**PERSONNEL COMMISSION**  
**AGENDA**  
Regular Meeting, Wednesday, March 17, 2010 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>
<th>DEPARTMENTS</th>
<th>PLEASE POST</th>
<th>ADMINISTRATORS and MANAGERS</th>
<th>PRESIDENT/SUPERINTENDENT and VICE PRESIDENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>3400 Airport/SBDC</td>
<td>M. King</td>
<td>Acad. Comp.: J. John</td>
<td>Superintendent/President: C. Tsang</td>
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<tr>
<td>AET</td>
<td>A. Hyman</td>
<td>Emeritus: M. Hall</td>
<td>Exec. VP: R. Lawson</td>
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<td>African American Center</td>
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<td>HR: S. Lee-Lewis</td>
<td>VP Business/Admin: R. Isomoto</td>
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<tr>
<td>Athletics</td>
<td>F. Duran</td>
<td>Int. Ed. Ctr: D. Kinsella</td>
<td>VP Human Resources: M. Wade</td>
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<td>Auxiliary Services</td>
<td>O. Meza</td>
<td>Maint.: J. Gehring</td>
<td>VP Student Affairs: M. Tuitasi</td>
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<td>Bookstore</td>
<td>D. Dever</td>
<td>Mktg.: D. Girard</td>
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<td>Bundy</td>
<td>B. Redd-Walker</td>
<td>Operations.: J. Peterson</td>
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<td>Business Department</td>
<td>E. Tesdahl</td>
<td>Pico Partner: D. Goode</td>
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<td>J. Jones</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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<td>Emeritus College</td>
<td>V. Rankin-Scales</td>
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<td>EOP&amp;S</td>
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<td>Faculty Association</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>L. Heyman</td>
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<td>Info. Mgmt Syst.</td>
<td>D. Kasch</td>
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<td>International Students Ctr.</td>
<td>D. Kinsella</td>
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<td>Career Services</td>
<td>L. Moss</td>
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<td>KCRW</td>
<td>J. Ferro</td>
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<td>Letters &amp; Science</td>
<td>J. Dinkins</td>
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<td>HSS</td>
<td>R. Stewart</td>
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<td>Library</td>
<td>M. Martin</td>
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<td>Maint./Facilities Time Clock</td>
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<td>Math Village</td>
<td>F. Manion</td>
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<td>Media Center</td>
<td>L. Nakamura</td>
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<td>Modern Language</td>
<td>J. Laurie</td>
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<td>Music/Madison</td>
<td>M. Windish</td>
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<td>Payroll</td>
<td>I. Fraser</td>
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<tr>
<td>Science</td>
<td>I. Cardwell</td>
<td></td>
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<td>School Relations Outreach</td>
<td>B. Simmons</td>
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<tr>
<td>Student Life</td>
<td>A. Trejo</td>
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<td>Superintendent/Pres. Office</td>
<td>L. Caldwell</td>
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<td>Theater Arts</td>
<td>J. Louff</td>
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<tr>
<td>W&amp; ED/Bundy</td>
<td>T. Ramos</td>
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</tbody>
</table>

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
PERSONNEL COMMISSION
REGULAR MEETING AGENDA
Wednesday, March 17, 2010 at 12:00 pm
Board Room, Business Building, Rm. 117, 1900 Pico Blvd., Santa Monica, CA 90405

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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</thead>
<tbody>
<tr>
<td>Commissioner Metoyer, Chair</td>
<td></td>
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<tr>
<td>Commissioner Abbott, Vice-Chair</td>
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<td>Commissioner Greenstein</td>
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<td>Commissioner Jansen</td>
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<tr>
<td>Commissioner Press</td>
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</tbody>
</table>

   C. New Commissioner Welcome
      Barbara Greenstein – CSEA Appointment to complete Karen Bancroft’s term.
   D. Approval of Minutes
      February 17, 2010
      Motion made by: Seconded by:
      Ayes: Nays: Abstain:

II. REPORT - DIRECTOR OF CLASSIFIED PERSONNEL

III. COMMENTS AND INFORMATIONAL REPORTS
   A. Recognition of Employee Longevity: MARCH 2010
      5 Years
      Uche Dappa, Senior Student Services Specialist, Assessment Services
      10 Years
      Madeline R. Burke, Dance Production Specialist, Dance
      Linda B. Davis, Administrative Assistant I, Counseling
      Jennifer Jones, Administrative Secretary, Campus Police
      20 years
      James C. Price, Student Services Assistant, Admissions & Records
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>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Ratification of Eligibility Lists</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>• Bookstore Sales Clerk</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Gardener/Equipment Operator</td>
<td></td>
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<td></td>
<td>• Painter</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Programmer Analyst I</td>
<td></td>
</tr>
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<td></td>
<td>• Skilled Maintenance Worker</td>
<td></td>
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<tr>
<td></td>
<td>• Student Services Assistant</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Approval of Working Out of Class Assignment – Susan MacBriar</td>
<td>6</td>
</tr>
<tr>
<td>3</td>
<td>Approval of Working Out of Class Assignment – Ulises Velasco</td>
<td>8</td>
</tr>
<tr>
<td>4</td>
<td>Revisions to Class Description: Employee Benefits Coordinator</td>
<td>10</td>
</tr>
<tr>
<td>5</td>
<td>New Class Description – Professional Development Coordinator</td>
<td>15</td>
</tr>
<tr>
<td>6</td>
<td>Changes to Administrative Clerk Examination and Eligibility List</td>
<td>19</td>
</tr>
<tr>
<td>7</td>
<td>Examination Schedule</td>
<td>20</td>
</tr>
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<td></td>
<td>• Administrative Clerk</td>
<td></td>
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<tr>
<td></td>
<td>• Custodian</td>
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<tr>
<td></td>
<td>• Employee Benefits Coordinator</td>
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<td></td>
<td>• Professional Development Coordinator</td>
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<tr>
<td>8</td>
<td>Extension of Provisional Appointment</td>
<td>21</td>
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<td>Request for Appeal, Employee Discipline</td>
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<td>Ratification of Limited Term Assignments</td>
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<td>Advisory Item: Appointments to Limited Term Positions</td>
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<td>12</td>
<td>Advisory Item: Appointments to Provisional Assignments</td>
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<tr>
<td>13</td>
<td>Recruitment and Examination Status Report – Information Only</td>
<td>27</td>
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</table>

V. Adjournment at _______ pm

Next regular scheduled meeting: April 21, 2010 at 12:00 pm.
AGENDA REPORT NO. 1

SUBJECT: RATIFICATION OF ELIGIBILITY LISTS

A. Establishment of New 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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</thead>
<tbody>
<tr>
<td>Bookstore Sales Clerk</td>
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<td>0</td>
<td>123</td>
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<td>Skilled Maintenance Worker II</td>
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<td>02/28/11</td>
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<td>Gardener/Equipment Operator</td>
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<td>02/17/11</td>
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<td>Merged Promotional/Open Competitive</td>
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<td>2</td>
<td>03/14/11</td>
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<td>Programmer Analyst I</td>
<td>Merged Promotional/Open Competitive</td>
<td>0</td>
<td>2</td>
<td>03/15/11</td>
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<td>Student Services Assistant</td>
<td>Promotional</td>
<td>8</td>
<td>8</td>
<td>03/04/11</td>
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</tbody>
</table>

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

It is recommended that the Personnel Commission approve the following provisional appointment at 100%.

<table>
<thead>
<tr>
<th>Name</th>
<th>Assignment</th>
<th>Length of Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Susan MacBriar</td>
<td>Employee Benefits Coordinator</td>
<td>beginning 3/1/10 (not to exceed 90 days)</td>
</tr>
</tbody>
</table>

BACKGROUND

The Employee Benefits Coordinator recently retired. In order to keep the employee benefits section of Human Resources fully functioning it is necessary for the Employee Benefits Clerk to assume the duties of the Employee Benefits Coordinator.

Ms. MacBriar meets the minimum requirements for the Employee Benefits Coordinator position. She has been working for Santa Monica College for almost three years and has over 18 years of prior benefits experience.

Ms. MacBriar will be performing the duties of a Employee Benefits Coordinator at over 50% of her daily assignment. In accordance with contract (section 11.7.3) Ms. MacBriar will be paid 100% of the working out of class stipend. Ms. MacBriar’s duties will include but are not limited to:

- Coordinates the District’s paid and voluntary benefits, including but not limited to: medical; dental; life insurance; vision care; and deferred compensation, to encompass enrollment, claims processing and problem resolution.
- Explains benefits options and programs to new employees; determines benefits eligibility; and assists new employees choose and enroll in District benefit programs.
- Receives and processes applications from current and retired employees for enrollment in and changes to District benefit programs; determine employee eligibility for enrollment and benefit change requests.
- Enters and/or oversees entering of enrollment and change actions into appropriate databases.
- Serves as District resource to employees, retirees and COBRA participants for benefits information.
- Serves as District liaison to LACOE and all benefits providers.

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.

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**DISPOSITION BY THE COMMISSION**

Amendments/Comments

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

SUBJECT: APPROVAL OF WORKING OUT OF CLASS ASSIGNMENT

It is recommended that the Personnel Commission approve the following provisional appointment at 100%.

<table>
<thead>
<tr>
<th>Name</th>
<th>Assignment</th>
<th>Length of Assignment</th>
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<tbody>
<tr>
<td>Ulises Velasco</td>
<td>Personnel Specialist</td>
<td>beginning 3/1/10 (not to exceed 77 days)</td>
</tr>
</tbody>
</table>

BACKGROUND

One of the Personnel Analysts in the Personnel Commission Office is out on leave and the AAll remains vacant for cost savings. 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. We will be backfilling his position with a temporary Administrative Clerk. (Mr. Velasco previously worked out of class this year for 13 days).

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 over 50% of his daily assignment. In accordance with contract (section 11.7.3) Mr. Velasco will be paid 100% 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. 4

SUBJECT: REVISIONS TO CLASS DESCRIPTION: EMPLOYEE BENEFITS COORDINATOR

DATE: March 17, 2010

TO: Members of the Personnel Commission

FROM: Dori MacDonald, Director of Classified Personnel

BACKGROUND
The Employee Benefits Coordinator recently retired and a recruitment to fill this position will begin shortly. Before beginning the recruitment, the position was looked at to determine if the job description was still accurate.

After analyzing the job it was determined that changes should be made to the job description. Most of the changes to the essential duties involve broadening the descriptions. Many of the current duties describe specific vendors or types of programs that can change over time and each time one changes a change should be made to the job description. Broadening the description of the essential duties prevents the job description from becoming out dated each time a vendor or program changes.

Minor updates to the knowledge, skills, and abilities are also being made which include knowledge of the Health Insurance Portability and Accountability Act (HIPAA) and the Consolidated Omnibus Budget Reconciliation Act (COBRA).

RECOMMENDATION
It is recommended the Commission approve the revisions to the classification description for Employee Benefits Coordinator.

DISPOSITION BY THE COMMISSION
Amendments/Comments

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

The position in this classification provides the primary administration of benefits to District employees and provides information to employees, retirees, and the general public on the District’s employee benefits program, and designs and implements processes appropriate to ensure employees receive benefits.

ESSENTIAL DUTIES

Provides information and customer service to employees inquiring about benefits eligibility, rules, regulations and required documentation

Conducts orientations to new employees to explain the District’s benefits package

Prepares enrollment forms for new employees according to CALPERS requirements and guidelines

Coordinates the District’s paid and voluntary benefits, including but not limited to: medical; dental; life insurance; vision care; and deferred compensation, to encompass enrollment, claims processing and problem resolution.

Explains benefits options and programs to new employees; determines benefits eligibility; and assists new employees choose and enroll in District benefit programs.

Receives and processes applications from current and retired employees for enrollment in and changes to District benefit programs; determine employee eligibility for enrollment and benefit change requests.

Enters and/or oversees entering of enrollment and change actions into appropriate databases.

Oversees and processes payments of District paid health benefits and voluntary benefits

Assists in the implementation of the Tax Shelter Annuity (TSA) program, according to government rules and regulations

Inputs appropriate data into the HRS system, the Los Angeles County Office of Education (LACOE) database system

Organizes and oversees all benefit annual open enrollments. for health benefits, adjunct faculty, Section 125, and PERS long-term care plan

Serves as District resource to employees, retirees and COBRA participants for benefits information

Serves as District liaison to LARISA and LACOE and all benefits providers. to determine benefits rates, and manages surplus accounts.

Coordinates all benefits vendor workshops, retirement workshops, benefits workshops and the annual benefits health fair.
**Employee Benefits Coordinator**

Implements and communicates amendments/modifications of benefits plans to employees, retirees, and the general public

Organizes and maintains confidential employee files

Prepares routine and non-routine correspondence, forms, reports and statistical charts.

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 Dean Vice President of Human Resources or designee and is expected to carry them through to completion with substantial independence. May receive work direction from the HR Analyst – Leaves and Benefits.

**Level of Supervision Exercised**

Positions in this classification do not supervise others, but provides lead direction to the Employee Benefits Clerk, subordinate employees in the HR office assigned to benefits.

**KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of health insurance terminology, practices and procedures

Knowledge of types of employee health, dental and vision plans

Knowledge of laws and ramifications associated with insurance and benefits, such as HIPAA and COBRA

Knowledge of benefits counseling techniques

Knowledge of good customer service practices

Knowledge of insurance contracts and recordkeeping

Knowledge of office practices and procedures

Knowledge of oral and written communication

Knowledge of basic bookkeeping practices and procedures

Knowledge of proper usage of English grammar, vocabulary and spelling

Knowledge of computer databases, and word processing and spreadsheet programs

Ability to understand and interpret laws, rules and regulation relating to employee benefits and eligibility

Ability to maintain confidential employee files
Ability to interpret and explain District’s contract provisions, rules, regulations and policies regarding employee benefit coverage

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

Ability to meet time deadlines

Ability to disseminate and obtain accurate, detailed information.

Ability to prepare and present new employee orientations

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

MINIMUM QUALIFICATIONS

Education Requirement:
Associate of Art’s Degree in Communications, Business Administration, or a closely related field.

Experience Requirement:
Three (3) years experience working in an employee benefits office, processing employee benefits enrollment, providing benefits information, and maintaining employee health benefits insurance records

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.

A BA/BS may substitute for 2 years of experience. Three additional years of benefits experience may substitute for the AA/AS degree.

Licensure and/or Certification:
None

WORKING ENVIRONMENT AND PHYSICAL DEMANDS

Disclosure:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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

<table>
<thead>
<tr>
<th><strong>Job Family:</strong></th>
<th>Fiscal Services/Business/Administration/HR</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FLSA Status:</strong></td>
<td>Non-exempt</td>
</tr>
<tr>
<td><strong>Personnel Commission Approval Date:</strong></td>
<td>11/02/06</td>
</tr>
<tr>
<td><strong>Class History:</strong></td>
<td>Employee Benefits Coordinator</td>
</tr>
<tr>
<td><strong>Revision Date(s):</strong></td>
<td>11/02/06 Hay Study, 3/17/10</td>
</tr>
</tbody>
</table>
AGENDA REPORT NO. 5

SUBJECT: NEW CLASS DESCRIPTION – PROFESSIONAL DEVELOPMENT COORDINATOR

DATE: March 17, 2010

TO: Members of the Personnel Commission

FROM: Dori MacDonald, Director of Classified Personnel

BACKGROUND

Attached for your approval is a new classification description for Professional Development Coordinator.

The Human Resources Office is in the process of reorganizing. New classifications have already been established for an Assistant Director and two Analysts. The Professional Development Coordinator will complete the new classifications in the Human Resources Office reorganization.

The Professional Development Coordinator is a high level bargaining unit position. This position will coordinate all the training needs for faculty, management and staff. Professional development was an area that was identified in the HR reorganization as needing attention. The visiting Accreditation Team also indentified this area as one needing immediate attention.

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 Professional Development Coordinator be approved.

DISPOSITION BY THE COMMISSION
Amendments/Comments

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

The position in this classification provides assistance to the Vice President of Human Resources in coordinating appropriate and timely professional development workshops for faculty, management, staff, and student employees; assists with the design, planning and implementation of various programs to address institutional, departmental and personal training needs; and provide support for training as assigned.

ESSENTIAL DUTIES

Consistent with the District’s staff development and training needs, establishes goals and objectives to align with institutional goals; prepares related reports and submits them to the California Community College Chancellor’s Office as needed; designs and develops programs throughout the year to meet annual objectives.

In conjunction with applicable participatory governance committees, assists with the design and implementation of a Flexible Calendar Program for faculty involving workshops, training sessions and seminars; submits related certification to the California Community College Chancellor’s Office as required; maintains accountability records for faculty with respect to their flex obligations.

Coordinates and facilitates employee training programs that are in compliance with the provisions of the classified and faculty collective bargaining agreements.

Coordinates and facilitates employee training programs that are state or federally mandated, such as sexual harassment training (government code 12950.1); maintains records of such training.

Develops and monitors an assigned budget to implement the District’s Staff Development Plan within the established guidelines; prepares year-end expenditure and activities report for assigned finds; prepares District and State reports for the Vice President’s signature.

Recommends professional trainers and/or internal faculty and staff to conduct training and workshops; makes recommendations on delivery through technology-based or instructor-led formats; conducts individual program evaluations and prepare summaries of performance indicators; maintains an active database of trainers.

Designs, plans and implements various programs to address institutional and departmental training needs; designs and conducts an annual needs assessment for faculty, classified and management groups; and prepare flyers and announcements for workshops.

Attends a variety of professional regional and other meetings; serves on assigned committees; develops agendas, record minutes and provide appropriate follow-up; meets with other college campuses and employee development officers to share resources and ideas; and facilitates department meetings and retreats.

Develops processes and procedures as needed to coordinate the employee development function including development of contracts, forms, grant applications, awards and other materials.

Assists with the planning, organization and implementation of major events for the District involving budget development, contacting community organizations, developing related materials, publicizing and promoting the events and performing related activities.
Professional Development Coordinator

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

Coordinates and schedules program activities including conference rooms and equipment. Designs and completes certificates of completion and employee satisfaction surveys.

Operates a personal computer and other office equipment as assigned.

Communicates with vendors regarding training materials and resources; reviews training materials and suggests materials for purchase.

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 or designee, the employee receives assignments and is expected to carry them through to completion with substantial independence.

**Supervision Exercised:**
Positions in this classification do not supervise other classified positions. Provides guidance and direction to student assistants, work-study students, and clerks.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of Education Code and other laws, rules, and regulations applicable to assigned areas of responsibility.
Knowledge of principles practices, tools and techniques of program planning and budgeting.
Knowledge of methods and procedures for scheduling and planning classes and programs.
Knowledge of record keeping techniques.
Knowledge of basic principles and practices of curriculum development for training courses.
Knowledge of current trends in training and professional development.
Knowledge of internet research techniques and on-line education and training models.
Knowledge of principles and practices of sound business communications.
Skill in personal computer based software programs that support this level of work, including word processing, spreadsheets, presentation graphics, and data management.
Ability to assist with the planning and implementation of comprehensive employee development program.
Ability to develop training programs, workshops, seminars based on needs assessment.
Ability to work and meet deadlines with limited supervision.
Ability to monitor funds and maintain accurate budget records.
Ability to analyze program, administrative and operation objectives and issues and to evaluated alternative and reach sound, logical and fact based conclusions and recommendations.
Ability to effectively publicize and promote training programs.
Ability to write, edit, and produce catalogs, bulletins, flyers and forms.
Ability to exercise sound, independent judgment and initiative within established procedures.
Ability to demonstrate interpersonal skills using patience, tact and courtesy.
Ability to establish and maintain effective working relationships.

MINIMUM QUALIFICATIONS

**Education Requirement:**
Bachelor of Art's Degree in Education, Business Administration, Communication or a related field.

**Experience Requirement:**
Two (2) years experience in developing training programs. Experience as a trainer is highly desirable.

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

**Licensure and/or Certification:**
A valid California Class “C” driver’s license and the ability to maintain insurability under the District’s vehicle insurance policy.

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.

**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 frequently 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:**  Non-exempt

**Personnel Commission Approval Date:**  03/17/10

**Class History:**
AGENDA REPORT NO. 6

SUBJECT: CHANGES TO ADMINISTRATIVE CLERK EXAMINATION AND ELIGIBILITY LIST

DATE: March 17, 2010

TO: Members of the Personnel Commission

FROM: Dori MacDonald, Director of Classified Personnel

BY: Lisa Jenkins, Supervising Personnel Analyst

BACKGROUND

The Administrative Clerk recruitment was previously approved by the Commission as a continuous examination, and has been opened since 2008 on a continuous basis. The last selection process for this position was completed in 2008 and the candidates who participated in this selection process were eligible until 11/18/2009.

Approximately 7,400 applications have been received for this continuous recruitment. Although applications are currently being accepted, many of the applications on file are over one year old. In order to insure a group of applicants still interested in the position and save administrative time on screening applications that are likely no longer interested in the position, we believe the most effective approach at this point in time is to close the continuous recruitment and reopen this as recruitment with a defined (3-week) posting period. All of the applicants who previously applied for the continuous recruitment would be notified that they would have to apply during the 3-week application period in order for their application to be screened and to be included in the selection process. This is a simple process for anyone who applied using the NEOGOV system.

In transitioning this recruitment from a continuous to a 3-week period, staff will also have the opportunity to make modifications to the selection process. Personnel Commission staff has been experimenting with the use of online soft skills testing for the Student Services Clerk recruitment that is currently in progress, and it is anticipated that this same software may be used as part of the selection process for Administrative Clerk. Because the results of testing with this software are unknown, it is also recommended that the eligibility list established from this recruitment be a 6-month eligibility list, which will allow staff the ability to modify the way that this selection tool is used within the selection process.

Currently, there are no permanent vacancies for Administrative Clerk. However, it is anticipated that the list established will be used to fill several permanent and temporary vacancies within the next few months. A 6-month eligibility list should be sufficient to fill all anticipated vacancies.

RECOMMENDATION

It is recommended that the Commission approve the Examination Schedule (Agenda Report No. 7) with the following changes for Administrative Clerk: 3-week recruitment and 6-month eligibility list. Action required on Report No. 6.
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>Administrative Clerk</td>
<td>Open Competitive</td>
<td>3 Weeks (6 month eligibility list)</td>
</tr>
<tr>
<td>Custodian</td>
<td>Open Competitive</td>
<td>3 Weeks (advertising)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3 Days Application Intake</td>
</tr>
<tr>
<td>Employee Benefits Coordinator</td>
<td>Promotional &amp; Open Competitive</td>
<td>3 Weeks</td>
</tr>
<tr>
<td>Professional Development Coordinator</td>
<td>Merged Promotional/Open Competitive</td>
<td>3 Weeks</td>
</tr>
</tbody>
</table>

DISPOSITION BY THE COMMISSION

Amendments/Comments

MOTION MADE BY: [Name]
SECONDED BY: [Name]
AYES: [List of Ayes]
NAYS: [List of Nays]
ABSTENTIONS: [List of Abstentions]
AGENDA REPORT NO. 8

SUBJECT: EXTENSION OF PROVISIONAL APPOINTMENT

DATE: March 17, 2010

TO: Members of the Personnel Commission

FROM: Dori MacDonald, Director of Classified Personnel

BY: Karen Monzon, Personnel Technician

BACKGROUND

It is recommended that the Personnel Commission approve the extension of the following provisional appointment. Staff is currently in process of testing for this position. A written exam has been scheduled for Friday, March 26 and Saturday, March 27, 2010, and it is anticipated a list will be established by mid-April. Recently, there have been several internal promotions within the Student Services area, specifically in the Admissions & Records department, and Mr. Padilla’s assignment is vital to carry on the day to day functions of the department.

<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>Omar Padilla</td>
<td>Student Services Clerk</td>
<td>Admissions &amp; Records</td>
<td>08/28/09-03/05/10 (Did not work work consecutive days)</td>
<td>Not to exceed 36 working days or until Eligibility List is established.</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.

RECOMMENDATION

It is recommended that the Commission approve the extension of provisional appointment.

DISPOSITION BY THE COMMISSION

Amendments/Comments

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

SUBJECT: REQUEST FOR APPEAL, EMPLOYEE DISCIPLINE

DATE: March 17, 2010

TO: Members of the Personnel Commission

FROM: Dori MacDonald, Director of Classified Personnel

BACKGROUND

The Personnel Commission Office received a timely demand for hearing from an employee suspended by the Board of Trustees on February 2, 2010.

In accordance with Merit Rule 14.2.2 the Commission shall order a hearing. It has been the past practice of the Personnel Commission to appoint hearing officer Michael Prihar, Esq. to conduct appeal hearings.

RECOMMENDATION

It is recommended that the Commission appoint Michael Prihar, Esq. to conduct the appeal hearing and direct the Director to contract for Mr. Prihar’s services.

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 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>Cash Receipts Clerk</td>
<td>Bursar’s Office</td>
<td>02/01/10-03/05/10</td>
</tr>
<tr>
<td>(2 part-time positions)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instructional Assistant - English</td>
<td>English</td>
<td>02/16/10-06/04/10</td>
</tr>
<tr>
<td>(3 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 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>Buchanan, Melody</td>
<td>Cash Receipts Clerk</td>
<td>Bursar’s Office</td>
<td>02/01/10-03/05/10</td>
<td>08/17/2005</td>
</tr>
<tr>
<td>Dawson, Rebecca L.</td>
<td>Cash Receipts Clerk</td>
<td>Bursar’s Office</td>
<td>02/01/10-03/05/10</td>
<td>12/13/2007</td>
</tr>
<tr>
<td>Colton, Patricia</td>
<td>Instructional Assistant – English</td>
<td>English</td>
<td>02/16/10-06/04/10</td>
<td>10/15/2008</td>
</tr>
<tr>
<td>Holmblad, Kristi E.</td>
<td>Instructional Assistant – English</td>
<td>English</td>
<td>02/16/10-06/04/10</td>
<td>10/15/2008</td>
</tr>
<tr>
<td>Nason, Nancy B.</td>
<td>Instructional Assistant – English</td>
<td>English</td>
<td>02/16/10-06/04/10</td>
<td>10/15/2008</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: 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.

<table>
<thead>
<tr>
<th>Candidate</th>
<th>Position</th>
<th>Department</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allen, Camilo A.</td>
<td>Instructional Assistant – English</td>
<td>English</td>
<td>02/16/10-03/11/10</td>
</tr>
<tr>
<td>Cassaro, John A.</td>
<td>Instructional Assistant – English</td>
<td>English</td>
<td>02/16/10-05/26/10</td>
</tr>
<tr>
<td>Levine, Lorraine J.</td>
<td>Instructional Assistant – English</td>
<td>English</td>
<td>02/16/10-04/19/10</td>
</tr>
<tr>
<td>Lieber Wilkins, Carole M.</td>
<td>Instructional Assistant – English</td>
<td>English</td>
<td>02/16/10-05/20/10</td>
</tr>
<tr>
<td>Lozada, Christian H.</td>
<td>Instructional Assistant – English</td>
<td>English</td>
<td>02/16/10-05/20/10</td>
</tr>
<tr>
<td>Mason, Tara D.</td>
<td>Instructional Assistant – English</td>
<td>English</td>
<td>02/16/10-05/19/10</td>
</tr>
<tr>
<td>Woodruff, Kathryn K.</td>
<td>Instructional Assistant – English</td>
<td>English</td>
<td>02/16/10-05/26/10</td>
</tr>
<tr>
<td>Dancygier, Lindsey D.</td>
<td>Sign Language Interpreter II</td>
<td>Disabled Students Center</td>
<td>03/03/10-07/14/10</td>
</tr>
<tr>
<td>O'Keefe, Jaclyn M.</td>
<td>Sign Language Interpreter II</td>
<td>Disabled Students Center</td>
<td>03/03/10-07/14/10</td>
</tr>
<tr>
<td>Sykes, Cecelia C.</td>
<td>Sign Language Interpreter III</td>
<td>Disabled Students Center</td>
<td>03/03/10-07/14/10</td>
</tr>
<tr>
<td>Daza-Whitfield, Martha</td>
<td>Student Services Clerk</td>
<td>Psychological Services</td>
<td>02/09/10-04/01/10</td>
</tr>
<tr>
<td>Garland, Angela K.</td>
<td>Student Services Clerk</td>
<td>Interdisciplinary Office</td>
<td>02/22/10-12/22/10</td>
</tr>
</tbody>
</table>
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.
## Recruitment and Examination Status Report

<table>
<thead>
<tr>
<th>Classification</th>
<th>Assigned to</th>
<th>O/P</th>
<th>Vacancies</th>
<th>Opened</th>
<th>Closed</th>
<th>Written</th>
<th>Perf.</th>
<th>Oral</th>
<th>E-List</th>
<th>Ratif. Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Assistant III</td>
<td>LJ/KM</td>
<td>MPO</td>
<td>0</td>
<td>3/22/2010</td>
<td>4/9/2010</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Administrative Clerk</td>
<td></td>
<td>O</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assistant Director of Human Resources</td>
<td>DM</td>
<td>O</td>
<td>1</td>
<td>1/27/2010</td>
<td>2/19/2010</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>3/25/2010</td>
</tr>
<tr>
<td>Athletic Equipment Specialist*</td>
<td></td>
<td>MPO</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bookstore Clerk/Cashier</td>
<td>KM</td>
<td>O</td>
<td>2</td>
<td>12/2/2008</td>
<td>Continuous</td>
<td></td>
<td></td>
<td></td>
<td>3/17/2010</td>
<td></td>
</tr>
<tr>
<td>Custodian</td>
<td></td>
<td>O</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gardener/Equipment Operator</td>
<td>DMO/G</td>
<td>P</td>
<td>1</td>
<td>12/20/2005</td>
<td>1/15/2010</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>H.R. Analyst-Employee &amp; Labor Relations (Conf.)</td>
<td></td>
<td>O</td>
<td>1</td>
<td>7/10/2008</td>
<td>Continuous</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>I.A. English</td>
<td></td>
<td>O</td>
<td>1</td>
<td>8/14/2008</td>
<td>Continuous</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>I.A. Learning Disabilities</td>
<td>KM</td>
<td>O</td>
<td>1</td>
<td>1/7/2009</td>
<td>4/9/2010</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>I.A. Math</td>
<td></td>
<td>O</td>
<td>1</td>
<td>5/1/2009</td>
<td>Continuous</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lead Custodian</td>
<td>LJ/SG</td>
<td>P</td>
<td>1</td>
<td>1/27/2010</td>
<td>2/19/2010</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Network Administrator</td>
<td></td>
<td>MPO</td>
<td>1</td>
<td></td>
<td>Continuous</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sign Language Interpreter</td>
<td></td>
<td>O</td>
<td>1</td>
<td>6/12/2009</td>
<td>Continuous</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Sign Language Interpreter II</td>
<td></td>
<td>O</td>
<td>1</td>
<td>6/12/2009</td>
<td>Continuous</td>
<td></td>
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<tr>
<td>Sign Language Interpreter III</td>
<td></td>
<td>O</td>
<td>1</td>
<td>6/12/2009</td>
<td>Continuous</td>
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<tr>
<td>Sign Language Interpreter Trainee</td>
<td>LJ</td>
<td>O</td>
<td>2</td>
<td>4/10/2008</td>
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<td>Student Services Assistant</td>
<td></td>
<td>P</td>
<td>1</td>
<td>12/17/2005</td>
<td>1/15/2010</td>
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<tr>
<td>Theater Technical Specialist</td>
<td>KM</td>
<td>O</td>
<td>As needed</td>
<td>8/4/2008</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Items in bold are pending approval by the Personnel Commission

*Pending classification revisions
V. ADJOURNMENT AT _______ pm.

Next regular meeting scheduled for Wednesday, April 21, 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, March 17, 2010 Regular Meeting of the Santa Monica College Personnel Commission was posted at or before 12:00 pm on Friday, March 12, 2010 on the official District bulletin boards.