

SANTA MONICA COLLEGE

Personnel Commission Annual Report

Fiscal Year 2025–2026

About Santa Monica College

A two-year community college accredited by the Western Association of Schools and Colleges—that opened in 1929 with just 153 students is now a thriving campus with more than 30,000 students and offerings in over 200 fields of study. SMC has transferred more students to UC campuses than any other college in the country—for 35 years straight. SMC also tops the list in transfers to USC and LMU and is the top feeder west of the Mississippi to Ivy League Columbia University.

Mission Statement & Core Responsibilities

Our mission is to utilize merit principles in providing quality human resources services for classified staff, in support of achieving institutional learning outcomes and business objectives which contribute to the College's vision as a leader and innovator in student learning and achievement.

Responsibilities

- **Recruit & Retain:** Recruiting, selecting, and retaining the best qualified people for our college.
- **Advancement:** Advancing current employees on the basis of relative ability, knowledge, and skill.
- **Fair Compensation:** Administering a competitive salary structure based on sound professional standards, prevailing industry practices, legal requirements, and fair pay.
- **Employee Protection:** Protecting employees from arbitrary employment actions.
- **Inclusion & Diversity:** Fostering an environment that promotes inclusion, civility, and diversity.
- **Advocacy:** Providing a voice for the interests of classified staff, classified managers, and classified administrators.

How We Carry Out Our Mission

- Maintaining the highest professional and ethical standards.
- Interpreting, clarifying, and applying our rules, policies, and procedures fairly and consistently.
- Understanding and anticipating customer needs.
- Facilitating communication and fostering collaboration with all stakeholders.
- Enhancing quality and efficiency of services.
- Measuring outcomes and using results to optimize fairness and effectiveness of provided services.
- Working as a team.

Commission Leadership & Staff

Commissioners

- **Dr. Joseph P. Metoyer, Jr.**
Chair & Board Appointee
- **Joy Abbott**
Vice Chair & Board Appointee
- **Barbara Greenstein**
CSEA Appointee
- **Deborah Jansen**
CSEA Appointee
- **Mina Patel**
Commission Appointee

Personnel Commission Staff

- **Carol Long**
Director of the Personnel Commission
- **Amy Gurjian**
Classification & Compensation Manager
- **John Linke**
Supervising Personnel Analyst
- **Julia Avichouser**
Personnel Analyst
- **August Faustino**
Personnel Analyst
- **Jose Guzman**
Personnel Analyst
- **Tatiana Morrison**
Personnel Technician
- **Yesenia Penate**
Personnel Technician
- **Brent Heximer**
Administrative Assistant II

Contact Information

Santa Monica College Personnel Commission

📍 2714 Pico Blvd, 2nd Floor, Santa Monica, CA 90405

📞 (310) 434-4410 | 🌐 www.smc.edu/classifiedjobs

The Merit System in Action

The Personnel Commission provides for the selection and promotion of employees on the basis of merit and fitness, classification maintenance, and salary allocation based on the concept of like pay for like work. The Merit System is a set of laws, rules, and procedures governed by the California Education Code, Title 3, Article 3 [88060-88139].

Fiscal Year 2025-2026 presented significant workforce challenges for the College. Budget reductions resulted in layoffs and the establishment of reemployment lists that now affect many staffing decisions. At the same time, the volume of classification work expanded: description revisions increased by 113% (from 30 to 64) and position reclassification requests increased by 450% (from 6 to 33) over five years.

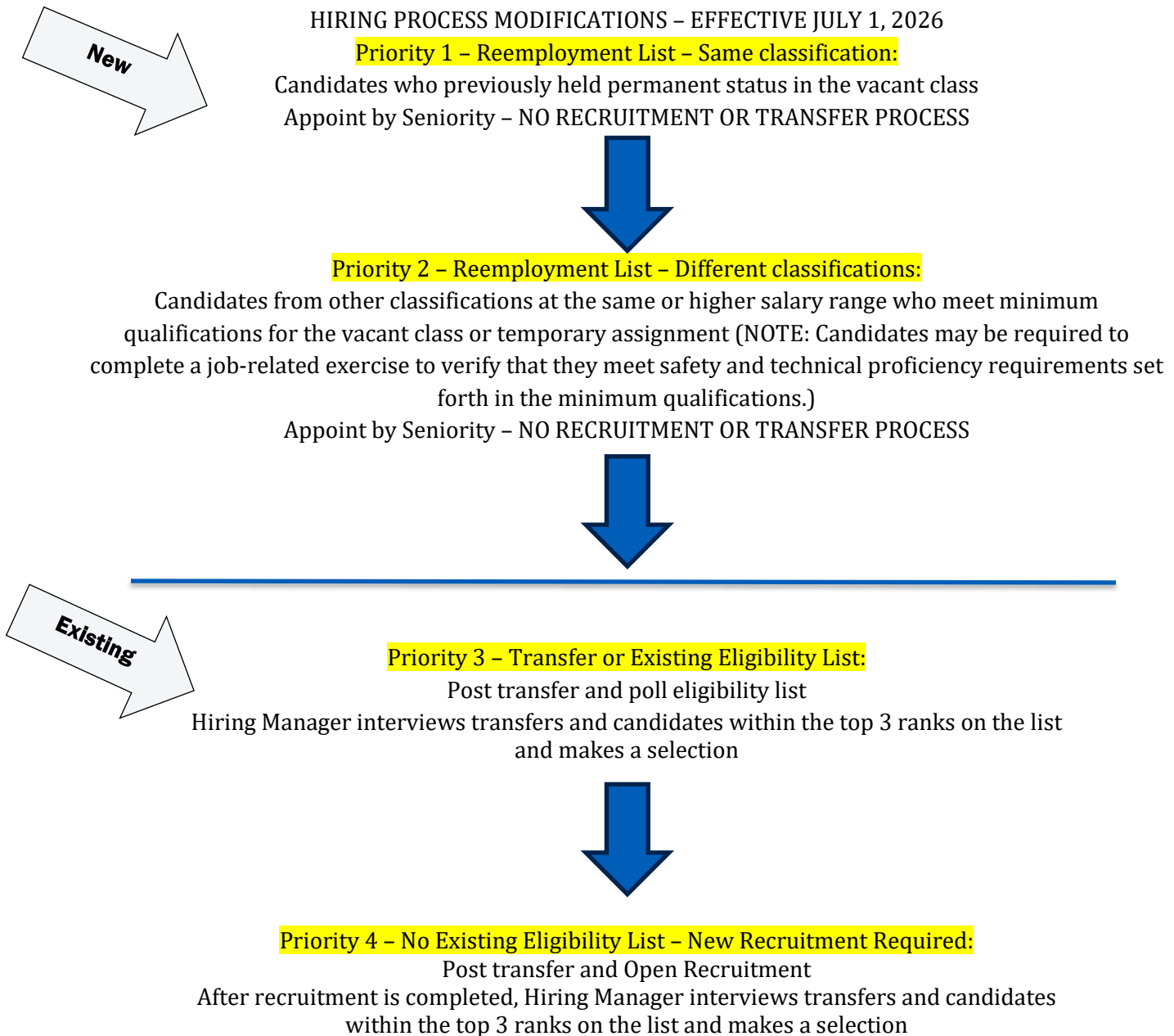
Classification Project Status (280 Total Classifications)

Project Stage	# of Studies
Active	27
Completed	73
Post Approval*	37
Stakeholder Review / Labor Management	18
Upcoming	5
Total Active & Pending Reviews	160

**Reviews in the Post-Approval stage have been approved by the Personnel Commission, but salary reallocations must still be approved by the Board before adoption.*

Layoffs, Reemployment & Workforce Transition

Because seniority affects layoff, displacement, and reemployment rights, Personnel Commission staff reviewed and verified seniority records to maintain statutory reemployment lists. Before a permanent vacancy or temporary assignment can proceed through regular recruitment, staff must determine whether individuals on reemployment lists are eligible.



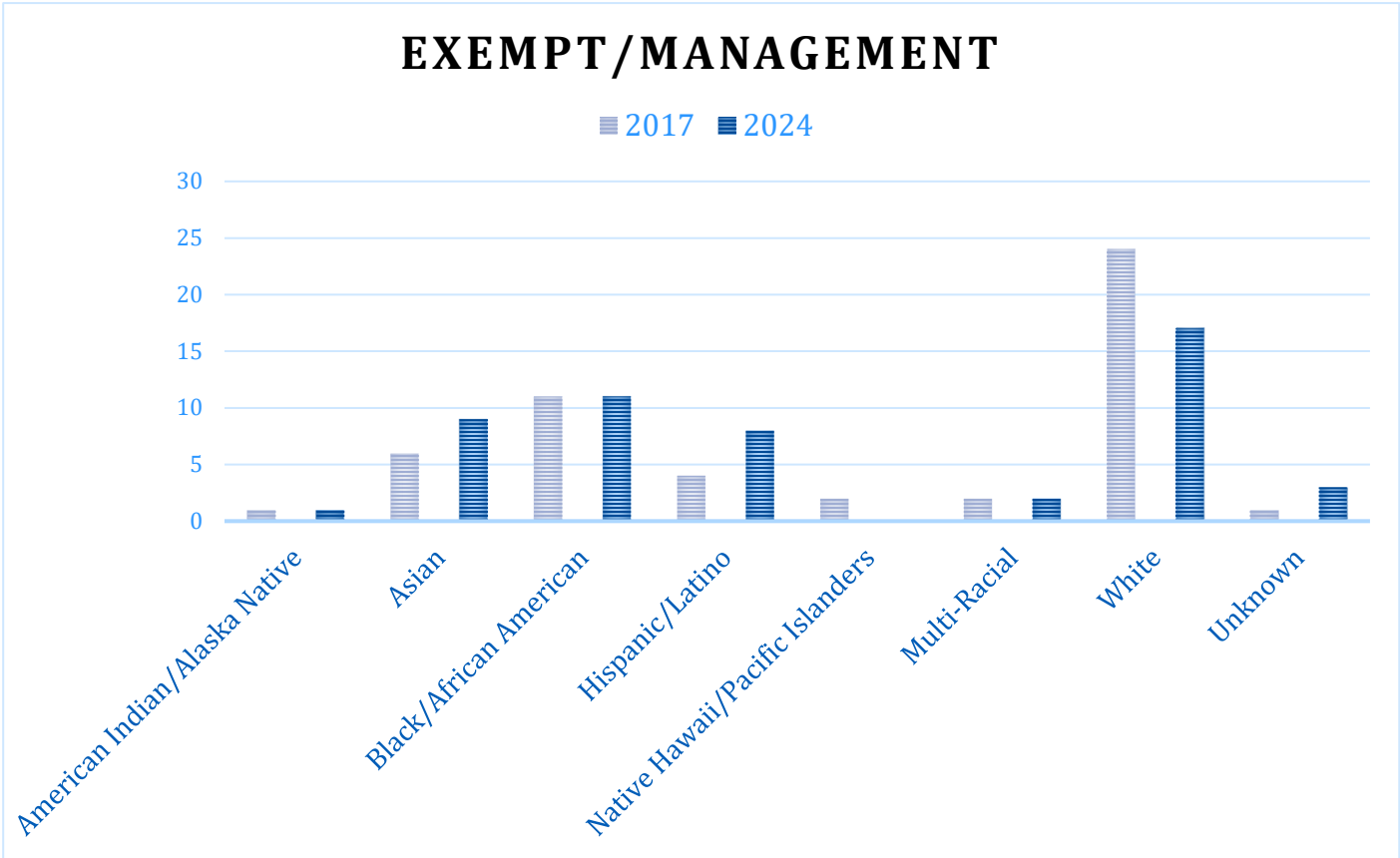
Advancing Diversity Through Merit Principles

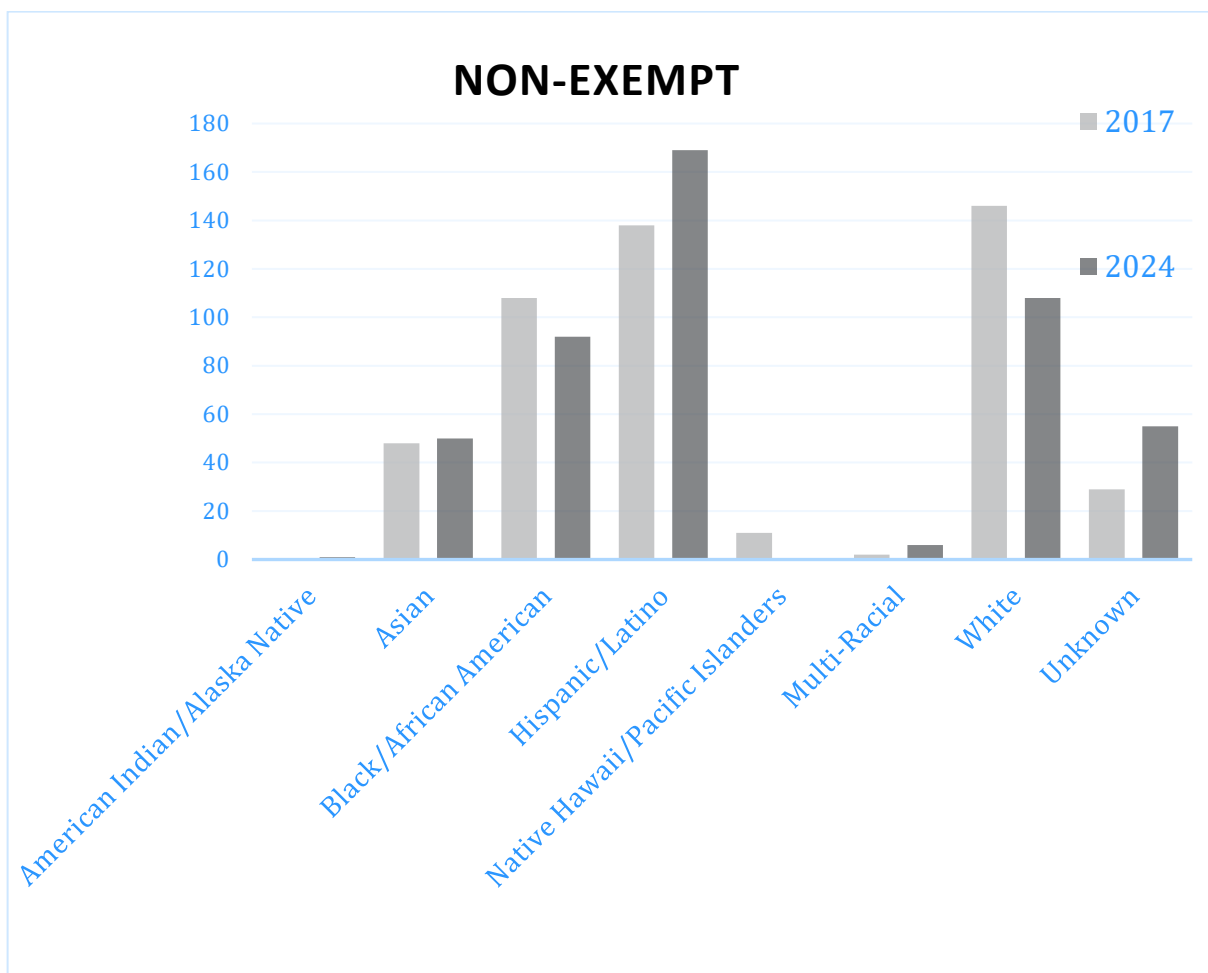
A well-designed merit system expands access to employment opportunities while ensuring that decisions remain based on job-related qualifications, demonstrated competencies, and fair standards. Key practices include:

- **Job-Related Selection Standards:** EEOC-aligned content validation linking tests/interviews directly to essential job duties.
- **Structured & Consistent Practices:** Continuous review of assessment tools to reduce opportunities for explicit or implicit bias.
- **Job-Related Minimum Qualifications:** Evaluating experience and education requirements to avoid unnecessarily restricting candidate diversity.
- **Fair Compensation & Equity:** Ensuring equal pay for substantially similar work across all classifications.
- **Outcomes Monitoring:** Ongoing monitoring of applicant flow and selection outcomes to identify screen-out trends.

Changes in Workforce Diversity

Over the period shown below, the demographic composition of both the management/exempt and non-exempt workforces has changed. These trends provide important context for evaluating the Personnel Commission’s continuing efforts to provide fair and meaningful access to employment and promotional opportunities





Demographic outcomes alone do not establish the full effectiveness of any individual recruitment or selection practice. However, they do provide an important measure that can be monitored over time in conjunction with applicant, assessment, eligibility, hiring, and promotional data.

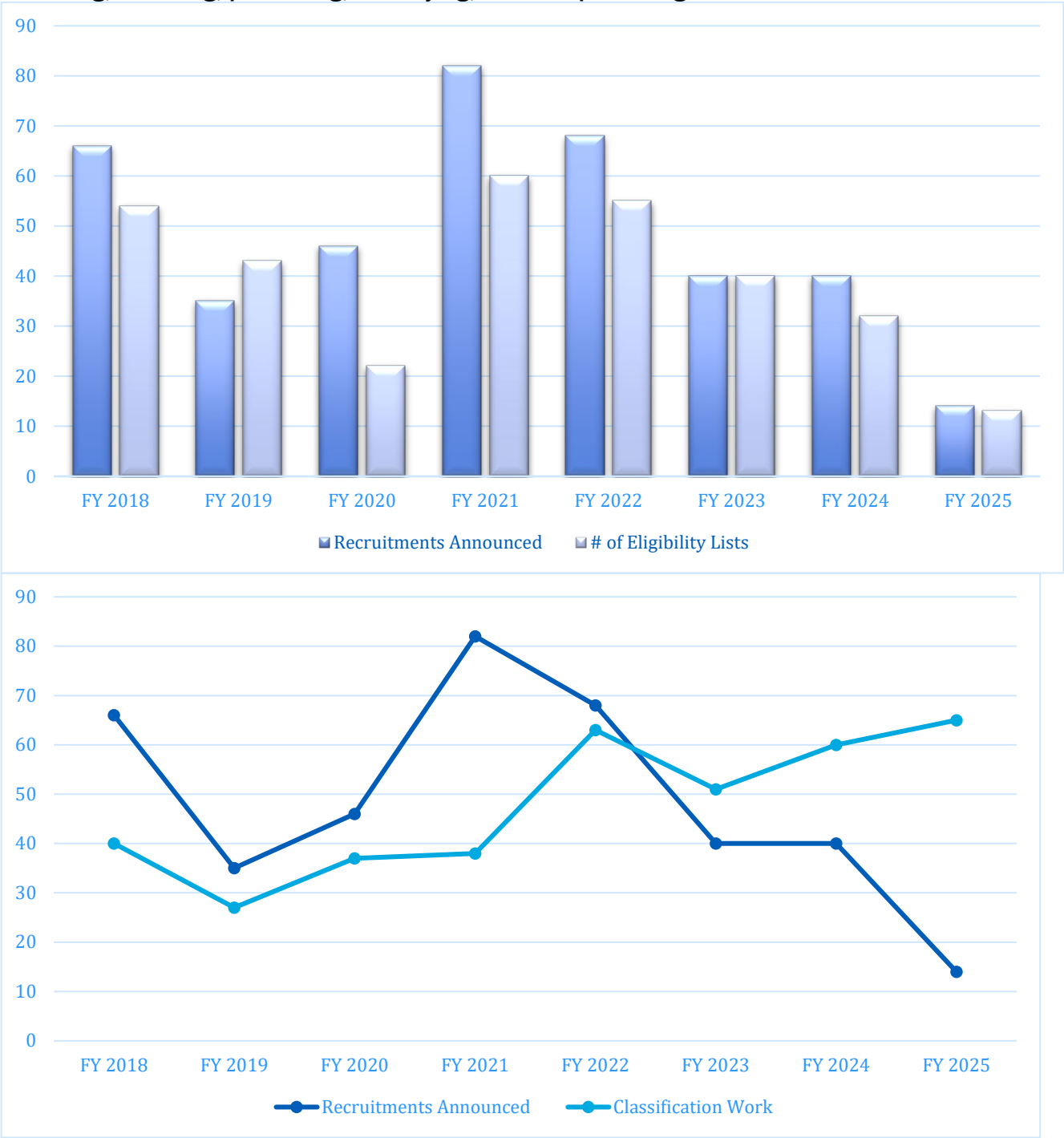
Continued analysis of outcomes at different stages of the selection process can also help identify where qualified candidates may be disproportionately screened out and whether particular requirements or assessment methods display adverse impact and warrant additional review. This allows the Personnel Commission to pursue greater equity while maintaining the fundamental merit-system requirement that employment decisions remain based on demonstrated, job-related qualifications.

Looking Ahead

During Fiscal Year 2026-2027, the Personnel Commission will continue to monitor the impact of reemployment requirements on College staffing; strengthen communication and advance planning with managers; evaluate recruitment and selection outcomes; review selection practices for unnecessary barriers; develop training resources to reinforce merit-based hiring principles; and use applicant data to identify opportunities for continued improvement.

These efforts reflect the fundamental purpose of the merit system: to protect employee rights while providing the College with fair, consistent, transparent, and job-related processes for

recruiting, selecting, promoting, classifying, and compensating its workforce.



Personnel Actions Summary (4-Year Trend)

Metric / Activity	FY 22-23	FY 23-24	FY 24-25	FY 25-26
Recruitments Announced	68	40	40	14
Total # of Applicants	3,041	2,515	1,615	536
# of Eligibility Lists Established	55	40	32	13
# of Eligibles on Lists	367	253	164	83
New Class Descriptions Created	20	3	4	1
Revised Class Descriptions	43	48	56	64
Position Reclassifications Requested	5	26	30	33
Position Reclassifications Granted	2	5	6	1
Seniority Lists Established	8	5	8	2
Merit Rule Updates	12	4	1	2
Reinstatement Lists	7	2	2	6
Working Out of Class Assignments	20	19	2	6
Internal Limited Term Assignments	15	7	38	6
Provisional Appointments	154	152	90	157
Limited Term Appointments	100	50	27	37
New Hires	71	25	14	8
Internal Promotional Appointments	28	18	24	14

Recognition of Longevity Awardees (2025–2026)

Santa Monica College proudly recognizes the dedication and years of service of our classified team members.

5 Years of Service

Name	Job Title	Department	Date
Madalene Esquivias	Senior Financial Aid & Scholarships Specialist	Financial Aid	Sept 2025
Ashley Price	Program Coordinator-Community Education	Community Education	Nov 2025
Luis Gallego	Administrative Assistant II	Human Resources	April 2026

10 Years of Service

Name	Job Title	Department	Date
Rachel Demski	Curriculum and Degree Audit Specialist	Academic Affairs	July 2025
Joseph Metzger	Library Assistant	Library	July 2025
Edwin Cruz	Student Services Specialist	Navigating Pathways to Success	August 2025
Alysha DeLuna	Employee Benefits Coordinator	Human Resources	August 2025
Cristina Garcia	International Student Services Specialist	International Education Center	August 2025
Jonathan Ng	Digital Marketing Coordinator	Marketing	August 2025
Lisa Neves-Woldt	Instructional Tutor-English	Supplemental Instruction	September 2025

Fabio Prieto	EOPS Specialist	EOPS	October 2025
Paul Lucero	Customer Service Assistant	Campus Store	November 2025
Traci Dickenson	Community College Police Officer	SMC Police Department	December 2025
Dagmar Gorman	Administrative Assistant III	Govt Relations & Institutional Comms	December 2025
Robert Rudolph	Director of Facilities Programming	Facilities Programming	December 2025
Raymond Valdiviezo	Administrative Assistant I	Cosmetology	December 2025
Jose Velazquez	Associate Programmer Analyst	Management Information Services	December 2025
Glaury Ariass	Insurance Program Specialist	Risk Management	January 2026
Antonio Sanchez	Painter	Maintenance	January 2026
Paul Trautwein	Director of Web and Social Media Strategy	Web and Social Media	January 2026
Anisha DiGregorio	Human Resources Technician	Human Resources	February 2026
Dominic Jester	Community College Police Officer	SMCPD	February 2026
Maria Arango	Registered Nurse	Health Services	March 2026
Arturo Gonzalez	Grounds Worker	Grounds	March 2026
Donte Huddleston	Custodian	Operations	March 2026

Danny Kadomsky	Custodian	Operations	March 2026
Janet Kleinman	Student Services Specialist	Malibu Campus	March 2026
Reyna Rosales Rivera	Custodian	Operations	March 2026
Rebecca Sprigg	Administrative Assistant II	Superintendent/Pre sident's Office	March 2026
Jessica Thomas	Instructional Tutor-English	Supplemental Instruction	March 2026
Roger Acevedo	Grounds Worker	Grounds	April 2026
Armineh Gurjian	Classification and Compensation Manager	Personnel Commission	April 2026
Gustavo Gutierrez	Grounds Equipment Operator	Grounds	April 2026
Latoya Hightower	Student Services Assistant	International Education Center	April 2026
John Linke	Supervising Personnel Analyst	Personnel Commission	April 2026
Yosief Yihunie	Senior Research Analyst	Institutional Research	April 2026
Anne Marre Bautista	Research and Planning Analyst	Institutional Research	May 2026
Yanping Linda Chen	IT Support Specialist	Academic Computing	May 2026
Berta Faby Hernandez	Payroll Specialist	Fiscal Services	May 2026
Rafal Karpinski	IT Support Specialist	Academic Computing	May 2026
Omar Plascencia	Electrician	Maintenance	May 2026
Masis Shahoomian	Central Plant Operator	Maintenance	May 2026

La Trina Adeyemi	Custodian	Operations	June 2026
Anthony Johnson	Skilled Maintenance Worker II	Maintenance	June 2026
Philloon Ly	Audio-Visual Equipment Specialist	IT Support	June 2026

15 Years of Service

Name	Job Title	Department	Date
Eloisa Davis-Ludlow	Student Services Assistant	Admissions & Records	September 2025
Brent Heximer	Administrative Assistant II	Personnel Commission	September 2025
Robert Villanueva	Custodial Operations Manager	Operations	September 2025
Marcia Merritt Williams	Student Services Assistant	EOPS	October 2025
Olga Gorman Vasquez	HR Analyst-Employee & Labor Relations (Confidential)	Human Resources	January 2026
Bryan Wilson	Community College Police Sergeant	SMCPD	February 2026
Felix Ma	Laboratory Technician-Life Science	Life Science	March 2026
Nyla Cotton	Director of Procurement, Contracts & Logistics	Fiscal Services	April 2026
George Rogers	Student Services Assistant	EOPS	April 2026
Diana Askew	Administrative Assistant III-Confidential	Student Services	June 2026

20 Years of Service

Name	Job Title	Department	Date
Rosa Maria Campos	Custodian	Operations	August 2025
Sandra Franco	Student Services Specialist	Community & Academic Relations	August 2025
Domingo Gonzalez	Custodian	Operations	September 2025
Irin Darryl Gray	Custodial Operations Manager	Operations	September 2025
Ann Le	Accounting Manager	Fiscal Services	September 2025
Silvia Rosales Rivera	Custodian	Operations	September 2025
Mukhorn Sin	Custodian	Operations	September 2025
Jenia Soufian	Payroll Specialist	Fiscal Services	September 2025
Jessica Riojas	Student Services Assistant	Emeritus	October 2025
Veronica Romo	Enterprise Business Services Specialist	Cashiers Office	October 2025
Jermaine Carter	Lead Custodian	Operations	November 2025
Mario Lopez-Hernandez	Lead Custodian	Operations	November 2025
Tyrone Taylor	Custodian	Operations	December 2025

Carolyn Baugh	Administrative Assistant I	Academic Affairs	February 2026
Debra Willoughby	Human Resources Technician	Human Resources	February 2026
Randolph Smith	Instructional Tutor-Math	Supplemental Instruction	March 2026
Damon McLeod	Financial Aid Systems Specialist	Financial Aid	April 2026
Emily Raby	Custodial Operations Manager	Operations	April 2026
Jose Guzman	Personnel Analyst	Personnel Commission	June 2026

25 Years of Service

Name	Job Title	Department	Date
Mohamad Fakh	IT Support Specialist	Information Technology	August 2025
Cindy Kelly	Administrative Clerk	LRC	November 2025
Michael Newport	KCRW Radio Station Operations Manager	KCRW	April 2026
Wendy Henriquez	Custodian	Operations	June 2026
Rhonda Robinson	Payroll Specialist	Fiscal Services	June 2026

30 Years of Service

Name	Job Title	Department	Date
Dan Rojas	Information Systems Security Officer	Management Information Services	August 2025

Thomas Carter	Lead Theater Technician	Facilities	October 2025
Mark Engfer	IT Infrastructure Manager	Technical Support Services	November 2025
Arnulfo Reyes	Principal Programmer Analyst	Management Information Services	November 2025
Alvin Ponce	Payroll Specialist	Fiscal Services	December 2025
Delia Padilla	Human Resources Analyst-Operations	Human Resources	January 2026
Andrew Abel	Custodian	Operations	March 2026
Peter Smith	Music Technical Assistant	Music	May 2026

35 Years of Service

Name	Job Title	Department	Date
Ariana Morgenstern	KCRW Radio Programming Assistant	KCRW	March 2026
Beatris Guevara	Grounds Worker	Grounds	May 2026

40 Years of Service

Name	Job Title	Department	Date
Michael Chitgar	Senior Programmer Analyst	Management Information Services	June 2025
Brian Pena	IT Project Analyst	Information Technology	November 2025

THANK YOU