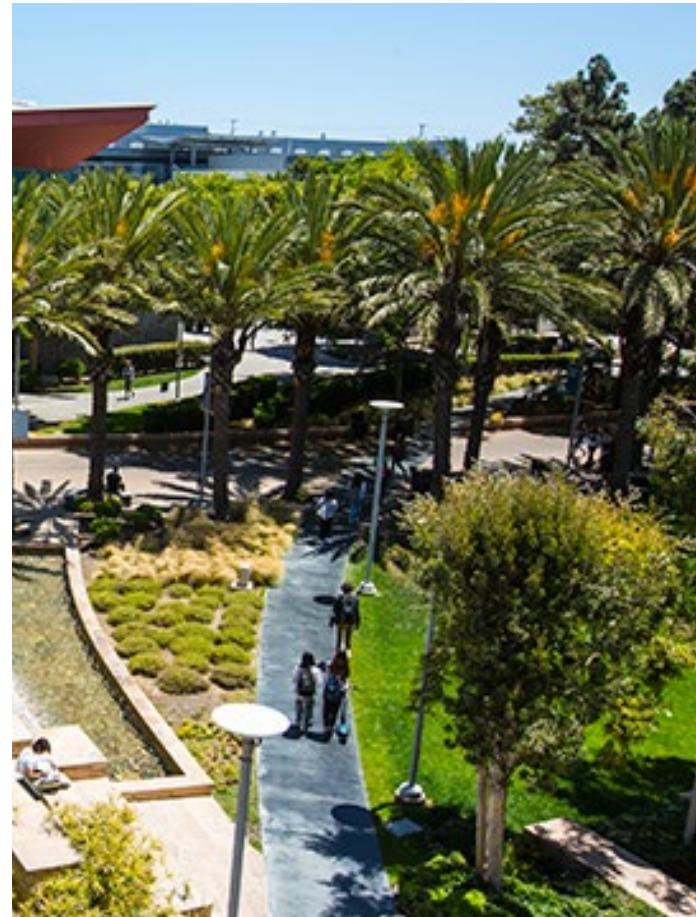


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# Annual Report

## 2024-2025

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**September 17, 2025**

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**Santa Monica College**  
**Personnel Commission**

**SANTA  
MONICA  
COLLEGE**

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# Personnel Commission

## Commissioners

**Dr. Joseph P. Metoyer, Jr., Chair and Board of Trustees Appointee**

**Joy Abbott, Vice Chair and Board of Trustees Appointee**

**Barbara Greenstein, CSEA Appointee**

**Deborah Jansen, CSEA Appointee**

**Lawrence Leone, Commission Appointee**

## Staff

Carol Long, Director of the Personnel Commission

Amy Gurjian, Classification and Compensation Manager

John Linke, Supervising Personnel Analyst

Julia Avichouser, Personnel Analyst (Provisional)

August Faustino, Personnel Analyst

Jose Guzman, Personnel Analyst

Olga Gorman Vasquez, Personnel Analyst

Tatiana Morrison, Personnel Technician

Yesenia Penate, Personnel Technician

Brent Heximer, Administrative Assistant II

**2714 Pico Blvd, 2<sup>nd</sup> Floor**

**Santa Monica, CA 90405**

**(310) 434-4410**

[www.smc.edu/classifiedjobs](http://www.smc.edu/classifiedjobs)

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## Annual Review

Personnel Commission staff is presenting our Annual Report for Fiscal Year 2024-2025. During Fiscal Year 2024-25, we continued to experience a decline in the number of new hires, primarily due to the hiring freeze which was imposed in response to budget challenges. We have seen an increase in the number of promotional appointments during this past fiscal year. We are continuing to manage a large volume of classification work, both within and outside of our annual calendar of reviews.

### Cyclical Classification Reviews – Round 2

The Personnel Commission is required to review classifications on an ongoing basis. The primary purpose of these reviews is to determine if job duties listed in all 280 class descriptions are an accurate reflection of the work assigned, and that the knowledge and abilities required for each job can be linked to the essential duties. We are now moving into the second year of our second round of reviews. We are currently evaluating our existing guides for reviews and appeals of classification studies to improve efficiency and remain in compliance with legal requirements.

### Our Role as a Merit System in Embracing Diversity, Equity, and Inclusion (DEI)

To minimize barriers to employment that are not job-related, and to ensure compliance with the California Education Code Sections relevant to merit system operations, we incorporate the following practices:

- Ensuring hiring decisions are based solely on job-related factors. We utilize a content validation process outlined by the EEOC to link test and interview content and scoring standards to the most critical job requirements.
- Monitoring hiring committee outcomes to ensure decision criteria are job-related, driven by evidence, and not based on potential explicit or implicit biases.
- Utilizing a classification system to facilitate pay equity with a goal of ensuring that everyone with the same job title is paid within the same salary range
- Developing minimum qualifications for each job that are based on job analysis data to ensure that these requirements are relevant to the type and level of the job and do not unduly restrict candidate pool diversity.
- Utilizing a position study process as a remedy to address complaints related to pay equity within an occupational series.

## 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 23,000 students and offerings in over 100 fields of study. The leader among the state's 116 community colleges in transfers to the University of California, University of Southern California, Loyola Marymount University, and other four-year colleges.

## Personnel Commission Meetings

Action	2024-2025	2023-2024	2022-2023	2021-22
Exams Announced	40	40	68	82
Total # of applicants	1615	2515	3041	2105
# of Eligibility Lists	32	40	55	60
# of Eligibles on Lists	164	253	367	389
New Class Descriptions	4	3	14	7
Revised Class Descriptions	56	47	38	28
Position Reclassification Requests Received	30	26		
Position Reclassifications Granted	6	5	2	4
# of Seniority Lists Established	8	6	8	4
# of Merit Rule Updates	1	16	12	33
Reinstatement Lists	2	2	6	7
Working Out of Class	38	19	20	31
Internal Limited Term Assignments	10	7	15	11
Limited Term Appointments	27	50	100	101
New Hires	27	34	71	40
Promotional Appointments	24	18	28	36
Provisional Appointments	90	152	154	159

## The Merit System at SMC

A merit system is a method of personnel management designed to promote the efficiency and economy of the workforce and the good of the public by providing for the selection and retention of employees, in-service promotional opportunities, and other related matters, on the basis of merit and fitness. There are more than 100 merit system school and college districts in California which employ almost 60 percent of the total classified (non-teaching) school employees in the state.

Merit Rules undergo regular reviews, and revisions made by the Merit Rules Advisory Committee are done in accordance with the California Education Code, Title 3, Article 3. Merit System [88060-88139].

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## Principles

Hiring and promoting employees on the basis of ability, with open competition in initial appointment.

Providing fair compensation on the basis of like pay for like work.

Retaining employees on the basis of performance, correcting inadequate performances, and separating those whose inadequate performance cannot be corrected.

Training employees as needed for high-quality performance.

Protecting employees against political coercion and prohibiting use of official position to affect an election or nomination for office.

Assuring fair treatment of applicants and employees in all aspects of personnel administration without regard to race, color, religion, sex, national origin, age, disability, sexual orientation, or marital status, and with proper regard for their privacy and constitutional rights as citizens.

## Longevity Awardees

### 5 YEARS

Amanda De La Torre, Student Services Specialist, Student Life

Ashley Eutsey, Senior Online Learning Services Specialist, Academic Affairs

Armando Santos Olivera, Grounds Equipment Operator, Grounds

Carlos Jauregui, International Student Services Specialist, International Education Center

Carlos Lucio, Lead Theater Technician, Events

Christina Marcial, Administrative Assistant II, Community & Academic Relations

Clarenda Stephens, Clinical Placement Specialist, Health Sciences

David Hall, Career Education Specialist, Strong Workforce

Diana Pennington, Administrative Assistant III-Confidential, Human Resources

Erik Torregano, Custodian, Operations

Ernesto Castro, HVAC Mechanic, Maintenance

Hector Gutierrez, Grounds Equipment Operator, Grounds

Hibatullah Lachgar, Campus Safety Officer, Santa Monica College Police Department

Janice Tovar, Community College Police Dispatcher, SMC Police Department

Jesus Mendoza, Grounds Worker, Grounds

John Greenlee, Director of Facilities Finance, Facilities

Leonardo Luna, HVAC Mechanic, Maintenance

Lindsay Poland, International Student Services Specialist, International Education Center

Maisha Reid, EOPS Specialist, EOPS

Marco Zetina, Lead Custodian, Operations

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Martha Hall, Administrative Assistant I, Academic Affairs  
Matthew Kiaman, Director of Network Services, Information Technology  
Mauricio Rosales, Grounds Equipment Operator, Grounds  
Melissa Montes, Custodian, Operations  
Michael McCann, Campus Safety Officer, Santa Monica College Police Department  
Michelle Villalobos, Custodian, Operations  
Nancy Esparza, Custodian, Operations  
Ngan Kim Tran, Chief Director of Business Services  
Pedro Curiel Lopez, Grounds Worker, Grounds  
Ranon Ruff, Custodian, Operations  
Rico Gutierrez, Grounds Worker, Grounds  
Rita Esparza Torres, Custodian, Operations  
Salomon Morales Martinez, Grounds Worker, Grounds  
Sang Hee Cho, Accompanist-Music Performance, Music  
Terry Kamibayashi, Director of Facilities Maintenance, Maintenance & Operations  
Travis Grant, Administrative Assistant I, Academic Affairs  
Vidal Turner, Accounting Specialist, Fiscal Services  
Wilmer De Los Santos, Carpenter, Maintenance

#### 10 YEARS

Aaron De La Torre, EOPS Specialist, EOPS  
August Faustino, Personnel Analyst, Personnel Commission  
Benjamin Johnson, Network Communications Technician I, Technical Support Services  
Brian Van Norton, Disabled Student Services Assistant, Center for Students with Disabilities  
Cleve Barton, Student Communications Coordinator, Enrollment Services  
Connie Chen, Financial Aid and Scholarships Specialist, Financial Aid  
Demeryst Upshaw, Network Communications Technician I, Technical Support Services  
Donatas Bukauskas, Instructional Tutor-Math, Supplemental Instruction  
Donnell Swanson, Reprographics Technician, Reprographics  
Endah Redjeki, Dance Production Specialist, Academic Affairs  
Ernesto Barba, Network Engineer, Network Services  
Fernando Henriquez, Student Services Assistant, Noncredit Education  
Janet Tercero, Student Services Specialist, Latino Center  
Jeremy Lange, International Student Services Specialist, International Education Center  
Jorge Valadez, Campus Store Operations Assistant, Campus Store  
Keyang Li, Instructional Tutor-Math, Supplemental Instruction  
Leyla Arenas, Student Services Assistant, Health Services  
Lisa Ortega, Custodian, Operations  
Michael Dammer, Senior Enrollment Services Specialist, Admissions & Records

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Melvin Kennard, Veterans' Resource Specialist, Veterans Success Center  
Olinka Rodriguez, Administrative Assistant III-Confidential, Business/Administration  
Peter Murray, Administrative Assistant I, Academic Affairs

#### 15 YEARS

Aaron French, Alternate Media Specialist, Center for Students with Disabilities  
Alice Gheorghiu, Programmer Analyst, Management Information Services  
Irma Haro, Controller, Fiscal Services  
Jo Popadynetz, Course Materials Buyer, Campus Store  
Joan Kang, Senior Career Services Advisor, Career Services Center  
Jocelyn Winn, Student Services Specialist, Black Collegians-Latino Center  
Joy Watson-Orenstein, Customer Service Assistant, Campus Store  
Judith Mosher, Tutoring Coordinator-Math, Math  
Matthew Wong, Network Communications Technician II, Technical Support Services  
Michael Roberts, Facilities Maintenance Supervisor, Maintenance  
Rosa Albano, Accounting Technician, Auxiliary Services  
Robert Hnilo, Painter, Maintenance  
Yuriy Karpman, Information Systems Engineer, Network Services

#### 20 YEARS

Christine Cadena, Switchboard Operator, Technical Support Services  
Gerardo Lozano, Custodian, Operations  
Gina Brunell, Administrative Assistant II, EOPS  
Luis Zelaya, Custodian, Operations  
Renay Garcia, Student Services Assistant, Admissions & Records  
Veronica Diaz, Director of Budget, Fiscal Services

#### 25 YEARS

Beverly Redd-Walker, Administrative Assistant I, Workforce & Economic Development  
Cherry Aquino, Accounts Payable Supervisor, Fiscal Services  
Gonzalo Cabrera, Laboratory Technician-Life Science, Life Sciences  
Jennifer Jones, Police Services Assistant, Santa Monica College Police Department  
Johnny Kurokawa, Lead Laboratory Technician-Life Science, Life Science  
Jose Cesar Casillas, Financial Aid and Scholarships Specialist, Financial Aid  
Myron Kabwe, Information Technology Support Specialist, Library  
Vinessa Cook, Administrative Assistant I, Facilities Programming  
Vivian Rankin-Scales, Program Coordinator-Emeritus, Emeritus

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#### 30 YEARS

Alma Nevarez, Enrollment Services Specialist, Admissions & Records

Deborah Adams, Accountant, Fiscal Services

Dwayne Iles, Lead Custodian, Operations

Poonam Pant, Academic Records Evaluator, Admissions & Records

Wai Wong, Network Communications Technician III, Technical Support Services

#### 35 YEARS

Ian Fraser, Payroll Manager, Fiscal Services

Ofelia Meza, Administrative Assistant II, Auxiliary Services

Warren Cancilla, Senior Reprographics Technician, Reprographics

#### 40 YEARS

Charlie Yen, Director of Facilities Planning and Construction, Facilities Planning

Gary Gray, Accompanist-Music Performance, Academic Affairs

Ingrid Cardwell, Administrative Assistant I, Physical Science

Michael Chitgar, Senior Programmer Analyst, Management Information Services

#### 50 YEARS

Lisa Rose, Executive Coordinator-District and Board of Trustees-Confidential, Superintendent/President's Office

# Thank you