Internal FAQs

Personnel Commission at Santa Monica College
DO APPLICANTS PARTICIPATE IN ASSESSMENTS FOR A JOB CLASSIFICATION OR A SPECIFIC POSITION?

The Personnel Commission conducts assessments for JOB CLASSIFICATIONS, not for specific positions. If you are interested in applying for a position within a specific department, you need to wait for a departmental position announcement. Departmental position announcements are sent out via email to all members of the campus community; however, you will only be considered for the specific vacancy if you are on the ELIGIBILITY LIST for that classification.

For example: If you are interested in a job announcement for the classification of Administrative Assistant II (Classification) in Student Services (position in the department) and you are a current Administrative Assistant I working in Library then you need to apply and be successful in the assessment for the Administrative Assistant II to be considered for the classification and the position.
WHO IS ELIGIBLE TO APPLY FOR PROMOTIONAL OPPORTUNITIES?

Promotional opportunities are only open to current permanent Santa Monica College Employees who have passed probation.

WHAT IS A TRANSFER OPPORTUNITY AND AM I ELIGIBLE TO APPLY?

A transfer opportunity is the a job opportunity that is only open to current permanent Santa Monica College Employees who are currently in that same classification or a related class within the same salary range. For example, if your current classification is a Student Services Specialist-Admissions and Records (Salary Range 30) and a transfer opportunity is advertised for as Student Services Specialist-Financial Aid (Salary Range 30) then you are eligible to apply for it. Although it is in a different class, the salary range is the same.
DO I GET LONGEVITY PREFERENCE CREDIT AS AN EMPLOYEE OF SANTA MONICA COLLEGE?

Longevity Preference Credit will be awarded on promotional and merged lists. The following is the schedule of longevity preference credits allowed on a candidate’s final passing score for candidates who have permanency with Santa Monica College or who are on a valid Santa Monica College reemployment list.

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<th>Years of Service</th>
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HOW DO I KNOW WHICH TYPE OF TRANSFER I AM ELIGIBLE FOR?

• The Position Transfer – applies to employees that are in the same classification as the transfer position vacancy and wish to transfer to another department. For example: A Student Services Assistant in Admissions & Records transferring to Student Services Assistant in the Welcome Center.

• Lateral Transfer – applies to employees in a similar or related classification with the same salary range. For example: An Employee Benefits Specialist, salary range 28 transferring to Human Resources Specialist, salary range 28.

• Voluntary Demotion – applies to employees that are in a higher classification and wish to transfer to a lower classification. For example: A Payroll Specialist, salary range 28 transferring to Administrative Clerk, salary range 20.
External FAQs

Personnel Commission at Santa Monica College
HOW DOES THE PERSONNEL COMMISSION OFFICE DETERMINE IF APPLICANTS MEET THE MINIMUM ENTRANCE REQUIREMENTS FOR A POSITION?

The Personnel Commission reviews the application materials submitted. For your application to get the consideration it deserves, it is very important that you fill out the application materials completely. You may upload your resume with your application. Do not write “see resume” when asked to describe your responsibilities and experience. Your qualifications will be evaluated on the basis of information you provide on the application. Your resume will be reviewed only for clarification purposes. Failure to include all information requested could result in the rejection of your application. With accurate and complete information, we will be able to determine if you meet the minimum qualifications for the job class.

DOES EVERYONE WHO APPLIES PARTICIPATE IN THE ASSESSMENT?

Applicants who meet the minimum qualifications for a job will be invited to schedule themselves for an appointment to participate in the assessment. You will be notified by email of the date, time and location for most assessment. For some classifications the application and training and experience evaluation is the actual assessment or an assessment part.
WHAT KIND OF ASSESSMENT WILL I HAVE TO TAKE?

The assessment plan is determined by Personnel Commission staff for each recruitment. The type of assessment used to qualify candidates depends mostly on the nature of the job. Depending on the knowledge, skills and abilities required to perform these job duties, the assessment may consist of one or more of the following: training and experience evaluation based on your application and supplemental questions, written tests, interviews, performance tests and/or a technical project. Santa Monica College reserves the right to modify the stated assessment components and weights prior to the administration of any assessment.

Most of the questions on written tests that school districts give are multiple choice. This means that you will be asked to pick the right answer from a number of answers that are given with the question. Sometimes true-false questions are used.
HOW DO I PREPARE FOR THE ASSESSMENT?

All assessments given by the Personnel Commission Office are job-related and designed to test the knowledge, skills and abilities required to perform the functions of the job. Be sure to read the job description on the job announcement, then study the material which you feel would directly or indirectly relate to the necessary knowledge, skills or abilities. For example, if two of the requirements for a job are performing mathematical calculations and interpreting regulations, some of the assessment questions probably will cover math and reading comprehension. If you feel you need to study or practice, start at a library to look for appropriate materials and books.

On the day of the assessment, leave home early enough so that you will not have to rush. To be admitted to the assessment you must bring the assessment notice with you and a picture ID. We will not be able to admit late applicants.

If you need reasonable accommodation at any phase of the application or assessment process, please make your request for reasonable accommodation as described in the invitation letter.
WHAT HAPPENS AFTER I TAKE THE ASSESSMENT?

You will be notified by email of the assessment results. Santa Monica College is looking for the highest qualified applicants. Pass/fail determinations and the final score will be based on the distribution of scores resulting from the assessment. Other factors considered when setting the pass point are the number and qualifications of the applicants, the amount of turnover, the number of vacancies expected and the total number of positions authorized.

If you pass all the components of the assessment, you will be placed on an eligibility list in order of your final score. Qualified candidates may then be referred to Santa Monica College departments as vacancies occur.

If you receive notice that you are not successful in the process, don’t be discouraged. All classified Santa Monica College selection processes are highly competitive. Try again.

Departments review application materials for candidates in the top three ranks in addition to any employee transfer and reinstatement requests for the vacancy. In most cases, the Personnel Commission will schedule final selection interviews for a specified date for the hiring department. From these candidates the hiring department will select a candidate to fill the vacancy.
WHAT IS AN ELIGIBILITY LIST?
An eligibility list consists of a list of names of the applicants who have qualified in all parts of the assessment. After an assessment is completed, the names of the successful candidates will be arranged on a list in rank order of assessment score, including additional veteran’s or longevity preference points, if applicable. After the Personnel Commission has approved the eligibility list then that list will be used to fill any vacant positions within that class.

The hiring authority has access to the top three ranks of the eligibility list for the class that they are filling a position for. This means, the hiring authority can interview and make a selection from candidates who are on the top three ranks of the eligibility list.

HOW LONG IS THE ELIGIBILITY LIST ACTIVE?
Eligibility lists are established for the duration of either six (6) months or one (1) year. Under some circumstances an eligibility list may be extended by the Personnel Commission for one or more periods, not to exceed a total of two years from the time the list was first established.

Typically, the life span of Santa Monica College eligibility lists is one year. When your name has been added to an eligibility list, you will receive an email informing you that you are on the list and how long the list is active.
DO I GET LONGEVITY PREFERENCE POINTS IF I AM A VETERAN AND/OR A DISABLED VETERAN?

If you are a qualified veteran, additional points are added to your final passing score, if the assessment is for an entry level assessment and you submit a copy of your DD214 military papers prior to your passing the assessment. If you pass and have indicated your status on your application materials, and included a copy of the DD214, you will then receive five points if you are a qualified veteran.

If you are a qualified disabled veteran, you may be eligible to receive ten points.

HOW DO I GET SELECTED FOR AN ACTUAL POSITION?

The Personnel Commission will schedule final selection interviews for departments with the candidates in the top three ranks as well as any employee transfer requests for their vacancy. The hiring department makes their selection from these candidates.
**WHAT SHOULD I DO IF I AM CALLED FOR A FINAL SELECTION INTERVIEW?**

It is the candidate’s responsibility to know: the time and place you should appear for the interview, phone number (important if you can’t make it or an emergency occurs), name of the person who contacted you, to whom you should report to for the interview, how long the interview is scheduled to take, the job for which you are being considered, and all relevant information about the job.

If you need a reasonable accommodation in the interview, request it prior to the interview.

Before the interview, review your application or resume and the job announcement. Be prepared to discuss how your training and/or work experience relates to the job for which you are interviewing.

During the interview, listen carefully to the questions. Your answers should cover everything your interviewer needs to know to evaluate you fairly.
WHAT HAPPENS IF I AM SELECTED?

A member of the Personnel Commission staff will verify your previous employment. After satisfactory completion of employment verifications then a conditional offer of employment will be extended to you. If you accept the conditional offer of employment your application materials will be forwarded to the Human Resources department for the facilitation of a live scan, TB testing and the completion of new hire documents.

WHAT IF I AM NOT SELECTED OR NOT INTERVIEWED?

Our objective is to hire the best person for the job, so competition is high. If you are not successful in getting a job immediately, your name will remain on the eligibility list for consideration for any other vacancies that occur within the life of the eligibility list. If you are not hired during that time, you must wait for another recruitment and reapply. If you are unable to attend an interview, please contact the Personnel Commission. Your name will be removed from the eligibility list if you fail to appear.

Do not be discouraged if you do not get a job offer the first time you apply. Try again. Sometimes it may be a month or longer between steps in a process (application to assessment notice or assessment to a final selection interview). We know this seems like a long time, but we want to evaluate everyone fairly and find the best person for the job. The time and effort are worth it; a job or career may be waiting for you!
Thank you.

Please don't hesitate to contact us if you have any questions

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TDD: (310) 434-4212
Website: www.smc.edu/jobs