



PERSONNEL COMMISSION REGULAR MEETING MINUTES

WEDNESDAY, NOVEMBER 16, 2022 – 12:00 P.M.

****VIRTUAL MEETING****

<p>DEPARTMENTS: PLEASE POST 3400 Airport/SBDC: Sasha King Academic Affairs: Sharon Thomas Accounts Payable: Cherry Aquino Admissions & Records: Esau Tovar African American Center: Sherri Bradford Athletics: Auxiliary Services: Ofelia Meza Bundy: Beverly Redd-Walker Business Department: Peter Murray Campus Police Office: Jennifer Jones Campus Store: Elease Juarez Career Services: Vicky Rothman Cashier's Office: Veronica Romo Center for Media & Design: Maria Calvento Community Education: Alice Meyering Counseling Office: Jocelyn Avella Custodian Time Clock: Anthony Williams Disabled Students Center: Nathalie Laille Early Childhood Ed.: L. Manson Emeritus College: V. Rankin-Scales English Dept.: Martha Hall EOP&S: Nick Mata ESL Office: Jocelyn Alex Events Office: Yesenia Penate Faculty Association: Peter Morse Financial Aid Office: Sandra Hernandez Health Sciences: Clarenda Stephens Health Office: Nancy Alfaro HSS: Carolyn Baugh Institutional Research: International Education Center: Ana Jara KCRW: Latino Center: Maria Martinez Madison: Gail Johnson Maintenance/Operations: Kasey Garland Math Village: Kristina Fukuda Media Center: L. Nakamura Modern Language: Travis Grant Music: Lori Geller Outreach & Recruitment: Janet Kleinman Payroll: Ian Fraser Science: Ingrid Cardwell Student Life: Amelia Trejo Superintendent/Presidents Office: L. Kilian STEM: Vanan Yahnian Theater Arts: Judy Louff W& ED/Bundy: Tricia Ramos</p>	<p>ADMINISTRATORS AND MANAGERS Emeritus: Scott Silverman Facilities: Dennis Biddle HR: Tre'Shawn Hall-Baker Info Tech: Marc Drescher IEC: N. Pressian Instructional Technology: Maintenance: Terry Kamibayashi Operations: Anthony Barlow Justin Carter Darryl Gray Felicia Hudson Robert Villanueva Receiving: Lisa Davis Supplemental Instruction: Wendi DeMorst</p>	<p>SUPERINTENDENT/PRESIDENT AND SENIOR STAFF Superintendent/President: Kathryn Jeffery Executive VP: VP Academic Affairs: VP Business/Admin: Chris Bonvenuto VP Enroll. Services: T. Rodriguez VP Human Resources: Sherri Lee-Lewis VP Student Affairs: M. Tuitasi Senior Director Government Relations & Institutional Communications: Don Girard Community Relations: Kiersten Elliott Public Information: Grace Smith</p> <p>PUBLIC POSTING LOCATION Online: www.smc.edu</p> <p>EMPLOYEE ORGANIZATIONS CSEA Labor Rep.: Ciera Chilton CSEA Chapter Pres.: Cindy Ordaz CSEA Chapter 1st V.P.: Martha Romano CSEA Chapter 2nd V.P.: Kennisha Green CSEA Chief Job Steward: Lee Peterson CSEA Treasurer: Dagmar Gorman CSEA Secretary: Judith Mosher CSEA Chief Development Officer: Luis Martin CSEA Communications Officer: SMC POA President: Officer Cadena Management Association:</p> <p>IF YOU NEED AN ACCOMMODATION Written requests for disability-related modifications or accommodations that are needed in order to participate in the Commission meeting are to be directed to the Personnel Commission Office as soon in advance of the meeting as possible.</p> <p>Revised 10/5/2022</p>
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PUBLIC PARTICIPATION FOR VIRTUAL MEETINGS

During the COVID-19 (Coronavirus) Global Pandemic, the Board of Trustees has determined in accordance with Government Code Section 54953 that as a result of the ongoing emergency that meeting in person would present imminent risks to the health and safety of the attendees at public meetings. The Zoom format used for College public meetings ensures public participation and provides an opportunity for the public to directly address the body. Members of the public have the right to request to make public comments until such time as the public comment period is over. Members of the public may address the Committee and public participation can occur in one of two ways. Members of the public can submit written comments to be read during the public meeting or they may speak during the Zoom meeting.

Individuals wishing to speak or submit written comments to be read at the meeting are requested to send an email to personnel_commission@smc.edu, by no later than 11:30 a.m. on Wednesday, November 16, 2022. The email should include the following information:

Name

Department (optional)

Topic or Agenda Item # to be addressed

Comments to be read (if submitting written comments)

Instructions for Speaking to the Commission through Zoom

Speakers may address any specific agenda item or may provide general comments during the “Public Comments” period. When it is time for the speakers to address the Commission, their name will be called and the microphone on their Zoom account will be activated. A speaker’s Zoom Profile should match their real name to expedite this process. After the comment has been given, the microphone for the speaker’s Zoom profile will be muted. All public comments will be subject to the general rules set forth below.

- Five minutes is allotted to each speaker per topic. If there are more than four speakers on any topic or item, the Commission reserves the option of limiting the time for each speaker. A speaker’s time may not be transferred to another speaker.
- Each speaker is limited to one presentation per specific agenda item before the Commission, and to one presentation per Commission meeting on non-agenda items.
- Five minutes is allotted to each speaker per topic for general public comments. The speaker must adhere to the topic. Individuals wishing to speak during the Public Comments will be called upon during Public Comments.

Any person who disrupts, disturbs, or otherwise impedes the orderly conduct of any meeting by uttering loud, threatening, or abusive language or engaging in disorderly conduct, shall, at the discretion of the presiding officer or majority of the Committee, be requested to be orderly and silent and/or removed from the meeting.

No action may be taken on items of business not appearing on the agenda.

Reference: Merit Rule 2.2.8

Government Code sections 54954.2, 54954.3, 54957.9

PUBLIC SESSION: 12:00 P.M.

I. ORGANIZATIONAL FUNCTIONS

A. CALL TO ORDER

B. ROLL CALL

COMMISSIONER	PRESENT	ABSENT
DR. JOSEPH METOYER, JR., CHAIR	X	
JOY ABBOTT, VICE CHAIR	X	
DEBORAH JANSEN	X	
LAWRENCE LEONE	X	
BARBARA GREENSTEIN	X	

C. DIRECTOR'S REPORT

Cyclical Classification Studies

Personnel Commission brought forward two new classifications and one salary reallocation.

Orientations for both incumbents and supervisors were held in October for the last group of administrative support classifications: Administrative Assistant III, Administrative Assistant III – Confidential, Administrative Assistant IV – Confidential, and Executive Coordinator-District and Board of Trustees-Confidential. Staff is also preparing to present orientations for Campus Safety classifications, which are scheduled next on the cyclical review calendar.

Director Long reported that there 14 classification projects that are part of our ongoing cyclical studies, 13 classification projects which are outside of our cyclical reviews, and recommendations for nine and possibly ten new classifications are in preparation.

Recruitment

Personnel Commission staff presented six eligibility lists for approval: Administrative Assistant I, Administrative Assistant II, Custodian, HVAC Mechanic, Personnel Specialist, Tutoring Coordinator – Business, and additional names added to the existing Spanish Bilingual list.

There are a reported 20 recruitments in process, and six more upcoming.

Staff is experiencing challenges with attracting qualified candidates for a number of recruitments that used to be fairly easy to fill with well-qualified candidates prior to COVID.

Staff are developing and initiating a number of social media initiatives, including outreach on the District's SMC GO application, which is geared towards SMC students and is designed to help them stay connected to a variety of activities within the college. Outreach initiatives include tracking metrics for each advertisement/promotion in order to identify the most effective sources of applicants.

Merit Rules Advisory Committee Update

The Merit Rules Advisory Committee did not vote to bring forth any edits for review.

Project Tracking System Changes

The District recently completed a migration of Personnel Commission's data from Microsoft 2016 to Microsoft 365/SharePoint. During this process, our project tracking system became obsolete and was not successfully transferred with the rest of PC's files. Amy Gurjian is now leading the development of a new project tracking system in Microsoft Teams. While this new system doesn't possess all the functions of the previous system, it does allow us to download status reports for both recruitment and classification and compensation projects that can more easily be added to our regular agendas. Therefore, you will see a change in the formatting of our advisory status reports at the end of today's agenda.

D. PUBLIC COMMENTS

(NON ACTIONABLE COMMENTS FROM THOSE IN ATTENDANCE)

I. RECOGNITION OF EMPLOYEE LONGEVITY – NOVEMBER 2022

5 YEARS

Siamanto Ismaily, Theatre Technical Director, Campus Events

15 YEARS

Jennifer Reza, Financial Aid & Scholarships Specialist, Financial Aid

25 YEARS

Willis Barton, Online Learning Services Specialist, Distance Education

Dr. Tammara Whitaker, Interim Associate Dean of Online Services & Support and Campus Counsel, Robert Myers congratulated Willis on 25 years with Santa Monica College.

Monica Moore, Instructional Assistant-English, English

Wendi DeMorst congratulated Monica Moore on 25 years with the College.

Ming Yea Wei, Marketing Design Coordinator, Marketing

30 YEARS

Robert Carlson, KCRW Radio Station Recording Engineer, KCRW

E. COMMENTS FROM THE VICE PRESIDENT OF HUMAN RESOURCES

Vice President Lee-Lewis had no formal report but recognized and congratulated all Longevity recipients.

F. COMMENTS FROM THE CSEA CHAPTER 36 REPRESENTATIVE

No Comments

G. COMMENTS FROM THE MANAGEMENT ASSOCIATION PRESIDENT

Dr. Tre' Shawn Hall Baker spoke on behalf of Management Association President, Scott Silverman, to recognize Longevity awardees and express appreciation for all classified professionals.

H. COMMENTS FROM THE PERSONNEL COMMISSION STAFF

No Comments

I. COMMENTS BY PERSONNEL COMMISSIONERS

No Comments

II. AGENDA REPORTS – MAJOR ITEMS OF BUSINESS

#	REPORT NAME	PAGE
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II. CONSENT AGENDA – APPROVED IN ONE MOTION, UNLESS PULLED.

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8	EXTENSION OF ELIGIBILITY LISTS: <ul style="list-style-type: none"> • CASE MANAGEMENT COORDINATOR • ENTERPRISE BUSINESS SUPERVISOR • GROUNDS SUPERVISOR (Promotional) • GROUNDS SUPERVISOR (Open) • STUDENT SERVICES ASSISTANT • STUDENT SERVICES CLERK (Promotional) • STUDENT SERVICES CLERK (Open) 	30
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13	RATIFICATION OF ELIGIBILITY LISTS: <ul style="list-style-type: none"> • CUSTODIAN • ADMINISTRATIVE ASSISTANT I • ADMINISTRATIVE ASSISTANT II • HVAC MECHANIC • LEAD LABORATORY TECHNICIAN-ART • PERSONNEL SPECIALIST • TUTORING COORDINATOR-BUSINESS • SPECIAL SKILLS-BILINGUAL ENGLISH/SPANISH 	38
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III. ADJOURNMENT

SANTA MONICA COLLEGE REGULAR PERSONNEL COMMISSION MEETING MINUTES
WEDNESDAY, NOVEMBER 16, 2022

AGENDA REPORT NO.	1
SUBJECT	PUBLIC HEARING - PUBLIC INPUT ON NOMINATION OF LAWRENCE LEONE AS PERSONNEL COMMISSIONER
DATE	NOVEMBER 16, 2022
TO	MEMBERS OF THE PERSONNEL COMMISSION
FROM	CAROL LONG, DIRECTOR OF THE PERSONNEL COMMISSION

The purpose of this hearing is to provide the public, employees, and employee organizations the opportunity to express their views on the qualifications and reappointment of Commissioner Lawrence Leone.

Under California Education Code, the two Personnel Commissioners who have been appointed by CSEA, the exclusive representative of the majority of classified employees and the two Personnel Commissioners appointed by the governing board are charged with the responsibility of appointing the fifth Commissioner when that vacancy occurs.

The four members of the Personnel Commission, charged with appointing the fifth Commissioner, will open a hearing, take public comments, close the hearing, and then formally appoint the fifth Commissioner.

OPEN PUBLIC HEARING:

Motion made by: DEBORAH JANSEN Seconded by: JOY ABBOTT

Ayes:4 Nays:0 Abstain:0

TIME OPENED: **12:19 PM**

CLOSE PUBLIC HEARING:

Motion made by: BARBARA GREENSTEIN Seconded by: JOY ABBOTT

Ayes:4 Nays:0 Abstain:0

TIME CLOSED: **12:22 PM**

DISPOSITION BY THE COMMISSION	
MOTION MADE BY:	JOY ABBOTT
SECONDED BY:	BARBARA GREENSTEIN
AYES:	4
NAYS:	0
ABSTENTIONS:	0
AMENDMENTS/COMMENTS	

SANTA MONICA COLLEGE REGULAR PERSONNEL COMMISSION MEETING MINUTES
WEDNESDAY, NOVEMBER 16, 2022

AGENDA REPORT NO.	2
SUBJECT	ADVISORY ITEM REAPPOINTMENT OF COMMISSIONER: JOY ABBOTT
DATE	NOVEMBER 16, 2022
TO	MEMBERS OF THE PERSONNEL COMMISSION
FROM	CAROL LONG, DIRECTOR OF THE PERSONNEL COMMISSION

Please be advised that Commissioner Abbott's current term is scheduled to expire on November 30, 2022. Commissioner Abbott is one of the Board of Trustee nominees to the Personnel Commission.

Education Code 88065 states: "In any community college district which has a five-member personnel commission, two members of the commission shall be appointed by the governing board of the district and two members, nominated by the classified employees of the district, shall be appointed by the governing board of the district. Those four members of the personnel commission shall, in turn, appoint the fifth member to the commission."

The Board of Trustees has notified the Personnel Commission Office that they voted to re-appoint Joy Abbott to the Personnel Commission for a three-year term commencing December 1, 2022.

This item was approved at the November 1, 2022 Board of Trustees meeting.

AGENDA REPORT NO.	3
SUBJECT	REQUEST FOR APPROVAL OF SALARY REALLOCATION: ENTERPRISE BUSINESS SUPERVISOR
DATE	NOVEMBER 16, 2022
TO	MEMBERS OF THE PERSONNEL COMMISSION
FROM	CAROL LONG, DIRECTOR OF THE PERSONNEL COMMISSION
BY	OLGA VASQUEZ, PERSONNEL ANALYST

BACKGROUND

Attached for your approval is the salary reallocation for **Enterprise Business Supervisor**.

The Cashier's Office requested an ad hoc study to review allocated salary. Ad hoc studies are requests for classification revisions or salary reallocation made outside of the cyclical review calendar. This request was approved by senior management before a salary study was initiated.

The Enterprise Business Supervisor classification was established in December 2019 to supervise the operations of the Cashier's and Cash Receipts Office. Minor classification revisions were approved in February 2020. There is currently one incumbent in this classification. The proposed changes will not negatively impact the incumbent.

METHODOLOGY

Personnel Commission staff conducted a job evaluation and an external salary study of public agencies with positions that have comparable duties and responsibilities. Salary data was gathered based on the comparison of positions with the level of duties and responsibilities most similar to the subject position.

RESULTS

A comprehensive salary survey of 16 comparable agencies was conducted to determine current salary ranking. Sufficient market data was not available to utilize the percentile ranking method of salary placement (i.e., at least 30% of surveyed jobs should be matched), due to significant variation in job structures at other agencies.

Based on job evaluation findings, this role is most comparable to other supervisory jobs in Auxiliary Services, given the clerical and technical accounting work in the Cashier's and Cash Receipts Office. In addition, this role is responsible for District-wide systems and projects such as BankMobile, District parking, and planning and executing financial controls. Higher level accounting management roles supervise professional accountants and are assigned broader management responsibilities.

SALARY ALLOCATION

It is recommended that salary be reallocated from Range M12 (\$6,157 to \$7,483 per month) to Range M14 (\$6,465 to \$7,857 per month) on the Classified Management Salary Schedule, a 5% increase.

Based on job analysis findings, the existing Accounting Supervisor in Auxiliary Services was used as an anchor in recommending salary for this role, considering job factors such as knowledge required, decision making authority and complexity of work. Both jobs supervise clerical and technical accounting work in the Education Enterprise Department. The results of this study were reviewed with Department management, Human Resources, Business Services, and executive leadership.

The following chart shows salary data for management roles in this job discipline:

JOB TITLE	MIN	MAX	RANGE	% DIFF BETWEEN LEVELS
Accounting Manager	\$8,250	\$10,029	M24	27.6%
Accounts Payable Supervisor	\$6,465	\$7,857	M14	0.0%
Accounting Supervisor	\$6,465	\$7,857	M14	0.0%
<i>Enterprise Business Supervisor (Proposed)</i>	\$6,465	\$7,857	M14	5.0%
<i>Enterprise Business Supervisor (Current)</i>	\$6,157	\$7,483	M12	

The following chart shows salary data for classifications in this job series:

JOB TITLE	MIN	MAX	RANGE	% DIFF BETWEEN LEVELS
<i>Enterprise Business Supervisor (Proposed)</i>	\$6,465	\$7,857	M14	41.90%
Enterprise Business Services Specialist	\$4,556	\$5,538	30	15.78%
Enterprise Business Services Clerk	\$3,935	\$4,784	24	

RECOMMENDATIONS

It is recommended that the Commission approve the salary reallocation for Enterprise Business Supervisor.

**From: Enterprise Business Supervisor
Management Salary Schedule Range M12
(\$6,157 to \$7,483 per month)**

**To: Enterprise Business Supervisor
Management Salary Schedule Range M14
(\$6,465 to \$7,857 per month)**

DISPOSITION BY THE COMMISSION	
MOTION MADE BY:	LAWRENCE LEONE
SECONDED BY:	BARBARA GREENSTEIN
AYES:	5
NAYS:	0
ABSTENTIONS:	0
AMENDMENTS/COMMENTS	

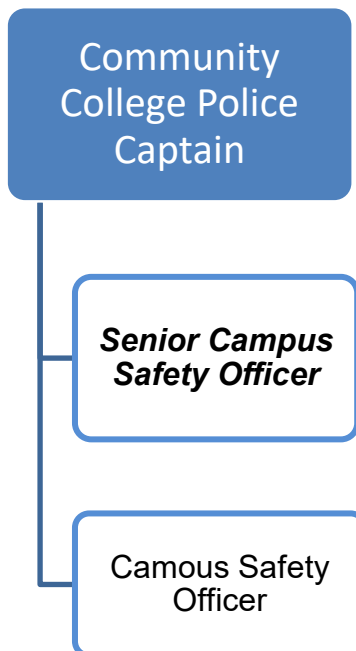
AGENDA REPORT NO.	4
SUBJECT	NEW CLASS DESCRIPTION & SALARY ALLOCATION: SENIOR CAMPUS SAFETY OFFICER
DATE	NOVEMBER 16, 2022
TO	MEMBERS OF THE PERSONNEL COMMISSION
FROM	CAROL LONG, DIRECTOR OF THE PERSONNEL COMMISSION
BY	OLGA VASQUEZ, PERSONNEL ANALYST

BACKGROUND

Attached for your approval is a new classification description and salary allocation for **Senior Campus Safety Officer**.

The Santa Monica College Police Department is responsible for keeping SMC's campuses safe and secure by patrolling the campuses and investigating all campus crime, as well as delivering various services to students and staff, such as, providing personnel available 24 hours a day, preparing and investigating crime and incident reports, operating the campus "lost and found" service, and providing escort services. The SMC Police Department is requesting that a new classification be created, to primarily provide formal training to incoming Campus Safety Officers on Department and District policies, procedures and practices. In addition, positions in this classification will support the department to continue to provide service continuity while equipping new incumbents to assume their role with confidence.

The Senior Campus Safety Officer will report to the Community College Police Captain, Jere Romano.



METHODOLOGY

The SMC Police Department requested a new classification to support the department by providing formal training to newly hired Campus Safety Officers. Personnel Commission staff discussed this new role with Chief of Police, Johnnie Adams to define and clarify the parameters of the proposed classification, and to make an initial recommendation as to whether the proposed job duties fit into an existing classification, or if further study was needed to determine whether a formal recommendation for a new classification was warranted. Following discussion and a review of similar job classifications both externally and internally, a list of job duties was finalized, along with a list of knowledge, skills, and abilities (KSAs). Reporting relationships were defined, and recommendations for minimum requirements were discussed and compared with other classifications within this occupational series.

Once the duties were finalized, the class description was created by Personnel Commission staff and then sent for review to Captain Romano, Chief Adams, and Vice President of Student Affairs, Michael Tuitasi. A job evaluation and internal comparisons were reviewed to ensure that there is proper alignment within the occupational series, and duties were adequately distinguished from other related classifications. The proposed classification description was also sent to CSEA and executive leaders for input.

RESULTS

Key factors in determining that a new classification should be established involved the scope of responsibilities, knowledge required for the position, level of complexity, and consequence of error. The individual selected for this position will:

- Provide formal training, guidance, and direction to incoming Campus Safety Officers in all aspects of the position along with Campus Police District practices, policies and procedures.
- Demonstrate the usage of the various business systems.
- Model and exemplify uniformed presence on District properties through vehicle, foot and bicycle patrolling.
- Provide performance feedback and log daily progress.
- Continue to perform all functions of the Campus Safety Officer.

Positions in this classification will be utilized temporarily to train new personnel for a designated time period.

SALARY ALLOCATION

It is recommended that the salary for Senior Campus Safety Officer be allocated to Range 28 on the Classified Salary Schedule (\$4,339 to \$5,274 per month). The proposed salary difference between Senior Campus Safety Officer and Campus Safety Officer is 5%, a two range difference. Salary allocation was recommended considering

the 5% stipend awarded to SMC Community College Police staff when assigned as Field Training Officers, which serve a similar purpose of training newly hired personnel. The goal was to recommend a salary that maintained the integrity of internal alignment within the occupational series. The salary proposal for this new classification was sent for review to the Department, CSEA and executive leadership.

CAMPUS SAFETY	MIN	MAX	RANGE
Community College Police Sergeant	\$7,483	\$9,096	M20
Community College Police Officer (Lateral/Academy Graduate)	\$5,864	\$7,127	P42
Community College Police Officer Recruit	\$4,708	\$5,723	P33
Senior Community College Police Dispatcher	\$4,556	\$5,538	30**
Community College Police Dispatcher	\$4,450	\$5,409	29*
Police Services Assistant	\$4,450	\$5,409	29
Senior Campus Safety Officer (NEW)	\$4,339	\$5,274	28
Campus Safety Officer	\$4,132	\$5,023	26
Community College Parking Enforcement Officer	\$3,570	\$4,339	20

**Recently reallocated*

***Further review recommended*

RECOMMENDATIONS

It is recommended that the Commission approve the attached new classification description and salary allocation for Senior Campus Safety Officer.

DISPOSITION BY THE COMMISSION	
MOTION MADE BY:	BARBARA GREENSTEIN
SECONDED BY:	JOY ABBOTT
AYES:	5
NAYS:	0
ABSTENTIONS:	0
AMENDMENTS/COMMENTS	

**Santa Monica Community College District
Personnel Commission**

SENIOR CAMPUS SAFETY OFFICER

CONCEPT OF THE CLASS

Under general direction, this position provides training, direction, and guidance to new Campus Safety Officers on Campus Police and District practices, policies, and procedures, business systems, as well as performing a variety of safety officer and administrative duties including patrolling District campuses.

DISTINGUISHING CHARACTERISTICS

Positions in the **Senior Campus Safety Officer** classification are responsible for training newly hired Campus Safety Officers in all aspects of the position. Assignment to this class is limited to temporary projects associated with providing formal training to new Campus Safety Officers.

Positions in the **Campus Safety Officer** classification are responsible for assisting sworn Police Officers with maintaining the safety and security of students, staff, visitors, and personal property on assigned campuses, in addition to providing a uniformed patrol presence on District properties, including all building and grounds areas.

ESSENTIAL DUTIES

Exemplifies and trains safety officers on providing uniformed presence on District properties, including areas such as campus bus stops, buildings, and campus grounds; patrols assigned areas using a vehicle, bicycles, or on foot.

Describes process and procedures to safety officer trainee for assisting Parking Enforcement Officers with directing traffic as needed and enforcing state law and municipal codes regarding parking through issuing parking citations. Impounds vehicles or installs immobilization boots on vehicles and completes impound reports as required.

Demonstrates use of a two-way hand-held radio or radio in a District vehicle, fingerprinting new employees and student workers using livescan equipment to initiate the process for checking conviction records.

Documents training performed and maintains daily observation report on safety officer performance.

Trains safety officers in providing non-emergency crowd control support at fixed posts on District property for sporting and other special events.

Demonstrates process and procedures for opening and checking security and safety of buildings, rooms, District equipment and identifies and reports hazards and safety violations as needed.

Educates safety officer on District policies, state laws and municipal codes and demonstrates explanation of policies to students, staff, and members of the public regarding smoking, riding bicycles, and other safety issues; trains on notification procedures to sworn staff of non-compliance and/or habitual violators.

Provides safety officer with performance feedback to ensure appropriate process and procedures are followed.

Educates and trains safety officer on assisting police personnel at crime scenes and command posts as directed by sworn personnel and Police officers as needed in responding to emergency calls.

Demonstrates process and procedures for writing crime or incident reports for lost and found property, minor vandalism, and other incidents that do not require the services of a sworn officer, prosecution, or case filing with a City Attorney or District Attorney's office.

Performs other related duties as requested or assigned.

Examples of essential duties are descriptive and not restrictive in nature and are generally listed in descending order of importance.

SUPERVISION

Level of Supervision Received

Under general supervision from a Community College Police Sergeant, or other management staff within Campus Police, the employee receives assignments and is expected to carry them through to completion with substantial independence.

Level of Supervision Exercised

Positions in this classification do not supervise others but provide lead direction to new Campus Safety Officers.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Applicable federal, State, City, County rules, laws and regulations, and District policies and procedures

Basic law enforcement and security methods, equipment, and procedures

Basic investigation techniques and procedures

Public safety and security procedures used in traffic and crowd control

Training methods and techniques

Correct English usage, grammar, spelling, punctuation, and vocabulary

Ability to:

Train, engage, and monitor the work of others

Interpret and enforce pertinent laws, rules and regulations with tact, firmness, and diplomacy

Analyze situations accurately, adopt an effective course of action and reach sound decisions in accordance with applicable laws and regulations, and District policies and procedures

Organize and write clear and concise reports

Gather relevant information from witnesses, complainants, and suspects

Understand and follow oral and written directions

Work confidentiality and with discretion

Operate related equipment and computer applications

Organize and maintain specialized files and confidentiality of information

Communicate effectively, both orally and in writing

React quickly, efficiently, and calmly in emergencies and stressful situations

Role model exceptional internal and external customer service

Establish and maintain rapport and effective working relationships with District management, staff, students, local law enforcement, the public and others encountered in the course of work, in a diverse, multicultural and multi-ethnic educational environment

MINIMUM QUALIFICATIONS

Education Requirement:

A high school diploma or equivalent is required.

Experience Requirement:

Two years experience as a Campus Safety Officer at Santa Monica College.

Education/Experience Equivalency:

Experience and/or education of the same kind, level and amount as required in the minimum qualifications may be substituted on a year-for-year basis.

Licensure and/or Certification:

A valid driver's license.

Valid First Aid and Cardiopulmonary Resuscitation/Automated External Defibrillators (CPR/AED) certification.

Completion of training course pursuant to California Senate Bill 390. Employees who have successfully completed these courses within the last five (5) years are exempt from this requirement.

A Community Emergency Response Team Certification is desirable.

Special Requirements:

A valid driver's license. Campus Police is a 24/7 operation. Senior Campus Safety Officers may be assigned to days, swing, or graveyard shifts, weekends and holidays in accordance with the terms of their collective bargaining unit agreement.

WORKING ENVIRONMENT AND PHYSICAL DEMANDS

Disclosure:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Normal Office Environment:

While performing the duties of this job the employee is regularly required to work outside and is subject to changing weather conditions. Extended sitting, walking, and/or standing at an assigned post is required. Patrolling on a bicycle is required, along with ascending and descending up to four flights of stairs. The employee will be frequently required to lift and/or move equipment weighing up to 30 pounds. Employees are often exposed to dissatisfied or abusive individuals.

CLASS DETAIL

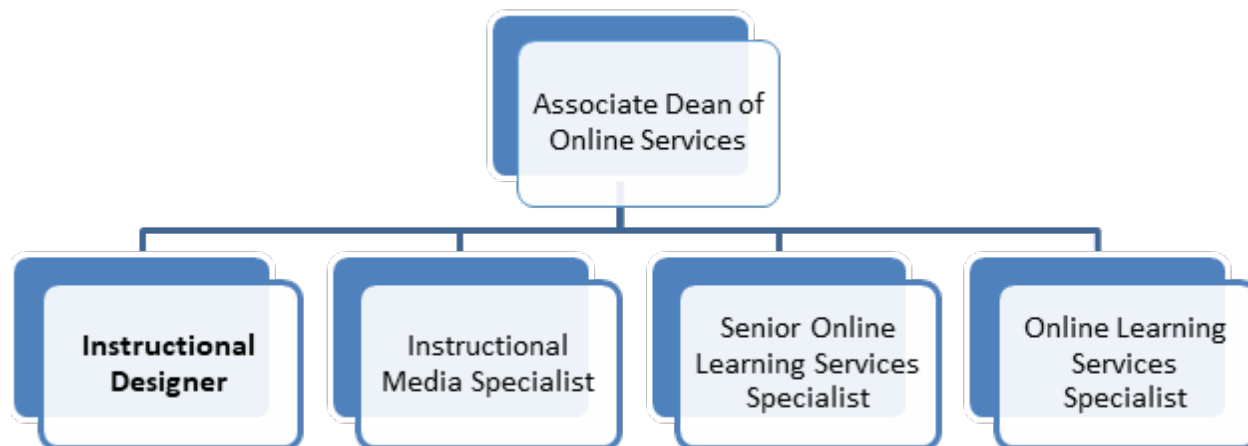
Job Family:	Public Safety
FLSA Status:	Non-exempt
Personnel Commission Approval Date:	11/16/2022
Class History:	New Class
Revision Date(s):	

AGENDA REPORT NO.	5
SUBJECT	NEW CLASS DESCRIPTION & SALARY ALLOCATION: INSTRUCTIONAL DESIGNER
DATE	NOVEMBER 16, 2022
TO	MEMBERS OF THE PERSONNEL COMMISSION
FROM	CAROL LONG, DIRECTOR OF THE PERSONNEL COMMISSION
BY	JULIA BRITT, PERSONNEL TECHNICIAN

BACKGROUND

Attached for your approval is a new classification description and salary allocation for Instructional Designer.

Academic Affairs has requested the creation of a new classification that will work collaboratively with faculty and staff to provide responsive, innovative instructional, and accessibility design expertise for the development and support of online courses in line with the principles of Universal Design in Learning (UDL). This new role will report to the Associate Dean of Online Services.



METHODOLOGY

Personnel Commission staff discussed this new role with Tammara Whitaker, Interim Associate Dean of Online Services. Discussions took place to define and clarify the parameters of the proposed classification, and to make an initial recommendation as to whether the proposed job duties fit into an existing classification, or if further study was needed to assess the need for a new classification. Following discussion and review of job duties submitted and labor market research, a list of job duties was finalized, along with a list of knowledge, skills, and abilities (KSAs). Reporting relationships were defined, and recommendations for minimum requirements were discussed and compared with other related classifications.

A job evaluation and external salary study were conducted to identify similar roles in comparable agencies. Internal comparisons were also reviewed to ensure that there is proper alignment with other instructional services classifications, and that duties were adequately distinguished from other related classifications. Once the duties were finalized, Commission staff prepared the class description and salary proposal and sent recommendations for review by senior leadership and CSEA.

Commission staff will conduct further meetings with Department management prior to opening recruitment in order to gather and analyze documentation for developing an examination plan and creating test content.

RESULTS

Key factors in determining the need for a new classification consist of the knowledge required for the position, scope and effect of work, level of complexity, nature and purpose of contacts in the course of work, and level of decision-making. Incumbents in this classification will:

- Apply knowledge of online pedagogy, learning science, and technology to provide professional expertise to faculty and staff in the development of online courses that are consistent with UDL principles and accessibility regulations
- Maintain current knowledge of emerging instructional and multimedia technologies in relation to accessibility, and teaching and learning, and recommend implementation of new technologies to support student success
- Analyze and evaluate program needs to develop professional learning activities, internal procedures and related reporting.

A comprehensive salary survey of 16 comparable agencies was conducted to examine industry trends and determine current salary. Six moderate matches were found to be comparable to the proposed classification, which are identified and presented below. As a result of this study, salary reallocation is recommended based on market pay data.

SANTA MONICA COLLEGE REGULAR PERSONNEL COMMISSION MEETING MINUTES
WEDNESDAY, NOVEMBER 16, 2022

AGENCY	JOB TITLE	MIN	MAX	MEDIAN	STUDENT COUNT	STUDENT FTE	GF REVENUE ACTUAL	TOTAL EMPLOYEE FTE
Santa Monica College	Instructional Designer	\$7,610	\$9,248	\$8,429	41,108	22,135	\$244M	1,245
El Camino College	Instructional Designer	\$6,553	\$8,450	\$7,502	30,933	16,062	\$182M	1,044
Foothill De Anza CCD	Instructional Designer	\$6,953	\$9,393	\$8,173	59,046	27,371	\$280M	1,501
Mt. San Antonio College	Instructional Designer	\$7,342	\$9,370	\$8,356	63,181	33,823	\$287M	1,328
North Orange County CCD	Instructional Designer	\$7,603	\$9,194	\$8,399	68,150	33,960	\$321M	1,885
Pasadena City College	Distance Education Technologist/Developer	\$7,075	\$9,030	\$8,053	37,762	23,568	\$214M	900
Ventura County CCD	Instructional Technologist - Designer	\$5,989	\$8,271	\$7,130	51,966	26,232	\$245M	1,428
	Average	\$6,919	\$8,951	\$7,935				
	25th Percentile	\$6,653	\$8,595	\$7,639				
	50th Percentile	\$7,014	\$9,112	\$8,113				
	75th Percentile	\$7,275	\$9,326	\$8,310				
	80th Percentile	\$7,342	\$9,370	\$8,356				
	90th Percentile	\$7,473	\$9,382	\$8,377				
	SMC % RANK	100%	66.1%	100%				
	SMC Difference From AVG	9.1%	3.2%	5.9%				
	SMC Difference From MED	7.8%	1.5%	3.8%				

SALARY ALLOCATION

It is recommended that salary for the Instructional Designer be allocated to Range 51 (\$7,610 to \$9,248 per month) on the Classified Employees Salary Schedule. The proposed salary allocation would place the median salary for this classification at the 100th percentile as compared to the market median. The proposed range is justified given that it meets the College’s goal to target base median salary at or above the 70th percentile. One salary range lower would place market standing at the 65th percentile. This recommendation serves to establish a competitive salary to attract and retain qualified candidates, while ensuring that the proposed range is aligned with other classifications that provide instructional support to faculty and staff in a non-classroom setting.

The following chart shows related classifications in this job discipline and current salary allocation for each classification.

JOB TITLE	MIN	MAX	RANGE	% DIFFERENCE BETWEEN LEVELS
Associate Dean, Online Services	\$11,444	\$13,267	7	50.38%
Instructional Designer (NEW)	\$7,610	\$9,248	51	27.62%
Instructional Media Specialist	\$5,963	\$7,248	41	13.06%
Senior Online Learning Services Specialist	\$5,274	\$6,411	36	15.76%
Online Learning Services Specialist	\$4,556	\$5,538	30	

The proposal for this new classification was sent for review to Department leadership, CSEA, Business Services, Human Resources, and the College Superintendent/President.

RECOMMENDATION

It is recommended that the Commission approve the attached new class description and salary allocation for Instructional Designer.

DISPOSITION BY THE COMMISSION	
MOTION MADE BY:	LAWRENCE LEONE
SECONDED BY:	DEBORAH JANSEN
AYES:	5
NAYS:	0
ABSTENTIONS:	0
AMENDMENTS/COMMENTS	

**Santa Monica Community College District
Personnel Commission**

Instructional Designer

CONCEPT OF THE CLASS

Under general supervision, positions in this classification work collaboratively with faculty and staff to provide responsive, innovative instructional, and accessibility design expertise for the development and support of online courses in line with the principles of Universal Design in Learning (UDL).

DISTINGUISHING CHARACTERISTICS

The **Instructional Designer** is responsible for creating, designing, and developing courses based on their knowledge of online pedagogy, learning science and technology. This classification is distinguished from other student services classifications by the nature of work and professional expertise in UDL principles and industry practices required to provide instructional design and accessibility guidance to faculty and staff.

The **Senior Online Learning Services Specialist** oversees and participates in the day-to-day activities of the Distance Education department and administers the use of the District's Course Management System (CMS).

The **Instructional Media Specialist** classification provides specialized technical multimedia support to faculty in distance education and web-enhanced on-campus courses.

ESSENTIAL DUTIES

Recommends to and consults with faculty on technical, equity-minded, and accessible pedagogical solutions as well as best practices that will serve desired course learning outcomes.

Supports the development, conversion, and maintenance of web-enhanced, hybrid, and online courses in accordance with accessibility standards.

Works collaboratively with faculty, designated staff, and administrators in the organization and coordination of professional development training and learning opportunities to promote effective practices for technology-mediated learning environments.

Supports faculty to investigate, adopt, and redesign courses with relevant Open Educational Resources (OER), Zero Textbook Cost materials, and appropriate instructional methods for online delivery of content that are consistent with accessibility regulations.

Maintains current knowledge of emerging instructional and multimedia technologies in relation to accessibility, and teaching and learning, and recommends implementation of new technologies to support student success.

Provide professional development, guidance, assistance, and technical support to faculty in the remediation of materials and courses to ensure copyright and accessibility compliance for online courses and digital content.

Assists with assessment efforts and creates documentation on internal procedures and prepares reports in order to measure progress of program goals and other relevant factors.

Creates, organizes and maintains various data information systems so that information is current, accurate and accessible.

Coordinates systems related to faculty peer-review programs for online courses.

Performs other related duties as requested or assigned.

Examples of essential duties are descriptive and not restrictive in nature and are generally listed in descending order of importance.

SUPERVISION

Level of Supervision Received

Under general supervision by the Associate Dean, Online Services, or assigned administrator, the employee receives assignments and is expected to carry them through to completion with substantial independence.

Level of Supervision Exercised

Positions in this classification do not supervise others. May provide work direction to program staff.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

California Community College course design rubric, and equity-minded and UDL course design

Learning management systems, such as Canvas and related software and applications

Best practices, current and emerging trends in instructional design and instructional technologies

Principles, methods, and techniques for effective analysis of learning needs as it relates to course design and training development

Disability laws and accessibility guidelines, including Section 508 of the Rehabilitation Act of 1973, Americans with Disabilities Act (ADA), and Web Content Accessibility Guidelines (WCAG) 2.0 and 2.1 (A/AA), and UDL principles

Ability to:

Serve as a professional resource in UDL principles and industry practices required to provide instructional design and accessibility guidance to faculty and staff

Collaborate with others at an expert level to design, develop, and deliver effective faculty support programs, training, workshops, and resources

Troubleshoot and resolve related technology and system access issues, and other related distance education support

Research, analyze, report, and present technical information effectively

Operate computer equipment and applications, including web editing, database, spreadsheet applications, and HTML

Organize projects, set priorities, and exercise sound independent judgment within areas of assigned responsibility

Interpret, apply, explain, and ensure compliance applicable laws and regulations, and District policies and procedures

Organize and maintain specialized files and confidentiality of employee and student information

Communicate effectively, both orally and in writing

Stay abreast of technology changes and adapt to new technologies

Role model exceptional internal and external customer service

Establish and maintain effective working relationships with District management, staff, students, the public and others encountered in the course of work, in a diverse, multicultural and multi-ethnic educational environment

MINIMUM QUALIFICATIONS

Education Requirement:

A bachelor's degree from an accredited college or university in educational technology, instructional design or a related discipline.

Experience Requirement:

Three years of instructional design and development work in an educational setting.

Education/Experience Equivalency:

Experience and/or education of the same kind, level and amount as required in the minimum qualifications may be substituted on a year-for-year basis.

Licensure and/or Certification:

None.

WORKING ENVIRONMENT AND PHYSICAL DEMANDS

Disclosure:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Normal Office Environment:

While performing the duties of this job, the employee is required to sit, stand, and walk to perform work. The employee is constantly required to sit, use hands to keyboard, type, or handle materials, and talk/and or hear. The employee is frequently required to stand and walk. While performing the duties of this job, the noise level in the work environment is usually quiet.

CLASS DETAIL

<i>Job Family:</i>	Student Services (Non-Classroom)
<i>FLSA Status:</i>	Non-exempt

SANTA MONICA COLLEGE REGULAR PERSONNEL COMMISSION MEETING MINUTES
WEDNESDAY, NOVEMBER 16, 2022

Personnel Commission Approval Date: 11/16/22
Class History: None
Revision Date(s): None

II. CONSENT AGENDA – APPROVED IN ONE MOTION, UNLESS PULLED.

#	REPORT NAME	PAGE
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7	APPROVAL OF MEETING MINUTES: <ul style="list-style-type: none"> • OCTOBER 16, 2022 REGULAR MEETING 	29
8	EXTENSION OF ELIGIBILITY LISTS: <ul style="list-style-type: none"> • CASE MANAGEMENT COORDINATOR • ENTERPRISE BUSINESS SUPERVISOR • GROUNDS SUPERVISOR (Promotional) • GROUNDS SUPERVISOR (Open) • STUDENT SERVICES ASSISTANT • STUDENT SERVICES CLERK (Promotional) • STUDENT SERVICES CLERK (Open) 	30
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13	RATIFICATION OF ELIGIBILITY LISTS: <ul style="list-style-type: none"> • CUSTODIAN • ADMINISTRATIVE ASSISTANT I • ADMINISTRATIVE ASSISTANT II • HVAC MECHANIC • LEAD LABORATORY TECHNICIAN-ART • PERSONNEL SPECIALIST • TUTORING COORDINATOR-BUSINESS • SPECIAL SKILLS-BILINGUAL ENGLISH/SPANISH 	38
14	EXAMINATION SCHEDULE: <ul style="list-style-type: none"> • INSTRUCTIONAL DESIGNER • INTERNATIONAL STUDENT SERVICES SPECIALIST • LEAD LABORATORY TECHNICIAN-ART 	39
15	PERSONNEL COMMISSION PROJECT TRACKING	40

DISPOSITION BY THE COMMISSION	
MOTION MADE BY:	DEBORAH JANSEN
SECONDED BY:	BARBARA GREENSTEIN
AYES:	5
NAYS:	0
ABSTENTIONS:	0
AMENDMENTS/COMMENTS	

AGENDA REPORT NO.	6
SUBJECT	ADVISORY ITEM: REINSTATEMENT LIST
DATE	NOVEMBER 16, 2022
TO	MEMBERS OF THE PERSONNEL COMMISSION
FROM	CAROL LONG, DIRECTOR OF THE PERSONNEL COMMISSION

The Personnel Commission is advised of the following requests for placement on the Reinstatement List as specified below.

Name	Classification	Resignation Date	Reinstatement Effective Dates
Mattie Rae Lanz	Enrollment Services Specialist Student Services Clerk	10/29/2022	10/30/2022 to 01/30/2026

Rule 15.2 REINSTATEMENT (EDUCATION CODE SECTION 88128)
15.2.1 GENERAL PROCEDURES

A. A permanent employee who resigned in good standing may be reinstated in a vacant position in his/her former class and status within 39 months of the last date of paid service. He/she may also be reinstated in a vacant position in a lower related class, if qualified, or in limited-term status in the same or lower class. Such reinstatement is discretionary with the appointing authority.

B. Reinstatement of a former employee shall have the following effects:

1. If the employee is reinstated to a permanent position in his/her former class or a lower related class, he/she shall be restored all the rights, benefits, and burdens of a classified employee.

2. Restoration of salary in accordance with Section 13 of Rule 12.2.

SANTA MONICA COLLEGE REGULAR PERSONNEL COMMISSION MEETING MINUTES
WEDNESDAY, NOVEMBER 16, 2022

AGENDA REPORT NO.	7
SUBJECT	APPROVAL OF MEETING MINUTES: <ul style="list-style-type: none">• OCTOBER 16, 2022 REGULAR MEETING
DATE	NOVEMBER 16, 2022
TO	MEMBERS OF THE PERSONNEL COMMISSION
FROM	CAROL LONG, DIRECTOR OF THE PERSONNEL COMMISSION

APPROVAL OF MEETING MINUTES:

1. OCTOBER 16, 2022 REGULAR MEETING

AGENDA REPORT NO.	8
SUBJECT	EXTENSION OF ELIGIBILITY LISTS: <ul style="list-style-type: none"> • CASE MANAGEMENT COORDINATOR • ENTERPRISE BUSINESS SUPERVISOR • GROUNDS SUPERVISOR (Promotional) • GROUNDS SUPERVISOR (Open) • STUDENT SERVICES ASSISTANT • STUDENT SERVICES CLERK (Promotional) • STUDENT SERVICES CLERK (Open)
DATE	NOVEMBER 16, 2022
TO	MEMBERS OF THE PERSONNEL COMMISSION
FROM	CAROL LONG, DIRECTOR OF THE PERSONNEL COMMISSION

The Personnel Commission Office is requesting that the following eligibility list(s) be extended as indicated below:

Classification	Original Expiration Date	Current Expiration Date	Number of Candidates on List	Number of Ranks on List	Proposed Expiration Date
Case Management Coordinator	12/19/2022	12/19/2022	5	3	6/19/2023
Enterprise Business Supervisor	12/8/2022	12/8/2022	1	1	3/8/2023
Grounds Supervisor (Promotional)	11/28/2022	11/28/2022	2	2	5/28/2023
Grounds Supervisor (Open)	11/28/2022	11/28/2022	2	2	5/28/2023
Student Services Assistant (Open)	12/8/2022	12/8/2022	35	10	6/8/2023
Student Services Clerk (Promotional)	12/8/2022	12/8/2022	1	1	6/8/2023
Student Services Clerk (Open)	12/8/2022	12/8/2022	36	10	6/8/2023

The Personnel Commission staff believes there are a sufficient number of available eligibles remaining to fill any future vacancies anticipated until the new proposed expiration dates.

Merit Rule 6.2.3 (C) Duration of Eligibility List

An eligibility list may be extended by the Personnel Commission for one or more periods, not to exceed a total of two years from the time the list was first established. The Director of the Personnel Commission shall base his/her recommendation for extension of an eligibility list on the following factors:

1. a sufficient number of available eligibles remain to fill expected future vacancies;
2. the composition of the list reflects appropriate representation of ethnic minorities, underrepresented groups, or non-traditional candidates;
3. the field of competition in the occupational area has not changed dramatically.

RECOMMENDATION

It is recommended that the Personnel Commission approve extending the eligibility list(s) shown above.

SANTA MONICA COLLEGE REGULAR PERSONNEL COMMISSION MEETING MINUTES
WEDNESDAY, NOVEMBER 16, 2022

AGENDA REPORT NO.	9
SUBJECT	RATIFICATION OF LIMITED TERM ASSIGNMENTS
DATE	NOVEMBER 16, 2022
TO	MEMBERS OF THE PERSONNEL COMMISSION
FROM	CAROL LONG, DIRECTOR OF THE PERSONNEL COMMISSION
BY	JOSE GUZMAN, PERSONNEL ANALYST

The Personnel Commission is requested to ratify the classification of the following Limited Term positions pursuant to Section [7.4.2(C)] of the Rules and Regulations of the Classified Service of the Santa Monica Community College District:

Position Classification	Department	Effective Dates
Accompanist-Music Performance (1 part-time position)	Music	11/07/22-12/31/22
Personnel Technician (1 full-time position)	Personnel Commission	11/01/22-12/31/22

AGENDA REPORT NO.	10
SUBJECT	APPOINTMENT TO LIMITED TERM ASSIGNMENTS
DATE	NOVEMBER 16, 2022
TO	MEMBERS OF THE PERSONNEL COMMISSION
FROM	CAROL LONG, DIRECTOR OF THE PERSONNEL COMMISSION
BY	JOSE GUZMAN, PERSONNEL ANALYST

The Personnel Commission is advised that the following persons have been appointed to the following Limited Term positions from certified eligibility lists pursuant to Section [7.4.3(A)] of the Rules and Regulations of the Classified Service of the Santa Monica Community College District.

Candidate	Position	Department	Duration*	Eligible List Date
Tan, Barry	Accompanist-Music Performance	Music	11/07/22-12/31/22	08/26/22
Morrison, Tatiana	Personnel Technician	Personnel Commission	11/01/22-12/31/22	02/23/22

*Not to exceed six (6) months or, in case of an appointment in lieu of an absent employee, is not to exceed the authorized absence of that employee.

Reference Merit Rule 7.4.3 (A) –Eligibility for Appointment

Limited term appointments shall be made from eligibility lists and employment lists in accordance with procedures for regular appointments.

SANTA MONICA COLLEGE REGULAR PERSONNEL COMMISSION MEETING MINUTES
WEDNESDAY, NOVEMBER 16, 2022

AGENDA REPORT NO.	11
SUBJECT	APPOINTMENT TO PROVISIONAL ASSIGNMENTS
DATE	NOVEMBER 16, 2022
TO	MEMBERS OF THE PERSONNEL COMMISSION
FROM	CAROL LONG, DIRECTOR OF THE PERSONNEL COMMISSION
BY	JOSE GUZMAN, PERSONNEL ANALYST

The Personnel Commission is advised that the following persons have been appointed to the following provisional assignments, not to exceed 90 working days pursuant to Section 7.2 of the Rules and Regulations of the Classified Service of the Santa Monica Community College District.

Candidate	Position	Department	Duration*
Bice, Angela	Events Assistant	SMC Performing Arts Center	10/24/22-06/30/23
De Silva, Shana	Events Assistant	SMC Performing Arts Center	10/14/22-06/30/23
Stemmer, Joe	Events Assistant	SMC Performing Arts Center	11/06/22-06/30/23
Miles, Erik	Stockroom and Delivery Worker	Basic Needs Center	10/17/22-06/30/23
Rahman, Syed	Student Services Clerk	Risk Management	10/17/22-06/30/23

*Assignment ending dates may be adjusted as not to exceed 90 working days in a fiscal year

AGENDA REPORT NO.	12
SUBJECT	RATIFICATION OF LIMITED TERM AND WORKING OUT OF CLASS ASSIGNMENTS
DATE	NOVEMBER 16, 2022
TO	MEMBERS OF THE PERSONNEL COMMISSION
FROM	CAROL LONG, DIRECTOR OF THE PERSONNEL COMMISSION

It is recommended that the Personnel Commission approve the following:

Substitute Limited Term Assignment

Name/Permanent Class	Limited Term Assignment	Dates of Current Assignment
Marco Zetina/Custodian	Lead Custodian	10/15/2022 to 4/15/2023
Anisha DiGregorio/ Administrative Assistant I	Human Resources Specialist	11/2/2022 to 11/30/2022

Correction to Provisional Working Out of Class Assignment

Name/Permanent Class	Provisional WOC Assignment	Dates of Current Assignment	Corrected Dates
Jeffrey Melichar/ Student Services Clerk	Student Services Assistant	10/11/2022 to 1/12/2023	10/17/2022 to 2/22/2023

Correction to Internal Limited Term Assignment

Name/Permanent Class	Internal Limited Term Assignment	Dates of Current Assignment	Corrected Dates
LaToya Hightower/ Student Services Clerk	Student Services Assistant	10/11/2022 to 1/12/2023	10/17/2022 to 2/22/2023

*Unless otherwise noted, WOC assignments are paid at 100%.

**Merit Rule 3.2.10 Working Out of Class
(Education Code Section 88010, 88087, 88106 - 88108)**

3.2.10

A. CONCEPT OF WORKING OUT OF CLASSIFICATION

1. Each classified employee shall be required to perform the duties of the position approved by the Board and classified by the Personnel Commission for the class to which he or she is assigned. An employee may be required to perform other related duties consistent with the concept of the classification to which the position is assigned.

2. Classified employees shall not be required to perform duties and responsibilities which are not fixed and prescribed for their positions or are not consistent with the concept of the classification of their current position for any period of time which exceeds five (5) working days within a fifteen (15) calendar day period, or equivalent (i.e., four 10-hour working days within a fifteen (15) calendar day period) except as provided by this rule.
 3. Working out of class assignments are designed for temporary situations and shall not be used to place an employee in a long-term or permanent assignment in a higher or different classification. No employee shall be assigned to work out of class beyond the time limits specified in Merit Rule 7.2 (Provisional Appointments) and Merit Rule 7.4 (Limited Term Appointments).
- B. Procedure for Supervisor Requesting Approval for Working Out of Class
3. The Director of Classified Personnel will advise the Office of Human Resources of the findings and shall present those findings, including the recommended pay differential, to the Personnel Commission for approval. Confirmation of this approval shall then be sent by the Personnel Commission to the Supervisor and the employee, and forwarded to the Board of Trustees for final approval.

Agreement between Santa Monica Community College and CSEA, Chapter 36, Article 11

11.7 Work out of Classification

11.7.1 Definition:

Working out of classification assignments shall not exceed a period of ninety (90) working days per fiscal year and no more than ninety (90) days in any one hundred eighty (180) day period.

11.7.3 Compensation:

- a. In the event that an employee is assigned duties at a higher classification as defined above and those duties make up at least fifty percent (50%) of the employee's daily assignments, the employee salary shall be adjusted as set forth in Section 11.4.1.
- b. If those duties make up less than fifty percent (50%) of the employee's daily assignment, the District shall pay the employee equal to one half (1/2) of the stipend that would have been paid under sub division a (above)

11.4 Salary on Promotion

- 11.4.1 When an employee is promoted to a position in a higher salary range, he/she shall receive the next higher dollar amount above his/her present rate of pay, but not less than the minimum of the new salary range. If that amount is less than a one-step (5%) increase, the employee shall be placed at the next higher step over that authorized above.

Merit Rule 7.4 Limited Term (Temporary) Appointments (Education Code Section 88105)

7.4.1 LIMITED TERM POSITIONS DEFINED

- A. Positions established to perform duties which are not expected to exceed six months in one fiscal year shall be designated as temporary limited-term positions.
- B. Positions established to replace temporarily absent employees shall be designated as substituted limited-term positions.

7.4.2 PROCEDURE FOR ESTABLISHMENT OF LIMITED-TERM POSITIONS

- C. When a temporary or substitute limited-term position is established, the appointing authority shall notify the Director of Classified Personnel in writing of the hours, starting date, and probably length of the assignment. Establishment of limited-term positions shall be subject to ratification by the Board of Trustees at their next regular meeting.
- D. Substitute limited-term appointments may be made for the duration of the absence of a regular employee but need not be for the full duration of the absence. The appointment may be in the same class as that of the absent employee or the duties may be reduced in level and the appointment may be made in a lower class. The duration of the appointment shall not exceed the authorized dates of absence of the regular employee.

7.4.3 ELIGIBILITY FOR APPOINTMENT

- A. Limited-term appointments shall be made from eligibility lists and employment lists in accordance with procedures for regular appointments.

RECOMMENDATION

It is recommended that the Personnel Commission approve the requests for working out of class and limited term assignments for the appropriate stipend as indicated under the above applicable sections of CSEA, Chapter 36, Article 11.7, and Merit Rules 3.2.10 and 7.4.

AGENDA REPORT NO.	13
SUBJECT	RATIFICATION OF ELIGIBILITY LISTS: <ul style="list-style-type: none"> • CUSTODIAN • ADMINISTRATIVE ASSISTANT I • ADMINISTRATIVE ASSISTANT II • HVAC MECHANIC • LEAD LABORATORY TECHNICIAN-ART • PERSONNEL SPECIALIST • TUTORING COORDINATOR-BUSINESS • SPECIAL SKILLS-BILINGUAL ENGLISH/SPANISH
DATE	NOVEMBER 16, 2022
TO	MEMBERS OF THE PERSONNEL COMMISSION
FROM	CAROL LONG, DIRECTOR OF THE PERSONNEL COMMISSION

Class Title	Field of Competition	Promotional	Total On List	Expiration Date
Custodian	Merged Promotional & Open Competitive	0	20	10/24/2023
Administrative Assistant I	Merged Promotional & Open Competitive	1	31	05/03/2023
Administrative Assistant II	Promotional & Open	6	18	05/03/2023
HVAC Mechanic	Merged Promotional & Open Competitive	1	2	11/14/2023
Lead Laboratory Technician-Art	Promotional	1	1	11/14/2023
Personnel Specialist	Promotional & Open Competitive	2	10	11/17/23
Tutoring Coordinator-Business	Merged Promotional & Open Competitive	0	5	10/30/23
Special Skills-Bilingual English/Spanish	Continuous Open Competitive	3	3	

AGENDA REPORT NO.	14
SUBJECT	EXAMINATION SCHEDULE: <ul style="list-style-type: none"> • INSTRUCTIONAL DESIGNER • INTERNATIONAL STUDENT SERVICES SPECIALIST • LEAD LABORATORY TECHNICIAN-ART
DATE	NOVEMBER 16, 2022
TO	MEMBERS OF THE PERSONNEL COMMISSION
FROM	CAROL LONG, DIRECTOR OF THE PERSONNEL COMMISSION
BY	JOSE GUZMAN, PERSONNEL ANALYST

It is recommended that the Personnel Commission approve the following Examination Schedule:

Class Title	Field of Competition	Time
Instructional Designer	Merged Promotional & Open Competitive	3 Weeks
International Student Services Specialist	Merged Promotional & Open Competitive	3 Weeks
Lead Laboratory Technician-Art	Promotional	3 Weeks

SANTA MONICA COLLEGE REGULAR PERSONNEL COMMISSION MEETING MINUTES
WEDNESDAY, NOVEMBER 16, 2022

AGENDA REPORT NO.	15
SUBJECT	PERSONNEL COMMISSION PROJECT TRACKING
DATE	NOVEMBER 16, 2022
TO	MEMBERS OF THE PERSONNEL COMMISSION
FROM	CAROL LONG, DIRECTOR OF THE PERSONNEL COMMISSION

See Next Page

SANTA MONICA COLLEGE REGULAR PERSONNEL COMMISSION MEETING MINUTES
WEDNESDAY, NOVEMBER 16, 2022

Title	Workflow	Type of Request	Assigned to	Progress	Open Date	Close Date	1st Test Part	Last Test Part	Date Completed	Agenda Date
Administrative Assistant I	Class & Comp	Cyclical Review	AF	Stakeholder Review					10/27/2022	12/21/2022
Administrative Assistant II	Class & Comp	Cyclical Review	AF	Stakeholder Review					10/27/2022	12/21/2022
Administrative Clerk	Class & Comp	Cyclical Review	AF	Stakeholder Review					10/27/2022	12/21/2022
DSPS Specialist	Class & Comp	Description Revision	JL	Stakeholder Review					10/27/2022	12/21/2022
Laboratory Technician - Chemistry	Class & Comp	Cyclical Review	JG	Stakeholder Review					10/31/2022	12/21/2022
Laboratory Technician - Physics	Class & Comp	Cyclical Review	JG	Stakeholder Review					10/31/2022	12/21/2022
Lead Laboratory Technician - Art	Recruitment	Promotional	JG	Stakeholder Review	10/14/2022	11/3/2022	11/4/2022		11/14/2022	11/16/2022
Lead Laboratory Technician - Chemistry	Class & Comp	Cyclical Review	JG	Stakeholder Review					10/31/2022	12/21/2022
Academic Records Evaluator	Recruitment	Merged PO	OV	Research & Planning	11/10/2022	12/5/2022	12/6/2022			
Basic Needs Project Assistant	Recruitment	Merged PO	OV	Research & Planning	11/10/2022	12/5/2022	12/6/2022			
Career Education Specialist	Class & Comp	Cyclical Review	OV	Research & Planning						12/21/2022
Laboratory Technician - Broadcasting/Digital Media	Class & Comp	Cyclical Review	JG	Research & Planning						12/21/2022
Laboratory Technician - Fashion	Class & Comp	New Class	JB	Research & Planning						12/21/2022
Program Coordinator - Community & Contract Ed	Class & Comp	Cyclical Review	OV	Research & Planning						
Program Coordinator - Emeritus	Class & Comp	Cyclical Review	OV	Research & Planning						
Program Coordinator										
- Workforce & Economic Development	Class & Comp	Cyclical Review	OV	Research & Planning						
Senior Financial Aid Specialist	Class & Comp	New Class	AF	Research & Planning						12/21/2022
Student Services Assistant	Recruitment	Promotional	OV	Research & Planning	11/10/2022	12/5/2022				
Switchboard Operator	Class & Comp	Cyclical Review	AF	Research & Planning						
Workforce & Economic Development Project Assistant	Class & Comp	Cyclical Review	OV	Research & Planning						
Enterprise Business Supervisor	Class & Comp	Salary Reallocation	OV	PC Agenda					10/21/2022	11/16/2022
Instructional Designer	Class & Comp	New Class	JB	PC Agenda					10/24/2022	11/16/2022
Media Resource Assistant	Class & Comp	Description Revision	OV	PC Agenda					10/31/2022	12/21/2022
Senior Campus Safety Officer	Class & Comp	New Class	OV	PC Agenda					10/27/2022	11/16/2022
Senior Grounds Equipment Operator	Class & Comp	New Class	KM	PC Agenda						
Tutoring Coordinator - Business	Recruitment	Merged PO	JB	PC Agenda	8/11/2022	9/28/2022	10/21/2022	10/28/2022		
Accounting Manager - Foundation	Recruitment	Merged PO	AF	Development	9/14/2022	10/4/2022				
Community College Police Dispatcher	Recruitment	Merged PO	KM	Development	10/20/2022					
Events Assistant	Recruitment	Open	JG	Development	10/20/2021					
Instructional Computer Lab Technician										
- Digital Photography	Recruitment	Merged PO	JL	Development						
Mail Services Worker II	Recruitment	Merged PO	JB	Development	10/5/2022	10/25/2022				
Platform Specialist	Class & Comp	New Class	JL	Development						
Web Content Developer	Class & Comp	Cyclical Review	KM	Development						
Administrative Assistant I	Recruitment	Promo Open	AF	Administration	8/18/2022	9/8/2022	9/29/2022			
Administrative Assistant II	Recruitment	Merged PO	AF	Administration	8/18/2022	9/8/2022	9/29/2022			
Campus Safety Officer	Recruitment	Merged PO	JG	Administration	8/22/2022	9/12/2022	10/1/2022			
Costume Designer	Recruitment	Merged PO	JL	Administration	5/11/2022	6/1/2022				
Custodian	Recruitment	Open	KM	Administration	7/11/2022	7/29/2022	9/20/2022			
Grounds Equipment Operator	Recruitment	Promo Open	JG	Administration	10/21/2022	11/10/2022				
Human Resources Technician	Recruitment	Merged PO	CL	Administration	9/26/2022	10/24/2022				
HVAC Mechanic	Recruitment	Promo Open	KM	Administration	8/1/2022	8/19/2022	11/29/2022			
International Student Services Specialist	Recruitment	Merged PO	OV	Administration	11/1/2022	11/22/2022				
Laboratory Technician - Life Science	Recruitment	Merged PO	JG	Administration	10/5/2022	10/25/2022				
Personnel Specialist	Recruitment	Promo Open	JL	Administration	5/2/2022	5/20/2022	6/30/2022			
Plumber	Recruitment	Promo Open		Administration						

SANTA MONICA COLLEGE REGULAR PERSONNEL COMMISSION MEETING MINUTES
 WEDNESDAY, NOVEMBER 16, 2022

Title	Workflow	Type of Request	Assigned to	Progress	Open Date	Close Date	1st Test Part	Last Test Part	Date Completed	Agenda Date
Theatre Technical Specialist	Recruitment	Open	JG	Administration	10/15/2021					
Buyer II	Recruitment	Merged PO		Hold						
Community College Police Officer	Recruitment	Merged PO	JL	Hold						
Community College Police Sergeant	Recruitment	Merged PO	JL	Hold	7/14/2022					
Director of Facilities Programming	Class & Comp	New Class	KM	Hold					9/8/2022	
Assistant Director - IT	Class & Comp	New Class	JL	Upcoming						
Budget Technician	Class & Comp	Position Review	AF	Upcoming						
Campus Safety Officer	Class & Comp	Cyclical Review	JG	Upcoming						
Campus Store Manager	Class & Comp	Salary Reallocation	JB	Upcoming						
Community College Parking Enforcement Officer	Class & Comp	Cyclical Review	JG	Upcoming						
Community College Police Dispatcher	Class & Comp	Cyclical Review	JG	Upcoming						
Community College Police Officer (Lateral/Academy Graduate)	Class & Comp	Cyclical Review	KM	Upcoming						
Community College Police Recruit	Class & Comp	Cyclical Review	KM	Upcoming						
DSPS Specialist	Recruitment	Merged PO		Upcoming						
Emergency and Safety Coordinator	Class & Comp	Cyclical Review	JB	Upcoming						
Emergency and Safety Coordinator	Recruitment	Merged PO		Upcoming						
Enrollment Coach	Class & Comp	New Class		Upcoming						
Facilities Study	Class & Comp	Position Review	JL	Upcoming						
Mail Services Worker I	Class & Comp	Description Revision		Upcoming						10/19/2022
Police Services Assistant	Class & Comp	Cyclical Review	JG	Upcoming						
Recycling Program Specialist	Recruitment	Merged PO	KM	Upcoming	10/5/2022	10/25/2022				
Senior Community College Police Dispatcher	Class & Comp	Cyclical Review	JG	Upcoming						
Senior Veterans Resource Specialist	Class & Comp	Position Review	OV	Upcoming						
Skilled Maintenance Worker II	Recruitment	Merged PO	KM	Upcoming						
Accounts Payable Supervisor	Class & Comp	Description Revision	AF	Upcoming						

MEETING ADJOURNED AT **12:28 PM**

DISPOSITION BY THE COMMISSION	
MOTION MADE BY:	LAWRENCE LEONE
SECONDED BY:	BARBARA GREENSTEIN
AYES:	5
NAYS:	0
ABSTENTIONS:	0
AMENDMENTS/COMMENTS	

DAY	MONTH	DATE	YEAR	TIME	VENUE
WEDNESDAY	DECEMBER	21	2022	12:00PM	ONLINE
WEDNESDAY	JANUARY	18	2023	12:00PM	TBD
WEDNESDAY	FEBRUARY	15	2023	12:00PM	TBD
WEDNESDAY	MARCH	15	2023	12:00PM	TBD
WEDNESDAY	APRIL	19	2023	12:00PM	TBD
WEDNESDAY	MAY	17	2023	12:00PM	TBD
WEDNESDAY	JUNE	21	2023	12:00PM	TBD

AS REQUIRED BY LAW, THIS AGENDA FOR NOVEMBER 16, 2022 REGULAR MEETING OF THE SANTA MONICA COLLEGE PERSONNEL COMMISSION WAS POSTED ON THE OFFICIAL DISTRICT WEBSITE NO LATER THAN 72 HOURS PRIOR TO THE DATE AND TIME OF THIS MEETING.