DEPARTMENTS     PLEASE POST
3400 Airport/SBDC: M. King
AET: A. Hyman
Admissions & Records: K. Elliott
African American Center: J. Portal-Purdy
Athletics: F. Duran
Auxiliary Services: O. Meza
Bookstore: D. Dever
Bundy: B. Redd-Walker
Business Department: E. Tesdahl
Campus Police Office: J. Jones
Counseling Office: L. Gugliemo
Custodian Time Clock: R. Ybarra
Disabled Students Center: M. Weil
Early Childhood Ed.: L. Manson
Emeritus College: V. Rankin-Scales
EOP&S: J. Goolsby
ESL Office: P. nemeth
Events Office: B. Ramos
Faculty Association: M. Moassessi
Financial Aid Office: T. Thomas
Health Sciences: I. Danzey
Health Office: D. Jensen
Human Resources: L. Heyman
Info. Mgmt Syst.: D. Kasch
International Students Ctr.: D. Kinsella
KCRW: J. Ferro
Letters & Science: J. Dinkins
HSS: R. Stewart
Library: M. Martin
Maint./Facilities Time Clock: C. Rogers
Math Village: F. Manion
Media Center: L. Nakamura
Modern Language: J. Laurie
Music/Madison: M. Windish
Payroll: I. Fraser
Science: I. Cardwell
School Relations Outreach: B. Simmons
Student Life: A. Trejo
Superintendent/Pres. Office: L. Caldwell
Theater Arts: J. Louff
W& ED/Bundy: T. Ramos

ADMINISTRATORS and MANAGERS
Acad. Comp.: J. John
Emeritus: M. Hall
Facilities: JC Keurjian
HR: S. Lee-Lewis
Info Mgmt: J. Chong
Int. Ed. Ctr: D. Kinsella
KCRW: R. Seymour
Maint.: J. Gehring
Mktg.: D. Girard
Operations: J. Peterson
Pico Partner: D. Goode
Receiving: R

PRESIDENT/SUPERINTENDENT and VICE PRESIDENTS
Superintendent/President: C. Tsang
Exec. VP: R. Lawson
VP Academic Affairs: J. Shimizu
VP Business/Admin: R. Isomoto
VP Enroll. Services: T. Rodriguez
VP Human Resources: M. Wade
VP Student Affairs: M. Tuitasi

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.: T. Burdick(via email)
CSEA Chapter Pres.: B. Rosenloecher
CSEA Chapter 1st V.P.: L. Lauer
CSEA Chief Job Steward: T. Burdick
CSEA Corresponding. Sec'y: V. Cook
CSEA Recording: Sec'y: C. Lemke
Mgmt Assoc. VP: A. Vasquez

SMC BOARD OF TRUSTEES and PERSONNEL COMMISSION
Board of Trustees (9)
(Minutes only)
Personnel Commission Staff (6)

Rev. 12/09

For information regarding Personnel Commission Agenda/Minutes distribution, please contact Personnel Commission at (310) 434-4410.
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, address, 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
Governement Code sections 54954.2, 54954.3, 54957.9
PUBLIC SESSION: 12:00 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>
</tr>
<tr>
<td>Commissioner Abbott, Vice-Chair</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Commissioner Bancroft</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Commissioner Jansen</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Commissioner Press</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

C. Approval of Minutes
December 16, 2009
Motion made by: Seconded by:
Ayes: Nays: Abstain:

II. REPORT - DIRECTOR OF CLASSIFIED PERSONNEL

III. COMMENTS AND INFORMATIONAL REPORTS

A. Recognition of Employee Longevity: JANUARY 2010

5 Years
Christine M. Goldsmith, Switchboard Operator, Telecommunications

10 Years
Vivian Rankin-Scales, Program Coordinator-Emeritus College, Emeritus College
Beverly Redd-Walker, Administrative Assistant I, Bundy Campus
Stuart D. Seldon, Multimedia Specialist – AET, AET

15 Years
Jesse Garcia, Custodian, Operations
Burnell Taylor, Custodian, Operations
Frederick R. Zimmerman, Electronic Equipment Specialist, Media Center
B. Comments from District Personnel Officer

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

<table>
<thead>
<tr>
<th>#</th>
<th>ITEM</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Personnel Commission Internal Staff Action – Ratification of Appointment of Supervising Personnel Analyst</td>
<td>5</td>
</tr>
<tr>
<td>2</td>
<td>Approval of Provisional Appointment to Working out of Class Assignment – Ulises Velasco</td>
<td>6</td>
</tr>
<tr>
<td>3</td>
<td>Ratification of Eligibility Lists</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>• Senior Student Services Specialist</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Supervising Personnel Analyst</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Examination Schedule</td>
<td>9</td>
</tr>
<tr>
<td></td>
<td>• Lead Custodian</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Network Administrator</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Receiving and Stockroom Worker</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Approval of Provisional Appointment to Working out of Class Assignment – Torrance Williams</td>
<td>10</td>
</tr>
<tr>
<td>6</td>
<td>Approval of Provisional Appointment to Working out of Class Assignment – Estela Ruezga</td>
<td>13</td>
</tr>
<tr>
<td>7</td>
<td>Extension of Provisional Appointment</td>
<td>16</td>
</tr>
<tr>
<td>8</td>
<td>Ratification of Limited Term Assignments</td>
<td>17</td>
</tr>
<tr>
<td>9</td>
<td>Advisory Item: Appointments to Limited Term Positions</td>
<td>18</td>
</tr>
<tr>
<td>10</td>
<td>Advisory Item: Appointments to Provisional Assignments</td>
<td>20</td>
</tr>
<tr>
<td>11</td>
<td>Recruitment and Examination Status Report – Information Only</td>
<td>21</td>
</tr>
</tbody>
</table>

V. Adjournment at _______ pm

Next regular scheduled meeting: February 17, 2010 at 12:00 pm.
AGENDA REPORT NO. 1

SUBJECT: PERSONNEL COMMISSION INTERNAL STAFF ACTION - RATIFICATION OF APPOINTMENT OF SUPERVISING PERSONNEL ANALYST

It is requested that the Personnel Commission ratify the appointment of Ms. Lisa Jenkins, effective January 1, 2010, to fill the vacant Supervising Personnel Analyst position within the Commission Office. Ms. Jenkins competed in and was successful in the testing for Supervising Personnel Analyst.

Merit Rule 2.3.1(A) Status of Commission Employees

A. The Personnel Director and other persons required to carry out the responsibilities of the Commission shall be appointed by and be responsible to the Personnel Commission. However, they shall be considered part of the classified service, and the rules, procedures, benefits, and burdens pertinent to the classified service of the Santa Monica Community College District shall apply to Commission employees.

DISPOSITION BY THE COMMISSION

Amendments/Comments

MOTION MADE BY:
SECONDED BY:
AYES:
NAYS:
ABSTENTIONS:
AGENDA REPORT NO. 2

SUBJECT: APPROVAL OF PROVISIONAL APPOINTMENT TO WORKING OUT OF CLASS ASSIGNMENT

It is recommended that the Personnel Commission approve the following provisional appointment to Working out of Class assignment at 50%.

<table>
<thead>
<tr>
<th>Name</th>
<th>Assignment</th>
<th>Length of Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ulises Velasco</td>
<td>Personnel Specialist</td>
<td>01/06/10 – 01/22/10</td>
</tr>
</tbody>
</table>

BACKGROUND

One of the Personnel Analysts in the Personnel Commission Office is out on leave and the Personnel Technician has been called to jury duty. Due to the large number of incoming requests to fill positions it is necessary to work Ulises Velasco, Administrative Clerk, out of class as a Personnel Specialist.

Mr. Velasco meets the minimum requirements for the Personnel Specialist under the Education/Experience equivalency. Mr. Velasco holds a B.A. from Columbia University.

Mr. Velasco will be performing the duties of a Personnel Specialist at slightly less than 50% of his daily assignment. In accordance with contract (section 11.7.3) Mr. Velasco will be paid 50% of the working out of class stipend. Mr. Velasco’s duties will include but are not limited to:

- Performing specialized and administrative procedures involved in recruitment and compensation.
- Screening and evaluating applications for employment.
- Responding to inquiries from applicants regarding application evaluation.
- Composing correspondence to applicants.

Merit Rule 3.2.10. – Working Out of Class (Education code Sections 88010 – 88087)

3.2.10 WORKING OUT OF CLASS (Education Code Section 88010, 88087)

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 of Trustees and classified by the Personnel Commission to which he or she is assigned. Each employee may be required to perform other related duties consistent with the concept of the classification to which his or her position is assigned.

2. Classified employees shall not be required to perform duties and responsibilities which are not fixed and prescribed for their positions nor are 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, 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 of class for more than 90 days in one fiscal year or for more than one working out of class assignment in a fiscal year without the approval of the Personnel Commission.

D. Type and Duration of Working Out of Class Assignments

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. Therefore, working out of class assignments are to be filled as provisional appointments not to exceed ninety (90) working days in a fiscal year.

RECOMMENDATION

It is recommended the Commission approve the working out of class request.

DISPOSITION BY THE COMMISSION
Amendments/Comments

MOTION MADE BY:
SECONDED BY:
AYES:
NAYS:
ABSTENTIONS:
## AGENDA REPORT NO. 3

**SUBJECT:** RATIFICATION OF ELIGIBILITY LISTS

<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>Senior Student Services Specialist – Admissions &amp; Records</td>
<td>Merged Promotional/Open Competitive</td>
<td>3</td>
<td>6</td>
<td>01/06/2010</td>
</tr>
<tr>
<td>Supervising Personnel Analyst</td>
<td>Promotional</td>
<td>1</td>
<td>1</td>
<td>12/22/2010</td>
</tr>
</tbody>
</table>

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**DISPOSITION BY THE COMMISSION**

**Amendments/Comments**

- MOTION MADE BY:
- SECONDED BY:
- AYES:
- NAYS:
- ABSTENTIONS:
AGENDA REPORT NO. 4

SUBJECT: EXAMINATION SCHEDULE

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

<table>
<thead>
<tr>
<th>Class Title</th>
<th>Field of Competition</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lead Custodian</td>
<td>Promotional</td>
<td>3 weeks</td>
</tr>
<tr>
<td>Network Administrator</td>
<td>Merged Promotional/Open Competitive</td>
<td>Open Until Filled</td>
</tr>
<tr>
<td>Receiving and Stockroom Worker</td>
<td>Merged Promotional/Open Competitive</td>
<td>3 weeks</td>
</tr>
</tbody>
</table>

DISPOSITION BY THE COMMISSION

Amendments/Comments

- MOTION MADE BY:
- SECONDED BY:
- AYES:
- NAYS:
- ABSTENTIONS:
AGENDA REPORT NO. 5

SUBJECT: APPROVAL OF PROVISIONAL APPOINTMENT TO WORKING OUT OF CLASS ASSIGNMENT – TORRANCE WILLIAMS

DATE: January 20, 2010

TO: Members of the Personnel Commission

FROM: Dori MacDonald, Director of Classified Personnel

BY: Lisa Jenkins, Personnel Analyst

BACKGROUND

This working out of class assignment is requested to temporarily fill the Student Services Assistant vacancy created by the promotion of Sandra Franco from Student Services Assistant to Student Services Specialist while an eligibility list can be established to fill the permanent vacancy. In order to give all interested employees an opportunity to apply for the working out of classification assignment, a Career Laddering Opportunity for Student Services Assistant was advertised and applications were accepted in the Personnel Commission Office from November 30 through December 11, 2009. Mr. Williams applied, interviewed and was selected for the provisional appointment. A recruitment is currently in progress to fill the position.

ANALYSIS

The combination of education and experience that Mr. Williams possesses qualifies him for the Student Services Specialist position. Mr. Williams has been employed as a Student Services Clerk from July 2008 to the present, and has completed 127 semester units at California State University Northridge.

It is recommended that the Personnel Commission approve the following provisional appointment to the working out of class assignment listed below:

<table>
<thead>
<tr>
<th>Name</th>
<th>Assignment</th>
<th>Length of Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Torrance Williams</td>
<td>Student Services Assistant</td>
<td>01/01/2010 until an eligibility list is established to fill the permanent position. Not to exceed 90 working days.</td>
</tr>
</tbody>
</table>

Examples of duties that will be part of the working out of class assignment will be as follows:

- Plans, schedules and performs a range of moderately difficult clerical duties in support of an assigned student services department or program.

- Provides information to students, parents, the campus community and other institutions regarding assigned department’s policies and procedures.

- Receives and reviews incoming documents for completeness, accuracy and signature; makes determinations regarding any documents necessary to complete a file; inputs documents received.

- Interviews students to evaluate and assess student services needs.

- Maintains and updates student services databases, and confidential student records.
Prepares, edits and proofreads a variety of materials such as correspondence, forms, and requisitions.

Advises students of program eligibility and/or status.

Maintains accurate records and files.

Reviews and evaluates student enrollment application packages, residency, records, and transcripts, by verifying level, content, unit value, and grading system of course work from high schools and other colleges.

Uses imaging technology to store student services documents.

Performs other related duties as requested or assigned.

REFERENCE:

Merit Rule 7.2.1 (A1-2); Merit Rule 7.2.2. (A); Merit Rule 3.2.10

Rule 7.2 PROVISIONAL APPOINTMENT
(EDUCATION CODE SECTIONS 88106-88108)


A. The appointing authority may make a provisional appointment only when the Personnel Director certifies that:

1. No eligibility list exists for the class, or

2. An eligibility list exists, but there is an insufficient number of available eligibles (i.e. less than three ranks of eligibles), and the appointing authority chooses not to appoint an available eligible.

7.2.2 (A) Qualifications of a Provisional Appointees

A. Insofar as possible, provisional appointees shall be required to meet the qualifications for the class of the appointment as stated in the class descriptions. The determination of the appropriateness of qualifications shall be made by the Personnel Director prior to appointment.

Merit Rule 3.2.10 – Working Out of Class (Education code Sections 88010 – 88087)

3.2.10 WORKING OUT OF CLASS (Education Code Section 88010, 88087)

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 of Trustees and classified by the Personnel Commission to which he or she is assigned. Each employee may be required to perform other related duties consistent with the concept of the classification to which his or her position is assigned.

2. Classified employees shall not be required to perform duties and responsibilities which are not fixed and prescribed for their positions nor are 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, 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 of class for more than 90 days in one fiscal year or for more than one working out of class assignment in a fiscal year without the approval of the Personnel Commission.

D. Type and Duration of Working Out of Class Assignments

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. Therefore, working out of class assignments are to be filled as provisional appointments not to exceed ninety (90) working days in a fiscal year.

RECOMMENDATION

It is recommended that the Commission approve Mr. Williams’ working out of classification assignment as a Student Services Assistant from January 1, 2010 until an eligibility list is established (not to exceed 90 working days) and the permanent vacancy can be filled through the normal procedure for filling vacancies within the competitive service.
AGENDA REPORT NO. 6

SUBJECT: APPROVAL OF PROVISIONAL APPOINTMENT TO WORKING OUT OF CLASS ASSIGNMENT – ESTELA RUEZGA

DATE: January 20, 2010

TO: Members of the Personnel Commission

FROM: Dori MacDonald, Director of Classified Personnel
        Lisa Jenkins, Personnel Analyst

BACKGROUND

This working out of class assignment is requested to temporarily fill the Student Services Assistant vacancy created by the promotion of Ronnie Felder from Student Services Assistant to Senior Student Services Specialist while an eligibility list can be established to fill the permanent vacancy. In order to give all interested employees an opportunity to apply for the working out of classification assignment, a Career Laddering Opportunity for Student Services Assistant was advertised and applications were accepted in the Personnel Commission Office from November 30 through December 11, 2009. Ms. Ruezga applied, interviewed and was selected for the provisional appointment. A recruitment is currently in progress to fill the position.

ANALYSIS

The combination of education and experience that Ms. Ruezga possesses qualifies her for the Student Services Specialist position. Ms. Ruezga has been employed as a Student Services Clerk from July 2008 to the present, and possesses a Bachelor’s degree from California State University Northridge.

It is recommended that the Personnel Commission approve the following provisional appointment to the working out of class assignment listed below:

<table>
<thead>
<tr>
<th>Name</th>
<th>Assignment</th>
<th>Length of Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Estela Ruezga</td>
<td>Student Services Assistant</td>
<td>01/19/2010 until an eligibility list is established to fill the permanent position. Not to exceed 90 working days.</td>
</tr>
</tbody>
</table>

Examples of duties that will be part of the working out of class assignment will be as follows:

- Plans, schedules and performs a range of moderately difficult clerical duties in support of an assigned student services department or program.

- Provides information to students, parents, the campus community and other institutions regarding assigned department’s policies and procedures.

- Receives and reviews incoming documents for completeness, accuracy and signature; makes determinations regarding any documents necessary to complete a file; inputs documents received.

- Interviews students to evaluate and assess student services needs.

- Maintains and updates student services databases, and confidential student records.
Prepares, edits and proofreads a variety of materials such as correspondence, forms, and requisitions.

Advises students of program eligibility and/or status.

Maintains accurate records and files.

Reviews and evaluates student enrollment application packages, residency, records, and transcripts, by verifying level, content, unit value, and grading system of course work from high schools and other colleges.

Uses imaging technology to store student services documents.

Performs other related duties as requested or assigned.

REFERENCE:

Merit Rule 7.2.1 (A1-2); Merit Rule 7.2.2. (A); Merit Rule 3.2.10

Rule 7.2   PROVISIONAL APPOINTMENT  
(EDUCATION CODE SECTIONS 88106-88108)


   B. The appointing authority may make a provisional appointment only when the Personnel Director certifies that:

   1. No eligibility list exists for the class, or

   2. An eligibility list exists, but there is an insufficient number of available eligibles (i.e. less than three ranks of eligibles), and the appointing authority chooses not to appoint an available eligible.

7.2.2 (A)   Qualifications of a Provisional Appointees

   B. Insofar as possible, provisional appointees shall be required to meet the qualifications for the class of the appointment as stated in the class descriptions. The determination of the appropriateness of qualifications shall be made by the Personnel Director prior to appointment.

Merit Rule 3.2.10. – Working Out of Class (Education code Sections 88010 – 88087)

3.2.10   WORKING OUT OF CLASS (Education Code Section 88010, 88087)

   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 of Trustees and classified by the Personnel Commission to which he or she is assigned. Each employee may be required to perform other related duties consistent with the concept of the classification to which his or her position is assigned.

   2. Classified employees shall not be required to perform duties and responsibilities which are not fixed and prescribed for their positions nor are 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, 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 of class for more than 90 days in one fiscal year or for more than one working out of class assignment in a fiscal year without the approval of the Personnel Commission.

D. Type and Duration of Working Out of Class Assignments

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. Therefore, working out of class assignments are to be filled as provisional appointments not to exceed ninety (90) working days in a fiscal year.

RECOMMENDATION

It is recommended that that Commission approve Ms. Ruezga’s working out of classification assignment as a Student Services Assistant from January 19, 2010 until an eligibility list is established (not to exceed 90 working days) and the permanent vacancy can be filled through the normal procedure for filling vacancies within the competitive service.

DISPOSITION BY THE COMMISSION

Amendments/Comments

MOTION MADE BY:
SECONDED BY:
AYES:
NAYS:
ABSTENTIONS:
AGENDA REPORT NO. 7

SUBJECT: EXTENSION OF PROVISIONAL APPOINTMENT

It is recommended that the Personnel Commission approve the extension of the following provisional appointment listed below. There is a permanent vacancy in Psychological Services. The Student Services Clerk position is currently being recruited for and an examination is scheduled.

<table>
<thead>
<tr>
<th>Name</th>
<th>Assignment</th>
<th>Department</th>
<th>Length of Assignment</th>
<th>Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>Martha Whitfield</td>
<td>Student Services Clerk</td>
<td>Psychological Services</td>
<td>08/31/09-02/08/10 (90 working days) Days worked not consecutive</td>
<td>02/09/10-04/01/10 (126 working days)</td>
</tr>
</tbody>
</table>

RULES AND REGULATIONS OF CLASSIFIED SERVICE

Rule 7.2 PROVISIONAL APPOINTMENT (EDUCATION CODE SECTIONS 88106-88108)

7.2.1 (B-C) GENERAL PROVISIONS

B. An employee may receive one or more provisional appointments, which may accumulate to a total of 90 working days in a fiscal year, after which a 90-calendar-day interval shall elapse during which the employee shall be ineligible to serve in any full-time provisional capacity.

C. Notwithstanding the provisions of paragraphs A and B above, the Personnel Commission may extend the 90-working-day provisional appointment for a period not to exceed 36 additional working days provided:

1. An examination for the class was given during the initial 90 working days of the employee's provisional assignment.

2. Satisfactory evidence is presented indicating:
   a. Adequate recruitment effort has been, and is being made;
   b. Extension of this provisional assignment is necessary to carry on vital functions of the district;
   c. The position cannot satisfactorily be filled by use of the following in priority order:
      1.) the eligibility list for the class;
      2.) other employment lists such as reinstatement, or transfer;
      3.) other appropriate substitute eligibility lists.

3. No person shall be employed full-time in provisional capacities under a given Governing Board for a total of more than 126 working days in any one fiscal year.

DISPOSITION BY THE COMMISSION

Amendments/Comments

MOTION MADE BY: SECONDED BY: AYES: NAYS: ABSTENTIONS:
AGENDA REPORT NO. 8

SUBJECT: RATIFICATION OF LIMITED TERM ASSIGNMENTS

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>Bookstore Clerk/Cashier (16 part-time positions)</td>
<td>Bookstore</td>
<td>12/07/09-01/15/10</td>
</tr>
<tr>
<td>Bookstore Clerk/Cashier (30 part-time positions)</td>
<td>Bookstore</td>
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DISPOSITION BY THE COMMISSION
Amendments/Comments

MOTION MADE BY:  
SECONDED BY:  
AYES:  
NAYS:  
ABSTENTIONS:
AGENDA REPORT NO. 9

SUBJECT: ADVISORY ITEM: APPOINTMENTS TO LIMITED TERM POSITIONS

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>
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<tr>
<th>Candidate</th>
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*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. 10

SUBJECT: ADVISORY ITEM: APPOINTMENTS TO PROVISIONAL ASSIGNMENTS

The Personnel Commission is advised that the following persons have been appointed to the following provisional assignments, not to exceed 90 calendar days pursuant to Section 7.2 of the Rules and Regulations of the Classified Service of the Santa Monica Community College District.

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AGENDA REPORT NO. 11

SUBJECT: RECRUITMENT AND EXAMINATION STATUS REPORT – INFORMATION ONLY

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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Items in bold are approval by the Personnel Commission

*Pending classification revisions*
V. ADJOURNMENT AT ______ pm.

Next regular meeting scheduled for Wednesday, February 17, 2010 in the Board Room, Business Building, Room 117.

DISPOSITION BY THE COMMISSION
Amendments/Comments

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

As required by law, this agenda for the Wednesday, January 20, 2010 Regular Meeting of the Santa Monica College Personnel Commission was posted at or before 12:00 pm on January 14, 2010 on the official District bulletin boards.