DEPARTMENTS PLEASE POST

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

ADMINISTRATORS and MANAGERS

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

PRESIDENT/SUPERINTENDENT and VICE PRESIDENTS

Superintendent/President: C. Tsang
Exec. VP: R. Lawson
VP Academic Affairs: J. Shimizu
VP Enroll. Services: T. Rodriguez
VP Human Resources: M. Wade
VP Student Affairs: M. Tuitasi

PUBLIC POSTING LOCATIONS

2714 Pico: exterior display box
Library for Public Posting (1)
Library for Archives (2)
Mailroom
SMC Personnel Commission Office
SMC Human Resources
Staff Lounge

EMPLOYEE ORGANIZATIONS

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

SMC BOARD OF TRUSTEES and PERSONNEL COMMISSION

Board of Trustees (9) (Minutes only)
Personnel Commission Staff (6)

Rev. 11/12/08

For information regarding Personnel Commission Agenda/Minutes distribution, please contact Personnel Commission at (310) 434-4410.
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G. Comments by Personnel Commissioners

IV. AGENDA REPORTS

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V. Adjournment at _______ pm

Next regular scheduled meeting: Wednesday, February 18, 2009 at 12:00 pm
AGENDA REPORT NO. 1

SUBJECT: PERSONNEL COMMISSION INTERNAL STAFF ACTION - RATIFICATION OF APPOINTMENT OF ADMINISTRATIVE ASSISTANT III

It is requested that the Personnel Commission ratify the appointment of Ms. Rosie Kato, effective February 1, 2009, to fill the vacant Administrative Assistant III position within the Commission Office. This position has been vacant for over one year. Ms. Kato competed in and was successful in the testing for Administrative Assistant III. Ms. Kato is a promotional eligible who currently works in Human Resources as an Administrative Assistant I.

Merit Rule 2.3.1(A) Status of Commission Employees

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

DISPOSITION BY THE COMMISSION

Amendments/Comments

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

SUBJECT: REQUEST BY CSEA AND DISTRICT
SENIOR STUDENT SERVICES SPECIALIST - SCHOLARSHIPS

BACKGROUND

CSEA filed a grievance on behalf of Marcia Fierro on April 1, 2008. The grievance pertained to CSEA's allegation that Mrs. Fierro's present job specification did not properly reflect Mrs. Fierro's essential job functions. The grievance progressed to arbitration; however, arbitration was held in abeyance to attempt to come to agreeable terms to resolve the matter. A tentative settlement is pending. Both CSEA and the District are requesting that the new job specification be approved in order to eliminate the expense and time required in arbitration as CSEA will withdraw the grievance if the new description is approved.

CSEA and the District worked collaboratively to develop the revised job specification to better reflect the duties performed by Mrs. Fierro and to address continuing issues in the existing job description reviewed in 2006.

The District and CSEA are requesting that the Personnel Commission approve the job specification for Senior Student Services Specialist - Scholarships.

The pay range for this new classification would be the same as all other Senior Student Specialists, Range 32 and retroactive to April 1, 2008.

RECOMMENDATION

The Commission review the proposed action requested by the District and CSEA and take appropriate action.

DISPOSITION BY THE COMMISSION

Amendments/Comments

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

The position in this classification provides assistance to the Associate Dean in the daily operation of the Scholarship program.

DISTINGUISHING CHARACTERISTICS

The **Senior Student Services Specialist** serves as a lead worker and monitors and directs the work of permanent and temporary staff in a student services department or program. Incumbents are specialists in their functional area and exercise a higher degree of responsibility and independent judgment.

The **Student Services Specialist** class performs complex and specialized duties relating to the preparation and implementation of student services and programs. Incumbents are expected to be a specialist in their functional area and have prior work experience in the specific functional area.

The **Student Services Assistant** class performs moderately difficult clerical duties. Incumbents are responsible for completion of a functional phase of clerical work necessary in the student services area.

The **Student Services Clerk** class provides a variety of general and routine clerical duties for student services departments and programs.

ESSENTIAL DUTIES

Coordinates the daily activities and operations, of the Scholarship program for the College; resolves problems with students, faculty, community members as they arise, facilitates distribution of funds and accounts for funding of scholarship awards and payments; submits facilities invoices for payment.

Coordinates and monitors work-flow; ensures the timely completion of duties assigned to the program; ensures that each assigned duty is performed in compliance with District, State and Federal policies and procedures, applicable laws and regulations and generally accepted technical principles; reviews and audits work performance to ensure the integrity of the program. Maintains current knowledge of Federal and State laws and regulations related to the student scholarship programs, such as the Family Education Rights Privacy Act, and internal policies and procedures of the District adopted to comply with or implement such laws and regulations, and under the supervision of the Associate Dean, develops and implements any student scholarship program changes necessary to comply with same.

Works to achieve program goals and objectives with SMC Foundation staff; proposes and assists in implementing efficient and thorough processes for achieving program goals and objectives.

Oversees scholarship records and activities; creates training and orientation materials for students and other program participants; facilitates workshops; develops, coordinates, and facilitates program accounts for students; performs case management by maintaining student files and monitoring student progress; confirms eligibility based on specified criteria; manages and maintains department website.

Works closely with faculty and staff to coordinate, review and disseminate program materials regarding available scholarships and the application process.
Compiles information and data and prepares various reports for distribution.

Assists and verifies information for inclusion in various records and reports from the SMC Foundation and Financial Aid Office.

Provides information to District personnel, students and community regarding scholarship program’s requirements and procedures; answers questions; intervenes and assists in resolving problems related to the scholarship program; makes decisions regarding refunds and credit payments.

Works closely with the Associate Dean and SMC Foundation to design and produce Scholarship brochures and applications to promote specific programs, and to summarize policies, procedures, and eligibility criteria.

Provides training to participants in the scholarship selection process.

Organizes and prepares reports to the SMC Foundation and the Financial Aid Office regarding scholarship recipients.

Researches and recommends process improvements to provide timely and more efficient use of resources.

Participates in task forces and meetings that affect the program; such as any facilities meetings.

Monitors program expenditures.

Makes presentations to community groups and organizations explaining the program and advantages of scholarship funding.

Maintains room usage charts for scheduling and reserving classrooms for orientations and workshops for committees, donors and departmental staff; resolves room conflicts with academic programs and locates alternative classroom facilities when conflicts arise. Prepares necessary documents to facilitate room setups, resolves maintenance problems with facilities or office.

Researches and recommends program equipment and supplies; anticipates program supply needs and arranges equipment needs; takes inventory and orders supplies for the office and classrooms.

Recommends modifications to program procedures.

Assists the Associate Dean and SMC Foundation in the planning of special events, on and off campus meetings, and creates public materials such as announcements and flyers.

Performs other related duties as requested or assigned.

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

SUPERVISION

Supervision Received
Under general supervision, the employee receives assignments and is expected to carry them through to completion with substantial independence.

Supervision Exercised
Positions in this classification do not supervise other classified employees but may provide specialized knowledge, guidance, and direction to student assistants and work-study students and in other program related matters.
KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of specific scholarship program rules, regulations, principles, practices and procedures, including applicable sections of the California Education Code, and other applicable state and federal laws.

Knowledge of community relations principles and techniques.

Knowledge of personal computer based software programs that support this level of work, including word processing, spreadsheet, presentation graphics, and data management.

Knowledge of basic work scheduling methods.

Knowledge of basic record-keeping techniques.

Ability to coordinate the daily operation of a college program providing a public service.

Ability to work and meet deadlines with limited supervision.

Ability to keep track of budget expenditures.

Ability to maintain confidential files and information.

Ability to evaluate the effectiveness of program procedures.

Ability to effectively publicize and promote the scholarship program.

Ability to write, edit, and produce a variety of documents in connection with the scholarship program.

Ability to provide sensitivity and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of College students and staff.

Ability to establish and maintain effective working relationships with employees, students, and members of the public.

MINIMUM QUALIFICATIONS

Education Requirement:
An Associate of Arts Degree in Business Administration, Liberal Arts, Communications, or a closely related field.

Experience Requirement:
Five (5) years’ experience with planning and coordinating a program providing a public service. Experience in an educational institution is highly desirable.

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:
None
WORKING ENVIRONMENT AND PHYSICAL DEMANDS

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

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

CLASS DETAIL

Job Family: Student Services- Non-Classroom

FLSA Status: Non-exempt

Personnel Commission Approval Date:

Class History:
AGENDA REPORT NO. 3

SUBJECT: REVISIONS TO CLASS DESCRIPTION: STUDENT SERVICES SPECIALIST – INTERNATIONAL STUDENTS

DATE: January 21, 2009

TO: Members of the Personnel Commission

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

BACKGROUND

Attached for your approval is the revised classification description for Student Services Specialist – International Students. A review of this classification description in preparation to recruit for Student Services Specialist – International Students indicated several areas of concern that are addressed by the revisions proposed.

The current job description for Student Services Specialist – International Students lists the essential duties very narrowly, including citing incidents that specific individuals encountered on a single occasion in the position as “essential duties” of the classification. The proposed revisions clarify and generalize the essential duties and eliminate duties that could be construed as overly restrictive and/or are inappropriate for the classification.

It is essential that at least one employee working in the International Education Center possess a Class B California Driver License in order to transport international students to various locations. However, the Student Services Specialist – International Students classification description does not currently list this licensure as a requirement of any position in the classification. The proposed revisions include the following statement under the licensure and/or certification requirement: “Some positions in this classification may be required to obtain a Class ‘B’ California Driver License.” Adding this phrase will allow the Personnel Commission to advertise the requirement on the job bulletin and enable the department to require new incumbents to obtain this license, but will not impose this requirement on current incumbents.

A review of the educational requirement listed in the minimum qualifications revealed that the Student Services Specialist – International Students job description lists a Bachelor’s Degree as the minimum educational requirement, while the job descriptions for Student Services Specialist in all other areas require an Associate’s degree or two years of college coursework. As there is no justification for requiring a different or higher educational level for this position, the proposed revisions align the minimum qualifications for Student Services Specialist – International Students with all of the other assignments within the classification. This alignment supports the concept of the student services classification series, which is to create fewer broad classifications that allow for transfer and growth opportunities.

RECOMMENDATION

It is recommended the Commission approve the revisions to the classification descriptions for Student Services Specialist – International Students.
DISPOSITION BY THE COMMISSION
Amendments/Comments

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

Positions in this classification provide a variety of complex and specialized duties within international student services area.

DISTINGUISHING CHARACTERISTICS

The **Senior Student Services Specialist** serves as a lead worker and monitors and directs the work of permanent and temporary staff in a student services department or program. Incumbents are specialists in their functional area and exercise a higher degree of responsibility and independent judgment.

The **Student Services Specialist** performs complex and specialized duties relating to the preparation and implementation of student services and programs. Incumbents are expected to be a specialist in their functional area and have prior work experience in the specific functional area.

The **Student Services Assistant** performs moderately difficult clerical duties. Incumbents are responsible for completion of a functional phase of clerical work necessary in the student services area.

The **Student Services Clerk** provides a variety of general and routine clerical duties for student services departments and programs.

The **Student Services Specialist – International Students** class perform complex and specialized duties within international student services area such as assisting students with F-1 visa status and staying abreast of current rules and regulations set by the Department of Immigration and Naturalization Service. Incumbents are expected to be a specialist in the international student area and have prior work experience in the specific functional area. Incumbents are expected to resolve complex problems and issues presented by Student Services Assistants or Clerks, other staff, students, counselors, faculty and other members of the College community. At this level, correction and control of more complex errors in student records are performed to ensure accuracy.

The **Student Services Assistant** class performs routine and moderately difficult technical duties within admissions and records, international students, or financial aid student services areas such as transcript evaluation and graduation eligibility, test administration, lead work in student enrollment and registration, international student admissions and student services or processing student loans and performing default management procedures. Incumbents are responsible for completion of a functional phase of work necessary in these student services areas, requiring knowledge of rules and regulations.

The **Student Services Senior Specialist – International Students** class serve as lead workers and monitor and direct the work of permanent and temporary staff in the International student services area. Incumbents are specialists in their area and exercise a higher degree of responsibility and independent judgment. They serve as liaison with federal agencies involved with attendance by foreign students at Santa Monica College. Serve as college expert regarding legal requirements for international students in the areas of immigration and homeland security and serves as the contact point for federal agencies concerning student issues in those areas.

ESSENTIAL DUTIES

Interviews students and parents to evaluate and assess student needs such as housing and directs to appropriate housing services; negotiates and explains student lease and rental agreements with landlords; mediates lease/rental disputes; consults Santa Monica City Attorney’s office regarding landlord/tenant rights and obligations; works with apartment managers and
associations to secure special SMC student rates and maintains housing resources and options databases

Provides information to and responds to inquiries by prospective and current students, staff, faculty, and the general public regarding the International Education Center, Santa Monica College, and community life via e-mail, telephone, in-person, and by making group presentations

Interviews students and parents to evaluate and assess student housing needs; provides information and support to students and their representatives regarding housing options; researches, negotiates, and recommends resolutions to housing problems and disputes

Provides information and support to students and their representatives regarding immigration procedures and regulations; reviews benefit applications; determines eligibility and recommends benefits for students

Audits, maintains, updates, and corrects databases and confidential student records, including SEVIS (Student and Exchange Visitor Information System) and ISIS (SMC Integrated School Information System)

Stays abreast of current rules, regulations, and practices set by the Department of Homeland Security

Researches, prepares, proofreads, edits, and delivers International Education Center and housing newsletters, and other promotional materials and correspondence; develops and maintains the International Education Center’s housing website

Researches, develops and disseminates housing newsletter and develops and maintains International Education’s housing website; researches and develops promotional materials such as the International Education Handbook containing community resources available for international students including banks with special student programs, cell phone companies that accept F-1 student contracts, F-1 student social security issues, F-1 on-campus/off campus student employment, mandatory F-1 student insurance, driver’s license regulations, transportation options, etc.; serves as guest speaker for classes and International Education’s New Student Information Seminars; generates press releases for print media; coordinates media equipment including live event projection and media carts as appropriate

Facilitates the resolution of the concerns and issues of international students relating to campus life, cultural adjustment, and daily living in the United States

Plans, coordinates and implements all International Education special events, including annual Graduation/Transfer Banquet, annual International Week celebrations, Thanksgiving Dinner Host-Family program, New International Student welcome Barbeque; and approximately 35 cyclical International Education New Student Information Seminars annually including Housing, Immigration, Counseling, Police and Insurance Power Point presentations for seminars; securing venues, negotiating and contracting guest speakers, securing the catering, decor and entertainment, preparing press releases, and securing and setting up any media equipment including participation of foreign consular officials

Recruits F-1 Visa students through attendance at various local language institutions and college fairs; organizes recruitment of students in Canada and other selected countries; arranges visits, attends college fairs, and advises prospective students and their parents

Provides liaison with special programs that serve international students such as the Semester Abroad, Intensive ESL and Summer Bridge programs; advises prospective students about the programs and addresses concerns of current students

Provides crisis intervention assistance for students experiencing severe psychological stress including advocating for students with physicians and other health providers and contacts and advises parents when necessary

Interviews, selects, trains, and provides work direction to student workers; Provides work direction to front office staff

Interviews, hires, monitors and directs Front Office registration clerks and student assistants

Serves as technical troubleshooter regarding computer/software problems for faculty and staff, interfaces with Telecom and Information Management on their behalf;

Answers inquiries from prospective and current students, staff, faculty, and the general public regarding housing, events, and student services information

Maintains and updates student services databases and confidential student records;

Develops and prepares statistical reports for Federal, State, and/or District reports.

Coordinates and schedules UC and CSU International Admissions College Representative visits to International Counseling
Student Services Specialist – International Students

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

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

Resolves complex problems and issues presented by Student Services Assistants or Clerks, other staff, students, counselors, faculty, and other members of the College community.

May drive a District car or van in order to transport international students to appointments, field trips, and other destinations

Performs other related duties as requested or assigned.

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

SUPERVISION

Supervision Received:
Under general supervision, the employee receives assignments and is expected to carry them through to completion with substantial independence.

Supervision Exercised:
This position serves as specialist in the assigned area providing specialized knowledge and guidance to others, which can include student assistants, coworkers, and other District staff. There is no supervision of other classified positions.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of foreign academic structures and cultural norms

Knowledge of Immigration and Nationality Act.

Knowledge of foreign cultural norms


Knowledge of personal computer based software programs that support this level of work, including word processing, spreadsheet, presentation graphics, and data management.

Knowledge of customer service practices.

Knowledge of the elements required to successfully coordinate an event from planning through implementation

Ability to research, analyze, and appropriately resolve the needs of international students, applicants, and their representatives

Ability to learn, interpret, communicate, research, and apply laws, regulations, and District policies and procedures particularly as they relate to assigned area of responsibility.

Ability to interpret Department of Immigration and Naturalization Service rules and regulations and to process F-1 visa benefits as provided under relevant statutory provisions.

Ability to pay attention to detail and make accurate calculations and assessments when analyzing student records.

Ability to access international student systems to perform essential duties.

Ability to audit, update, and correct records using SEVIS (Student and Exchange Visitor Information System) and ISIS (SMC Integrated School Information System)

Ability to write and proofread reports, correspondence, and informational materials.

Ability to organize, plan, and implement a variety of tasks simultaneously.

Ability to follow oral and written instructions

Ability to provide clear and accurate instructions and work direction

Ability to establish and maintain effective working relationships with supervisors, students, staff, external contacts, and the general public.
### Student Services Specialist – International Students

- Ability to complete work with multiple interruptions and distractions.
- Ability to collaborate with other student services areas.
- Ability to maintain confidential employee student files.
- Ability to provide sensitivity and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students and staff.
- Ability to operate a district car or van safely and in accordance with all traffic laws may be required for some positions in this classification.
- Ability to establish and maintain cooperative working relationships with employees, students, and members of the public.

### MINIMUM QUALIFICATIONS

**Education Requirement:**
Bachelor's degree in counseling, psychology, management, or related field. Graduation from high school or evidence of equivalent educational proficiency plus an AA degree or 2 years of college level coursework or equivalent.

**Experience Requirement:**
Four (4) year's experience performing specialized and complex student services duties, preferably within the area of international students such as processing international student visas.

**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:**
None  Some positions in this classification may be required to obtain a Class “B” California Driver License.

### WORKING ENVIRONMENT AND PHYSICAL DEMANDS

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

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

### CLASS DETAIL

**Job Family:** Student Services (Non Classroom)

**FLSA Status:** Non-exempt

**Personnel Commission Approval Date:** November 16, 2006

**Class History:** International Program Specialist, International Student Specialist.

**Revision Date(s):** 11/16/06, 4/18/07; 1/21/09
AGENDA REPORT NO. 4

SUBJECT: REVISIONS TO CLASS DESCRIPTIONS: NETWORK SERVICES MANAGER; NETWORK ADMINISTRATOR; TELECOMMUNICATIONS TECHNICIAN II

DATE: January 21, 2009

TO: Members of the Personnel Commission

FROM: Dori MacDonald, Director of Classified Personnel

BY: Lisa Acosta, Personnel Analyst

BACKGROUND

Attached for your approval are revised classification descriptions for the following classifications: Network Services Manager, Network Administrator, and Telecommunications Technician II. The only change proposed is the addition of a special requirement that formalizes that these classifications deal with confidential police systems which require a special fingerprint/background check.

The Director of Telecommunications and Network Services has advised Personnel Commission Staff that personnel in these three classifications are the only members of his department who work on these police systems, specifically including C.L.E.T.S. (California Law Enforcement Telecommunication System). Therefore, Personnel Commission Staff is recommending the addition of this special requirement for these three classifications, a recommendation supported by the Director of Police and Safety Services (Chief of Police) and the Director of Telecommunications and Network Services.

All current incumbents in these classifications have received the fingerprint/background check required by the California Code of Regulations, Title 11, Division 1, Chapter 7, Article 1, which governs background requirements for certain individuals with access to C.L.E.T.S. Because the Personnel Commission is currently recruiting a Network Administrator, it is important to memorialize this requirement in the job descriptions as to accurately and clearly inform potential applicants and candidates of this expectation.

RECOMMENDATION

It is recommended the Commission approve the revisions to the classification descriptions for: Network Services Manager; Network Administrator; Telecommunications Technician II.

DISPOSITION BY THE COMMISSION

Amendments/Comments

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

The position in this classification manages the campus-wide computer and networking functions. Provides leadership, coordination, and hands-on experience to manage a large scaled enterprise LAN/WAN network computing environment. Responsibilities include network infrastructure, server architecture, and enterprise network services.

ESSENTIAL DUTIES

Leads the department network and system staff to plan, analyzes, designs, and implements enterprise network/server infrastructures and security policy.

Manages the configuration and installation of information system networks including hardware, operating systems software, network operating system software, network client software, and applications software.

Manages the technical support services operations that maintain and report database and information system networks.

Manages network operation and technology deployment tasks; ensure the availability of critical services during and after business hours.

Manages complex network related multi-faceted technological projects; determines project scope, timelines, design and engineering.

Determines campus-wide computer and networking needs and resources; meets with users to evaluate, determine and recommend various software and hardware solutions to meet user needs; consults with Director and other data processing professionals to meet college end user needs.

Plans, designs, tests and implements both new and existing systems to automate end user files and records.

Evaluates college’s computer network security; develops and design network security standards and configurations.

Plans, designs and supports college’s Internet, Intranet, E-Mail and other special function/departmental files servers and network services.

Communicates with leading technology vendors to analyze products and recommend effective and feasible solutions to the college’s networking needs.

Plans, designs and implements College’s network services backup/recovery and disaster recovery plan.

Collects and prepares formal documentation of network diagram, change control procedures, network resource usage reports and perform capacity planning.

Performs other related duties as requested or assigned.

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

Supervision Received:
Under general direction, the employee in this position receives assignments and is expected to carry them through to completion with substantial independence.

Supervision Exercised:
Position supervises Systems and Network Administrator and Computer Network Analyst positions.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of network support services operations
Knowledge of wired/wireless LAN/WAN architecture
Knowledge of internet/intranet network technology and solutions, server technology, web services, client/server technology
Knowledge of Network Directory, Database, and Electronic Mail Services
Knowledge of supervisory principles and practices sufficient to be able to delegate workload responsibility appropriately
Strong organizational, interpersonal, and communication skills to lead the team to perform complex work assignment effectively and efficiently.
Skill in project management, analyzing work functions and developing systematic methodologies to ensure effective and efficient completion of complex network projects.
Skill in trouble-shooting and identifying problematic situations related to procedures and implementing changes to correct situations.

MINIMUM QUALIFICATIONS

Education:
Bachelor’s Degree in Business Administration, Public Administration, Computer Information Systems, Computer Science, Mathematics or a closely related field.

Experience:
Five (5) years of progressively responsible work experience managing data communication, network planning and/or designing and technology deployment, which included one year supervisory experience, one (1) year of which must have included supervision of a staff responsible for providing network support services.

Education/Experience Equivalency:
Experience and/or education of the same kind, level and amount as required in the minimum qualifications may be substituted on a year-for-year basis.
Network Services Manager

**License and/or Certification:**
Microsoft Certified Systems Engineer (MCSE) and/or Cisco Certified Network Professional (CCNP) is desirable

**Special Requirement:**
Incumbents in this classification may be required to work with confidential police systems and terminals. Appointment is subject to a fingerprint and/or background check, as required by CLETS (California Law Enforcement Telecommunication System)

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**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.

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**CLASS DETAIL**

**Job Family:** Information Technology

**FLSA Status:** Exempt

**Personnel Commission Approval Date:** 11/30/06

**Class History:** Benchmark classification Technology Projects Manager

**Revision Date(s):** Hay Study, November 30, 2006, 11/14/07; 1/21/09
CONCEPT OF THE CLASS

Positions in this classification perform design, configuration, installation, maintenance and support for the District’s network services, equipment and devices to ensure the operation, performance, and maintenance of the mission-critical enterprise.

ESSENTIAL DUTIES

Configures, installs and maintains the College network infrastructure and related systems, including but not limited to: routers; switches; firewalls; wireless access controllers; and VoIP infrastructure

Plans, analyzes, and develops the process of deployment, implementation, and maintenance procedures for the College’s network projects.

Recommends, develops, implements, and maintains network security standards and performs administration tasks for various layers of network security levels.

Identifies, troubleshoots and resolves issues relating to network outages and performance. Makes recommendations for upgrades or improvements.

Responds to user reported problems and service requests related to network services efficiently and effectively.

Monitors and analyzes network resource utilization and performance to determine and resolve potential network service issues and ensures services are delivered efficiently. Administrates the performance and stability of multiple hardware and software platforms at the most complex level to maximize network resource through-put.

Supports interfaces with servers and other network devices at operating system and application levels to ensure services are provided efficiently.

Stays abreast on updated technology and new developments related to networks and collaborates with internal resources and vendors in the evaluation and acquisition of internetworking equipment, solutions, and new technology.

Ensures the execution of proper operational procedures, change controls and documentation. Creates and maintains documentation as it relates to network configuration, network mapping, processes and service records.

Provides technical consultation to end users on network service related requirements. Acts as the primary technical staff to provide network technical expertise to implement various network related projects.

Performs other related duties as requested or assigned.

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

**Supervision Received**
Under direction of the Manager of Network Support Services. However, work is expected to be performed independent of immediate supervision.

**Supervision Exercised**
No supervision is exercised. Provides guidelines and standards to the Network Services Department staff on the implementation of network standards. May provide work direction to assigned staff.

**KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of wired and wireless LAN/WAN solutions, architecture, design concept and implementation.

Knowledge of data communication concepts, protocols, devices and network monitor tools such as Cisco Multilayer Switching technology, routing protocols, HP Openview and Cisco Works network management software.

Knowledge of Network devices operating systems such as Cisco IOS principles and procedures related to system audit and security

Knowledge of programming, scripting skills to streamline network administration tasks.


Knowledge of project management concept and methodology.

Knowledge of internet application service and services, such as web server and directory services.

Knowledge of Business productivity software such as Microsoft BackOffice tools and databases.

Knowledge of network services management tools such as Microsoft SMS.

Knowledge of servers and workstations operating systems concepts and administration.

Ability to troubleshoot and resolve network issues and provide effective solutions in a timely manner.

Ability to establish and maintain cooperative and effective working relationships with District employees and the public.

Ability to communicate clearly, effectively and professionally both orally and in writing.

Ability to work as an effective team member.

Ability to provide effective customer service.

Ability to communicate complex technology applications issues clearly to non-technical parties orally or in writing; communicate effectively with external vendors.

Ability to receive information from users regarding problems and needs

Ability to coordinate, monitor and direct the tasks associated with major project development
Ability to stay abreast of technology changes and to recommend upgrades and acquisitions of new network technology, devices or equipment.

Ability to exercise independent action and judgment within established guidelines.

MINIMUM QUALIFICATIONS

**Education Requirement:**
Bachelor's degree in Computer Sciences, Data Communications or closely-related field from an accredited university or college.

**Experience Requirement:**
Three (3) years of recent progressively responsible information technology experience in network administration and network services in an enterprise environment supporting over 1500 nodes on the LAN/WAN network.

**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:**
Cisco Certified Network Associate (CCNA) and Cisco Certified Network Professional (CCNP) certifications are highly desirable.

**Special Requirement:**
Willingness and ability to work varied hours and/or be on call.

*Incumbents in this classification may be required to work with confidential police systems and terminals. Appointment is subject to a fingerprint and/or background check, as required by CLETS (California Law Enforcement Telecommunication System)*

WORKING ENVIRONMENT AND PHYSICAL DEMANDS

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

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

CLASS DETAIL

Job Family: Information Technology

FLSA Status: Non-Exempt

Personnel Commission Approval Date: 07/16/08

Revision Date(s): 1/21/09

Class History: Information Systems and Network Administrator; Network Administrator 7/16/08
CONCEPT OF THE CLASS

Positions in this classification install, repair, configure, and maintain multi-platform computer hardware and software, computer peripherals, network, telecommunications and other information technology equipment, and respond to technical support requests from end users.

DISTINGUISHING CHARACTERISTICS

Positions in the Telecommunications Technician II classification are distinguished from those classified as Telecommunications Technician I by their responsibility for more difficult and complex installation and maintenance projects, and for their planning, coordination and guidance of installation, repair and maintenance services and projects. Positions at the Telecommunications Technician II level serve as lead workers to positions at the Telecommunications Technician I level.

ESSENTIAL DUTIES

Provides end user support related to computers and telecommunications by responding to user requests, troubleshooting and diagnosing the problem, and performing the necessary repair and adjustment.

Provides routine to high-level technical assistance related to the installation, repair, and maintenance of computer hardware and software, including peripheral devices, software applications and other networked devices.

Provides routine to high-level technical assistance related to the installation, repair, and maintenance of telecommunications equipment, including wireless communication devices, telephones, PBX, VoIP, and voice-messaging systems.

Designs, coordinates, installs, terminates, tests, and repairs data/voice communication infrastructure, including Fiber-optics and copper cabling.

Performs maintenance on voice communications systems, including moves, adds and changes of a routine to more complex nature.

Prepares computer systems for deployment including operating system and application software configuration and installation.

Maintains and programs campus video surveillance systems and two way radios.

Updates and maintains inventory, installation, and services records, and other job-related technical documentation.

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.
Telecommunications Technician II

SUPERVISION

Supervision Received:
Positions in this class receive general supervision from the Telecommunications Supervisor

Supervision Exercised:
Positions in this classification do not supervise others, however they serve as lead workers to Telecommunications Technician I’s.

KNOWLEDGE, SKILLS AND ABILITIES

Advanced knowledge of telecommunications systems standards, principles and protocols

Advanced knowledge of industry standards and protocols relating to the installation/maintenance of data/voice communication infrastructure, including Fiber-optics and copper cabling

Advanced knowledge of wide and local area network standards, principles, and protocols

Advanced knowledge of current Windows and Macintosh computer hardware, operating systems, and software

Advanced knowledge of the design and installation of local and wide area networks

Advanced knowledge of current developments and trends in Information Technology

Advanced knowledge of networking protocols

Advanced knowledge of safe and correct use of tools and equipment used in the installation, repair, and maintenance of telecommunications, computer, and electronic systems

Ability to install, configure, diagnose, and repair a variety of telecommunications hardware and software

Ability to troubleshoot hardware, software and peripheral equipment malfunctions in a network and stand-alone environment utilizing both Windows and Macintosh

Ability to maintain accurate records of equipment and repairs

Ability to maintain effective working relationships with administrators, managers, faculty, staff, student workers and outside vendors

Ability to communicate effectively, both orally and in writing, in order to provide support and technical assistance to users over the phone and via e-mail

MINIMUM QUALIFICATIONS

Education:
Associates of Arts Degree or completion of trade school in Computer Technology including internetworking technology, protocols and voice/data communication infrastructure installation, termination and repair, or a closely related field is desirable

Experience:
Five (5) years of experience providing technical and end user support in the installation, repair and maintenance of personal computer systems, computer peripheral devices, and telecommunications equipment in local and wide area network environment, including performing moves, adds and changes and cable installation, termination and repair.
Telecommunications Technician II

Education/Experience Equivalency:
Up to two (2) years of the required experience may be substituted with coursework in a closely related field on a year-for-year basis.

Licensure and/or Certification:
Class “C” California Driver’s License

Special Requirement:
Must be available and willing to respond to emergency calls after normally scheduled working hours as needed.

Incumbents in this classification may be required to work with confidential police systems and terminals. Appointment is subject to a fingerprint and/or background check, as required by CLETS (California Law Enforcement Telecommunication System)

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.

Work Environment:
While performing the duties of this job the employee is required to stand, walk, and travel around the main campus or satellite locations to perform fieldwork. The employee is frequently required to lift, carry, push or pull up to 50 pounds. While performing the duties of this job, the employee is regularly required to stoop, bend, and crouch in small spaces, such as under a desk, and is occasionally required to climb a ladder and crawl through attic or crawl spaces under buildings and is occasionally exposed to chemicals used for equipment maintenance.

CLASS DETAIL

Job Family: Information Technology

FLSA Status: Non-exempt

Personnel Commission Approval Date: 11/30/06

Class History: Benchmark classification Telecommunication Technician I (01/93)

Revision Date(s): Hay Study, November 30, 2006; 12/17/08; 1/21/09
AGENDA REPORT NO. 5

SUBJECT: REALLOCATION – REGISTERED NURSE – HEALTH SERVICES

DATE: January 21, 2009

TO: Members of the Personnel Commission

FROM: Dori MacDonald, Director of Classified Personnel
BY: Karen Monzon, Personnel Technician

BACKGROUND

On May 21, 2008, the Personnel Commission approved the Accelerated Hiring Rate for Registered Nurse-Health Services to Step E on the Classified Employees Salary Schedule in an attempt to be competitive in attracting qualified applicants. Because there is a shortage of qualified registered nurses, it is well-known that agencies must provide competitive compensation in order to attract well-qualified candidates.

While the accelerated salary rate attracted more applicants, most dropped out of the exam process. Those that withdrew from the process stated salary was the reason. The recruitment resulted in two candidates on the Eligibility List. The selected candidate declined the position and stated the salary as the primary reason.

A salary survey was done of comparable positions of other agencies in the labor market. Listed below are the comparables of each agency.

<table>
<thead>
<tr>
<th>AGENCY</th>
<th>TOP STEP (MONTHLY)</th>
</tr>
</thead>
<tbody>
<tr>
<td>City of Santa Monica</td>
<td>N/C</td>
</tr>
<tr>
<td>El Camino College</td>
<td>Faculty – N/C</td>
</tr>
<tr>
<td>Foothill-DeAnza CCD</td>
<td>$9,059</td>
</tr>
<tr>
<td>Glendale CCD</td>
<td>$5,853</td>
</tr>
<tr>
<td>Long Beach CCD</td>
<td>$8,234</td>
</tr>
<tr>
<td>Mt. Sac CCD</td>
<td>$6,059</td>
</tr>
<tr>
<td>North Orange CCD</td>
<td>$5,951</td>
</tr>
<tr>
<td>Pasadena CCD</td>
<td>$6,460</td>
</tr>
<tr>
<td>SMMUSD</td>
<td>Faculty – N/C</td>
</tr>
<tr>
<td>Santa Barbara CCD</td>
<td>$8,855</td>
</tr>
<tr>
<td>Santa Rosa CCD</td>
<td>$7,491</td>
</tr>
<tr>
<td>Ventura County CCD</td>
<td>Faculty – N/C</td>
</tr>
</tbody>
</table>

Average $7,245
Median  $6,975

RECOMMENDATION

It is recommended that the Personnel Commission approve the reallocation of the Registered Nurse – Health Services classification.

Registered Nurse – Health Services
From: Range 39 ($4,634-$5,632 per month)
To: Range 48 ($5,769-$7,012 per month)
On the classified employees salary schedule
Currently the average top step is $1,613 below market and $1,343 below the median. The salary range is being established at the range with the top step closest to the median of the labor market comparables.

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**DISPOSITION BY THE COMMISSION**

Amendments/Comments

MOTION MADE BY:
SECONDED BY:
AYES:
NAYS:
ABSTENTIONS:
AGENDA REPORT NO. 6

SUBJECT: ACCELERATED HIRING RATE – REGISTERED NURSE – HEALTH SERVICES

DATE: January 21, 2009

TO: Members of the Personnel Commission

FROM: Dori MacDonald, Director of Classified Personnel
BY: Karen Monzon, Personnel Technician

BACKGROUND

The Commission previously approved an accelerated hiring rate at Range 39 – Step E in June of 2007 when the last Registered Nurse was hired and again on May 21, 2008 for the most recent recruitment for Registered Nurse – Health Services. The recruitment resulted in two eligibles on the Registered Nurse – Health Services Eligibility List. The selected candidate declined the position based upon the current salary.

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 for approval at their next regularly scheduled meeting. 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.

RECOMMENDATION

It is recommended that the Personnel Commission approve the accelerated hiring rate for Registered Nurse – Health Services at Range 48 – Step D ($6,678/month) on the Classified Salary Schedule, in accordance with Merit Rule 12.2.4A.

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.
AGENDA REPORT NO. 7

SUBJECT: EXAMINATION SCHEDULE

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

A. Examination Schedule

<table>
<thead>
<tr>
<th>Class Title</th>
<th>Field of Competition</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Network Administrator</td>
<td>Merged Promotional/Open Competitive</td>
<td>Continuous until filled</td>
</tr>
<tr>
<td>Registered Nurse – Health Services</td>
<td>Open Competitive</td>
<td>3 weeks</td>
</tr>
<tr>
<td>Student Services Specialist-International Students</td>
<td>Merged Promotional/Open Competitive</td>
<td>3 weeks</td>
</tr>
</tbody>
</table>

DISPOSITION BY THE COMMISSION
Amendments/Comments

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

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

It is recommended that the Personnel Commission approve the following provisional appointment to the working out of class assignments at 100%:

<table>
<thead>
<tr>
<th>Name</th>
<th>Assignment</th>
<th>Length of Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jennifer Jones</td>
<td>Administrative Assistant I</td>
<td>90 days beginning 11/18/08</td>
</tr>
</tbody>
</table>

Ms. Jones is an Administrative Secretary assigned to Campus Police. The Administrative Assistant I assigned to Campus Police, has been out on leave. Police has reorganized some duties but the majority of the Administrative Assistant I work has been handled by Ms. Jones. This includes, but is not limited to, review and releasing Police report information, handling subpoenas, background checks and citations. The request for working out of class assignment was received in the Commission Office on November 18, 2008.

Merit 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:

   b. Extension of this provisional assignment is necessary to carry on vital functions of the district

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

DISPOSITION BY THE COMMISSION

Amendments/Comments

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

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

It is recommended that the Personnel Commission approve the following provisional appointment to the working out of class assignments at 100%:

<table>
<thead>
<tr>
<th>Name</th>
<th>Assignment</th>
<th>Length of Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Damon Fierro</td>
<td>Lead Custodian</td>
<td>90 days beginning 12/17/08</td>
</tr>
</tbody>
</table>

Mr. Fierro is a Custodian who has been assigned Lead Custodian duties while the Lead Custodian is out on leave. Mr. Fierro has been assigned the full breadth of duties of a Lead Custodian which include: Facilitating and coordinating work assignments, adjusting work schedules; training, instructing, and assigning work to a custodial crew; maintaining supply and equipment inventory, delivery and distribution to custodial staff. The request for working out of class assignment was received in the Commission Office on December 17, 2008.

Merit 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:
   
   c. Extension of this provisional assignment is necessary to carry on vital functions of the district

4. No person shall be employed full-time in provisional capacities in under a given governing board for a total of more than 126 days in any one fiscal year.

DISPOSITION BY THE COMMISSION

Amendments/Comments

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

SUBJECT:  RATIFICATION OF LIMITED TERM ASSIGNMENTS

The Personnel Commission is requested to ratify the classification of the following Limited Term positions pursuant to Section [7.4.2(C)] of the Rules and Regulations of the Classified Service of the Santa Monica Community College District:

<table>
<thead>
<tr>
<th>Position Classification</th>
<th>Department</th>
<th>Effective Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Clerk</td>
<td>Athletics</td>
<td>01/12/09-06/30/09</td>
</tr>
<tr>
<td>(1 part-time position)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bookstore Clerk/Cashier</td>
<td>Bookstore</td>
<td>01/05/09-06/30/09</td>
</tr>
<tr>
<td>(70 part-time positions)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bookstore Clerk/Cashier</td>
<td>Bookstore</td>
<td>08/01/08-12/31/08</td>
</tr>
<tr>
<td>(1 part-time position)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bookstore Clerk/Cashier</td>
<td>Bookstore</td>
<td>01/13/09-06/30/09</td>
</tr>
<tr>
<td>(1 part-time position)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

DISPOSITION BY THE COMMISSION

Amendments/Comments

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

**SUBJECT:**  
**ADVISORY ITEM: APPOINTMENTS TO LIMITED TERM POSITIONS**

The Personnel Commission is advised that the following persons have been appointed to the following limited term positions from currently certified eligibility lists pursuant to Section [7.4.3(A)] of the Rules and Regulations of the Classified Service of the Santa Monica Community College District.

<table>
<thead>
<tr>
<th>Candidate</th>
<th>Position</th>
<th>Department</th>
<th>Duration</th>
<th>Eligible List Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abdulhafiz, Meymuna</td>
<td>Bookstore Clerk/Cashier</td>
<td>Bookstore</td>
<td>01/05/09-06/30/09</td>
<td>06/18/2008</td>
</tr>
<tr>
<td>Abdulhamid, Feryid</td>
<td>Bookstore Clerk/Cashier</td>
<td>Bookstore</td>
<td>01/05/09-06/30/09</td>
<td>02/16/2002</td>
</tr>
<tr>
<td>Alonso, Luliana</td>
<td>Bookstore Clerk/Cashier</td>
<td>Bookstore</td>
<td>01/05/09-06/30/09</td>
<td>08/17/2005</td>
</tr>
<tr>
<td>Alvárez, Ana</td>
<td>Bookstore Clerk/Cashier</td>
<td>Bookstore</td>
<td>01/05/09-06/30/09</td>
<td>06/18/2008</td>
</tr>
<tr>
<td>Ashby, Deanna</td>
<td>Bookstore Clerk/Cashier</td>
<td>Bookstore</td>
<td>01/05/09-06/30/09</td>
<td>12/15/2004</td>
</tr>
<tr>
<td>Aviles, Wendy</td>
<td>Bookstore Clerk/Cashier</td>
<td>Bookstore</td>
<td>01/05/09-06/30/09</td>
<td>02/21/2007</td>
</tr>
<tr>
<td>Baker, Stephen</td>
<td>Bookstore Clerk/Cashier</td>
<td>Bookstore</td>
<td>01/05/09-06/30/09</td>
<td>08/23/1999</td>
</tr>
<tr>
<td>Baskin, Patricia</td>
<td>Bookstore Clerk/Cashier</td>
<td>Bookstore</td>
<td>01/05/09-06/30/09</td>
<td>08/20/1997</td>
</tr>
<tr>
<td>Campagna, Victoria</td>
<td>Bookstore Clerk/Cashier</td>
<td>Bookstore</td>
<td>01/05/09-06/30/09</td>
<td>11/19/2003</td>
</tr>
<tr>
<td>Cannon, Ameenah</td>
<td>Bookstore Clerk/Cashier</td>
<td>Bookstore</td>
<td>01/05/09-06/30/09</td>
<td>06/18/2008</td>
</tr>
<tr>
<td>Cason, Tracy</td>
<td>Bookstore Clerk/Cashier</td>
<td>Bookstore</td>
<td>01/05/09-06/30/09</td>
<td>08/26/1992</td>
</tr>
<tr>
<td>Cass, Kiyoung</td>
<td>Administrative Clerk</td>
<td>Athletics</td>
<td>01/12/09-06/30/09</td>
<td>05/20/2009</td>
</tr>
<tr>
<td>Chang, Tony W.</td>
<td>Bookstore Clerk/Cashier</td>
<td>Bookstore</td>
<td>01/05/09-06/30/09</td>
<td>06/18/2008</td>
</tr>
<tr>
<td>Crawford, William</td>
<td>Bookstore Clerk/Cashier</td>
<td>Bookstore</td>
<td>01/05/09-06/30/09</td>
<td>02/21/2007</td>
</tr>
<tr>
<td>DaCosta, Richard</td>
<td>Bookstore Clerk/Cashier</td>
<td>Bookstore</td>
<td>01/05/09-06/30/09</td>
<td>06/12/1998</td>
</tr>
<tr>
<td>Davis, Mia</td>
<td>Bookstore Clerk/Cashier</td>
<td>Bookstore</td>
<td>01/05/09-06/30/09</td>
<td>06/18/2008</td>
</tr>
<tr>
<td>Devine Jr., Robert</td>
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**Reference Merit Rule 7.4.3 (A) – Eligibility for Appointment**

*Limited term appointments shall be made from eligibility lists and employment lists in accordance with procedures for regular appointments.*
AGENDA REPORT NO. 12

SUBJECT: ADVISORY ITEM: APPOINTMENTS TO PROVISIONAL ASSIGNMENTS

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

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AGENDA REPORT NO. 13

SUBJECT: RECRUITMENT AND EXAMINATION STATUS REPORT – INFORMATION ONLY

This item is presented for the Commission’s review – no action is required.

Please see next page.
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V. ADJOURNMENT AT _______ pm

Next regular meeting scheduled for Wednesday, February 18, 2009 in the Board Room, Business Building, Room 117.

DISPOSITION BY THE COMMISSION
Amendments/Comments

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

As required by law, this agenda for the Wednesday, January 21, 2009 Regular Meeting of the Santa Monica College Personnel Commission was posted at or before 12:00 pm on Thursday, January 14, 2009 on the official District bulletin boards.