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



Deborah Jansen

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 Analyst
Olga Vasquez Personnel Analyst
José Guzmán Personnel Technician

Tatiana Morrison Personnel Specialist (Temp.)

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.

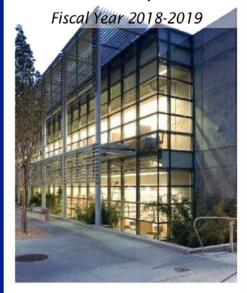
Personnel Commission Accomplishments

PC Coaching Program: In order to promote a culture of partnership, feedback and continuous improvement, Personnel Commission staff has implemented a "PC Coach Partnership" program. This partnership consists of sessions we provide to District managers to educate, advise and coach them in Commission processes, resources and deliverables necessary in managing the classified workforce. Each Department at SMC is now assigned a specific PC staff member to serve as their coach, and provide ongoing support for recruitments and classification issues.

District-wide Classification Study:

The Personnel Commission has completed our third year of cyclical classification reviews as required by our Merit Rules. Further steps are being taken to further refine our processes to help improve communication with District employees and management who are impacted by these studies.

Personnel Commission Annual Report





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 2018-2019

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 (nonteaching) 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 2018-19

Action	2017-18	2018-19
Exams announced:	59	66
Total number of applicants:	3,028	3,794
Percentage of online applications:	100%	100%
Eligibility Lists:	34	54
Number of eligibles on lists:	352	483
Reinstatement lists:	10	6
Appointments (new hires):	34	39
Promotional Appointments	10	29
Limited Term Appointments	214	224
Provisional Appointments	184	184
Working Out of Class:	38	46
New Class Descriptions:	8	II
Revised Class Descriptions:	42	28
Position Studies:	42	33
Seniority Lists:	8	3
Rule Changes	5	8

S EMPLOY	FES RECO	GNIZED FOR		
LONGEVITY 2018-2019				
35 YEARS				
Richard Yancey				
Kerry Dawson Darrell Heximer	30 YEARS Cheryl Gee Ann Mirsky	Kham Ha Jim Seriikawa		
	25 YEARS Kathy Kerce Donald Roberts			
	20 YEARS	75.00		
Maria Bonin Jung Lee Karen Monzon	Kenneth Cardwell Wendy Liu Waleed Nasr Romano Vasquez	Ronald Hernandez Maya Lowell Cheri Pena Shelley Williams		
Valente Torres	15 YEARS	Stielley Williams		
Joshua Casillas	Stacy Neal	Chris Young		
10 YEARS				
Star Barboza	Joy Bice	harris D. V		
		James Bradney		
Marguerite Courtney		Marvlynn Frazier		
Kennisha Green	Dickson	Jorge Jimenez		
Laurie Heyman	Michael Greig	Kristie Mattson		
Simon Levin	Luis Jauregui	Andres Muñoz		
lan Mitchell	Mark Litver Gregory Rutledge			
Ramin Nematollahi Estela Ruezga	Nichelle Monroe	Dena Sussman-Schechte Clarence Warren Jr.		
Tonya Tyus	Marai Ong			
Anthony Williams	Grace Smith			
Nani Vigil				
5 YEARS				
Nancy Alfaro	Maria Barragan	Aline Baumgartner		
Cristobal Bohorquez	Ruth Casillas	Drew Davis		
Mario Franco	Kristina Fukida	Paige Glaves		
Christine Go	Sean Gordon	Blanca M. Hernandez		
Johnny Jimenez	Jennifer Landa	Ann Marie Leahy		
Jaime Luis	Alan McCarroll	Erin O'Neill		
Frank Orozco	Samwel Osewe	Lugina Rogers		
Maria Belen-Vaccaro	Robin Yancey			