



PERSONNEL COMMISSION REGULAR MEETING MINUTES

WEDNESDAY, DECEMBER 21, 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: Eleasa 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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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, December 21, 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

District Equity Audit

Hotep Consultants recently completed an equity audit for Santa Monica College. The primary purpose of the audit was to look at potential barriers to enhancing student equity that might exist in current policies, procedures, and practices within the college. Hotep also reviewed current practices within Human Resources and the Personnel Commission to identify potential barriers associated with hiring and employee retention which could negatively impact diversity, equity, and inclusion initiatives at the college.

Following their presentation of findings to the Management Association, a meeting with Hotep was arranged to address those issues identified by the consultants as problematic within the Personnel Commission. They were made to understand that the perceived issues are due to mandates from the Education Code that are unrelated to Personnel Commission rules and activities. Discussion with the consultants did provide more opportunities to identify and make improvements.

Primary take-aways at this point are as follows:

- This audit is providing us with a critical opportunity to assess our practices more deeply and address issues that ultimately impact diversity, equity, and inclusion throughout the college.
- Numbers we have pulled regarding diversity in our initial applicant pools and the rate of adverse impact in our hiring processes demonstrate positive outcomes from many of our current practices. A number of positive practices cited by the consultants from other colleges have been in place within the Personnel Commission for a number of years. However, we need to do a significantly better job of communicating practices and policies that are working within the Personnel Commission, and steps we are taking towards continuous improvement.

- The audit has initiated critical discussions within Personnel Commission staff on the connections between the merit system and equitable hiring and compensation practices.

One of the primary purposes of the merit system is to ensure as best as possible that all tools and content used for hiring interviews and other assessments are documented as directly related to the content of the job, so that other unrelated factors and biases are eliminated from the process.

Cyclical Classification Studies

Personnel Commission staff brought forth revisions to one classification not related to cyclical studies.

Orientations for both incumbents and supervisors are in progress for Campus Police, which is the next group in our cyclical studies. There have been some recent legal changes in requirements for campus police staff, particularly for sworn peace officers. These changes come from multiple sources, one of which applies just to California Community College campus safety staff, and others which apply to all public sector police.

We currently are reviewing 26 classification projects that are part of our ongoing cyclical studies, and 20 classification projects which are outside of our cyclical reviews. These projects include requests for 14 new classifications.

Recruitment

Personnel Commission staff presented three eligibility lists for approval: Campus Safety Officer, Instructional Computer Lab Technician – Digital Photography, and Recycling Program Specialist.

There are currently 14 recruitments in process, and 11 more upcoming.

Merit Rules Advisory Committee Update

The Merit Rules Advisory Committee submitted a first reading of revisions to Merit Rule 5.2.9, and the remainder of Chapter 13, Sections 13.2-13.4.

Project Tracking System Changes

Efforts to reformat and revise entries in the new project tracking system in Microsoft Teams remain ongoing. This agenda shows further changes in the formatting of our Classification and Compensation and Recruitment advisory status reports.

CSPCA Conference

The California School Personnel Commissioners Association (CSPCA) conference will be held in Long Beach this year. The dates of the conference are January 22 through January 24. Amy Gurjian and I will be presenting Tuesday morning, January 24, at 8:30 a.m. on the development and ongoing management of our cyclical classification studies.

D. PUBLIC COMMENTS

(NON ACTIONABLE COMMENTS FROM THOSE IN ATTENDANCE)

I. RECOGNITION OF EMPLOYEE LONGEVITY – DECEMBER 2022

25 YEARS

Miguel Ozaeta, Reprographics Technician, Reprographics

Mitch Heskell and Warren Cancilla congratulated Miguel on 25 years with the College.

Michelle Toomey, Switchboard Operator, Technical Support Services

Mitch Heskell and Warren Cancilla congratulated Michelle on 25 years with the College.

E. COMMENTS FROM THE VICE PRESIDENT OF HUMAN RESOURCES

Campus Counsel Robert Myers spoke on behalf of Vice President Sherri Lee-Lewis. He congratulated Miguel and Michelle for their longevity and wished a Happy Holiday to those in attendance.

F. COMMENTS FROM THE CSEA CHAPTER 36 REPRESENTATIVE

NONE

G. COMMENTS FROM THE MANAGEMENT ASSOCIATION PRESIDENT

NONE

H. COMMENTS FROM THE PERSONNEL COMMISSION STAFF

NONE

I. COMMENTS BY PERSONNEL COMMISSIONERS

Vice Chair Abbott congratulated Miguel and Michelle for their longevity and wished a Happy Holiday to those in attendance.

II. AGENDA REPORTS – MAJOR ITEMS OF BUSINESS

#	REPORT NAME	PAGE
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4	FIRST READING OF AMENDMENT TO RULES AND REGULATIONS OF THE CLASSIFIED SERVICE – CHAPTER 13: SENIORITY, LAYOFF, DISPLACEMENT AND REEMPLOYMENT MERIT RULE SECTION 13.2 THROUGH 13.4 AND MERIT RULE 5.2.9 EVALUATION OF TRAINING AND EXPERIENCE [FROM THE 9-7-2022 MEETING OF THE MERIT RULES ADVISORY COMMITTEE] NO ACTION TO BE TAKEN	14
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II. CONSENT AGENDA – APPROVED IN ONE MOTION, UNLESS PULLED.

#	REPORT NAME	PAGE
6	APPROVAL OF MEETING MINUTES: <ul style="list-style-type: none"> • NOVEMBER 16, 2022 REGULAR MEETING 	32
7	EXTENSION OF ELIGIBILITY LISTS: <ul style="list-style-type: none"> • ACCOUNTANT (PROMOTIONAL) • GROUNDS WORKER • HEALTH ASSISTANT • PAYROLL SPECIALIST • RESEARCH AND PLANNING ANALYST • STUDENT SERVICES SPECIALIST (PROMOTIONAL) • STUDENT SERVICES SPECIALIST (OPEN) 	33
8	RATIFICATION OF LIMITED TERM ASSIGNMENTS	34
9	APPOINTMENT TO LIMITED TERM ASSIGNMENTS	35
10	APPOINTMENT TO PROVISIONAL ASSIGNMENTS	36
	ITEM #11 WAS PULLED AND APPROVED SEPARATELY	
12	RATIFICATION OF ELIGIBILITY LISTS: <ul style="list-style-type: none"> • CAMPUS SAFETY OFFICER • COSTUME DESIGNER • INSTRUCTIONAL COMPUTER LAB TECHNICIAN • LEAD LABORATORY TECHNICIAN-ART • RECYCLING PROGRAM SPECIALIST 	41
13	EXAMINATION SCHEDULE: <ul style="list-style-type: none"> • BUYER II • CHIEF DIRECTOR OF INFORMATION TECHNOLOGY • COMMUNITY COLLEGE POLICE OFFICER(LATERAL/ACADEMY GRADUATE) • EOPS SPECIALIST 	42
14	PERSONNEL COMMISSION PROJECT STATUS REPORT	43

11	RATIFICATION OF LIMITED TERM AND WORKING OUT OF CLASS ASSIGNMENTS	
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III. ADJOURNMENT

AGENDA REPORT NO.	1
SUBJECT	ELECTION OF PERSONNEL COMMISSION OFFICERS FOR 2022-2023
DATE	DECEMBER 21, 2022
TO	MEMBERS OF THE PERSONNEL COMMISSION
FROM	CAROL LONG, DIRECTOR OF THE PERSONNEL COMMISSION

BACKGROUND

The Personnel Commission elects its officers for the following year in December of each year. Officers to be elected are Chair and Vice Chair.

RECOMMENDATION

It is recommended that the Personnel Commission elect its Chair and Vice Chair for 2022-2023.

**DISPOSITION BY THE COMMISSION
ELECTION OF OFFICERS: CHAIR – 2022-2023**

Nominee:

DR. JOSEPH METOYER, JR., CHAIR

Motion made by: Barbara Greenstein

Seconded by: Lawrence Leone

Ayes: 4

Nays: 0

Abstain: 1

Commissioner Jansen was absent from the meeting and therefore could not vote.

**DISPOSITION BY THE COMMISSION
ELECTION OF OFFICERS: VICE CHAIR – 2022-2023**

Nominee:

JOY ABBOTT, VICE CHAIR

Motion made by: Lawrence Leone

Seconded by: Barbara Greenstein

Ayes: 4

Nays: 0

Abstain: 1

Commissioner Jansen was absent from the meeting and therefore could not vote.

SANTA MONICA COLLEGE REGULAR PERSONNEL COMMISSION MEETING MINUTES
WEDNESDAY, DECEMBER 21, 2022

AGENDA REPORT NO.	2
SUBJECT	APPROVAL REQUEST – PERSONNEL COMMISSION OFFICE CLOSURE DURING WINTER HOLIDAY BREAK
DATE	DECEMBER 21, 2022
TO	MEMBERS OF THE PERSONNEL COMMISSION
FROM	CAROL LONG, DIRECTOR OF THE PERSONNEL COMMISSION

It is requested that the Personnel Commission approve the closing of its office on Friday, December 23, 2022, through Monday, January 2, 2023, in observance of the winter holiday break. All Santa Monica College Offices will be closed during this time.

DISPOSITION BY THE COMMISSION	
MOTION MADE BY:	Joy Abbott
SECONDED BY:	Lawrence Leone
AYES:	4
NAYS:	0
ABSTENTIONS:	1
AMENDMENTS/COMMENTS	

AGENDA REPORT NO.	3
SUBJECT	EXTENSION OF PROVISIONAL APPOINTMENT: DIRECTOR OF SMC FOUNDATION
DATE	DECEMBER 21, 2022
TO	MEMBERS OF THE PERSONNEL COMMISSION
FROM	CAROL LONG, DIRECTOR OF THE PERSONNEL COMMISSION

The Personnel Commission was advised of the following provisional assignment at a previous regular meeting:

Candidate	Position	Department	Duration
Isom Taziwa Chanaiwa	Director of SMC Foundation	Institutional Advancement	07-01-22 to 06-30-23

Provisional assignments can be authorized for 90 working days per fiscal year. This provisional employee will be reaching their 90 working day limit.

A recruitment is currently in progress to fill the assignment in the above area. The hiring department has requested that this temporary employee be allowed to serve in this role until the eligibility list has been produced and a permanent or limited term appointment can be made. The Personnel Commission has the authority to authorize a 30 day extension for these assignments, once the initial 90 working days have been completed.

Merit Rule 7.2.1 (C) states:

The Personnel Commission may extend the 90 working day provisional appointment for a period not to exceed 36 additional working days provided:

1. *The examination for the class was given during the initial 90 working days of the employee's provisional assignment.*
2. *Satisfactory evidence is presented indicating:*
 - a. *Adequate recruitment effort has been, and is being made;*
 - b. *Extension of this provisional assignment is necessary to carry on vital functions of the District;*
 - c. *The position cannot satisfactorily be filled by use of the following in priority order:*
 1. *the eligibility list for the class*
 2. *other employment lists such as reinstatement; or transfer*
 3. *other appropriate substitute eligibility lists*

It is recommended that the Personnel Commission approve the following assignment extension:

Candidate	Position	Department	Duration of Extension
Isom Taziwa Chanaiwa	Director of SMC Foundation	Institutional Advancement	Not to exceed 30 additional working days

DISPOSITION BY THE COMMISSION	
MOTION MADE BY:	Lawrence Leone
SECONDED BY:	Joy Abbott
AYES:	4
NAYS:	0
ABSTENTIONS:	1
AMENDMENTS/COMMENTS	

AGENDA REPORT NO.	4
SUBJECT	FIRST READING OF AMENDMENT TO RULES AND REGULATIONS OF THE CLASSIFIED SERVICE – CHAPTER 13: SENIORITY, LAYOFF, DISPLACEMENT AND REEMPLOYMENT MERIT RULE SECTION 13.2 THROUGH 13.4 AND MERIT RULE 5.2.9 EVALUATION OF TRAINING AND EXPERIENCE [FROM THE 9-7-2022 MEETING OF THE MERIT RULES ADVISORY COMMITTEE] NO ACTION TO BE TAKEN
DATE	DECEMBER 21, 2022
TO	MEMBERS OF THE PERSONNEL COMMISSION
FROM	CAROL LONG, DIRECTOR OF THE PERSONNEL COMMISSION

Proposed changes to Chapter 13: Merit Rules Sections 13.2 through 13.4 and Chapter 5, Section 5.2.9 are attached for a First Reading.

Recommendations were developed with input from the Merit Rules Advisory Committee. Goals of these changes include updating and clarifying processes, and ensuring language is in compliance with the Education Code and applicable bargaining agreements.

5.2.9 EVALUATION OF TRAINING AND EXPERIENCE

- A. If the evaluation is structured so that minimal judgment is exercised, such as the review of minimum requirements, one evaluator may be used.
- B. If a-part-of the examination includes a is-a scored evaluation of the applicants' training and experience based solely on application materials, the evaluation shall be individually and independently conducted by at least two members of a committee other than the oral interview panel.

Rule 13.2 LAYOFF PROCEDURES (EDUCATION CODE SECTIONS
88127, 88017, 88117)

13.2.1 PROCEDURES FOR LAYOFF OF PERMANENT
EMPLOYEES

~~A.~~ A.—The Board may lay off employees in accordance with the provisions of the Education Code because of lack of work, lack of funds, or the abolishment, reclassification or reorganization of positions. In the event of layoff, the order of layoff within the class shall be determined by length of service. The employee who has been employed the shortest time in the class plus higher ~~related~~ classes shall be laid off first. Classified employees who have been laid off shall have the right of reemployment in the reverse order of layoff. The ~~Personnel Director of the Personnel Commission~~ shall prepare a layoff list by class and it shall be certified at a regular or special meeting of the Personnel Commission. The list shall be used in carrying out all applicable rules in regard to layoff.

B. When the Board of Trustees determines that classified employees must be laid off and has approved the positions and services or programs which are to be eliminated, the ~~District Personnel Administrator/College Superintendent/President or designee~~ shall notify the employees affected and the ~~Personnel Director of the Personnel Commission~~ of the effective date of layoff and the Board approval date. The ~~Personnel Administrator shall utilize the approved layoff list approved by the Personnel Commission shall be utilized in effecting determining the employees subject to all layoffs under these Rules. The District shall follow the procedures laid out in the Education Code. The following procedures shall apply:~~

~~1.~~—Employees who are to be laid off shall be given at least a ~~45-60~~ calendar day notice prior to the effective date of the layoff.

~~Permanent employees whose services will not be required for the ensuing fiscal year shall be given written notice stating the reasons for layoff, no later than March 15th.~~

~~23. Employees who are to be laid off due to the expiration of a specially funded program, shall be given a notice not less than 45 ~~60~~ calendar days prior to the expiration date of the program.~~

Section 13.2.1.B.3

34.C. In addition to information required by the Education Code, the notices to employees informing of impending layoffs shall include:

a. the effective date of the layoff;

b1. the employee's displacement (bumping and voluntary reduction) rights;

e2. the employee's reemployment rights;

d3. the employee's benefit entitlement, unemployment compensation rights and promotional testing preference.

e. notification of the employee's right to submit a written request for a hearing to determine if there is cause for not rehiring the employee for the following fiscal year.

45. ~~The Board of Trustees may waive the 45 60 calendar day notification procedures for layoff due to lack of funds only in the event of an actual and existing financial inability to pay classified employee salaries.~~

56D. When the assigned work year and/or the assigned hours of a position must be reduced, or when a position is reclassified to a lower level, the employee regularly assigned to the position shall be given the opportunity to elect a voluntary demotion or voluntary reduction in order to remain in the position. This demotion or reduction shall be in lieu of layoff.

67. ~~Whenever a limited term assignment exists in the same class in which a regular employee is to be laid off, the regular employee shall be offered the limited term assignment. If the regular employee accepts it, the limited term employee shall be terminated.~~

~~Section 13.2.2~~

~~13.2.2 PROCEDURES FOR LAYOFF OF PROBATIONARY EMPLOYEES~~

- ~~A. Probationary employees may be laid off at any time without regard to the minimum 4560 day notice listed in Rule 13.2.1; however, the District shall make every effort to provide probationary employees the same minimum notification that is provided to permanent employees.~~

~~MRC appx 0-20-04~~

~~Rule 13.3~~

Rule 13.3

DISPLACEMENT (BUMPING) RIGHTS

13.3.1

DISPLACEMENT RIGHTS FOR PERMANENT EMPLOYEES

- A. Displacement shall be defined as the replacement of ~~a junior an~~ employee by an employee with more seniority in the same class.
- B. Permanent classified employees who are laid off may exercise displacement rights in their class or in any other class with the same or lower maximum salary in which they hold seniority credit greater than an incumbent. The employee who is displaced shall be the one with the least total seniority in the class (plus equal and higher classes). The following rules shall apply in determining displacement rights:
1. In cases of reclassification, reorganization, or abolishment of position, or in cases where the employee is promoted and subsequently disqualified during probation, an incumbent's seniority in the class shall be computed as stated in Rule 13.1.2.
 2. An employee may displace only that employee within ~~his/her/their~~ class who has the least seniority in the class plus higher classes.
 3. When an employee displaces into a class having positions which are full time, part time and/or assigned to different yearly assignments (greater than or less than current assignment), ~~(such as 12, 11, 10, 9 month or school year or 157 days per year assignments)~~, the employee shall be placed in that position with the next most comparable assignment. Decreases in assigned time shall be processed in accordance with Rule 9.6.3.

Section 13.3.1.B.4

4. If an employee waives the opportunity to displace within his/her/their own class, the employee may follow these procedures in any equal or lower class in which he/she/they holds seniority credit greater than the least senior incumbent, or the employee may be placed on a reemployment list.
5. When an employee exercises displacement rights into a lower class, the employee(s) shall receive credit for accumulated seniority in all related higher classes.
6. Each employee shall respond to the Personnel Director of the Personnel Commission within one week after notification of layoff whether or not the employee will exercise displacement into his/her/their own regular class or any other class in which seniority is held.
7. A permanent classified employee may displace a non-permanent employee in the same class. No regular employee shall be laid off from any position while temporary (limited-term) employees are assigned to positions in the same class, unless the regular employee declines the temporary assignment.
78. Displacement into a lower class under this Rule shall be considered a voluntary demotion which shall qualify the employee for Y-rate salary placement under Rule 12.2.9.

C.

No regular employee shall be laid off from any position while temporary (limited term) employees are assigned to positions in the same class, unless the regular employee declines the temporary assignment.

Section 13.3.2

13.3.2

RIGHTS OF NON-PERMANENT EMPLOYEES

- A. Probationary employees ~~who are laid off shall~~ hold no displacement rights but may be restored to their former place on eligibility list(s) from which they were appointed provided the list(s) have not expired.
- B. All other employees without permanency in the classified service, shall hold no displacement rights and may be terminated at the end of their work shift without regard to the notification procedures of Rule

13.2.

~~C. No regular employee shall be laid off from any position while temporary (limited term) employees are assigned to positions in the same class, unless the regular employee declines the temporary assignment.~~

Rule 13.4

Rule 13.4 REEMPLOYMENT

13.4.1 REEMPLOYMENT RIGHTS OF PERMANENT EMPLOYEES
(EDUCATION CODE SECTIONS 88117, 88127)

- A. A permanent employee after having had the opportunity to exercise all rights guaranteed under this policy who must be laid off shall be placed on a preferential 39 month reemployment list. Reemployment in the first opening occurring in the class in which layoff has taken place shall be in the reverse order of seniority. The following procedures shall apply:
1. A laid off employee on a reemployment list may decline three (3) offers of reemployment in ~~his/her~~their former class. After the third refusal no additional offers need be made and the employee shall be considered unavailable until ~~he/she~~they indicates otherwise.
 2. If a laid off employee is on an eligibility list at the time of layoff, ~~he/she~~they shall remain on the list until ~~he/she~~they are ~~is~~ placed, or the list is terminated, whichever occurs first.
 3. Laid off employees on reemployment lists shall be eligible to compete in promotional examinations for which they qualify.
 4. Laid off employees shall not accumulate seniority in the class while on the reemployment list.

Section 13.4.1.B

- B. For purposes of this Rule the term, "reemployment list" shall mean a list of names of persons who have been laid off from permanent positions by reason of lack of work, lack of funds, or abolishment or reclassification of positions, or other reasons specified in these Rules, and who are eligible for reemployment without examination in their former class, arranged in order of their right to reemployment.
- C. An employee who has accepted a demotion in order to remain in ~~his/her~~their position in lieu of layoff has the right to be reemployed without examination, in accordance with ~~his/her~~their seniority in a vacant position in the employee's former class for 63 months after demotion provided that same tests of fitness still apply. Intervening assignments to other classes shall not abrogate this right.
- D. Upon reemployment the District shall restore to the employee all the rights, benefits and burdens of permanent employment in the class for which ~~he/she/they are~~is reemployed. Salary placement shall be determined according to Rule 12.2.13.

13.4.2

REEMPLOYMENT OF PROBATIONARY EMPLOYEES

- A. Probationary employees who are reemployed after layoff into their former class from the appropriate eligibility list shall be credited for the time served as part of their probationary period.

AGENDA REPORT NO.	5
SUBJECT	REQUEST FOR APPROVAL OF CLASSIFICATION REVISIONS: MEDIA RESOURCES ASSISTANT
DATE	DECEMBER 21, 2022
TO	MEMBERS OF THE PERSONNEL COMMISSION
FROM	CAROL LONG, DIRECTOR OF THE PERSONNEL COMMISSION

See Revisions

BACKGROUND

Attached for approval is a revised classification description for **Media Resources Assistant**. The District is requesting to fill Media Resources Assistant vacancies at the new Malibu Campus.

The Media Resources Assistant classification was established in November 1978. This classification was last revised in June 2018 as part of the cyclical study. There are currently two incumbents in this classification. The proposed changes will not adversely affect the status of the incumbents.

RESULTS

The Personnel Commission staff updated the attached description currently limited to the Modern Language Lab, to broaden its use for other College computer facilities. Proposed revisions were sent for review to the incumbents, CSEA, Department management, Business Services, Human Resources, and executive leadership. These changes were not significant enough to alter salary allocation for this role.

RECOMMENDATIONS

It is recommended that the Commission approve the attached revisions for the classification description for Media Resources Assistant.

DISPOSITION BY THE COMMISSION	
MOTION MADE BY:	Barbara Greenstein
SECONDED BY:	Lawrence Leone
AYES:	4
NAYS:	0
ABSTENTIONS:	1
AMENDMENTS/COMMENTS	
Further recommendations to modify the class description were provided. Motion for approval was based on revised class description.	

**Santa Monica Community College District
Personnel Commission
Media Resources Assistant**

Revised Section to Read:

CONCEPT

Under supervision of
lab facility

“The Media Resources Assistant provides basic support for the Modern Language and Malibu Lab”.

DISTINGUISHING

The Media Resources Assistant provides basic support for the Modern Language assigned computer lab, responding to inquiries from students and faculty about lab equipment, computer hardware, software and web-based applications. Maintenance beyond an initial support level is referred to personnel in Information Technology.

The Academic Computing Instructional Specialist classification ensures the efficient and effective operation of assigned computer labs and/or computerized classrooms developing and implementing solutions to regularly occurring problems, performing maintenance of computer equipment and peripherals, and provides lab specific technology assistance to students and faculty.

ESSENTIAL DUTIES

Demonstrates the use of instructional equipment, including computers, printers, scanners, software and web-based applications in the computing facility.

Assists students individually or in small groups with the proper use of hardware, software and web-based applications.

Inputs authorized users into the lab content management system to provide them with lab access.

Assists students and faculty with accessing online resources.

Maintains computer equipment within the assigned facility in working condition by troubleshooting minor problems, and reporting more complicated conditions to the appropriate personnel in Information Technology.

Identifies computers which are not functioning properly, and submits requests for service to the appropriate personnel in Information Technology.

Participates in ensuring the safety, cleanliness, and upkeep of the laboratory environment; enforces laboratory operational policies, procedures, and rules; notifies appropriate personnel of needed equipment repair or replacement.

Explains college and lab policies, procedures, and requirements.

Responds to regular routine inquiries and requests from students and instructors; provides information, guidance and support to students regarding computer related issues within their assigned area.

Creates tutorials, documents, and guides for lab programs for students and faculty.

Generates lab reports and distributes reports when necessary to instructors or related parties.

Trains student lab assistants, schedules work hours, provides work direction, and ensures effective use of allocated student assistants.

Assists faculty with navigating program software, accessing technology from remote locations, and utilizing a variety of instructional technology and multimedia equipment and systems.

Conducts workshops for faculty demonstrating computer lab procedures and resources.

Prepares computerized material and equipment to be used in laboratory activities for both group class activities and individual open lab experiences.

Monitors supply inventory and submits supply orders for the computing facility.

[May 9](#) obtains necessary copyright permissions from the appropriate publishers for all materials used in the Modern Language Lab.

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 [assigned manager](#)~~the Director, Supplemental Instruction/Tutoring~~, the employee is expected to complete assignments with substantial independence.

Level of Supervision Exercised:

Positions in this classification do not supervise other classified positions. May provide direction to student workers.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Uses and operations of standard computer hardware, printers, and standard business software applicable to assigned instructional laboratories

Methods and procedures for basic troubleshooting and resolving hardware and software problems in a computer lab environment.

Computer operating systems, standard internet browsers, mobile devices, and laboratory online systems

Installation and operation of computer and multimedia equipment

Lab policies, procedures, rules and the Family Educational Rights and Privacy Act (FERPA)

Principles and practices of effective business communication

Correct usage, grammar, spelling, punctuation, and vocabulary

Basic inventory and storage methods to sufficiently account for lab equipment

Ability to:

Assist students and faculty in the use of various software programs and web based applications supporting the lab, both from in-lab computers and from remote locations

Successfully learn current software programs and web based applications as needed for the assigned area

Perform minor software and hardware computer tasks, such as setting up computers and peripherals, determining applications being used, and troubleshooting hardware or software compatibility

Explain uses and operations of specialized hardware, software and web based applications to students

Understand and follow oral and written instructions

Communicate clearly and effectively, both orally and in writing

Use tact, discretion, courtesy and patience in dealing with sensitive and difficult students and situations

Work independently with minimal supervision

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

Demonstrate sound attention to detail

Stay abreast of technology changes and adapt to new technologies

Operate a computer using word processing and other business software and standard office equipment

Establish and maintain cooperative 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

Role model exceptional customer service to faculty and students

MINIMUM QUALIFICATIONS

Education Requirement:

Graduation from high school or equivalent.

Experience Requirement:

Two years of providing basic computer support in a computer lab or related environment.

Education/Experience Equivalency:

Experience and/or education of the same kind, level or 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 regularly required to sit, use hands to keyboard, type, or handle materials, and talk and/or hear. The employee is required to stand and walk on a regular basis. The employee is regularly required to lift, carry, push, or pull up to 10 pounds. While performing the duties of this job, the noise level in the work environment is typical of a normal classroom environment.

CLASS DETAIL

Job Family:	Instructional Support (Student Services/Classroom)
FLSA Status:	Non-exempt
Personnel Commission Approval Date:	11/1978
Class History:	Technical Assistant II
Revision Date(s):	10/1/83, 07/91, Hay Study 11/30/06, 6/20/18, 12/21/22

**Santa Monica Community College District
Personnel Commission
Media Resources Assistant**

Revised Section to Read:

CONCEPT

Under supervision of lab facility,

“The Media Resources Assistant provides basic support for the Modern Language and Malibu Lab”.

DISTINGUISHING

The **Media Resources Assistant** provides basic support for the assigned computer lab, responding to inquiries from students and faculty about lab equipment, computer hardware, software and web-based applications. Maintenance beyond an initial support level is referred to personnel in Information Technology.

The **Academic Computing Instructional Specialist** classification ensures the efficient and effective operation of assigned computer labs and/or computerized classrooms developing and implementing solutions to regularly occurring problems, performing maintenance of computer equipment and peripherals, and provides lab specific technology assistance to students and faculty.

ESSENTIAL DUTIES

Demonstrates the use of instructional equipment, including computers, printers, scanners, software and web-based applications in the computing facility.

Assists students individually or in small groups with the proper use of hardware, software and web-based applications.

Inputs authorized users into the lab content management system to provide them with lab access.

Assists students and faculty with accessing online resources.

Maintains computer equipment within the assigned facility in working condition by troubleshooting minor problems, and reporting more complicated conditions to the appropriate personnel in Information Technology.

Identifies computers which are not functioning properly, and submits requests for service to the appropriate personnel in Information Technology.

Participates in ensuring the safety, cleanliness, and upkeep of the laboratory environment; enforces laboratory operational policies, procedures, and rules; notifies appropriate personnel of needed equipment repair or replacement.

Explains college and lab policies, procedures, and requirements.

Responds to regular routine inquiries and requests from students and instructors; provides information, guidance and support to students regarding computer related issues within their assigned area.

Creates tutorials, documents, and guides for lab programs for students and faculty.

Generates lab reports and distributes reports when necessary to instructors or related parties.

Trains student lab assistants, schedules work hours, provides work direction, and ensures effective use of allocated student assistants.

Assists faculty with navigating program software, accessing technology from remote locations, and utilizing a variety of instructional technology and multimedia equipment and systems.

Conducts workshops for faculty demonstrating computer lab procedures and resources.

Prepares computerized material and equipment to be used in laboratory activities for both group class activities and individual open lab experiences.

Monitors supply inventory and submits supply orders for the computing facility.

May obtain necessary copyright permissions from the appropriate publishers for all materials used in the Modern Language Lab.

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 assigned manager, the employee is expected to complete assignments with substantial independence.

Level of Supervision Exercised:

Positions in this classification do not supervise other classified positions. May provide direction to student workers.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Uses and operations of standard computer hardware, printers, and standard business software applicable to assigned instructional laboratories

Methods and procedures for basic troubleshooting and resolving hardware and software problems in a computer lab environment.

Computer operating systems, standard internet browsers, mobile devices, and laboratory online systems

Installation and operation of computer and multimedia equipment

Lab policies, procedures, rules and the Family Educational Rights and Privacy Act (FERPA)

Principles and practices of effective business communication

Correct usage, grammar, spelling, punctuation, and vocabulary

Basic inventory and storage methods to sufficiently account for lab equipment

Ability to:

Assist students and faculty in the use of various software programs and web based applications supporting the lab, both from in-lab computers and from remote locations

Successfully learn current software programs and web based applications as needed for the assigned area

Perform minor software and hardware computer tasks, such as setting up computers and peripherals, determining applications being used, and troubleshooting hardware or software compatibility

Explain uses and operations of specialized hardware, software and web based applications to students

Understand and follow oral and written instructions

Communicate clearly and effectively, both orally and in writing

Use tact, discretion, courtesy and patience in dealing with sensitive and difficult students and situations

Work independently with minimal supervision

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

Demonstrate sound attention to detail

Stay abreast of technology changes and adapt to new technologies

Operate a computer using word processing and other business software and standard office equipment

Establish and maintain cooperative 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

Role model exceptional customer service to faculty and students

MINIMUM QUALIFICATIONS

Education Requirement:

Graduation from high school or equivalent.

Experience Requirement:

Two years of providing basic computer support in a computer lab or related environment.

Education/Experience Equivalency:

Experience and/or education of the same kind, level or 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 regularly required to sit, use hands to keyboard, type, or handle materials, and talk and/or hear. The employee is required to stand and walk on a regular basis. The employee is regularly required to lift, carry, push, or pull up to 10 pounds. While performing the duties of this job, the noise level in the work environment is typical of a normal classroom environment.

CLASS DETAIL

Job Family:	Instructional Support (Student Services/Classroom)
FLSA Status:	Non-exempt
Personnel Commission Approval Date:	11/1978
Class History:	Technical Assistant II
Revision Date(s):	10/1/83, 07/91, Hay Study 11/30/06, 6/20/18, 12/21/22

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

#	REPORT NAME	PAGE
6	APPROVAL OF MEETING MINUTES: <ul style="list-style-type: none"> • NOVEMBER 16, 2022 REGULAR MEETING 	32
7	EXTENSION OF ELIGIBILITY LISTS: <ul style="list-style-type: none"> • ACCOUNTANT (PROMOTIONAL) • GROUNDS WORKER • HEALTH ASSISTANT • PAYROLL SPECIALIST • RESEARCH AND PLANNING ANALYST • STUDENT SERVICES SPECIALIST (PROMOTIONAL) • STUDENT SERVICES SPECIALIST (OPEN) 	33
8	RATIFICATION OF LIMITED TERM ASSIGNMENTS	34
9	APPOINTMENT TO LIMITED TERM ASSIGNMENTS	35
10	APPOINTMENT TO PROVISIONAL ASSIGNMENTS	36
ITEM #11 PULLED FOR FURTHER REVIEW		
12	RATIFICATION OF ELIGIBILITY LISTS: <ul style="list-style-type: none"> • CAMPUS SAFETY OFFICER • COSTUME DESIGNER • INSTRUCTIONAL COMPUTER LAB TECHNICIAN • LEAD LABORATORY TECHNICIAN-ART • RECYCLING PROGRAM SPECIALIST 	41
13	EXAMINATION SCHEDULE: <ul style="list-style-type: none"> • BUYER II • CHIEF DIRECTOR OF INFORMATION TECHNOLOGY • COMMUNITY COLLEGE POLICE OFFICER(LATERAL/ACADEMY GRADUATE) • EOPS SPECIALIST 	42
14	PERSONNEL COMMISSION PROJECT STATUS REPORT	43

DISPOSITION BY THE COMMISSION	
MOTION MADE BY:	Lawrence Leone
SECONDED BY:	Joy Abbott
AYES:	4
NAYS:	0
ABSTENTIONS:	1
AMENDMENTS/COMMENTS	
Item 11 was pulled from the Consent Agenda and approved in a separate motion.	

11	RATIFICATION OF LIMITED TERM AND WORKING OUT OF CLASS ASSIGNMENTS	
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SANTA MONICA COLLEGE REGULAR PERSONNEL COMMISSION MEETING MINUTES
WEDNESDAY, DECEMBER 21, 2022

AGENDA REPORT NO.	6
SUBJECT	APPROVAL OF MEETING MINUTES
DATE	DECEMBER 21, 2022
TO	MEMBERS OF THE PERSONNEL COMMISSION
FROM	CAROL LONG, DIRECTOR OF THE PERSONNEL COMMISSION

APPROVAL OF MEETING MINUTES:

1. NOVEMBER 16, 2022

AGENDA REPORT NO.	7
SUBJECT	EXTENSION OF ELIGIBILITY LISTS: <ul style="list-style-type: none"> • ACCOUNTANT (PROMOTIONAL) • GROUNDS WORKER • HEALTH ASSISTANT • PAYROLL SPECIALIST • RESEARCH AND PLANNING ANALYST • STUDENT SERVICES SPECIALIST (PROMOTIONAL) • STUDENT SERVICES SPECIALIST (OPEN)
DATE	DECEMBER 21, 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
Accountant (Promotional)	1/3/2023	1/3/2023	2	2	4/3/2023
Grounds Worker	10/27/2022	12/27/2022	6	4	4/27/2023
Health Assistant	1/10/2023	1/10/2023	10	5	7/10/2023
Payroll Specialist	10/28/2022	12/27/2022	4	4	4/27/2023
Research and Planning Analyst	1/3/2023	1/3/2023	4	3	4/3/2023
Student Services Specialist (Promotional)	1/10/2023	1/10/2023	5	5	7/10/2023
Student Services Specialist (Open)	1/10/2023	1/10/2023	5	3	7/10/2023

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, DECEMBER 21, 2022

AGENDA REPORT NO.	8
SUBJECT	RATIFICATION OF LIMITED TERM ASSIGNMENTS
DATE	DECEMBER 21, 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
DSPS Specialist (1 full-time position)	Disabled Students	12/05/22-06/30/23
Student Services Clerk (1 full-time position)	EOPS	12/06/22-03/23/23

AGENDA REPORT NO.	9
SUBJECT	APPOINTMENT TO LIMITED TERM ASSIGNMENTS
DATE	DECEMBER 21, 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
Fuqua, Lynne	DSPS Specialist	Disabled Students	12/05/22- 06/30/23	Retiree
Morales Perez, Jazmin	Student Services Clerk	EOPS	12/06/22- 03/23/23	Substitute

*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, DECEMBER 21, 2022

AGENDA REPORT NO.	10
SUBJECT	APPOINTMENT TO PROVISIONAL ASSIGNMENTS
DATE	DECEMBER 21, 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
Schallert, Jennifer	Costume Designer	Theatre Arts	11/16/22-12/31/22
Dugan, Murat	Custodian	Operations	11/16/22-12/19/22
Nandawula, Joan	Student Services Clerk	International Student Center	12/08/22-02/21/23

AGENDA REPORT NO.	11
SUBJECT	RATIFICATION OF LIMITED TERM AND WORKING OUT OF CLASS ASSIGNMENTS
DATE	DECEMBER 21, 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:

Provisional Working Out of Class

Name/Permanent Class	Assignment	Dates of Current Assignment
Ben Johnson, Network Communications Technician I	Network Communications Technician II	12/1/2022 to 2/28/2023
George Rogers, Student Services Clerk	Receiving, Stockroom and Delivery Worker	12/1/2022 to 12/4/2022

Extension of Internal Limited Term Assignment

Name/Permanent Class	Limited Term Assignment	Assignment Dates Originally Submitted	Extended Assignment Dates
Marco Zetina, Custodian	Lead Custodian	10/15/2022 to 4/15/2023	4/16/2023 to 6/30/2023
Jonathan Ng, Senior Graphic Designer	Marketing Design Coordinator	7/1/2022 to 11/5/2022	11/6/2022 to 12/15/2022

Extension of Substitute Limited Term Assignment

Name/Permanent Class	Substituted Limited Term Assignment	Assignment Dates Previously Submitted	Corrected Assignment Dates
Anisha DiGregorio, Administrative Assistant I	Human Resources Specialist	7/1/2022 to 12/31/2022	1/3/2023 to 6/30/2023

“Corrected Assignment Dates” for Anisha DiGregorio are 7/1/2022-12/15/2022.

Extension of Provisional Working out of Class Assignment

Name/Permanent Class	Substituted Limited Term Assignment	Assignment Dates Previously Submitted	Extended Assignment Dates
Mario Samano, Skilled Maintenance Worker II	HVAC Mechanic	7/1/2022 to 11/3/2022	11/4/2023 to 12/15/2022

**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.

DISPOSITION BY THE COMMISSION	
MOTION MADE BY:	Joy Abbott
SECONDED BY:	Barbara Greenstein
AYES:	4
NAYS:	0
ABSTENTIONS:	1
AMENDMENTS/COMMENTS	
Item 11 was pulled from the Consent Agenda and approved in a separate motion with revisions to “Extension of Substitute Limiter Term Assignment”. Corrected Assignment dates for Anisha DiGregorio are 7/1/2022-12/15/2022.	

SANTA MONICA COLLEGE REGULAR PERSONNEL COMMISSION MEETING MINUTES
WEDNESDAY, DECEMBER 21, 2022

AGENDA REPORT NO.	12
SUBJECT	RATIFICATION OF ELIGIBILITY LISTS: <ul style="list-style-type: none"> • CAMPUS SAFETY OFFICER • COSTUME DESIGNER • INSTRUCTIONAL COMPUTER LAB TECHNICIAN • LEAD LABORATORY TECHNICIAN-ART • RECYCLING PROGRAM SPECIALIST
DATE	DECEMBER 21, 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
Campus Safety Officer	Merged Promotional & Open Competitive	0	3	12/08/23
Costume Designer	Merged Promotional & Open Competitive	0	6	1/2/2024
Instructional Computer Lab Technician-Digital Photography	Merged Promotional & Open Competitive	0	16	12/15/23
Lead Laboratory Technician-Art	Promotional	1	1	11/14/23
Recycling Program Specialist	Merged Promotional & Open Competitive	0	5	11/12/23

SANTA MONICA COLLEGE REGULAR PERSONNEL COMMISSION MEETING MINUTES
WEDNESDAY, DECEMBER 21, 2022

AGENDA REPORT NO.	13
SUBJECT	EXAMINATION SCHEDULE: <ul style="list-style-type: none"> • BUYER II • CHIEF DIRECTOR OF INFORMATION TECHNOLOGY • COMMUNITY COLLEGE POLICE OFFICER(LATERAL/ACADEMY GRADUATE) • EOPS SPECIALIST
DATE	DECEMBER 21, 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
Buyer II	Merged Promotional and Open Competitive	3 weeks
Chief Director of Information Technology	Merged Promotional and Open Competitive	3 weeks
Community College Police Officer (Lateral/Academy Graduate)	Merged Promotional and Open Competitive	3 weeks
EOPS Specialist	Promotional	3 weeks

SANTA MONICA COLLEGE REGULAR PERSONNEL COMMISSION MEETING MINUTES
WEDNESDAY, DECEMBER 21, 2022

AGENDA REPORT NO.	14
SUBJECT	PERSONNEL COMMISSION PROJECT STATUS REPORT
DATE	DECEMBER 21, 2022
TO	MEMBERS OF THE PERSONNEL COMMISSION
FROM	CAROL LONG, DIRECTOR OF THE PERSONNEL COMMISSION

Title	Type of Request	Assigned to	Progress	PDQ	Date Completed
Assistant Director of Human Resources	Description Revision	CL	Development		
Web Content Developer	Cyclical Review	KM	Development		
Budget Technician	Position Review	AF	Development	9/26/2022	
Director of Facilities Programming	New Class	KM	Hold		9/8/2022
Media Resource Assistant	Description Revision	OV	Hold		10/31/2022
Career Education Specialist	Cyclical Review	OV	Research & Planning		
Chief Director of Information Technology	Description Revision	JL	Research & Planning		
DSPS Specialist	Description Revision	JL	Research & Planning		
Facilities Study	Position Review	JL	Research & Planning		
Platform Specialist	New Class	TM	Research & Planning	2/4/2022	
Program Coordinator - Community & Contract Ed	Cyclical Review	OV	Research & Planning		
Program Coordinator - Emeritus	Cyclical Review	OV	Research & Planning		
Program Coordinator - Workforce & Economic Development	Cyclical Review	OV	Research & Planning		
Workforce & Economic Development Project Assistant	Cyclical Review	OV	Research & Planning		
Administrative Assistant I	Cyclical Review	AF	Stakeholder Review	4/30/2022	10/27/2022
Administrative Assistant II	Cyclical Review	AF	Stakeholder Review	4/30/2022	10/27/2022
Administrative Clerk	Cyclical Review	AF	Stakeholder Review	4/30/2022	10/27/2022
Laboratory Technician - Broadcasting/Digital Media	Cyclical Review	JG	Stakeholder Review	5/10/2021	12/12/2022
Laboratory Technician - Chemistry	Cyclical Review	JG	Stakeholder Review	5/10/2021	10/31/2022
Laboratory Technician - Fashion	New Class	JB	Stakeholder Review	8/26/2022	
Laboratory Technician - Physics	Cyclical Review	JG	Stakeholder Review	5/10/2021	10/31/2022
Lead Laboratory Technician - Chemistry	Cyclical Review	JG	Stakeholder Review	5/10/2021	10/31/2022
Senior Financial Aid Specialist	New Class	AF	Stakeholder Review	7/29/2022	12/8/2022
Senior Grounds Equipment Operator	New Class	CL	Stakeholder Review		11/9/2022
Enrollment Coach	New Class		Upcoming		
Mail Services Worker I	Description Revision		Upcoming		
Accounts Payable Supervisor	Description Revision	AF	Upcoming	10/18/2022	
Administrative Assistant III	Cyclical Review	AF	Upcoming	11/18/2022	
Administrative Assistant III- Confidential	Cyclical Review	AF	Upcoming	11/18/2022	
Administrative Assistant IV-Confidential	Cyclical Review	AF	Upcoming	11/18/2022	
Assistant Director - IT	New Class	JL	Upcoming		
Campus Safety Officer	Cyclical Review	JG	Upcoming	1/13/2023	
Community College Parking Enforcement Officer	Cyclical Review	JG	Upcoming	1/13/2023	
Community College Police Dispatcher	Cyclical Review	JG	Upcoming	1/13/2023	
Community College Police Officer (Lateral/Academy Graduate)	Cyclical Review	KM	Upcoming	1/13/2023	
Community College Police Recruit	Cyclical Review	KM	Upcoming	1/13/2023	
Emergency and Safety Coordinator	Cyclical Review	JB	Upcoming		
Executive Coordinator- District & BOT	Cyclical Review	AF	Upcoming	11/18/2022	
Payroll Specialist	Position Review	JB	Upcoming	11/14/2022	
Police Services Assistant	Cyclical Review	JG	Upcoming	1/13/2023	
Senior Community College Police Dispatcher	Cyclical Review	JG	Upcoming	1/13/2023	
Senior Veterans Resource Specialist	Position Review	OV	Upcoming		

SANTA MONICA COLLEGE REGULAR PERSONNEL COMMISSION MEETING MINUTES
WEDNESDAY, DECEMBER 21, 2022

Title	Assigned to	Open Date	Close Date	1st Test Part	Eligibility List
Campus Safety Officer	JG	8/22/2022	9/12/2022	10/1/2022	12/2/2023
Community College Police Dispatcher	KM	10/20/2022			
Grounds Equipment Operator	JG	10/21/2022	12/2/2022	1/20/2023	
Plumber					
Accounting Manager - Foundation	AF	9/14/2022	10/4/2022	12/19/2022	
Community College Police - Lateral	KM				
Community College Police Sergeant	JL	7/14/2022			
Costume Designer	JL	5/11/2022	6/1/2022		
Human Resources Technician (Cont.)	CL	9/26/2022	10/24/2022		
Laboratory Technician - Life Science	JG	10/5/2022	10/25/2022	12/16/2022	
Mail Services Worker II	JB	10/5/2022	10/25/2022		
Plumber	KM				
Buyer II					
Community College Police Officer	JL				
Academic Records Evaluator	OV	11/10/2022	12/5/2022	12/6/2022	
Basic Needs Project Assistant	OV	11/10/2022	12/5/2022	12/6/2022	
DBPS Specialist					
Emergency and Safety Coordinator					
Events Assistant	JG	10/20/2021			
Instructional Computer Lab Technician - Digital Photography	JL				12/15/2023
International Student Services Specialist	OV	11/1/2022	11/22/2022	11/29/2022	
Skilled Maintenance Worker II	KM				
Student Services Assistant	OV	11/10/2022	12/5/2022		
Theatre Technical Specialist (Cont.)	JG	10/15/2021			

MEETING ADJOURNED AT **12:27 p.m.**

DISPOSITION BY THE COMMISSION	
MOTION MADE BY:	Lawrence Leone
SECONDED BY:	Barbara Greenstein
AYES:	4
NAYS:	0
ABSTENTIONS:	1
AMENDMENTS/COMMENTS	

DAY	MONTH	DATE	YEAR	TIME	VENUE
WEDNESDAY	JANUARY	18	2023	12:00PM	ONLINE
WEDNESDAY	FEBRUARY	15	2023	12:00PM	ONLINE
WEDNESDAY	MARCH	15	2023	12:00PM	ONLINE
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 THE DECEMBER 21, 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.