

**SANTA MONICA COLLEGE PERSONNEL COMMISSION**

**SPECIAL MEETING AGENDA**

**MONDAY, OCTOBER 3, 2022**

**12:00 P.M.**

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# PERSONNEL COMMISSION SPECIAL MEETING AGENDA

MONDAY, OCTOBER 3, 2022 – 12:00 P.M.

## \*\*VIRTUAL MEETING\*\*

<p><b>DEPARTMENTS: PLEASE POST</b>  3400 Airport/SBDC: Sasha King  Academic Affairs: Sharon Thomas  Accounts Payable: Cherry Aquino  Admissions &amp; 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 &amp; 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&amp;S: Nick Mata  ESL Office: Jocelyn Alex  Events Office: Yesenia Penate  Faculty Association: Peter Morse  Financial Aid Office: Sandra Hernandez  Health Sciences: Clarendia 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 &amp; 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&amp; ED/Bundy: Tricia Ramos</p>	<p><b>ADMINISTRATORS AND MANAGERS</b>  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      Felicia Hudson      Robert Villanueva  Receiving: Lisa Davis  Supplemental Instruction:  Wendi DeMorst</p>	<p><b>SUPERINTENDENT/PRESIDENT AND SENIOR STAFF</b>  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 &amp; Institutional Communications: Don Girard  Community Relations: Kiersten Elliott  Public Information: Grace Smith</p> <p><b>PUBLIC POSTING LOCATION</b>  Online: <a href="http://www.smc.edu">www.smc.edu</a></p> <p><b>EMPLOYEE ORGANIZATIONS</b>  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><b>IF YOU NEED AN ACCOMMODATION</b>  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 9/13/2022</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](mailto:personnel_commission@smc.edu), by no later than 11:30 a.m. on Monday, October 3, 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**

<b>COMMISSIONER</b>	<b>PRESENT</b>	<b>ABSENT</b>
DR. JOSEPH METOYER, JR., CHAIR		
JOY ABBOTT, VICE CHAIR		
DEBORAH JANSEN		
LAWRENCE LEONE		
BARBARA GREENSTEIN		

**C. PUBLIC COMMENTS  
(NON-ACTIONABLE COMMENTS FROM THOSE IN ATTENDANCE)**

**II. AGENDA REPORTS – MAJOR ITEMS OF BUSINESS**

<b>NUMBER</b>	<b>ITEM</b>	<b>PAGE</b>
<b>1</b>	NEW CLASS DESCRIPTION & SALARY ALLOCATION: HEALTH CENTER SUPERVISOR	<b>5</b>
<b>2</b>	NEW CLASS DESCRIPTION & SALARY ALLOCATION: INSTRUCTIONAL COMPUTER LAB TECHNICIAN – DIGITAL PHOTOGRAPHY	<b>14</b>
<b>3</b>	EXAMINATION SCHEDULE: <ul style="list-style-type: none"> <li>• GROUNDS EQUIPMENT OPERATOR</li> <li>• INSTRUCTIONAL COMPUTER LAB TECHNICIAN – DIGITAL PHOTOGRAPHY</li> <li>• STUDENT SERVICES ASSISTANT</li> <li>• TRANSPORTATION OPERATIONS COORDINATOR</li> </ul>	<b>21</b>
<b>4</b>	RATIFICATION OF ELIGIBILITY LISTS: <ul style="list-style-type: none"> <li>• ENROLLMENT SERVICES SPECIALIST</li> <li>• SPECIAL SKILLS: BILINGUAL ENGLISH - SPANISH</li> </ul>	<b>22</b>
<b>5</b>	RATIFICATION OF WORKING OUT OF CLASS AND INTERNAL LIMITED TERM ASSIGNMENTS	<b>23</b>
<b>6</b>	ADVISORY ITEM: REINSTATEMENT LIST: DEVIN STARNES	<b>26</b>

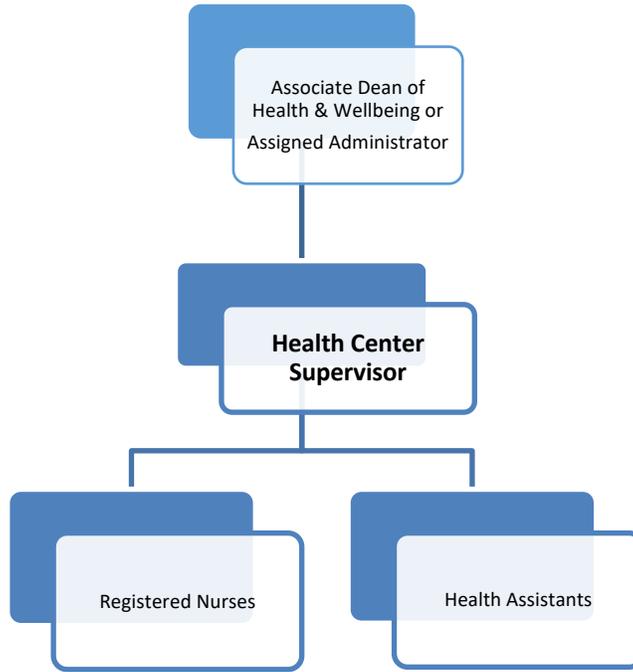
**III. ADJOURNMENT**

AGENDA REPORT NO.	1
SUBJECT	NEW CLASS DESCRIPTION & SALARY ALLOCATION: HEALTH CENTER SUPERVISOR
DATE	OCTOBER 3, 2022
TO	MEMBERS OF THE PERSONNEL COMMISSION
FROM	CAROL LONG, DIRECTOR OF THE PERSONNEL COMMISSION
BY	AMY GURJIAN, CLASSIFICATION & COMPENSATION MANAGER

**BACKGROUND**

Attached for your approval is a new classification description and salary allocation for **Health Center Supervisor**.

The former Interim Associate Dean, Health and Wellbeing and the Vice President of Student Affairs requested to create this new classification to supervise the classified staff assigned to the Health Center. This new role will report to the Vice President of Student Affairs until a permanent academic administrator is assigned to the Health Center.



## **METHODOLOGY**

Personnel Commission staff discussed this new role with Susan Fila, the former Interim Dean, Health & Wellbeing, and Mike Tuitasi, Vice President of Student Affairs. 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 and industry practices.

A job evaluation and external salary study were conducted to identify similar roles in comparable agencies. Internal comparisons were also reviewed in order to ensure that there is proper alignment with other classified jobs in the Health Center, 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.

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:

- Supervise and manage the daily operations of the Health Center and ensure compliance with related laws, rules and regulations.
- Serve as a resource to Health Center staff and the College community in planning, implementing and evaluating student health programs to respond to identified needs, and monitoring programs for effectiveness.
- Provide professional nursing care and health services to the College community.

A comprehensive salary survey of 16 comparable agencies was conducted to examine industry trends and 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). Jobs at other agencies had broader administrator responsibilities (i.e., directors of health services), or did not require nurse practitioner certification. As a result, salary allocation is recommended based on internal alignment.

**SALARY ALLOCATION**

It is recommended that salary for the Health Center Supervisor be allocated to **Range M37 (\$11,325 to \$13,766 per month)** on the Classified Management Salary Schedule. This recommendation serves to establish a competitive salary to attract and retain qualified candidates, while ensuring that the proposed range is aligned with other classified roles in the Health Center.

Since nurse practitioners are paid considerably high in the market (Department of Labor Market Median for the Los Angeles area is \$11,046 per month), slotting this new supervisor role is difficult without salary compression with the Associate Dean, Health & Wellbeing, and the existing Nurse Practitioner. The Associate Dean role is currently under review by the District.

An internal comparison within the job discipline is presented below if salary is placed at Range M37 (\$11,325 to \$13,766 per month) on the Classified Management Salary Schedule, noting significant compression with the academic administrator supervising this role:

JOB TITLE	REPORTS TO	RANGE	MIN	MAX	% DIFF BETWEEN LEVELS
Associate Dean, Health & Wellbeing	Vice President, Student Affairs	AA7	\$11,444	\$13,267	1.05%
<b><i>Health Center Supervisor</i></b>	<b><i>Associate Dean, Health &amp; Well-Being</i></b>	<b><i>M37</i></b>	<b><i>\$11,325</i></b>	<b><i>\$13,766</i></b>	<b><i>8.44%</i></b>
Nurse Practitioner	Associate Dean, Health & Well-Being	64	\$10,444	\$12,695	47.74%
Registered Nurse-Health Services	Health Center Supervisor	48	\$7,069	\$8,592	40.73%
Clinical Placement Specialist	Health Center Supervisor	34	\$5,023	\$6,106	21.56%
Health Assistant	Health Center Supervisor	26	\$4,132	\$5,023	

An internal comparison of classified management roles at the College is presented below.

JOB TITLE	REPORTS TO	RANGE	MIN	MAX
Director of Facilities Planning and Construction	Vice President-Business/Administration	M39	\$11,891	\$14,454
Director of Human Resources	Vice President-Human Resources	M39	\$11,891	\$14,454
<b>Health Center Supervisor</b>	<b>Associate Dean, Health &amp; Well-Being</b>	<b>M37</b>	<b>\$11,325</b>	<b>\$13,766</b>
KCRW Radio Station Director	Senior Director, Government Relations/Institutional Communications	A9	\$11,056	\$12,189
Director of Facilities Maintenance & Operations	Vice President-Business/Administration	M34	\$10,530	\$12,798
Director of Safety & Risk Management	Vice President-Business/Administration	M34	\$10,530	\$12,798
Community College Police Captain	Chief of Police	M33	\$10,272	\$12,486
Controller	Chief Director of Business Services	M32	\$10,029	\$12,189
Director of Budget	Vice President-Business/Administration	M32	\$10,029	\$12,189
Director of Facilities Finance	Vice President-Business/Administration	M32	\$10,029	\$12,189
Director of Procurement, Contracts & Logistics	Chief Director of Business Services	M32	\$10,029	\$12,189
Director of Auxiliary Services	Dean, Education Enterprise	M31	\$9,783	\$11,891
Director of the SMC Foundation	Dean, Institutional Advancement/ SMC Foundation	M30	\$9,551	\$11,609
Director of Marketing & Communications	Senior Director, Government Relations/Institutional Communications	M30	\$9,551	\$11,609
Director of Web and Social Media Strategy	Senior Director, Government Relations/Institutional Communications	M30	\$9,551	\$11,609
Director of Grants	Dean, Institutional Advancement/ SMC Foundation	M24	\$8,250	\$10,029

The proposal for this new classification was reviewed with Department leadership, Business Services, Human Resources, and executive leadership.

**RECOMMENDATION**

It is recommended that the Commission approve the attached new class description and salary allocation for Health Center Supervisor.

DISPOSITION BY THE COMMISSION	
MOTION MADE BY:	
SECONDED BY:	
AYES:	
NAYS:	
ABSTENTIONS:	
AMENDMENTS/COMMENTS	

**Santa Monica Community College District  
Personnel Commission**

**Health Center Supervisor**

**CONCEPT OF THE CLASS**

Under the direction of the Associate Dean, Health & Wellbeing, this classification manages, plans and coordinates the day-to-day operations of the Health Center. In addition, this position provides professional nursing care and health services for students, employees and visitors, and ensures compliance with related laws, rules and regulations.

**DISTINGUISHING CHARACTERISTICS**

The **Health Center Supervisor** manages, plans and coordinates the day-to-day operations of the Health Center, in addition to providing professional nursing care and health services.

The **Nurse Practitioner** provides professional nursing care and health services at the Health Center.

**ESSENTIAL DUTIES**

Plans, organizes, and manages the day-to-day Health Center operations, activities, and record-keeping functions.

Supervises, trains and evaluates the work of assigned Health Center staff, and ensures delivery of service in accordance with clinical practice guidelines, standards, policies, and procedures.

Records patient medical histories, develops medical treatment plans, requests and analyzes test data or images to inform diagnosis or treatment, communicates detailed medical information to clients, and diagnoses medical conditions, based on scientific rationale, standards of care, and professional practice guidelines.

Provides students, staff and the College community with information and resources needed to promote health, reduce risk factors, or prevent disease, while demonstrating sensitivity to and understanding of the socio-economic, academic, cultural and ethnic diversity within the community college student population, including students with physical and/or learning disabilities.

Serves as a resource to Health Center staff and the College community in planning, implementing and evaluating student health programs to respond to identified needs, and monitoring programs for effectiveness; coordinates Health Center operations and programs with various College departments, community organizations and health services agencies.

Performs independent evaluation and treatment procedures in emergency situations; acts as a first responder in the Student Health Services Center and campus emergency calls.

Manages inventory of equipment and supplies, and orders products as needed to ensure all equipment and supplies are available and ready to use.

Acts as a nurse consultant to Student Health Services clinical staff.

Tracks data and prepares and maintains a variety of reports and records for the College and external agencies in compliance with related rules, policies, laws, and regulations; updates and maintains Health Center policies and clinical practice guidelines.

Acts as a liaison and consults regularly and directly with the Health Centers Medical Director regarding complex medical situations.

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**

***Supervision Received:***

This position receives general direction from the Associate Dean, Health & Wellbeing, or a designated administrator.

***Supervision Exercised:***

Positions in this classification exercise supervision over registered nurses, health assistants and/or other assigned Health Center staff.

**KNOWLEDGE, SKILLS AND ABILITIES**

**Knowledge of:**

Current principles, practices, standards, and procedures for nursing and student health

Federal, state, local laws, rules, regulations, and District policies related to assigned responsibilities

External health agencies and their services

Safety hazards and precautions to establish a safe work environment

Effective supervisory techniques including successful recruitment and selection processes, appropriate work assignment, delegation and performance evaluation, relevant staff development and training, and meaningful corrective and disciplinary action

Relevant medical equipment, instruments and supplies to administer patient care

Relevant computer systems, software and applications

**Ability to:**

Provide professional nursing care, emergency response and crisis intervention

Supervise assigned work functions, delegate responsibility according to staff abilities, opportunities for development and relevant rules and policies to ensure effective and timely completion of work assignments

Interpret, apply, explain standards, practices and requirements in accordance with applicable laws and regulations, District and Health Center policies and procedures

Observe, receive and obtain information from all relevant sources to analyze information and evaluate results to choose the best solution and resolve problems

Provide personal assistance, medical attention and emotional support to others

Maintain an open and approachable manner and easily build rapport with others

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

Operate a computer using computer applications, programs and standard office equipment

Track, record and maintain related information, reporting, and files with confidentiality

Communicate effectively, both orally and in writing

Stay current with practices and apply new knowledge

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 and a master's degree in nursing from an accredited college or university.

##### ***Experience Requirement:***

Four years of experience as a Family Nurse Practitioner, including experience in a student health center.

##### ***Licensure and/or Certification:***

Valid, current California license as a Registered Nurse and Certified Nurse Practitioner  
California Public Health Nurse Certificate  
ANCC Board Certification as Family Nurse Practitioner  
Current Basic Life Support for Health Care Professionals  
Current Advanced Cardiac Life Support Certificate  
Valid Furnishing Number from the California Board of Registered Nursing and a current federal Drug Enforcement Administration (DEA) number

#### WORKING ENVIRONMENT & 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 frequently required to stand, walk and lift 25-50 pounds. Possible exposure to communicable diseases, bodily fluids/spills, contaminated products, and

SANTA MONICA COLLEGE SPECIAL PERSONNEL COMMISSION MEETING AGENDA  
MONDAY, OCTOBER 3, 2022

syringes and needles and possibly other environmental hazards. Specific vision abilities required by this job include close vision and the ability to adjust focus.

CLASS DETAIL

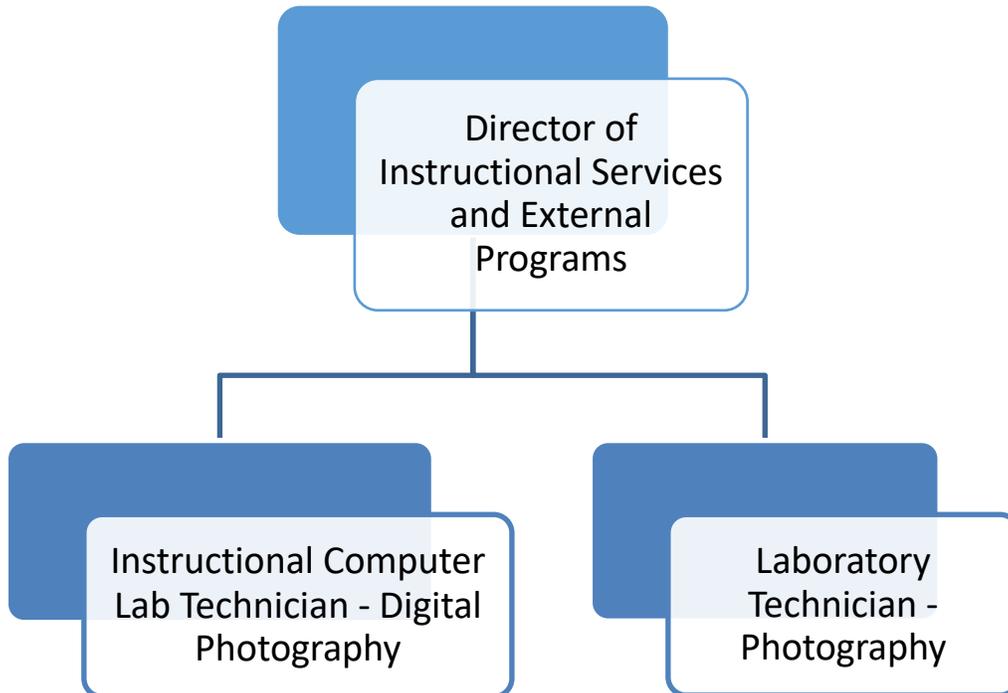
<b>Job Family:</b>	Student Services (Non-Classroom)
<b>FLSA Status:</b>	Exempt
<b>Personnel Commission Approval Date:</b>	10/3/2022
<b>Class History:</b>	New Class
<b>Revision Date(s):</b>	None

AGENDA REPORT NO.	2
SUBJECT	NEW CLASS DESCRIPTION & SALARY ALLOCATION: INSTRUCTIONAL COMPUTER LAB TECHNICIAN – DIGITAL PHOTOGRAPHY
DATE	OCTOBER 3, 2022
TO	MEMBERS OF THE PERSONNEL COMMISSION
FROM	CAROL LONG, DIRECTOR OF THE PERSONNEL COMMISSION
BY	JOHN LINKE, SUPERVISING PERSONNEL ANALYST

**BACKGROUND**

Attached for your approval is a new classification description and salary allocation for **Instructional Computer Lab Technician – Digital Photography**.

Academic Affairs has requested the creation of a new classification that will monitor and maintain the computer laboratory at the Photography department, and provide technical and instructional assistance to students and faculty in the application of specialized digital photography software programs. This new role will report to the Director of Instructional Services and External Programs.



## **METHODOLOGY**

Personnel Commission staff discussed this new role with Maral Hyeler, Director of Instructional Services and External Programs, and Josh Sanseri, Chair of the Photography/Fashion department. 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 in order to ensure that there is proper alignment with other instructional laboratory support 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 specialized software programs and independent judgment to reinforce instructional concepts and practices for students.
- Plan and implement a variety of operational activities, such as tracking lab usage and monitoring inventory levels, to ensure that the computer lab is prepared and equipped to support instructional goals.

A comprehensive salary survey of 16 comparable agencies was conducted to examine industry trends and 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). As a result, salary allocation is recommended based on internal alignment. Comparable agencies utilized roles with broader scope of responsibility, assigned other specialized duties such as advanced IT systems troubleshooting, or did not require specialized knowledge of digital photography.

**SALARY ALLOCATION**

It is recommended that salary for the Instructional Computer Lab Technician – Digital Photography be allocated to **Range 32 (\$4,784 to \$5,815)** on the Classified Employees Salary Schedule. 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 operational and instructional support to students and faculty in an instructional laboratory 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
Lead Laboratory Technician – Life Science	\$5,151	\$6,261	35	0.00%
Lead Laboratory Technician – Art	\$5,151	\$6,261	35	7.67%
Laboratory Technician – Life Science	\$4,784	\$5,815	32	0.00%
Instructional Computer Lab Technician - Design and Media Technology	\$4,784	\$5,815	32	0.00%
<b>Instructional Computer Lab Technician – Digital Photography (proposed)</b>	<b>\$4,784</b>	<b>\$5,815</b>	<b>32</b>	<b>0.00%</b>
Lead Laboratory Technician – Chemistry*	\$4,784	\$5,815	32	0.00%
Laboratory Technician – Art	\$4,784	\$5,815	32	7.51%
Laboratory Technician – Chemistry*	\$4,450	\$5,409	29	0.00%
Laboratory Technician – Physics*	\$4,450	\$5,409	29	0.00%
Laboratory Technician – Photography*	\$4,450	\$5,409	29	0.00%
Laboratory Technician – Broadcast Digital Media*	\$4,450	\$5,409	29	

*\*Currently under review*

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

**RECOMMENDATION**

It is recommended that the Commission approve the attached new class description and salary allocation for Instructional Computer Lab Technician – Digital Photography.

DISPOSITION BY THE COMMISSION	
MOTION MADE BY:	
SECONDED BY:	
AYES:	
NAYS:	
ABSTENTIONS:	
AMENDMENTS/COMMENTS	

**Santa Monica Community College District  
Personnel Commission**

**Instructional Computer Lab Technician – Digital Photography**

**CONCEPT OF THE CLASS**

Under general supervision, positions in this classification monitor and maintain computer laboratories for the Photography department, and provide technical and instructional assistance to students and faculty in the application of specialized digital photography software programs.

**DISTINGUISHING CHARACTERISTICS**

The **Instructional Computer Lab Technician – Digital Photography** provides laboratory monitoring and support, and assists student and faculty in the application of digital photography software programs.

The **Laboratory Technician – Photography** provides laboratory support, and assists instructors in traditional photography labs and studios, such as dark room and lighting studios.

The **Instructional Computer Lab Technician – Design & Media Technology** provides laboratory monitoring and support, and assists students and faculty in the application of design and digital media software programs.

**ESSENTIAL DUTIES**

Provides day-to-day lab oversight, which includes providing access, checking-in students, ensuring adherence to lab policies and procedures, and securing the facility by locking doors and activating applicable security systems at the end of the day.

Monitors inventory levels, and receives and stores select supplies and equipment; works with departmental staff to order supplies as needed.

Maintains orderliness of the computer lab, and cleans computer monitors and other equipment as needed, to ensure a positive learning environment.

Provides technical assistance to students, faculty and end-users of the Photography department's instructional computer lab to facilitate student learning; provides instructional support to students by demonstrating and troubleshooting the application of digital photography software.

Distributes and demonstrates proper use, storage and/or care of instructional equipment, supplies, and software to ensure proper operational and safety protocols are being followed.

Inspects instructional equipment for necessary repairs and maintenance; troubleshoots minor technical issues and maintenance needs, such as calibrating computer monitors and creating and managing printer profiles, and refers complex issues to the appropriate party to ensure proper functioning of lab equipment.

Stays updated on departmental curriculum to anticipate instructional needs and optimize student support.

Maintains attendance records and headcounts of users in order to track computer lab usage.

**Instructional Computer Lab Technician – Digital Photography**

**Page 2 of 4**

Assists with the interview and selection process, in addition to training and providing work direction for student workers.

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, 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 other classified employees, but may provide guidance and work direction to student workers.

**KNOWLEDGE, SKILLS AND ABILITIES**

**Knowledge of:**

Instructional equipment and software, including computer workstations and peripherals

Assigned discipline-specific software and applications, such as Photoshop, Lightroom, and Capture One

Computer operating systems including Windows and Mac OS

Digital photography capture methods and retouching techniques

Digital asset management

Microsoft Office Suite

Basic record keeping techniques

Basic maintenance and repair of laboratory equipment

Applicable state and federal laws such as Family Educational Rights and Privacy Act (FERPA), the Americans with Disabilities Act (ADA) and copyright regulations

**Ability to:**

Demonstrate correct operation of instructional equipment in the lab

Interact positively with students, faculty and staff, and to provide instructional and operational support to those individuals in an organized and timely fashion

Work with faculty to identify and address specific instructional needs

Keep detailed and accurate records

**Instructional Computer Lab Technician – Digital Photography**

**Page 3 of 4**

- Identify and resolve minor hardware and software problems
- Maintain laboratory equipment and materials in a clean and orderly condition
- Maintain an appropriate learning environment in the lab
- Stay abreast of technology changes and adapt to new technologies
- Organize, set priorities and exercise sound independent judgment within areas of assigned responsibility
- Interpret, apply, explain and reach sound decisions in accordance with applicable laws and regulations, and District policies and procedures
- Train and provide work direction to others
- Communicate effectively, both orally and in writing
- Operate a computer using computer applications, programs and standard office equipment
- 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:***

Associate degree in Photography or a closely related field.

***Experience Requirement:***

Two years of experience in photography, which included at least one year of experience capturing and editing digital photographs using related software programs. Experience providing instructional support in a higher education setting is desirable.

***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 regularly required to sit, stand, walk, reach, bend, use hands to keyboard, type, or handle materials, and talk and/or hear. The

**Instructional Computer Lab Technician – Digital Photography** **Page 4 of 4**

employee is occasionally required to stand and walk. The employee is regularly required to climb and lift, carry, push, or pull objects up to 50 pounds. While performing the duties of this job, the noise level in the work environment is usually quiet.

**CLASS DETAIL**

<b>Job Family:</b>	Instructional Support (Student Services/Classroom)
<b>FLSA Status:</b>	Non-exempt
<b>Personnel Commission Approval Date:</b>	10/03/2022
<b>Class History:</b>	New Class
<b>Revision Date(s):</b>	None

SANTA MONICA COLLEGE SPECIAL PERSONNEL COMMISSION MEETING AGENDA  
MONDAY, OCTOBER 3, 2022

AGENDA REPORT NO.	3
SUBJECT	EXAMINATION SCHEDULE: <ul style="list-style-type: none"> <li>• GROUNDS EQUIPMENT OPERATOR</li> <li>• INSTRUCTIONAL COMPUTER LAB TECHNICIAN – DIGITAL PHOTOGRAPHY</li> <li>• STUDENT SERVICES ASSISTANT</li> <li>• TRANSPORTATION OPERATIONS COORDINATOR</li> </ul>
DATE	OCTOBER 3, 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
Grounds Equipment Operator	Promotional and Open Competitive	3 weeks
Instructional Computer Lab Technician – Digital Photography	Merged Promotional and Open	3 weeks
Student Services Assistant	Promotional Only	3 weeks
Transportation Operations Coordinator	Promotional Only	3 weeks

<b>DISPOSITION BY THE COMMISSION</b>	
MOTION MADE BY:	
SECONDED BY:	
AYES:	
NAYS:	
ABSTENTIONS:	
AMENDMENTS/COMMENTS	

SANTA MONICA COLLEGE SPECIAL PERSONNEL COMMISSION MEETING AGENDA  
MONDAY, OCTOBER 3, 2022

AGENDA REPORT NO.	4
SUBJECT	RATIFICATION OF ELIGIBILITY LISTS: <ul style="list-style-type: none"> <li>• ENROLLMENT SERVICES SPECIALIST</li> <li>• SPECIAL SKILLS: BILINGUAL ENGLISH - SPANISH</li> </ul>
DATE	OCTOBER 3, 2022
TO	MEMBERS OF THE PERSONNEL COMMISSION
FROM	CAROL LONG, DIRECTOR OF THE PERSONNEL COMMISSION

It is recommended that the Personnel Commission approve the Ratification of the following Eligibility Lists:

Class Title	Field of Competition	Promotional	Total On List	Expiration Date
Enrollment Services Specialist	Merged Promotional and Open Competitive	2	5	10/5/2023
Special Skills- Bilingual English/Spanish	Continuous Open Competitive	1	1	

<b>DISPOSITION BY THE COMMISSION</b>	
MOTION MADE BY:	
SECONDED BY:	
AYES:	
NAYS:	
ABSTENTIONS:	
AMENDMENTS/COMMENTS	

AGENDA REPORT NO.	5
SUBJECT	RATIFICATION OF WORKING OUT OF CLASS AND INTERNAL LIMITED TERM ASSIGNMENTS
DATE	OCTOBER 3, 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 working out of class assignment(s).

**I. Provisional Working out of Class Assignment**

Name/Permanent Class	Provisional WOC Assignment*	Dates of Current Assignment
Kasiani Gountoumas, Nurse Practitioner	Health Center Supervisor	10/15/2022 to 2/3/2023

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

*\*\*Pending PBAR approval.*

**II. Extension to Provisional Working out of Class Assignment**

Name/ Permanent Class	Provisional WOC Assignment*	Dates of Current Assignment	Extended Dates
Rico Gutierrez, Grounds Worker	Grounds Supervisor	7/25/2022 to 9/2/2022	9/3/2022 to 10/2/2022

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

*\*\*Pending PBAR approval.*

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

**3.2.10 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).

### **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**

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.

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**

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.

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**

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.

<b>DISPOSITION BY THE COMMISSION</b>	
<b>MOTION MADE BY:</b>	
<b>SECONDED BY:</b>	
<b>AYES:</b>	
<b>NAYS:</b>	
<b>ABSTENTIONS:</b>	
<b>AMENDMENTS/COMMENTS</b>	

AGENDA REPORT NO.	6
SUBJECT	ADVISORY ITEM: REINSTATEMENT LIST: DEVIN STARNES
DATE	OCTOBER 3, 2022
TO	MEMBERS OF THE PERSONNEL COMMISSION
FROM	CAROL LONG, DIRECTOR OF THE PERSONNEL COMMISSION

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

Name	Classification	Resignation Date	Reinstatement Effective Dates
Devin Starnes	Director of Facilities Maintenance and Operations	09/30/2022	October 1, 2022 to December 31, 2025

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.

SANTA MONICA COLLEGE SPECIAL PERSONNEL COMMISSION MEETING AGENDA  
 MONDAY, OCTOBER 3, 2022

MEETING ADJOURNED AT \_\_\_\_\_

<b>DISPOSITION BY THE COMMISSION</b>	
MOTION MADE BY:	
SECONDED BY:	
AYES:	
NAYS:	
ABSTENTIONS:	
AMENDMENTS/COMMENTS	

DAY	MONTH	DATE	YEAR	TIME	VENUE
WEDNESDAY	OCTOBER	19	2022	12:00PM	ONLINE
WEDNESDAY	NOVEMBER	16	2022	12:00PM	ONLINE
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 THE OCTOBER 3, 2022 SPECIAL MEETING OF THE SANTA MONICA COLLEGE PERSONNEL COMMISSION WAS POSTED ON THE OFFICIAL DISTRICT WEBSITE NO LATER THAN 24 HOURS PRIOR TO THE DATE AND TIME OF THIS MEETING.