PERSONNEL COMMISSIONERS:

Dr. Joseph P. Metoyer Jr., Chair  
Board of Trustees appointee

Joy O. Abbott, Vice Chair  
Board of Trustees appointee

Barbara Greenstein  
CSEA appointee

Dolores Press  
Commission appointee

Deborah Jansen  
CSEA appointee

MEETINGS

Regularly scheduled meetings of the Personnel Commission are held on the third Wednesday of each month at 12 noon on the main campus in the Business Building, Room 117.

OUR STAFF:

Dori MacDonald  Director, Classified Personnel
Michael Cool  Personnel Analyst
Karen Monzón  Personnel Technician
José Guzmán  Personnel Specialist
Brent G. Heximer  Administrative Clerk

(Personal positions)

Website: www.smc.edu/jobs

24 hour job line: (310) 434-4321
Office: (310) 434-4410
Fax: (310) 434-3612

SANTA MONICA COLLEGE

Los Angeles Times Readers named SMC LA’s #1 Community College.

Santa Monica College is a public two-year community college accredited by the Western Association of Schools and Colleges. It is a leader among the state's 110 community colleges in transferring students to UCLA, USC and Loyola Marymount. SMC is also a major job training center in such fields as nursing, computer technology, new media, accounting, photography and graphic design.

With an annual budget of $457.7 million and over 2,000 employees, SMC is a major employer in the Los Angeles area and has a significant economic impact in the region.

The college was founded in 1929 as Santa Monica Junior College and began with 153 students in a facility at Santa Monica High School. Enrollment has grown to approximately 35,000 today.

PERSONNEL COMMISSION WEBSITE

For additional information regarding the Personnel Commission please visit our website. Our website contains useful information including meeting schedules, agendas, minutes, rules, classification descriptions and current job openings.

http://www.smc.edu/personnelcommission

THANK YOU

The Commission Staff wholeheartedly thanks the numerous District employees, other agency employees and community members who assisted us by serving as panel members on our examination panels. Your assistance is invaluable to the recruitment process and is greatly appreciated.

Personnel Commission
Annual Report
Fiscal Year 2010-2011
ABOUT US

The Personnel Commission is responsible for maintaining a merit system for classified employees and fostering the advancement of a career service for those employees. The Personnel Commission classifies positions; recommends salaries; hears appeals of disciplinary matters and protests involving examinations, selection or appointment procedures; and prescribes rules related to a variety of personnel practices.

CLASSIFIED ACTIONS

Fiscal Year 2010-11

<table>
<thead>
<tr>
<th>Action</th>
<th>2009-10</th>
<th>2010-11</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exams announced:</td>
<td>39</td>
<td>21</td>
</tr>
<tr>
<td>Total number of applicants:</td>
<td>15,899</td>
<td>6,287</td>
</tr>
<tr>
<td>Percentage of online applications:</td>
<td>98%</td>
<td>98%</td>
</tr>
<tr>
<td>Eligibility Lists:</td>
<td>29</td>
<td>31</td>
</tr>
<tr>
<td>Addition of names to continuous lists:</td>
<td>6</td>
<td>0</td>
</tr>
<tr>
<td>Number of eligibles on lists:</td>
<td>743</td>
<td>482</td>
</tr>
<tr>
<td>Reinstatement lists:</td>
<td>13</td>
<td>6</td>
</tr>
<tr>
<td>New class specifications:</td>
<td>8</td>
<td>6</td>
</tr>
<tr>
<td>Revised class specifications:</td>
<td>18</td>
<td>16</td>
</tr>
<tr>
<td>Appointments (new hires):</td>
<td>43</td>
<td>44</td>
</tr>
<tr>
<td>Promotional appointments:</td>
<td>16</td>
<td>9</td>
</tr>
<tr>
<td>Working Out of Class</td>
<td>16</td>
<td>8</td>
</tr>
<tr>
<td>Limited Term appointments:</td>
<td>178</td>
<td>322</td>
</tr>
<tr>
<td>Provisional appointments:</td>
<td>166</td>
<td>137</td>
</tr>
</tbody>
</table>

EMPLOYEES RECOGNIZED FOR LONGEVITY 2010-2011

30 YEARS

- Clara Gomez
- Karen Sasaki
- Bernie Rosenloecher

25 YEARS

- Patricia A. Preston
- Mary N. Botello
- Kathleen Moses

20 YEARS

- Robin Quale
- Sheryl Bowman
- Audrey Morris

15 YEARS

- Lee Peterson
- Daniel S. Rojas
- Roy E. Osterhout

10 YEARS

- Anthony Victorin
- Mohamad D. Fakhri
- Larry Padilla

5 YEARS

- Cesar Becerra
- Jermaine Carter
- Alberto Echeverria

THE MERIT SYSTEM AT SMC

The Merit System was first adopted by Santa Monica College as part of the Santa Monica City Schools by the Board of Education in May 1938. A merit system is a process of hiring and promoting employees based on their professional merit as proven by competitive examinations rather than on their political connections. The merit system applies only to classified (non-teaching) employees, which make up approximately one quarter of SMC’s workforce. The Merit System is administered by the Personnel Commission.

The Commission has a threefold responsibility:

- To see that classified employees receive fair and equitable treatment.
- To cooperate with the governing board and classified administrators in the quest for competent employees and good personnel administration.
- To represent the interest of the general public by providing a personnel system dedicated to hiring and retention of highly qualified competent workers in the service of the community.

In February 2011, President Chui L. Tsang imposed a District wide hiring freeze due to the alarming reduction in funding the College would be receiving from the State. This freeze resulted in a 60% reduction in applicants. However, due to the economy and our online application system, applications received remain at record levels compared to FY 2006/07 when only 830 applications were received.

This year the Commission staff participated in the Institutional Flex Day Program and delivered two workshops to employees: Getting an Interview: Tips for Completing the Job Application and Securing an Interview Slot and The “NEW” Interview: 10 Tips for Acing the Interview.

The Personnel Commission established a Merit Rules Advisory Committee in 2011 to help the Commission update its Merit Rules. It is anticipated that the committee will work on suggested revisions over the next two years.