

# Santa Monica College Personnel Commission Annual Report Fiscal Year 2021-2022



Dr. Joseph P. Metoyer Jr.  
Chair  
Board of Trustees Appointee



Joy Abbott  
Vice Chair  
Board of Trustees Appointee



Barbara Greenstein  
CSEA Appointee



Lawrence Leone  
Commission  
Appointee



Deborah Jansen  
CSEA Appointee

## Personnel Commission Staff:

Carol Long, Director of the Personnel Commission  
Amy Gurjian, Classification & Compensation Manager  
John Linke, Supervising Personnel Analyst  
August Faustino, Personnel Analyst  
Karen Monzon, Personnel Analyst  
Olga Vasquez, Personnel Analyst  
Jose Guzman, Personnel Analyst  
Brent Heximer, Administrative Assistant II  
Tatiana Morrison, Administrative Assistant II  
Julia Britt, Personnel Technician  
Giselle Gradilla, Personnel Specialist

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

PERSONNEL COMMISSION  
OFFICE LOCATION:

2714 Pico Blvd, 2nd Floor  
Santa Monica, CA 90405  
(310) 434-4410

Mailing Address:

1900 Pico Blvd  
Santa Monica, Ca 90405

## Personnel Commission Meetings

Meetings of the Personnel Commission were held on the third Wednesday of each month at Noon via Zoom

## About Santa Monica College

A two-year community college accredited by the Western Association of Schools and Colleges – what 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 Updates Fiscal Year 2021-2022

The past fiscal year brought about significant fluctuations in workload for all our areas and continued procedural changes. While the majority of our testing and interviewing remain in a remote environment, we are beginning to return to in-person testing for written tests and performance tests within a selected group of classifications.

The number of recruitments requested has continued to increase over the past two years. During 2021-22, we showed a 44% increase in the number of recruitments requested from the previous fiscal year, and a 63% increase in the number of eligibility lists produced.

While the overall classification work has remained fairly stable, we have seen a significant increase in the number of new classifications requested, particularly since January 2022.

The Personnel Commission approved revisions to 33 merit rules, as recommended by the Merit Rules Advisory Committee.

## The Merit System at SMC

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, and 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 residents 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
- Administering a competitive salary structure based on sound professional standards, prevailing community practices, legal requirements, and equity
- Fostering an environment that promotes inclusion, civility, and diversity
- Providing a voice for the interests of classified staff, classified managers, and classified administrators
- Protection of employees from arbitrary action, personal favoritism, or political coercion

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

# Classified Action



| Action                             | # of Times Action Completed |         |         |
|------------------------------------|-----------------------------|---------|---------|
|                                    | 2021-22                     | 2020-21 | 2019-20 |
| Exams Announced                    | 82                          | 46      | 35      |
| % of Online Applications           | 100                         | 100     | 100     |
| # of Eligibility Lists             | 60                          | 22      | 43      |
| # of Eligibles on Lists            | 389                         | 80      | 331     |
| Reinstatement Lists                | 7                           | 1       | 10      |
| Appointments (New Hires)           | 40                          | 6       | 60      |
| Promotional Appointments           | 36                          | 13      | 16      |
| Working Out of Class               | 31                          | 17      | 17      |
| Internal Limited Term Assignments  | 11                          | 13      | 12      |
| New Class Descriptions             | 7                           | 3       | 2       |
| Revised Class Descriptions         | 28                          | 34      | 22      |
| Position Studies Conducted         | 6                           | 8       | 7       |
| Position Reclassifications Granted | 4                           | 3       | 4       |
| # of Seniority Lists Established   | 4                           | 7       | 7       |
| # of Merit Rule Updates            | 33                          | 23      | 19      |
| Provisional Appointments           | 159                         | 88      | 129     |
| Limited Term Appointments          | 101                         | 43      | 204     |
| Total # of applicants              | 2105                        | 846     | 1810    |

# Longevity Recognitions

|                 |                       |                     |
|-----------------|-----------------------|---------------------|
| <b>40 YEARS</b> | <b>Judy Louff</b>     |                     |
| <b>35 YEARS</b> | <b>Diane Watanabe</b> | <b>Soung Nguyen</b> |
| <b>30 YEARS</b> | <b>Martha Romano</b>  | <b>Edna Flores</b>  |

|                     |                     |
|---------------------|---------------------|
| <b>25 YEARS</b>     |                     |
| Jose "Luis" Martin  | Leticia Kilian      |
| Karen Lehman        | Douglas Forsyth     |
| <b>20 YEARS</b>     |                     |
| Rigoberto Contreras | Timothy Brown       |
| Allyn Hawes         | Edgar Montgomery    |
| Pamela Carter       | Edgar Casborn       |
| Oswaldo Lopez       | Meredith Ouwersloot |
| Yongjian Yan        | Jeffrey Caffrey     |
| Idalia Villegas     | Bharose Dindial     |
| Elease Juarez       | Lisa Moss           |
| Rhu Ramirez         | Jorge Saldana       |

|                    |                    |
|--------------------|--------------------|
| <b>15 YEARS</b>    | <b>10 YEARS</b>    |
| Ruben Cadena       | Fariba Dinaali     |
| D. Brennan Wheeler | Sandra Franke      |
| Joe Banks, Jr.     | Issa Gharibeh      |
| Estela Cardenas    | Gail Johnson       |
| Taryn De La Rosa   | Carol Long         |
| Leon Chang         | Lori Geller        |
| Gayle Hudson       | Kasiani Gountoumas |
| Manuel Virgen      | Paul Schnoebelen   |
| Evelyn Tan         | Natalia Taboada    |
|                    | Brandon Williams   |

|                  |                        |
|------------------|------------------------|
| <b>5 YEARS</b>   |                        |
| Jerome Bruce     | Sharon Thomas          |
| Robert Devine    | Nathan Weidenbenner    |
| Mark Oliva       | Nicholas Chambers      |
| David Mendoza    | Lisa Davis             |
| Carla Alvarado   | Sherri Himelstein      |
| Sean Blocklin    | William-Michael Taylor |
| Nataly Gonzalez  | Febe Soliman           |
| Jody Icasiano    | Hai Hon Jason Trinh    |
| Paulo Taboada    | Alice Malin Bohman     |
| Alexandra Vargas | Sonya Patterson        |
| Yomira Bautista  | Claudia Villa          |
| James Goodlow    | Alexander Zamora       |
| Barry Okonoboh   | Chiquita Brown         |
| Diana Zamora     | Keinan Williams        |
| Ahmad Bitar      | Samuel Abramowitz      |
| Vivian Chu       | Trang Tran             |
| Sarah Rapson     | Juliana Zepeda         |
| Caron Tate       |                        |



Thank you!