.O.S.T.) manager to ensure training is planned and completed in compliance with P.O.S.T. standards and meets departmental needs and objectives.

Conducts and/or oversees internal affairs investigations and other investigations; investigates and adjudicates personnel complaints; recommends discipline for sustained allegations of misconduct.

**PERSONNEL COMMISSION
REGULAR MEETING MINUTES
WEDNESDAY, JULY 21, 2021 AT 12:00 PM**

Page 2 of 5

Maintains departmental records; compiles data and research; prepares complex statistical and narrative reports and formal written recommendations; makes oral presentations to a variety of audiences.

Reviews policies, procedures and operations of the department, conducts audits of operations and personnel, identifies areas of concern and methods to increase efficiency and productivity, and develops and recommends policy changes.

In conjunction with the Chief of Police and department staff, performs strategic and work planning activities and develops programs, goals, and objectives to support the mission of the department and District.

Assists with preparation of departmental budget, monitors expenditures, prepares and presents budget reports.

Oversees the planning and coordination of law enforcement, parking enforcement, and crowd control for special events and incidents.

Responds to incidents, calls and events requiring special assistance or oversight; Makes arrests, interviews suspects, conducts investigations, and performs field police work as necessary.

Prepares reports and/or presentations for court as required; Appears in court to provide testimony for civil or criminal cases as required.

Performs other related duties as requested or assigned.

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

SUPERVISION

Supervision Received:

This position receives general direction from the Chief of Police.

Supervision Exercised:

This position provides general supervision to assigned sworn and non-sworn personnel.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Procedures, practices, rules, and regulations of a community college police department.

Federal, state, city, county, and District laws, rules, and regulations related to policing.

The organization, operations, mission, goals and policies of the campus police department and District as a whole.

Law enforcement methods and procedures, including criminal investigation and processing, search and seizure, arrest, evidence handling, due process, and citizens' rights.

**PERSONNEL COMMISSION
REGULAR MEETING MINUTES
WEDNESDAY, JULY 21, 2021 AT 12:00 PM**

Page 3 of 5

Principles, techniques, and methods of emergency management, emergency preparedness, and tactical alert.

Community-oriented policing, community relations practices, and effective customer service techniques.

Principles and practices of effective supervision.

Strategic planning.

Record-keeping, audit, investigations, report writing and oral presentation techniques.
P.O.S.T. standards and regulations.

Ability to:

Effectively coordinate and manage the daily operations of a campus police department.

Train and supervise staff.

Plan, organize, assign and review the work of a large number of subordinate personnel.

Take command of the Campus Police Department in the absence of the Chief of Police.

Interpret, analyze, and apply laws, rules, policies, and procedures.

Maintain accurate and detailed records and logs.

Research pertinent issues, collect and analyze data, and compile information.

Develop effective policies and procedures.

Prepare logical, concise, and well-written reports.

Make effective oral presentations.

Communicate effectively, both orally and in writing.

Utilize the principles and practices of effective and persuasive communication to elicit information, negotiate problem resolution, influence and solicit cooperation and seek and obtain support.

Exercise a high degree of initiative, judgment, self-management, discretion and decision-making to integrate organizational priorities, meet deadlines and achieve objectives.

Think clearly and act rationally in high-pressure situations and quickly make appropriate decision in emergency situations.

Establish and maintain effective working relationships with subordinates, supervisors, members of the external and college community, Administrators, City officials, faculty, staff, students, and others contacted in the course of work.

MINIMUM QUALIFICATIONS

**PERSONNEL COMMISSION
REGULAR MEETING MINUTES
WEDNESDAY, JULY 21, 2021 AT 12:00 PM**

Page 4 of 5

Education Requirement:

Graduation from an accredited four-year college or university, preferably with a major in Administration of Justice, Criminal Justice, Public or Business Administration or closely related field. A Master's Degree in a closely related field is desirable.

Experience Requirement:

Eight (8) years of experience in a sworn Peace Officer position, including two (2) years of recent experience in a supervisory or management position at the rank of Sergeant or above.

Education/Experience Equivalency:

Additional experience beyond the eight (8) years required may substitute for the college degree requirements on a year for year basis.

Licensure and/or Certification:

Possession of a California P.O.S.T. Supervisory Certificate.

The ability to obtain a P.O.S.T. Management Certificate within 24 months of appointment.

A valid Class C California driver's license.

Special Requirements:

Must be a United States Citizen, free of any felony convictions or misdemeanor convictions involving domestic violence and meet all minimum selection standards of a peace officer as specified by P.O.S.T.

Successful passage of the P.O.S.T. Physical Standards for a Peace Officer.

Must meet the District and P.O.S.T. medical and psychological standards, including hearing and vision requirements.

Must pass a thorough background investigation (including polygraph), in accordance with P.O.S.T and District Standards.

WORKING CONDITIONS AND PHYSICAL DEMANDS

Disclosure:

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

Working Conditions and Physical Demands:

Work is performed indoors and outdoors in a variety of locations to include on-site work at calls and incidents, in a District vehicle, and at the College Police Station. While working indoors, the environment may resemble a normal office environment in which the employee is regularly required to sit, and use hands to keyboard, type, or handle materials. When working outdoors:

**PERSONNEL COMMISSION
REGULAR MEETING MINUTES
WEDNESDAY, JULY 21, 2021 AT 12:00 PM**

may be exposed to the elements; may work under damp or dry conditions; crouch, walk, bend, reach, twist, drag, lift, and carry items weighing 45 pounds or more; prolonged sitting, standing, and grasping. Employees in this classification must be able to run for extended times over various distances and conditions, such as pursuing a running suspect through yards and over fences and walls; observe and recognize people, activities, vehicles, street signs, environmental conditions from a reasonable distance during day or night. Employees in this classification may be exposed to dust, chemicals, solvents, grease/oil, fumes, electrical and mechanical hazards, vehicular traffic, vibration, and noise; may administer first aid and in an emergency, push, pull, drag, and move individuals and/or others weighing 150 pounds or more; may be exposed to blood or other bodily fluids or communicable diseases. Must be able to meet the physical requirements of the class and have mobility, vision (including the ability to distinguish colors), speaking, hearing, sense of smell, dexterity levels appropriate to the duties to be performed, ability to use both hands and legs appropriate to the duties to be performed. Employees in this classification will be exposed to stressful and emergency situations and must be able to work irregular hours and schedules, and effectively respond to emergency incidents.

CLASS DETAIL

<i>Job Family:</i>	Public Safety
<i>FLSA Status:</i>	Exempt
<i>Class History:</i>	Campus Police Captain (01/19/11)
<i>Revision Date(s):</i>	02/21/2018, 7/21/2021

PERSONNEL COMMISSION
REGULAR MEETING MINUTES
WEDNESDAY, JULY 21, 2021 AT 12:00 PM

AGENDA REPORT NO.5

SUBJECT: REQUEST FOR APPROVAL OF RETITLE, CLASSIFICATION REVISIONS AND SALARY REALLOCATION: ACCOMPANIST-PERFORMANCE TO ACCOMPANIST-MUSIC PERFORMANCE

DATE: July 21, 2021

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

BY: José Guzmán, Personnel Technician

BACKGROUND

Attached for your approval are the class description revisions and salary reallocation for **Accompanist-Performance**.

As part of the cyclical review process, we are reviewing the Accompanist Series. The Accompanist-Performance works to accompany music performances and rehearsals in the Music Department. The Music Department at Santa Monica College provides educational opportunities designed to meet the needs of students who wish to explore and expand their knowledge, performance skills and appreciation of music. The Accompanist-Performance classification is primarily used in the Music Department but is also currently found in the Emeritus Program.

The Accompanist-Performance classification was originally created in October 1981, and has been revised several times since its establishment. The most recent revision was approved in September 2017. There are currently five 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 2020-21. Incumbents from the Accompanist-Performance classification, as well as CSEA, were invited to participate in a class study orientation on November 17, 2020 to discuss the purpose of the study, methodology, timelines, possible outcomes and implications, and frequently asked questions. The incumbents were requested to complete Position Description Questionnaires (PDQs) by Personnel Commission staff. Submitted PDQs were reviewed by the Sasha King, Interim Associate Dean, Career Technical Education & Workforce and Maria Leon-Vasquez, Project Manager, Workforce & Economic Development. Commission staff followed up with incumbents and the supervisor for clarification of work assignments as necessary.

**PERSONNEL COMMISSION
REGULAR MEETING MINUTES
WEDNESDAY, JULY 21, 2021 AT 12:00 PM**

Personnel Commission staff met with Sasha King, Maria Leon-Vasquez, Scott Silverman, Dean of Noncredit & External Programs, Brian Driscoll, Music Department Chair, and Judith Douglas, Dance Department Chair, to discuss the classification description. The Departments requested revisions to the classification duties. Additionally, changes were made to the knowledge and abilities required, and to the minimum qualifications in order to better define the preferred candidate and update standard language. The class concept was further focused and the distinguishing characteristics were added to delineate this classification from related roles. Duties were modified to more accurately reflect the nature and scope of work performed by this classification. Minor changes were also made to the working environment and physical demands, to more accurately depict the repetitive use of hands and the dexterity associated with playing the piano for an extended period of time. Classification revisions were sent for review to incumbents in permanent assignments, CSEA, Department Management, Business Services, Human Resources, and executive leadership.

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

RESULTS

Based on data gathered, revisions to the job title and class description are being proposed, to include a more accurate description of the work performed, including a retitle to Accompanist – Music Performance. The purpose of the retitle is to help distinguish it from the newly proposed classification, Accompanist-Dance Performance. Additional changes serve to clarify essential duties, KSAs (knowledge, skills and abilities) and adjust the minimum education requirement to ensure internal alignment.

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.

**PERSONNEL COMMISSION
REGULAR MEETING MINUTES
WEDNESDAY, JULY 21, 2021 AT 12:00 PM**

AGENCY	CLASS TITLE	MIN	MAX	MEDIAN*	STUDENT FTE	GF REVENUE ACTUAL
Santa Monica College	Accompanist-Performance	\$4,831	\$5,873	\$5,352	10,287	\$225M
LACOE	Department Assistant, Music	\$3,670	\$4,557	\$4,114	NA	\$540M
Cerritos College	Accompanist	\$3,779	\$4,533	\$4,156	8,184	\$140M
El Camino College	Accompanist-Piano	\$4,525	\$5,806	\$5,166	8,424	\$167M
Long Beach City College	Performance Accompanist	\$4,418	\$5,441	\$4,930	9,082	\$170M
Los Angeles CCD	Piano Accompanist/Coach	\$4,392	\$5,441	\$4,916	41,813	\$892M
Mount San Antonio College	Accompanist	\$4,884	\$6,233	\$5,558	13,301	\$257M
North Orange County CCD	Piano Accompanist	\$5,242	\$6,358	\$5,800	15,630	\$296M
Riverside CCD	Piano Accompanist (Theater)	\$5,397	\$6,567	\$5,982	14,545	\$288M
State Center CCD	Piano Accompanist	\$3,584	\$4,408	\$3,996	15,503	\$296M
	Average	\$4,432	\$5,483	\$4,957		
	25th Percentile	\$3,779	\$4,557	\$4,168		
	50th Percentile	\$4,418	\$5,441	\$4,930		
	75th Percentile	\$4,884	\$6,233	\$5,558		
	80th Percentile	\$5,027	\$6,283	\$5,655		
	90th Percentile	\$5,273	\$6,400	\$5,836		
	SMC % RANK	73%	64%	68%		
	SMC Differences From AVG	8%	7%	7%		
	SMC Differences From MED	9%	7%	8%		

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

SALARY REALLOCATION

The current salary range for Accompanist-Performance is \$4,831 to \$5,873 per month (Classified Employee Salary Schedule, Range 33). In this survey, the median salary for this classification is at the 68th percentile, which does not meet the District's 70th percentile target. As such, it is recommended that the salary be reallocated to Range 34 (\$4,950 to \$6,016 per month). This reallocation would place the median salary at the 73rd percentile and would exceed the District's target. Cyclical review results have been sent to the permanent incumbents, CSEA, Department Management, Business Services, Human Resources, and executive leadership.

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

CLASS TITLE	MIN MONTHLY	MAX MONTHLY	RANGE	% DIFFERENCE
Accompanist-Dance Performance*	\$4,950	\$6,016	34	0.00%
Accompanist-Music Performance (Proposed)	\$4,950	\$6,016	34	2.46%
Accompanist-Performance (Current)	\$4,831	\$5,873	33	7.59%
Accompanist-Voice	\$4,490	\$5,457	30	0.00%
Accompanist-Dance	\$4,490	\$5,457	30	0.00%

**New classification – see subsequent agenda report*

PERSONNEL COMMISSION
REGULAR MEETING MINUTES
WEDNESDAY, JULY 21, 2021 AT 12:00 PM

RECOMMENDATION

It is recommended that the Commission approve the retitle, proposed revisions and salary reallocation for the Accompanist-Performance classification description as presented.

DISPOSITION BY THE COMMISSION

MOTION MADE BY: Barbara Greenstein

SECONDED BY: Deborah Jansen

AYES: 5

NAYS: 0

ABSTENTIONS: 0

Amendments/Comments

PERSONNEL COMMISSION
REGULAR MEETING MINUTES
WEDNESDAY, JULY 21, 2021 AT 12:00 PM

Santa Monica Community College District
Personnel Commission

Accompanist - Music Performance

CONCEPT OF THE CLASS

Under general supervision, the Positions in this classification provide~~plays~~ piano accompaniment for vocalists and musicians in~~college classes, college~~ choir, musical theatre, opera, recitals, and chamber ensembles with soloists and or groups performing in public concerts, operas, and musical theatre productions.

DISTINGUISHING CHARACTERISTICS

The Accompanist - Music Performance position performs a full range of piano accompaniment duties for vocalists and musicians in public performances and rehearsals.

The Accompanist - Music position performs piano accompaniment duties for vocalists and musicians in classrooms or practice sessions.

ESSENTIAL DUTIES

Plays piano accompaniment for ~~college classes, college~~ choir, musical theatre, opera, recitals, and chamber ensembles with soloists and or groups in musical theatre, opera, and choral performances.

Plays from score, sight, or memory~~reads~~ multiple styles of music such as classical, popular, jazz, theatrical, opera, or contemporary ~~scores~~.

Plays multiple styles of scores, including realizing figured bass, multiple-part open score, and lead sheets.

Collaborates with the instructor to co-create artistic performances and attain musical goals.

Memorizes and prepares musical selections for public performances.

Improvises, transposes, adapts and performs vocal scores of multiple musical styles such as classical, popular, jazz, theatrical, ~~opera, opera,~~ or contemporary ~~scores~~.

Follows the conducting of the director and adapts to dynamic musical elements from the ensemble or soloist,~~(s) including (dynamics, tempo, etc.)~~

Schedules and provides rehearsal times to ensure efficient use of time and resources.

Performs and records music for projects, presentations and practice exercises.

Performs other related duties as requested or assigned.

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

SUPERVISION

Supervision Received:

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

**PERSONNEL COMMISSION
REGULAR MEETING MINUTES
WEDNESDAY, JULY 21, 2021 AT 12:00 PM**

Supervision Exercised:

Positions in this classification do not supervise other classified positions.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

~~Methods and techniques of piano accompaniment with musical theatre, opera, popular, jazz and choral performances-~~

~~Knowledge of multiple musical styles such as classical, popular, theatrical, opera, jazz or contemporary scores-~~

Ability to:

~~Learn and proficiently play piano repertoire of a substantial complexity and difficulty proficiently and at a high level of musical artistry-~~

~~Ability to accompany soloists and groups in musical theatre, opera, choral performances, and in vocal and instrumental recitals-~~

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

~~Ability to transpose vocal scores and sight-read multiple styles of music such as classical, popular, theatrical, opera, jazz or contemporary scores-~~

~~Ability to follow the conducting of the director the direction of the conductor and adapt to dynamic musical elements from the ensemble or soloist(s) (dynamics, tempo, etc.)-~~

~~Communicate effectively, both orally and in writing~~

~~Role model exceptional internal and external customer service~~

~~Stay abreast of technology changes and adapt to new technologies~~

~~Ability to maintain cooperative working relationships with students, faculty, and staff.~~

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

MINIMUM QUALIFICATIONS

Education Requirement:

~~Associate's~~ Bachelor's Degree in music with an emphasis on piano performance.

Experience Requirement:

~~Two~~ Three (2)(3) years of experience playing piano accompaniment for musical theatre and choral groups in rehearsal and public performances.

Education/Experience Equivalency:

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

Licensure and/or Certification:

None

WORKING CONDITIONS AND PHYSICAL DEMANDS

Disclosure:

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

**PERSONNEL COMMISSION
REGULAR MEETING MINUTES
WEDNESDAY, JULY 21, 2021 AT 12:00 PM**

Environment:

While performing the duties of this job, the employee is regularly required to sit; use hands and wrists repetitively to finger, handle, or feel piano keyboards or other percussion instruments; talk, hear conversations; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds.

~~While performing the duties of this job employees in this classification use repetitive motion with their hands, and are subject to extended periods of sitting.~~

CLASS DETAIL

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

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

~~**Personnel Commission Approval Date:** 10/8111/09/06~~

~~**Revision Date(s):** Hay Study 11/09/06, 09/20/17~~

~~**Class History:** Performance Accompanist (10/81), Accompanist-Performance~~

<u>Job Family:</u>	<u>Instructional Support (Student Services/Classroom)</u>
<u>FLSA Status:</u>	<u>Non-Exempt</u>
<u>Personnel Commission Approval Date:</u>	<u>10/81</u>
<u>Revision Date(s):</u>	<u>11/09/06, 09/20/17</u>
<u>Class History:</u>	<u>Performance Accompanist, Accompanist-Performance</u>

**PERSONNEL COMMISSION
REGULAR MEETING MINUTES
WEDNESDAY, JULY 21, 2021 AT 12:00 PM**

**Santa Monica Community College District
Personnel Commission
Accompanist - Music Performance**

CONCEPT OF THE CLASS

Under general supervision, positions in this classification provide piano accompaniment for vocalists and musicians in choir, musical theatre, opera, recitals, and chamber ensembles with soloists and/or groups performing in public concerts, operas, and musical theatre productions.

DISTINGUISHING CHARACTERISTICS

The **Accompanist - Music Performance** position performs a full range of piano accompaniment duties for vocalists and musicians in public performances and rehearsals.

The **Accompanist - Music** position performs piano accompaniment duties for vocalists and musicians in classrooms or practice sessions.

ESSENTIAL DUTIES

Plays piano accompaniment for choir, musical theatre, opera, recitals, and chamber ensembles with soloists and/or groups in musical theatre, opera, and choral performances.

Plays from score, sight, or memory multiple styles of music such as classical, popular, jazz, theatrical, opera, or contemporary.

Plays multiple styles of scores, including realizing figured bass, multiple-part open score, and lead sheets.

Collaborates with the instructor to co-create artistic performances and attain musical goals.

Memorizes and prepares musical selections for public performances.

Improvises, transposes, adapts and performs vocal scores of multiple musical styles such as classical, popular, jazz, theatrical, opera, or contemporary.

Follows the conducting of the director and adapts to dynamic musical elements from the ensemble or soloist, including dynamics, tempo, etc.

Schedules and provides rehearsal times to ensure efficient use of time and resources.

Performs and records music for projects, presentations and practice exercises.

Performs other related duties as requested or assigned.

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

SUPERVISION

Supervision Received:

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

Supervision Exercised:

Positions in this classification do not supervise other classified positions.

KNOWLEDGE, SKILLS AND ABILITIES

**PERSONNEL COMMISSION
REGULAR MEETING MINUTES
WEDNESDAY, JULY 21, 2021 AT 12:00 PM**

Knowledge of:

Methods and techniques of piano accompaniment with musical theatre, opera, popular, jazz and choral performances

Multiple musical styles such as classical, popular, theatrical, opera, jazz or contemporary scores

Ability to:

Learn and proficiently play piano repertoire of a substantial complexity and difficulty at a high level of musical artistry

Accompany soloists and groups in musical theatre, opera, choral performances, and in vocal and instrumental recitals

Organize, set priorities and exercise sound independent judgment within areas of assigned responsibility Transpose vocal scores and sight-read multiple styles of music such as classical, popular, theatrical, opera, jazz or contemporary

Follow the conducting of the director and adapt to dynamic musical elements from the ensemble or soloist(s) (dynamics, tempo, etc.)

Communicate effectively, both orally and in writing

Role model exceptional internal and external customer service

Stay abreast of technology changes and adapt to new technologies

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

MINIMUM QUALIFICATIONS

Education Requirement:

Bachelor's degree in music with an emphasis on piano performance.

Experience Requirement:

Two (2) years of experience playing piano accompaniment for musical theatre and choral groups in rehearsal and public performances.

Education/Experience Equivalency:

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

Licensure and/or Certification:

None

WORKING CONDITIONS AND PHYSICAL DEMANDS

Disclosure:

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

Environment:

While performing the duties of this job, the employee is regularly required to sit; use hands and wrists repetitively to finger, handle, or feel piano keyboards or other percussion instruments; talk, hear conversations; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds.

**PERSONNEL COMMISSION
REGULAR MEETING MINUTES
WEDNESDAY, JULY 21, 2021 AT 12:00 PM**

CLASS DETAIL

Job Family:	Instructional Support (Student Services/Classroom)
FLSA Status:	Non-Exempt
Personnel Commission Approval Date:	10/81
Revision Date(s):	11/09/06, 09/20/17
Class History:	Performance Accompanist, Accompanist-Performance

PERSONNEL COMMISSION
REGULAR MEETING MINUTES
WEDNESDAY, JULY 21, 2021 AT 12:00 PM

AGENDA REPORT NO. 6

SUBJECT: REQUEST FOR APPROVAL OF RETITLE, CLASSIFICATION REVISIONS & SALARY REALLOCATION: ACCOMPANIST-VOICE TO ACCOMPANIST-MUSIC

DATE: July 21, 2020

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

BY: José Guzmán, Personnel Technician

BACKGROUND

Attached for your approval is the class description revision for **Accompanist-Voice**.

As part of the cyclical review process, we are reviewing the Accompanist Series. The Accompanist-Voice works to accompany music instruction and practice sessions in the Music Department. The Music Department at Santa Monica College provides educational opportunities designed to meet the needs of students who wish to explore and expand their knowledge, performance skills and appreciation of music.

The Accompanist-Voice classification was originally created in August 1980, and has been revised several times since its establishment. The most recent revision was approved in November 2006, which further defined expanded job duties and updated the minimum qualifications. There are currently two temporary employees; no permanent incumbents exist in this classification.

METHODOLOGY

This study was scheduled in the cyclical review calendar for 2020-21. Department management and 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. Commission staff followed up with the supervisor if clarification of work assignments was necessary.

Personnel Commission staff met with Sasha King, Interim Associate Dean, Career Technical Education & Workforce, and Brian Driscoll, Music Department Chair, to discuss the class description. The Department requested revisions to the classification duties. Additionally, changes were made to the knowledge and abilities required, and to the minimum qualifications in order to better define the preferred candidate and update standard language. The class concept was further focused and the distinguishing characteristics were added to delineate this classification from related roles. Duties were modified to more accurately reflect the nature and scope of work performed by this classification. Minor changes were also made to the working environment and physical demands, to more accurately depict the repetitive use of hands and the dexterity associated with playing the piano for an extended period of time. Classification revisions

**PERSONNEL COMMISSION
REGULAR MEETING MINUTES
WEDNESDAY, JULY 21, 2021 AT 12:00 PM**

were sent for review to Department management, CSEA, Business Services, Human Resources, and the College President.

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. Given that many agencies used broad classifications which included duties requiring higher level of knowledge and ability (i.e., performance accompaniment), or exclusively used contractors, sufficient market data was not found when conducting the survey. Therefore, a market survey is not available for this role.

RESULTS

Based on the data gathered, revisions to the class description are being proposed, to include a more accurate depiction of the work performed. These changes serve to clarify essential duties, and KSAs (knowledge, skills and abilities) and other job requirements. Sufficient market data was available only for the Accompanist-Performance (discussed in a previous agenda report), which was used as benchmark data for reviewing salary for all classifications in the series, including the Accompanist-Voice. Therefore, the salary recommendation for this classification is based on internal alignment within the Accompanist series.

SALARY REALLOCATION

The current salary range for Accompanist-Voice is \$4,490 to \$5,457 per month (Classified Employee Salary Schedule, Range 30). It is recommended that the salary for Accompanist-Voice be reallocated to Range 31 on the Classified Employee Salary Schedule (\$4,601 to \$5,593 per month) to maintain salary alignment with Accompanist-Performance which is being presented for salary reallocation. Data collected from the job evaluation determined that this position share the same foundation of skills with the higher level Accompanist-Performance position.

Based on job evaluation findings, the salary differential between the two levels (performance vs. classroom) are warranted since the level of knowledge required and consequence of error is higher for the accompanists in live performances. Historically, recruitment outcomes have been mixed for this series. Typically, a permanent employee is selected from the pool of temporary employees who have been doing the work intermittently. However, finding employees who have this specialized skill requiring extensive training has been a challenge. The College competes with other organizations that are able to pay higher temporary/hourly rates. Not reallocating the salary for Accompanist-Voice would broaden the current percentage difference in the series and would negatively impact the internal salary alignment.

Study results have been sent for review to CSEA, Department Management, Business Services, Human Resources, and the College President. See related classifications in this occupational group below:

**PERSONNEL COMMISSION
REGULAR MEETING MINUTES
WEDNESDAY, JULY 21, 2021 AT 12:00 PM**

CLASS TITLE	MIN MONTHLY	MAX MONTHLY	RANGE	% DIFFERENCE
Accompanist-Dance Performance*	\$4,950	\$6,016	34	0.00%
Accompanist-Music Performance**	\$4,950	\$6,016	34	7.59%
Accompanist-Music (Proposed)	\$4,601	\$5,593	31	2.46%
Accompanist-Voice (Current)	\$4,490	\$5,457	30	0.00%
Accompanist-Dance	\$4,490	\$5,457	30	0.00%

*New classification – see subsequent agenda report

** See previous agenda item

RECOMMENDATION

It is recommended that the Commission approve the retitle, proposed revisions and salary reallocation for the Accompanist-Voice classification description as presented.

DISPOSITION BY THE COMMISSION

MOTION MADE BY: Deborah Jansen

SECONDED BY: Joy Abbott

AYES: 5

NAYS: 0

ABSTENTIONS: 0

Amendments/Comments

PERSONNEL COMMISSION
REGULAR MEETING MINUTES
WEDNESDAY, JULY 21, 2021 AT 12:00 PM

Santa Monica Community College District
Personnel Commission

Accompanist - ~~Voice~~Music

CONCEPT OF THE CLASS

Under general supervision, positions in this classification provide piano accompaniment for individual voice classes, music classes and individual voice lessons.

DISTINGUISHING CHARACTERISTICS

The Accompanist - Music Performance position performs a full range of piano accompaniment duties for vocalists and musicians in public performances and rehearsals.

The Accompanist - Music position performs piano accompaniment duties for vocalists and musicians in classrooms or practice sessions.

ESSENTIAL DUTIES

Plays piano accompaniment for vocal soloists, musicians and class voice lessons.

Obtains, adapts, and memorizes music for students involved/enrolled in music/voice classes.

Plays from score, sight, or memory multiple styles of music such as classical, popular, jazz, theatrical, opera, or contemporary.

Improvises, transposes, adapts and performs vocal scores of multiple musical styles such as classical, popular, jazz, theatrical, opera, or contemporary.

Collaborates with the instructor to attain musical goals

Schedules and provides rehearsal times to ensure efficient use of time and resources.

Assists and advises students in the selection of music for solos.

Performs and records music for class projects, presentations and practice exercises.

Tapes practice exercises.

Performs other related duties as requested or assigned.

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

SUPERVISION

Supervision Received

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

Supervision Exercised

Positions in this classification do not supervise others. classified positions.

**PERSONNEL COMMISSION
REGULAR MEETING MINUTES
WEDNESDAY, JULY 21, 2021 AT 12:00 PM**

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

~~Methods and techniques of vocal piano accompaniment with soloists and groups~~

~~Multiple musical styles such as classical, popular, theatrical, opera, jazz or contemporary scores~~

Ability to:

~~Play piano proficiently~~

~~Ability to accompany soloists and groups in rehearsals~~

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

~~Ability to follow the direction of the conductor~~

~~Communicate effectively, both orally and in writing~~

~~Role model exceptional internal and external customer service~~

~~Stay abreast of technology changes and adapt to new technologies~~

~~Ability to work maintain cooperative working relationships with students, faculty, and staff~~

~~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:

~~None~~ High school diploma or equivalent.

Experience Requirement:

Two (2) years of experience playing piano vocal accompaniment.

Education/Experience Equivalency:

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

Licensure and/or Certification:

None

WORKING CONDITIONS AND PHYSICAL DEMANDS

Disclosure:

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

Environment:

**PERSONNEL COMMISSION
REGULAR MEETING MINUTES
WEDNESDAY, JULY 21, 2021 AT 12:00 PM**

While performing the duties of this job, the employee is regularly required to sit; use hands and wrists repetitively to finger, handle, or feel piano keyboards or other percussion instruments; talk, hear conversations; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds.

While performing the duties of this job employees in this classification use repetitive motion with their hands, and are subject to extended periods of sitting.

CLASS DETAIL

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

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

~~**Personnel Commission Approval Date:** 11/09/06 8/28/80~~

~~**Revision Date(s):** 10/14/81, 2/1/99, 11/09/06 Hay Study~~

~~**Class History:** Voice Accompanist (08/80)~~

~~**Job Family:**~~

Instructional Support (Student Services/Classroom)

~~**FLSA Status:**~~

Non-Exempt

~~**Personnel Commission Approval Date:**~~

8/28/80

~~**Revision Date(s):**~~

10/14/81, 2/1/99, 11/09/06

~~**Class History:**~~

Voice Accompanist

PERSONNEL COMMISSION
REGULAR MEETING MINUTES
WEDNESDAY, JULY 21, 2021 AT 12:00 PM

Santa Monica Community College District
Personnel Commission

Accompanist - Music

CONCEPT OF THE CLASS

Under general supervision, positions in this classification provide piano accompaniment for voice classes, music classes and individual voice lessons.

DISTINGUISHING CHARACTERISTICS

The **Accompanist - Music Performance** position performs a full range of piano accompaniment duties for vocalists and musicians in public performances and rehearsals.

The **Accompanist - Music** position performs piano accompaniment duties for vocalists and musicians in classrooms or practice sessions.

ESSENTIAL DUTIES

Plays piano accompaniment for vocal soloists, musicians and class voice lessons.

Obtains, adapts, and memorizes music for students enrolled in music classes.

Plays from score, sight, or memory multiple styles of music such as classical, popular, jazz, theatrical, opera, or contemporary.

Improvises, transposes, adapts and performs vocal scores of multiple musical styles such as classical, popular, jazz, theatrical, opera, or contemporary.

Collaborates with the instructor to attain musical goals
Schedules and provides rehearsal times to ensure efficient use of time and resources.

Assists and advises students in the selection of music for solos.

Performs and records music for class projects, presentations and practice exercises.

Performs other related duties as requested or assigned.

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

SUPERVISION

Supervision Received

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

Supervision Exercised

Positions in this classification do not supervise other classified positions.

**PERSONNEL COMMISSION
REGULAR MEETING MINUTES
WEDNESDAY, JULY 21, 2021 AT 12:00 PM**

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Methods and techniques of vocal piano accompaniment with soloists and groups

Multiple musical styles such as classical, popular, theatrical, opera, jazz or contemporary scores

Ability to:

Play piano proficiently

Accompany soloists and groups in rehearsals

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

Follow the direction of the conductor

Communicate effectively, both orally and in writing

Role model exceptional internal and external customer service

Stay abreast of technology changes and adapt to new technologies

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 equivalent.

Experience Requirement:

Two (2) years of experience playing piano vocal accompaniment.

Education/Experience Equivalency:

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

Licensure and/or Certification:

None

WORKING CONDITIONS AND PHYSICAL DEMANDS

Disclosure:

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

Environment:

While performing the duties of this job, the employee is regularly required to sit; use hands and wrists repetitively to finger, handle, or feel piano keyboards or other percussion instruments; talk,

**PERSONNEL COMMISSION
REGULAR MEETING MINUTES
WEDNESDAY, JULY 21, 2021 AT 12:00 PM**

hear conversations; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds.

CLASS DETAIL

Job Family:	Instructional Support (Student Services/Classroom)
FLSA Status:	Non-Exempt
Personnel Commission Approval Date:	8/28/80
Revision Date(s):	10/14/81, 2/1/99, 11/09/06
Class History:	Voice Accompanist

**PERSONNEL COMMISSION
REGULAR MEETING MINUTES
WEDNESDAY, JULY 21, 2021 AT 12:00 PM**

AGENDA REPORT NO.7

SUBJECT: REQUEST FOR APPROVAL OF CLASSIFICATION REVISIONS & SALARY REALLOCATION: ACCOMPANIST-DANCE

DATE: July 21, 2021

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

BY: José Guzmán, Personnel Technician

BACKGROUND

Attached for your approval is the class description revision for **Accompanist-Dance**.

As part of the cyclical review process, we are reviewing the Accompanist Series in the Dance Department. The Accompanist-Dance works to accompany dance instruction courses and practice in the Music Department. The Dance Department is dedicated to nurturing versatile dance artists through a combination of rigorous technical training in contemporary modern, ballet, commercial, and world dance forms with performance opportunities, theoretical study and creative exploration.

The Accompanist-Dance classification was originally created in August 1980, and has been revised several times since its establishment. The most recent revision was approved in November 2006, which further defined expanded job duties and updated the minimum qualifications. There are currently 11 temporary employees; no permanent incumbents exist in this classification.

METHODOLOGY

This study was scheduled in the cyclical review calendar for 2020-21. The department manager, department chair and 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. Commission staff followed up with the supervisor as necessary for clarification of work assignments.

Personnel Commission staff met with Maria Leon-Vasquez, Project Manager, Workforce & Economic Development and Judith Douglas, Dance Department Chair, to discuss the class description. The Department requested revisions to the classification duties. Additionally, changes were made to the knowledge and abilities required, and to the minimum qualifications in order to better define the preferred candidate and update standard language. The class concept was further focused and the distinguishing characteristics were added to delineate this classification from related roles. Duties were modified to more accurately reflect the nature and scope of work performed by this classification. Minor changes were also made to the working environment and physical demands, to more accurately depict the repetitive use of hands and the dexterity associated with playing the piano for an extended period of time. Classification revisions

**PERSONNEL COMMISSION
REGULAR MEETING MINUTES
WEDNESDAY, JULY 21, 2021 AT 12:00 PM**

were sent for review to CSEA, Department Management, Business Services, Human Resources, and the College President.

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. Given that many agencies used broad classifications which included vocal, instrumental, instructional, performance and dance accompaniment or exclusively use contractors, sufficient market data was not found when conducting the survey. Therefore, a market survey is not available for this role.

RESULTS

Based on the data gathered, revisions to the class description are being proposed, to include a more accurate depiction of the work performed. These changes serve to clarify essential duties, and KSAs (knowledge, skills and abilities) and other job requirements. Sufficient market data was available only for the Accompanist-Performance (discussed in a previous agenda report), which was used as benchmark data for reviewing salary for all classifications in the series, including the Accompanist-Dance. Therefore, the salary recommendation for this classification is based on internal alignment within the Accompanist series.

SALARY REALLOCATION

The current salary range for Accompanist-Dance is \$4,490 to \$5,457 per month (Classified Employee Salary Schedule, Range 30). It is recommended that the salary for Accompanist-Dance be reallocated to Range 31 on the Classified Employee Salary Schedule (\$4,601 to \$5,593 per month) to maintain salary alignment with Accompanist-Music which is being presented for salary reallocation. These two classifications are similar in level of responsibility but require expertise in different genres to be successful in their role.

Both Accompanist-Dance and Accompanist-Music are distinguished from the performance accompanists in that the incumbents provide accompaniment in a classroom setting only, not live performances. Data collected from the job evaluation determined that this position shares the same foundation of skills. However, the salary differential between the two levels (performance vs. classroom) are warranted since the level of knowledge required and consequence of error is higher for the accompanists in live performances. Historically, recruitment outcomes have been mixed for this series. Typically, a permanent employee is selected from the pool of temporary employees who have been doing the work intermittently. However, finding employees who have this specialized skill requiring extensive training has been a challenge. The College competes with other organizations that are able to pay higher temporary/hourly rates.

Study results have been sent for review to CSEA, Department Management, Business Services, Human Resources, and the College President. See related classifications in this occupational group below:

**PERSONNEL COMMISSION
REGULAR MEETING MINUTES
WEDNESDAY, JULY 21, 2021 AT 12:00 PM**

CLASS TITLE	MIN MONTHLY	MAX MONTHLY	RANGE	% DIFFERENCE
Accompanist-Dance Performance*	\$4,950	\$6,016	34	0.00%
Accompanist-Music Performance**	\$4,950	\$6,016	34	7.59%
Accompanist-Dance (Proposed)	\$4,601	\$5,593	31	2.46%
Accompanist-Dance (Current)	\$4,490	\$5,457	30	0.00%

*New classification – see subsequent agenda report

** See previous agenda item

RECOMMENDATION

It is recommended that the Commission approve the proposed revisions and salary reallocation for Accompanist-Dance.

DISPOSITION BY THE COMMISSION

MOTION MADE BY: Lawrence Leone

SECONDED BY: Barbara Greenstein

AYES: 5

NAYS: 0

ABSTENTIONS: 0

Amendments/Comments

PERSONNEL COMMISSION
REGULAR MEETING MINUTES
WEDNESDAY, JULY 21, 2021 AT 12:00 PM

Santa Monica Community College District
Personnel Commission

Accompanist – Dance

CONCEPT OF THE CLASS

Under general supervision, Positions in this classification provide piano-musical accompaniment on piano or percussion instruments for dance classes and performances.

DISTINGUISHING CHARACTERISTICS

The Accompanist – Dance Performance position performs piano or percussion accompaniment duties for dancers in public performances.

The Accompanist – Dance position performs piano or percussion accompaniment duties for dancers in classrooms.

ESSENTIAL DUTIES

Plays piano or percussion accompaniment for dance classes ~~and performances~~ with dance soloists, and/or dance ensembles ~~groups of dancers.~~

Improvises, transposes, adapts and performs music with appropriate rhythms by observing the movement of the dancers.

Plays from score, sight, or memory. Sight-reads multiple styles of music such as classical, popular, theatrical, opera, or contemporary ~~scores.~~

Schedules and provides rehearsal times to ensure efficient use of time and resources.

Performs and records music for class projects and presentations.

Performs other related duties as requested or assigned.

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

SUPERVISION

Supervision Received

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

Supervision Exercised

Positions in this classification do not supervise ~~others~~ other classified positions.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

PERSONNEL COMMISSION
REGULAR MEETING MINUTES
WEDNESDAY, JULY 21, 2021 AT 12:00 PM

~~m~~Methods and techniques of dance accompaniment

~~Knowledge of m~~Methods and techniques of piano or percussion accompaniment

~~Knowledge of b~~Basic understanding of music adaptation, practice/rehearsal, and taping/recording

Ability to:

~~p~~Play piano or percussion proficiently

~~Ability to a~~Accompany dance groups in a classroom setting~~their rehearsals and performances~~

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

~~Ability to r~~Read musical notations

~~Ability to f~~Follow musical direction

Communicate effectively, both orally and in writing

~~Ability to l~~Learn modern dance and ballet terminology, signs and abbreviations

Role model exceptional internal and external customer service

Stay abreast of technology changes and adapt to new technologies

~~Ability to work maintain cooperative working relationships with students, faculty, and staff~~
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:

~~None~~High school diploma or equivalent.

Experience Requirement:

Two (2) years of experience playing piano or percussion accompaniment for dance classes performances.

Education/Experience Equivalency:

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

Licensure and/or Certification:

None.

WORKING CONDITIONS AND PHYSICAL DEMANDS

Disclosure:

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

**PERSONNEL COMMISSION
REGULAR MEETING MINUTES
WEDNESDAY, JULY 21, 2021 AT 12:00 PM**

Environment:

While performing the duties of this job, the employee is regularly required to sit; use hands and wrists repetitively to finger, handle, or feel piano keyboards or other percussion instruments; talk, hear conversations; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds.

While performing the duties of this job employees in this classification use repetitive motion with their hands, and are subject to extended periods of sitting.

CLASS DETAIL

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

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

~~*Personnel Commission Approval Date:* 8/28/80 11/09/06~~

~~*Revision Date(s):* 10/14/81, 5/24/89, 7/14/93, 11/09/06 Hay Study~~

~~*Class History:* Dance Accompanist (05/24/89), Accompanist Dance (07/14/89)~~

Job Family:

FLSA Status:

Personnel Commission Approval Date:

Revision Date(s):

Class History:

Instructional Support (Student Services/Classroom)

Non-Exempt

8/28/80

10/14/81, 5/24/89, 7/14/93, 11/09/06

Dance Accompanist

**PERSONNEL COMMISSION
REGULAR MEETING MINUTES
WEDNESDAY, JULY 21, 2021 AT 12:00 PM**

**Santa Monica Community College District
Personnel Commission**

Accompanist – Dance

CONCEPT OF THE CLASS

Under general supervision, positions in this classification provide musical accompaniment on piano or percussion instruments for dance classes.

DISTINGUISHING CHARACTERISTICS

The **Accompanist – Dance Performance** position performs piano or percussion accompaniment duties for dancers in public performances.

The **Accompanist – Dance** position performs piano or percussion accompaniment duties for dancers in classrooms.

ESSENTIAL DUTIES

Plays piano or percussion accompaniment for dance classes with soloists and/or dance ensembles.

Improvises, transposes, adapts and performs music with appropriate rhythms by observing the movement of the dancers.

Plays from score, sight, or memory, multiple styles of music such as classical, popular, theatrical, opera, or contemporary.

Schedules and provides rehearsal times to ensure efficient use of time and resources.

Performs and records music for class projects and presentations.

Performs other related duties as requested or assigned.

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

SUPERVISION

Supervision Received

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

Supervision Exercised

Positions in this classification do not supervise other classified positions.

**PERSONNEL COMMISSION
REGULAR MEETING MINUTES
WEDNESDAY, JULY 21, 2021 AT 12:00 PM**

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Methods and techniques of dance accompaniment

Methods and techniques of piano or percussion accompaniment

Basic understanding of music adaptation, practice, and recording

Ability to:

Play piano or percussion proficiently

Accompany dance groups in a classroom setting

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

Read musical notations

Follow musical direction

Communicate effectively, both orally and in writing

Learn modern dance and ballet terminology, signs and abbreviations

Role model exceptional internal and external customer service

Stay abreast of technology changes and adapt to new technologies

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 equivalent.

Experience Requirement:

Two (2) years of experience playing piano or percussion accompaniment for dance classes.

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.

**PERSONNEL COMMISSION
REGULAR MEETING MINUTES
WEDNESDAY, JULY 21, 2021 AT 12:00 PM**

WORKING CONDITIONS AND PHYSICAL DEMANDS

Disclosure:

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

Environment:

While performing the duties of this job, the employee is regularly required to sit; use hands and wrists repetitively to finger, handle, or feel piano keyboards or other percussion instruments; talk, hear conversations; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds.

CLASS DETAIL

<i>Job Family:</i>	Instructional Support (Student Services/Classroom)
<i>FLSA Status:</i>	Non-Exempt
<i>Personnel Commission Approval Date:</i>	8/28/80
<i>Revision Date(s):</i>	10/14/81, 5/24/89, 7/14/93, 11/09/06
<i>Class History:</i>	Dance Accompanist

**PERSONNEL COMMISSION
REGULAR MEETING MINUTES
WEDNESDAY, JULY 21, 2021 AT 12:00 PM**

AGENDA REPORT No. 8

**SUBJECT: NEW CLASS DESCRIPTION & SALARY ALLOCATION:
ACCOMPANIST-DANCE PERFORMANCE**

DATE: July 21, 2021

TO: Members of the Personnel Commission

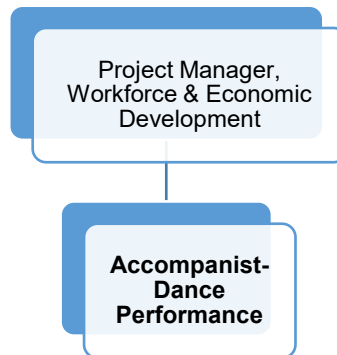
FROM: Carol Long, Director of Classified Personnel

BY: José Guzmán, Personnel Technician

BACKGROUND

Attached for your approval is a new classification description and salary allocation for **Accompanist-Dance Performance**.

As part of the cyclical review process, a new classification is being recommended for the Dance Department. The new classification will provide exclusive accompaniment for Dance Department productions and public performances. The Dance Department is dedicated to nurturing versatile dance artists through a combination of rigorous technical training in contemporary modern, ballet, commercial, and world dance forms with performance opportunities, theoretical study and creative exploration. The Accompanist-Dance Performance will report to the Project Manager, Workforce & Economic Development, and will collaborate with Dance Department faculty.



METHODOLOGY

Personnel Commission staff met with Maria Leon-Vasquez, Project Manager, Workforce & Economic Development and Judith Douglas, Dance Department Chair, to define and clarify the parameters of this proposed classification, and to make an initial recommendation as to whether proposed job duties fit into an existing classification, or if further study was needed to determine if a formal recommendation for a new classification was warranted. Following discussion and a review of related job series from other agencies, PDQs submitted by the Accompanist-Performance in the cyclical review study for Accompanists, and suggested duties and responsibilities identified by the Dance Department, a list of job duties was finalized, along with a list of knowledge,

**PERSONNEL COMMISSION
REGULAR MEETING MINUTES
WEDNESDAY, JULY 21, 2021 AT 12:00 PM**

skills, and abilities (KSAs). Reporting relationships were defined, and recommendations for minimum requirements were discussed and compared with other classifications within this series.

Once the duties were finalized, the class description was created by Personnel Commission staff and then was sent for review to the Department Management, CSEA, Business Services, Human Resources, and the College President. A job evaluation and external salary study was conducted to identify similar roles in comparable agencies. Internal comparisons were also reviewed in order to ensure that there was proper alignment within this occupational series.

RESULTS

Key factors in determining that a new classification should be established involved the knowledge required, degree of decision-making, complexity, scope & effect, nature & purpose of contacts, and physical demands of work. The incumbent in this position receives general supervision and spends most time on:

- Providing accompaniment for public dance performances
- Collaborating co-creating artistic performances
- Preparing musical selections for public performances

A comprehensive survey of comparable agencies was conducted. Sufficient market data was not available to utilize the percentile ranking method of salary placement. Comparable agencies did not have either an equivalent role or utilized broad classifications to encompass multiple aspects of accompaniment. Salary allocation is recommended using internal alignment with the existing and comparable Accompanist-Performance classification.

SALARY ALLOCATION

It is recommended that the salary for Accompanist-Dance Performance be allocated to **Range 34 (\$4,950 to \$6,016 per month)** on the Classified Employee Salary Schedule, based on internal alignment and job analysis findings.

Similar SMC classifications that are paid less, such as the Accompanist-Dance, require a lower level of knowledge and consequence of error. For instance, the Accompanist-Dance provides accompaniment for instructional purposes and all duties are performed in the classroom. The newly proposed classification provides accompaniment for live performances.

When this role is compared to other roles within the job discipline, we use job factors such as knowledge required, decision making, complexity of work, scope & effect of work, nature & purpose of contacts, and physical demands, to compare to similar jobs. The salary for this role is aligned with the Accompanist-Music Performance, since both require similar level of responsibility accompanying performances for different genres. The goal was to recommend a competitive salary to attract and retain qualified

**PERSONNEL COMMISSION
REGULAR MEETING MINUTES
WEDNESDAY, JULY 21, 2021 AT 12:00 PM**

candidates, while ensuring that the proposed range is aligned with other related classifications. The salary proposal for this new classification has been sent for review to CSEA, Department Management, Business Services, Human Resources, and the College President.

See below percentage comparisons between related classifications in the Accompanist series.

CLASS TITLE	MIN MONTHLY	MAX MONTHLY	RANGE	% DIFFERENCE
Accompanist-Dance Performance (Proposed)	\$4,950	\$6,016	34	0.00%
Accompanist-Music Performance**	\$4,950	\$6,016	34	0.00%
Accompanist-Performance **	\$4,831	\$5,873	33	2.46%
Accompanist-Music**	\$4,601	\$5,593	31	5.00%
Accompanist-Dance**	\$4,601	\$5,593	31	0.00%

***See previous agenda items*

RECOMMENDATION

It is recommended that the Commission approve the attached new class description and salary allocation for Accompanist-Dance Performance.

DISPOSITION BY THE COMMISSION

MOTION MADE BY: Barbara Greenstein

SECONDED BY: Joy Abbott

AYES: 5

NAYS: 0

ABSTENTIONS: 0

Amendments/Comments

PERSONNEL COMMISSION
REGULAR MEETING MINUTES
WEDNESDAY, JULY 21, 2021 AT 12:00 PM

Santa Monica Community College District
Personnel Commission

Accompanist – Dance Performance

CONCEPT OF THE CLASS

Under general supervision, positions in this classification provide musical accompaniment on piano or percussion instruments for dance rehearsals and performances.

DISTINGUISHING CHARACTERISTICS

The **Accompanist - Dance Performance** position performs piano or percussion accompaniment duties for dancers in public performances.

The **Accompanist - Dance** position performs piano or percussion accompaniment duties for dancers in classrooms.

ESSENTIAL DUTIES

Plays piano or percussion accompaniment for rehearsals and performances with dance soloists and/or dance ensembles.

Collaborates with the instructor to co-create artistic choreographed performances and attain musical goals.

Improvises, transposes, adapts, and performs music with appropriate rhythms by observing the movement of the dancers.

Plays from score, sight, or memory, multiple styles of music such as classical, popular, theatrical, opera, or contemporary.

Memorizes and prepares musical selections for public performances.

Schedules and provides rehearsal times to ensure efficient use of time and resources.

Performs and records music for class projects and presentations.

Performs other related duties as requested or assigned.

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

SUPERVISION

Supervision Received

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

Supervision Exercised

Positions in this classification do not supervise other classified positions.

**PERSONNEL COMMISSION
REGULAR MEETING MINUTES
WEDNESDAY, JULY 21, 2021 AT 12:00 PM**

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Methods and techniques of dance accompaniment for various repertoires

Methods and techniques of piano or percussion accompaniment

Basic understanding of music theory, adaptation, rehearsal, and recording

Ability to:

Play piano or percussion proficiently

Accompany dance groups in their rehearsals and performances

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

Read, transpose and adapt musical notations and scores

Follow musical direction and work collaboratively with creative team

Communicate effectively, both orally and in writing

Learn modern dance and ballet terminology, signs and abbreviations

Role model exceptional internal and external customer service

Stay abreast of technology changes and adapt to new technologies

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

MINIMUM QUALIFICATIONS

Education Requirement:

Bachelor's degree or equivalent in music.

Experience Requirement:

Two (2) years of experience playing piano or percussion accompaniment for dance performances.

Education/Experience Equivalency:

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

Licensure and/or Certification:

None

WORKING CONDITIONS AND PHYSICAL DEMANDS

Disclosure:

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

**PERSONNEL COMMISSION
REGULAR MEETING MINUTES
WEDNESDAY, JULY 21, 2021 AT 12:00 PM**

Environment:

While performing the duties of this job, the employee is regularly required to sit; use hands and wrists repetitively to finger, handle, or feel piano keyboards or other percussion instruments; talk, hear conversations; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds.

CLASS DETAIL

<i>Job Family:</i>	Instructional Support (Student Services/Classroom)
<i>FLSA Status:</i>	Non-Exempt
<i>Personnel Commission Approval Date</i>	
<i>Revision Date(s):</i>	
<i>Class History:</i>	

**PERSONNEL COMMISSION
REGULAR MEETING MINUTES
WEDNESDAY, JULY 21, 2021 AT 12:00 PM**

AGENDA REPORT NO. 9

**SUBJECT: REQUEST FOR APPROVAL OF RECLASSIFICATION
FROM ACCOMPANIST-PERFORMANCE TO
ACCOMPANIST-DANCE PERFORMANCE: MARK LITVER**

DATE: July 21, 2021

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

BY: José Guzmán, Personnel Technician

BACKGROUND

As part of the cyclical review process for the Accompanist job discipline, the Personnel Commission conducted a position study for Mark Litver, Accompanist-Performance for the Dance Department. A reclassification study was initiated to determine if Mr. Litver's assigned duties and responsibilities are appropriately classified.

Mr. Litver has been an Accompanist-Performance in the Dance Department since August 2008. The Dance Department is dedicated to nurturing versatile dance artists through a combination of rigorous technical training in contemporary modern, ballet, commercial, and world dance forms with performance opportunities, theoretical study and creative exploration.

METHODOLOGY

The incumbent was asked to fill out a Position Description Questionnaire (PDQ). The submitted PDQ was received by the Commission Office on December 1, 2020 and reviewed. Personnel Commission staff met with Maria Leon-Vasquez, Project Manager, Workforce & Economic Development and Judith Douglas (Dance Dept. Chair), to discuss the classification description and its duties within the Dance Department.

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, Mr. Litver is responsible for the following in a focused academic program:

**PERSONNEL COMMISSION
REGULAR MEETING MINUTES
WEDNESDAY, JULY 21, 2021 AT 12:00 PM**

- Piano accompaniment requiring skill and knowledge specific to dancers in the Dance Department productions
- Collaborating in the creation of musical pieces for public dance performances
- Rehearsing, learning and memorizing musical pieces for public dance productions

FINDINGS

- Mr. Litver qualifies for reclassification because the duties of his position are not properly represented in his current classification of Accompanist-Performance. The Accompanist-Performance classification is dedicated to musical accompaniment for vocalist and musicians, not dancers. The skill needed for these two kinds of accompaniment is different and not typically interchangeable. Mr. Litver has been performing accompaniment exclusively for the Dance Department since August 2008. These duties are required to support normal Department and District operations and cannot be absorbed by other permanent staff members.
- Based on the duties assigned and the knowledge and abilities required, the newly created classification of **Accompanist-Dance Performance** 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, CSEA, Department Management, Business Services, Human Resources, and the College President.

Applicable Rules:

- When one or more positions in a class are reclassified to a higher classification, the incumbent or incumbents who have continuous employment of two (2) or more years in such positions shall be reclassified with the position, without examination. (Merit Rule 3.3.9A(1))
- The change in duties and responsibilities must affect a significant portion of the duties and responsibilities of the position and be so significant as to clearly warrant a change in the title and qualifications requirements needed to perform the duties of the position. (Merit Rule 3.3.1)
- Reclassification may become moot if the out-of-class duties are removed from the position. Compensation for the higher level duties performed may be confirmed through the Working Out of Class procedures. (Merit Rule 3.3.4F)
- At least two (2) years must elapse from the time the decision is finalized before another request for reclassification can be initiated for the same position. (Merit Rule 3.3.4G)

**PERSONNEL COMMISSION
REGULAR MEETING MINUTES
WEDNESDAY, JULY 21, 2021 AT 12:00 PM**

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

RECOMMENDATION

It is recommended that the Personnel Commission reclassify Mr. Litver's position from Accompanist-Performance to Accompanist-Dance Performance effective August 4, 2021.

DISPOSITION BY THE COMMISSION

MOTION MADE BY: Deborah Jansen

SECONDED BY: Lawrence Leone

AYES: 5

NAYS: 0

ABSTENTIONS: 0

Amendments/Comments

**PERSONNEL COMMISSION
REGULAR MEETING MINUTES
WEDNESDAY, JULY 21, 2021 AT 12:00 PM**

AGENDA REPORT NO. 10

**SUBJECT: REQUEST FOR APPROVAL OF CLASSIFICATION REVISIONS:
DIRECTOR OF SAFETY & RISK MANAGEMENT**

DATE: July 21, 2021

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

BY: Amy Gurjian, Classification & Compensation Manager

BACKGROUND

Attached for your approval are the classification revisions for **Director of Safety & Risk Management**.

As part of the cyclical review process, we are reviewing classifications in Risk Management. Risk Management addresses the institutional supporting goals of providing a stable fiscal environment and providing a sustainable physical environment. This Department is responsible for assisting the College community with the risk management approach directed through environmental compliance, occupational health and safety and insurance coverage for property, liability, workers' compensation, and student injury.

The Director of Safety & Risk Management classification was originally created in February 2018. There is currently one incumbent in this classification.

METHODOLOGY

This study was scheduled in the cyclical review calendar for 2019-20. Incumbent and supervisor 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 Chris Bonvenuto, Vice President of Business/Administration to discuss the class description. In addition, the supervisor was requested to complete a duty analysis worksheet by rating the frequency and criticality of each duty in the current class description. Minor revisions are proposed to clarify the scope of work and duties assigned.

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.

**PERSONNEL COMMISSION
REGULAR MEETING MINUTES
WEDNESDAY, JULY 21, 2021 AT 12:00 PM**

RESULTS

Based on the data gathered, revisions to the class description are being proposed. These changes serve to clarify the class concept and essential duties performed.

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

AGENCY	JOB TITLE	MIN	MAX	MEDIAN	STUDENT FTE	GF REVENUE ACTUAL
Santa Monica College	Director of Safety and Risk Management	\$10,374	\$12,610	\$11,492	10,287	\$225M
City of Santa Monica	Risk Manager	\$12,171	\$15,026	\$13,599		
Contra Costa CCD	Director of Risk Management	\$9,757	\$11,887	\$10,822	14,139	\$267M
Foothill De Anza CCD	Director of Risk Management	\$8,887	\$12,505	\$10,696	8,684	\$273M
LACOE	Risk Management Officer	\$9,447	\$11,703	\$10,575		\$540M
Mount San Antonio College	Director, Safety and Risk Management	\$12,049	\$13,245	\$12,647	13,301	\$257M
North Orange County CCD	District Director, Risk Management	\$8,504	\$10,760	\$9,632	15,630	\$296M
State Center CCD	District Director of Environmental Health and Risk Management	\$7,850	\$9,654	\$8,752	15,503	\$296M
	Average	\$9,809	\$12,111	\$10,960		
	25th Percentile	\$8,696	\$11,232	\$10,104		
	50th Percentile	\$9,447	\$11,887	\$10,696		
	75th Percentile	\$10,903	\$12,875	\$11,735		
	80th Percentile	\$11,591	\$13,097	\$12,282		
	90th Percentile	\$12,098	\$13,957	\$13,028		
	SMC % RANK	71%	69%	73%		
	SMC Differences From AVG	5%	4%	5%		
	SMC Differences From MED	9%	6%	7%		

The current salary range for Director of Safety & Risk Management is \$10,374 to \$12,610 per month (Classified Managers Salary Schedule, Range M34). In this survey, SMC is at the 73rd percentile compared to the market median. Since current salary meets the College's goal to target base median salary at or above the 70th percentile, salary reallocation is not recommended.

Below is a chart of other classifications in Risk Management.

CLASS TITLE	MIN	MAX	RANGE	% DIFF BETWEEN LEVELS
Director of Safety and Risk Management	\$10,374	\$12,610	M34	13.02%
Assistant Director of Safety and Risk Management*	\$9,179	\$11,157	M29	41.76%
Risk & Insurance Coordinator	\$6,475	\$7,871	45	18.65%
Insurance Program Specialist	\$5,457	\$6,633	38	

*Pending cyclical review

**PERSONNEL COMMISSION
REGULAR MEETING MINUTES
WEDNESDAY, JULY 21, 2021 AT 12:00 PM**

See pay data for Director and Assistant Director jobs across the College.

JOB TITLE	REPORTS TO	RANGE	MIN	MAX
Chief Director of Business Services	Vice President-Business/Administration	A21	\$14,597	\$16,093
Chief Director of Information Technology	Superintendent/President	A21	\$14,597	\$16,093
Chief of Police	Vice President-Student Affairs	A18	\$13,562	\$14,952
Director of Classified Personnel*	Personnel Commission	A15	\$12,610	\$13,902
Director of Network Services	Chief Director of IT	A15	\$12,610	\$13,902
Director of Fiscal Services*	Vice President-Business/Administration	A15	\$12,610	\$13,902
Director of Management Information Systems	Chief Director of IT	A15	\$12,610	\$13,902
Director of Human Resources	Vice President-Human Resources	M39	\$11,715	\$14,240
KCRW Radio Station Director	Senior Director, Government Relations/Communications	A9	\$10,893	\$12,010
Director of Facilities Maintenance & Operations	Vice President-Business/Administration	M34	\$10,372	\$12,610
Director of Facilities Planning*	Vice President-Business/Administration	M34	\$10,374	\$12,610
Director of Safety & Risk Management	Vice President-Business/Administration	M34	\$10,374	\$12,610
Controller	Chief Director of Business Services	M32	\$9,880	\$12,010
Director of Budget	Chief Director of Business Services	M32	\$9,880	\$12,010
Director of Facilities Finance	Vice President-Business/Administration	M32	\$9,880	\$12,010
Director of Procurement, Contracts & Logistics	Chief Director of Business Services	M32	\$9,880	\$12,010
Director of Auxiliary Services	Dean, Education Enterprise	M31	\$9,638	\$11,715
Community College Police Captain	Chief of Police	M31	\$9,638	\$11,715
Director of the SMC Foundation	Dean, SMC Foundation/ Institutional Advancement	M30	\$9,410	\$11,438
Assistant Director of Safety & Risk Management*	Director of Safety & Risk Management	M29	\$9,179	\$11,157
Assistant Director of Human Resources*	Director of Human Resources	M29	\$9,179	\$11,157
Assistant Director of Facilities Planning*	Director of Facilities Planning	M25	\$8,326	\$10,120
Assistant Director of Facilities Maintenance	Director of Facilities Maintenance & Operations	M24	\$8,129	\$9,880
Assistant Director of Facilities Operations	Director of Facilities Maintenance & Operations	M24	\$8,129	\$9,880
Director of Grants	Dean, SMC Foundation/ Institutional Advancement	M24	\$8,129	\$9,880

*Pending cyclical review

RECOMMENDATION

It is recommended that the Commission approve the proposed class description revisions for the Director of Safety & Risk Management as presented.

DISPOSITION BY THE COMMISSION

MOTION MADE BY: Joy Abbott
 SECONDED BY: Barbara Greenstein
 AYES: 5
 NAYS: 0
 ABSTENTIONS: 0

Amendments/Comments

**PERSONNEL COMMISSION
REGULAR MEETING MINUTES
WEDNESDAY, JULY 21, 2021 AT 12:00 PM**

Santa Monica Community College District
Personnel Commission

Director of Safety & Risk Management

Page 1 of 5

CONCEPT OF THE CLASS

Under administrative direction from executive leadership, the position in this classification plans, organizes, administers, and directs the District's risk management and insurance programs, which include general liability and property insurance, claims management, workers' compensation and return to work, employee safety, injury, and illness prevention, emergency preparedness, ADA facilities compliance, and loss control. In addition, the position in this classification serves as the District's ~~Chemical Hygiene Officer~~ Safety Officer ~~by overseeing compliance and training of State and Federal safety laws and regulations pertaining to the use, storage and disposal of chemicals at all District facilities.~~

DISTINGUISHING CHARACTERISTICS

The **Director of Safety & Risk Management** provides strategic and professional leadership in planning, administering, and directing the District's safety, risk management and insurance programs.

The **Risk and Insurance Coordinator** supports the risk management and safety programs by coordinating daily operations and independently performing complex professional level tasks in the administration and coordination of District safety, risk management and insurance programs.

ESSENTIAL DUTIES

Provides strategic direction and leadership in the development, organization, coordination, implementation, and evaluation of the District's risk management program, including workers' compensation, general property and liability, and other insurance programs.

Develops, manages and directs the District's environmental, occupational and student health and safety programs to ensure compliance with Cal/OSHA, ADA, and other related Federal, State, and local laws and regulations; works collaboratively with Human Resources to identify and resolve workers' compensation, return to work and job accommodations matters.

Prepares for, authorizes, investigates, negotiates, supervises and settles claims or recommends dispositions within established guidelines; consults attorneys, policy holders and human resources; coordinates documents, signs interrogatories, and arranges for witness statements, evidence and independent investigations; serves as witness for the District in small claims court.

Selects, develops, supervises and evaluates employees to achieve operational efficiencies.

Advises purchasing of insurance limits required for contracts and solicitation documents.

Serves as the District's Chemical Hygiene Officer; investigates and ensures that hazardous waste and surplus chemicals are handled in compliance with local, State and Federal

**PERSONNEL COMMISSION
REGULAR MEETING MINUTES
WEDNESDAY, JULY 21, 2021 AT 12:00 PM**

Page 4 of 6

regulations across all existing and new facilities; updates and oversees compliance with the District's Chemical Hygiene Plan as required; prepares mandated regulatory reports.

Conducts safety inspections of District facilities and construction sites; reviews proposals for new hazardous materials to ensure appropriate Standard Operating Procedures are adhered to and current; enforces adherence to regulations governing the health and safety of individuals and protection of the environment.

Develops and reviews programs to ensure proper handling, storage and disposal of hazardous chemical and biological materials for existing sites and labs, and during construction of new facilities.

Maintains current knowledge of codes, laws and regulations related to risk management, health & safety, and Worker's Compensation; reviews, analyzes and monitors the District's compliance with legislation impacting assigned programs.

Manages the District's property and liability claims; conducts required investigations; collaborates with legal counsel on the management and final disposition of liability claims; assists with hold harmless agreements and compliance.

Performs insurance needs assessments and recommends coverage levels; negotiates terms of coverage and purchase of insurance plans.

Provides technical guidance [on safety, risk and](#) loss control issues; advises administration and appropriate departments of ramifications and liabilities related to District facilities, equipment and procedures [and makes corrective actions to resolve compliance issues](#).

Coordinates and participates in investigations of all employee and student injuries, accidents, and incidents in coordination with Cal/OSHA and other regulatory agencies as required.

Identifies risk, which consists of the continuous identification of the District's exposure to loss and quantitative measurement of the risks affecting the District in terms of both frequency and severity; works closely with District stakeholders to identify and resolve compliance issues.

Develops and manages the District's risk financing program; prepares budgets to meet loss situations through internal financial resources or external sources.

Initiates, coordinates and delivers safety training and education for students, faculty and staff, including interpreting and complying with Material Safety Data Sheets; directs the District's Management/Labor Safety Committee.

Prepares insurance specifications, reviews bids and makes recommendations for placing insurance or retaining risk.

Reviews new regulatory requirements and initiates technical guidance in the formulation, interpretation, and application of District policies and procedures as they pertain to risk management, liability claims, workers' compensation claims, occupational and student health and safety regulations, workplace accommodations, and other related issues.

**PERSONNEL COMMISSION
REGULAR MEETING MINUTES
WEDNESDAY, JULY 21, 2021 AT 12:00 PM**

Page 4 of 6

Represents the District on the Boards of Directors of the Statewide Association of Community Colleges (SWACC) and Protected Insurance Program for Schools and Community Colleges (PIPS); attends and participates in meetings of safety and risk management associations.

Prepares and presents meaningful reports, ensures accurate and current records, and conducts a variety of organizational studies related to assigned responsibilities.

Performs other related duties as requested or assigned.

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

SUPERVISION

Supervision Received:

This position receives general direction from executive leadership.

Supervision Exercised:

This position supervises classified staff assigned to Risk Management.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Principles of effective strategic planning, management and leadership

Methods used to research, analyze, plan, and administer risk, insurance, liability, worker's compensation, and health & safety compliance programs

Principles, practices, rules, regulations and laws related to risk, insurance, liability, worker's compensation, return to work, industrial safety, accident prevention, and student safety in a public agency

Risk and exposure analyses, investigation and correction techniques and commercial insurance practices

Contract administration, insurance policies, legal agreements, and applicable legal principles and concepts, business law, contract law, insurance and mediation processes

Financial principles and underwriting and claims handling pertaining to administration of joint powers authorities in the public sector

Project management, program development and evaluation, including budgeting, setting goals and establishing criteria for success, planning and reporting

Principles and practices of public administration, including budgeting, human resources, purchasing, facilities, health & safety, labor contract provisions, and record keeping.

**PERSONNEL COMMISSION
REGULAR MEETING MINUTES
WEDNESDAY, JULY 21, 2021 AT 12:00 PM**

Page 4 of 6

Insurance, safety, chemical, and medical terminology and documentation

Effective customer services techniques

Ability to:

Promote a positive safety culture and collaboration across all District locations

Plan, organize and develop complex, cross-functional programs and projects

Identify, analyze, resolve, and train others on present and potential risk management and safety problems and hazards

Recommend and develop technical process changes, procedures and policies to improve efficiency, quality, and performance of assigned programs

Identify, encourage and guide key stakeholders to contribute to the success of assigned programs and long-range outcomes

Deliver clear, organized and persuasive presentations and proposals to various audiences

Lead or participate in shared governance through planning and/or operations committees and task forces

Represent the District effectively in negotiations and a variety of difficult, complex and confidential issues related to assigned programs

Manage the financial and other resources available within policy guidelines and budgetary expectations to achieve outcomes

Select, motivate, train and supervise employees to align program objectives with institutional goals

Communicate clearly and effectively, both orally and in writing

Interpret, apply, explain highly technical matters and reach sound decisions in accordance with applicable rules, laws and regulations, and District policies and procedures.

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

Stay abreast of technology changes and adapt to new technologies

Role model exceptional internal and external customer service

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

**PERSONNEL COMMISSION
REGULAR MEETING MINUTES
WEDNESDAY, JULY 21, 2021 AT 12:00 PM**

Page 4 of 6

MINIMUM QUALIFICATIONS

Education Requirement:

Bachelor's degree in business, finance, environmental science, public health, human resources, or related field from an accredited college or university. Supplemental training in risk management, insurance, worker's compensation, and/or hazardous materials is desirable.

Experience Requirement:

Five (5) years of experience in risk management, including two (2) years of experience managing, organizing, implementing and supervising a comprehensive risk management, loss prevention, and/or environmental or occupational health and safety program in a large organization. Experience in the public sector or a higher education institution is desirable.

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:

Possession of a valid driver's license.
An Associate in Risk Management (ARM) certificate is desirable.

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 required to stand, walk, and travel around the main campus or satellite locations to perform fieldwork. 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 frequently required to lift, carry, push or pull up to 25 pounds. While performing the duties of this job, the employee is also occasionally exposed to chemicals and/or hazardous materials.

CLASS DETAIL

~~[Job Family: Business Administration & Fiscal Services](#)~~

~~[FLSA Status: Exempt](#)~~

~~[Personnel Commission Approval Date: 02/21/18](#)~~

~~[Class History:](#)~~

[Job Family:](#)

[Business Administration & Fiscal Services](#)

PERSONNEL COMMISSION
REGULAR MEETING MINUTES
WEDNESDAY, JULY 21, 2021 AT 12:00 PM

FLSA Status: Exempt
Personnel Commission Approval Date: 02/21/18
Class History:

**PERSONNEL COMMISSION
REGULAR MEETING MINUTES
WEDNESDAY, JULY 21, 2021 AT 12:00 PM**

Santa Monica Community College District
Personnel Commission

Director of Safety & Risk Management

CONCEPT OF THE CLASS

Under administrative direction from executive leadership, the position in this classification plans, organizes, administers, and directs the District's risk management and insurance programs, which include general liability and property insurance, claims management, workers' compensation and return to work, employee safety, injury, and illness prevention, emergency preparedness, ADA facilities compliance, and loss control. In addition, the position in this classification serves as the District's Safety Officer .

DISTINGUISHING CHARACTERISTICS

The **Director of Safety & Risk Management** provides strategic and professional leadership in planning, administering, and directing the District's safety, risk management and insurance programs.

The **Risk and Insurance Coordinator** supports the risk management and safety programs by coordinating daily operations and independently performing complex professional level tasks in the administration and coordination of District safety, risk management and insurance programs.

ESSENTIAL DUTIES

Provides strategic direction and leadership in the development, organization, coordination, implementation, and evaluation of the District's risk management program, including workers' compensation, general property and liability, and other insurance programs.

Develops, manages and directs the District's environmental, occupational and student health and safety programs to ensure compliance with Cal/OSHA, ADA, and other related Federal, State, and local laws and regulations; works collaboratively with Human Resources to identify and resolve workers' compensation, return to work and job accommodations matters.

Prepares for, authorizes, investigates, negotiates, supervises and settles claims or recommends dispositions within established guidelines; consults attorneys, policy holders and human resources; coordinates documents, signs interrogatories, and arranges for witness statements, evidence and independent investigations; serves as witness for the District in small claims court.

Selects, develops, supervises and evaluates employees to achieve operational efficiencies.

Advises purchasing of insurance limits required for contracts and solicitation documents.

Serves as the District's Chemical Hygiene Officer; investigates and ensures that hazardous waste and surplus chemicals are handled in compliance with local, State and Federal regulations across all existing and new facilities; updates and oversees compliance with the District's Chemical Hygiene Plan as required; prepares mandated regulatory reports.

**PERSONNEL COMMISSION
REGULAR MEETING MINUTES
WEDNESDAY, JULY 21, 2021 AT 12:00 PM**

Conducts safety inspections of District facilities and construction sites; reviews proposals for new hazardous materials to ensure appropriate Standard Operating Procedures are adhered to and current; enforces adherence to regulations governing the health and safety of individuals and protection of the environment.

Develops and reviews programs to ensure proper handling, storage and disposal of hazardous chemical and biological materials for existing sites and labs, and during construction of new facilities.

Maintains current knowledge of codes, laws and regulations related to risk management, health & safety, and Worker's Compensation; reviews, analyzes and monitors the District's compliance with legislation impacting assigned programs.

Manages the District's property and liability claims; conducts required investigations; collaborates with legal counsel on the management and final disposition of liability claims; assists with hold harmless agreements and compliance.

Performs insurance needs assessments and recommends coverage levels; negotiates terms of coverage and purchase of insurance plans.

Provides technical guidance on safety, risk and loss control issues; advises administration and appropriate departments of ramifications and liabilities related to District facilities, equipment and procedures and makes corrective actions to resolve compliance issues.

Coordinates and participates in investigations of all employee and student injuries, accidents, and incidents in coordination with Cal/OSHA and other regulatory agencies as required.

Identifies risk, which consists of the continuous identification of the District's exposure to loss and quantitative measurement of the risks affecting the District in terms of both frequency and severity; works closely with District stakeholders to identify and resolve compliance issues.

Develops and manages the District's risk financing program; prepares budgets to meet loss situations through internal financial resources or external sources.

Initiates, coordinates and delivers safety training and education for students, faculty and staff, including interpreting and complying with Material Safety Data Sheets; directs the District's Management/Labor Safety Committee.

Prepares insurance specifications, reviews bids and makes recommendations for placing insurance or retaining risk.

Reviews new regulatory requirements and initiates technical guidance in the formulation, interpretation, and application of District policies and procedures as they pertain to risk management, liability claims, workers' compensation claims, occupational and student health and safety regulations, workplace accommodations, and other related issues.

Represents the District on the Boards of Directors of the Statewide Association of Community Colleges (SWACC) and Protected Insurance Program for Schools and Community Colleges (PIPS); attends and participates in meetings of safety and risk management associations.

**PERSONNEL COMMISSION
REGULAR MEETING MINUTES
WEDNESDAY, JULY 21, 2021 AT 12:00 PM**

Prepares and presents meaningful reports, ensures accurate and current records, and conducts a variety of organizational studies related to assigned responsibilities.

Performs other related duties as requested or assigned.

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

SUPERVISION

Supervision Received:

This position receives general direction from executive leadership.

Supervision Exercised:

This position supervises classified staff assigned to Risk Management.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Principles of effective strategic planning, management and leadership

Methods used to research, analyze, plan, and administer risk, insurance, liability, worker's compensation, and health & safety compliance programs

Principles, practices, rules, regulations and laws related to risk, insurance, liability, worker's compensation, return to work, industrial safety, accident prevention, and student safety in a public agency

Risk and exposure analyses, investigation and correction techniques and commercial insurance practices

Contract administration, insurance policies, legal agreements, and applicable legal principles and concepts, business law, contract law, insurance and mediation processes

Financial principles and underwriting and claims handling pertaining to administration of joint powers authorities in the public sector

Project management, program development and evaluation, including budgeting, setting goals and establishing criteria for success, planning and reporting

Principles and practices of public administration, including budgeting, human resources, purchasing, facilities, health & safety, labor contract provisions, and record keeping.

Insurance, safety, chemical, and medical terminology and documentation

Effective customer services techniques

**PERSONNEL COMMISSION
REGULAR MEETING MINUTES
WEDNESDAY, JULY 21, 2021 AT 12:00 PM**

Ability to:

Promote a positive safety culture and collaboration across all District locations

Plan, organize and develop complex, cross-functional programs and projects

Identify, analyze, resolve, and train others on present and potential risk management and safety problems and hazards

Recommend and develop technical process changes, procedures and policies to improve efficiency, quality, and performance of assigned programs

Identify, encourage and guide key stakeholders to contribute to the success of assigned programs and long-range outcomes

Deliver clear, organized and persuasive presentations and proposals to various audiences

Lead or participate in shared governance through planning and/or operations committees and task forces

Represent the District effectively in negotiations and a variety of difficult, complex and confidential issues related to assigned programs

Manage the financial and other resources available within policy guidelines and budgetary expectations to achieve outcomes

Select, motivate, train and supervise employees to align program objectives with institutional goals

Communicate clearly and effectively, both orally and in writing

Interpret, apply, explain highly technical matters and reach sound decisions in accordance with applicable rules, laws and regulations, and District policies and procedures.

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

Stay abreast of technology changes and adapt to new technologies

Role model exceptional internal and external customer service

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

**PERSONNEL COMMISSION
REGULAR MEETING MINUTES
WEDNESDAY, JULY 21, 2021 AT 12:00 PM**

MINIMUM QUALIFICATIONS

Education Requirement:

Bachelor's degree in business, finance, environmental science, public health, human resources, or related field from an accredited college or university. Supplemental training in risk management, insurance, worker's compensation, and/or hazardous materials is desirable.

Experience Requirement:

Five (5) years of experience in risk management, including two (2) years of experience managing, organizing, implementing and supervising a comprehensive risk management, loss prevention, and/or environmental or occupational health and safety program in a large organization. Experience in the public sector or a higher education institution is desirable.

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:

Possession of a valid driver's license.

An Associate in Risk Management (ARM) certificate is desirable.

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 required to stand, walk, and travel around the main campus or satellite locations to perform fieldwork. 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 frequently required to lift, carry, push or pull up to 25 pounds. While performing the duties of this job, the employee is also occasionally exposed to chemicals and/or hazardous materials.

CLASS DETAIL

<i>Job Family:</i>	Business Administration & Fiscal Services
<i>FLSA Status:</i>	Exempt
<i>Personnel Commission Approval Date:</i>	02/21/18
<i>Class History:</i>	

**PERSONNEL COMMISSION
REGULAR MEETING MINUTES
WEDNESDAY, JULY 21, 2021 AT 12:00 PM**

AGENDA REPORT NO. 11

**SUBJECT: REQUEST FOR APPROVAL OF RETITLE AND CLASSIFICATION REVISIONS:
LABORATORY TECHNICIAN-BROADCASTING/ELECTRONIC MEDIA TO LABORATORY TECHNICIAN-BROADCAST DIGITAL MEDIA**

DATE: July 21, 2021

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

BY: José Guzmán, Personnel Technician

BACKGROUND

Attached for your approval is a revised classification description for Laboratory Technician-Broadcasting/Electronic Media. The Personnel Commission is recruiting to fill one (1) vacancy for this classification. The current position has been vacant since September 2020 and the description was last updated on September 2008. Given the constantly changing nature of technology in digital media and the broadcasting industry, the proposed changes to job the description will serve to broaden the applicant pool by providing an up to date classification, which will attract candidates with a more accurate list of duties and a more current job title.

METHODOLOGY

Personnel Commission staff reviewed the current classification description with Patricia Ramos, Dean, Workforce & Economic Development and Nancy Grass, Chair, Communications and Media Studies Department, to determine if the duties, minimum qualifications, and knowledge, skills, and abilities listed still accurately reflect the expectations of the job.

RESULTS

Revisions are being recommended to the job title, duties and KSAs (Knowledge, Skills and Abilities). Further review of this classification will be conducted during the cyclical review study currently scheduled for the Laboratory Technician series.

RECOMMENDATIONS

It is recommended that the Commission approve the attached revisions and title change to the classification description for Laboratory Technician-Broadcasting/Electronic Media.

PERSONNEL COMMISSION
REGULAR MEETING MINUTES
WEDNESDAY, JULY 21, 2021 AT 12:00 PM

DISPOSITION BY THE COMMISSION

MOTION MADE BY: Barbara Greenstein

SECONDED BY: Deborah Jansen

AYES: 5

NAYS: 0

ABSTENTIONS: 0

Amendments/Comments

PERSONNEL COMMISSION
REGULAR MEETING MINUTES
WEDNESDAY, JULY 21, 2021 AT 12:00 PM

Santa Monica Community College District
Personnel Commission

Laboratory Technician – Broadcasting/~~Electronic~~ Digital Media

CONCEPT OF THE CLASS

Under general supervision, positions in this classification provide laboratory support, and assist instructors in the Broadcasting, Journalism, and Communication labs, ~~and~~ studios and on-location productions.

ESSENTIAL DUTIES

Provides technical assistance to instructors and students in the Broadcasting, Journalism, ~~and~~ Communication labs, ~~and~~ studios and on-location productions.

Prepares equipment and materials for use by students in the labs; ensures equipment is assembled correctly, operated safely, and returned properly.

Demonstrates proper use and care of materials, equipment, supplies, and software to instructors and students.

Monitors/Supervises the use of software by students in the editing labs and provides technical support to help complete projects.

Streams live events on social media platforms and student media websites for on-location productions.

Inspects, cleans, adjusts, maintains, and makes minor repairs on a variety of equipment; determines when repairs are necessary and schedules vendors to provide more complex repairs as needed; serves as a liaison with equipment services providers, vendors, and suppliers.

Consults with faculty on specific needs of supplies and equipment for the upcoming semester.

Researches, orders, receives, and stores, ~~and inventories~~ all broadcasting/laboratory supplies and equipment.

Offloads, stores and maintains media and maintains data records for post-production editing.

Serves as a liaison between the Broadcasting faculty and student editors during the post-production of projects.

Maintains a variety of records for inventory, purchasing, and repairs, including a detailed inventory of all media production equipment; may oversee procedures for equipment and supplies check-out and check-in to students and instructors

Checks-out equipment and supplies to students and instructors.

Troubleshoots equipment problems during class and for on-location student film shoots.

Maintains laboratories and stock room in a clean and orderly condition.

**PERSONNEL COMMISSION
REGULAR MEETING MINUTES
WEDNESDAY, JULY 21, 2021 AT 12:00 PM**

Interviews, selects, trains, and provides work direction for student workers.

Performs other related duties as requested or assigned.

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

SUPERVISION

Supervision Received

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

Supervision Exercised

Provides guidance and work direction to student workers.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Methods, procedures, and equipment used in radio program production, video production, and television broadcasting

Sound and video editing and radio automation software

Federal Communications Commission regulations and procedures

Post-production digital editing workflows and media specifications

Basic broadcast engineering trends converging with Information Technology

Virtual and remote broadcasting production

PTZ cameras, 360/VR/AR and XR technology as it relates to broadcasting

Usage and maintenance of high resolution digital cameras, lenses, video and audio recording systems

Techniques to record, mix, and edit taped and live programs

Basic maintenance, used to and repair of laboratory equipment

Safety procedures in the media laboratories and studios

High capacity media storage components and systems

Inventory and ordering procedures

Basic record keeping techniques

Ability to:

Use industry standard computer applications, software, programs, and standard office equipment

**PERSONNEL COMMISSION
REGULAR MEETING MINUTES
WEDNESDAY, JULY 21, 2021 AT 12:00 PM**

Live stream events and performances

Operate all equipment in broadcasting radio and TV studio control rooms, which includes the audio mixer, consoles, switcher, teleprompter, studio cameras, lighting panel and character generator graphics

Explain usage of broadcasting materials, supplies and software to instructors and students

Trouble-shoot digital film technology, including cameras, monitors and picture/sound recorders

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

Meet deadlines and work in a fast-paced, detailed oriented environment with multiple interruptions

Communicate effectively, both orally and in writing

Role model exceptional internal and external customer service

Stay abreast of technology changes and adapt to new technologies

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

Ability to maintain equipment and materials in a clean and orderly condition

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

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

~~Skill to operate a computer and use computer software, including video and sound editing software~~

~~Ability to interpret and properly apply methods, procedures, and regulations related to safety in the labs and studios~~

~~Ability to operate and explain equipment, materials supplies, and software~~

MINIMUM QUALIFICATIONS

Education Requirement:

Successful completion of eighteen (18) semester hours of college coursework in broadcasting, film production, or a closely related field.

Experience Requirement:

Two (2) years of professional experience working in an electronic digital media setting area, such as a television and/or radio station film/recording studio or laboratory, which includes ing experience producing and editing video/audio content working with video/sound editing software, taking inventory, and ordering supplies.

**PERSONNEL COMMISSION
REGULAR MEETING MINUTES
WEDNESDAY, JULY 21, 2021 AT 12:00 PM**

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.

~~The required education may be substituted with one (1) additional year of related experience. Up to one year of the required experience may be substituted with one (1) additional year of related coursework.~~

Licensure and/or Certification:

None

WORKING CONDITIONS AND PHYSICAL DEMANDS

Disclosure:

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

~~Positions in this classification lift objects, bend and stoop, and are exposed to equipment and machinery.~~

Work Environment:

While performing the duties of this job, the employee is regularly required to stoop, bend, crawl, kneel, stretch, climb ladders, and lift and carry objects weighing up to twenty-five (25) pounds. The ability to stand for long periods of time is also required. The employee may work indoors or outdoors. When work is performed outdoors, there may be full exposure to the elements.

CLASS DETAIL

<i>Job Family:</i>	Instructional Support (Student Services/Classroom)
<i>FLSA Status:</i>	Non-exempt
<i>Personnel Commission Approval Date:</i>	11/09/06
<i>Class History:</i>	Laboratory Technician – Broadcasting; Laboratory Technician – Art/Broadcasting/Commercial Photography; <u>Laboratory Technician-Broadcasting/Electronic Media</u>
<i>Revision Date(s):</i>	09/17/08, <u>07/21/21</u>

**PERSONNEL COMMISSION
REGULAR MEETING MINUTES
WEDNESDAY, JULY 21, 2021 AT 12:00 PM**

**Santa Monica Community College District
Personnel Commission**

Laboratory Technician – Broadcast Digital Media

CONCEPT OF THE CLASS

Under general supervision positions in this classification provide laboratory support, and assist instructors in the Broadcasting, Journalism, and Communication labs, studios and on-location productions.

ESSENTIAL DUTIES

Provides technical assistance to instructors and students in the Broadcasting, Journalism, Communication labs, studios and on-location productions.

Prepares equipment and materials for use by students in the labs; ensures equipment is assembled correctly, operated safely, and returned properly.
Demonstrates proper use and care of materials, equipment, supplies, and software to instructors and students.

Monitors the use of software by students in the editing labs and provides technical support to help complete projects.

Streams live events on social media platforms and student media websites for on-location productions.

Inspects, cleans, adjusts, maintains, and makes minor repairs on a variety of equipment; determines when repairs are necessary and schedules vendors to provide more complex repairs as needed; serves as a liaison with equipment services providers, vendors, and suppliers.

Consults with faculty on specific needs of supplies and equipment for the upcoming semester.

Researches, orders, receives, and stores all broadcasting supplies and equipment.

Offloads, stores and maintains media and maintains data records for post-production editing.

Serves as a liaison between the Broadcasting faculty and student editors during the post-production of projects.

Maintains a variety of records for inventory, purchasing, and repairs, including a detailed inventory of all media production equipment; may oversee procedures for equipment and supplies check-out and check-in to students and instructors

Checks-out equipment and supplies to students and instructors.

Troubleshoots equipment problems during class and for on-location student film shoots.

Maintains laboratories and stock room in a clean and orderly condition.

Interviews, selects, trains, and provides work direction for student workers.

**PERSONNEL COMMISSION
REGULAR MEETING MINUTES
WEDNESDAY, JULY 21, 2021 AT 12:00 PM**

Performs other related duties as requested or assigned.

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

SUPERVISION

Supervision Received

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

Supervision Exercised

Provides guidance and work direction to student workers.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Methods, procedures, and equipment used in radio program production, video production, and television broadcasting

Sound and video editing and radio automation software

Federal Communications Commission regulations and procedures

Post-production digital editing workflows and media specifications

Basic broadcast engineering trends converging with Information Technology

Virtual and remote broadcasting production

PTZ cameras, 360/VR/AR and XR technology as it relates to broadcasting

Usage and maintenance of high resolution digital cameras, lenses, video and audio recording systems

Techniques to record, mix, and edit taped and live programs

Basic maintenance used to repair laboratory equipment

Safety procedures in the media studios

High capacity media storage components and systems

Inventory and ordering procedures

Basic record keeping techniques

Ability to:

Use industry standard computer applications, software, programs, and standard office equipment

Live stream events and performances

**PERSONNEL COMMISSION
REGULAR MEETING MINUTES
WEDNESDAY, JULY 21, 2021 AT 12:00 PM**

Operate all equipment in broadcasting radio and TV studio control rooms, which includes the audio mixer, consoles, switcher, teleprompter, studio cameras, lighting panel and character generator graphics

Explain usage of broadcasting materials, supplies and software to instructors and students

Trouble-shoot digital film technology, including cameras, monitors and picture/sound recorders

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

Meet deadlines and work in a fast-paced, detailed oriented environment with multiple interruptions

Communicate effectively, both orally and in writing

Role model exceptional internal and external customer service

Stay abreast of technology changes and adapt to new technologies

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

Maintain equipment and materials in a clean and orderly condition

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

MINIMUM QUALIFICATIONS

Education Requirement:

Successful completion of eighteen (18) semester hours of college coursework in broadcasting, film production, or a closely related field.

Experience Requirement:

Two (2) years of professional experience working in a digital media setting such as a television and/or radio station, which includes experience producing and editing video/audio content, taking inventory, and ordering supplies.

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 CONDITIONS AND PHYSICAL DEMANDS

Disclosure:

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

**PERSONNEL COMMISSION
REGULAR MEETING MINUTES
WEDNESDAY, JULY 21, 2021 AT 12:00 PM**

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

Work Environment:

While performing the duties of this job, the employee is regularly required to stoop, bend, crawl, kneel, stretch, climb ladders, and lift and carry objects weighing up to twenty-five (25) pounds. The ability to stand for long periods of time is also required. The employee may work indoors or outdoors. When work is performed outdoors, there may be full exposure to the elements.

CLASS DETAIL

Job Family:	Instructional Support (Student Services/Classroom)
FLSA Status:	Non-exempt
Personnel Commission Approval Date:	11/09/06
Class History:	Laboratory Technician – Broadcasting; Laboratory Technician – Art/Broadcasting/Commercial Photography; Laboratory Technician-Broadcasting/Electronic Media
Revision Date(s):	09/17/08, 07/21/21

**PERSONNEL COMMISSION
REGULAR MEETING MINUTES
WEDNESDAY, JULY 21, 2021 AT 12:00 PM**

AGENDA REPORT NO. 12

SUBJECT: REQUEST FOR APPROVAL OF RETITLE, CLASSIFICATION REVISIONS AND SALARY REALLOCATION: DIRECTOR OF CLASSIFIED PERSONNEL TO DIRECTOR OF THE PERSONNEL COMMISSION

DATE: July 21, 2021

TO: Members of the Personnel Commission

FROM: Joy Abbott, Vice Chair of the Personnel Commission
Deborah Jansen, Personnel Commissioner

BY: Amy Gurjian, Classification & Compensation Manager

BACKGROUND

Attached for your approval are description revisions and salary reallocation for **Director of Classified Personnel**.

As part of the cyclical review process, we are reviewing classifications in the Personnel Commission Office. The Personnel Commission Office is responsible for providing services related to job classification, compensation, recruitment, selection, and placement of the College's classified workforce on the basis of merit and the principle of "like pay for like work," and ensuring fair treatment of all classified employees through the maintenance and administration of Merit rules.

The Director of Classified Personnel classification was established in 1977 and has been revised several times to reflect the changing role of this classification. Salary was reallocated last in 2007 as part of the Hay study. In August 2008, the classification description was revised in anticipation of an upcoming recruitment. There is currently one incumbent in this classification. The proposed changes will not adversely affect the current status of the incumbent.

METHODOLOGY

This study was scheduled in the cyclical review calendar for 2017-18. All incumbents in the Personnel Commission Office 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. Incumbents were requested to complete a Position Description Questionnaire (PDQ).

The Personnel Commission Chair assigned two Commissioners to oversee the cyclical review for this classification. Commission staff worked with Commissioners Deborah Jansen and Joy Abbott to update the classification description. In addition, the two Commissioners were requested to complete a duty analysis worksheet by rating the frequency and criticality of each duty in the proposed description. Changes were made to the duties, classification concept, supervision exercised, knowledge and abilities required, minimum qualifications, and class details. Distinguishing characteristics were added to delineate this classification from related roles, and duties were added, removed and modified to more accurately reflect the level and nature of work assigned to this job.

**PERSONNEL COMMISSION
REGULAR MEETING MINUTES
WEDNESDAY, JULY 21, 2021 AT 12:00 PM**

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

RESULTS

Based on the data gathered, revisions to the class description are being proposed. These changes serve to clarify essential duties, KSAs (knowledge, skills, and abilities), and minimum qualifications. The Director of Classified Personnel is responsible for planning, implementing, directing, and overseeing all activities related to recruitment, employment selection and testing, classification and compensation for classified employees, in compliance with the Merit System provisions of the California Education Code and other pertinent laws, rules, and regulations. This role receives general administrative direction from the Personnel Commission and performs duties with substantial independence.

A comprehensive salary survey of 16 comparable agencies was completed to determine current salary ranking as compared to the labor market. Most benchmark agencies surveyed do not utilize a Merit System, and therefore do not employ a Director overseeing functions set by the Merit provisions of the Education Code. Some jobs at comparable agencies also varied in scope and level of responsibility, overseeing broader or more specialized human resources functions related to academic jobs, labor relations, employee relations, professional development, and Title IX compliance.

Jobs selected as matches serve as the primary administrator responsible for overseeing all Personnel Commission operations in conformance with the Merit System Article of the Education Code and report to a Personnel Commission. Commission directors across Merit colleges perform duties prescribed by the Education Code, which require the knowledge of very similar rules, laws and regulations to administer classified employment programs that are in compliance with such provisions. However, some directors also oversee the non-merit functions within human resources (e.g., Long Beach and Ventura County). In addition, the size of the Commission operations also will impact the scope and consequence of error (e.g., Los Angeles vs. State Center). Considering these factors, the following five comparables were found to be at least moderate matches to the target job:

AGENCY	JOB TITLE	MIN	MAX	MEDIAN	STUDENT FTE	GF REVENUE ACTUAL	CLASSIFIED STAFF TOTAL FTE
Santa Monica College	Director of Classified Personnel	\$12,610	\$13,902	\$13,256	10,287	\$225M	526
LACOE	Executive Director, Classified Human Resources	\$13,356	\$16,546	\$14,951	N/A	\$540M	1,038
Long Beach City College	Executive Director, Classified Human Resources	\$10,984	\$14,966	\$12,975	9,082	\$170M	571
Los Angeles CCD	Personnel Director	\$14,143	\$16,607	\$15,375	41,813	\$892M	2,347
State Center CCD	District Director of the Personnel Commission and Classified Employment	\$9,542	\$11,735	\$10,639	15,503	\$296M	690
Ventura County CCD	Director of Employment Services/Personnel Commission	\$10,347	\$13,866	\$12,107	12,592	\$231M	520
	Average	\$11,674	\$14,744	\$13,209			
	25th Percentile	\$10,347	\$13,866	\$12,107			
	50th Percentile	\$10,984	\$14,966	\$12,975			
	75th Percentile	\$13,356	\$16,546	\$14,951			
	80th Percentile	\$13,513	\$16,558	\$15,036			
	90th Percentile	\$13,828	\$16,583	\$15,205			
	SMC % RANK	67%	26%	54%			
	SMC Differences From AVG	7.42%	-6.06%	0.35%			
	SMC Differences From MED	12.89%	-7.65%	2.12%			

**PERSONNEL COMMISSION
REGULAR MEETING MINUTES
WEDNESDAY, JULY 21, 2021 AT 12:00 PM**

The current salary range for Director of Classified Personnel is \$12,610 to \$13,902 per month (Classified Administrators Salary, Range A15), which places current salary at the 54th percentile. In this survey, 46% of the cases presented were above the current median salary for this classification.

SALARY ALLOCATION

Salary reallocation is recommended from **Range A15 (\$12,610 to \$13,902 per month)** to **Range A19 (\$13,902 to \$15,327 per month)** on the Classified Administrators Salary Schedule, a 10.25% increase given market standing at the 54th percentile. Reallocating the salary to Range A19 will place this job at the 71st percentile as compared to the market median. This is justified given that it meets the College's goal to target base median salary at or above the 70th percentile. One range lower would place market standing at the 66th percentile. Cyclical review results have been sent for review to the incumbent, Vice President of Human Resources, Vice President of Business Services, and the College President.

See below comparison of jobs within the Personnel Commission.

JOB TITLE	MIN	MAX	RANGE	% DIFF BETWEEN LEVELS
<i>Director of the Personnel Commission (Proposed)</i>	<i>\$13,902</i>	<i>\$15,327</i>	<i>A19</i>	<i>70.02%</i>
Director of Classified Personnel (<i>Current</i>)	\$12,610	\$13,902	A15	55.12%
Classification & Compensation Manager	\$8,129	\$9,880	M24	0.00%
Supervising Personnel Analyst	\$8,129	\$9,880	M24	8.44%
Personnel Analyst	\$7,496	\$9,112	51	37.36%
Personnel Technician	\$5,457	\$6,633	38	27.62%
Personnel Specialist	\$4,276	\$5,197	28	

See pay data for other Classified Administrators and Directors across the College.

DIRECTOR JOBS AT SMC	REPORTS TO	RANGE	MIN	MAX
Chief Director of Business Services	Vice President-Business/Administration	A21	\$14,597	\$16,093
Chief Director of Information Technology	Superintendent/President	A21	\$14,597	\$16,093
<i>Director of the Personnel Commission (Proposed)</i>	<i>Personnel Commission</i>	<i>A19</i>	<i>\$13,902</i>	<i>\$15,327</i>
Chief of Police	Vice President-Student Affairs	A18	\$13,562	\$14,952
Director of Classified Personnel (Current)	Personnel Commission	A15	\$12,610	\$13,902
Director of Network Services	Chief Director of IT	A15	\$12,610	\$13,902
Director of Fiscal Services*	Vice President-Business/Administration	A15	\$12,610	\$13,902
Director of Management Information Systems	Chief Director of IT	A15	\$12,610	\$13,902
Director of Human Resources	Vice President-Human Resources	M39	\$11,715	\$14,240
KCRW Radio Station Director	Senior Director, Government Relations/Communications	A9	\$10,893	\$12,010

**PERSONNEL COMMISSION
REGULAR MEETING MINUTES
WEDNESDAY, JULY 21, 2021 AT 12:00 PM**

DIRECTOR JOBS AT SMC	REPORTS TO	RANGE	MIN	MAX
Director of Facilities Maintenance & Operations	Vice President-Business/Administration	M34	\$10,374	\$12,610
Director of Facilities Planning*	Vice President-Business/Administration	M34	\$10,374	\$12,610
Director of Safety & Risk Management*	Vice President-Business/Administration	M34	\$10,374	\$12,610
Controller	Chief Director of Business Services	M32	\$9,880	\$12,010
Director of Budget	Vice President-Business/Administration	M32	\$9,880	\$12,010
Director of Facilities Finance	Vice President-Business/Administration	M32	\$9,880	\$12,010
Director of Procurement, Contracts & Logistics	Chief Director of Business Services	M32	\$9,880	\$12,010
Director of Auxiliary Services	Dean, Education Enterprise	M31	\$9,638	\$11,715
Community College Police Captain	Chief of Police	M31	\$9,638	\$11,715
Director of the SMC Foundation	Dean, SMC Foundation/ Institutional Advancement	M30	\$9,410	\$11,438
Assistant Director of Safety & Risk Management*	Director of Safety & Risk Management	M29	\$9,179	\$11,157
Assistant Director of Human Resources*	Director of Human Resources	M29	\$9,179	\$11,157
Assistant Director of Facilities Planning*	Director of Facilities Planning	M25	\$8,326	\$10,120
Assistant Director of Facilities Maintenance	Director of Facilities Maintenance & Operations	M24	\$8,129	\$9,880
Assistant Director of Facilities Operations	Director of Facilities Maintenance & Operations	M24	\$8,129	\$9,880
Director of Grants	Dean, SMC Foundation/ Institutional Advancement	M24	\$8,129	\$9,880

*Currently under review

RECOMMENDATION

It is recommended that the Commission approve the proposed retitle, revisions and salary reallocation for the Director of Classified Personnel as follows:

**FROM: Director of Classified Personnel
 \$12,610 to \$13,902 per month
 (Classified Administrators Salary Schedule Range A15)**

**TO: Director of the Personnel Commission
 \$13,902 to \$15,327 per month
 (Classified Administrators Salary Schedule Range A19)**

DISPOSITION BY THE COMMISSION

MOTION MADE BY: Joy Abbott
 SECONDED BY: Barbara Greenstein
 AYES: 5
 NAYS: 0
 ABSTENTIONS: 0

PERSONNEL COMMISSION
REGULAR MEETING MINUTES
WEDNESDAY, JULY 21, 2021 AT 12:00 PM

Amendments/Comments

Santa Monica Community College District
Personnel Commission

Director of ~~Classified Personnel~~ the Personnel Commission

CONCEPT OF THE CLASS

Under the general administrative direction of the Personnel Commission, this position plans, organizes, controls, and directs all activities for classified employees relating to recruitment, employment selection and testing, and classification and compensation, in conformance with the Merit System provisions of the California Education Code, and other pertinent laws, rules, and regulations. ~~is responsible for carrying out all activities related to the administration of the classified personnel program in conformance with applicable laws and policies, and the rules and aims of the Commission.~~

DISTINGUISHING CHARACTERISTICS

The Director of the Personnel Commission is responsible for planning, implementing, directing, and overseeing all activities relating to recruitment, employment selection and testing, classification, and compensation for classified employees, in conformance with the Merit System Article of the California Education Code.

The Classification and Compensation Manager supervises and performs professional research and analytical work in areas pertaining to classification and compensation studies. The position develops, manages, plans, and implements District-wide programs in the assigned areas of responsibility.

The Supervising Personnel Analyst supervises and performs professional and analytical work in areas pertaining to job analysis, recruitment, assessment, and selection of classified staff. The position develops, manages, plans, and implements District-wide programs in the assigned areas of responsibility.

ESSENTIAL DUTIES

Oversees, plans and directs all procedures and activities relating to the administration of the merit system for classified employees, including recruitment, employment selection and testing, classification, and compensation; establishes department policies and procedures to govern functions and deliverables and ensure the effectiveness of operations; resolves operational and procedural problems as needed.

Serves as ~~Executive S~~ecretary of the Personnel Commission, ~~prepares~~oversees the preparation of ~~the~~ Order of Business for public meetings, ~~presents~~ including staff reports and recommendations, ~~and directs the preparation and maintenance of official records and minutes,~~ and other related documents.

Executes the directives of the Personnel Commissioners and consults with the Chairperson on procedural matters instituted for the operation of the Personnel Commission Office; maintains ongoing communication with the Commissioners on Commission priorities, objectives and goals.

Directs and participates in the investigation of examination appeals and protests, requests for administrative review of classification study outcomes, and general complaints regarding alleged abuse or violation of merit system provisions and other problems related to matters within the purview of the Personnel Commission.

Supervises and evaluates the performance of assigned staff, including employee selection, training, discipline, and termination; establishes goals, objectives, priorities, and performance standards; ~~interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; plan, coordinate and arrange for appropriate training of subordinates~~

**PERSONNEL COMMISSION
REGULAR MEETING MINUTES
WEDNESDAY, JULY 21, 2021 AT 12:00 PM**

Establishes, maintains, and interprets rules and procedures for the development and validation of examinations, establishment of eligibility lists, certification of eligible candidates to hiring authorities, creating and updating job classifications, classifying positions, and determining salary allocation.

Maintains ongoing communication with District senior staff and union representatives regarding critical problems, recommendations, and requirements or restrictions of laws, rules, and policies related to activities within the scope of the Personnel Commission; provides ongoing consultation and technical expertise as needed or requested.

Oversees and Directs the preparation and maintenance of the classification plan for all positions in the classified service.

Directs ~~the processing and~~ audit of classified personnel assignments; ensures all employment transactions are performed in for compliance with ~~rules and regulations and certified that assignments are made in accordance with~~ the merit system provisions of the Education Code and the rules of the Personnel Commission.

Oversees, Plans and administers the recruitment and selection program for all classified positions, including the development and administration of recruitment plans and examinations for the classified service.

Supports and promotes compliance with the District's diversity and equal employment policies and practices.

Prepares and recommends annual budget necessary to carry out Personnel Commission activities, including resource planning, preparing budget recommendations, and monitoring expenditures; oversees financial transactions relating to office operations.

Coordinates disciplinary appeal hearings including selection of hearing officer, subpoenaing of witnesses and production of records, and special research and investigation as directed by the Personnel Commission.

Develops, recommends, and implements staff training and development to provide opportunities for individual employee growth, continuity of work flow and long range development of staff.

Oversees the establishment of seniority lists which indicate accurate seniority placement for all classified staff within each classification they currently and previously occupied.

Serves as a member and subject matter expert for the Merit Rules Advisory Committee; conducts research on issues relating to merit rules, and provides recommendations for rule revisions, and guidance on best practices.

Prepares the annual report of the Personnel Commission and a periodic summary of key statistical data as outlined by the Personnel Commission.

~~Recommends procedures required for administration of the classified personnel program in conformance with the Merit System Article of the Education Code and other pertinent laws and regulations and Personnel Commission rules.~~

~~Directs investigation of: appeals from rejection, protests of examination procedures or results, and/or withholding of certification, by applicants, candidates, and eligibles.~~

~~Oversees the processes and preparation of salary surveys, wage studies, and employee benefit surveys; reviews the interpretation of data, and recommends changes in compensation for positions and classes.~~

~~Provides assistance and information to District managers in the interpretation of Merit System rules, policies and procedures and the classified labor agreement as it relates to the Merit System.~~

**PERSONNEL COMMISSION
REGULAR MEETING MINUTES
WEDNESDAY, JULY 21, 2021 AT 12:00 PM**

~~Serves as a resource to District administration on collective bargaining and Merit Rules issues and may participate in collective bargaining negotiations;~~

~~Conducts special studies and makes recommendations to the Personnel Commission and District Management related to organization, staffing, and workforce utilization in the Santa Monica Community College District.~~

~~Participates in identifying, developing, coordinating and administering specialized in-service training and staff development programs for classified employees and managers.~~

~~Maintains a positive, helpful, constructive attitude and working relationship with the department supervisor and departmental employees, other College employees, the Personnel Commission, and the public.~~

Performs other related duties as requested or assigned.

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

SUPERVISION

Level of Supervision Received

Receives general administrative direction from ~~and executes the directives of~~ the Personnel Commission. Consults with the Personnel Commission Chairperson on procedural matters instituted for the operation of the Personnel Commission Office.

Level of Supervision Exercised

~~This position exercises general and direct supervision over staff assigned to the Personnel Commission Office. Directly supervises employees of the Department. Carries out supervisory responsibilities in accordance with the Commission's policies and applicable Local, State and Federal laws.~~

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Principles, trends, and best practices of human resources administration, including job analysis, job evaluation, position classification, compensation, recruitment, selection, employment discrimination, and equal employment opportunity and techniques of recruitment, selection, classification, compensation, organizational analysis and staffing

Applicable federal, state and local laws, regulations, guidelines, standards, and related case law with emphasis on Merit System provisions of the Education Code or similar Civil Service system; Government Code, Equal Employment Opportunity Act, California Code of Regulations – Title V, Equal Pay Act, Americans with Disabilities Act, Fair Labor Standards Act, Fair Employment and Housing Act, and the Uniform Guidelines on Employee Selection

Personnel Commission rules, Board policies, administrative regulations, and Human Resources policies and procedures specific to the District

Organizational functions, operations, policies, goals, and objectives of the District

Equal opportunity employment guidelines, laws, regulations and best practices

Computer programs that support this level of work, including data analysis tools and applications

Principles and techniques of research and analysis

**PERSONNEL COMMISSION
REGULAR MEETING MINUTES
WEDNESDAY, JULY 21, 2021 AT 12:00 PM**

~~Laws, rules, regulations, court decisions, and legal interpretations related to the employment of personnel with special emphasis on the Merit System Article of the State Education Code or similar Civil Service system~~

~~Current trends and developments in personnel administration, industrial relations, management, and related fields~~

~~Legal foundations and practices for the conduct of administrative hearings~~

~~Employer-employee relations in the public service~~

~~Laws, regulations, and guidelines related to equal employment opportunity and civil rights in employment~~

~~Principles and techniques of supervision, training, and human relations~~

~~State legislative processes and procedures~~

~~Principles and techniques of budgeting and financial management~~

~~Uses and capabilities of computer programs related to Human Resources/Personnel functions~~

Ability to:

Plan, implement and direct a comprehensive, state-of-the-art classified personnel program in conformance with the Merit System Article of the State Education Code

Interpret, and apply, explain, and ensure compliance with principles of personnel administration and law related to activities under the jurisdiction of the Personnel Commission

Manage operations in a cost effective and efficient manner, which includes developing and implementing policies and procedures to meet organizational needs, and evaluating operational effectiveness

Understand and analyze internal and external customers' immediate and long term needs to provide viable and proactive solutions and recommendations

Anticipate conditions, plan ahead, establish priorities, and meet schedules

Create a positive work environment and ensure that clear, challenging and attainable goals are set for assigned groups and aligned with organizational objectives

Model professional integrity and ethics and deal quickly with breaches and misconduct

Effectively select, train, supervise, and motivate, and evaluate employees

Communicate effectively, both orally and in writing, with all levels of administration, faculty, staff, and job applicants

Foster an environment that encourages diversity, both in hiring actions and in career development

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

~~Recognize critical elements of problems, develop and evaluate data, determine solutions, and make logical recommendations~~

~~React promptly and act independently in situations and events~~

~~Create a team environment and promote cohesiveness toward the achievement of goals~~

~~Allocate and effectively utilize the human, fiscal and physical resources of the Personnel Commission~~

~~Prepare effective written and oral communications, reports and presentations~~

~~Establish and maintain effective working relationships with all levels of administration, employee representatives, employees and representatives of other agencies and organizations.~~

Computer and Equipment Skills:

~~Competent ability in the use of personal computers, word processing, database management, presentation software and spreadsheet use and experience with HRIS. Ability to use telephone, facsimile machine, copy machine, printers, scanning devices, calculator and general office equipment.~~

**PERSONNEL COMMISSION
REGULAR MEETING MINUTES
WEDNESDAY, JULY 21, 2021 AT 12:00 PM**

MINIMUM QUALIFICATIONS

Education Requirement:

~~Graduation from an accredited four-year college or university with a major in industrial or organizational psychology, public or business administration or a closely related field. A master's advanced degree with a specialization in public administration, business administration, personnel administration, psychology, industrial relations, or a closely related field is desirable.~~
A bachelor's degree in industrial or organizational psychology, public or business administration or a closely related field. A master's advanced degree with a specialization in public administration, business administration, personnel administration, psychology, industrial relations, or a closely related field is desirable.

Experience Requirement:

~~Six (6)-years of recent professional human resources experience in a senior professional-level position within a Merit System School District or community college, or the personnel-human resources department of a civil service agency. This experience which must have included include two (2) years of supervising staff, including professional-level personnel, in employment test development and/or classification and compensation.~~
Six (6)-years of recent professional human resources experience in a senior professional-level position within a Merit System School District or community college, or the personnel-human resources department of a civil service agency. This experience which must have included include two (2) years of supervising staff, including professional-level personnel, in employment test development and/or classification and compensation.

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. IPMA Senior Certified Professional (IPMA-SCP), Senior Professional in Human Resources (SPHR), SHRM-Senior Certified Professional (SHRM-SCP), Certified Compensation Professional (CCP), or similar certification preferred.~~
IPMA Senior Certified Professional (IPMA-SCP), Senior Professional in Human Resources (SPHR), SHRM-Senior Certified Professional (SHRM-SCP), Certified Compensation Professional (CCP), or similar certification preferred.

WORKING ENVIRONMENT AND PHYSICAL DEMANDS

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

Normal Office Environment: While performing the duties of this job the employee is regularly required to sit, use hands to keyboard, type, or handle materials, and talk 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: Fiscal Services / Business Administration / Human Resources/Personnel Commission~~
Job Family: Human Resources/Personnel Commission

~~FLSA Status: Exempt~~
FLSA Status: Exempt

~~Personnel Commission Approval Date: 12/13/06 6/1977~~
Personnel Commission Approval Date: 6/1977

~~Revision Date(s): Hay Study, 12/13/06~~
Revision Date(s): Hay Study, 12/13/06

~~Class History: Director of Classified Personnel~~
Class History: Director of Classified Personnel

Job Family:

Human Resources/Personnel Commission

FLSA Status:

Exempt

Personnel Commission Approval Date:

6/1977

Revision Date(s):

Hay Study, 12/13/06

Class History:

Director of Classified Personnel

**PERSONNEL COMMISSION
REGULAR MEETING MINUTES
WEDNESDAY, JULY 21, 2021 AT 12:00 PM**

**Santa Monica Community College District
Personnel Commission**

Director of the Personnel Commission

CONCEPT OF THE CLASS

Under the general administrative direction of the Personnel Commission, this position plans, organizes, controls, and directs all activities for classified employees relating to recruitment, employment selection and testing, and classification and compensation, in conformance with the Merit System provisions of the California Education Code, and other pertinent laws, rules, and regulations.

DISTINGUISHING CHARACTERISTICS

The **Director of the Personnel Commission** is responsible for planning, implementing, directing, and overseeing all activities relating to recruitment, employment selection and testing, classification, and compensation for classified employees, in conformance with the Merit System Article of the California Education Code.

The **Classification and Compensation Manager** supervises and performs professional research and analytical work in areas pertaining to classification and compensation studies. The position develops, manages, plans, and implements District-wide programs in the assigned areas of responsibility.

The **Supervising Personnel Analyst** supervises and performs professional and analytical work in areas pertaining to job analysis, recruitment, assessment, and selection of classified staff. The position develops, manages, plans, and implements District-wide programs in the assigned areas of responsibility.

ESSENTIAL DUTIES

Oversees, plans and directs all procedures and activities relating to the administration of the merit system for classified employees, including recruitment, employment selection and testing, classification, and compensation; establishes department policies and procedures to govern functions and deliverables and ensure the effectiveness of operations; resolves operational and procedural problems as needed.

Serves as secretary of the Personnel Commission, oversees the preparation of the Order of Business for public meetings, including staff reports and recommendations, official minutes, and other related documents.

Executes the directives of the Personnel Commissioners and consults with the Chairperson on procedural matters instituted for the operation of the Personnel Commission Office; maintains ongoing communication with the Commissioners on Commission priorities, objectives and goals.

Directs and participates in the investigation of examination appeals and protests, requests for administrative review of classification study outcomes, and general complaints regarding alleged abuse or violation of merit system provisions and other problems related to matters within the purview of the Personnel Commission.

Supervises and evaluates the performance of assigned staff, including employee selection, training, discipline, and termination; establishes goals, objectives, priorities, and performance standards. Establishes, maintains, and interprets rules and procedures for the development and validation of examinations, establishment of eligibility lists, certification of eligible candidates to hiring authorities, creating and updating job classifications, classifying positions, and determining salary allocation.

Maintains ongoing communication with District senior staff and union representatives regarding critical problems, recommendations, and requirements or restrictions of laws, rules, and policies related to activities within the scope of the Personnel Commission; provides ongoing consultation and technical expertise as needed or requested.

**PERSONNEL COMMISSION
REGULAR MEETING MINUTES
WEDNESDAY, JULY 21, 2021 AT 12:00 PM**

Oversees and directs the preparation and maintenance of the classification plan for all positions in the classified service.

Directs processing and audit of classified personnel assignments; ensures all employment transactions are performed in compliance with the merit system provisions of the Education Code and the rules of the Personnel Commission.

Oversees, plans and administers the recruitment and selection program for all classified positions, including the development and administration of recruitment plans and examinations for the classified service.

Supports and promotes compliance with the District's diversity and equal employment policies and practices.

Prepares and recommends annual budget necessary to carry out Personnel Commission activities, including resource planning, preparing budget recommendations, and monitoring expenditures; oversees financial transactions relating to office operations.

Coordinates disciplinary appeal hearings including selection of hearing officer, subpoenaing of witnesses and production of records, and special research and investigation as directed by the Personnel Commission.

Develops, recommends, and implements staff training and development to provide opportunities for individual employee growth, continuity of work flow and long range development of staff.

Oversees the establishment of seniority lists which indicate accurate seniority placement for all classified staff within each classification they currently and previously occupied.

Serves as a member and subject matter expert for the Merit Rules Advisory Committee; conducts research on issues relating to merit rules, and provides recommendations for rule revisions, and guidance on best practices.

Prepares the annual report of the Personnel Commission and a periodic summary of key statistical data as outlined by the Personnel Commission.

Performs other related duties as requested or assigned.

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

SUPERVISION

Level of Supervision Received

Receives general administrative direction from the Personnel Commission. Consults with the Personnel Commission Chairperson on procedural matters instituted for the operation of the Personnel Commission Office.

Level of Supervision Exercised

This position exercises general and direct supervision over staff assigned to the Personnel Commission Office.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Principles, trends, and best practices of human resources administration, including job analysis, job evaluation, position classification, compensation, recruitment, selection, employment discrimination, and equal employment opportunity

**PERSONNEL COMMISSION
REGULAR MEETING MINUTES
WEDNESDAY, JULY 21, 2021 AT 12:00 PM**

Applicable federal, state and local laws, regulations, guidelines, standards, and related case law with emphasis on Merit System provisions of the Education Code or similar Civil Service system; Government Code, Equal Employment Opportunity Act, California Code of Regulations – Title V, Equal Pay Act, Americans with Disabilities Act, Fair Labor Standards Act, Fair Employment and Housing Act, and the Uniform Guidelines on Employee Selection

Personnel Commission rules, Board policies, administrative regulations, and Human Resources policies and procedures specific to the District

Organizational functions, operations, policies, goals, and objectives of the District

Equal opportunity employment guidelines, laws, regulations and best practices

Computer programs that support this level of work, including data analysis tools and applications

Principles and techniques of research and analysis

Ability to:

Plan, implement and direct a comprehensive, state-of-the-art classified personnel program in conformance with the Merit System Article of the State Education Code

Interpret, apply, explain, and ensure compliance with principles of personnel administration and law related to activities under the jurisdiction of the Personnel Commission

Manage operations in a cost effective and efficient manner, which includes developing and implementing policies and procedures to meet organizational needs, and evaluating operational effectiveness

Understand and analyze internal and external customers' immediate and long term needs to provide viable and proactive solutions and recommendations

Anticipate conditions, plan ahead, establish priorities, and meet schedules

Create a positive work environment and ensure that clear, challenging and attainable goals are set for assigned groups and aligned with organizational objectives

Model professional integrity and ethics and deal quickly with breaches and misconduct

Effectively select, train, supervise, motivate, and evaluate employees

Communicate effectively, both orally and in writing, with all levels of administration, faculty, staff, and job applicants

Foster an environment that encourages diversity, both in hiring actions and in career development

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

MINIMUM QUALIFICATIONS

Education Requirement:

A bachelor's degree in industrial or organizational psychology, public or business administration or a closely related field. A master's degree in a closely related field is desirable.

**PERSONNEL COMMISSION
REGULAR MEETING MINUTES
WEDNESDAY, JULY 21, 2021 AT 12:00 PM**

Experience Requirement:

Six years of professional human resources experience within a Merit System school district or community college, or the human resources department of a civil service agency. This experience must include two years of supervising staff in employment test development and/or classification and compensation.

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:

IPMA Senior Certified Professional (IPMA-SCP), Senior Professional in Human Resources (SPHR), SHRM-Senior Certified Professional (SHRM-SCP), Certified Compensation Professional (CCP), or similar certification preferred.

WORKING ENVIRONMENT AND PHYSICAL DEMANDS

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

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

CLASS DETAIL

Job Family:	Human Resources/Personnel Commission
FLSA Status:	Exempt
Personnel Commission Approval Date:	6/1977
Revision Date(s):	Hay Study, 12/13/06
Class History:	Director of Classified Personnel

**PERSONNEL COMMISSION
REGULAR MEETING MINUTES
WEDNESDAY, JULY 21, 2021 AT 12:00 PM**

AGENDA REPORT NO. 13

**SUBJECT: REQUEST TO CERTIFY FROM ALTERNATE ELIGIBILITY LIST:
TUTORING COORDINATOR – ENGLISH and HUMANITIES**

DATE: July 21, 2021

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

BACKGROUND

An eligibility list has recently been established for Tutoring Coordinator – English and Humanities. This eligibility list currently contains 15 candidates and eight ranks. There is no current eligibility list for Instructional Assistant-English. The duties of the Instructional Assistant - English include a significant portion of the duties included in the Tutoring Coordinator – English and Humanities classification, and the necessary skills and knowledge for Instructional Assistant - English were adequately tested in the examination for Tutoring Coordinator – English and Humanities.

Merit Rule 6.3.13 states the following:

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

RECOMMENDATION

It is recommended that the Commission approve the use of the eligibility list for Tutoring Coordinator – English and Humanities to certify eligible(s) to any current and upcoming vacancies for Instructional Assistant - English.

DISPOSITION BY THE COMMISSION

MOTION MADE BY: Deborah Jansen

SECONDED BY: Barbara Greenstein

AYES: 5

NAYS: 0

ABSTENTIONS: 0

Amendments/Comments

**PERSONNEL COMMISSION
REGULAR MEETING MINUTES
WEDNESDAY, JULY 21, 2021 AT 12:00 PM**

CONSENT AGENDA

ALL ITEMS WILL BE CONSIDERED AND APPROVED IN ONE MOTION UNLESS REMOVED BY A PERSONNEL COMMISSIONER FOR DISCUSSION

#	ITEM	PAGE
14	ADVISORY ITEM: APPOINTMENTS TO PROVISIONAL ASSIGNMENTS	111
15	RATIFICATION OF LIMITED TERM ASSIGNMENTS	112
16	ADVISORY ITEM: APPOINTMENTS TO LIMITED TERM POSITIONS	113
17	EXAMINATION SCHEDULE	114
18	EXTENSION OF ELIGIBILITY LISTS: <ul style="list-style-type: none"> • CAREER EDUCATION SPECIALIST • CONTROLLER • OUTREACH AND RECRUITMENT SPECIALIST • STUDENT COMMUNICATIONS COORDINATOR 	115
19	RATIFICATION OF ELIGIBILITY LISTS: <ul style="list-style-type: none"> • ACCOUNTANT • ATHLETIC AND KINESIOLOGY EQUIPMENT SPECIALIST • DIRECTOR OF GRANTS • TUTORING COORDINATOR – ENGLISH AND HUMANITIES 	116
20	RATIFICATION OF WORKING OUT OF CLASS ASSIGNMENTS AND INTERNAL LIMITED TERM ASSIGNMENTS	117
21	MEETING MINUTES	120
22	CLASSIFICATION & COMPENSATION STATUS	121
23	RECRUITMENT AND EXAMINATION STATUS REPORT	123

DISPOSITION BY THE COMMISSION

MOTION MADE BY: Joy Abbott
 SECONDED BY: Barbara Greenstein
 AYES: 5
 NAYS: 0
 ABSTENTIONS: 0

Amendments/Comments

**PERSONNEL COMMISSION
REGULAR MEETING MINUTES
WEDNESDAY, JULY 21, 2021 AT 12:00 PM**

AGENDA REPORT NO. 14

SUBJECT: ADVISORY ITEM: APPOINTMENTS TO PROVISIONAL ASSIGNMENTS

DATE: July 21, 2021

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

BY: José A. Guzmán, Personnel Technician

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

Candidate	Position	Department	Duration*
Brundage, Kirk	Accompanist-Dance	Dance	07/01/21-12/31/21
Carbone, John	Accompanist-Dance	Dance	07/01/21-12/31/21
Halacy, Dylan	Accompanist-Dance	Dance	07/01/21-12/31/21
Osipova, Yelena	Accompanist-Dance	Dance	07/01/21-12/31/21
Plotkin, Alla	Accompanist-Dance	Dance	07/01/21-12/31/21
Soro, Gnenemon	Accompanist-Dance	Dance	07/01/21-12/31/21
Sow, E. Malick	Accompanist-Dance	Dance	07/01/21-12/31/21
Ter-Avaneso, Nonna	Accompanist-Dance	Dance	07/01/21-12/31/21
McNaughton, Joellen	Accompanist-Performance	Music	07/01/21-12/31/21
Gerhold, Thomas	Accompanist-Performance	Emeritus	07/01/21-12/31/21
Nesteruk, Gary	Accompanist-Performance	Emeritus	07/01/21-12/31/21
Cooper, Alexander	Costume Designer	Theatre Arts	07/01/21-12/31/21
Britt, Julia	Personnel Specialist	Personnel Commission	07/01/21-12/31/21
Newsome, Mary	Sign Language Interpreter III	Disabled Students Center	07/01/21-06/30/22
Khachmany, Arshak	Stage Construction Technician	Theatre Arts	07/01/21-12/31/21
Bass, Edward	Stage Construction Technician-Lighting	Theatre Arts	07/01/21-12/31/21
Morrison, Tatiana	Administrative Assistant II	Personnel Commission	07/01/21-12/31/21

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

**PERSONNEL COMMISSION
REGULAR MEETING MINUTES
WEDNESDAY, JULY 21, 2021 AT 12:00 PM**

AGENDA REPORT NO. 15

SUBJECT: RATIFICATION OF LIMITED TERM ASSIGNMENTS

DATE: July 21, 2021

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

BY: José A. Guzmán, Personnel Technician

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

Position Classification	Department	Effective Dates
Accompanist-Performance (4 part-time positions)	Music	07/01/21-12/31/21
Accompanist-Voice (2 part-time positions)	Music	07/01/21-12/31/21
Assistant Director of Human Resources (1 part-time position)	Human Resources	07/01/21-12/23/21
Bookstore Clerk/Cashier (6 part-time positions)	Bookstore	07/12/21-09/24/21
Customer Service Assistant (3 part-time position)	Bookstore	07/12/21-09/24/21
Customer Service Assistant (1 part-time position)	Cashier's Office	07/01/21-12/31/21
Enterprise Business Services Clerk (1 part-time position)	Cashier's Office	07/01/21-12/31/21
Instructional Assistant-ESL (3 part-time positions)	ESL	07/01/21-12/31/21
Student Services Clerk (1 full-time position)	Financial Aid	07/01/21-12/23/21

**PERSONNEL COMMISSION
REGULAR MEETING MINUTES
WEDNESDAY, JULY 21, 2021 AT 12:00 PM**

AGENDA REPORT NO.16

SUBJECT: ADVISORY ITEM: APPOINTMENTS TO LIMITED TERM POSITIONS

DATE: July 21, 2021
TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

BY: José A. Guzmán, Personnel Technician

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

Candidate	Position	Department	Duration*	Eligible List Date
Berent, Richard	Accompanist-Performance	Music	07/01/21-12/30/21	06/18/97
Chan, Oliver	Accompanist-Performance	Music	07/01/21-12/30/21	06/24/19
Gerhold, Thomas	Accompanist-Performance	Music	07/01/21-12/30/21	07/11/02
Nesteruk, Gary	Accompanist-Performance	Music	07/01/21-12/30/21	01/03/18
Berent, Richard	Accompanist-Voice	Music	07/01/21-12/30/21	06/18/97
Gerhold, Thomas	Accompanist-Voice	Music	07/01/21-12/30/21	08/08/01
Hudson, Sr., Michael	Assistant Director of Human Resources	Human Resources	07/01/21-12/23/21	03/18/15
Chang, Tony	Bookstore Clerk/Cashier	Bookstore	07/12/21-09/24/21	06/18/08
Garcia, Lucy	Bookstore Clerk/Cashier	Bookstore	07/12/21-09/24/21	03/08/99
Lopez, Jose	Bookstore Clerk/Cashier	Bookstore	07/12/21-09/24/21	07/18/11
Miles, Erik	Bookstore Clerk/Cashier	Bookstore	07/12/21-09/24/21	02/21/07
Pacheco, Wendy	Bookstore Clerk/Cashier	Bookstore	07/12/21-09/24/21	01/23/09
Thielking, Alan	Bookstore Clerk/Cashier	Bookstore	07/12/21-09/24/21	08/26/92
Beck, Michael	Customer Service Assistant	Bookstore	07/12/21-09/24/21	05/16/18
Carter, Ashlie	Customer Service Assistant	Bookstore	07/12/21-09/24/21	05/16/18
English, Kara	Customer Service Assistant	Bookstore	07/12/21-09/24/21	05/16/18
Exum, Ellen	Customer Service Assistant	Cashier's Office	07/01/21-12/31/21	05/16/18
Wilks, Susan	Enterprise Business Services Clerk	Cashier's Office	07/01/21-06/30/22	07/30/14
Arsene, Cristina	Instructional Assistant-ESL	ESL	07/01/21-12/31/21	07/27/18
Brown, Thomas	Instructional Assistant-ESL	ESL	07/01/21-12/31/21	10/05/12
Hoch, Marilyn	Instructional Assistant-ESL	ESL	07/01/21-12/31/21	02/04/14
Ashby, Deanna	Student Services Clerk	Financial Aid	07/01/21-12/23/21	08/15/18

*Not to exceed six (6) months or, in case of an appointment in lieu of an absent employee, is not to exceed the authorized absence of that employee. Reference Merit Rule 7.4.3 (A) –Eligibility for Appointment
Limited term appointments shall be made from eligibility lists and employment lists in accordance with procedures for regular appointments.

**PERSONNEL COMMISSION
REGULAR MEETING MINUTES
WEDNESDAY, JULY 21, 2021 AT 12:00 PM**

AGENDA REPORT NO. 17

SUBJECT: EXAMINATION SCHEDULE

DATE: July 21, 2021

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

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

Class Title	Field of Competition	Time
Administrative Assistant II	Promotional	3 weeks
Irrigation Systems Specialist	Promotional	3 weeks
Program Specialist	Promotional & Open Competitive	3 weeks

**PERSONNEL COMMISSION
REGULAR MEETING MINUTES
WEDNESDAY, JULY 21, 2021 AT 12:00 PM**

AGENDA REPORT NO. 18

SUBJECT: EXTENSION OF ELIGIBILITY LISTS:

- CAREER EDUCATION SPECIALIST
- CONTROLLER
- OUTREACH AND RECRUITMENT SPECIALIST
- STUDENT COMMUNICATIONS COORDINATOR

DATE: July 21, 2021

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

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
Career Education Specialist	1/26/2021	7/26/2021	2	2	1/26/2022
Controller	2/5/2021	8/5/2021	2	2	2/5/2022
Outreach and Recruitment Specialist	2/10/2021	8/10/2021	3	3	11/10/2021
Student Communications Coordinator	2/3/2021	8/3/2021	2	2	2/3/2022

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

6.2.3 DURATION OF ELIGIBILITY LIST (EDUCATION CODE SECTION 88119)

Section C.

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 Director of Classified Personnel shall base his/her recommendation for extension of an eligibility list on the following factors:

1. a sufficient number of available eligible candidates 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.

**PERSONNEL COMMISSION
REGULAR MEETING MINUTES
WEDNESDAY, JULY 21, 2021 AT 12:00 PM**

AGENDA REPORT NO. 19

SUBJECT: RATIFICATION OF ELIGIBILITY LISTS:

- ACCOUNTANT
- ATHLETIC AND KINESIOLOGY EQUIPMENT SPECIALIST
- DIRECTOR OF GRANTS
- TUTORING COORDINATOR – ENGLISH AND HUMANITIES

DATE: July 21, 2021

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

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

Class Title	Field of Competition	Promotional	Total On List	Expiration Date
Accountant	Promotional & Open Competitive	0	10	6/30/2022
Athletic and Kinesiology Equipment Specialist	Promotional	2	2	6/21/2022
Director of Grants	Promotional & Open Competitive	0	6	7/12/2022
Tutoring Coordinator – English and Humanities	Promotional & Open Competitive	0	15	7/09/2022

**PERSONNEL COMMISSION
REGULAR MEETING MINUTES
WEDNESDAY, JULY 21, 2021 AT 12:00 PM**

AGENDA REPORT NO. 20

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

DATE: July 21, 2021

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

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

WORKING OUT OF CLASS ASSIGNMENT (PROVISIONAL)

Name/Permanent Class	Provisional WOC Assignment*	Dates of Current Assignment
Jorge Jimenez/ Grounds Equipment Operator	Irrigation Systems Specialist	7/6/2021 to 09/07/2021
Joy Watson-Orenstein/ Customer Service Assistant	Campus Store Operations Coordinator	7/1/2021 to 11/3/2021
Edgar Hernandez Solis/ Customer Service Assistant	Campus Store Operations Coordinator	11/4/2021 to 3/9/2022
Jorge Valadez/ Campus Store Operations Assistant	Campus Store Operations Coordinator	3/10/2022 to 6/30/2022

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

EXTENSION TO SUBSTITUTE LIMITED TERM ASSIGNMENT

Name/Permanent Class	Substitute Limited Term Assignment	Dates of Current Assignment	Extended Dates
Darryl Gray/ Lead Custodian	Custodial Operations Supervisor	11/1/2021 to 6/30/2021	7/1/2021 to 12/31/2021

CHANGE IN SUBSTITUTE LIMITED TERM ASSIGNMENT FROM:

Name/Permanent Class	Substitute Limited Term Assignment	Dates of Current Assignment
Karen Monzon/ Personnel Analyst	Supervising Personnel Analyst	5/5/2021 to 6/30/2021

TO:

Name/Permanent Class	Assignment	Dates in Substitute Limited Term Status	Dates in Limited Term Status
Karen Monzon/ Personnel Analyst	Supervising Personnel Analyst	5/5/2021 to 6/15/2021	6/16/2021 to 6/30/2021

3.2.10 WORKING OUT OF CLASS
(Education Code Section 88010, 88087, 88105-88107)

A. 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. Each 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) day calendar period).
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).

B. 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 for final approval.

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

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)

**PERSONNEL COMMISSION
REGULAR MEETING MINUTES
WEDNESDAY, JULY 21, 2021 AT 12:00 PM**

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.

PERSONNEL COMMISSION
REGULAR MEETING MINUTES
WEDNESDAY, JULY 21, 2021 AT 12:00 PM

AGENDA REPORT NO. 21

SUBJECT: **MEETING MINUTES**

DATE: July 21, 2021

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

The following minutes are presented for the Commission's review and approval:

1. June 16, 2021 Regular PC Minutes

**PERSONNEL COMMISSION
REGULAR MEETING MINUTES
WEDNESDAY, JULY 21, 2021 AT 12:00 PM**

AGENDA REPORT NO. 22

SUBJECT: CLASSIFICATION & COMPENSATION STATUS

DATE: July 21, 2021

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

CLASSIFICATION & COMPENSATION STATUS REPORT (In Process)								
CLASSIFICATION	ASSIGNED TO:	STUDY TYPE	# OF INCUMBENTS	PDQ DEADLINE	JOB AUDIT	STAKEHOLDER REVIEW	STAKEHOLDER STATUS	PC AGENDA
Skilled Maintenance Worker	KM	Cyclical	Multiple	05/09/18	NA	06/15/20		
Skilled Maintenance Worker II	KM	Cyclical	Multiple	05/09/18	NA	06/15/20		
Accompanist-Dance	JG	Cyclical	None	NA	NA	05/19/21	Manager	07/21/21
Accompanist-Performance	JG	Cyclical	Multiple	12/16/20	NA	06/01/21	Manager	07/21/21
Accompanist-Voice	JG	Cyclical	None	NA	NA	06/01/21	Manager	07/21/21
Assistant Director of Facilities Planning	AG	Cyclical	None	NA				
Assistant Director of Human Resources	JL	Cyclical	None	NA	NA			
Assistant Director of Safety & Risk Management	AF/AG	Cyclical	None	NA	NA			
Athletic Activities Assistant	OV	Cyclical	None	04/23/21	NA			
Athletic Equipment and Kinesiology Specialist	OV	Cyclical	Multiple	NA	NA			
Athletic Trainer	OV	Cyclical	Multiple	6/11/2021*				
Career Services Advisor	OV	Cyclical	Single	12/16/20	NA	07/01/21		07/21/21
Director of Facilities Planning	AG	Cyclical	Single					
Director of Human Resources	JL	Cyclical	None	NA	NA			
Director of Marketing	KM/AG	New Class	None	NA	NA			
Insurance Program Specialist	AF/AG	Cyclical	Single	NA	NA	06/01/21	Incumbent	06/16/21
Risk & Insurance Coordinator	AF/AG	Cyclical	None	NA	NA			
Senior Career Services Advisor	OV	Cyclical	Multiple	12/16/20	02/17/21	07/21/21		07/21/21
Compliance Administrator/ Title IX Coordinator	JL/AF	Cyclical	Single	02/02/18	06/04/21			
Director of Classified Personnel	CL	Cyclical	Single	02/02/18				
Director of Safety & Risk Management	AF/AG	Cyclical	Single	02/04/21				
Laboratory Technician-Art	JG	Cyclical	Multiple	05/10/21				
Laboratory Technician-Broadcasting/Electronic Media	JG	Revisions	None	NA	NA	05/27/21	Manager	07/21/21
Laboratory Technician-Broadcasting/Electronic Media	JG	Cyclical	None	NA				
Laboratory Technician-Chemistry	JG	Cyclical	Single	05/10/21				
Laboratory Technician-Life Science	JG	Cyclical	Multiple	05/10/21				
Laboratory Technician-Photography	JG	Cyclical	Multiple	05/10/21				
Laboratory Technician-Physics	JG	Cyclical	Single	05/10/21				
Lead Laboratory Technician-Chemistry	JG	Cyclical	Single	05/10/21				
Lead Laboratory Technician-Physiology/Microbiology/Biology	JG	Cyclical	Single	05/10/21				

**PERSONNEL COMMISSION
REGULAR MEETING MINUTES
WEDNESDAY, JULY 21, 2021 AT 12:00 PM**

CLASSIFICATION	ASSIGNED TO:	STUDY TYPE	# OF INCUMBENTS	PDQ DEADLINE	JOB AUDIT	STAKEHOLDER REVIEW	STAKEHOLDER STATUS	PC AGENDA
Lead Grounds Equipment Operator	KM	New Class	None	NA				
Graphic Designer	KM	Cyclical	Single	03/31/21				
Marketing Design Analyst	KM	Cyclical	Single	03/31/21				
Public Information Officer	KM	Cyclical	Single	03/31/21				
Senior Graphic Designer	KM	Cyclical	Single	03/31/21				
Web Content and Social Media Manager	KM	Cyclical	Single	03/31/21				
Web Content Developer	KM	Cyclical	None	NA				
Web Services Coordinator	KM	Cyclical	Single	03/31/21				
<i>*Extension</i>								

**PERSONNEL COMMISSION
REGULAR MEETING MINUTES
WEDNESDAY, JULY 21, 2021 AT 12:00 PM**

AGENDA REPORT NO. 23

SUBJECT: RECRUITMENT AND EXAMINATION STATUS REPORT

DATE: July 21, 2021

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

Recruitment and Examination Status Report												
Classification	Assig	FOC	VAC	Opened	Closed	Written	T & EE	Perf.	OAI	E-List	Ratiff.	
Accountant	OV/AF	PO	1	3/9/21	3/29/21	5/4/21			6/17/21	6/30/21	7/21/21	
Administrative Assistant I	OV/AF	P										
Administrative Assistant II		P										
Athletic and Kinesiology Equipment Specialist	OV	P	3	5/20/21	6/10/21		7/19/21			6/21/21	7/21/21	
Athletic and Kinesiology Equipment Specialist	OV	O	1	6/17/21	7/9/21							
Assistant Director of Facilities Planning												
Community College Police Captain	JL	PO										
Director of Grants	AF	PO	1	4/27/21	5/17/21				6/30/21 & 7/11/21	7/12/21	7/21/21	
Director of Human Resources	AG/AF	PO	1									
Director of SMC Foundation	AF	PO	1	6/24/21	7/22/21							
Irrigation Systems Specialist		P	1									
Laboratory Technician-Broadcasting & Electronic Media	JG	PO	1									
Payroll Specialist	AF	PO	1									
Programmer Analyst	OV	PO	1	6/4/21	6/24/21		7/19/21		7/29/21			
Program Specialist	OV	PO										
Personnel Analyst	KM	P	Temp	6/28/21	7/19/21							
Sign Language Interpreter III	JL	MPO	1	6/28/21	7/19/21							
Student Services Assistant	OV	P										
Student Services Clerk	OV	PO										
Student Services Specialist	OV	PO										
Tutoring Coordinator – English and Humanities	JG	PO	1	3/18/21	4/7/21		5/12/21		6/25 & 6/30	7/9/21	7/21/21	
On Hold												
Items in bold are pending approval by the Personnel Commission												
Classification	Assig	FOC	VAC	Opened	Closed	Written	T & EE	Perf.	OAI	E-List	Ratiff.	
Administrative Assistant I	AF	O										
Administrative Assistant II		PO										
Carpenter	KM	P	Temp									
Carpenter	KM	MPO		1/27/20	2/18/20	3/6/20		3/19/20				
Customer Service Assistant		PO										
Enterprise Business Services Clerk		PO										
Enterprise Business Supervisor	AF	P										
Instructional Assistant-English	JG	O		2/7/20	3/3/20	3/21/20						
Journeyman Trade-HVAC	KM	MPO		3/3/20	3/23/20							
Lead Custodian	KM	MPO										
Lead Receiving, Stockroom, and Delivery Worker		P										
Skilled Maintenance Worker II	KM	P										

**PERSONNEL COMMISSION
REGULAR MEETING MINUTES
WEDNESDAY, JULY 21, 2021 AT 12:00 PM**

VII. MEETING ADJOURNED AT 12:28 PM.

DISPOSITION BY THE COMMISSION

MOTION MADE BY: Lawrence Leone
SECONDED BY: Barbara Greenstein
AYES: 5
NAYS: 0
ABSTENTIONS: 0

Amendments/Comments

Regular Meeting Day	Regular Meeting Month	Regular Meeting Date	Scheduled Time	Meeting Location
Wednesday	July 2021	21	12:00 PM	ONLINE
Wednesday	August 2021	18	12:00 PM	TBD
Wednesday	September 2021	15	12:00 PM	TBD
Wednesday	October 2021	20	12:00 PM	TBD
Wednesday	November 2021	17	12:00 PM	TBD
Wednesday	December 2021	15	12:00 PM	TBD
Wednesday	January 2022	19	12:00 PM	TBD
Wednesday	February 2022	16	12:00 PM	TBD
Wednesday	March 2022	16	12:00 PM	TBD
Wednesday	April 2022	20	12:00 PM	TBD
Wednesday	May 2022	18	12:00 PM	TBD
Wednesday	June 2022	15	12:00 PM	TBD

**As required by law, this agenda for the Wednesday, July 21, 2021
Regular Meeting of the Santa Monica College Personnel Commission
was posted on the official District website no later than 72 hours
prior to the date and time of this meeting.**