## PERSONNEL COMMISSION

**MINUTES**

Regular Meeting, Wednesday, May 21, 2008 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

#### DEPARTMENTS PLEASE POST

<table>
<thead>
<tr>
<th>Department</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>3400 Airport: T. Ramos</td>
<td></td>
</tr>
<tr>
<td>AET: A. Hyman</td>
<td></td>
</tr>
<tr>
<td>Admissions &amp; Records: K. Elliott</td>
<td></td>
</tr>
<tr>
<td>African American Center:</td>
<td></td>
</tr>
<tr>
<td>Airport: J. Portal-Purdy</td>
<td></td>
</tr>
<tr>
<td>Athletics: F. Duran</td>
<td></td>
</tr>
<tr>
<td>Auxiliary Services: O. Meza</td>
<td></td>
</tr>
<tr>
<td>Bookstore: D. Dever</td>
<td></td>
</tr>
<tr>
<td>Bundy: B. Redd-Walker</td>
<td></td>
</tr>
<tr>
<td>Business Department: E. Tesdahl</td>
<td></td>
</tr>
<tr>
<td>Campus Police Office: J. Jones</td>
<td></td>
</tr>
<tr>
<td>Counseling Office: L. Gugliemo</td>
<td></td>
</tr>
<tr>
<td>Custodian Time Clock: R. Ybarra</td>
<td></td>
</tr>
<tr>
<td>Disabled Students Center: M. Weil</td>
<td></td>
</tr>
<tr>
<td>Early Childhood Ed.: L. Manson</td>
<td></td>
</tr>
<tr>
<td>Emeritus College: V. Rankin-Scales</td>
<td></td>
</tr>
<tr>
<td>EOP&amp;S: J. Goolsby</td>
<td></td>
</tr>
<tr>
<td>ESL Office: P. Nemeth</td>
<td></td>
</tr>
<tr>
<td>Events Office: B. Ramos</td>
<td></td>
</tr>
<tr>
<td>Faculty Association: M. Moassessi</td>
<td></td>
</tr>
<tr>
<td>Financial Aid Office: T. Thomas</td>
<td></td>
</tr>
<tr>
<td>Health Sciences: I. Danzey</td>
<td></td>
</tr>
<tr>
<td>Health Office: D. Jensen</td>
<td></td>
</tr>
<tr>
<td>Human Resources: T. Player</td>
<td></td>
</tr>
<tr>
<td>Info. Mgmt Syst.: D. Kasch</td>
<td></td>
</tr>
<tr>
<td>International Students Ctr.: A. Jara</td>
<td></td>
</tr>
<tr>
<td>Career Services: L. Moss</td>
<td></td>
</tr>
<tr>
<td>KCRW: J. Ferro</td>
<td></td>
</tr>
<tr>
<td>Letters &amp; Science: L. Muhammad</td>
<td></td>
</tr>
<tr>
<td>HSS: R. Stewart</td>
<td></td>
</tr>
<tr>
<td>Library: M. Martin</td>
<td></td>
</tr>
<tr>
<td>Maint./Facilities Time Clock: G. Sosa</td>
<td></td>
</tr>
<tr>
<td>Math Village: F. Manion</td>
<td></td>
</tr>
<tr>
<td>Media Center: L. Nakamura</td>
<td></td>
</tr>
<tr>
<td>Modern Language: T. Smith</td>
<td></td>
</tr>
<tr>
<td>Music/Madison: M. Windish</td>
<td></td>
</tr>
<tr>
<td>Payroll: I. Fraser</td>
<td></td>
</tr>
<tr>
<td>Science: I. Cardwell</td>
<td></td>
</tr>
<tr>
<td>School Relations Outreach: B. Simmons</td>
<td></td>
</tr>
<tr>
<td>Student Life: A. Trejo</td>
<td></td>
</tr>
<tr>
<td>Superintendent/Pres. Office: L. Caldwell</td>
<td></td>
</tr>
<tr>
<td>Theater Arts: J. Louff</td>
<td></td>
</tr>
</tbody>
</table>

#### ADMINISTRATORS and MANAGERS

<table>
<thead>
<tr>
<th>Department</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acad. Comp.: J. John</td>
<td></td>
</tr>
<tr>
<td>Emeritus: M. Hall</td>
<td></td>
</tr>
<tr>
<td>Facilities: JC Keurjian</td>
<td></td>
</tr>
<tr>
<td>HR: P. Brown</td>
<td></td>
</tr>
<tr>
<td>HR: S. Lee-Lewis</td>
<td></td>
</tr>
<tr>
<td>Info Mgmt: J. Chong</td>
<td></td>
</tr>
<tr>
<td>Int. Ed. Ctr: A. Rosales</td>
<td></td>
</tr>
<tr>
<td>KCRW: R. Seymour</td>
<td></td>
</tr>
<tr>
<td>Maint.: G. Rose</td>
<td></td>
</tr>
<tr>
<td>Mktg.: D. Girard</td>
<td></td>
</tr>
<tr>
<td>Operations: J. Peterson</td>
<td></td>
</tr>
<tr>
<td>Pico Partner: D. Goode</td>
<td></td>
</tr>
<tr>
<td>Receiving: D. Bice</td>
<td></td>
</tr>
</tbody>
</table>

#### PRESIDENT/SUPERINTENDENT and VICE PRESIDENTS

<table>
<thead>
<tr>
<th>Department</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Superintendent/President: C. Tsang</td>
<td></td>
</tr>
<tr>
<td>Exec. VP: R. Lawson</td>
<td></td>
</tr>
<tr>
<td>VP Academic Affairs: J. Shimizu</td>
<td></td>
</tr>
<tr>
<td>VP Enroll. Services: T. Rodriguez</td>
<td></td>
</tr>
<tr>
<td>VP Human Resources: M. Wade</td>
<td></td>
</tr>
<tr>
<td>VP Student Affairs: M. Tuitasi</td>
<td></td>
</tr>
</tbody>
</table>

#### 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

<table>
<thead>
<tr>
<th>Department</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSEA Labor Rep.: C. Moreno(via email)</td>
<td></td>
</tr>
<tr>
<td>CSEA Chapter Pres.: B. Rosenloecher</td>
<td></td>
</tr>
<tr>
<td>CSEA Chapter 1st V.P.: L. Lauer</td>
<td></td>
</tr>
<tr>
<td>CSEA Chief Job Steward: T. Burdick</td>
<td></td>
</tr>
<tr>
<td>CSEA Correspndng. Sec’y: V. Cook</td>
<td></td>
</tr>
<tr>
<td>CSEA Recording: Sec’y: C. Lemke</td>
<td></td>
</tr>
<tr>
<td>Mgmnt Assoc. Pres.: K.Elliott</td>
<td></td>
</tr>
</tbody>
</table>

#### SMC BOARD OF TRUSTEES and PERSONNEL COMMISSION

<table>
<thead>
<tr>
<th>Department</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Board of Trustees: (9)</td>
<td></td>
</tr>
<tr>
<td>(Minutes only)</td>
<td></td>
</tr>
<tr>
<td>Personnel Commissioners: (5)</td>
<td></td>
</tr>
<tr>
<td>(Notebooks only)</td>
<td></td>
</tr>
<tr>
<td>Personnel Commission Staff: (6)</td>
<td></td>
</tr>
</tbody>
</table>

Rev. 07/03/08

For information regarding Personnel Commission Agenda/Minutes distribution, please contact the SMC PC at 434-4410.
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 12:03pm
   
   B. Roll Call

<table>
<thead>
<tr>
<th>Commissioner</th>
<th>Present</th>
<th>Absent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commissioner Bancroft, Chair</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Commissioner Jansen, Vice-Chair</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Commissioner Abbott</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Commissioner Metoyer</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Commissioner Press</td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>

   C. Approval of Minutes

   Regular Meeting         April 16, 2008
   Motion made by: Commissioner Abbott       Seconded by: Commissioner Press
   Ayes: 4     Nays: 0     Abstain: 0

II. REPORT - DIRECTOR OF CLASSIFIED PERSONNEL

   Director MacDonald reported that the Personnel Commission Office continues to be very busy, as can be seen from the Recruitment and Examination Status Report and the Ratification of Eligibility Lists.

III. COMMENTS AND INFORMATIONAL REPORTS

   A. Recognition of Employee Longevity: MAY 2008

      5 years
      Teresa Huber, Library Assistant, Library

      10 years
      Sandra Davis, Buyer, Purchasing
      Marcia Lewis, Career Services Advisor, Financial Aid
      Teresa Morris, Student Services Assistant - International, International Student Center
      Rosa Perry, Switchboard Operator, Telecommunications
20 years
Michael Burgueno, Parking Security Officer, Campus Police

B. Comments from District Personnel Officer – Not present

C. Comments from CSEA Chapter 36 Representative – Bernie Rosenloecher was happy to see the Recognition of Classified Employee Week resolution was the first item on the Agenda for approval. He invited the Commissioners to join the Classified Employees’ annual luncheon on the football field after the meeting was over.

Mr. Rosenloecher noted he was aware that testing for Irrigation Systems Specialist took place and went well. He was aware that one candidate, a former SMC employee who was part of the 2003 layoffs, ranked number 1 on the list and he expressed hope the District will do the right thing by bringing him back.

Mr. Rosenloecher also spoke about the Groundskeeper/Gardener Agenda item. CSEA does not have a hard line on a high school diploma requirement. CSEA’s position has always been that all job descriptions have a high school diploma, equivalency, proficiency, or GED requirement. He understands that experience is worth a lot and a high diploma does not guarantee literacy, however, he feels that it does set a bar. Mr. Rosenloecher asked where the bar is set. 99% percent of the job descriptions have a high school requirement or equivalent or GED or proficiency. And he doesn’t believe that is setting the bar too high for those positions.

D. Comments from Management Association President – Not present

E. Comments from Personnel Commission Staff – No comments

F. Public comments (non-actionable comments from those in attendance) – Tron Burdick stated that a concern was brought to his attention about how days are tracked for temporary employees. There are temporary employees that are going over their days. There is no clear line as to who is tracking the days. He was told that Human Resources track days. He was told by Human Resources that the Personnel Commission tracks days. He also heard that Payroll tracks days. He wanted to bring this information to the Commission so that they were aware of this situation.

G. Comments by Personnel Commissioners – Dolores Press attended the Board of Trustees meeting on May 12. A new bond issue was discussed about outdated campus facilities. A presentation was made to the Board. The Board did not make any decisions, it was only informative, but Commissioner Press was very interested in this as it may be brought to the voters of Santa Monica in November.

IV. Motion to open Public Hearing Regarding the Personnel Commission Budget

Public Hearing and Adoption: Fiscal Year 2008-2009

Proposed Commission Budget

The attached proposed budget for the operation of the Personnel Commission Office for fiscal year 2008-2009 is submitted to the Personnel Commission for review and approval. This is a proposed budget for which the Commission should open the public hearing and take testimony from any interested party, close the public hearing and adopt or amend as the Commission deems necessary and prudent and then adopt. This proposed budget was sent to the Board of Trustees for their consideration at their meeting on May 12, 2008.

Pursuant to Articles 88073 and 88086 of the California Education Code and Merit Rule 2.4.1 (A-D) each Personnel Commission must prepare an annual budget for its office which, upon the approval of the County Superintendent, shall be included by the governing board in the regular budget of the community college district.
Notification of the public hearing and a copy of the proposed budget were transmitted to the Board of Trustees of Santa Monica College, the Superintendent/President of the District and the leadership of CSEA Chapter 36 for review and comment.

Summary
The Personnel Commission budget for 2008/09 reflects 0% increase in Operating Expenses which remain consistent with 2006/07 levels totaling $79,100. Overhead funding in the amount of $110,970 over the 2006/07 budget is reflected to cover the regular increased costs in negotiated salaries and benefits and the additional benefits costs impacted by the Board’s decision to increase the size of the Commission.

The Commission is very sensitive to the budget issues now faced by the District and is not asking for additional funds for new positions or projects. As indicated, additional overhead funding is necessary only to maintain the current positions in the Personnel Commission Office. The Commissioners’ benefits were not budgeted last year although the Personnel Commission was increased from three members to five members in December of 2006. Commissioner benefits costs are estimated to be approximately $60,000 per year. Step, longevity and negotiated increases all for Commission positions total approximately $40,634 and the increase in staff benefits is approximately $10,336.

Note: All other departments receive automatic adjustments to their budgets to fund the regular and negotiated increases in salaries; however the Personnel Commission must include these in the form of a budget increase request. The Commission is reducing other expenses in the budget by $1,250 and thus the total increase is reflected at $109,720.

Motion made by: Commissioner Metoyer  Seconded by: Commissioner Press
Ayes:  4  Nays:  0  Abstain:  0
TIME OPENED:  12:16pm

Comments: Commissioner Press thanked Director MacDonald for always keeping her up to date and for taking on, in a very efficient and caring way, some of the problems that remained from the last Directors that the Personnel Commission has had. She and her staff faced an awesome task to put the figures together for the budget and she wanted to publicly thank her for that.

Motion to Adopt Personnel Commission Budget for 2008-2009 made by: Commissioner Metoyer
Seconded by: Commissioner Press
Ayes:  Nays:  Abstain:
TIME CLOSED:  12:20pm
### Personnel Commission Budget - Fiscal Year 2008-09

<table>
<thead>
<tr>
<th>Description</th>
<th>Object</th>
<th>2006/07</th>
<th>2007/08</th>
<th>2008/09</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative &amp; Management</td>
<td>2110</td>
<td>$115,360.00</td>
<td>$130,000.00</td>
<td>$143,832.00</td>
<td>$13,832.00</td>
</tr>
<tr>
<td>Clerical</td>
<td>2120</td>
<td>$329,001.00</td>
<td>$301,503.00</td>
<td>$328,305.00</td>
<td>$26,802.00</td>
</tr>
<tr>
<td>Clerical Hourly</td>
<td>2323</td>
<td>$5,150.00</td>
<td>$5,150.00</td>
<td>$5,150.00</td>
<td>--</td>
</tr>
<tr>
<td>Clerical Overtime</td>
<td>2324</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>--</td>
</tr>
<tr>
<td>Personnel Commissioners</td>
<td>2380</td>
<td>$7,725.00</td>
<td>$7,725.00</td>
<td>$7,725.00</td>
<td>--</td>
</tr>
<tr>
<td>Other Classified Hourly</td>
<td>2393</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>--</td>
</tr>
<tr>
<td>Benefits (Staff – 35%)</td>
<td></td>
<td>$142,054.00</td>
<td>$154,912.00</td>
<td>$165,248.00</td>
<td>$10,336.00</td>
</tr>
<tr>
<td>Benefits (Commissioners)</td>
<td></td>
<td></td>
<td></td>
<td>60,000.00</td>
<td>60,000.00</td>
</tr>
<tr>
<td><strong>Total Salary &amp; Benefits</strong></td>
<td></td>
<td>$599,290.00</td>
<td>$599,290.00</td>
<td>$710,260.00</td>
<td>$110,970.00</td>
</tr>
<tr>
<td>Supplies &amp; Periodicals</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reference Books</td>
<td>4230</td>
<td>$0.00</td>
<td>$500.00</td>
<td>$250.00</td>
<td>($250.00)</td>
</tr>
<tr>
<td>Periodicals</td>
<td>4240</td>
<td>$1,000.00</td>
<td>$250.00</td>
<td>$250.00</td>
<td>--</td>
</tr>
<tr>
<td>Software</td>
<td>4410</td>
<td>$600.00</td>
<td>$10,000.00</td>
<td>$9,000.00</td>
<td>($1,000)</td>
</tr>
<tr>
<td>Supplies</td>
<td>4550</td>
<td>$5,650.00</td>
<td>$5,650.00</td>
<td>$5,650.00</td>
<td>--</td>
</tr>
<tr>
<td><strong>Total Supplies &amp; Periodicals</strong></td>
<td></td>
<td>$7,250.00</td>
<td>$16,400.00</td>
<td>$15,150.00</td>
<td>($1,250)</td>
</tr>
<tr>
<td>Consultants</td>
<td>5110</td>
<td>$15,000.00</td>
<td>$15,000.00</td>
<td>$4,000.00</td>
<td>($11,000.00)</td>
</tr>
<tr>
<td>Mileage</td>
<td>5210</td>
<td>$300.00</td>
<td>$300.00</td>
<td>$300.00</td>
<td>--</td>
</tr>
<tr>
<td>Conf./Training/Staff Development</td>
<td>5220</td>
<td>$3,700.00</td>
<td>$3,700.00</td>
<td>$6,200.00</td>
<td>$2500.00</td>
</tr>
<tr>
<td>Meeting Reimbursements</td>
<td>5241</td>
<td>$500.00</td>
<td>$500.00</td>
<td>$500.00</td>
<td>--</td>
</tr>
<tr>
<td>Meals/Catering for Raters</td>
<td>5242</td>
<td>$0.00</td>
<td>$500.00</td>
<td>$2,000.00</td>
<td>$1,500.00</td>
</tr>
<tr>
<td>Dues &amp; Memberships</td>
<td>5310</td>
<td>$4,500.00</td>
<td>$4,500.00</td>
<td>$6,000.00</td>
<td>$1,500.00</td>
</tr>
<tr>
<td>Repairs and Equipment Maint.</td>
<td>5650</td>
<td>$400.00</td>
<td>$400.00</td>
<td>$400.00</td>
<td>--</td>
</tr>
<tr>
<td>Legal</td>
<td>5730</td>
<td>$45,000.00</td>
<td>$45,000.00</td>
<td>$42,500.00</td>
<td>($2,500.00)</td>
</tr>
<tr>
<td>Off Campus Printing</td>
<td>5850</td>
<td>$1,000.00</td>
<td>$500.00</td>
<td>$500.00</td>
<td>--</td>
</tr>
<tr>
<td>Advertising</td>
<td>5830</td>
<td>$7,000.00</td>
<td>$7,000.00</td>
<td>$15,000.00</td>
<td>$8,000.00</td>
</tr>
<tr>
<td>Postage</td>
<td>5850</td>
<td>$300.00</td>
<td>$200.00</td>
<td>$200.00</td>
<td>--</td>
</tr>
<tr>
<td>Delivery Services</td>
<td>5851</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>--</td>
</tr>
<tr>
<td>Damages, Claims</td>
<td>5870</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>--</td>
</tr>
<tr>
<td>Other Contract Services</td>
<td>5890</td>
<td>$1,500.00</td>
<td>$1,500.00</td>
<td>$1,500.00</td>
<td>--</td>
</tr>
<tr>
<td><strong>Total Operating Expenses</strong></td>
<td></td>
<td>$79,200.00</td>
<td>$79,100.00</td>
<td>$79,100.00</td>
<td>--</td>
</tr>
<tr>
<td>Capitalized Equipment New</td>
<td>6410</td>
<td>$5,000.00</td>
<td>$5,000.00</td>
<td>$5,000.00</td>
<td>--</td>
</tr>
<tr>
<td>Non-Capitalized Equipment</td>
<td>6450</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>--</td>
</tr>
<tr>
<td>Equipment Replacement &amp; Lease</td>
<td>6520</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>--</td>
</tr>
<tr>
<td><strong>Total New Equipment</strong></td>
<td></td>
<td>$5,000.00</td>
<td>$5,000.00</td>
<td>$5,000.00</td>
<td>--</td>
</tr>
<tr>
<td><strong>Total M &amp; O</strong></td>
<td></td>
<td>$84,200.00</td>
<td>$84,100.00</td>
<td>$84,100.00</td>
<td>--</td>
</tr>
<tr>
<td><strong>Total Budget</strong></td>
<td></td>
<td>$690,740.00</td>
<td>$699,790.00</td>
<td>$809,510.00</td>
<td>$109,720.00</td>
</tr>
</tbody>
</table>
V. AGENDA REPORTS

<table>
<thead>
<tr>
<th>#</th>
<th>ITEM</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>RECOGNITION OF CLASSIFIED EMPLOYEE WEEK</td>
<td>7</td>
</tr>
<tr>
<td>2</td>
<td>TERMINATION OF ELIGIBILITY LIST – ASSOCIATE DIRECTOR OF THE SMC FOUNDATION</td>
<td>8</td>
</tr>
<tr>
<td>3</td>
<td>REVISIONS TO CLASS DESCRIPTION: ASSOCIATE DIRECTOR OF THE SANTA MONICA COLLEGE FOUNDATION</td>
<td>9</td>
</tr>
<tr>
<td>4</td>
<td>EXAMINATION SCHEDULE</td>
<td>14</td>
</tr>
<tr>
<td></td>
<td>• Accounting Specialist II</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Associate Director of the SMC Foundation</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Cash Receipts Clerk</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Costume Designer</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Mechanical Systems &amp; Energy Management Supervisor</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Registered Nurse</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Stage Construction Technician</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>ACCELERATED HIRING RATE</td>
<td>15</td>
</tr>
<tr>
<td>6</td>
<td>RATIFICATION OF ELIGIBILITY LIST</td>
<td>16</td>
</tr>
<tr>
<td></td>
<td>A. Establishment of New Lists</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Administrative Clerk</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Irrigation System Specialist</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Laboratory Technician – Life Science</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Personnel Technician</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Student Services Clerk</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Theatre Technical Director</td>
<td></td>
</tr>
<tr>
<td></td>
<td>B. Career Laddering List</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Student Services Assistant (International Education Center)</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>PERSONNEL COMMISSION STAFF ACTION – PROMOTION OF PERSONNEL SPECIALIST TO PERSONNEL TECHNICIAN</td>
<td>17</td>
</tr>
<tr>
<td>8</td>
<td>REQUEST TO USE ALTERNATE ELIGIBILITY LIST</td>
<td>18</td>
</tr>
<tr>
<td>9</td>
<td>REQUEST FOR RECLASSIFICATION</td>
<td>19</td>
</tr>
<tr>
<td>10</td>
<td>REVISIONS TO CLASS DESCRIPTION: GROUNDSKEEPER/GARDENER</td>
<td>26</td>
</tr>
<tr>
<td>11</td>
<td>EXTENSION OF PROVISIONAL APPOINTMENT</td>
<td>34</td>
</tr>
<tr>
<td>12</td>
<td>RATIFICATION OF REEMPLOYMENT LIST</td>
<td>35</td>
</tr>
<tr>
<td>13</td>
<td>APPROVAL OF PERSONNEL COMMISSION MEETING SCHEDULE</td>
<td>36</td>
</tr>
<tr>
<td>14</td>
<td>RATIFICATION OF LIMITED TERM ASSIGNMENTS</td>
<td>37</td>
</tr>
<tr>
<td>15</td>
<td>ADVISORY ITEM: APPOINTMENTS TO LIMITED TERM POSITIONS</td>
<td>38</td>
</tr>
<tr>
<td>16</td>
<td>ADVISORY ITEM: APPOINTMENTS TO PROVISIONAL ASSIGNMENTS</td>
<td>39</td>
</tr>
<tr>
<td>17</td>
<td>RECRUITMENT AND EXAMINATION STATUS REPORT – INFORMATION ONLY</td>
<td>40</td>
</tr>
</tbody>
</table>

VI. Adjournment at 1:27 pm

Next regular scheduled meeting: Wednesday, June 18, 2008 at 12:00 pm
AGENDA REPORT NO. 1

SUBJECT: RECOGNITION OF CLASSIFIED EMPLOYEE WEEK

Since 1986, California has taken the third week in May to honor the invaluable contributions of Classified School Employees. It is recommended that the Personnel Commission adopt the following resolution in recognition and observance of Classified Employee Week, May 19, 2008 through May 23, 2008.

WHEREAS, classified employees provide services that are vital to excellence in education and the educational process at Santa Monica College including maintaining buildings and grounds, providing support services and assistance, keeping facilities clean and repaired, assisting in the classroom, providing a secure learning environment, and providing many specialized services directly related to student success; and

WHEREAS, classified employees are directly involved in supporting the learning environment through their professional efforts in sustaining the activities of faculty, staff, administration, and the public who utilize the programs and services of the Santa Monica College District; and

WHEREAS, without these services the quality of the educational pursuits of the District and students would be greatly diminished; and

WHEREAS, classified employees employed by the Santa Monica College District deserve recognition and thanks for their outstanding efforts;

NOW, THEREFORE, BE IT RESOLVED, that the Personnel Commission of the Santa Monica Community College District hereby recognizes and wishes to honor the contribution of the classified employees to quality education in the state of California and in the Santa Monica College District and declares the week of May 19, 2008 as CLASSIFIED EMPLOYEE WEEK.

DISPOSITION BY THE COMMISSION

Amendments/Comments

MOTION MADE BY: Commissioner Abbott
SECONDED BY: Commissioner Metoyer
AYES: 4
NAYS: 0
ABSTENTIONS: 0
AGENDA REPORT NO. 2

SUBJECT: TERMINATION OF ELIGIBILITY LIST – ASSOCIATE DIRECTOR OF THE SANTA MONICA COLLEGE FOUNDATION

It is requested that the Personnel Commission terminate the eligibility list for Associate Director of SMC Foundation. One name remains on the list. Merit Rule 6.2.5. B. 2 states the Personnel Director may terminate an eligibility list when fewer than three ranks remain on the eligibility list. However, the Director believes that promotional lists or lists containing current employees should be brought to the Commission for termination. Since the eligible that remains on the list is a current employee, the list is being brought to the Commission so that any interested parties may address the termination of the list with the Commission. The employee on the current list has been advised of the request to terminate the list and that it will be brought to the Commission on May 21, 2008.

Changes to the classification description for the Associate Director of SMC Foundation are being presented to the Personnel Commission for approval today. The changes will necessitate a new test to be constructed for this position.

Recommendation

It is recommended the Personnel Commission terminate the current eligibility list for Associate Director of the SMC Foundation.

DISPOSITION BY THE COMMISSION

Amendments/Comments

Director MacDonald stated that she had spoken to the employee that is currently on the Eligibility List. The employee was invited to the Commission meeting, but chose not to attend. There is only one person on the Eligibility List. The position is changing and a new recruitment will be opened up for the position. The department is hoping to hire somebody from non-profit. They are looking to hire someone who is second in command, who understands finances and fundraising.

Dolores Press wanted to know why the current Eligibility List was being cancelled, as it’s not an item that is usually on an Agenda.

Director MacDonald explained that under the Merit Rules the Director can cancel an Eligibility List whenever there are fewer than three ranks. However, she feels that promotional lists should be placed on the Agenda so the employee has an opportunity to address the Commission. She feels that anytime an employee is on a list to be cancelled, it should be cancelled in the public so it doesn’t appear that a manager came to her to make a deal behind closed doors to cancel a list.

Chair Bancroft reiterated Director MacDonald’s statement by saying that the Director has the right to cancel a List without bringing it to the Commission for approval; however, the Director is trying to show complete transparency by bringing it to the Commission’s attention. Chair Bancroft commended Director MacDonald on this decision.

MOTION MADE BY: Commissioner Metoyer
SECONDED BY: Commissioner Press
AYES: 4
NAYS: 0
ABSTENTIONS: 0
AGENDA REPORT NO. 3

SUBJECT: REVISIONS TO CLASS DESCRIPTION: ASSOCIATE DIRECTOR OF THE SANTA MONICA COLLEGE FOUNDATION

Date: May 21, 2008

To: Members of the Personnel Commission

From: Dori MacDonald, Director of Classified Personnel

Background

The Associate Director of the Santa Monica College Foundation was a new position established last year. The person who was selected to fill the position recently resigned. JoAnn Ortiz, who is the supervisor of this position, has requested some changes to the classification description based upon the needs of her department. She has reevaluated the position and its role in the organization and she has determined that this position needs to play a more active role in facilitating the entire foundation and not limited to all the financial affairs as she had originally envisioned the position. Thus, two years of supervisory experience in a non-profit organization is being added to the minimum requirements. Changes to the specification are indicated on the attached specification.

Recommendation

It is recommended that the Personnel Commission approve the revisions to the classification description for the Associate Director of the Santa Monica College Foundation.

DISPOSITION BY THE COMMISSION

Amendments/Comments

Commissioner Abbott wanted to know if Santa Monica College would be defined as a non-profit organization as it related to the minimum qualifications for the position. Director MacDonald said probably not unless it was through one of the Foundations. Commissioner Abbott wanted to know why the statement, “Maintains current knowledge of changes, methods, concepts, requirements, regulations and policies for assigned programs, including computer programs and software.” was stricken from the job description. Director MacDonald stated this was a mistake and should be placed back in the job description.

MOTION MADE BY: Commissioner Metoyer to reinstate the stricken language from the job description.

“Maintains current knowledge of changes, methods, concepts, requirements, regulations and policies for assigned programs, including computer programs and software.”

SECONDED BY: Commissioner Abbott

AYES: 4
NAYS: 0
ABSTENTIONS: 0
CONCEPT OF THE CLASS

The position in this classification directs, plans, organizes, coordinates, controls and supervises general accounting, accounts payable, budgeting, auditing and payroll activities of the Santa Monica College Foundation; ensures that programs are operating within the appropriate fiscal parameters and remain in compliance with District, State and/or Federal requirements and donor guidelines; directs the activities of the planned giving program; ensures timely and accurate financial reports, including the annual financial audit and adopted budget; acts for the Director of Institutional Advancement in his/her absence, which may include attending/staffing special events, making fund-raising presentations and actively engaging in program committees, Foundation board meetings and all Foundation sponsored activities.

ESSENTIAL DUTIES

Formulates the Foundation’s funding policies and procedures with the Foundation Board of Directors and coordinates implementation of policies and procedures with faculty and department managers establishing funding priorities and grants.

Serves on the selection committee for grants and scholarships. Communicates regularly with donors to and sponsors of scholarships to make sure distribution criteria for academic and financial need is fully communicated to the Scholarship Office for recipient selection and is reviewed to assure conditions are met.

Authorizes payment of awards and tracks usage.

Directs the Foundation’s planned giving program, including development of annuities, and making public presentations.

Presents seminars on and off campus with attorneys and external publics about the strategies and tools of planned giving.

Assists the Director, Institutional Advancement in designing and conducting fundraising campaigns for both restricted and unrestricted gifts to the College through the Foundation.

May represent the Director, Institutional Advancement at various community functions to speak on behalf of the Foundation and its funding goals to external and internal audiences. Actively participates on program committees and is present to work and implement donor relations skills at events throughout the year.

Works with the investment management company and the Board of Directors to develop and maintain solid investment policies and strategies involving more than $43 $15 million in assets to assure continued growth and safety.

Plans and directs the Foundation’s activities in general accounting, special funds accounting, cash and investment management, accounting system development and analysis; accounts payable and payroll for Foundation and District employees working in the Foundation office.

Plans, organizes, and directs the Foundation’s accounting and budgeting systems, prepares detailed income and expenditure budgets, and develops and implements accounting controls to regulate financial stability;

Directs fund establishment (more than 400) and distributions from those directed funds for endowments, scholarships, programs, and capital campaigns.
Establishes practices and controls for safe and efficient handling of funds; establishes reporting procedures for financial transactions and directs the preparation and maintenance of a variety of narrative and statistical reports, records, and files; reviews related financial and statistical reports;

Supervises the Foundation’s accounting office and data management staff including upkeep, design and oversight of the Foundation’s website used for information, marketing and on-line contributions.

Trains and oversees the use of Raisers Edge software in both fund management and fund-raising activities of the Foundation making sure the separate functions mesh and share data.

Maintains current knowledge of changes in methods, concepts, requirements, regulations, and policies for assigned programs, including computer programs and software.

Coordinates and administers the year-end closing process and compilation of fiscal year financial statements.

Delegates responsibility and authority to subordinate staff and students.

Develops, recommends, and implements staff training and development programs to provide opportunities for individual employee growth, continuity of work flow and long range development of employees.

Directs the development of performance evaluation standards for subordinate staff; formally evaluates the work of direct subordinate staff.

Interviews and selects staff reporting directly to this position and assists with other interviews as necessary.

Authorizes response to employee grievance and disciplinary actions and contributes to the establishment of organization policy regarding discipline.

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:**
The position in this classification receives general direction from the Director, Institutional Advancement.

**Supervision Exercised:**
This position exercises general supervisory control over assigned staff and Student Workers

**KNOWLEDGE, SKILLS AND ABILITIES**

**Knowledge of:**
The principles and practices of modern public and business administration and management.
General Accounting Principles.

Computerized on-line programs used for accounting, auditing, fiscal controls and financial management including designated fund and fund raising software.

The practices and principles of accounting and auditing, financial analysis and research procedures.
Associate Director of the Santa Monica College Foundation

Effective supervisory techniques including successful recruitment and selection processes; appropriate work assignment, delegation and performance evaluation; relevant staff development and training; and meaningful corrective and disciplinary action.

**Ability to:**

Establish and maintain appropriate cost control and reconciliation measures.

Make public presentations in a dynamic and convincing manner.

Interpret and apply laws, policies and procedures.

Communicate well with internal and external publics.

Analyze complex situations accurately and adopt an effective course of action.

Effectively manage time, meet deadlines and achieve objectives.

Establish and maintain effective working relationships with the general public, donors, college administrators, managers, faculty, staff, students, vendors and contractors in a diverse, multicultural and multi-ethnic educational environment.

Communicate well both orally and in writing.

Work as a team member and “back up” for the Director.

**MINIMUM QUALIFICATIONS**

**Education Requirement:**
Bachelor’s degree in Accounting, Business Administration, Public Administration, or a closely related field.

**Experience Requirement:**
Six (6) years of progressively responsible experience using computerized on-line program applications to perform fund accounting, budget control, auditing and/or financial systems design, which included at least two (2) years experience in a supervisory capacity in a non-profit organization. Experience in a non-profit foundation or academic institution is desirable. Fundraising and marketing experience is highly desirable.

**Education/Experience Equivalency:**
Any combination of training and experience that would provide the required knowledge and abilities is 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:** Fiscal Services/Business/Administration  

**FLSA Status:** Exempt  

**Salary Range:** Range 26 on the Classified Management Salary Schedule  

**Personnel Commission Approval Date:**  

**Class History:** Foundation Accountant  

**Revision Date(s):** 05/21/2008
AGENDA REPORT NO. 4

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>Accounting Specialist II</td>
<td>Merged Promotional &amp; Open Competitive</td>
<td>3 weeks</td>
</tr>
<tr>
<td>Associate Director of the SMC Foundation</td>
<td>Merged Promotional &amp; Open Competitive</td>
<td>3 weeks</td>
</tr>
<tr>
<td>Cash Receipts Clerk</td>
<td>Open Competitive</td>
<td>3 weeks</td>
</tr>
<tr>
<td>Costume Designer</td>
<td>Open Competitive</td>
<td>3 weeks</td>
</tr>
<tr>
<td>Mechanical Systems &amp; Energy Mgmt Supervisor</td>
<td>Merged Promotional &amp; Open Competitive</td>
<td>3 weeks</td>
</tr>
<tr>
<td>Registered Nurse – Health Services</td>
<td>Open Competitive</td>
<td>3 weeks</td>
</tr>
<tr>
<td>Stage Construction Technician</td>
<td>Merged Promotional &amp; Open Competitive</td>
<td>3 weeks</td>
</tr>
</tbody>
</table>

DISPOSITION BY THE COMMISSION
Amendments/Comments

MOTION MADE BY: Commissioner Abbott
SECONDED BY: Commissioner Press
AYES: 4
NAYS: 0
ABSTENTIONS: 0
AGENDA REPORT NO. 5

SUBJECT: ACCELERATED HIRING RATE

It is recommended that the Personnel Commission approve the following recruitment for an accelerated hiring rate at Range 39 – Step E on the Classified Salary Schedule, in accordance with Merit Rule 12.2.4A.

Registered Nurse – Health Services

Background:

The Commission previously approved an accelerated hiring rate at Range 39 – Step E in June of 2007 when the last Nurse was hired. There is a nursing shortage and the labor market for RN’s is very competitive. If the Commission approves the accelerated hiring rate it will also be taken to the Board at their next regularly scheduled meeting for their approval. Since all current employees in this classification are on step E there will not be any additional costs to the College due to accelerating other employee steps.

Reference Merit Rule 12.2.4 (A)

All new employees shall be appointed at the hiring rate for the class as approved by the Personnel Commission. The hiring rate shall be the first step of the schedule except for classes where recruitment efforts have indicated difficulty in recruiting at that step. An accelerated hiring rate may be set with the approval of the Board and the Personnel Commission at any step on the schedule of the class. If an accelerated hiring rate is approved, all current employees in the class shall be advanced to that rate and shall begin a new cycle of step advancement.

DISPOSITION BY THE COMMISSION

Amendments/Comments

Gloria Lopez, Health Services Coordinator, took an “Opening Soon” job bulletin to the Los Angeles Association of Hispanic Nurses who held their conference last month. She said this is the first time people were really interested in the position because the salary was advertised at step E. In the past, people would not be interested in this job because the salary was at the lower level and Nursing jobs are very competitive. Ms. Lopez was very happy that the Commission was considering this item.

MOTION MADE BY: Commissioner Metoyer
SECONDED BY: Commissioner Press
AYES: 4
NAYS: 0
ABSTENTIONS: 0
......
AGENDA REPORT NO. 6

SUBJECT: RATIFICATION OF ELIGIBILITY LISTS

It is recommended that the Personnel Commission certify the following new eligibility lists and addition of new names pursuant to Education Code Section 88091 and Merit Rule 6.2.1, to be effective for the period as listed.

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>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Clerk</td>
<td>Open Competitive</td>
<td>0</td>
<td>25</td>
<td>05/20/09</td>
</tr>
<tr>
<td>Irrigation Systems Specialist</td>
<td>Merged Promotional/Open Competitive</td>
<td>0</td>
<td>5</td>
<td>05/20/09</td>
</tr>
<tr>
<td>Laboratory Technician – Life Science</td>
<td>Open Competitive</td>
<td>0</td>
<td>15</td>
<td>05/20/09</td>
</tr>
<tr>
<td>Personnel Technician*</td>
<td>Promotional</td>
<td>2</td>
<td>2</td>
<td>05/20/09</td>
</tr>
<tr>
<td>Student Services Clerk</td>
<td>Open Competitive</td>
<td>0</td>
<td>47</td>
<td>05/20/09</td>
</tr>
<tr>
<td>Theatre Technical Director</td>
<td>Merged Promotional/Open Competitive</td>
<td>0</td>
<td>6</td>
<td>05/20/09</td>
</tr>
</tbody>
</table>

*Names certified and offer made in accordance with Merit Rule 6.2.1C.

B. Career Laddering List

<table>
<thead>
<tr>
<th>Class Title</th>
<th>Total on List</th>
<th>Expiration Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Services Assistant – International Education Center</td>
<td>1</td>
<td>05/20/09</td>
</tr>
</tbody>
</table>

DISPOSITION BY THE COMMISSION
Amendments/Comments

MOTION MADE BY: Commissioner Abbott
SECONDED BY: Commissioner Metoyer
AYES: 4
NAYS: 0
ABSTENTIONS: 0
AGENDA REPORT NO. 7

SUBJECT: PERSONNEL COMMISSION STAFF ACTION - PROMOTION OF PERSONNEL SPECIALIST TO PERSONNEL TECHNICIAN

It is requested that the Personnel Commission ratify the promotion of Ms. Karen Monzon from Personnel Specialist to Personnel Technician, effective 05/16/08. Ms. Monzon competed in and was successful on the Personnel Technician examination. This examination was administered for the College by Ms. Stephanie Perry, Personnel Analyst, from the Santa Monica Malibu Unified School District. Ms. Monzon has been working out of class as the Personnel Technician since January.

This position was posted on the transfer bulletin in compliance with article 6 of the contract and the top two ranks of eligibles on the list were interviewed.

Merit Rule 2.3.1(A) Status of Commission Employees

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

DISPOSITION BY THE COMMISSION

Amendments/Comments

MOTION MADE BY: Commissioner Metoyer
SECONDED BY: Commissioner Press
AYES: 4
NAYS: 0
ABSTENTIONS: 0
AGENDA REPORT NO. 8

SUBJECT: REQUEST TO USE ALTERNATE ELIGIBILITY LIST

Date: May 21, 2008

To: Members of the Personnel Commission

From: Dori MacDonald, Director of Classified Personnel

Background

The Personnel Commission Office is requesting to use the Personnel Technician list to certify eligible(s) to the Personnel Specialist vacancy in the Personnel Commission Office. An eligibility list does not exist for Personnel Specialist. The necessary skills and knowledge for Personnel Specialist were adequately tested in the examination of Personnel Technician.

Merit Rule 6.3.13 state the following:

A. If there is no eligibility list for the class in which a vacancy occurs, certification may be made from a list for another class at the same or a higher salary level provided:
   1. The duties and qualifications of the class for which the examination was given include substantially all of the duties of the position to be filled.
   2. The Personnel Commission finds that the use of the list is in the best interest of the District and that the necessary skills and knowledge were adequately tested in the examination.

Recommendation

It is recommended the Commission approve the use of the Personnel Technician list to certify eligible(s) to the Personnel Specialist vacancy in the Personnel Commission Office.

DISPOSITION BY THE COMMISSION

Amendments/Comments

MOTION MADE BY: Commissioner Metoyer
SECONDED BY: Commissioner Abbott
AYES: 4
NAYS: 0
ABSTENTIONS: 0
AGENDA REPORT NO. 9

REQUEST FOR RECLASSIFICATION

- Tamorah Thomas – Administrative Assistant I to Administrative Assistant II
- Ben Prong – Multimedia Computer Lab Specialist to Multimedia Specialist – AET

DATE:      May 21, 2008

TO:        Members of the Personnel Commission

FROM:      Dori MacDonald, Director of Classified Personnel

At the regular Personnel Commission Meeting of October 25, 2006, it was recommended that the Personnel Commission waive the following merit rules:

3.3.11 A    -  Reclassification Upward
When all of the positions in a class are reclassified to a higher class, the incumbents in the positions who have been in the class for two (2) or more years may be reclassified by the Personnel Commission to the higher class.

3.3.11 D  -      Period of Ineligibility for Reclassification
An employee who has been reclassified with his/her position, shall be ineligible for subsequent reclassification with his/her position for a period of at least two (2) years from the date on which the reclassification became effective.

The Commission provided for a period of two months after this meeting for these rules to continue to be waived. The meeting minutes follow:

Minutes from the Regular Meeting of October 25, 2006

AGENDA REPORT NO. 13

Reclassification of Santa Monica College Classified Positions

Background:  Today we begin the process of reviewing and approving the classified positions of the College. We will start with the Secretarial/Clerical family. In moving forward with the “Hay Study” a number of positions will be reclassified. The Merit Rules for Santa Monica College, in Section 3.2.9 (A) states, “The Director of Classified Personnel shall review the duties and responsibilities of positions as necessary to determine their proper classification. Each year the Director of Classified Personnel shall prepare a schedule of anticipated review projects and present it for approval to the Personnel Commission.” Unfortunately, for unknown reasons, a review was not conducted at Santa Monica College for a number of years. As a result, all of the classified positions were examined at one time through the “Hay Study”. As a result almost every position was retitled, revised more, similar or fewer duties and/or placed into “families” or groups of classes.

The Merit Rules, in Section 3.3.11 (D) states, “An employee who has been reclassified with his/her position, shall be ineligible for subsequent reclassification with his/her position for a period of at least two (2) years from the date on which the reclassification became effective.” Section 88104 (c) of the California Education Code reads, “An employee who has been reclassified with his or her position is ineligible for subsequent reclassification with his or her position for a period of at least two years from the initial action.” These sections relating to reclassification may present a problem to some employees whose positions have not been reclassified during the previous four years because the “Hay Study” was being considered. There quite possibly may be employees whose positions have changed significantly since the study was initiated and whose jobs now may encompass more duties than were included in the proposed reclassification of the
position. There may be very legitimate reasons to consider another reclassification of certain positions soon after the approval of the reclassifications included in the “Hay Study”. Further, Section 3.3.11 A. 1. of the Merit Rules says, “When one or more positions in a class, are reclassified to a higher classification, an incumbent who has a continuous employment record of two (2) or more years in the class shall be reclassified with the position, without examination.” Section 3.3.11 A. 2. reads, “When one or more positions in a class are reclassified to a higher classification, the incumbents who do not have a continuous employment record of two (2) or more years in the class shall not be reclassified to the higher class. Positions in the higher class shall be filled through competitive examination that shall include a promotional examination open to permanent employees of the District. Incumbents who are unsuccessful in the examination may exercise the same rights as listed in Rule 134.3.1(B).” The State Education Code, Section 88104 (a) states, “When all of the positions in a class are reclassified to a higher class, the incumbents of the positions who have been in the class for two or more years may be reclassified with their positions by the personnel commission. When a portion of the positions within a class are reclassified to a higher class, an incumbent who has a continuous employment record of two or more years in one or more of the positions being reclassified may be reclassified with his or her position as provided by personnel commission rule.” By the use of such language as “higher classification” and “higher class” it seems apparent that these rules do not anticipate the overall restructuring of the classification plan that the “Hay Study” proposes. Many of the current positions are to be replaced by new position descriptions and the existing positions eliminated.

Recommendation: Staff is proposing that the Commission consider waiving the above rules for this one instance of approval of the classifications included in the “Hay Study”. Anyone who is reclassified after the “Hay Study” is approved by the Commission and the Board of Trustees, and has a new position description, and who believes his/her position has changed significantly in the interim since the description was developed, should have the option of applying for a reclassification. This option should be limited to employees who have held the original position for a minimum of two years. In addition, anyone who has passed probation should be able to be reclassified without the necessity of applying for the reclassified position. Anyone who has not passed the probationary period should be required to compete in an open examination if the position is a higher classification.

Suggested motion: Because the “Hay Study” reclassification plan addresses a number of positions to be eliminated and redefines numerous classes, the Personnel Commission hereby approves those individuals who are being reclassified because of the action initiated by the Commission and the District, and who have served in their position a minimum of two (2) years, to apply, within two months, for a reclassification if they believe even the new class does not significantly address the duties they are now performing and that they should be considered for a reclassification. Further, because this reclassification should apply to persons deemed to be performing satisfactorily in their position because they have passed probation, anyone in a permanent position who has passed the probationary period shall be reclassified without reexamination for the new position.

After discussion of the presentation of the secretarial/clerical positions, it would be appropriate to move to approve the positions as presented unless there are changes suggested by the Commission.

_/s/_______________________________________  10/19/06
Sue Tsuda, Acting Director of Classified Personnel             Date
_/s/______________________________________  10/16/06
Donna Peter, Provisional Director of Classified Personnel  Date

DISCUSSION, QUESTIONS AND COMMENTS FROM THE AUDIENCE:
Effective date of the reclassification will be January 1, 2007.

----------------------------------------------------------------------------------------------------------------------
Today you are being presented with two separate incidents where employees filed after the two month window but because of extenuating circumstances they would like to ask the Commission to extend the waiver of the rules. The two employees are: 1) Tamorah Thomas and 2) Ben Prong.

1) Michelle Bowen, Personnel Analyst, reviewed Tamorah Thomas’s position and is recommending a reclassification from an Administrative Assistant I to an Administrative Assistant II. We were prepared to bring this item to the last Commission meeting but Ms. Thomas asked that her reclassification be effective 1/1/07 as other positions had been, rather than the first day of the month following the date on which the Personnel Commission takes action to approve reclassification . . . (Merit Rule 3.3.9). Staff needed time to review the history behind this request and delayed taking it to the Commission until the May meeting. Ms. Thomas says she spoke with the Interim Director about reclassification but was told that she would not be eligible for reclassification based on the title of her supervisor. Ms. Thomas felt that this was not right but did not see the point in turning in the paperwork if it would be turned down without review. Ms. Thomas would like the Commission to approve her reclassification effective 1/1/07 as she feels she should have been included with the original clerical and secretarial series or should have been allowed to apply for reclassification within the time frame established by the Commission. Ms. Thomas was promoted to an Administrative Assistant I effective 12/1/05.

The Staff report on Ms. Thomas’s request for reclassification follows the minutes for the 10/25/06 Commission Meeting.

If the Commission approves Ms. Thomas’ reclassification to Administrative Assistant II, the Commission will need to decide on an effective date of either 1/1/07 or 5/1/08.

2) Sue Tsuda reviewed two positions at AET before she left. She determined that both positions should be reclassified. The employee that had been there for more than two years was recommended to be reclassified effective 1/1/07 even though he had turned in paperwork dated 5/3/07 because Ms. Tsuda could find no evidence that his position had ever been reviewed. The other employee, Ben Prong, was told he would have to test for the position because he had not been employed for two years. Mr. Prong was employed by the District on 10/25/05 and has now been performing the higher level duties for over two years. Since Mr. Prong’s position had never been reviewed either, it would seem that both positions would have been effective 1/1/07 based on the rules waived by the Commission. Staff has conducted a supervisory interview with the Dean over Mr. Prong’s position and has determined that Mr. Prong continues to do the duties that Ms. Tsuda described in her study of those positions. While two years have not elapsed since Mr. Prong turned in his initial request for reclassification (5/3/07) the ramifications of turning in a request for reclassification prior to serving in a position for two years were not discussed with Mr. Prong. It is recommended that the Commission either accept Mr. Prong’s original request of 5/2/07 to be under the waiver period or vacate that request and allow his new request to be considered.

The original item presented by Ms. Tsuda follows the staff report on Ms. Thomas.

If the Commission approves Mr. Prong’s reclassification to Multimedia Specialist – AET, the Commission will need to decide on an effective date of either 1/1/07 or 6/1/08.

DISPOSITION BY THE COMMISSION
Amendments/Comments
Tamorah Thomas, Administrative Assistant I, for Financial Aid asked the Commission to consider the agenda item presented. Ms. Thomas wants the effective date of the reclassification to be January 1, 2007 and not May 1, 2008 to go along with the original Hay Study reclassification for the secretarial and administrative positions. Ms. Thomas stated the January 1, 2007 reclassification was part of the Hay Study roll-out and was given to employees regardless of how long a person held the position. Ms. Thomas wanted to note for the record that her duties have not been a gradual increase of responsibilities because she has been functioning at a higher level since December 2005. She stated that the
Administrative Assistant before her was also functioning at a higher level. She wanted to draw attention to the fact that this reclassification be assessed by the Hay Study. Ms. Thomas says she had spoken with Sue Tsuda, Interim Director of Classified Personnel. She said Ms. Tsuda told her she needed to be reclassified and that she needed to be in the position for two years and that her position had nothing to do with the Hay Study. Ms. Thomas felt that she was never asked for a PDQ and that the former Administrative Assistant’s duties were much higher and it was obvious that her PDQ was not recognized. Ms. Thomas said that Ms. Tsuda told her that the controlling criteria of her job duties was based on who she reported to and since Ms. Thomas reports to a Director, she was classified as an Administrative Assistant I. Ms. Thomas felt that her duties were never looked at and she made the decision to wait for the new Director before she brought the issue up again. Ms. Thomas says she has always gotten support from her supervisor and the Vice President of the Financial Aid Office. When she finally brought this issue to Director MacDonald’s attention, she was happy to know that the Director does recognize the merit of actual work performed and did not ignore her request. Her biggest concern now was that her reclassification be effective January 1, 2007 to be included with the Hay Study roll-out group.

Ms. Thomas says Ms. Tsuda wanted her to put in a reclassification form but she wanted it based on whether Ms. Thomas was in the position for two years. She said Ms. Tsuda told her there wasn’t a need for her to submit a reclassification form because she worked for a Director, who has since has become an Associate Dean. Except for the additional duties, she has taken on Scholarships, neither one of their jobs have changed that much. She said that her Director has recognized that she has always worked at a much higher level since day one. She does know of other secretaries and Administrative Assistant that were reclassified that hadn’t been in their position for two years. She didn’t know about the “two year rule” until this situation came about.

Commissioner Press asked Ms. Thomas when her immediate supervisor became Associate Dean. Ms. Thomas said December 2007. Ms. Thomas said Ms. Tsuda was adamant about saying “no” to her without looking at her job duties. She said Ms. Tsuda did not believe that Ms. Thomas could possibly be performing at a higher level and the only criteria was who she reported to. She felt that had Ms. Tsuda looked at her PDQ, she would have been apart of the original roll-out and would not be going through this now.

Chair Bancroft asked Director MacDonald if she had reviewed the PDQ to see if the list of duties and responsibilities she listed during the roll-out met the criteria of the AAII level. Director MacDonald stated that Ms. Thomas did not submit a PDQ back then. She only recently submitted a PDQ. Commissioner Bancroft asked Ms. Thomas if she had submitted the PDQ during the two month period when the “2 year rule” was waived. Ms. Thomas said no, because she said that Ms. Tsuda would not accept it. Ms. Thomas acknowledged that she had submitted her PDQ in February 2008. Chair Bancroft asked Director MacDonald what her assessment was. Director MacDonald believed that Ms. Thomas is currently working at an Administrative Assistant II level but she asked Personnel Analyst Michelle Bowen to speak because she had met with Ms. Thomas and her supervisor. Ms. Bowen recommended that Ms. Thomas be reclassified as an Administrative Assistant II, Ms. Bowen was not aware that Ms. Thomas wanted to be reclassified back to January 1, 2007 until Ms. Thomas mentioned it after Ms. Bowen completed the study. Commissioner Bancroft asked Ms. Bowen if Ms. Thomas’ supervisor mentioned how long Ms. Thomas had been performing the duties at the higher level. Ms. Bowen said he did not. Chair Bancroft asked Director MacDonald if she could speak to Steven Myrow in Financial Aid to verify the time period. Director MacDonald said she would go back and ask him. She did believe that Mr. Myrow would say that Ms. Thomas has been performing the work since day one of her employment.

The Commissioners all agreed that this needed to be verified otherwise they could potentially open this up to all employees who are unhappy with the results of the Hay Study and want their salaries to be retroactive back to January 1, 2007.

Commissioner Metoyer expressed concern that if they approve this back to January 1, 2007, then they will be giving an open door policy to everybody that is in disagreement with the Hay Study. There was a two month period of time when everyone could resubmit their PDQ if they disagreed with the results of the Hay Classification Study. He was concerned about opening up a situation where everybody that feels that they are working very hard and taking on more responsibilities are going to come back and ask for reclassification back to the roll out date. He’s heard this common theme of employees who love their job and are hard workers. But reclassifications aren’t about how much one loves their job, it comes down to the job that they have been hired to do.
Chair Bancroft acknowledged that there was a one time two month waiver where employees could turn in their PDQ and she did not feel comfortable going back and reinstating that waiver now in 2008.

Commissioner Abbott asked and confirmed with Chair Bancroft that the issue at hand was not about the reclassification to the higher class, but rather the effective date of the reclassification. She said it was unfortunate that Ms. Thomas did not have anything in writing from Ms. Tsuda to confirm what Ms. Thomas was saying. Ms. Thomas said she had emails to confirm this but had not provided them to Director MacDonald or Michelle Bowen.

Chair Bancroft told Ms. Thomas she should have come to the Commission back then (December 2006), if she had an issue. Ms. Thomas said she had been in communication with Ms. Tsuda.

Ms. Thomas said she was told she needed to be in the position two years, when she spoke with Michelle Bowen. She wasn’t sure where the May 1, 2008 effective date came from. She said she wasn’t sure where Mr. Prong’s June 1, 2008 effective date came from. She said she saw a lot of Administrative Assistants who were not in the position for two years and they got retroactive pay. The point is that she had been doing the job.

Chair Bancroft asked Ms. Thomas if the Administrative Assistants she was referring to had come forward during the two month waiver period. Ms. Thomas said she was not aware of the waiver. She did not have time to come to Personnel Commission meetings because she was working. Chair Bancroft said the people Ms. Thomas was referring to possibly took advantage of the waiver and she said she did not feel comfortable going back to 2007. Commissioner Metoyer said he did not feel comfortable either.

Ms. Thomas asked what recourse she had if the effective date would be May 1, 2008 especially because she said she had been trying to do this for two years. She said she had proof that she tried to speak to Ms. Tsuda about it and Ms. Tsuda adamantly said Ms. Thomas did not qualify. She said she also had an email sent by her supervisor to Director MacDonald that said she had been doing the duties since day one. She said Ms. Tsuda said nothing about a waiver. Ms. Thomas said she didn’t understand why she should have to have come to the Personnel Commission meeting and asked if it was different from going to the Director.

Chair Bancroft told Ms. Thomas that she wanted to discuss the issue with the Commissioners.

Director MacDonald said she had asked Ms. Thomas to submit her PDQ but it was not received until February 2008. It was acted on once it was received. Staff was ready to bring the reclassification to last month’s Commission Meeting until Ms. Thomas brought up her issues and it was held for one month while Staff researched the contention that some employees were reclassified prior to serving two years in a classification. This is why the reclassification was being brought forward with an effective date of May 1, 2008 rather than June 1, 2008.

Ms. Thomas added that she did give her PDQ to her supervisor in August 2007 and he asked her to wait. She waited because she said she had been told to wait by the former Director, she did not want to pounce on the new Director. Ms. Thomas said she had been on the Executive Board of the CSEA before and she had been laid off in 2003. She had been in contact with CSEA since January 2007. She said she had given the PDQ to both her supervisor and the Vice President who both approved her work.

Commissioner Metoyer asked Ms. Thomas to let the Commissioner have a discussion because she was starting to repeat her story again. Commissioner Metoyer told the Commissioners he was in favor of approving her reclassification from Administrative Assistant I to Administrative Assistant II. However, when it comes to the effective date of January 1, 2007 he only felt comfortable going back to May 1, 2008. He stated he would not be comfortable going back to January 1, 2007 because it would potentially open up a “Pandora’s box”. He would be comfortable in making a motion to that effect.

Commissioner Abbott stated it was unfortunate that Ms. Thomas had to go through this. If there are no options other than May 1, 2008, then she would support the reclassification to that date.

Chair Bancroft agreed with Commissioner Metoyer and stated that she’d be comfortable with the May 1, 2008 effective date for Ms. Thomas. It was a one-time waiver and that was it. The motion was called.
MOTION MADE BY: Commissioner Metoyer to reclassify Ms. Tamorah Thomas from Administrative Assistant I to Administrative Assistant II, effective date May 1, 2008.
SECONDED BY: Commissioner Press
AYES: 4
NAYS: 0
ABSTENTIONS: 0

Lee Peterson spoke about Ben Prong's reclassification request. Mr. Peterson gave a detailed explanation about the policies of reclassification.

Chair Bancroft asked Mr. Peterson if this was directly related to Mr. Prong’s item. Mr. Peterson said was not; rather it was related to reclassifications in general and had some relation to his position. Chair Bancroft told Mr. Peterson it sounded like he was speaking to a different issue, not directly related to Mr. Prong’s item.

Chair Bancroft asked for the motion on Mr. Prong’s reclassification.

MOTION MADE BY: Commissioner Metoyer to reclassify Ms. Ben Prong from Multimedia Computer Lab Specialist to Multimedia Specialist – AET effective date June 1, 2008.
SECONDED BY: Commissioner Press
AYES: 4
NAYS: 0
ABSTENTIONS: 0

----------------- REQUEST FOR RECLASSIFICATION – ADMINISTRATIVE ASSISTANT - FINANCIAL AID DEPARTMENT -----------------

DATE: April 16, 2008
TO: Members of the Personnel Commission
FROM: Dori MacDonald, Director of Classified Personnel
BY: Michelle Bowen, Personnel Analyst

BACKGROUND
In January 2008, Tamorah Thomas submitted her request for reclassification from an Administrative Assistant I to the level of Administrative Assistant III. Ms. Thomas did not feel that her position was adequately reviewed under the Hay Study. She stated speaking with the Interim Director about an appeal, but also states the appeal was denied without review.

A PDQ was requested and reviewed based on the incumbent’s petition for reclassification to the level of Administrative Assistant III; and a desk audit was performed by Michelle Bowen. Interviews were also conducted with the incumbent, her Supervisor, Steven Myrow, Associate Dean of Financial Aid, and Teresita Rodriguez, Vice President of Enrollment Development.

The duties performed by Ms. Thomas were discussed, and feedback requested from her regarding what she sees as the scope of her job and the required knowledge, skills and abilities necessary to perform a job such as this one.
Administrative Assistant I, Administrative Assistant II, and Administrative Assistant III are part of a class series in a progression of classifications whose specifications distinguish one level from the next by defined characteristics of the class. Positions in the administrative assistant series are distinguished by 1) the scope of the supervisor’s administrative and program responsibilities, 2) the knowledge required to effectively perform the job and 3) the minimum experience and/or education necessary to be considered for employment. These distinctions were discussed and are as follows:

- **Positions in the Administrative Assistant I** classification typically report to Department Chairs, Academic Directors, Associate or Assistant Deans, administrative or classified managers. Positions in this classification typically handle more routine department or division administrative work that requires a minimum of previous administrative experience. Assignments are made under immediate supervision and work is reviewed to ensure compliance with instructions. Incumbents work directly with their supervisors in order to determine daily goals and ways in which to facilitate the work of the department.

- **Positions in the Administrative Assistant II** classification typically report to Academic Deans, or administrators working in off-campus facilities or in large, complex functional areas. They are distinguished from those at the Administrative Assistant I level by the increased complexity of assignments, broader range of duties and greater independence with which the employee is expected to operate. Positions in this class require prior professional level administrative, business and analytical experience. Positions in this class work under general supervision with greater flexibility in achieving specified objectives. Work review occurs while in progress and upon completion.

- **Positions in the Administrative Assistant III** Positions in the Administrative Assistant III classification typically report to senior level District administrators, such as an Associate Vice President, Vice President or Director of Classified Personnel. Administrative Assistant III positions are distinguished from those at the Administrative Assistant I and II levels by the greater complexity and responsibility of the assignments received and increased independence with which the employee is expected to operate. An incumbent in this classification is expected to exercise significantly more independent judgment and decision-making. Positions at the Administrative Assistant III level require substantial knowledge of and interface within a specific area of operation or specialty and prior experience in a community college environment and/or municipal government. Work in this classification is performed with periodic to minimal supervision. The employee receives assignments and is expected to carry them through to completion with substantial independence. The incumbent is free from control or oversight while working. Work is usually reviewed upon completion for adequacy and compliance with instructions.

In reviewing the PDQ and speaking with the incumbent and supervisors it is clear that the incumbent performs a higher level of duties in the Financial Aid Department than those required at the level of an Administrative Assistant I.

Although a part of the duties performed by Ms. Thomas are of a higher level than that of an Administrative Assistant I, they have not been found to be equal in level to the duties and responsibilities required of an Administrative Assistant III. This level of assignment performs a “variety of complex” secretarial duties; providing paraprofessional administrative support. Support of which is typically provided to an Associate Vice President, Vice President or Director of Classified Personnel. This level of assignment also requires a greater level of knowledge, skill set, and abilities, as well as educational and experience requirements at the level of an Associate degree and four (4) years of full-time, paid, progressively responsible secretarial and administrative experience. Also, key essential duties such as interfacing with a broad range of internal and external contacts such as Board of Trustees members, Personnel Commission members, Community College Chancellor’s office, other community college staff, government constituencies, and the public are involved, which are not a part of the duties conducted in the Financial Aid department.
The duties performed in the Financial Aid department have however been found to be more equivalent to those at the level of an Administrative Assistant II. Review of the position shows that paraprofessional administrative support is being provided for the Financial Aid office – a large complex functional area which also includes scholarships, which is in line with the level of programs and responsibilities under the classification of an Administrative Assistant II. The duties being performed in this position in the department would also require advanced vocational, and moderately complex secretarial duties be performed and would require a level of education and experience at least at the range of an Associate degree and two (2) years of experience, as listed in the Administrative II requirements.

A few essential duties being performed in this position include maintaining records of budget expenditures, initiating purchase orders and working closely with the Accounting department with the “General Fund – 01, (and BFAP – Fund 03), duties which are part of the Administrative Assistant II classification. This position also requires the incumbent exercise a higher level of independent judgment. The incumbent in this position would also be responsible for maintaining and overseeing specific programs such as the “Math and Reading Tutor Program”, which is a federally mandated program, and work with and maintain multiple databases such as Ed Express which is used for monitoring student information. This position is also responsible for providing administrative support to both the Associate Dean of Financial Aid and the Assistant Director.

Duties in the Financial Aid department are continually evolving with changes in rules, regulations, laws, and polices governing the community college district and financial aid guidelines. Changes which require independent judgment and the knowledge, skill, and ability level as required at the classification level of an Administrative Assistant II.

RECOMMENDATION
The current position of Administrative Assistant I in the Financial Aid Department is reclassified to the level of Administrative II.
RE: Multimedia Computer Lab Specialist
PREPARED BY: Sue Tsuda, Acting Director of Classified Personnel

On February 12, 2007, the Board of Trustees approved the reclassifications as previously approved by the Personnel Commission after a series of public hearings. Those classifications were retroactive to January 1, 2007. Subsequently, a number of employees have submitted or are in the process of submitting, requests for reclassification. The Personnel Commission on October 25, 2006 took action to waive the “two-year rule” as stated in the Merit Rules in paragraph 3.3.6 E, if employees had been in their current position for two years or more and believed their position has had a “gradual accretion of duties” in the past two years. This exception allowed those whose classifications had been “frozen” during the Hay Study to apply for reclassification even if their positions had been reclassified effective January 1, 2007.

The employee listed whose position is recommended for reclassification recently requested review since January 1, 2007 because he requested review in 2004 and was never responded to. Staff can find no evidence that his position was ever reviewed by staff or by the Hay Group.

Stuart Seldon has been in his current position of Multimedia computer Lab Specialist for 8 years and 10 months. His co-worker, Ben Prong, has been in his position only since October 25, 2005, and so is not eligible for reclassification, since he has not been in the position for a minimum of 2 years. Mr. Seldon and Mr. Prong both work at the Academy for Entertainment Technology (AET). They work staggered work schedules doing the same kind of work. It is very similar to the work of the Multimedia Specialists on campus, except they work with more peripherals and many more specialized computer programs related to the fields of entertainment - video, video games, computerized graphics, CAD, etc. Their work directly involves students and faculty as well as keeping abreast of the newest software used by the private sector. The program is designed to graduate students to go to work directly in production companies. Staff recommends reclassifying Mr. Seldon and making available to Mr. Prong the opportunity to test for the position.
AGENDA REPORT NO. 10

SUBJECT: REVISIONS TO CLASS DESCRIPTION: GROUNDSKEEPER-GARDENER

DATE: May 21, 2008

TO: Members of the Personnel Commission

FROM: Dori MacDonald, Director of Classified Personnel

BACKGROUND

At the Commission meeting on 3/19/08, the item following this report was presented to the Commission regarding revisions to the Groundskeeper-Gardener classification description. The most notable change being proposed was removing the high school diploma or equivalent from the minimum educational requirements.

The Union strongly opposed this change saying that the District was “dummying down” the position and that this would be the only position that didn’t require a high school diploma. They brought up that a similar suggestion was made for the Custodian position and they had opposed that as well.

The Commission asked for further information on current employees and the Custodian tests before they rendered a decision.

Staff reviewed the personnel files of the current Custodians and Groundskeeper-Gardeners. Based on their applications for employment the following information was garnered:

<table>
<thead>
<tr>
<th></th>
<th>Current Groundskeeper-Gardeners 6</th>
<th>Current Custodians 47</th>
</tr>
</thead>
<tbody>
<tr>
<td>High School Diploma/Equivalent</td>
<td>3 (50%)</td>
<td>38 (81%)</td>
</tr>
<tr>
<td>No HS Diploma/Equivalent</td>
<td>3 (50%)</td>
<td>9 (19%)</td>
</tr>
</tbody>
</table>

The classification descriptions were rewritten during the Hay Study and at that time a high school diploma/equivalent was added to the Minimum Requirements. It should also be noted that not all classifications require a high school diploma/equivalent. Positions such as Accompanist, Bookstore Clerk/Cashier, and Computer Operator do not require a high school diploma/equivalent.

Staff reviewed the last two administrations of the Custodian test in which a high school diploma/equivalent was required. It is impossible for us to know how many people did not apply based on the high school diploma/equivalent requirement posted on the job bulletin.
Information regarding Custodian Eligibility List established 03/19/08

Total number of Applicants who applied: 126
   Number of Males: 100
   Number of Females: 26

   American Indian/Alaskan 1
   Hispanic 49
   Asian 0
   Black 69
   Filipino 0
   Caucasian 1
   Hawaiian or other Pacific Islander 0
   Other 4
   Unknown 2

Total Number of Applicants Qualified 56
   Hispanic 20 (F-3/M-17)
   Black 32 (F-4/M-28)
   Caucasian 1 (F-0/M-1)
   Others 2 (F-0/M-2)
   Unknown 1 (F-0/M-1)

Total Number of Applicants Disqualified 70
(Disqualification could be for not meeting minimum requirements education, not meeting minimum requirements experience or conviction record)
   American Indian/Alaskan 1 (F-0/M-1)
   Hispanic 29 (F-11/M-18)
   Black 37 (F-8/M-29)
   Other 2 (F-0/M-2)
   Unknown 1 (F-0/M-1)

Total Number Disqualified Education: 15
(Met experience requirement but not education)
   Hispanic 10 (F-4/M-6)
   Black 5 (F-0/M-5)

Eligibles on Eligibility List: 31
   American Indian 1 (F-0/M-1)
   Hispanic 9 (F-2/M-7)
   Black 20 (F-3/M-17)
   Caucasian 1 (F-0/M-1)

Information regarding Custodian Eligibility List established 04/17/07

Total number of Applicants who applied: 40
   Number of Males: 31
   Number of Females: 9
American Indian/Alaskan 0  
Hispanic 19  
Asian 0  
Black 17  
Filipino 1  
Caucasian 0  
Hawaiian or other Pacific Islander 0  
Other 3  
Unknown 0  

Total Number of Applicants Qualified 17  
Hispanic 5 (F-0/M-5)  
Black 9 (F-3/M-6)  
Filipino 1 (F-1/M-0)  
Others 2 (F-0/M-2)  
Unknown 1 (F-0/M-0)  

Total Number of Applicants Disqualified 23  
(Disqualification could be for not meeting minimum requirements education, not meeting minimum requirements experience or conviction record)  
Hispanic 14 (F-5/M-9)  
Black 8 (F-0/M-8)  
Other 1 (F-0/M-1)  
Unknown 0 (F-0/M-0)  

Total Number Disqualified Education: 15  
(Met experience requirement but not education)  
Hispanic 10 (F-5/M-5)  
Black 1 (F-0/M-1)  

Eligibles on Eligibility List: 7  
American Indian 0 (F-0/M-0)  
Asian 1 (F-1/M-0)  
Hispanic 2 (F-0/M-2)  
Black 4 (F-2/M-2)  

Per a Commissioner’s request, staff also looked at Groundskeeper/Gardener positions at other local agencies.  
A summary is listed on the next page.
City of Santa Monica - Groundskeeper
Minimum Requirements: Possession of a high school diploma or equivalent with demonstrated competence in reading, writing, basic math and interpersonal relations. One year of work experience performing gardening or groundskeeping work.

Is position equivalent? No, more skilled. While position handles basic gardening work also maintains and adjusts irrigations systems; maintains groundskeeping equipment, including lawnmowers, edgers, hedge trimmers, trucks and tractors; mixes and applies pesticides and herbicides to control pests and weeds.

El Camino College – Groundskeeper-Gardener I
Minimum Requirements: Any combination equivalent to: sufficient training and experience to demonstrate the knowledge and abilities listed above and one year of experience in grounds maintenance and gardening.

Is position equivalent: No, more skilled. In addition to basic gardening work also operates tractors and attachments, sweepers, skip loaders, forklifts and other assigned equipment; utilizes pesticides, herbicides and other chemicals in the control and eradication of pests and weeds as assigned.

Pepperdine University – Landscaper I
Minimum Requirements: High school education or equivalent preferred; one year of related experience preferred.

Is position equivalent? No, more skilled. In addition to basic gardening work also installs irrigation systems and uses pesticides.

Santa Monica-Malibu Unified School District – Gardener
Minimum Requirements: One year full-time, paid experience in gardening and/or general grounds maintenance work. Any combination of training and experience which demonstrates that the applicant is likely to possess the required skills, knowledge and abilities may be considered.

Is position equivalent? No, more skilled. In addition to basic gardening also applies approved toxic or hazardous materials, sprays and solutions.

UCLA – Groundskeeper
Minimum Requirements: Ability to follow oral and written instructions; one year of experience in grounds maintenance or gardening; or an equivalent combination of education and experience.

Is position equivalent? Yes.

Recommendation: It is recommended that the Commission review the information presented and determine if they would like to amend the minimum requirements for the Groundskeeper-Gardener position. It is recommended that the Commission approve the other changes to the class specification regardless of their decision on the minimum requirements as the department is anxious to fill these positions. The Commission should also give staff direction on the Custodian minimum requirements.

DISPOSITION BY THE COMMISSION
Amendments/Comments
There was discussion about the language of High School or GED preferred based on the research done for this item.

Commissioner Abbott asked a question about the ability to read, write and speak English as part of the Knowledge, Skills and Abilities and wanted to know that would be tested. Director MacDonald said they would talk to the supervisor and see if they wanted to give a written test, although she didn’t believe they wanted to give a written test, so it the test would possibly be related to asking the candidate to follow directions such as
completing a work order. Also, they would need to come to an oral interview and they would need to communicate effectively in English.

Commissioner Press thanked Director MacDonald for the research done on this item and asked if it would be reasonable to add additional time to the experience requirement such as one year experience instead of six months. All agreed this was reasonable.

MOTION MADE BY: Commissioner Press to approve the language change on Groundskeeper/Gardener to say High School diploma or GED preferred and change the experience requirement from six months to one year. 
SECONDED BY: Commissioner Metoyer
AYES: 4
NAYS: 0
ABSTENTIONS: 0
SUBJECT: REVISIONS TO CLASS DESCRIPTION: GROUNDSKEEPER/GARDENER

DATE: March 19, 2008

TO: Members of the Personnel Commission

FROM: Dori MacDonald, Director of Classified Personnel
Michelle Bowen, Personnel Analyst

Background

Attached for your approval is a revised classification description for Groundskeeper/Gardener. Changes are being made to the minimum qualifications so that we are not excluding individuals who are able to perform the job but lack formal education. When the Director of Campus Operations and the Grounds Supervisor were reviewing possible written questions for an exam, it became apparent that requiring a high school diploma would be a barrier to otherwise qualified individuals. The education and experience equivalency is being removed because additional education would not be a substitute for experience. Language is also being added to include essential duties not listed in the initial job description.

Recommendation

It is recommended the Personnel Commission approve the revisions to the classification description for Groundskeeper/Gardener.

DISPOSITION BY THE COMMISSION

Amendments/Comments

MOTION MADE BY:  
SECONDED BY:  
AYES:  
NAYS:  
ABSTENTIONS:
Santa Monica Community College District
Personnel Commission

Groundskeeper/Gardener

**CONCEPT OF THE CLASS**

Positions in this classification perform routine and general grounds keeping and gardening duties to maintain a clean, attractive, well-landscaped appearance and safe environment to the campus grounds and properties.

**DISTINGUISHING CHARACTERISTICS**

The positions in the Groundskeeper/Gardener classification perform grounds keeping and general gardening duties that require the use of smaller equipment than used by the Gardener/Equipment Operator classification such as non-riding mowers, pruning and hand saws, shears, hedge and brush trimmers, weed eater, blowers, aerator, rakes, and shovels. Incumbents in this classification do not apply chemicals.

The positions in Gardener/Equipment Operator classification perform duties that require the use of medium grounds and maintenance power equipment such as chain saw, riding mowers, skip loader, fork lift, riding sweeper, rotor tiller, back hoe, and trencher. Gardening responsibilities require the application of fertilizers, herbicides, growth retardants, and insecticides. Duties are performed with greater independence (e.g., when to spray chemicals, tree limb removal, planting). May provide guidance and direction to Groundskeeper/Gardeners on special projects such as set up and preparation for athletic events and lawn renovation.

**ESSENTIAL DUTIES**

Removes leaves, brush, clippings, litter and other debris from campus grounds; sweeps, blows, and waters away debris from sidewalks and parking areas; empties trash containers and transports trash to dumpsters.

Plants flowers; hoes and weeds flower beds.

Waters flowers, trees, and lawns through use of a water hose.

Rakes, sweeps, mows, edges, fertilizes lawns, athletic field, and grassy areas of the campus; cultivates, re-seeds, and aerates.

Trims shrubs and assists in trimming small trees.

Operates general gardening equipment such as non-riding lawn mowers, pruning and hand saws, shears, hedge and brush trimmers, weed eater, blower, aerator, rake, and shovel; ensures equipment is in safe operating condition and performs preventative maintenance.

Installs sod on athletic fields and other campus areas after soil has been prepared.

Clears roof drains and ground storm drains of debris and other blockage.

Assists Gardener/Equipment Operators in the use of chain saw or other equipment to cut away dead or excess branches from trees or shrubs either to maintain rights-of-way for roads, sidewalks, or utilities or to improve the appearance, health, and value of trees.

Assists in the set up and preparation of grounds for special events such as athletic events; dismantles, cleans, and repairs grounds after events.

Marks athletic fields (e.g., football) using a push sprayer.

Responds to emergency situations such as cleaning up broken glass.

Promotes workplace safety at all times.

May operate a motor vehicle to transport materials and equipment, as appropriate to the position.
Groundskeeper/Gardener

Complete work order forms for job task assigned (e.g. exposing irrigation systems for repair work).

Maintains a positive, helpful, constructive attitude and work relationship with their supervisor, college staff, students, and the community.

Performs other related duties as 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 supervision of the Grounds Operations Manager, the employee carries out essential duties and should recognize instances that are out of the ordinary and get advice or further instructions.

**Level of Supervision Exercised:**
None

KNOWLEDGE, SKILLS AND ABILITIES

**Knowledge of:**
Care and maintenance of plants, trees, flowers and shrubs.
Safety practices in the operation of power tools and equipment.

**Ability to:**
Read and follow directions.
Write simple reports. Complete work order forms.
Perform basic math.
Read, write and communicate in English at an appropriate level.
Assess condition of plants, trees and grasses.
Deal effectively with co-workers and the public.
Safely, efficiently, and effectively use general gardening equipment such as non-riding lawn mowers, pruning and hand saws, shears, hedge and brush trimmers, weed eater, blower, aerator, rake, and shovel.

MINIMUM QUALIFICATIONS

**Education Requirement:**
High School degree or G.E.D. preferred.

**Experience Requirement:**
A minimum of six month’s related experience and/or training. Entry-level workers must be able to follow directions and learn proper planting procedures.

**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.

**Licensure and/or Certification and/or Occupational Training:**
Valid Class-C California Drivers License.

WORKING ENVIRONMENT & PHYSICAL DEMANDS

**Physical Demands and Work Environment:**
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 Work Environment:

While performing the duties of this job, the employee is regularly required to use fingers and hands to use hand and power tools, run equipment, and to handle materials. The employee is frequently required to stand; walk; sit; reach with hands and/or arms; climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds with or without assistance, and with or without the aid of devices used to assist in the lifting effort.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is frequently exposed to moving mechanical parts; fumes or airborne particles and toxic or caustic chemicals. The employee is occasionally exposed to risk of electrical shock and works with vibration causing tools or equipment. The noise level in the work environment is moderate to very loud.

CLASS DETAIL

Job Family:  Trades / Facilities / Maintenance

FLSA Status: Non-exempt

Personnel Commission Approval Date: 12/07/06, 03/19/08

Revision Date(s): Hay Study, 12/07/06

Class History: Groundskeeper
AGENDA REPORT NO. 11

SUBJECT:  EXTENSION OF PROVISIONAL APPOINTMENT

It is recommended that the Personnel Commission approve the extensions of the following provisional appointments listed below.

<table>
<thead>
<tr>
<th>Name</th>
<th>Assignment</th>
<th>Length of Assignment</th>
<th>Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sean Colin</td>
<td>Stage Construction Technician</td>
<td>01/02/08-03/12/08</td>
<td>03/13/08 – 06/30/08*</td>
</tr>
<tr>
<td>Ian Mitchell</td>
<td>Stage Construction Technician</td>
<td>01/02/08-03/11/08</td>
<td>03/12/08-06/30/08*</td>
</tr>
<tr>
<td>Julian Wong</td>
<td>Laboratory Technician – Chemistry</td>
<td>01/05/08-05/23/08</td>
<td>05/24/080-07/16/08</td>
</tr>
</tbody>
</table>

*Not working consecutive days.  Extension not to exceed 36 days.

RULES AND REGULATIONS OF CLASSIFIED SERVICE

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

7.2.1 (B -C) GENERAL PROVISIONS

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

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

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

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

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

DISPOSITION BY THE COMMISSION

Amendments/Comments

MOTION MADE BY: Commissioner Metoyer
SECONDED BY: Commissioner Abbott
AYES: 4
NAYS: 0
ABSTENTIONS: 0
AGENDA REPORT NO. 12

SUBJECT: RATIFICATION OF REEMPLOYMENT LIST

It is recommended that the Personnel Commission approve the establishment of the following reemployment list.

<table>
<thead>
<tr>
<th>CLASS LIST</th>
<th>NAME</th>
<th>EFFECTIVE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Custodian</td>
<td>James Harris</td>
<td>04/25/08 – 07/24/11</td>
</tr>
<tr>
<td>Accounting Specialist II</td>
<td>Rudolfo Ruiz</td>
<td>04/30/08 - 07/29/11</td>
</tr>
</tbody>
</table>

Reference Merit Rule 6.1.1, Merit Rule 13.4.1, Education Codes 88117 & 88127

DISPOSITION BY THE COMMISSION

Amendments/Comments

MOTION MADE BY: Commissioner Metoyer
SECONDED BY: Commissioner Abbott

AYES: 4
NAYS: 0
ABSTENTIONS: 0
AGENDA REPORT NO. 13

SUBJECT: APPROVAL OF PERSONNEL COMMISSION MEETING SCHEDULE

It is recommended that the personnel Commission approve the following scheduled meetings for fiscal year 2008-09. Regular meetings will be held on the third Wednesday of each month at 12:00 noon in the Board Room, Business Building, Room 117.

<table>
<thead>
<tr>
<th>Regular Meeting Dates</th>
<th>Time</th>
<th>Place</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wednesday, July 16, 2008</td>
<td>12:00 noon</td>
<td>Business Building, Room 117</td>
</tr>
<tr>
<td>Wednesday, August 20, 2008</td>
<td>12:00 noon</td>
<td>Business Building, Room 117</td>
</tr>
<tr>
<td>Wednesday, September 17, 2008</td>
<td>12:00 noon</td>
<td>Business Building, Room 117</td>
</tr>
<tr>
<td>Wednesday, October 15, 2008</td>
<td>12:00 noon</td>
<td>Business Building, Room 117</td>
</tr>
<tr>
<td>Wednesday, November 19, 2008</td>
<td>12:00 noon</td>
<td>Business Building, Room 117</td>
</tr>
<tr>
<td>Wednesday, December 17, 2008</td>
<td>12:00 noon</td>
<td>Business Building, Room 117</td>
</tr>
<tr>
<td>Wednesday, January 21, 2009</td>
<td>12:00 noon</td>
<td>Business Building, Room 117</td>
</tr>
<tr>
<td>Wednesday, February 18, 2009</td>
<td>12:00 noon</td>
<td>Business Building, Room 117</td>
</tr>
<tr>
<td>Wednesday, March 18, 2009</td>
<td>12:00 noon</td>
<td>Business Building, Room 117</td>
</tr>
<tr>
<td>Wednesday, April 15, 2009</td>
<td>12:00 noon</td>
<td>Business Building, Room 117</td>
</tr>
<tr>
<td>Wednesday, May 20, 2009</td>
<td>12:00 noon</td>
<td>Business Building, Room 117</td>
</tr>
<tr>
<td>Wednesday, June 17, 2009</td>
<td>12:00 noon</td>
<td>Business Building, Room 117</td>
</tr>
</tbody>
</table>

Reference: Merit Rule 2.2.1 Regular Meetings

The Commission shall hold its regular meeting on the third Wednesday of each month. The Commission shall designate the time and place of the meetings on the Commission’s official bulletin board. The Commission may meet at some other time or place, provided that at least 24 hours notice is given to commissioners, employees, and administration representatives. Notice shall be posted on the Commission’s official bulletin board and shall also be given to newspapers who have filed written request for such notice.

DISPOSITION BY THE COMMISSION
Amendments/Comments

MOTION MADE BY: Commissioner Press
SECONDED BY: Commissioner Metoyer
AYES: 4
NAYS: 0
ABSTENTIONS: 0
**AGENDA REPORT NO. 14**

**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 Assistant (1 full-time position)</td>
<td>Trio</td>
<td>04/18/08-06/30/08</td>
</tr>
<tr>
<td>Counseling Aide (1 part-time position)</td>
<td>Student Life</td>
<td>04/23/08-08/28/08</td>
</tr>
<tr>
<td>Registration/Information Clerk (1 part-time position)</td>
<td>Financial Aid</td>
<td>01/02/08-06/30/08</td>
</tr>
<tr>
<td>Registration/Information Clerk (1 part-time position)</td>
<td>Matriculation</td>
<td>01/02/08-06/30/08</td>
</tr>
</tbody>
</table>

**DISPOSITION BY THE COMMISSION**

Amendments/Comments

MOTION MADE BY: Commissioner Metoyer
SECONDED BY: Commissioner Abbott
AYES: 4
NAYS: 0
ABSTENTIONS: 0
AGENDA REPORT NO. 15

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>Francis, Anthony</td>
<td>Counseling Aide</td>
<td>Student Life</td>
<td>04/23/08-08/28/08</td>
<td>07/18/2007</td>
</tr>
<tr>
<td>Guerrero, Gloria</td>
<td>Administrative Assistant I</td>
<td>Trio</td>
<td>04/18/08-06/30/08</td>
<td>03/19/2008</td>
</tr>
<tr>
<td>Muñoz, Andres</td>
<td>Registration/Information Clerk</td>
<td>Matriculation</td>
<td>01/02/08-06/30/08</td>
<td>01/19/2005</td>
</tr>
<tr>
<td>Szesnat, Kyle</td>
<td>Registration/Information Clerk</td>
<td>Financial Aid</td>
<td>01/02/08-06/30/08</td>
<td>03/21/2007</td>
</tr>
</tbody>
</table>

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. 16

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>Position Classification</th>
<th>Department</th>
<th>Effective Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Assistant (1 full-time position)</td>
<td>Trio</td>
<td>04/18/08-06/30/08</td>
</tr>
<tr>
<td>Counseling Aide (1 part-time position)</td>
<td>Student Life</td>
<td>04/23/08-08/28/08</td>
</tr>
<tr>
<td>Registration/Information Clerk (1 part-time position)</td>
<td>Financial Aid</td>
<td>01/02/08-06/30/08</td>
</tr>
<tr>
<td>Registration/Information Clerk (1 part-time position)</td>
<td>Matriculation</td>
<td>01/02/08-06/30/08</td>
</tr>
</tbody>
</table>
AGENDA REPORT NO. 17

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.
<table>
<thead>
<tr>
<th>Classification</th>
<th>Assigned to</th>
<th>P/O</th>
<th>Vacancies</th>
<th>Opened</th>
<th>Closed</th>
<th>Written</th>
<th>Perf.</th>
<th>Oral</th>
<th>E-List</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accompanist-Dance</td>
<td>MB/JG</td>
<td>MPO</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accounting Specialist II*</td>
<td>DM/KM</td>
<td>MPO</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Administrative Clerk</td>
<td>MB/JG</td>
<td>O</td>
<td>Continuous</td>
<td>3/22/2008</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Associate Director - SMC Foundation*</td>
<td>DM/KM</td>
<td>O</td>
<td>1</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>Lim Term</td>
<td>Continuous</td>
<td>6/11/2008</td>
<td>N/A</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash Receipts Clerk</td>
<td>MB/JG</td>
<td>O</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chinese Proficiency Testing</td>
<td>DM/KM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Costume Designer*</td>
<td>MPO</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Custodial Supervisor</td>
<td>MB/JG</td>
<td>MPO</td>
<td>1</td>
<td>3/2/2008</td>
<td>4/11/2008</td>
<td>6/12/2008</td>
<td>N/A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Events Technician</td>
<td>DM/KM</td>
<td>MPO</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Groundskeeper/Gardener</td>
<td>MB/JG</td>
<td>O</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>I/A ESL</td>
<td>MB/JG</td>
<td>O</td>
<td>Continuous</td>
<td></td>
<td></td>
<td></td>
<td>N/A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>I/A Math</td>
<td>MB/JG</td>
<td>O</td>
<td>Continuous</td>
<td></td>
<td></td>
<td></td>
<td>N/A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>I/A English</td>
<td>MB/JG</td>
<td>O</td>
<td>Continuous</td>
<td></td>
<td></td>
<td></td>
<td>N/A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Laboratory Technician Art/Broad./Comm./Photo</td>
<td>DM/KM</td>
<td>MPO</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lead Events Technician</td>
<td>DM/KM</td>
<td>MPO</td>
<td>1</td>
<td>3/24/2008</td>
<td>4/11/2008</td>
<td>6/12/2008</td>
<td>N/A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mechanical Systems &amp; Engery Mgmt Sup*</td>
<td>DM/KM</td>
<td>MPO</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Network Analyst</td>
<td>DM/KM</td>
<td>MPO</td>
<td>1</td>
<td>2/25/2008</td>
<td>3/14/2008</td>
<td>4/12/2008</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Personnel Analyst</td>
<td>DM</td>
<td>O</td>
<td>Prov</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Registered Nurse - Health Services*</td>
<td>MB/JG</td>
<td>O</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sign Language Interpreter Trainee</td>
<td>MB/JG</td>
<td>O</td>
<td>Continuous</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sign Language Interpreter</td>
<td>MB/JG</td>
<td>O</td>
<td>Continuous</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sign Language Interpreter II</td>
<td>MB/JG</td>
<td>O</td>
<td>Continuous</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sign Language Interpreter III</td>
<td>MB/JG</td>
<td>O</td>
<td>Continuous</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spanish Proficiency Testing</td>
<td>MB</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stage Construction Technician*</td>
<td>MPO</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Theatre Technical Director</td>
<td>DM/KM</td>
<td>MPO</td>
<td>1</td>
<td>T&amp;E 4/9</td>
<td>N/A</td>
<td>4/24/2008</td>
<td>5/21/2008</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Pending Commission Exam Schedule Approval
VI. ADJOURNMENT AT 1:27 pm

Next regular meeting scheduled for Wednesday, June 18, 2008 in the Board Room, Business Building, Room 117.

-----

DISPOSITION BY THE COMMISSION

Amendments/Comments

MOTION MADE BY:  Commissioner Metoyer
SECONDED BY:  Commissioner Press
AYES:  4
NAYS:  0
ABSTENTIONS:  0

As required by law, this agenda for the Wednesday, May 21, 2008 Regular Meeting of the Santa Monica College Personnel Commission was posted at or before 12:00 pm on Friday, May 16, 2008 on the official District bulletin boards.