

PERSONNEL COMMISSIONERS:



Dr. Joseph P. Metoyer Jr., Chair
Board of Trustees appointee



Joy O. Abbott, Vice Chair
Board of Trustees appointee



Barbara Greenstein
CSEA appointee



Lawrence Leone
Commission appointee



Deborah Jansen
CSEA appointee

MEETINGS

Regularly scheduled meetings of the Personnel Commission are held on the third Wednesday of each month at noon on the main campus in the Business Building, Room 117.

OUR STAFF:

Carol Long Director, Classified Personnel

Amy Gurjian Class. & Comp. Manager

John Linke Supervising Personnel Analyst

Karen Monzón Personnel Analyst

August Faustino Personnel Technician

José Guzmán Personnel Technician

Olga Vasquez Personnel Technician

Brent G. Heximer Administrative Assistant II

Olinka Rodríguez Administrative Assistant II

CLASSIFIED EMPLOYMENT:

(Non-teaching positions)

Website: www.smc.edu/jobs

Office: (310) 434-4410

SANTA MONICA COLLEGE

Santa Monica College's main campus is set on 38-acres less than two miles from the beach. It is a two year community college accredited by the Western Association of Schools and Colleges. It opened in 1929 with 153 students and has now grown to a thriving campus with approximately 34,000 students and offerings in more than 80 fields of study.

Santa Monica College is known for its academic excellence. The College is a leader among the state's 112 community colleges in transferring students to the University of California, University of Southern California and other four-year campuses and boasts one of the largest international student populations of any community college in the nation, with approximately 3,300 students from more than 100 countries.

THANK YOU

The Commission Staff wholeheartedly thanks the numerous District employees, other agency employees and community members who assisted us by serving as panel members on our examination panels. Your assistance is invaluable to the recruitment process.

Personnel Commission Accomplishments

District-wide Classification Study: The Personnel Commission has completed our second year of cyclical classification reviews as required by our Merit Rules. Further steps have been taken in refining our processes to help manage a significant increase in the number of studies since last fiscal year.

Supplemental Retirement Package (SRP): Forty-six classified staff members separated from the District at the end of December 2017, as a part of an SRP. Multiple recruitments and job analysis projects were held in early 2017-18, in order to prepare applicable eligible lists for anticipated separations. Additional related projects are in process to assist District management with restructuring and re-defining some of our classified jobs.

Web Site Updates: Minor updates to our web site are currently in process, in order to place more focus on classified employees' impact on student success.

Personnel Commission Annual Report

Fiscal Year 2017-2018



SANTA MONICA COLLEGE

Mailing Address: 1900 Pico Boulevard
Santa Monica, CA 90405

Personnel Commission Office Location:
2714 Pico Boulevard, 2nd floor
Santa Monica, CA 90405
www.smc.edu/jobs

Personnel Commission Annual Report 2017-2018

THE MERIT SYSTEM AT SMC

The Merit System was first adopted at Santa Monica College by the Board of Education in May 1938, as part of the Santa Monica City Schools. The purpose of the merit system is to ensure that classified employees are recruited, selected, promoted, and retained without favoritism or prejudice, and solely on the basis of merit and fitness.

The merit system applies only to classified (non-teaching) employees, which make up approximately one quarter of Santa Monica College's workforce. The Merit System is administered by the Personnel Commission.

The Personnel Commission at Santa Monica College consists of a five-member body, and is responsible for guaranteeing that employment, retention and promotion for all Classified employees are based on Merit System principles. The Commissioners are private citizens who must be a registered voter and resident of Santa Monica or Malibu, and known adherents to the merit principle.

BASIC PRINCIPLES OF THE MERIT SYSTEM

- Recruitment from all segments of society and advancement on the basis of relative ability, knowledge, and skill under fair and open competition
- Fair and equitable treatment in all personnel management matters without regard to politics or protected status, and with proper regard for individual privacy and constitutional rights
- High standards of integrity and conduct and concern for the public interest
- Equal pay for work of equal value
- Efficient and effective use of the work force
- Protection of employees from arbitrary action, personal favoritism, or political coercion
- Protection of employees against reprisal for lawful disclosures of information

ABOUT US

The Personnel Commission establishes and amends Personnel Commission rules that are binding on the District as a whole; conducts classification studies; recommends salary adjustments; conducts all classified recruitment and selection processes; establishes procedures for transfers; interprets rules and regulations pertaining to the administration of the merit system; and considers appeals for disciplinary actions.

The Personnel Commission staff at Santa Monica College is committed to providing these services in a manner which is client oriented, professionally based, and in conjunction with the goals of the governing board.

CLASSIFIED ACTIONS

Fiscal Year 2017-18

Action	2016-17	2017-18
Exams announced:	48	59
Total number of applicants:	2,177	3028
Percentage of online applications:	100%	100%
Eligibility Lists:	39	34
Number of eligibles on lists:	351	352
Reinstatement lists:	8	10
Appointments (new hires):	60	34
Promotional Appointments	12	10
Limited Term Appointments	254	214
Provisional Appointments	170	184
Working Out of Class:	26	38
New Class Descriptions:	7	8
Revised Class Descriptions:	18	42
Position Studies:	20	42
Seniority Lists:	30	8
Rule Changes	13	5



EMPLOYEES RECOGNIZED FOR LONGEVITY 2017-2018

35 YEARS		
Frank Taylor		
30 YEARS		
Robert Dammer	Carol Evans Craig Walter	Nan Liebermann
25 YEARS		
Robert Carlson		
20 YEARS		
Valentine Barragan Jennifer Ferro Agnius Griskevicius Micky Kwan Monica Moore Migue Reyes Amelia Trejo	Willis Barton Damon Fierro Edward Hernandez Marcia Lewis Teresa Morris Adriene Smith Ming-Yea Wei	David Dever Yim "Fai" Fong Steven Johnson Christine Lea Miller Miguel Ozaeta Michelle Toomey Frederick Young
15 YEARS		
Jaime Gonzalez	Teresa Huber Bronwyn Webber-Gregg	Tamora Thomas
10 YEARS		
Valentin Caiseros Samya Gobrial Fauzia Hassan Jeremy Newman	Antonio Gallegos Charles Harris Denise Henninger Cindy Ordaz Jennifer Reza	Nilofar Ghasami Michele Harrison Alice Meyering Saul Ramirez
5 YEARS		
Kathleen Colimitras Diana Lui Fujita Rebecca Weiland	Joshua Everrett Patrick Qualey	Rajesh Khandelwal Sina Taheri