## Distribution List for Personnel Commission Announcements, Agendas and Minutes

### DEPARTMENTS PLEASE POST

<table>
<thead>
<tr>
<th>Department/Office</th>
<th>Contact Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>3400 Airport/SBDC</td>
<td>Michelle King</td>
</tr>
<tr>
<td>Academic Affairs</td>
<td>Rebecca Weiland</td>
</tr>
<tr>
<td>AET</td>
<td>Rassheedah Watts</td>
</tr>
<tr>
<td>Admissions &amp; Records</td>
<td>Angela Muñoz</td>
</tr>
<tr>
<td>African American Center</td>
<td>Sherri Bradford</td>
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<tr>
<td>Airport</td>
<td>Jackie Portal-Purdy</td>
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<td>Athletics</td>
<td>K. Stallings</td>
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<tr>
<td>Auxiliary Services</td>
<td>Ofelia Meza</td>
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<td>Bookstore</td>
<td>David Dever</td>
</tr>
<tr>
<td>Bundy</td>
<td>B. Redd-Walker</td>
</tr>
<tr>
<td>Business Department</td>
<td>Rebecca Weiland</td>
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<td>Campus Police Office</td>
<td>Jennifer Jones</td>
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<tr>
<td>Counseling Office</td>
<td>Laurie Guglielmo</td>
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<tr>
<td>Custodian Time Clock</td>
<td>Raymond Bruce</td>
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<tr>
<td>Disabled Students Center</td>
<td>Nathalie Laille</td>
</tr>
<tr>
<td>Early Childhood Ed.</td>
<td>L. Manson</td>
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<tr>
<td>Emeritus College</td>
<td>V. Rankin-Scales</td>
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<tr>
<td>EOP&amp;S</td>
<td>R. Thomas-Green</td>
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<tr>
<td>ESL Office</td>
<td>Pam Nemeth</td>
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<tr>
<td>Events Office</td>
<td>Joy Bice</td>
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<td>Faculty Association</td>
<td>Mitra Moassessi</td>
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<td>Financial Aid Office</td>
<td>T. Thomas</td>
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<td>Health Sciences</td>
<td>Ida Danzey</td>
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<td>Health Office</td>
<td>Nancy Alfaro</td>
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<td>International Students Center</td>
<td>Ana Jara</td>
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<td>Career Services</td>
<td>Lisa Moss</td>
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<td>KCRW</td>
<td>Cheryl Gee</td>
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<td>Latino Center</td>
<td>Maria Martinez</td>
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<td>Letters &amp; Science</td>
<td>Linda Sallovitz</td>
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<td>HSS</td>
<td>Carolyn Baugh</td>
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<td>Library</td>
<td>Mona Martin</td>
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<td>Maintenance/Facilities Time Clock</td>
<td>C. Rogers</td>
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<td>Math Village</td>
<td>Betty Wong</td>
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<td>Media Center</td>
<td>L. Nakamura</td>
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<td>M.I.S.</td>
<td>Lee Johnston</td>
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<tr>
<td>Modern Language</td>
<td>Jeanne Laurie</td>
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<td>Music</td>
<td>Lori Geller</td>
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<td>Madison</td>
<td>Gail Johnson</td>
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<td>Payroll</td>
<td>Ian Fraser</td>
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<tr>
<td>Science</td>
<td>Ingrid Cardwell</td>
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<td>School Relations Outreach</td>
<td>Trena Johnson</td>
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<td>Student Life</td>
<td>Amelia Trejo</td>
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<td>Superintendent/Presidents Office</td>
<td>L. Killian</td>
</tr>
<tr>
<td>STEM</td>
<td>Vanan Yahnian</td>
</tr>
<tr>
<td>Theater Arts</td>
<td>Judy Louff</td>
</tr>
<tr>
<td>W&amp;ED/Bundy</td>
<td>Tricia Ramos</td>
</tr>
</tbody>
</table>

### ADMINISTRATORS and MANAGERS

- Acad. Comp.: Joshi John
- Emeritus: Gita Runkle
- Facilities: Bruce Wyban
- HR: Sherri Lee-Lewis
- Info Mgmt: J. Chong
- Int. Ed. Center: D. Kinsella
- Maintenance:
  - Operations: Anthony Barlow
  - Courtney Pierce
  - Pico Partner: R. Gonzalez
- Receiving: R. Jauregui

### PRESIDENT/SUPERINTENDENT and SENIOR STAFF

- Superintendent/Superintendent: C. Tsang
- Exec. VP Interim: Jeff Shimizu
- VP Academic Affairs: Georgia Lorenz
- VP Business/Admin: R. Isomoto
- VP Enroll. Services: T. Rodriguez
- VP Human Resources: Marcia Wade
- VP Student Affairs: M. Tuitasi
- Sr. Director Government Relations & Institutional Communications: Don Girard
- Community Relations: Kiersten Elliott
- Public Info. Officer: Grace Smith

### PUBLIC POSTING LOCATIONS

- 2714 Pico: exterior display box
- Library for Public Posting (1)
- Library for Archives (2)
- Mailroom
- SMC Personnel Commission Office
- SMC Human Resources
- Staff Lounge

### EMPLOYEE ORGANIZATIONS

- CSEA Labor Rep.: (Email)
- CSEA Chapter Pres.: B. Rosenloecher
- CSEA Chapter 1st V.P.: Robert Villanueva
- CSEA Chief Job Steward: Mike Roberts
- CSEA Corresponding. Sec’y: C. Lagunas
- CSEA Recording Sec’y: Jeanne Laurie
- SMC POA President: – Officer Cadena
- Mgmt Assoc: G. Brown/B. Dammer

**Revised 10/10/14**

### 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.
### PUBLIC PARTICIPATION

**ADDRESSING THE PERSONNEL COMMISSION**

Members of the public may address the Personnel Commission by oral presentation **concerning any subject that lies within the jurisdiction of the Personnel Commission** provided the requirements and procedures herein set forth are observed:

1. Individuals wishing to speak to the Commission at the Personnel Commission meeting during Public Comments or regarding an item(s) on the agenda must complete an information card with their name, name of organization (if applicable) and the topic or item on which the comment is to be made.

   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.

   **General Public Comments**
   - The card to speak during Public Comments must be submitted to the recording secretary at the meeting **before** the Commission reaches the Public Comments section in the Agenda.
   - 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.

   **Agenda Items**
   - The card to speak during Agenda Items must be submitted to the recording secretary at the meeting **before** the Commission reaches that specific item in the agenda.
   - Five minutes is allotted to each speaker per Agenda Item. The speaker must adhere to the topic. Individuals wishing to speak on a specific Agenda Item will be called upon at the time that the Commission reaches that item in the Agenda.

   Exceptions: This time allotment does not apply to individuals who address the Personnel Commission at the invitation or request of the Commission or the Director of Classified Personnel.

2. Any person who disrupts, disturbs, or otherwise impedes the orderly conduct of any meeting of the Personnel Commission by uttering loud, threatening, or abusive language or engaging in disorderly conduct, shall, at the discretion of the presiding officer or majority of the Personnel Commission, 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*
Board Room, Business Building, Room 117, 1900 Pico Blvd., Santa Monica, CA 90405

Any public records, which can be disclosed, related to an open session item on the agenda and distributed to the Personnel Commissioners less than 72 hours prior to the meeting, are available for public inspection in the Personnel Commission Office, 2714 Pico Blvd, Santa Monica, during normal business hours.

Any individual or group may address the Personnel Commission during the Comments—Public Forum segment of the meeting regarding any item that is within the Commission’s subject matter jurisdiction. However, the Commission will not take action on any item that is not on this agenda.

Any individual may appear at the Commission meeting to respectfully testify in support of or opposition to any item being presented to the Commissioners for consideration. Individuals wishing to address items to the Commissioners should complete a Request to Address the Personnel Commission card (green form) prior to the start of the meeting.

PUBLIC SESSION: 12:30 PM

I. ORGANIZATIONAL FUNCTIONS

A. Call to Order ______ pm

B. Roll Call

<table>
<thead>
<tr>
<th>Commissioner</th>
<th>Present</th>
<th>Absent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commissioner Metoyer, Chair</td>
<td></td>
<td></td>
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<tr>
<td>Commissioner Abbott, Vice-Chair</td>
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<tr>
<td>Commissioner Greenstein</td>
<td></td>
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<tr>
<td>Commissioner Jansen</td>
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<tr>
<td>Commissioner Leone</td>
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</tbody>
</table>

C. Approval of Minutes

Regular Meeting – October 15, 2014
Special Meeting – October 31, 2014

MOTION MADE BY:
SECONDED BY:
AYES:
NAYS:
ABSTENTIONS:

Amendments/Comments

II. REPORT - DIRECTOR OF CLASSIFIED PERSONNEL
III. COMMENTS AND INFORMATIONAL REPORTS

A. Recognition of Employee Longevity: November 2014

10 YEARS

Thomas Adshade, Community College Parking Enforcement Officer, Campus Police

Micahl Mitchell, Community College Parking Enforcement Officer, Campus Police

15 YEARS

Gonzalo Cabrera, Laboratory Technician-Life Science, Life Science
Jose Casillas, Student Services Specialist-Financial Aid, Financial Aid
Debra Locke, Senior Student Services Specialist-EOPS, EOPS
George Prather, Jr., Director of Auxiliary Services, Auxiliary Services
Christine Tigner, Accounting Specialist II, Fiscal Services

20 YEARS

Ernest Belcher, Journeyman Trade-Welding, Maintenance

25 YEARS

Joshi John, Computer Laboratory Supervisor, Academic Computing

B. Comments from Vice President of Human Resources

C. Comments from CSEA Chapter 36 Representative

D. Comments from Management Association Vice – President

E. Comments from Personnel Commission Staff

F. Public Comments (non-actionable comments from those in attendance)

G. Comments by Personnel Commissioners
IV. AGENDA REPORTS

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<td>Advisory Item: Re-appointment of Commissioner, Barbara Greenstein</td>
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<td>New Class Description &amp; Allocation for Controller</td>
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<td>3</td>
<td>New Class Description: Classification &amp; Qualification Manager</td>
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<td>4</td>
<td>Revisions to Class Description: Media Resources Assistant</td>
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<td>Revisions to Class Description: Senior Career Services Advisor</td>
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<td>6</td>
<td>New Class Description: Senior Student Services Specialist-Veterans’ Programs</td>
<td>34</td>
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<td>7</td>
<td>Revisions to Class Description: Web Content Developer</td>
<td>42</td>
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<td>8</td>
<td>Request for Approval of Salary Reallocation: Senior Graphic Designer</td>
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<td>9</td>
<td>Amendment to Rules and Regulations of the Classified Service – Chapter 7 – Second Reading</td>
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<td>10</td>
<td>Amendment to Rules and Regulations of the Classified Service – Chapter 11 – Second Reading</td>
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<td>11</td>
<td>Approval of Provisional Working Out of Class Assignment: Star Barboza</td>
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<td>12</td>
<td>Approval of Provisional Working Out of Class Assignment: Edgar Casborn</td>
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<td>13</td>
<td>Extension of Provisional Working Out of Class Assignment: Patrick Qualey</td>
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<td>14</td>
<td>Extension of Provisional Working Out of Class Assignment: Carl Sheaffer</td>
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<td>15</td>
<td>Advisory Item: Reinstatement List</td>
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<td>16</td>
<td>Ratification of Eligibility Lists</td>
<td>73</td>
</tr>
</tbody>
</table>

Exam Schedule
- Administrative Assistant I
- Administrative Assistant II
- Classification & Compensation Manager
- Controller
- Journeyman Trade-Carpentry
- Media Resources Assistant
- Senior Graphics Designer
- Senior Student Services Specialist-Veterans’ Programs
- Skilled Maintenance Worker II

17  Ratification of Limited Term Assignments 76
18  Advisory Item: Appointments to Limited Term Positions 77
19  Advisory Item: Appointments to Provisional Assignments 78
20  Recruitment and Examination Status Report – Information Only 79

V. PUBLIC COMMENTS TO CLOSED SESSION ITEMS

VI. ADJOURN MEETING AT _______ P.M.

Next regularly scheduled meeting: Wednesday, December 17, 2014 at 12:00 pm.
AGENDA REPORT NO. 1

SUBJECT: ADVISORY ITEM: RE-APPOINTMENT OF COMMISSIONER, BARBARA GREENSTEIN

DATE: November 19, 2014

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

Please be advised that Commissioner Greenstein’s current term is scheduled to expire on November 30, 2014. Commissioner Greenstein is a CSEA nominee to the Personnel Commission.

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

CSEA Chapter 36 has notified the Personnel Commission Office that they voted to re-appoint Barbara Greenstein to serve as a Commissioner for another three-year term, beginning December 1, 2014.

The Board of Trustees will be advised that Barbara Greenstein is the CSEA nominee and per Education Code 88065, shall be appointed by the governing board of the district. This item was placed on the November 2014 Board of Trustees agenda.
AGENDA REPORT NO. 2

SUBJECT: NEW CLASS DESCRIPTION & SALARY ALLOCATION FOR CONTROLLER

DATE: November 19, 2014

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

BY: Amy Gurjian, Interim Supervising Personnel Analyst

BACKGROUND

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

The Personnel Commission has been requested to create a new classification of Controller to plan, organize, control, integrate, and manage District-wide accounting, budgetary and loss control functions. In addition, the incumbent will safeguard District assets through internal audit and effective internal control systems and ensure compliance with District, State and/or Federal requirements.

Currently, the Chief Director of Business Services absorbs most of these duties, reporting to the Vice President of Business and Administration, Bob Isomoto. In previous years, an Associate Vice President of Fiscal Services and a Controller were taking on these responsibilities; however, due to a reorganization of Fiscal Services, these classifications were abolished on 10/25/2006, at which point the Director of Fiscal Services was created. Within the past year, Fiscal Services has been reorganized again, resulting in the establishment of the Chief Director of Business Services classification, who is the key contact person for Fiscal Services. At this point, the District is also requesting a Controller position to serve as the subject matter expert in Fiscal Services and to oversee the daily activities of Accounting, Accounts Payable and Payroll. The Chief Director of Business Services oversees Fiscal Services, Purchasing, Auxiliary Services, and Contracts.

METHODOLOGY

Personnel Commission staff first met with Chris Bonvenuto, Chief Director of Business Services, to discuss the new classification. The purpose of this meeting was to define and clarify the parameters of this proposed classification, and to make an initial recommendation as to whether proposed job duties fit into an existing classification, or if further study was needed to determine if a formal recommendation for a new classification was warranted. Following discussion and a review of similar job classifications from other agencies, a list of job duties was created, along with a list of knowledge, skills, and abilities (KSA’s). Reporting relationships were defined, and recommendations for minimum requirements were discussed and compared with other classifications within this series.

Once the duties were finalized, the class description was created by Personnel Commission staff and then reviewed by Chris Bonvenuto and Bob Isomoto. An external salary study was
conducted to evaluate salary ranges of classifications within other public agencies which were required to perform similar duties at a similar level. Internal comparisons were also reviewed in order to ensure that there was proper alignment across other related departments.

Personnel 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 that a new classification should be established involved the scope of responsibilities, knowledge required for the position, level of complexity, degree of decision-making authority, nature & purpose of contacts, and consequence of error. The individual selected for this position will serve as the subject matter expert in Fiscal Services and will perform highly complex budget control and accounting work. In addition the incumbent will oversee the technical work of managers, accountants, accountant specialists, and payroll specialists – typically supervising about 20-25 staff members overall. The incumbent will exercise independent decision-making on vital fiscal issues affecting student services (e.g., Federal Financial Aid Reporting) and overall District operations, which have a significant impact on District resources.

After a comprehensive survey of comparable agencies, a sufficient number of benchmark positions were not available to provide an external market analysis due to variability in scope of work and structure of the comparable agencies. Nonetheless, the four classifications found to be somewhat comparable are presented as a reference below along with the corresponding general fund budget for each district. The position at San Diego Community College District reports to a Vice President and supports a multi-campus District, which results in a narrower scope of responsibilities (i.e., responsibilities are shared with a Director of Business Support Services who leads the auditing team and performs complex financial work). The two Controller positions at Glendale and Santa Barbara colleges work with a significantly smaller budget as compared to SMC. Notably, Pasadena Community College employs a similar position reporting to the Director of Fiscal Services, which has the most comparable duties to the proposed classification.

<table>
<thead>
<tr>
<th>COMPARABLE AGENCY</th>
<th>BENCHMARK POSITION</th>
<th>MIN*</th>
<th>MAX</th>
<th>2014-15 BUDGET**</th>
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</thead>
<tbody>
<tr>
<td>Glendale CC</td>
<td>Controller</td>
<td>$8,568</td>
<td>$14,353</td>
<td>$98M</td>
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<tr>
<td>Santa Barbara CC</td>
<td>Controller</td>
<td>$8,632</td>
<td>$10,515</td>
<td>$108M</td>
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<tr>
<td>San Diego CCD</td>
<td>Controller</td>
<td>$9,713</td>
<td>$14,339</td>
<td>$259M</td>
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<tr>
<td>Pasadena CC</td>
<td>Controller</td>
<td>$9,754</td>
<td>$12,464</td>
<td>$148M</td>
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</tbody>
</table>

*9 or 11 step salary schedules
**Corresponding SMC budget is $177M.

Internally, this classification is comparable to other Director level classes in the District, depending on the level of autonomy, scope of work, knowledge required, supervisory controls, and consequence of error. For instance, as compared to the Director of Auxiliary Services, the Controller has a broader and highly complex scope of work which impacts all departments District-wide; in addition, the consequence of error in federal fiscal reporting and/or analysis can have a significant effect on overall District operations and student services. Both above mentioned positions report to the Vice President of Business Services with comparable
decision-making authority. When compared to the Director of Human Resources and Director of Facilities Planning, the proposed classification supervises a larger staff and performs more technical work; however, the former classes report to vice presidents and consequently exercise a higher degree of independent decision making on high-profile District matters.

**SALARY ALLOCATION**

It is recommended that the salary for Controller be allocated to Range M32 on the Management Schedule ($112,848-$137,160). Salary allocation was recommended considering the external market survey as well as internal positions and reporting relationships. The goal was to recommend a competitive salary, while ensuring that the proposed ranges were aligned with other related classifications at the District. This salary proposal has been reviewed with Chris Bonvenuto, Bob Isomoto, and Marcia Wade, Vice President of Human Resources.

<table>
<thead>
<tr>
<th>SMC CLASS TITLE</th>
<th>MIN</th>
<th>MAX</th>
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<tbody>
<tr>
<td>Payroll Manager</td>
<td>$6,063</td>
<td>$7,369</td>
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<tr>
<td>Accounts Payable Supervisor</td>
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<td>Accounting Manager</td>
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<td>Director of Purchasing</td>
<td>$7,737</td>
<td>$9,404</td>
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<td>Director of Contracts and Events</td>
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<td>Assistant Director of Human Resources</td>
<td>$8,735</td>
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<td>Director of Auxiliary Services</td>
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<td>$10,113</td>
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<td><strong>Controller</strong></td>
<td><strong>$9,404</strong></td>
<td><strong>$11,430</strong></td>
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<tr>
<td>Director of Facilities Planning</td>
<td>$9,874</td>
<td>$12,001</td>
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<tr>
<td>Director of Human Resources</td>
<td>$9,874</td>
<td>$12,001</td>
</tr>
</tbody>
</table>

**RECOMMENDATION**

It is recommended that the Commission approve the attached new class description and salary allocation for Controller and abolish the classification for Director of Fiscal Services.

**DISPOSITION BY THE COMMISSION**

MOTION MADE BY:
SECONDED BY:
AYES:
NAYS:
ABSTENTIONS:

Amendments/Comments
Santa Monica Community College District
Personnel Commission

Controller

CONCEPT OF THE CLASS

Under general direction of the Chief Director of Business Services, plans, organizes, controls, integrates, and manages District-wide accounting, budgetary and loss control functions; safeguards District assets through internal audit and effective internal control systems; ensures compliance with District, State and/or Federal requirements.

DISTINGUISHING CHARACTERISTICS

Controller plans, organizes, controls, and directs accounting, accounts payable, budgeting auditing and payroll activities of the District and ensures compliance with related policies, rules, laws and regulations.

Accounting Manager supervises the staff responsible for all District accounting activities and operations for the District.

Accounts Payable Supervisor supervises the District's Accounts Payable Department.

Payroll Manager supervises the processing of District academic, classified, management and student payrolls.

ESSENTIAL DUTIES

Plans and directs the activities in general accounting, special funds accounting, cash and investment management, accounting system development and analysis; accounts payable and payroll.

Supervises management staff performing financial reporting, accounting, accounts receivable, accounts payable, and payroll duties.

Analyzes and reviews financial data; monitors, controls, and authorizes expenditures of funds in accordance with established fiscal guidelines.

Establishes practices and controls for safe and efficient handling of funds; establishes reporting procedures of financial transactions and directs the preparation and maintenance of a variety of narrative and statistical reports, records, and files; recommends to the Chief Director of Business Services new business process and policies and procedures; reviews related financial and statistical reports.

Develops and maintains ledger and charts of accounts for control of expenditures from various budgets, including those for general restricted and unrestricted, bond, trust, revolving and special funds.
Conducts financial research studies, analyzes results, prepares forecasts, and recommends planning and implementation strategies and internal control processes to assure smooth and efficient fiscal and budgetary functions.

Coordinates and administers the year-end closing process and compilation of fiscal year financial statements.

Develops and advises management on policies, procedures, administrative regulations and program reviews to improve the Districts business processes and enhance fiscal solvency.

Develops internal control policies, guidelines, and procedures for activities such as cash and credit management, payroll reporting, accounts payable and general accounting.

Prepares all GASB entries for annual independent audit. Maintains current knowledge of GAAP and GASB, and prepares periodic reports to supervisors of changes and the effect on the District.

Monitors financial activities and details, such as cash flow and reserve levels, to ensure that all legal and regulatory requirements are met.

Prepares reimbursement claims for state-funded capital outlay projects, scheduled maintenance programs, mandated cost programs, or other reimbursement claims from local, state, federal or private institutions.

Prepares financial reports for submission to local, state or federal institutions.

Prepares or directs preparation of financial statements, business activity reports, financial position forecasts or reports required by regulatory agencies.

Prepares audit documents and schedules for both internal and external auditors; assists in the scheduling and management of the District Independent Audit and in the preparation of the District financial statements, including all related schedules and the Management Discussion and Analysis.

Provides direction and assistance to other organizational units regarding accounting, accounts payable and payroll policies and procedures and efficient control and utilization of financial resources.

Maintains current knowledge of organizational policies and procedures, federal and state laws, regulations and directives, and current accounting methods, standards and technology.

May serve as a management representative on committees.

**SUPERVISION**

*Supervision Received:*
This position receives general direction from the Chief Director of Business Services.

*Supervision Exercised:*
This position supervises managers and supervisors in Fiscal Services.
KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Current federal, state and local regulations, codes, laws and guidelines pertaining to assigned areas of responsibility

Principles and practices of accounting, budget and business functions of a college district

Principles, methods and techniques of fiscal planning, auditing, analysis, forecasting, and reporting.

Principles of effective management and supervision

District rules, regulations, policies and procedures

Effective training methodologies

Ability to:

Plan, organize and administer effectively the District’s accounting and budget functions

Use online accounting systems, generate reports, and analyze data using advanced computer applications and software

Prepare timely, accurate and clear financial reports

Analyze complex and technical data and provide appropriate conclusions and recommendations

Train, supervise and evaluate others

Analyze trends and problems and to develop long-range plans

Present proposals, recommendations and technical information clearly, logically and persuasively

Interpret and apply laws, regulations, policies, and procedures

Effectively manage time, meet deadlines and achieve objectives

Establish and maintain effective working relationships with college administrators, managers, faculty, staff, students, vendors and contractors in a diverse, multicultural and multi-ethnic educational environment

Communicate well both orally and in writing
MINIMUM QUALIFICATIONS

**Education Requirement:**
A Bachelor’s degree from an accredited college or university in Accounting or a related field.

**Experience Requirement:**
Five years of progressively responsible accounting and/or fiscal management experience in government or non-profit sectors, including three years in a supervisory or administrative capacity.

**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:**
Certified Public Account or equivalent is desired.

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 regularly required to sit, use hands to keyboard, type, or handle materials, and talk and/or hear. The employee is occasionally required to stand and walk. The employee is regularly required to lift, carry, push, or pull up to 25 pounds. While performing the duties of this job, the noise level in the work environment is usually quiet.

CLASS DETAIL

**Job Family:** Fiscal Services/Business/Administration

**FLSA Status:** Exempt

**Personnel Commission Approval Date:** 11/19/2014

**Class History:** None.
AGENDA REPORT NO. 3

SUBJECT: NEW CLASS DESCRIPTION: CLASSIFICATION AND COMPENSATION MANAGER

DATE: November 19, 2014

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

Attached for your approval is a new classification description for Classification and Compensation Manager.

The Personnel Commission Office is requesting to create a new position to oversee operations for large classification/compensation studies and ongoing classification system maintenance.

BACKGROUND

The Personnel Commission Office has experienced a significant increase in requests for classification and/or compensation studies over the past fiscal year. Ongoing classification system maintenance is required by our Merit Rules (MR 3.2.9), but this has not been a regular, pro-active, internal practice since the completion of the Hay Study.

Between July 1, 2012 and June 30, 2013, the Personnel Commission Office completed a total of twelve studies related to classification and/or salary allocation of positions. Since July 1, 2013, our office has completed 63 classification/compensation studies. There are currently an additional 20 related studies in progress.

The Director of Classified Personnel has requested a new position which will oversee professional and analytical work in areas pertaining to classification and compensation studies, and will perform the more complex projects which may impact a broad area of services throughout the organization. Primary areas of responsibility include the following:

- Overseeing and conducting complex classification, position, and salary studies
- Designing and implementing job evaluation standards and systems for defining and monitoring internal equity of salary allocation
- Participating in the development of standardized processes relating to classification and compensation studies, including communication of status and outcomes of studies to all stakeholders
- Training and development of Personnel Commission staff in areas related to classification and compensation

METHODOLOGY

The first step involved clearly defining a role that was needed here in the Personnel Commission Office to adequately address the current backlog of classification work, and the ongoing increase in service requests which were anticipated. A review was then conducted of similar classifications within other public agencies, in order to research ways in which this role was met within other merit-based or civil service environments which had similar demands.
A list of job duties was created, along with a list of knowledge, skills, and abilities (KSA’s). Reporting relationships were defined, and recommendations for minimum requirements were discussed and compared with other classifications within this series. Once the duties were finalized, the class description was created by Personnel Commission staff.

An external salary study was conducted to evaluate salary ranges of classifications which were required to perform similar duties at a similar level. Management and professional classifications within Santa Monica College were reviewed as well, to compare scope of responsibility with what will be expected of this new classification. Salary recommendations were reviewed with the Vice President of Human Resources and the Chief Director of Business Services.

Personnel Commission staff will conduct further studies prior to opening recruitment, in order to gather and analyze documentation for developing an examination plan and creating and/or evaluating test content.

**FINDINGS**

Key factors in determining that a new class should be established include the level of complexity, knowledge required for the position, scope of responsibilities, degree of decision-making required, consequence of error, and nature and purpose of contacts. The Supervising Personnel Analyst performs a similar level and scope of duties, and utilizes a similar level of decision-making authority. However, the focus of duties and knowledge/skills/abilities/competencies encompasses a broader range of human resources activities performed within the Personnel Commission, including recruitment, testing, management of eligibility and employment lists, and classification/compensation studies.

**SALARY REVIEW**

In conducting an external salary review, we were unable to find a large number of closely comparable classifications within educational institutions. The list below includes a salary comparison of classifications performing a senior or supervisory role, overseeing and performing complex work in the area of recruitment, selection, classification, and compensation; and those with a primary focus on classification and compensation studies.
<table>
<thead>
<tr>
<th>AGENCY</th>
<th>TITLE</th>
<th>MIN</th>
<th>MAX</th>
</tr>
</thead>
<tbody>
<tr>
<td>City of Manhattan Beach</td>
<td>Senior Human Resources Analyst</td>
<td>$97,584</td>
<td>$127,116</td>
</tr>
<tr>
<td>City of Santa Monica</td>
<td>Senior Human Resources Analyst</td>
<td>$96,384</td>
<td>$118,992</td>
</tr>
<tr>
<td>LA Community College District</td>
<td>Supervising Personnel Analyst (LACCD utilizes 2 Supervising Personnel Analyst's – 1 for Selection and 1 for Classification/Compensation)</td>
<td>$82,443</td>
<td>$102,132</td>
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<td>Hacienda La Puente USD</td>
<td>Senior Personnel Analyst</td>
<td>$81,871</td>
<td>$91,933</td>
</tr>
<tr>
<td>Long Beach Community College District</td>
<td>Human Resources Manager – Classified</td>
<td>$81,384</td>
<td>$98,916</td>
</tr>
<tr>
<td>LA County Office of Education</td>
<td>Senior Human Resources Analyst</td>
<td>$81,024</td>
<td>$100,368</td>
</tr>
<tr>
<td>City of Anaheim</td>
<td>Senior Human Resources Analyst</td>
<td>$80,485</td>
<td>$115,697</td>
</tr>
<tr>
<td>Santa Monica CCD</td>
<td>Classification and Compensation Manager (Proposed)</td>
<td>$80,208</td>
<td>$97,488</td>
</tr>
<tr>
<td>Long Beach USD</td>
<td>Senior Human Resources Analyst</td>
<td>$79,981</td>
<td>$93,932</td>
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<tr>
<td>LAUSD</td>
<td>Senior Human Resources Specialist</td>
<td>$77,401</td>
<td>$96,314</td>
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<tr>
<td>San Diego Unified School District</td>
<td>Salary Administrator Supervisor</td>
<td>$76,698</td>
<td>$93,215</td>
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<td>Orange County Superior Court</td>
<td>Staffing, Classification &amp; Compensation Officer</td>
<td>$75,837</td>
<td>$124,675</td>
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<td>City of Redondo Beach</td>
<td>Senior Human Resources Analyst</td>
<td>$70,212</td>
<td>$90,720</td>
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<tr>
<td>Glendale CCD</td>
<td>Senior Human Resources Analyst</td>
<td>$68,124</td>
<td>$86,892</td>
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<tr>
<td>City of El Segundo</td>
<td>Senior Human Resources Analyst</td>
<td>$65,887</td>
<td>$80,086</td>
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<tr>
<td>Ventura USD</td>
<td>Assistant Director, Classified Human Resources</td>
<td>$63,648</td>
<td>$79,764</td>
</tr>
<tr>
<td>UCLA</td>
<td>Compensation Consultant/Principal Personnel Analyst</td>
<td>$58,620</td>
<td>$115,560</td>
</tr>
</tbody>
</table>

Average: $77,964 - $101,961

| 25th percentile: $73,025 | 92,574 |
| 50th percentile: $79,981 | 98,916 |
| 75th percentile: $81,628 | $115,629 |
| 80th percentile: $81,985 | $116,356 |
| 90th percentile: $90,807 | $122,402 |

SMC PERCENT RANK (Proposed): 53.30% - 46.60%

<table>
<thead>
<tr>
<th>AGENCY</th>
<th>TITLE</th>
<th>MIN</th>
<th>MAX</th>
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</thead>
<tbody>
<tr>
<td>Santa Monica CCD</td>
<td>Director of Classified Personnel Administrator Range 15</td>
<td>$144,012</td>
<td>$158,772</td>
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<tr>
<td>Santa Monica CCD</td>
<td>Assistant Director, Facilities Planning Range M22</td>
<td>$104,820</td>
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<td>Santa Monica CCD</td>
<td>Accounting Manager Range M19</td>
<td>$82,140</td>
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<td>Santa Monica CCD</td>
<td>Supervising Personnel Analyst Range M18</td>
<td>$80,208</td>
<td>$97,488</td>
</tr>
<tr>
<td>Santa Monica CCD</td>
<td>Classification and Compensation Manager (Proposed) Range M18</td>
<td>$80,208</td>
<td>$97,488</td>
</tr>
<tr>
<td>Santa Monica CCD</td>
<td>Public Information Officer Range M16</td>
<td>$76,392</td>
<td>$92,844</td>
</tr>
<tr>
<td>Santa Monica CCD</td>
<td>Web Content and Digital Marketing Facilitator Range M16</td>
<td>$76,392</td>
<td>$92,844</td>
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<tr>
<td>Santa Monica CCD</td>
<td>Human Resources Analyst (Confidential) Range C41</td>
<td>$62,844</td>
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<tr>
<td>Santa Monica CCD</td>
<td>Personnel Analyst Range 40</td>
<td>$60,600</td>
<td>$73,656</td>
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</table>
We are recommending salary placement for this new classification to be in line with the salary for Supervising Personnel Analyst. The Classification and Compensation Manager will have less supervisory responsibility, but will serve as a technical expert, technical supervisor, trainer, and system and process developer. The internal comparisons shown above list classifications on the management salary schedule which serve as the technical expert in their assigned area, and perform a significant amount of technical oversight within their assigned function.

External salary comparisons show the starting salary for both the Supervising Personnel Analyst class and the proposed Classification and Compensation Manager falling just above the average and median salaries on the list, and the maximum salary after five years of service falling just below the average and median.

RECOMMENDATION

Personnel Commission staff is requesting approval of Classification and Compensation Manager as a new classification, and recommending that the salary be set at Management Range 18 ($80,208 - $97,488).

DISPOSITION BY THE COMMISSION

MOTION MADE BY:
SECONDED BY:
AYES:
NAYS:
ABSTENTIONS:

Amendments/Comments
CONCEPT OF THE CLASS

Positions in this classification perform and oversee professional research and analytical work in areas pertaining to classification and compensation studies. Incumbents will lead initiatives to clarify and streamline classification structures, and to update rules and procedures associated with studies; in order to ensure classifications are relevant to the work performed by our employees, and compensation practices are fair, transparent, and effective in attracting and retaining qualified employees.

DISTINGUISHING CHARACTERISTICS

The Supervising Personnel Analyst class supervises, coordinates and participates in a variety of professional-level personnel management functions such as recruitment, selection, classification and compensation.

The Personnel Analyst class performs journey-level professional personnel work related to classification of positions, wage and salary and benefit administration, personnel policies, rules, and procedures, recruitment and selection, applicant testing and qualifying, equal employment opportunity programs and services, and employer-employee relations.

ESSENTIAL DUTIES

Oversees and implements complex classification, reclassification, and organizational studies. Determines methodology for collecting data, researching problem areas, analyzing data, and preparing and presenting recommendations.

Designs and conducts job analysis and job evaluation studies for the purposes of position classification, salary evaluations, and test construction and validation.

Writes new or revised classification specifications, and prepares and presents justifications for proposed changes.

Designs, constructs, and conducts surveys in order to gather classification, compensation, and other human resources data; analyzes data and prepares recommendations.

Oversees and conducts position evaluations in order to ensure appropriate classification allocation.

Establishes systems and processes for evaluating and monitoring internal equity of salary allocation within the classified service.

Conducts compensation studies as requested and warranted. Presents recommendations to District management and the Personnel Commission.

Prepares and presents reports that summarize research, analysis, and recommendations to the Personnel Commission, District management, and employee representatives.

Advises District management on issues related to organizational structure and staff re-organization.
Organizes, develops, and delivers formal and informal training programs on classification and compensation topics for Personnel Commission staff, District management, and employees
Participates in the development of rules, policies, procedures for presentation to the Personnel Commission
Explains and interprets Merit System Articles of the Education Code and other pertinent laws and regulations to District management, employees, union representatives, and the general public
Attends Personnel Commission meetings to present on various topics and respond to questions
May develop and administer examinations for hiring or promotion within the classified service
May assume primary responsibility of the Personnel Commission Office in the absence of the Director of Classified Personnel
May represent the department at Personnel Commission meetings and related committee meetings
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:
Under general supervision from the Director of Classified Personnel, the employee receives assignments and is expected to carry them through to completion with substantial independence.

Supervision Exercised:
The position in this classification performs in a lead capacity, and may exercise functional or direct supervision over subordinate Personnel Commission staff members.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:
Principles and practices of personnel/human resources administration, including job analysis, job evaluation, position classification, compensation, recruitment, selection, employment discrimination, equal opportunity, and pertinent Federal and State laws
Uniform Guidelines on Employee Selection
Personnel Commission Rules, policies, and procedures; and Merit System provisions of the Education Code
Methods used in the development and administration of position classification and compensation plans and human resources assessment techniques
Test strategies and statistics used in test validation and item analysis review
Methods, techniques, and best practices for job analysis and job evaluation
Principles of organizational analysis
Personnel assessment techniques, including test design, construction and administration
Personal computers, Microsoft operating systems, word processing, spreadsheet, and presentation software

**Ability to:**
Analyze complex and technical problems relating to classification, compensation, and employee selection, and provide appropriate solutions
Successfully utilize a client-oriented, consultative, and flexible approach in analysis and resolution of issues at all levels within an organization
Express technical concepts clearly, concisely, and persuasively, both orally and in writing
Interpret, apply, and explain relevant laws, regulations, policies, and procedures
Compile, tabulate, and calculate data accurately
Exercise tact and judgment in contacts with administrators, co-workers, employees, candidates, and others
Listen to various conflicting points of view while maintaining objectivity and balance
Foster a teamwork environment
Organize working time and procedures under the pressures of multiple projects and deadlines
Make effective oral presentations
Maintain confidentiality
Develop and prepare clear concise and comprehensive reports and agenda items
Perform complex assignments independently
Complete many simultaneous assignments with close attention to detail and attention to schedules and deadlines
Use efficient and effective research techniques to develop test materials
Learn specialized computer applications used by the department

**MINIMUM QUALIFICATIONS**

**Education Requirement:**
Graduation from college with a Bachelor's degree with a major in Industrial or organizational psychology, human resources, public or business administration, or a related field.

**Experience Requirement:**
Four (4) years of experience in personnel/human resources administration, which includes at least one year independently performing professional-level classification and compensation studies, or leading professional-level staff members performing this function.

**Education/Experience Equivalency:**
A master's degree in industrial or organizational psychology or human resources may substitute for two years of general personnel/human resources experience. A doctoral degree in industrial or organizational psychology or a human resources administration specialty may substitute for three years of general personnel/human resources experience.

**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 occasionally required to stand and walk. The employee is regularly required to lift, carry, push, or pull up to 25 pounds. While performing the duties of this job, the noise level in the work environment is usually quiet.

CLASS DETAIL

Job Family: Personnel Commission

FLSA Status: Exempt

Personnel Commission Approval Date: 11/19/2014

Class History: NEW CLASS
AGENDA REPORT NO. 4

SUBJECT: REVISIONS TO CLASS DESCRIPTION: MEDIA RESOURCES ASSISTANT

DATE: November 19, 2014

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

BACKGROUND

Attached for your approval is a revised classification description for Media Resources Assistant. The hiring department has requested to fill the vacancy that was created with the retirement of the previous incumbent. Prior to opening a recruitment to fill this vacancy, the Dean of Learning Resources reviewed the current class description in order to determine if duties, minimum qualifications, and knowledge, skills, and abilities listed still accurately reflected the expectations of the job.

Additional follow-up meetings are planned with the Dean of Learning Resources to finalize job analysis data for the development of the examination plan documentation, testing materials, and evaluation standards.

RESULTS

Several revisions were recommended to the job duties; knowledge, skills, and abilities; and the reporting relationship. Minor revisions were recommended to broaden the minimum requirements. These edits serve to update the description, but do not alter the overall purpose of the classification. These changes were not found to be sufficient to alter the salary allocation.

Media Resources Assistants are assigned to the Modern Languages computer lab. Student enrolled in foreign language courses spend a specific period of time in the computer lab as a part of their class requirements. Programs utilized by students may include audio and video components. Media Resources Assistants are responsible for demonstrating these programs, required tutorials, and all related technology equipment to students in the lab; and instructing faculty on how to set up their end of these tutorials for student use. Media Resources Assistants ensure students complete required online orientations prior to using the Modern Languages computer lab. They also monitor the labs and assist students with routine technology problems which can be resolved by a high-end user. Problems which require knowledge beyond the user level to resolve are referred to Information Technology staff.

The class description for Media Resources Assistant has not been revised since prior to the Hay Study. Recommended revisions are intended to clarify the role these incumbents are currently holding, and provide more updated and specific information about the technology knowledge and skills required for this position.

A copy of these revisions have been provided to CSEA representatives.
RECOMMENDATIONS

It is recommended that the Commission approve the attached revisions to the classification description for Media Resources Assistant (Range 25: $42,024 - $51,084).

DISPOSITION BY THE COMMISSION

MOTION MADE BY:
SECONDED BY:
AYES:
NAYS:
ABSTENTIONS:

Amendments/Comments
Santa Monica Community College District
Personnel Commission

Media Resources Assistant

CONCEPT OF THE CLASS

Positions in this classification provide assistance to students and faculty with the computing resources of a computing facility.

ESSENTIAL DUTIES

Provides assistance and information to students using the computing facility.

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

Assists students individually or in small groups with the proper use of hardware and software.

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.

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 on related areas.

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.

Generates lab reports and distributes reports when necessary to instructors or related parties; provides assistance to faculty to generate lab reports.

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

Inputs users into the lab content management system.

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

Explains college and lab policies, procedures, and requirements.

Takes inventory and submits orders for supplies for the computing facility.

Resolves lab operational related issues using the provided application user interfaces.

Digitizes and duplicates video and audio for computer use.

Reports all repairs for equipment to the appropriate parties.
Prepares computerized material and equipment to be used in laboratory activities for both group class activities and individual open lab experiences.

Hires and trains student lab assistants, schedules work hours, provides work direction, submits time sheets according to established procedures, and ensures effective use of allocated student assistants.

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 the Computer Lab Supervisor appropriate administrator within Academic Affairs, 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 positions.

**KNOWLEDGE, SKILLS AND ABILITIES**

**Knowledge of:**
Uses and operations of standard computer hardware, printers, and standard Microsoft office software applicable to assigned instructional laboratories.
Windows OS, Apple OS, Microsoft Office Suite applications, standard internet browsers, mobile devices, and laboratory online systems.
Installation and operation of computer and multimedia equipment.
Basic inventory and storage methods.
Telephone and receptionist techniques.
Computer keyboard for data input and retrieval.
Correct usage, grammar, spelling, punctuation and vocabulary.

**Ability to:**
Become rapidly proficient in department-specific programs and applications.
Successfully learn current software programs as needed for the assigned area.
Read, comprehend, and explain computer software user instruction manuals.
Perform minor software and hardware computer tasks, such as setting up computers and peripherals, determining applications being used, and troubleshooting hardware or software compatibility.
Assist students and faculty in the use of various software programs supporting the lab, both from in-lab computers and from remote locations.
Troubleshoot basic computer hardware and software problems.
Digitize video and audio for computer use.
Understand and follow oral and written instructions.
Demonstrate the use of equipment and software.
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.
Make sound independent judgements within established guidelines
Maintain accurate records.
Demonstrate sound attention to detail
Use a computer keyboard for data input and retrieval.
Establish and maintain cooperative working relationships with those contacted in the course of work.
Provide excellent customer service to faculty and students.

MINIMUM QUALIFICATIONS

Education Requirement:
Graduation from high school or equivalent.

Experience Requirement:
Two years of clerical experience that included data input and retrieval, public contact, maintaining files and operating a computer or media equipment.

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 occasionally required to stand and walk on a regular basis. The employee is regularly required to lift, carry, push, or pull up to 25 pounds. While performing the duties of this job, the noise level in the work environment is usually quiet typical of a normal classroom environment.
<table>
<thead>
<tr>
<th>CLASS DETAIL</th>
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<tr>
<td><strong>Job Family:</strong> Information Technology</td>
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<tr>
<td><strong>FLSA Status:</strong> Non-exempt</td>
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<td><strong>Personnel Commission Approval Date:</strong> 11/30/06</td>
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<td><strong>Revision Date(s):</strong> 07/91, Hay Study, November 30, 2006, 11/19/2014</td>
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<td><strong>Class History:</strong> Technical Assistant II – 11/78, Retitled – 10/83</td>
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AGENDA REPORT NO. 5

SUBJECT: REVISIONS TO CLASS DESCRIPTION: SENIOR CAREER SERVICES ADVISOR

DATE: November 19, 2014

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

BACKGROUND

Attached for your approval is a revised classification description for Senior Career Services Advisor. The District has been requested to fill a vacancy for a new position which will be allocated to this classification.

The Dean of Counseling and Retention contacted the Personnel Commission about the need to create a new classified position to support experiential service learning opportunities and community engagement experiences for students. The District currently has formal, centralized internship programs to assist student in locating and securing internship opportunities, facilitate the registration process, and communicate District requirements for these programs. A similar centralized program is now being developed in support of Institutional Outcome #5, relating to building authentic engagement opportunities for students. This new program will enable the college to build opportunities for service learning, community service, and civic engagement programs for our students which are parallel to internship programs that are currently offered. Service learning refers to a teaching strategy which incorporates experiential learning opportunities into a class curriculum. These opportunities are scheduled for a shorter period of time than formal internships.

The Senior Career Services Advisor serves as a specialist in developing and coordinating internship placements for students. The current incumbent serves as the Internship Coordinator in the Career Services Center. In this role, the Advisor assists students in locating an appropriate internship, coordinates the enrollment process, maintains records of students enrolled and tracks performance and eligibility status, coordinates internship orientation workshops, and oversees the internship website. This individual is responsible for understanding and adhering to the Chancellor’s Office guidelines for internship placement. The Career Services Center provides a variety of services for students, including resume review, internship leads, internship search assistance, internship course credit, and career counseling.

This new position will serve a similar role in developing and coordinating opportunities for service learning and community engagement experiences.

We are recommending minor revisions to the class description, not to change any duties, but to ensure that the duties listed are applicable to both internships and service learning opportunities.
Once the new position is approved by the Board of Trustees, it will be filled from the current eligibility list for Senior Career Services Advisor.

A copy of these revisions have been provided to CSEA representatives.

RECOMMENDATIONS

It is recommended that the Commission approve the attached revisions to the classification description for Senior Career Services Advisor.

DISPOSITION BY THE COMMISSION

MOTION MADE BY:
SECONDED BY:
AYES:
NAYS:
ABSTENTIONS:

Amendments/Comments
CONCEPT OF THE CLASS

Positions in this classification, lead, develop, and deliver comprehensive student internship and service learning programs and services. Such positions advise students about the role of internships and service learning experiences in their careers and how to pursue an internship and/or service learning opportunities; provide listings of internship openings; coordinate the internship enrollment process; offer or coordinate career related fairs, speakers, mentoring and workshops; and oversee the student employment website.

DISTINGUISHING CHARACTERISTICS

The Senior Career Advisor is a specialist in developing internship or service learning opportunities. This position provides career and internship information, and guides students to placement. This position exercises a high degree of responsibility and independent judgment. This position works with faculty and plans activities to lead to employment and/or work experience for students in many different career fields.

The Career Services Advisor assists students in finding employment opportunities on and off campus and enhances career development by advising students about the world of work.

ESSENTIAL DUTIES

Develops, coordinates, and facilitates internship or service learning programs for students.

Prepares an Internship (also known as Cooperative Work Experience (CWE)) or service learning plan adopted by the district whereby students, while enrolled in college, will gain realistic learning experiences through work experiences.

Plans and initiates long-term efforts to enhance the internship or service learning program for students.

Orients students to internship or service learning class requirements through workshops.

Assists students in developing measurable learning objectives for their on-the-job learning experiences.

In conjunction with the Faculty Leader of the Career Services Center appropriate faculty leader, shares responsibility for on-the-job supervision that includes consultation in person with employers or designated representatives to discuss students’ progress in meeting planned on-the-job learning objectives.
In conjunction with the appropriate faculty leader, maintains students’ records of internships including type of internship or service learning experience, and number of units the student will earn, hours worked, evaluation of performance based on agreed upon learning objectives, the final grade, and tracking students’ eligibility for participation in the program.

Provides guidance to students in identifying internships or service learning experiences related to career goals and techniques for obtaining these positions.

Initiates contacts and builds relationships with employers and community organizations on and off-campus to develop paid and unpaid internship or service learning opportunities for students.

Develops letters of agreement for final approval, and assists with maintaining contracts with organizations providing internship and service learning opportunities for students.

Coaches students in order to prepare students for the internship or service learning opportunities, including resume writing and interviewing techniques.

Coordinates efforts of others in facilitating internship or service learning programs (faculty, staff, administrators, employers, students). Serves as a liaison to faculty to help them set up internship classes for their individual departments, or opportunities for service learning experiences within their assigned classes.

Plans, develops, and coordinates internship and volunteer fairs and speakers programs including coordinating faculty and staff, contacting employers, advertising, finding funding and developing the programs.

Markets the internship or service learning program to students, faculty, staff, organizations, and the business community.

Develops and maintains specialized computer database of internships and job-service learning opportunity listings, and other listings of internship opportunities similar records (i.e., internship handbooks).

Serves and participates on college committees including Departmental Advisory Boards.

Develops, manages and maintains internship or service learning program website.

Attends bi-annual meetings of professional internship organization to keep abreast of current state regulations, and best practices for internship programs and work-based learning.

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*
Under general supervision, the employee receives assignments and is expected to carry them through to completion with substantial independence.

**Supervision Exercised**

Positions in this classification do not supervise other classified employees.

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## KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of program planning, development and coordination
- Knowledge of technology-based resources for career information and occupational data
- Knowledge of planning, developing, organizing and conducting workshops and creating program materials (handbooks, workbooks, forms, etc)
- Knowledge of interviewing and advisement techniques
- Knowledge of local labor and employment market for internships or service opportunities within community service agencies
- Knowledge of internship or service learning opportunity development techniques
- Knowledge of learning principles for establishing measurable learning objectives
- Knowledge of government regulations regarding internship programs and employment
- Knowledge of basic work scheduling methods
- Knowledge of basic record keeping techniques
- Knowledge of computerized websites of job information and occupational data
- Ability to provide direction to individual students, and small and large groups
- Ability to work and meet deadlines with limited supervision
- Ability to communicate effectively in oral and written forms
- Ability to conduct organized, professional and effective presentations
- Ability to plan, develop and organize events and activities
- Ability to establish and maintain cooperative working relationships with those contacted in the course of work

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## MINIMUM QUALIFICATIONS

**Education Requirement:**

Bachelor’s degree in Psychology, Education, Business, Sociology, Political Science, or other related field.
**Experience Requirement:**
Four (4) years experience in human resources, employment, job placement, internship programs or other related human services such as volunteer or community programs.

**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:**
Possession of a valid Class C California driver's license

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**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 occasionally required to stand and walk. The employee is regularly required to fit, carry, push, or pull up to 25 pounds. While performing the duties of this job, the noise level in the work environment is usually quiet.

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**CLASS DETAIL**

**Job Family:** Student Services- Non-Classroom

**FLSA Status:** Non-exempt

**Recommended Salary:** Range

**Personnel Commission Approval Date:** 11/16/06

**Class History:** Job Developer, Student Employment Specialist

**Revision Date(s):** 11/16/06, 11/20/13, **11/19/14**
AGENDA REPORT NO. 6

SUBJECT: NEW CLASS DESCRIPTION: SENIOR STUDENT SERVICES SPECIALIST – VETERANS’ PROGRAMS

DATE: November 19, 2014

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

Attached for your approval is a new classification description for Senior Student Services Specialist – Veterans’ Programs.

BACKGROUND

A new Student Services Assistant position has been approved by the Board of Trustees and allocated by the Personnel Commission (October 31, 2014) to provide additional assistance for the Veterans’ Programs. The department currently utilizes a Student Services Specialist to act as the Certifying Official with the Department of Veterans’ Affairs, and to carry out daily operations within the department. The department would now like to create a classification to oversee operations within the department and provide lead direction to the new Student Services Assistant.

METHODOLOGY

The first step involved defining the new role that was needed in the Veterans’ Resource Center, with the addition of a new Student Services Assistant. Personnel Commission staff first met with Brenda Benson, Dean of Counseling and Retention, to discuss this new classification. The purpose of this meeting was to define and clarify the parameters of this proposed classification, and to make an initial recommendation as to whether proposed job duties fit into an existing classification, or if further study was needed to determine if a formal recommendation for a new classification was warranted. Following discussion and a review of similar job classifications within the Student Services series, both at the Specialist and Senior Specialist level, a decision was made to create a new classification at the level of Senior Student Services Specialist. A list of job duties was created, along with a list of knowledge, skills, and abilities (KSA’s). Reporting relationships were defined, and recommendations for minimum requirements were discussed and compared with other classifications within this series.

Once the duties were finalized, the class description was created by Personnel Commission staff, and then reviewed by the Dean of Counseling and Retention. A copy of the new class description has also been provided to CSEA representatives.

A list of job duties was created, along with a list of knowledge, skills, and abilities (KSA’s). Reporting relationships were defined, and recommendations for minimum requirements were discussed and compared with other classifications within this series. Once the duties were finalized, the class description was created by Personnel Commission staff.
A review and external salary study was conducted of positions within other community college districts in California that held similar responsibilities at a similar level.

Personnel Commission staff will conduct further studies prior to opening recruitment, in order to gather and analyze documentation for developing an examination plan and creating and/or evaluating test content.

**FINDINGS**

Key factors in determining that a new class should be established include the scope of responsibilities, and degree of decision-making required. The individual selected for this position will oversee daily operations within the Veterans’ Resource Center. Responsibilities include delegating work to the new Student Services Assistant, and tracking projects performed under their oversight. In reviewing classifications within the Student Services series across a variety of departments, positions allocated to the Student Services Specialist level were independently responsible for evaluating documents and making a final determination of eligibility for services, providing technical guidance to subordinate staff, and dealing with questions and conflicts that subordinate staff members were unable to handle. The Senior Student Services Specialists are differentiated from the Specialist in that they also oversee daily operations within their assigned programs, delegate work to subordinate classified staff, and track projects performed under their oversight.

This new position has been evaluated and determined to align best with other positions allocated to the level of Senior Student Services Specialist.

**SALARY REVIEW**

Salary recommendations for this new classification are primarily based on internal alignment. All Senior Student Services Specialists in the District are paid at Range 32 ($49,860 - $60,600).

An external salary review was conducted to gather information about how this role was allocated in other comparable agencies. We were unable to find a large number of closely comparable classifications within educational institutions. The majority of agencies surveyed utilized one broad Student Services Specialist classification for all areas (i.e., financial aid, admissions, veterans’ benefits). Only three agencies were found that allocated this role to a separate classification. Two of these agencies allocated the position to a higher level than other student services classifications, and one of them allocated the position to a lower level. These classifications are presented as a reference below.

<table>
<thead>
<tr>
<th>AGENCY</th>
<th>TITLE</th>
<th>MIN</th>
<th>MAX</th>
</tr>
</thead>
<tbody>
<tr>
<td>South Orange County</td>
<td>Senior Fiscal Veterans Specialist</td>
<td>$52,128</td>
<td>$63,384</td>
</tr>
<tr>
<td>Community College District*</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Santa Monica College</td>
<td>Senior Student Services Specialist (Range 32)</td>
<td>$49,860</td>
<td>$60,600</td>
</tr>
<tr>
<td>Santa Monica College</td>
<td>Student Services Specialist (Range 30)</td>
<td>$47,484</td>
<td>$57,720</td>
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<td>Desert Community College District*</td>
<td>Veterans’ Resource Specialist</td>
<td>$46,056</td>
<td>$53,304</td>
</tr>
<tr>
<td>Mt. San Antonio College**</td>
<td>Veterans’ Specialist</td>
<td>$45,557</td>
<td>$55,375</td>
</tr>
</tbody>
</table>

*Allocated to a higher range than other student services classifications.  
**Allocated to a lower range than other student services classifications.
We are recommending salary placement for this new classification to be in line with the salary for Senior Student Services Specialists in other areas within our District. The Senior Student Services Specialist – Veterans’ Programs will assume a similar lead responsibility within the Veterans’ Resource Center, and will serve as the technical expert for student veterans’ benefits.

**RECOMMENDATION**

Personnel Commission staff is requesting approval of Senior Student Services Specialist-Veterans’ Programs as a new classification, and recommending that the salary be set at Range 32 on the Classified Salary Schedule ($49,860 - $60,600).

**DISPOSITION BY THE COMMISSION**

MOTION MADE BY:  
SECONDED BY:  
AYES:  
NAYS:  
ABSTENTIONS:

Amendments/Comments
Santa Monica Community College District
Personnel Commission

Senior Student Services Specialist – Veterans’ Programs

CONCEPT OF THE CLASS

Positions in this classification provide assistance to the academic supervisor in the daily operations of the Veterans’ Resource Center, carry out a variety of complex and specialized clerical duties relating to the preparation and implementation of student Veteran programs, and provide work direction, on-the-job training, and guidance to subordinate classified staff.

DISTINGUISHING CHARACTERISTICS

The **Senior Student Services Specialist** serves as a lead worker and monitors and directs the work of permanent and temporary staff in a student services department or program. Incumbents are specialists in their functional area and exercise a higher degree of responsibility and independent judgment.

The **Student Services Specialist** class performs complex and specialized duties relating to the preparation and implementation of student services and programs. Incumbents are expected to be a specialist in their functional area and have prior work experience in the specific functional area.

The **Student Services Assistant** class performs moderately difficult clerical duties in support of an assigned student services area. In large offices, incumbents may be responsible for the completion of a functional phase of clerical work necessary in the assigned student services area.

The **Student Services Clerk** class provides a variety of general and routine clerical duties for student services departments and programs. Incumbents are generally assigned to the front counter and are the first point of contact for students in their respective student services area. These positions are distinguished from the Administrative Clerk classification in that positions assigned to the Student Services Clerk classification are required to obtain a breadth of knowledge in their respective department, necessary to assist students at the front counter.

ESSENTIAL DUTIES

Serves as the lead worker for the Veterans’ Resource Center

Acts as the Certifying Official with the Department of Veterans Affairs and ensures compliance with all applicable regulations and guidelines as mandated in current federal legislation and state statutes governing veterans

Processes and certifies student applications and other paperwork for VA educational benefits; authorizes payments to veterans, eligible dependents, survivors and reservists under Federal rules, regulations and guidelines
Monitors enrollment status for students receiving Veterans’ benefits; notifies VA of changes in student status

Assists in the training of student services staff, temporary employees, and student workers in the Veterans’ Resource Center

Provides information to students regarding enrollment procedures to obtain veteran and dependent benefits; assists students in determining their educational rights as Veterans.

Monitors enrollments and reports adjustments in payments as necessary to ensure timely and accurate payment of benefits, reviews educational plans, coursework and progress.

Maintains current knowledge of changes in Federal and State legislation affecting Veterans’ Affairs Programs.

Prepares and maintains a variety of accurate student files, records and reports; types various forms; compiles statistical data for reports; assures accuracy of information for audits; responds to inquiries from audits.

Prepares statistical reports in compliance with State, Federal and District requirements; compiles and maintains data as needed for program grant proposals.

Performs a variety of intake services, and makes referrals, as necessary, to academic counselors, therapists, instructors, and community agencies.

Meets with, and interviews students and parents, if necessary, in order to gather additional information.

Provides specialized information, and advises students about student services programs, resources available, processes, and procedures.

Creates, maintains, monitors, and updates confidential student records, student data bank, and historical program database.

Performs a variety of complex clerical duties related to the input, maintenance and control of individual records to ensure the accuracy of student history files.

Serves as a contact liaison with other colleges, governmental agencies, and firms regarding Veterans’ Programs.

Maintains and updates department website, as necessary.

Investigates and resolves problems; corrects errors on student records.

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
Under general supervision, the employee receives assignments and is expected to carry them through to completion with substantial independence.

Supervision Exercised
This position in a lead worker capacity, providing training and work direction to student services staff and temporary employees.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of VA regulations and policies related to educational benefits.

Knowledge of Federal and State programs that provide financial assistance to veterans

Knowledge of policies and objectives of the Veterans’ Programs

Knowledge of Federal and State regulations, requirements and procedural guidelines pertaining to student programs that provide assistance to veterans

Knowledge of Family Educational Rights and Privacy Act

Knowledge of modern office practices and procedures

Knowledge of customer service principles and techniques

Knowledge of English usage, vocabulary, spelling, grammar and punctuation

Knowledge of record keeping practices and procedures.

Ability to train and provide work direction to others

Ability to work with various veteran populations

Ability to interpret and apply pertinent laws, policies and regulations

Ability to effectively analyze situations and adopt an effective course of action

Ability to pay attention to detail and make accurate calculations and assessments

Ability to compile and analyze data

Ability to work on a variety of assignments simultaneously

Ability to work in a fast-paced and busy environment with multiple interruptions

Ability to establish and maintain accurate records
Ability to follow complex written and oral instructions

Ability to establish and maintain effective working relationships

Ability to work independently with minimal supervision.

Ability to collaborate with other student services areas

Ability to maintain confidential student files

Ability to provide sensitivity and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students and staff

Skills to type accurately and operate a computer keyboard for data entry and retrieval, and use computer software specific to the operations of the department and the college.

### MINIMUM QUALIFICATIONS

**Education Requirement:**
Associate’s degree, two years of college level coursework or equivalent. A Bachelor’s degree is desirable.

**Experience Requirement:**
Five (5) years experience performing specialized and complex student services duties related to the provision of veterans benefits.

**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 occasionally required to stand and walk. The employee is regularly required to fit, carry, push, or pull up to 25 pounds. While performing the duties of this job, the noise level in the work environment varies greatly.
CLASS DETAIL

Job Family:  Student Services- Non-Classroom

FLSA Status:  Non-exempt

Personnel Commission Approval Date:  NEW CLASS, 11/19/14
AGENDA REPORT NO. 7

SUBJECT: REVISIONS TO CLASS DESCRIPTION: WEB CONTENT DEVELOPER

DATE: November 19, 2014

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

BY: Michael Cool, Supervising Personnel Analyst

BACKGROUND

Attached for your approval is a revised classification description for Web Content Developer. The incumbent Web Content Developer expects to retire this year, and the hiring department wishes to fill the vacancy as soon as possible. Prior to opening a recruitment to fill this vacancy, the Dean of Community and Academic Relations reviewed the current class description in order to determine if duties, minimum qualifications, and knowledge, skills, and abilities listed still accurately reflected the expectations of the job.

Additional follow-up meetings are planned with the Dean of Community and Academic Relations to finalize job analysis data for the development of the examination plan documentation, testing materials, and evaluation standards.

RESULTS

Minor changes were made to the concept of the class; job duties; knowledge, skills, and abilities; and the reporting relationship. These edits serve to update the description, but do not alter the overall purpose of the classification. These changes were not found to be sufficient to alter the salary allocation.

The Web Content Developer maintains and updates the College website by posting documents and images to meet the needs of various College departments. The Web Content Developer will report to the Web Content and Social Media Manager, but will also work closely with the Graphic Designers and the Public Information Officer. Incumbents in this position also serve as a technical resource for web authoring tools and applications.

The class description for Web Content Developer was last revised in 2008. Recommended revisions are intended to clarify the role of this position, and provide more updated and specific information about the technology knowledge and skills required for this position.

RECOMMENDATIONS

It is recommended that the Commission approve the attached revisions to the classification description for Web Content Developer (Range 27: $44,124 - $53,640).
<table>
<thead>
<tr>
<th>DISPOSITION BY THE COMMISSION</th>
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<tbody>
<tr>
<td>MOTION MADE BY:</td>
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<td>SECONDED BY:</td>
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<tr>
<td>AYES:</td>
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<tr>
<td>NAYS:</td>
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<tr>
<td>ABSTENTIONS:</td>
</tr>
</tbody>
</table>

Amendments/Comments
Santa Monica Community College District  
Personnel Commission  

Web Content Developer

**CONCEPT OF THE CLASS**

The position in this classification is responsible for writing, editing, developing and maintaining information on the College's [Internet and Intranet site][website & social media channels], and any other future projects for external and internal development. This position coordinates with graphic designers, the [college Public Information Officer (PIO)][college], and college departments to oversee the accuracy and quality of the college's website.

**ESSENTIAL DUTIES**

Creates, styles, proofs, organizes and posts HTML documents and images to the college's website using various software applications to effectively, efficiently, and timely meet departmental and college needs. Determines most effective tools and techniques in creation of HTML documents and images for posting.

Coordinates with graphic designers, administration, [Public Information Officer][Public Information Officer], and department supervisors to prepare, schedule, and post Web page documents and images for promotion of college divisions, departments, programs, and administration for use by students, faculty, staff, administration, and the general public.

Updates information and appropriate links on the college's site and keeps current with related resources and search engines. Assures access viability to web posted documents and images, and assures federal and technical standards for web-based protocols and cross platform usability. [Ensures section 508 compliance for website accessibility][section 508].

Supports, troubleshoots problems, and upgrades Macintosh and PC computers, scanners, printers, and software for the department.

Researches and keeps up-to-date on best practices in technology, hardware, and software used to produce work product for the department.

Advises and assists student workers with technical problems in performing their work within the department.

Maintains a positive, helpful, constructive attitude and working relationship with administration, faculty, staff, and the public.

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 the Director of Marketing and with direction from Marketing Design Analyst, Web Content and Social Media Manager, the employee receives assignments and is expected to carry them through completion with substantial independence.

Level of Supervision Exercised:
May coordinate the work of student workers in accomplishing assigned tasks.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:
Methods and techniques of preparing and coordinating online material and printed publications.
Techniques used to create and edit HTML coding and working knowledge of programs such as Dreamweaver, Photoshop, BBEdit, Fireworks, or Image Ready.
Working knowledge of web authoring tools and applications, web programming languages, graphic design tools, and QuarkXpress.
Methods and techniques of public relations, technical, marketing and advertising copy.
Research, writing, and review techniques.
Correct English usage, grammar, spelling, punctuation, and vocabulary.
College organization, operations, policies, and objectives.
Applicable sections of laws that govern web-based products and posting.
Technical aspects in the field of specialty.
Word processing and spreadsheet programs.

Ability to:
Communicate effectively, both orally and in writing.
Create and produce web-based and social media materials using a range of media, methods, techniques, and equipment.
Work independently, and understand and follow oral and written directions.
Meet schedules and timelines, and organize and plan work accordingly.
Multi-task duties.

Skills in:
The utilization of specified computerized web design programs.
Strong interpersonal skills and the ability to effectively communicate with a wide range of individuals and constituencies in a diverse community.

Computer and Equipment Skills:
Proficient ability in the use of personal computers (primarily Macintosh system), word processing, database management, presentation software and spreadsheet use and experience with multiple formats of web-based technology. Ability to use telephone, facsimile machine, copy machine, printers, scanning devices, calculator and general office equipment. Ability to learn specialized computer applications used by the department.
MINIMUM QUALIFICATIONS

Education Requirement:
Associate degree in graphic design, multimedia, or related field with a strong focus in computer media and web-based technology. A Bachelor’s degree is preferred.

Experience Requirement:
Two (2) years of recent professional level work experience using computers to design, develop, and produce graphics, web designs, and original electronic media documents, and communication, technology, or publications with an emphasis on using technology and writing.

Experience/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, use hands to keyboard, type, or handle materials, and talk and/or hear. The employee is occasionally required to stand and walk. The employee is regularly required to lift, carry, push, or pull up to 25 pounds. While performing the duties of this job, the noise level in the work environment is usually quiet.

CLASS DETAIL

Job Family: Community Outreach

FLSA Status: Non-exempt

Personnel Commission Approval Date: 11/30/06

Class History: Hay Study, November 30, 2006

Revision Date(s): Revised 01/22/08; 11/19/14
AGENDA REPORT NO. 8

SUBJECT: REQUEST FOR APPROVAL OF SALARY REALLOCATION: SENIOR GRAPHIC DESIGNER

DATE: November 19, 2014

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

BY: Michael Cool, Supervising Personnel Analyst

BACKGROUND

Attached for your approval is a salary reallocation request for the Senior Graphic Designer classification. The District has approved filling this position which was vacated in 2012.

Revisions to the classification description were approved at the November 20, 2013 Personnel Commission meeting; however, no changes were made to the salary at that time.

Don Girard, Senior Director of Government Relations & Institutional Communication, requested that Personnel Commission staff conduct a salary study to review comparability of the current salary range for this classification with similar jobs in other agencies within the area. This study was requested to determine if a reallocation to a higher salary range would bring in a more competitive applicant pool when we opened recruitment.

Classifications from seven other agencies in Southern California were reviewed. It should be noted that three of the seven classifications are supervisory and therefore contain additional responsibilities beyond that of Senior Graphic Designer. However, it was difficult to locate an adequate number of directly comparable classifications. Other than the job duties that are directly related to supervision, the rest of the job description, including the minimum qualifications are at approximately the same level as Senior Graphic Designer.

The table below indicates the specific agencies and classifications used for comparison, along with the corresponding minimum and maximum salary allocated to each class.
### Agency Classification Minimum Salary Maximum Salary

<table>
<thead>
<tr>
<th>Agency</th>
<th>Classification</th>
<th>Minimum Salary</th>
<th>Maximum Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Southern California Association of Governments</td>
<td>Lead Graphic Designer</td>
<td>$65,041</td>
<td>$84,531</td>
</tr>
<tr>
<td>City of Santa Ana</td>
<td>Graphics Supervisor*</td>
<td>$63,024</td>
<td>$84,468</td>
</tr>
<tr>
<td>University of California, Los Angeles</td>
<td>Senior Graphic Designer</td>
<td>$53,300</td>
<td>$82,000</td>
</tr>
<tr>
<td>Mt. San Antonio College</td>
<td>Senior Graphic Designer</td>
<td>$63,549</td>
<td>$81,106</td>
</tr>
<tr>
<td>City of Glendale</td>
<td>Senior Graphics Illustrator*</td>
<td>$51,876</td>
<td>$75,480</td>
</tr>
<tr>
<td><strong>Santa Monica College</strong></td>
<td><strong>Senior Graphic Designer</strong></td>
<td><strong>$60,600</strong></td>
<td><strong>$73,656</strong></td>
</tr>
<tr>
<td>Long Beach Unified School District</td>
<td>Graphic Design Supervisor*</td>
<td>$60,985</td>
<td>$71,614</td>
</tr>
<tr>
<td>Los Angeles County Office of Education</td>
<td>Senior Graphic Artist</td>
<td>$53,880</td>
<td>$66,900</td>
</tr>
</tbody>
</table>

*Supervisory classifications.

The current salary range for Senior Graphic Designer is $60,600 - $73,656 (Classified Range 40). This range places the classification at the 29th percentile, which is the range below which 29% of the cases listed fall. When the data was analyzed excluding the supervisory positions, Senior Graphic Designer was at the 25th percentile.

The Senior Graphic Designer plays a critical role in creating innovative designs for a wide range of institutional publications and marketing campaigns. The hiring department has requested that we increase the salary range in order to improve the chances that Santa Monica College will attract highly qualified candidates to apply for this job when we open recruitment to the public.

Personnel Commission staff is recommending an increase in the salary range for Senior Graphic Designer as follows:

FROM: $60,600 - $73,656 (Classified Range 40)

TO: $68,472 - $83,232 (Classified Range 45)

Placement at Classified Range 45 will place the Senior Graphic Designer at the 71st percentile of the cases shown. When supervisory classifications are excluded, this places the Senior Graphic Designer at the 75th percentile.

The Senior Graphic Designer reports to the Dean of Community and Academic Relations, who is paid at Range 8 of the Academic Administrator Salary Schedule ($142,045 - $164,669).

The Marketing Design Analyst serves as a lead worker to the Senior Graphic Designer; however, currently these two classifications are at Range 40 on the Classified Salary Schedule. Personnel Commission staff intends to study the Marketing Design Analyst classification to make any necessary revisions and to potentially recommend a salary reallocation.
RECOMMENDATION

It is recommended that the Commission approve an upward salary reallocation for Senior Graphic Designer from $60,600 - $73,656 (Classified Range 40), to $68,472 - $83,232 (Classified Range 45).

DISPOSITION BY THE COMMISSION

MOTION MADE BY:
SECONDED BY:
AYES:
NAYS:
ABSTENTIONS:

Amendments/Comments
CONCEPT OF THE CLASS

The position in this classification uses graphic design principles and knowledge to create innovative designs for a wide range of institutional publications and marketing campaigns. Creates complex, original graphic designs and comprehensive layout concepts for print, web, display, and digital communication. Requires extensive knowledge of specialized, multi-faceted design concepts involving a variety of media and processes. Coordinates production of materials for institutional advancement including fundraising, internal and external communications, and government and public relations, with great latitude for creativity and independent judgment.

DISTINGUISHING CHARACTERISTICS

**Senior Graphic Designer** serves as a lead graphic designer using graphic design principles and knowledge to create complex, original graphic designs and comprehensive layout concepts for print, web, display, and digital communication. Coordinates production specifications and provides technical advice and guidance to clients, colleagues, and student workers. Operates with greater independence, handles more complicated projects, and requires additional years of experience as compared to the **Graphic Designer**.

**Graphic Designer** uses graphic design principles and knowledge to create, original graphic designs and layout concepts for print, web, display, and digital communication. Coordinates production specifications and provides technical advice and guidance to clients, colleagues, and student workers.

ESSENTIAL DUTIES

Conceptualizes, designs, and produces outreach, training, and promotional materials such as brochures, programs, catalogs, letterheads, newsletters, charts, journals, mailers, flyers, advertisements, schedules, logos, web designs, email communications, online interfaces, presentations, signage, maps, exhibits, and displays.

Produces strategic, innovative, and complex illustrations, charts, images, and layouts; incorporates information, data, and statistics from various sources to enhance theme or message of graphic media.

Integrates and manipulates typographic, photographic, illustrative, and other elements.

Consults with clients to determine graphic needs, budget constraints, and deadlines for the project.

Collaborates with writers, editors, photographers, designers, and consultants to meet strategic objectives and goals from college clients.

Coordinates the hiring and training of student workers and supervises the assignment and evaluation of student work and duties.

Photographs College functions and environment to support graphic and web production, institutional publications, and marketing campaigns.

Compiles and maintains a digital graphic and photo archive.
Serves as a liaison between the client and outside vendors and consultants to ensure quality and customer satisfaction.

Provides input in the printing production process to ensure quality, including the selection of ink, paper, and print quality; inspects proofs for accuracy; recommends contractors (typesetters, printers, illustrators, photographers, cartographers).

Utilizes applications related to graphic, web, and multimedia design.

Utilizes standard compliant web tools including HTML, XHTML, CSS and other XML in the design and construction of College web pages; integrates basic video and audio into College web pages.

Writes, edits, and proofs basic copy.

Researches and make suggestions of supplies, software, and equipment for the department.

Provides technical computer support; maintains and installs software programs as needed.

Maintains a positive, helpful, constructive attitude and working relationship with clients, colleagues, students, consultants, and vendors.

May perform basic editing of digital video such as trimming clips, adding audio or text, and inserting transitions.

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 receives assignments and is expected to carry them through competition with substantial independence.

*Level of Supervision Exercised*

Coordinates the hiring and training of student workers and provides direct oversight of student work and assignments.

**KNOWLEDGE, SKILLS AND ABILITIES**

*Knowledge of:*

Principles and practices of graphic design.

Multimedia and interactive design principles

Graphic layout, typography, color, web, email and photographic requirements and procedures.

Standard compliant web design tools, including HTML, XHTML, CSS, and other XML

Prepress and file configuration.

Printing specifications, procedures, and techniques.
Basic production and editing of video and audio

Basic camera operation and photography concepts.

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

**Ability to:**

Conceptualize layouts for marketing campaigns.

Communicate effectively, both orally and in writing.

Create and produce graphic materials using a range of media, methods, techniques, and equipment.

Analyze and implement hierarchy of information for user comprehension.

Analyze and interpret user graphic requirements.

Design and edit for web and integrate basic video and audio.

Develop print and reproduction specifications.

Manage multiple projects simultaneously with excellent attention to details.

Establish and maintain cooperative working relationships with clients, colleagues, students, consultants, and vendors.

Edit and review images, text, digital video and design layout.

Take photographs to produce high quality photos.

**Skills in:**

Using specified computerized graphic design and web applications.

Collaborating and communicating with a wide range of diverse individuals and constituencies.

Developing and managing budgets as related to the production of new digital or traditional media communications.

**Computer and Equipment Skills:**
Ability to use personal computers (primarily Macintosh), page layout, digital drawing, image creation and manipulation, word processing, database management, presentation software and spreadsheet use, current digital video editing software, and experience with multiple formats of web-based technology, digital cameras, and artistic/graphic software products. Ability to use telephone, facsimile machine, copy machine, printers, scanning devices, calculator and general office equipment. Ability to learn specialized computer applications used by the department.

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**MINIMUM QUALIFICATIONS**

**Education Requirement:**
Bachelor’s degree from a four-year college or university in Graphic or Web Design, Multimedia Technology, or a closely related field.

**Experience Requirement:**
Five (5) years recent professional level experience using computers to design, develop, and produce graphic and web design, multimedia products, and original digital media documents.

**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 & 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 Work Environment:**

While performing the duties of this job the employee is regularly required to sit, use hands to keyboard, type, or handle materials, and read, write, talk or hear in English. The employee is occasionally required to stand and walk. The employee is regularly required to lift, carry, push or pull up to 25 pounds.

While performing the duties of this job, the noise level in the work environment is usually moderate.

### CLASS DETAIL

**Job Family:** Community Outreach

**FLSA Status:** Non-exempt

**Personnel Commission Approval Date:** 11/30/06, 11/20/13

**Revision Date(s):** Hay Study, 11/30/06

**Class History:** Senior Graphic Artist
AGENDA REPORT NO. 9

SUBJECT: AMENDMENT TO RULES AND REGULATIONS OF THE CLASSIFIED SERVICE - CHAPTER 7 – SECOND READING
MERIT RULE 7.4, LIMITED-TERM (TEMPORARY) APPOINTMENTS

DATE: November 19, 2014

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

Proposed changes to Chapter 7: Merit Rule 7.4 are attached for a second and final reading. Recommendations were developed with input from the District, CSEA, Campus Counsel, and the Merit Rules Advisory Committee. Goals of these changes include correcting and updating terminology, bringing the parameters of this rule more in line with applicable State laws. Following the first reading at the Personnel Commission meeting on October 15, 2014, recommendations were implemented to keep the illness leave provision in Section 7.4.5 (C) until the new Rule to support sick leave for limited employees becomes effective on July 1, 2014 (11.10.5).

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 substitute limited-term positions.

7.4.2 PROCEDURE FOR ESTABLISHMENT OF LIMITED-TERM POSITIONS

A. When a temporary or substitute limited-term position is established, the appointing authority shall notify the Personnel Director of Classified Personnel in writing of the hours, starting date, and probable length of the assignment. Establishment of limited-term positions shall be subject to ratification by the Board of Trustees at their next regular meeting.

B. Substitute limited-term appointment 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.
duration of the appointment shall not exceed the authorized dates of absence of the regular employee.

C. Limited-term positions shall be classified by the Personnel Director subject to ratification by the Personnel Commission at their next regular meeting. The Director of Classified Personnel shall place Limited Term positions on the Personnel Commission agenda as an advisory item.

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.

B. If an eligible is appointed from an eligibility list to a temporary or substitute limited-term position, he/she shall continue to be eligible for limited-term appointments in the same or a lower related class after the eligibility list has expired. The same privilege of continued eligibility shall apply to a former employee who has resigned in good standing and who accepts a limited-term appointment within 39 months after resignation. The names of such persons shall be ranked in order of seniority on a special list used for limited-term appointments and shall be certified before the current eligibility list is used.

C. When no eligible is available to accept a limited-term position, the Personnel Director of Classified Personnel is authorized to certify applicants or candidates for provisional appointment, per Rule 7.2.

7.4.4 COMPENSATION

A. When a regular employee is given a limited-term appointment in a second class in lieu of all or part of his/her regular appointment, the rate of pay shall be determined as follows:
   1. For assignments at a higher salary range, see Rule 12.2.8.
   2. For assignments at the same salary range, see Rule 12.2.12.
   3. For assignments at a lower range, see Rule 12.2.9.

B. A former regular employee who accepts a limited-term assignment within 39 months after resignation shall be placed at the step of the salary range closest to his/her last regular rate of pay. This salary step shall be applicable to all future limited-term appointments of that employee in that class until he/she loses eligibility.
C. All other limited-term employees including a former employee who accepts assignment to a new classification shall be paid at the hiring rate for regular appointments in the class.

7.4.5 RIGHTS AND BENEFITS

A. Regular employees who are serving in limited-term assignments while retaining regular status in another class shall continue to earn and be granted all the rights and benefits of a regular employee.

B. Except as provided in Paragraphs C and D below, all other limited-term employees shall be granted only those benefits provided by law.

C. Until June 30, 2015, limited-term employees initially hired for a continuous assignment of three months or more shall be granted illness leave on the basis of one day per month of service, as provided to regular employees in Rule 11.3, and shall be entitled to enroll in the District’s Health and Welfare Benefit Plan as specified in Rule 12.1.1, effective from the first month of employment.

Effective July 1, 2015, sick leave for limited term employees shall be governed by Rule 11.10.5.

D. Commencing in 7/1/85, employees serving in classes designated as seasonal, shall be granted step advancement as follows:

1. Advancement to Step B after serving 120 days (6 months) in the class;

2. Advance to subsequent steps after an additional 2 years (240 days) for each step advancement.

E. The classes designated as seasonal and approved for step advancement are:

- Registration and Information Clerk, 07/01/85
- Registration and Enrollment Coordinator, 07/01/85
- Bookstore Clerk/Cashier, 07/01/85
- Lead Registration and Information Clerk, 01/23/01

F. No seniority or credit toward completion of probation shall accrue from service in a limited-term appointment, except as provided in Paragraph A above.

G. Seasonal employees who have advanced to Step B or above and who are hired into a higher level seasonal classification listed in Paragraph E above, shall receive at least a one step salary increase as provided in Merit Rule 12.2.8.
7.4.6 TERMINATION OF APPOINTMENT

A. A limited-term appointment may be terminated at the end of an assigned shift at the discretion of the appointing authority.

B. A limited-term employee may be terminated without cause and his/her name may be removed from an eligibility list as specified in Rule 6.3.8. When the appointing authority dismisses a limited-term employee, the Personnel Director of Classified Personnel shall be notified in writing of the cause for dismissal. The Personnel Director of Classified Personnel shall investigate the matter, and may remove the limited-term employee’s name from the list if his/her findings support the action. He/she shall notify the employee of the decision. The Personnel Director’s action shall be subject to appeal to the Personnel Commission.

DISPOSITION BY THE COMMISSION

MOTION MADE BY:
SECONDED BY:
AYES:
NAYS:
ABSTENTION:

Amendments/Comments
AGENDA REPORT NO. 10

SUBJECT: AMENDMENT TO RULES AND REGULATIONS OF THE CLASSIFIED SERVICE - CHAPTER 11 – SECOND READING
MERIT RULE 11.10.5, LIMITED-TERM (TEMPORARY) APPOINTMENTS

DATE: November 19, 2014

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

Proposed changes to Chapter 11: Merit Rule 11.10.5 are attached for a first reading. Recommendations were developed with input from the District, CSEA, Campus Counsel, and the Merit Rules Advisory Committee. Goals of these changes include bringing the parameters of this rule in line with AB1522. These recommendations were presented at the Personnel Commission meeting on October 15, 2014 for a first reading. No recommendations for further changes have been received.

11.10.5 SICK LEAVE FOR TEMPORARY EMPLOYEES (LABOR CODE SECTION 246).

A. This rule shall apply to any employee not covered by other provisions of this Chapter governing sick leave.
B. An employee who, on or after July 1, 2015, works 30 or more days within a year from the commencement of employment is entitled to paid sick days as specified in this rule.
C. An employee shall accrue paid sick days at the rate of one hour per every 30 hours worked from the commencement of employment or July 1, 2015, whichever is later. No employee shall be allowed to have an accrual of more than 48 hours of sick leave.
D. An employee shall be entitled to use accrued paid sick days beginning on the 90th day of employment, after which day the employee may use paid sick days as they are accrued.
E. Upon the oral or written request of an employee, an employer shall provide paid sick days for the following purposes: (1) Diagnosis, care, or treatment of an existing health condition of, or preventive care for, an employee or an employee’s family member. (2) For an employee who is a victim of domestic violence, sexual assault, or stalking, the purposes described in subdivision (c) of Section 230 and subdivision (a) of Section 230.1 of the Labor Code.
F. No compensation shall be paid to an employee for accrued, unused paid sick days upon termination, resignation, retirement, or other separation from employment.
G. If an employee separates and is rehired within one year from the date of separation, previously accrued and unused paid sick days...
shall be reinstated. The employee shall be entitled to use those previously accrued and unused paid sick days and to accrue additional paid sick days upon rehiring.

DISPOSITION BY THE COMMISSION

MOTION MADE BY:
SECONDED BY:
AYES:
NAYS:
ABSTENTIONS:

Amendments/Comments
AGENDA REPORT NO. 11

SUBJECT:  APPROVAL OF PROVISIONAL WORKING OUT OF CLASS ASSIGNMENT:
STAR BARBOZA

DATE:  November 19, 2014

TO:  Members of the Personnel Commission
FROM:  Carol Long, Director of Classified Personnel

It is recommended that the Personnel Commission approve the following provisional working
out of class assignment at 100%:

<table>
<thead>
<tr>
<th>Name</th>
<th>Assignment</th>
<th>Length of Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Star Barboza</td>
<td>Lead Custodian</td>
<td>10/20/14 – 11/21/14</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Not to exceed 90 working days</td>
</tr>
</tbody>
</table>

BACKGROUND

The Facilities Operations Department is requesting that Star Barboza be allowed to work out of class as a Lead Custodian. One of the permanent Lead Custodians is currently out on a temporary basis, and additional assistance is needed to help with oversight of custodial services. Ms. Barboza is a permanent employee of the District, assigned as a Custodian. These additional duties will assume more than 50% of Ms. Barboza’s daily assignments.

Duties that have been assigned to Ms. Barboza during this period include, but are not limited to, the following:

- Perform lead work for a group of custodians to ensure custodial assignments are completed in an effective, efficient, safe, and timely manner.
- Facilitate and coordinate work assignments, adjusting work schedules as required, through clear and concise verbal and written work orders to custodial workers. Inspect work areas for consistent application of standards.
- Assign work to custodial crew, and inspect work in progress and upon completion. Keep records of work performed including timesheets, incident reports, and maintenance records.
- Build team trust and efficiency through clear communication and collaboration with subordinate workers and other supervisors.
- Maintain and facilitate supply and equipment inventory, delivery, and distribution to custodial staff.
Merit Rule 3.2.10 Working Out of Class (Education Code Section 88010, 88087)

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.

RECOMMENDATION

Ms. Barboza has been assigned additional duties at the level of Lead Custodian during the period of time between 10/20/2014 through 11/21/2014. These duties will make up more than fifty percent (50%) of her daily assignments. Therefore, it is recommended that the Personnel Commission approve the request for working out-of-class for one hundred percent (100%) of the stipend as indicated under CSEA, Chapter 36, Article 11.7.3.b. (above).

DISPOSITION BY THE COMMISSION

MOTION MADE BY:
SECONDED BY:
AYES:
NAYS:
ABSTENTIONS:

Amendments/Comments
AGENDA REPORT NO. 12

SUBJECT: APPROVAL OF PROVISIONAL WORKING OUT OF CLASS ASSIGNMENT: EDGAR CASBORN

DATE: November 19, 2014

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

It is recommended that the Personnel Commission approve the following provisional working out of class assignment at 100%:

<table>
<thead>
<tr>
<th>Name</th>
<th>Assignment</th>
<th>Length of Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Edgar Casborn</td>
<td>Lead Custodian</td>
<td>10/20/14 – 2/20/15</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Not to exceed 90 working days</td>
</tr>
</tbody>
</table>

BACKGROUND

The Facilities Operations Department is requesting that Edgar Casborn be allowed to work out of class as a Lead Custodian. One of the permanent Lead Custodians is currently out on a temporary basis, and additional assistance is needed to help with oversight of custodial services. Mr. Casborn is a permanent employee of the District, assigned as a Custodian. These additional duties will assume more than 50% of Mr. Casborn’s daily assignments.

Duties that have been assigned to Mr. Casborn during this period include, but are not limited to, the following:

- Perform lead work for a group of custodians to ensure custodial assignments are completed in an effective, efficient, safe, and timely manner.

- Facilitate and coordinate work assignments, adjusting work schedules as required, through clear and concise verbal and written work orders to custodial workers. Inspect work areas for consistent application of standards.

- Assign work to custodial crew, and inspect work in progress and upon completion. Keep records of work performed including timesheets, incident reports, and maintenance records.

- Build team trust and efficiency through clear communication and collaboration with subordinate workers and other supervisors.

- Maintain and facilitate supply and equipment inventory, delivery, and distribution to custodial staff.
Merit Rule 3.2.10 Working Out of Class (Education Code Section 88010, 88087)

3.2.10

B. 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.

RECOMMENDATION

Mr. Casborn has been assigned additional duties at the level of Lead Custodian during the period of time between 10/20/2014 through 2/20/2015. These duties will make up more than fifty percent (50%) of his daily assignments. Therefore, it is recommended that the Personnel Commission approve the request for working out-of-class for one hundred percent (100%) of the stipend as indicated under CSEA, Chapter 36, Article 11.7.3.b. (above).

DISPOSITION BY THE COMMISSION

MOTION MADE BY:
SECONDED BY:
AYES:
NAYS:
ABSTENTIONS:

Amendments/Comments
AGENDA REPORT NO. 13

SUBJECT: EXTENSION OF PROVISIONAL WORKING OUT OF CLASS ASSIGNMENT: PATRICK QUALEY

DATE: November 19, 2014

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified personnel

It is recommended that the Personnel Commission approve the following provisional working out of class assignment at 100%:

<table>
<thead>
<tr>
<th>Name</th>
<th>Assignment</th>
<th>Previous Dates</th>
<th>Length of Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>Patrick Qualey</td>
<td>Journeyman Trade – Carpentry</td>
<td>7/1/2014 – 8/30/2014 (49 days)</td>
<td>11/1/2014 to 11/28/2014 Not to exceed 90 working days within a fiscal year Not to exceed 90 working days within a 180 day period*</td>
</tr>
</tbody>
</table>

* No “working out of class” days were accumulated during the month of June 2014.

BACKGROUND

The current incumbent assigned as a permanent Journeyman Trade – Carpentry is out on leave. The Maintenance Department at Santa Monica College is requesting that Patrick Qualey be allowed to work out of class providing assistance in completing construction projects and repairs. Mr. Qualey is a permanent employee of the District, assigned as a Skilled Maintenance Worker. These additional duties will assume more than 50% of Mr. Qualey’s daily assignments.

The Maintenance Department needs assistance to complete construction projects and repairs. Projects include the following:

- Installation of two large steel doors and hardware at the Airport campus.
- Installation of new restroom stall partitions in Drescher Hall and the men’s restroom in the Admissions Building.
- Installation of twenty wood panels for the Broad Theatre.
- Carpentry and laminating work involved in repairing Cosmetology stations.
- Repairing wood chairs and furniture that are coming apart or posing a hazard to users.

Mr. Qualey’s working-out-of-class assignment will continue to make up more than 50% of his daily responsibilities.

Merit Rule 3.2.10 Working Out of Class (Education Code Section 88010, 88087)

3.2.10

C. 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.

RECOMMENDATION

Mr. Qualey has been assigned additional duties at the level of Journeyman Trade - Carpentry during the period of time between 11/1/2014 through 11/25/2014. These duties will make up more than fifty percent (50%) of his daily assignments. Therefore, it is recommended that the Personnel Commission approve the request for working out-of-class for one hundred percent (100%) of the stipend as indicated under subdivision a of CSEA, Chapter 36, Article 11.7.3.b. (above).

DISPOSITION BY THE COMMISSION

- MOTION MADE BY:
- SECONDED BY:
- AYES:
- NAYS:
- ABSTENTIONS:

Amendments/Comments
AGENDA REPORT NO. 14

SUBJECT: EXTENSION OF PROVISIONAL WORKING OUT OF CLASS ASSIGNMENT: CARL SHEAFFER

DATE: November 19, 2014

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified personnel

It is recommended that the Personnel Commission approve the following provisional working out of class assignment at 100%:

<table>
<thead>
<tr>
<th>Name</th>
<th>Assignment</th>
<th>Previous Dates</th>
<th>Length of Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carl Sheaffer</td>
<td>Skilled Maintenance Worker II</td>
<td>7/7/2014 – 8/30/2014 (48 days)</td>
<td>11/3/2014 to 11/28/2014 Not to exceed 90 working days within a fiscal year Not to exceed 90 working days within a 180 day period*</td>
</tr>
</tbody>
</table>

* No “working out of class” days were accumulated during the month of June 2014.

BACKGROUND

The current incumbent assigned as a permanent Journeyman Trade – Carpentry is out on leave. The Maintenance Department at Santa Monica College is requesting that Carl Sheaffer be allowed to work out of class providing assistance at the level of a Skilled Maintenance Worker II in completing construction projects and repairs. Mr. Sheaffer is a permanent employee of the District, assigned as a Skilled Maintenance Worker. These additional duties will assume more than 50% of Mr. Sheaffer’s daily assignments.

The Maintenance Department needs assistance to complete construction projects and repairs. Projects include the following:

- Assisting the Journeyman Trade - Carpentry with drywall patching, finish woodworking, and other repairs as needed on larger projects.
- Performing minor repairs on our electrical carts, including installation of new chargers and batteries.
- Assisting the Journeyman Trade – HVAC with repairing chillers, compressors, boilers, and air handlers. Assist with repairing pneumatics and electrical circuits pertaining to HVAC systems.
- Assisting the Journeyman Trade – Plumber with snaking drains, repairing flush valves, addressing stoppages, and repairing piping as needed.

Mr. Sheaffer’s working-out-of-class assignment will continue to make up more than 50% of his daily responsibilities.

Merit Rule 3.2.10 Working Out of Class (Education Code Section 88010, 88087)
D. 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.

RECOMMENDATION

Mr. Sheaffer has been assigned additional duties at the level of Skilled Maintenance Worker II during the period of time between 11/3/2014 through 11/28/2014. These duties will make up more than fifty percent (50%) of his daily assignments. Therefore, it is recommended that the Personnel Commission approve the request for working out-of-class for one hundred percent (100%) of the stipend as indicated under subdivision a of CSEA, Chapter 36, Article 11.7.3.b. (above).

DISPOSITION BY THE COMMISSION

MOTION MADE BY:  
SECONDED BY:  
AYES:  
NAYS:  
ABSTENTIONS:  

Amendments/Comments
AGENDA REPORT NO. 15

SUBJECT: ADVISORY ITEM: REINSTATEMENT LIST

DATE: November 19, 2014

TO: Members of the Personnel Commission

FROM: Michael Cool, Supervising Personnel Analyst

The Personnel Commission is advised that the following person is being added to a Reinstatement list as specified below:

<table>
<thead>
<tr>
<th>Name</th>
<th>List Classification</th>
<th>Resignation Date</th>
<th>Reinstatement Effective Dates (39 months from resignation date)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Norma Davis</td>
<td>Admin. Assistant III - Confidential</td>
<td>12/30/2013</td>
<td>12/31/2013 – 3/31/2017</td>
</tr>
</tbody>
</table>

Reference: Merit Rule 15.2.1 Reinstatement

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 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.
AGENDA REPORT NO. 16

SUBJECT: RATIFICATION OF ELIGIBILITY LISTS

DATE: November 19, 2014

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

BY: José A. Guzmán, Personnel Specialist

<table>
<thead>
<tr>
<th>Class Title</th>
<th>Field of Competition</th>
<th>Promotional</th>
<th>Total On List</th>
<th>Expiration Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community College Police Officer Recruit</td>
<td>Open Competitive</td>
<td>0</td>
<td>15</td>
<td>10/23/15</td>
</tr>
<tr>
<td>Student Services Specialist-Welcome Center</td>
<td>Merged Promotional &amp; Open Competitive</td>
<td>1</td>
<td>7</td>
<td>11/09/15</td>
</tr>
<tr>
<td>Telecommunications Technician I</td>
<td>Merged Promotional &amp; Open Competitive</td>
<td>0</td>
<td>3</td>
<td>10/23/15</td>
</tr>
</tbody>
</table>

DISPOSITION BY THE COMMISSION

MOTION MADE BY:
SECONDED BY:
AYES:
NAYS:
ABSTENTIONS:

Amendments/Comments
AGENDA REPORT NO. 17

SUBJECT: EXAMINATION SCHEDULE

DATE: November 19, 2014

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

BY: José A. Guzmán, Personnel Specialist

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

<table>
<thead>
<tr>
<th>Class Title</th>
<th>Field of Competition</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Assistant I</td>
<td>Merged Promotional &amp; Open Competitive</td>
<td>3 weeks</td>
</tr>
<tr>
<td>Administrative Assistant II</td>
<td>Merged Promotional &amp; Open Competitive</td>
<td>3 weeks</td>
</tr>
<tr>
<td>*Classification and Compensation Manager</td>
<td>Merged Promotional &amp; Open Competitive</td>
<td>3 weeks</td>
</tr>
<tr>
<td>*Controller</td>
<td>Merged Promotional &amp; Open Competitive</td>
<td>3 weeks</td>
</tr>
<tr>
<td>Journeyman Trade – Carpentry</td>
<td>Promotional</td>
<td>3 weeks</td>
</tr>
<tr>
<td>(Substitute Limited Term Assignment)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Media Resources Assistant</td>
<td>Merged Promotional &amp; Open Competitive</td>
<td>3 weeks</td>
</tr>
<tr>
<td>Senior Graphics Designer</td>
<td>Merged Promotional &amp; Open Competitive</td>
<td>3 weeks</td>
</tr>
<tr>
<td>*Senior Student Services Specialist-Veteran’s Programs</td>
<td>Merged Promotional &amp; Open Competitive</td>
<td>3 weeks</td>
</tr>
<tr>
<td>Skilled Maintenance Worker II</td>
<td>Promotional</td>
<td>3 weeks</td>
</tr>
<tr>
<td>(Limited Term Assignment)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Web Content Developer</td>
<td>Merged Promotional &amp; Open Competitive</td>
<td>3 weeks</td>
</tr>
</tbody>
</table>

*pending approval by the Board of Trustees
DISPOSITION BY THE COMMISSION

MOTION MADE BY:
SECONDED BY:
AYES:
NAYS:
ABSTENTIONS:

Amendments/Comments
AGENDA REPORT NO. 18

SUBJECT: RATIFICATION OF LIMITED TERM ASSIGNMENTS

DATE: November 19, 2014

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

BY: José A. Guzmán, Personnel Specialist

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:

<table>
<thead>
<tr>
<th>Position Classification</th>
<th>Department</th>
<th>Effective Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Assistant III-Confidential (1 full-time position)</td>
<td>Student Services</td>
<td>11/03/14-11/28/14</td>
</tr>
</tbody>
</table>

DISPOSITION BY THE COMMISSION

MOTION MADE BY:
SECONDED BY:
AYES:
NAYS:
ABSTENTIONS:

Amendments/Comments
AGENDA REPORT NO. 19

SUBJECT: ADVISORY ITEM: APPOINTMENTS TO LIMITED TERM POSITIONS

DATE: November 19, 2014

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

BY: José A. Guzmán, Personnel Specialist

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.

<table>
<thead>
<tr>
<th>Candidate</th>
<th>Position</th>
<th>Department</th>
<th>Duration*</th>
<th>Eligible List Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Davis, Norma</td>
<td>Administrative Assistant III-Confidential</td>
<td>Student Services</td>
<td>11/03/14-11/28/14</td>
<td>11/19/14</td>
</tr>
</tbody>
</table>

*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.
AGENDA REPORT NO. 20

SUBJECT: ADVISORY ITEM: APPOINTMENTS TO PROVISIONAL ASSIGNMENTS

DATE: November 19, 2014

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

BY: José A. Guzmán, Personnel Specialist

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.

<table>
<thead>
<tr>
<th>Candidate</th>
<th>Position</th>
<th>Department</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carbone, John</td>
<td>Accompanist-Dance</td>
<td>Dance</td>
<td>10/28/14-12/31/14</td>
</tr>
<tr>
<td>Soro, Gnenemon</td>
<td>Accompanist-Dance</td>
<td>Dance</td>
<td>10/09/14-12/31/14</td>
</tr>
<tr>
<td>Ramirez, Cassadra</td>
<td>Administrative Clerk</td>
<td>Student Life</td>
<td>10/28/14-02/27/15</td>
</tr>
<tr>
<td>Mastbaum, Blair</td>
<td>Instructional Assistant-ESL</td>
<td>ESL</td>
<td>10/13/14-12/31/14</td>
</tr>
</tbody>
</table>

*Assignment ending dates may be adjusted as not to exceed 90 working days in a fiscal year.
AGENDA REPORT NO. 21

SUBJECT: RECRUITMENT AND EXAMINATION STATUS REPORT — INFORMATION ONLY

DATE: November 19, 2014

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

BY: José A. Guzmán, Personnel Specialist

This item is presented for the Commission’s review—no action is required.

Please see next page.
### Recruitment and Examination Status Report

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</thead>
<tbody>
<tr>
<td>Assessment Center Supervisor</td>
<td>AG/JG</td>
<td>MPO</td>
<td>1</td>
<td>11/7/14</td>
<td>12/4/14</td>
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<tr>
<td>Assist. Dir. of Fac. Planning</td>
<td>MC</td>
<td>MPO</td>
<td>1</td>
<td>10/1/14</td>
<td>10/21/14</td>
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<td>Bookstore Sales Clerk</td>
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<td>O</td>
<td>10/16/14</td>
<td>11/5/14</td>
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<td>Buyer 2</td>
<td>MC</td>
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<td>3/27/14</td>
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<td>11/13-14</td>
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<td>Cnty. Coll. Police Sergeant</td>
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<tr>
<td>Controller</td>
<td>MPO</td>
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<tr>
<td>Director of H. R.</td>
<td>MPO</td>
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<tr>
<td>Info. Systems Admin.</td>
<td>MC</td>
<td>MPO</td>
<td>1</td>
<td>10/9/14</td>
<td>11/3/14</td>
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<td></td>
<td>10/7/14</td>
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<tr>
<td>Instructional Assist.-English</td>
<td>O</td>
<td>2</td>
<td>Continuous</td>
<td></td>
<td>08/19/14</td>
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<td>10/17/14</td>
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<tr>
<td>Instructional Assist.-ESL</td>
<td>O</td>
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<td>Instructional Assist.-Math</td>
<td>MC</td>
<td>O</td>
<td>2</td>
<td>Continuous</td>
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<td>10/17/14</td>
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<tr>
<td>Instructional Tech. Svs. Mgr.</td>
<td>CL</td>
<td>MPO</td>
<td>1</td>
<td>10/28/14</td>
<td>11/18/14</td>
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<tr>
<td><strong>Journey. Trade-Carpentry</strong></td>
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<td>Mechan. Sys. &amp; E. Maint. Sup.</td>
<td>AG</td>
<td>MPO</td>
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<td>9/30/14</td>
<td>10/20/14</td>
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<td>11/20/14</td>
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<td><strong>Media Services Assistant</strong></td>
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<td>Network Administrator</td>
<td>MC</td>
<td>MPO</td>
<td>1</td>
<td>10/2/14</td>
<td>11/7/14</td>
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<td>9/24/14</td>
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<tr>
<td>Personnel Technician</td>
<td>MC</td>
<td>PO</td>
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<tr>
<td><strong>Prof. Dev. Coordinator</strong></td>
<td>MPO</td>
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<tr>
<td>Prog. Analyst I</td>
<td>MC</td>
<td>MPO</td>
<td>1</td>
<td>10/9/14</td>
<td>11/5/14</td>
<td></td>
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<td>10/2/14</td>
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<tr>
<td><strong>Sr. Graphics Designer</strong></td>
<td>MPO</td>
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<tr>
<td><strong>Sr. Student Svs. Special.-Vet. Progs.</strong></td>
<td>CL</td>
<td>MPO</td>
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<td>Sign Language Interpreter 3</td>
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<td>MPO</td>
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<td>Skilled Maint. Worker</td>
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<tr>
<td>Student Services Clerk</td>
<td>MC/SZ</td>
<td>MPO</td>
<td>1</td>
<td>9/4/14</td>
<td>9/25/14</td>
<td>10/4/14</td>
<td></td>
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<td></td>
<td></td>
<td>10/27-10/31</td>
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<tr>
<td>Stu. Svs. Specialist-EP&amp;C</td>
<td>CL</td>
<td>MPO</td>
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<tr>
<td>Stu. Svs. Specialist-Intl.</td>
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<tr>
<td>Stu. Svs. Special.-Welcome</td>
<td>KM</td>
<td>MPO</td>
<td>1</td>
<td>7/1/14</td>
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<td>11/10/14</td>
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<tr>
<td>Theater Technical Specialist</td>
<td>JG</td>
<td>O</td>
<td>As needed</td>
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<td><strong>Web Content Developer</strong></td>
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<tr>
<td>Web Cont. &amp; Soc. Media Mgr.</td>
<td>CL</td>
<td>MPO</td>
<td>1</td>
<td>10/21/14</td>
<td>11/10/14</td>
<td></td>
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</tr>
</tbody>
</table>

Items in bold are pending approval by the Personnel Commission.

* Pending approval by the Board of Trustees
V. PUBLIC COMMENTS TO CLOSED SESSION ITEMS

VI. ADJOURN MEETING AT _______ P.M.

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DISPOSITION BY THE COMMISSION

MOTION MADE BY:
SECONDED BY:
AYES:
NAYS:
ABSTENTIONS:

Amendments/Comments

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The next regular Personnel Commission meeting is scheduled for:
Wednesday, December 18, 2014 at 12 PM in the Santa Monica College Board Room,
Business Building, Room 117 at 1900 Pico Blvd, Santa Monica, California.

As required by law, this agenda for the Wednesday, November 19, 2014, Regular Meeting of the Santa Monica College Personnel Commission was posted at or before 12:30 pm on Friday, November 14, 2014 on the official District bulletin boards and website.