### PERSONNEL COMMISSION

**AGENDA**

Regular Meeting, Wednesday, December 16, 2009 at 12:00 pm  
Board Room, Business Building Rm. 117, 1900 Pico Blvd., Santa Monica, CA 90405

Distribution List for Personnel Commission Announcements, Agendas and Minutes

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<tr>
<td>3400 Airport/SBDC:</td>
<td>M. King</td>
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<td>AET:</td>
<td>A. Hyman</td>
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<td>Admissions &amp; Records:</td>
<td>K. Elliott</td>
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<td>African American Center:</td>
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<td>Airport:</td>
<td>J. Portal-Purdy</td>
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<td>Athletics:</td>
<td>F. Duran</td>
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<td>Auxiliary Services:</td>
<td>O. Meza</td>
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<td>Bookstore:</td>
<td>D. Dever</td>
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<td>Bundy:</td>
<td>B. Redd-Walker</td>
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<td>Business Department:</td>
<td>E. Tesdahl</td>
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<td>Campus Police Office:</td>
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<td>Counseling Office:</td>
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<td>Custodian Time Clock:</td>
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<td>Disabled Students Center:</td>
<td>M. Weil</td>
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<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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<td>EOP&amp;S:</td>
<td>J. Goolsby</td>
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<td>ESL Office:</td>
<td>P. Nemeth</td>
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<td>Events Office:</td>
<td>B. Ramos</td>
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<td>Faculty Association:</td>
<td>M. Moassessi</td>
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<td>Financial Aid Office:</td>
<td>T. Thomas</td>
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<td>Health Sciences:</td>
<td>I. Danzey</td>
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<td>Health Office:</td>
<td>D. Jensen</td>
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<td>Human Resources:</td>
<td>L. Heyman</td>
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<tr>
<td>Info. Mgmt Syst.:</td>
<td>D. Kasch</td>
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<tr>
<td>International Students Ctr.:</td>
<td>D. Kinsella</td>
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<td>KCRW:</td>
<td>R. Seymour</td>
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<td>Maint.:</td>
<td>J. Gehring</td>
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<td>Operations.:</td>
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<td>Pico Partner:</td>
<td>D. Goode</td>
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<td>Receiving:</td>
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<tr>
<th>ADMINISTRATORS and MANAGERS</th>
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<tr>
<td>Acad. Comp.: J. John</td>
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<tr>
<td>Emeritus: M. Hall</td>
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<td>Facilities: JC Keurjian</td>
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<td>HR: S. Lee-Lewis</td>
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<td>Info Mgmt: J. Chong</td>
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<td>Int. Ed. Ctr: D. Kinsella</td>
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<td>KCRW: R. Seymour</td>
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<td>Operations.: J. Peterson</td>
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<thead>
<tr>
<th>PRESIDENT/SUPERINTENDENT and VICE PRESIDENTS</th>
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<tbody>
<tr>
<td>Superintendent/President: C. Tsang</td>
</tr>
<tr>
<td>Exec. VP: R. Lawson</td>
</tr>
<tr>
<td>VP Academic Affairs: J. Shimizu</td>
</tr>
<tr>
<td>VP Business/Admin: R. Isomoto</td>
</tr>
<tr>
<td>VP Enroll. Services: T. Rodriguez</td>
</tr>
<tr>
<td>VP Human Resources: M. Wade</td>
</tr>
<tr>
<td>VP Student Affairs: M. Tuitasi</td>
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### 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 Correspndng. 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
Government Code sections 54954.2, 54954.3, 54957.9
Any disclosable public records 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: 12:00 pm

I. ORGANIZATIONAL FUNCTIONS

A. Call to Order _______ pm

B. Roll Call

<table>
<thead>
<tr>
<th>Commissioner</th>
<th>Present</th>
<th>Absent</th>
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<tbody>
<tr>
<td>Commissioner Bancroft, Chair</td>
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<td>Commissioner Jansen, Vice-Chair</td>
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<td>Commissioner Abbott</td>
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<td>Commissioner Metoyer</td>
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<td>Commissioner Press</td>
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</tbody>
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C. Approval of Minutes
   October 21, 2009
   Motion made by:    Seconded by:    
   Ayes:             Nays:          Abstain:

   November 18, 2009
   Motion made by:    Seconded by:    
   Ayes:             Nays:          Abstain:

D. Election of Officers - Chair - 2009-2010
   Motion made by:    Seconded by:    to elect _________ as Chair
   Ayes:             Nays:

   Election of Officers - Vice Chair - 2009-2010
   Motion made by:    Seconded by:    to elect _________ as Vice Chair
   Ayes:             Nays:
II. REPORT - DIRECTOR OF CLASSIFIED PERSONNEL

III. COMMENTS AND INFORMATIONAL REPORTS

A. Recognition of Employee Longevity: DECEMBER 2009

5 Years
Christopher M. Bonvenuto, Director of Fiscal Services, Fiscal Services
Rosanne E. Rabito, Instructional Assistant – English, English
Paul L. Williams, Jr., Tutoring Coordinator, Mathematics

10 Years
Juan M. Martin, Custodian, Operations

15 Years
Yolanda Fierro, Community College Parking Enforcement Officer, Campus Police

25 Years
Charles R. Bays, Community College Police Sergeant, Campus Police

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

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<td></td>
<td>• Director of Purchasing</td>
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<td></td>
<td>• Human Resources Analyst – Leaves &amp; Benefits</td>
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<td>• Lead Receiving &amp; Stockroom Worker</td>
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<td>• Student Services Specialist – Admissions &amp; Records</td>
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<td>Approval of Working out of Class Assignment</td>
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<td>Revisions to Class Description: Athletic Equipment Specialist</td>
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<td>New Class Description – Assistant Director of Human Resources</td>
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<td></td>
<td>• Assistant Director of Human Resources</td>
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<td></td>
<td>• Gardener/Equipment Operator</td>
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<td></td>
<td>• Human Resources Analyst – Employee and Labor Relations (Confidential)</td>
<td></td>
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<td></td>
<td>• Student Services Assistant</td>
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<td>Annual Report – Personnel Commission</td>
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V. Adjournment at ______ pm

Next regular scheduled meeting: January 20, 2010 at 12:00 pm.
AGENDA REPORT NO. 1

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>
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<tbody>
<tr>
<td>Director of Purchasing</td>
<td>Merged Promotional/Open Competitive</td>
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<td>4</td>
<td>12/10/2010</td>
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<td>Human Resources Analyst – Leaves &amp; Benefits</td>
<td>Merged Promotional/Open Competitive</td>
<td>0</td>
<td>3</td>
<td>11/29/2010</td>
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<tr>
<td>Lead Receiving &amp; Stockroom Worker</td>
<td>Promotional</td>
<td>3</td>
<td>3</td>
<td>12/15/2010</td>
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<tr>
<td>Student Services Specialist – Admissions &amp; Records</td>
<td>Promotional</td>
<td>2</td>
<td>2</td>
<td>11/18/2010</td>
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DISPOSITION BY THE COMMISSION

Amendments/Comments

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

SUBJECT: APPROVAL OF WORKING OUT OF CLASS ASSIGNMENT

<table>
<thead>
<tr>
<th>Name</th>
<th>Assignment</th>
<th>Length of Assignment</th>
</tr>
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<tbody>
<tr>
<td>Rogelio Rodriguez</td>
<td>Gardener - Equipment Operator</td>
<td>90 days beginning 12/14/09 or until position is filled</td>
</tr>
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</table>

BACKGROUND

Mr. Rodriguez has been serving in a limited term substitute capacity for Tron Burdick. Mr. Burdick was on leave to work for CSEA. Mr. Burdick has resigned from his position with the college and has accepted a full-time position with CSEA. As a result, the substitute limited term position has ended.

The Facilities Department has requested that Mr. Rodriguez continue working out of class while the Commission Office recruits for the vacancy.

Mr. Rodriguez is a Gardener – Mr. Rodriguez is fully qualified to perform these duties as he has held permanence in the Gardener – Equipment Operator classification. Mr. Rodriguez has been assigned the full breath of duties of a Gardener – Equipment Operator which includes, but is not limited to:

- Operating median grounds and maintenance power equipment such as riding mowers, skip loader, fork lift, rototiller, back hoe, and trencher; operating general gardening equipment, ensuring equipment is in safe operating condition; and performing preventative maintenance.

- Recognizing plant disease and insect problems common to the area and treats accordingly. Safely and properly calibrating, mixing and applying fertilizers, herbicides, growth retardants, and insecticides to surfaces and areas according to the manufacturer's instructions.

- Using a chain saw or other equipment to cut away dead or excess branches from trees or shrubs either to maintain right-of-way for roads, sidewalks, or utilities or to improve the appearance, health, and value of trees.

- Delivering irrigation pipe to job site; assisting in the installation of irrigation systems using ditch witch and power drill; digging and filling up trenches.

- Cleaning parking structures by operating power sweeper.
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: REVISIONS TO CLASS DESCRIPTION: ATHLETIC EQUIPMENT SPECIALIST

DATE: December 16, 2009

TO: Members of the Personnel Commission

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

Background

Attached for your approval is a revised classification description for Athletic Equipment Specialist. In preparation to recruit for the position, a job analysis was conducted and the job description has been updated to better reflect the essential duties and knowledge, skills and abilities required for the position.

One of the major changes was the need to emphasize the duties and experience specifically in regards to managing the equipment for the football team. This is a primary responsibility of the position and is different than uniform and equipment for other sports teams because football helmets have to be specifically certified for use and meet specific safety specifications. It is essential that an incumbent have experience managing equipment for football teams in order to be able to come in and do the job.

Also, it is essential that this position has a Class C Driver License and can drive a district car or van to athletic events. It is often required that the Athletic Equipment Specialist has to transport equipment or supplies in the van and follow the team to sporting events. Therefore, a corresponding duty, ability and special licensure requirement was added.

Additionally, to give a clear picture of the position demands, a “Special Requirement” was added to the minimum qualifications section. This requirement specifies that the scheduling of the position is variable, as it will depend on the game and practice schedules of the various teams that the position manages equipment and uniforms for.

On the attachment, strikethrough is used for deletions and underline is used for insertions.

Recommendation

It is recommended that the Commission approve the proposed revisions to the classification description for Athletic Equipment Specialist.
CONCEPT OF THE CLASS

The position in this classification are responsible for organizing and maintaining the uniforms, and equipment used by athletic teams, and preparing uniforms and equipment for all athletic events.

ESSENTIAL DUTIES

Receives, stores, and issues a wide variety of athletic equipment, supplies, and uniforms to athletes.

Maintains inventory of all athletic equipment, supplies, and uniforms: determines and implements methods for maintaining an accurate and current inventory.

Assembles and dismantles field equipment, and associated supplies for home games, practices, and physical education classes.

Measures, sizes, and fits athletes with proper equipment and uniforms to ensure that they are in compliance with NCAA (National Collegiate Athletic Association), NOCSA (National Operating Committee on Standards for Athletic Equipment) and Western State Conference rules and regulations; Ensures that football helmets are certified for use.

Launders athletic uniforms according to schedules and timelines; Ensures that game and practice uniforms are laundered and ready for wear by athletes.

Packs equipment and athletic training supplies for away games and ensures that the equipment and uniforms supplies are accounted for and loaded on bus and/or District vehicle when necessary; may travel with team on bus packed for away games.

Drives District truck or car to away games or on errands, such as picking up equipment or supplies needed for the performance of work.

Takes inventory and evaluates athletic supplies and equipment, and makes any needed minor repairs.

Monitors the set-up and take-down of facilities for all athletic events (eg. football, volleyball, basketball).

Monitors team locker and shower room for home games, and ensures that they are maintained in a clean and orderly condition.

Monitors the assignment of lockers and issuing of combinations and locks to athletes.

Maintains contact with vendors to provide up-to-date information on equipment, supplies, prices, and the latest trends in athletic equipment.

Assists in the purchase of athletic equipment and supplies.

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.
Athletic Equipment Specialist

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 others.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of equipment, materials, and supplies used by college athletic, and physical education programs

Knowledge of proper fitting of an athletic uniform, including related regulations imposed by the NCAA (and NOCSA) or other related regulatory agencies

Knowledge of methods of cleaning, maintaining, repairing, and storing athletic uniforms and equipment

Knowledge of appropriate safety precautions and procedures associated with athletic programs

Knowledge of storage and inventory methods

Knowledge of basic record keeping techniques

Ability to organize, maintain, and repair athletic equipment

Ability to operate a motor vehicle in a safe and efficient manner, and follow all traffic laws

Ability to maintain an accurate and up-to-date inventory of all athletic equipment and uniforms

Ability to work independently with minimal supervision

Ability to meet schedules and timelines

Ability to communicate effectively both orally and in writing

Ability to establish and maintain cooperative working relationships with those contacted in the course of work

MINIMUM QUALIFICATIONS

Education Requirement:
Graduation from high school or equivalent.

Experience Requirement:
One (1) year of experience fitting, storing, issuing, and repairing of athletic equipment, supplies, and uniforms for a wide range of college sports such as football, basketball, soccer, baseball, water polo, swimming, and track and field, including a minimum of one season assisting a high school or collegiate level football program with equipment and uniforms.

Special Requirement:
Position in this classification is required to work a variable schedule

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.
ATHLETIC EQUIPMENT ASSISTANT

Licensure and/or Certification:
- None
- Class C Driver License

WORKING CONDITIONS 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.

Working Environment:
Incumbents in this position work both inside and outside in a variety of conditions, including exposure to various temperatures and weather conditions. Employees in this position work within a variety of locations, including the team room, locker rooms, laundry rooms, athletic fields, in gyms for indoor sports, and other locations. Candidates are required to drive and/or travel on a team bus to various locations.

Physical Demands:
While performing the duties of this position, employees in this classification must stoop, bend, stretch, and lift and carry objects weighing up to 50 pounds. Standing for long periods of time is required.

CLASS DETAIL

Job Family: Instructional Support (Student Services/Classroom)

FLSA Status: Non-Exempt

Personnel Commission Approval Date: 11/09/06

Class History: Athletic Equipment and Repair Attendant (07/85), Athletic Equipment Specialist (04/95)

Revision Date(s): 08/89, 04/95, 11/09/06 Hay Study
AGENDA REPORT NO. 4

SUBJECT: NEW CLASS DESCRIPTION – ASSISTANT DIRECTOR OF HUMAN RESOURCES

DATE: December 16, 2009

TO: Members of the Personnel Commission

FROM: Dori MacDonald, Director of Classified Personnel

BACKGROUND

Attached for your approval is a new classification description for Assistant Director of Human Resources.

The Human Resources Office is in the process of reorganizing. Earlier this year, a Human Resources Analyst – Leave & Benefits position was created and on this agenda another new classification, Human Resources Analyst – Employee and Labor Relations is being classified.

The Assistant Director of Human Resources is a new management position that will report to the Vice President of Human Resources. The Assistant Director will be responsible for Human Resources programs and projects not directly related to the daily operations of the department. The department operations will continue to be managed by the HR Dean.

As of the time of this report the salary comparisons for this classification were still being gathered. The recommended salary allocation will be available at the Personnel Commission meeting.

RECOMMENDATION

That the new classification description and recommendation of salary allocation for the Assistant Director of Human Resources be approved.

DISPOSITION BY THE COMMISSION

Amendments/Comments

MOTION MADE BY:
SECONDED BY:
AYES:
NAYS:
ABSTENTIONS:
CONCEPT OF THE CLASS

Under the general direction of the Vice President of Human Resources, this management position performs professional and management functions in planning and coordinating the District's human resource activities.

ESSENTIAL DUTIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

Provides assistance and counseling to managers and employees on matters, including those of a sensitive nature, related to District policies, procedures and practices, contractual provisions, Education Code, and other applicable laws, rules and regulations.

Develops, plans, organizes and manages assigned human resources programs which could include, but are not limited to, any of the following: labor relations; employee relations; compensation; policy development and review; training and staff development; recruitment; employee benefits.

Selects, develops, supervises and evaluates subordinates and oversees the selection, placement, training and supervision of other employees.

Provides day-to-day leadership and works with staff to ensure a high performance, customer service-oriented work environment which supports achieving District objectives and service expectations; provides leadership and participates in programs and activities that promote a positive employee relations environment.

Assumes primary responsibility for the handling of disciplinary matters; Counsels managers, supervisors, and employees on District policies, practices, discipline, and performance evaluation matters. Investigates grievances or complaints filed under labor agreements and prepares written reports/responses.

Develops and coordinates the gathering and analysis of data used in contract negotiations; participates in negotiations and contract administration; interprets Memoranda of Understanding, Administrative Regulations and Board policies. May act as the Chief Negotiator in the Vice President's absence or as assigned.

Directs preparation of staff reports, studies and analyses on related human resources management issues. Develops and implements new or modified policies, programs, methods, and procedures for the resolution of human resource and related management problems; researches and presents findings and recommendations for changes in human resources policies and practices to management and employee groups.

Participates in the development, implementation and evaluation of personnel policies and programs. Assists in implementing and maintaining compliance with federal, state and county mandates.

Uses technology to effect efficiencies and standardization.

Assists the Vice President of Human Resources with strategic planning for the department and District.
Assistant Director of Human Resources

Supports and promotes compliance with the District’s Staff Diversity Plan in various aspects of employment and education; encourages cultural and ethnic diversity in staffing, curriculum, programs and services.

Manages yearly State and Federal Employment posting requirements.

Reviews and analyzes a variety of workplace issues impacting the District to continually maximize human resources.

Participates in shared governance through service on planning and/or operations committees and task forces; attends Board of Trustees meetings and appropriate District, College and employee functions.

Assists with the development and implementation of new or revised procedures, forms and systems.

Assists in the preparation and monitoring of the human resources office budget.

May present training programs such as new employee orientation or be asked to deliver certain segments of training programs.

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 by the Vice President of Human Resources, the employee receives assignments and is expected to carry them through to completion with substantial independence.

**Supervision Exercised:**
Positions in this classification supervise assigned Human Resources staff which could consist of classified professional, technical or clerical positions in Human Resources.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of current federal, state and local legislation pertaining to human resource management, employee relations and equal employment opportunity.

Ability to provide leadership.

Ability to analyze complex and technical problems and provide appropriate resolutions.

Ability to review and evaluate employees’ job performance.

Ability to effectively supervise subordinates.

Ability to foster a teamwork environment.

Ability to analyze trends and problems and to develop long-range plans.

Ability to establish and maintain cooperative and effective working relationships.

Ability to prepare and present training and development programs.
Ability to plan and prepare effective written reports and oral presentations.

Ability to deal with all levels of employees and the public.

Skill in oral and written communications within a one-on-one and group context.

Skill in applying common sense and logic in decision-making.

Ability to make effective presentations before groups and the public.

Ability to effectively manage workplace diversity issues in a diverse organization.

Ability to provide good customer service.

Ability to interpret and apply laws, policies and procedures.

Ability to analyze complex situations accurately and adopt an effective course of action.

Ability to effectively manage time, meet deadlines and achieve objectives.

Ability to 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.

Ability to communicate well both orally and in writing.

**MINIMUM QUALIFICATIONS**

**Education Requirement:**
BA/BS degree in Human Resources, Education, Business Administration, Communication or a related field.

**Experience Requirement:**
Five years of professional work experience in at least three HR/personnel management functions: i.e. labor relations; employee relations; compensation; policy development and review; training and staff development; recruitment; employee benefits and personnel research.

One year of supervisory experience in the field of Human Resources management which included 1) planning and directing the work of others; 2) assigning and reviewing their work; 3) advising them on difficult problem areas; 4) timing and scheduling their work; 5) training and developing of new employees; and disciplining them when necessary.

**Education/Experience Equivalency:**
A Master’s degree in a related field may substitute for one year of professional work experience.

**Non-Qualifying Experience:**
Experience not primarily concerned with personnel work is not qualifying. For example, most work experience in a supervisory or managerial position requires responsibility for some personnel functions. However, if the dominant responsibility of the position is not concerned with a fundamental component of a structured personnel system (i.e, compensation, recruitment, labor relations, etc.), such experience is not considered qualifying.

Clerical or technical experience in a personnel program involving work which is limited to the application of personnel rules, regulations and procedures in support of the personnel functions described above is not qualifying.
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: Human Resources

FLSA Status: Exempt

Personnel Commission Approval Date: 12/16/09

Class History: Established
AGENDA REPORT NO. 5

SUBJECT: NEW CLASS DESCRIPTION – HUMAN RESOURCES ANALYST – EMPLOYEE AND LABOR RELATIONS (CONFIDENTIAL)

DATE: December 16, 2009

TO: Members of the Personnel Commission

FROM: Dori MacDonald, Director of Classified Personnel

BACKGROUND

Attached for your approval is a new classification description for Human Resources Analyst – Employee and Labor Relations (Confidential).

The Human Resources Office is in the process of reorganizing. Earlier this year, a Human Resources Analyst – Leave & Benefits was created. This new classification, Human Resources Analyst – Employee and Labor Relations will perform analytical work in support of Employee and Labor Relations. The classification is designated as Confidential in accord with Government Code 3562(d) and Educational Employment Relations Act (EERA) 3540.1(c).

It is recommended that the salary for this position be allocated to the range 41 on the Confidential Salary Schedule ($4922 – $5982). The Personnel Analyst and the Human Resources Analyst are both at range 40 ($4746 – $5769/mo) on the classified non-management (CSEA) salary schedule.

RECOMMENDATION

That the new classification description and recommendation of salary allocation for the Human Resources Analyst – Employee and Labor Relations (Confidential) be approved as submitted.

DISPOSITION BY THE COMMISSION

Amendments/Comments

MOTION MADE BY: 
SECONDED BY: 
AYES: 
NAYS: 
ABSTENTIONS:
CONCEPT OF THE CLASS

The position in this classification performs a full range of professional human resources duties in the areas of labor and employee relations.

Confidential positions in accord with Government Code 3562(d) and Educational Employment Relations Act (EERA) 3540.1(c) are required to develop or present management positions with respect to employer-employee relations or whose duties normally require access to confidential information that is used to contribute significantly to the development of management positions.

ESSENTIAL DUTIES

Conducts research and analysis of collective bargaining, disciplinary actions, workplace investigations and other employee relations matters.

Responds to initial verbal or written inquiries on routine labor relations matters and forwards more complex issues to the Vice President of Human Resources or designee.

Conducts discrimination and harassment investigations; develops and makes recommendations for resolution of complaints and allegations.

Gathers, analyzes, organizes and compiles documentary evidence from multiple sources for investigative reports, proposed disciplinary actions, responses to state and federal government agencies, administrative hearings, and mediations.

Maintains confidential case files on investigations and audio recordings of interviews.

Assists in responding to government agency complaints, including proceedings before the California Department of Fair Employment and Housing Commission (DFEH), the Equal Employment Opportunity Commission (EEOC), the Department of Labor (DOL), etc.

Assists the Chief Negotiator in negotiations of wages, hours and other terms and conditions of employment;formulates and recommends effective bargaining strategies and techniques.

Advises management and supervisory personnel on disciplinary and performance issues and grievance policies and procedures and recommends solutions to personnel related issues.

Assists management in developing and implementing new operational procedures to accommodate legislative changes; develops and monitors operational procedures to enhance workflow and program effectiveness.

Provides information and assistance in person or on the telephone to District personnel, staff and the public regarding a variety of HR matters,

Makes presentations to District management and/or staff, as requested.

Manages complex special projects, as assigned; compiles and evaluates statistical and other data to prepare various reports.
Remains current on related laws, regulations and practices affecting labor and employee relations employee, subscribing to related literature, attending conferences, seminars, and/or enrolling in courses.

Performs other related duties as requested or assigned.

Examples of essential duties are descriptive and not restrictive in nature and are generally listed in descending order of importance.

**SUPERVISION**

*Level of Supervision Received:*
Under general supervision, the employee receives assignments from the Vice President of Human Resources or designee and is expected to carry them through to completion with substantial independence.

*Level of Supervision Exercised:*
Positions in this classification do not supervise others, but provides lead direction to subordinate employees in the Human Resources Office.

**KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of labor relations practices.

Knowledge of employee relations.

Knowledge of laws, rules, regulations, court decisions and legal interpretations concerning personnel matters.

Knowledge of literature, periodicals and other resources concerning current trends in personnel administration, and labor and employee relations.

Knowledge of Federal, state and local employment laws.

Knowledge of investigative techniques, including provisions of the Public Safety Officers' Bill of Rights relating to the questioning of public safety officers.

Knowledge of report writing.

Knowledge of wage and salary administration.

Knowledge of office practices and procedures.

Knowledge of effective oral and written communications.

Knowledge of basic bookkeeping practices and procedures.

Knowledge of proper usage of English grammar, vocabulary and spelling.

Knowledge of Human Resources Systems and general software applications and operations of a computer, including word processing, database and spreadsheet and presentation software applications programs.

Knowledge of research techniques.

Ability to work confidentially with discretion.
Ability to understand and interpret laws, Memorandum of Understanding, rules and regulations relating to labor and employee relations.

Ability to write thorough, comprehensive and factual reports.

Ability to maintain confidential employee files.

Ability to analyze numerical data.

Ability to make accurate numerical calculations.

Ability to interpret and explain District’s contract provisions, rules, regulations and policies regarding labor and employee relations.

Ability to meet schedules and time lines.

Ability to disseminate and obtain accurate, detailed information.

Ability to analyze operational issues and effectively recommend remedial actions.

Ability to establish and maintain cooperative working relationships with employees, retired employees and members of the public.

Ability to treat interviewees, including complainants, witnesses and subjects of investigations with respect, dignity and reassurance.

Ability to prepare and present new employee orientations.

Ability to use a computer to enter and retrieve data and to prepare correspondence.

Ability to use spreadsheet software to produce reports.

Ability to set priorities and organize work in order to accomplish assigned tasks.

**MINIMUM QUALIFICATIONS**

**Education Requirement:**
Graduation from an accredited four-year college or university, preferably with a major in business administration, public administration, personnel administration or a closely related field.

**Experience Requirement:**
Two (2) years of increasingly responsible technical and analytical labor and employee relations experience within an Administrative Services or Human Resources department.

**Non-Qualifying Experience:**
Experience not primarily concerned with Human Resources is not qualifying. For example, most work experience in a supervisory or managerial position requires responsibility for some HR functions, However, if the dominant responsibility of the position is not concerned with a fundamental component of a structured HR/Personnel system (i.e., benefits, classification, recruitment, labor relations, etc) such experience is not considered qualifying.

Clerical experience in a HR/personnel program involving work which is limited to the application of HR/personnel rules, regulation and procedures in support of the HR/personnel functions described above is not qualifying.
**Education/Experience Equivalency:**
A Master's degree in a related field may substitute for one year of experience. Two years of college may be substituted with an additional four years of experience in labor and employee relations.

**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 is usually quiet.

**CLASS DETAIL**

**Job Family:** Human Resources

**FLSA Status:** Non-exempt

**Personnel Commission Approval Date:** 12/16/09

**Class History:** Human Resources Analyst –Employee and Labor Relations
AGENDA REPORT NO. 6

SUBJECT: REVISIONS TO CLASS DESCRIPTION: STUDENT SERVICES ASSISTANT

DATE: December 16, 2009

TO: Members of the Personnel Commission

FROM: Dori MacDonald, Director of Classified Personnel

BACKGROUND

Staff has been reviewing all the classifications within the Student Services Family. Attached for the Commission’s review are changes to the Student Services Assistant classification.

The changes more clearly define the essential functions of the Student Services Assistant classification and more clearly separate the differences between the Clerk, Assistant and Specialist.

The Ability to learn, understand and apply the Family Educational Right to Privacy Act (FERPA) in accordance with assigned duties is being added to ensure that all employees dealing with student records understand their responsibilities when dealing with any student information.

RECOMMENDATION

It is recommended the Commission approve the revisions to the classification description for Student Services Assistant.

DISPOSITION BY THE COMMISSION

Amendments/Comments

MOTION MADE BY:
SECONDED BY:
AYES:
NAYS:
ABSTENTIONS:
CONCEPT OF THE CLASS

Positions in this classification perform a variety of moderately difficult clerical duties for student services departments and programs.

DISTINGUISHING CHARACTERISTICS

The Administrative Clerk class performs a wide variety of office support and clerical duties and activities of a generalized nature in support of an assigned department or functional 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.

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

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 Senior 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.

ESSENTIAL DUTIES

Depending on area of specialty:

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.

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

Interviews students and parents to evaluate and assess student services needs, such as student housing.

Interprets college requirements and explains basis for evaluations made, makes determination that all degree requirements have been met by graduating students.
Santa Monica College Personnel Commission
Agenda of Regular Meeting December 16, 2009

Student Services Assistant

Processes student admissions applicants for credit and/or non-credit courses and student service requests, such as graduation petitions, California State University certifications, course repetitions, and advanced placement requests.

Audits student enrollment in order to maintain program eligibility; tracks and provides student information.

Maintains and updates student services databases, and confidential student records.

Prepares requisitions for course refunds, and balances non-credit course receipts.

Processes Federal Stafford loan checks.

Assists in the preparation of the annual graduation ceremony, orders office and event (graduation) supplies, such as student diplomas and certifications.

Prepares, edits and proofreads a variety of materials such as correspondence, forms, requisitions, and faculty contracts; distributes non-credit course instructor evaluations.

Advises students of program eligibility and/or status.

Assists in planning and coordinating student services program special events, and creates promotional materials.

Drives a District car or van transporting international students to appointments, or field trips.

All areas of specialty:

Answers questions and provides information to students, faculty, staff, and the public on District, Federal, and State policies and procedures regarding one of the following areas: admissions and records, financial aid, international education, and transfer/counseling.

Prepares correspondence, as needed to students to advise of program eligibility status and/or notification letters.

Maintains accurate records and files: purges files as necessary.

Assists in training of Student Services Clerks and/or Student Workers.

Learns and applies emerging technologies as necessary to perform duties in an efficient, organized, and timely manner.

Performs other related duties as requested or assigned.

Depending on the area assigned, the following may be essential functions:

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.

Prepares requisitions for course refunds, and balances for not-for-credit course receipts.

Represents department at events, such as job fairs, recruitment fairs and community events. Speaks in front of groups or individuals to promote college and department.

Uses imaging technology to store student services documents.

Compiles positive attendance rosters for non-credit programs.

Examples of essential duties are descriptive and not restrictive in nature and are generally listed in descending order of importance.
Student Services Assistant

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 others.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of Federal and State regulations, requirements and guidelines pertaining to programs in the student services functional areas

Knowledge of modern office practices and procedures

Knowledge of customer service principles and techniques

Knowledge of effective oral and written communications

Knowledge of record keeping practices and procedures and file management

Knowledge of basic mathematics

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

Knowledge of public relations principles

Ability to learn, and interpret policies, procedures, rules and regulations regarding student services functional areas

Ability to learn, understand and apply the Family Educational Right to Privacy Act (FERPA) in accordance with assigned duties

Ability to maintain a variety of account files and records

Ability to make arithmetical calculations accurately

Ability to work independently on a variety of projects, with minimal supervision

Ability to review, edit, and proofread written documents for completeness and accuracy

Ability to work on a variety of assignments simultaneously

Ability to establish and maintain effective working relationships with students, administrators, employees, and the public

Ability to follow complex written and oral instructions

Ability to learn to use special adaptive equipment

Ability to drive a car or van carrying passengers

Skill to type accurately and operate a computer keyboard for data entry and retrieval
Student Services Assistant

Skill in word processing, spreadsheets, database software and publishing software

MINIMUM QUALIFICATIONS

Education Requirement:
Graduation from high school or evidence of equivalent educational proficiency.

Experience Requirement:
Three (3) years of increasingly responsible clerical experience, which includes basic bookkeeping, and data input and retrieval for a busy high traffic public service organization

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.
An AA/AS degree may substitute for two years of experience, a BA/BS may substitute for the experience requirement.

Licensure and/or Certification:
International Student Office: Possession of a valid California Class B Driver’s License
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 Busy 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. Most offices are high traffic with regular interruptions (phones, students, staff, other personnel, the public, etc). The noise level can be moderate to high.

CLASS DETAIL

Job Family: Student Services- Non-Classroom

FLSA Status: Non-exempt

Recommended Salary: Range 28

Personnel Commission Approval Date: November 16, 2006

Class History: International Student Center Assistant, International Student Services Assistant, Community Services Assistant, Admissions and Records Clerk II, and Financial Aid Clerk.

Revision Date(s): Hay Study 11/16/06, 12/16/09
AGENDA REPORT NO. 7

SUBJECT: EXAMINATION SCHEDULE

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>Assistant Director of Human Resources*</td>
<td>Open Competitive</td>
<td>3 Weeks</td>
</tr>
<tr>
<td>Gardener/Equipment Operator</td>
<td>Promotional</td>
<td>3 Weeks</td>
</tr>
<tr>
<td>Human Resources Analyst - Employee and Labor Relations (Confidential)*</td>
<td>Open Competitive</td>
<td>3 Weeks</td>
</tr>
<tr>
<td>Student Services Assistant</td>
<td>Promotional</td>
<td>3 Weeks</td>
</tr>
</tbody>
</table>

*Pending Board of Trustees approval

DISPOSITION BY THE COMMISSION

Amendments/Comments

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

SUBJECT: ANNUAL REPORT – PERSONNEL COMMISSION

DATE: December 16, 2009

TO: Members of the Personnel Commission

FROM: Dori MacDonald, Director of Classified Personnel

Attached for your review is the proposed Personnel Commission’s Annual Report.

The Director is required by Education Code Section 88086 to prepare an Annual Report of the Commission’s activities for approval by the Commission. After Commission approval, the report is forwarded to the Board of Trustees.

RECOMMENDATION

The Commission review and approve the proposed annual report for fiscal year 2008-2009.

DISPOSITION BY THE COMMISSION

Amendments/Comments

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

- Hiring and promoting employees on the basis of their ability, with open competition in initial appointment.
- Providing fair compensation on the basis of like pay for like work.
- Retaining employees on the basis of performance, correcting inadequate performances, and separating those whose inadequate performance can not be corrected.
- Training employees as needed for high-quality performance.
- Assuring fair treatment of applicants and employees in all aspects of personnel administration, without regard to race, color, religion, sex, national origin, age, disability, sexual orientation, or marital status, and with proper regard for their privacy and constitutional rights as citizens.
- Protecting employees against political coercion and prohibiting the use of official position to affect an election or nomination for office.

A Special “Thank You” to Our Raters

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

Personnel Commission Meetings
1900 Pico Boulevard, Business Building (Board Room) Room 117
Santa Monica, CA 90405
On the third Wednesday of each month
12:00 noon

The Merit System

Very simply, a merit system is a method of personnel management designed to promote the efficiency and economy of the workforce and the good of the public by providing for the selection and retention of employees, in service, promotional opportunities, and other related matters, on the basis of merit and fitness.
The Personnel Commission

Commissioners

Karen Banecko, Chair, CSEA appointee

Oly O. Abbott
Board of Trustees appointee

Deborah Jansen
Vice Chair, CSERA appointee

Dr. Joseph Medway
Board of Trustees appointee

Dolores Press
Commission appointee

Classified Actions Fiscal Year 2008–2009

Exams Announced: 26
Total number of applicants: 9647
Eligibility Lists: 41
Addition of Names to Continuous Lists: 13
Number of Eligibles on lists: 631
Cancer Laddering Lists: 4
Reinstatement Lists: 1
Seniority Lists: 1
New Class Specifications: 4
Revised Class Specifications: 24
Appointments (New Hires): 58
Promotional Appointments: 9
WOC Assignments: 24
Limited Term Appointments: 256
Provisional Appointments: 82

ABOUT US

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

Commission Staff

Dori MacDonald, Director, Classified Personnel
MacDonald_Dori@smc.edu (310) 434-4416

Michael Bowden, Personnel Analyst
Bowden_Michael@smc.edu (310) 434-4094

Lisa Jenkins, Personnel Analyst
Jenkins_Lisa@smc.edu (310) 434-4762

Karen Monroe, Personnel Technician
Monroe_Karen@smc.edu (310) 434-4942

Jose Guzman, Personnel Specialist
Guzman_Jose@smc.edu (310) 434-4413

Ullaas Vasavada, Administrative Clerk
Vasavada_Ullaas@smc.edu (310) 434-4410

Classified Employment Information
(Non-Teaching Positions)

24-Hour Job Line: (310) 434-4321
Office: (310) 434-4410
Fax: (310) 434-8612
Web: www.smc.edu/jobs

Personnel Commission Office

Mail Address:
1900 Pico Boulevard
Santa Monica, CA 90405

Location:
Santa Monica College Administration Building,
2711 Pico Boulevard, 2nd floor
Santa Monica, CA 90405
AGENDA REPORT NO. 9

SUBJECT: APPROVAL REQUEST - PERSONNEL COMMISSION OFFICE CLOSURE DURING WINTER HOLIDAY BREAK

DATE: December 16, 2009

TO: Members of the Personnel Commission

FROM: Dori MacDonald, Director of Classified Personnel

It is requested that the Personnel Commission approve the closing of its office on Thursday, December 24, 2009 through Friday, January 1, 2010 in observance of the winter holiday break. All Santa Monica College Offices will be closed during this time.

DISPOSITION BY THE COMMISSION

Amendments/Comments

MOTION MADE BY:
SECONDED BY:
AYES:
NAYS:
ABSTENTIONS:
AGENDA REPORT NO. 10

SUBJECT: RATIFICATION OF LIMITED TERM ASSIGNMENTS

The Personnel Commission is requested to ratify the classification of the following limited term position 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 Clerk</td>
<td>LRC</td>
<td>11/16/09-12/22/09</td>
</tr>
<tr>
<td>(1 full-time position)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instructional Assistant-ESL</td>
<td>ESL</td>
<td>11/16/09-05/16/10</td>
</tr>
<tr>
<td>(1 part-time position)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

DISPOSITION BY THE COMMISSION

Amendments/Comments

MOTION MADE BY:
SECONDED BY:
AYES:
NAYS:
ABSTENTIONS:
AGENDA REPORT NO. 11

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 currently 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>Melton, Brandi</td>
<td>Administrative Clerk</td>
<td>LRC</td>
<td>11/16/09-12/22/09</td>
<td>11/19/08</td>
</tr>
<tr>
<td>Haning, Nicole</td>
<td>Instructional Assistant-ESL</td>
<td>ESL</td>
<td>11/16/09-05/16/10</td>
<td>08/18/09</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. 12

SUBJECT: ADVISORY ITEM: APPOINTMENT TO PROVISIONAL ASSIGNMENTS

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>
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AGENDA REPORT NO. 13

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.
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*Pending Board of Trustees approval
V. ADJOURNMENT AT _______ pm.

Next regular meeting scheduled for Wednesday, January 20, 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, December 16, 2009 Regular Meeting of the Santa Monica College Personnel Commission was posted at or before 12:00 pm on Friday, December 11, 2009 on the official District bulletin boards.