**PERSONNEL COMMISSION**

**AGENDA**

Regular Meeting, Wednesday, April 16, 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**

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<td>3400 Airport:</td>
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<td>AET:</td>
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<td>Admissions &amp;</td>
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<td>African American Center:</td>
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<td>Airport:</td>
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<td>Athletics:</td>
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<td>Auxiliary Services:</td>
<td>O. Meza</td>
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<td>Bookstore:</td>
<td>D. Dever</td>
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<td>Bundy:</td>
<td>B. Redd-Walker</td>
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<td>Business Department:</td>
<td>E. Tesdahl</td>
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<td>Counseling Office:</td>
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<td>Custodian Time Clock:</td>
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<td>EOP&amp;S:</td>
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<td>ESL Office:</td>
<td>P. Nemeth</td>
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<td>Events Office:</td>
<td>B. Ramos</td>
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<td>Faculty Association:</td>
<td>M. Moassessi</td>
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<td>Financial Aid Office:</td>
<td>T. Thomas</td>
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<td>Health Sciences:</td>
<td>I. Danzey</td>
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<td>Health Office:</td>
<td>D. Jensen</td>
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<td>Human Resources:</td>
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<td>Info. Mgmt Syst.:</td>
<td>D. Kasch</td>
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<td>International Students Ctr.:</td>
<td>A. Jara</td>
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<td>Career Services:</td>
<td>L. Moss</td>
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<td>KCRW:</td>
<td>J. Ferro</td>
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<td>Letters &amp; Science:</td>
<td>L. Muhammad</td>
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<td>HSS:</td>
<td>R. Stewart</td>
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<td>Library:</td>
<td>M. Martin</td>
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<td>Maint./Facilities Time Clock:</td>
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<td>Modern Language:</td>
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<td>Music/Madison:</td>
<td>M. Windish</td>
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<td>Payroll:</td>
<td>I. Fraser</td>
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<td>Science:</td>
<td>I. Cardwell</td>
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<td>School Relations Outreach:</td>
<td>B. Simmons</td>
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<td>Student Life:</td>
<td>A. Trejo</td>
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<tr>
<td>Superintendent/Pres. Office:</td>
<td>L. Caldwell</td>
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<td>Theater Arts:</td>
<td>J. Louff</td>
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<table>
<thead>
<tr>
<th>ADMINISTRATORS and MANAGERS</th>
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<tbody>
<tr>
<td>Acad. Comp.: J. John</td>
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<tr>
<td>Emeritus: M. Hall</td>
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<tr>
<td>Facilities:</td>
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<tr>
<td>HR: P. Brown</td>
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<tr>
<td>HR: S. Lee-Lewis</td>
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<tr>
<td>Info Mgmt: J. Chong</td>
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<tr>
<td>Int. Ed. Ctr: A. DeSalles</td>
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<td>KCRW: R. Seymour</td>
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<td>Maint.: G. Rose</td>
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<td>Mktg.: D. Girard</td>
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<td>Operations.: J. Peterson</td>
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<td>Pico Partner: D. Goode</td>
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<td>Receiving: D. Bice</td>
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<tr>
<th>PRESIDENT/SUPERINTENDENT and VICE PRESIDENTS</th>
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<tbody>
<tr>
<td>Superintendent/President: C. Tsang</td>
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<tr>
<td>Exec. VP: R. Lawson</td>
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<td>VP Academic Affairs: J. Shimizu</td>
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<td>VP Enroll. Services: T. Rodriguez</td>
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<td>VP Human Resources: M. Wade</td>
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<td>VP Student Affairs (Acting): B. Benson</td>
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</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**

- CSEA Labor Rep.: C. Moreno (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.: M. Martin

**SMC BOARD OF TRUSTEES and PERSONNEL COMMISSION**

- Board of Trustees (9)  
  (Minutes only)
- Personnel Commissioners (5)  
  (Notebooks only)
- Personnel Commission Staff (6)

Rev. 04/10/08

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 _______ pm
   B. Roll Call

<table>
<thead>
<tr>
<th>Commissioner</th>
<th>Present</th>
<th>Absent</th>
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<tbody>
<tr>
<td>Commissioner Bancroft, Chair</td>
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<td>Commissioner Jansen, Vice-Chair</td>
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<td>Commissioner Abbott</td>
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<td>Commissioner Metoyer</td>
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<td>Commissioner Press</td>
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C. Approval of Minutes

   Regular Meeting     March 19, 2008
   Motion made by:     Seconded by:
   Ayes:               Nays:     Abstain:

II. REPORT - DIRECTOR OF CLASSIFIED PERSONNEL

III. COMMENTS AND INFORMATIONAL REPORTS

A. Recognition of Employee Longevity: APRIL 2008

   10 years
   Damon Fierro, Custodian, Operations
   Joyce Johnson, Human Resources Specialist, Human Resources
   Miguel Reyes, Academic Computing Instructional Specialist, Instructional Computing

   20 years
   Sarah Spitz, KCRW Radio Media & Public Relations Officer, KCRW
B. Comments from District Personnel Officer
C. Comments from CSEA Chapter 36 Representative
D. Comments from Management Association President
E. Comments from Personnel Commission Staff
F. Public comments (non-actionable comments from those in attendance)
G. Comments by Personnel Commissioners

IV. AGENDA REPORTS

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<td></td>
<td>• Custodial Operations Supervisor</td>
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<td>• Student Services Senior Specialist - Assessment</td>
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<td>• Student Services Senior Specialist – International</td>
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<td>• Director of Facilities Planning</td>
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<td>• Director of Purchasing</td>
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<td>• Risk Manager</td>
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V. Adjournment at _______ pm

Next regular scheduled meeting: Wednesday, May 21, 2008 at 12:00 pm
AGENDA REPORT NO. 1

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>Community College Police Dispatcher</td>
<td>Merged Promotional and Open Competitive</td>
<td>3 weeks</td>
</tr>
<tr>
<td>Custodial Operations Supervisor</td>
<td>Merged Promotional and 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. 2

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

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Assignment</th>
<th>Length of Assignment</th>
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</thead>
<tbody>
<tr>
<td>Debra Locke</td>
<td>Student Services Specialist</td>
<td>Not to exceed 90 working days</td>
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<tr>
<td>Jere Romano</td>
<td>Community College Police Sergeant</td>
<td>Not to exceed 90 working days</td>
</tr>
</tbody>
</table>

(Please see audit report attached.)

Reference: Merit Rule 7.2.1 (A1-2) and 7.2.2. (A) Provisional Appointment (Education Code Sections 88106-88108)


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

1. No eligibility list exists for the class, or
2. An eligibility list exists, but there is an insufficient number of available eligibles (i.e. less than three ranks of eligibles), and the appointing authority chooses not to appoint an available eligible.

7.2.2 (A) Qualifications of a Provisional Appointees

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

DISPOSITION BY THE COMMISSION

Amendments/Comments

MOTION MADE BY: 
SECONDED BY: 
AYES: 
NAYS: 
ABSTENTIONS:
Employee: Debra Locke
Current Class: Administrative Assistant II
Requested Class: Student Services Specialist
Location: EOPS
Supervisor/Title: Leonard Crawford, Director of EOPS

Subject

This working out of class assignment is requested to assist EOPS in maintaining its operation. This position is needed to comply with grant funding. This assignment was advertised as a Career Laddering Opportunity and Ms. Locke applied for and was selected for the position.

Research

The summary of duties and minimum qualifications that are currently defined by the Student Services Specialist classification specification are:

CONCEPT OF THE CLASS

Positions in this classification provide a variety of complex and specialized clerical duties relating to the preparation and implementation of student services programs. Incumbents are expected to be specialists in their functional areas.

ESSENTIAL DUTIES

Depending on area of specialty:

Computes a needs-analysis report and awards a package of financial aid in accordance with local, State and Federal guidelines; conducts follow-up review of financial aid reward for adjustment or verification of continued eligibility

Administers, proctors, scores, records, and distributes student placement examinations; develops and maintains Assessment Services exam schedule

Prepares statistical reports in compliance with State, Federal and District requirements; compiles and maintains data as needed for program grant proposals

Reviews students’ academic progress and tracks eligibility in student services and programs, and advises students of appeal process

Develops, prepares, and disseminates technical information related to F-1 visa status and provides updates on current immigration and F-1 procedures and policies
Ensures compliance with regulations, procedures, and requirements as mandated in current federal legislation and state statutes governing student visa status

Performs a variety of intake services, and makes referrals, as necessary, to academic counselors, therapists, instructors, and community agencies

**All areas of specialty:**

Evaluates and processes student applications, official documents, and requests for student services; makes recommendations and awards resources

Meets with, and interviews students and parents, if necessary, in order to gather additional information

Provides specialized information, and advises students about student services programs, resources available, processes, and procedures

Creates, maintains, monitors, and updates confidential student records, student data bank, and historical program database

Performs a variety of complex clerical duties related to the input, maintenance and control of individual records to ensure the accuracy of student history files

Serves as a contact liaison with other colleges, governmental agencies, and firms regarding their specialized area of student services

Prepares, updates and oversees the production and distribution of Student Services information and guideline materials that are used by counselors, department representatives and students

Maintains and updates department website

Investigates and resolves problems; corrects errors on student records

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.

**MINIMUM QUALIFICATIONS**

**Education Requirement:**
Graduation from high school or evidence of equivalent educational proficiency plus two years of college level coursework or equivalent.

**Experience Requirement:**
Four (4) years experience performing specialized and complex student services duties, such as: student intake services, financial needs analysis, processing International student visas, and student services support duties.

**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
Findings and Recommendations

Ms. Locke meets the minimum qualification for a Student Services Specialist. She has a BS in Human Services and is currently pursuing a Masters in Education. Ms. Locke has worked in various secretarial and administrative assistant positions at SMC for eight years supporting various student services functions. It is recommended that the Commission approve Ms. Locke’s working out of class as a Student Services Specialist for 90 days. Under the terms of the CSEA (11.7) contract Ms. Locke would be qualified for a 100% stipend since more than 50% of her time will be spent performing duties designated as a Student Services Specialist.
Employee: Jere Romano

Current Class: Community College Police Officer

Requested Class: Community College Police Sergeant

Location: Police

Supervisor/Title: Kurt Trump, Acting Police Chief

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**Subject**

This working out of class assignment is requested to assist Police in maintaining its operation. Sergeant Trump is currently the Acting Police Chief, which leaves his Sergeant position vacant. This working out of class assignment is to fill Sergeant Trump’s assignment. This assignment was advertised as a Career Laddering Opportunity and Mr. Romano applied for and was selected for the position.

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**Research**

The summary of duties and minimum qualifications that are currently defined by the Community College Police Sergeant classification are defined below.

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**CONCEPT OF THE CLASS**

Positions in this classification supervise and oversee law enforcement and security activities including, supervising law enforcement and security personnel, and planning, scheduling, and conducting training programs in law enforcement and security.

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**ESSENTIAL DUTIES**

- Supervises, schedules, coordinates, and monitors the activities of an assigned shift of law enforcement personnel and parking security officers, by making spot inspections of personnel at satellite campuses and at off-campus parking shuttle lots.
- Schedules and coordinates the daily work assignments of personnel on various shifts and monitors their attendance.
- Assists in ensuring college grounds, buildings, satellite campuses, as well as, streets adjacent to the college are protected against damage, trespassing, theft, loitering, and other offenses.
- Assists in ensuring the safety of students, faculty, staff, and guests of the college.
- Conducts daily briefings with police department personnel to assign daily activities and report any crime activity.
- Responds to campus and community complaints and radio calls.
- Schedules training for law enforcement and parking security officers and monitors and schedules police officer advanced training required by P.O.S.T.; maintains training records.
- Participates in the selection, training and evaluation of police department staff.
- Maintains integrity and confidentiality at all times.
Reviews reports submitted by police officers and may perform follow-up activities to clarify or resolve reported incidents or problems.

Prepares reports and assists in maintaining confidential and other department records.

Assists in the planning and coordinating of law enforcement, parking security, and crowd control for special events.

Makes recommendations to the Police Chief regarding departmental policies and procedures, staffing, budgeting, and other related matters.

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.

**MINIMUM QUALIFICATIONS**

**Education Requirement:**
Bachelor’s Degree in Administration of Justice or related field.

**Experience Requirement:**
Three (3) years of experience as a P.O.S.T. certified police officer, including at least one year supervising the work of others.

**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:**
Possession of a valid Class C California driver’s license.
Possession of a P.O.S.T. basic certificate.
Selection to this class is subject to a background investigation and psychological evaluation.
Must successfully complete a P.O.S.T. supervisory training course (applicable toward a P.O.S.T. supervisory certificate) within 12 months of appointment.

**Findings and Recommendations**

Officer Romano meets the minimum qualification for a Community College Police Sergeant. While he does not have a Bachelor’s Degree, he has an Associate’s Degree and offsetting years of experience to the education requirement. Mr. Romano received his Basic Post in 1995 so he meets the 3 years of experience and exceeds the experience requirement by 10 years. It is recommended that that Commission approve Officer Romano’s working out of class as a Community College Police Sergeant for 90 days. Under the terms of the CSEA (11.7) contract Officer Romano would be qualified for a 100% stipend since more than 50% of his time will be spent performing duties designated as a Community College Police Sergeant.
AGENDA REPORT NO. 3

SUBJECT: EXTENSION OF PROVISIONAL APPOINTMENT

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

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<thead>
<tr>
<th>Name</th>
<th>Assignment</th>
<th>Length of Assignment</th>
<th>Extension</th>
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</thead>
<tbody>
<tr>
<td>Karen Monzon</td>
<td>Personnel Technician</td>
<td>01/02/08 – 05/06/08</td>
<td>05/07/08 – 06/25/08</td>
</tr>
<tr>
<td>Jose Guzman</td>
<td>Personnel Specialist</td>
<td>01/02/08 – 05/05/08</td>
<td>05/07/08 – 06/25/08</td>
</tr>
<tr>
<td>Donna Savory</td>
<td>Administrative Clerk</td>
<td>12/19/07 - 05/07/08</td>
<td>05/08/08 – 06/26/08</td>
</tr>
</tbody>
</table>

These extensions are for the Personnel Commission Office. Two employees of the Commission are currently working out of class and a provisional Administrative Clerk was hired to fill in behind them. The Personnel Technician is currently being recruited for and it is anticipated that an appointment will not be made until after the Working out of Class assignments end.

RULES AND REGULATIONS OF CLASSIFIED SERVICE

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

7.2.1 (B -C) GENERAL PROVISIONS

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

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

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

   2. Satisfactory evidence is presented indicating:

       a. Adequate recruitment effort has been, and is being made;

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

       c. The position cannot satisfactorily be filled by use of the following in priority order:

           1.) the eligibility list for the class;

           2.) other employment lists such as reinstatement, or transfer;

           3.) other appropriate substitute eligibility lists.

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

DISPOSITION BY THE COMMISSION

Amendments/Comments

MOTION MADE BY:

SECONDED BY:

AYES:

NAYS:

ABSTENTIONS:
AGENDA REPORT NO. 4

SUBJECT:  CLASS DESCRIPTION TITLE CHANGES

- Student Services Senior Specialist – Admissions and Records
- Student Services Senior Specialist - Assessment
- Student Services Senior Specialist – International
- Technology User Support Senior Specialist

DATE:  April 16, 2008

TO:  Members of the Personnel Commission

FROM:  Dori MacDonald, Director of Classified Personnel

Background

At the last Commission meeting the Commission questioned why the “Senior” was in the middle of the classification title when the new position of Student Services Senior Specialist – Assessment was created. This was done to be consistent with the new Hay titling of the existing Student Services Senior Specialists, however, in discussions with incumbents and their supervisors, the titles are cumbersome. It is recommended that the Commission reorder the title of each of the above positions so “Senior” begins the title. The new titles would read as follows:

- Senior Student Services Specialist – Admissions and Records
- Senior Student Services Specialist - Assessment
- Senior Student Services Specialist – International
- Senior Technology User Support Specialist

Recommendation

The Commission approve the reordered titles for: Senior Student Services Specialist – Admissions and Records; Senior Student Services Specialist – Assessment; Senior Student Services Specialist – International; Senior Technology User Support Specialist.

DISPOSITION BY THE COMMISSION

Amendments/Comments

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

SUBJECT:  REVISIONS TO CLASSIFICATION DESCRIPTIONS:

- Director of Campus Operations
- Director of Facilities Planning
- Director of Purchasing
- Risk Manager

DATE:    April 16, 2008

TO:      Members of the Personnel Commission

FROM:    Dori MacDonald, Director of Classified Personnel

Background

The Interim Chief Business Officer requested minor changes to the above three referenced classification descriptions to better reflect their reporting relationships.

The Chief Director of Facilities Management was created, in December, to supervise all of Facilities Management which would include the Director of Campus Operations, the Director of Maintenance and the Director of Facilities Planning. The classification description for the Director of Facilities Planning and the Director of Campus Operations are being changed to reflect supervision by the Chief Director-Facilities Management.

The Interim Chief Business Officer has assigned general supervision of the Risk Manager to the Director of Purchasing. This change is being reflected in both classification descriptions.

Recommendation

It is recommended the Personnel Commission approve the classification description changes to the Director of Campus Operations, the Director of Facilities Planning, the Director of Purchasing and the Risk Manager.

DISPOSITION BY THE COMMISSION
Amendments/Comments

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

The position in this classification plans, coordinates, and directs the custodial operations, ground maintenance, and recycling programs of the District.

ESSENTIAL DUTIES

Manages subordinate staff; directly supervises subordinate supervisors; provides administrative review of performance planning and evaluation of general custodial operations, grounds, and recycling staff; delegates responsibility and authority to subordinate supervisors and staff.

Recommends hiring for the custodial and grounds departments personnel, in accordance with District procedures; trains, supervises, and evaluates subordinate supervisors and clerical staff.

Develops and justifies custodial and grounds operations budgets; recommends, reviews and controls budgetary expenditures and allocation of resources; manages the preparation and processing of custodial and grounds requisitions and materials, including equipment and services orders.

Administratively manages the process for intaking, evaluating, prioritizing, and assigning work orders for custodial and grounds services and ensures work completion.

Inspects work in progress to ensure compliance with college standards, building, health, safety, and education codes.

Oversees the scheduled servicing and corrective repair of custodial and grounds equipment and vehicles; generates reports on equipment status; executes an annual controlled facilities inspection program.

Determines custodial and grounds needs, assigns work, and coordinates work assignments between shifts as necessary.

Reviews architectural and engineering drawings for compliance with college needs.

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:
This position receives direction from the Lead Director — Facilities/Maintenance - Chief Director Facilities Management.

Supervision Exercised:
This position provides direct general supervision to the following classifications: Custodial Operations Supervisor and Grounds Supervisor and indirect general supervision to the general custodial and grounds staff.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of methods, materials, and standards used in custodial, grounds and landscaping maintenance of buildings and grounds.

Knowledge of labor and materials costs for custodial, grounds, and landscaping activities.

Knowledge of interviewing techniques sufficient to be able to select and hire appropriate personnel for positions or approve recommendations for subordinate supervisors.
Director of Campus Operations

Knowledge of supervisory principles and practices sufficient to be able to delegate responsibility and assignments to subordinate personnel.

Knowledge of employee development principles and practices.

Knowledge of supervisory principles and practices sufficient to be able to establish and implement subordinates’ performance evaluation programs, handle grievances and when necessary, impose discipline.

Knowledge of accounting and budgeting procedures and requirements sufficient to effectively administer a budget to accomplish custodial and grounds maintenance objectives.

Knowledge of health and safety codes, education codes, pesticide regulations and other applicable federal, state, and local laws, regulations, procedures, and practices for custodial and landscaping.

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

Skill in exercising a high degree of initiative, judgment, discretion, and decision making to integrate organizational priorities, meet deadlines, and achieve objectives

Skill in analyzing work functions and developing methodologies to ensure effective completion of work assignments.

Skill in developing techniques and methodologies to resolve unprecedented problems or situations.

Ability to establish and maintain effective working relationships with a variety of staff at all levels of the college.

Ability to communicate well both orally and in writing.

MINIMUM QUALIFICATIONS

Education Requirement:
Bachelors Degree from an accredited college with a major in Business Management or a closely related field.

Experience Requirement:
Five (5) years of progressively responsible experience in a custodial, grounds, and landscaping work, preferably in multi-site operations, such as a multi campus K-12 or secondary school district, or grounds or office building locations, two (2) years of which must have included responsibility for supervising custodial and/or grounds crews.

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.

Licensure and/or Certification:
Valid class C Driver’s License.

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 fit, carry, push, or pull up to 25 pounds. While performing the duties of this job, the noise level in the work environment is usually quiet.

CLASS DETAIL

Job Family: Trades/Facilities/Maintenance

FLSA Status: Exempt

Personnel Commission Approval Date: December 7, 2006

Class History: Director of Maintenance and Operations

Revision Date(s): Hay Study, 12/07/06, 04/16/08
CONCEPT OF THE CLASS

The position in this classification manages the facilities planning activities of the District by coordinating, supervising, assessing, planning, guiding and evaluating facilities design and remodeling projects to completion.

ESSENTIAL DUTIES

Analyzes needs for new and existing facilities and makes recommendation for facilities improvements; determines new and remodeled facilities project scope and timelines

Coordinates preparation of facilities construction design, building plans, specifications and architectural engineering drawings

Coordinates contracts, insurance and occupational safety programs related to facilities alterations with Purchasing and Risk Management departments

Coordinates planning and design of facilities construction projects with local, state and federal agencies to obtain timely action on successive phases of project

Conveys information to appropriate parties regarding technology infrastructure projects including data and communications networks and wiring systems, computer laboratories, audiovisual systems, and security and fire alarm systems.

Evaluates architectural and consulting firms’ ability to meet District needs and recommends selection of architects and consultants to senior management

Evaluates and ensures compliance of contractors’ work with federal, state and local laws, codes and regulations

Explains and advocates for District facilities project proposals to state agency representatives

Serves as liaison between college staff, administrators and contract architectural and engineering firms duties using written and oral communications

Participates in facilities department operating budget development process, monitors adherence to projects’ budgets and prepares budget adjustments and modifications as appropriate

Develops and implements computerized records, management information systems and project management controls for tracking facilities expense records

Makes public presentation to interested groups regarding general or specific building programs

Performs other related duties as requested or assigned.

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

SUPERVISION

Supervision Received:

This position is supervised by the Vice President – Business/Administration, Chief Director of Facilities Management

Supervision Exercised:

This position does not supervise any other positions
KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:
Planning, project management principles and scheduling for large complex projects.
Administrative policies, practices, and processes of local and state agencies which impact facilities planning and development.
State and local laws, ordinances, codes, and regulations related to facilities planning and design.
Complex technology infrastructure systems including data networks, communications systems, audio/visual systems, security and fire alarms.
General principles and practice of contract administration, research, cost analysis and control, budget, accounting and competitive bidding process.
Principles of budgetary planning and management.
Computer applications, systems and hardware used in facilities planning and development.
Oral and written communication skills and presentation techniques.
Principles of supervision, management and training.
Research methods and report writing techniques.

Ability to:
Plan, organize and coordinate a variety of new facilities projects with maximum efficiency and cost effectiveness.
Comprehend and evaluate complex architectural and engineering designs, plans and specifications.
Recognize critical elements of problems, develop and evaluate data, determine appropriate solutions and make logical recommendations.
Estimate project requirements and organize resources to meet goals and deadlines.
Plan, schedule and direct operations, delegate to subordinates, and evaluate operational effectiveness.
Conduct meetings and make presentations.
Anticipate conditions, plan ahead, establish priorities, and meet schedules.
Effectively utilize computer equipment and specialized software used in the design and management of technology and facility projects.
Select, motivate, train, and supervise employees engaged in technical activities.
Establish and maintain effective working relationships with administrative staff of the District, commissioned architects, and representatives of other public agencies.
Research and prepare concise reports based upon complex data.
Make, support, and explain recommendations and decisions.
Analyze and interpret technical materials.
Communicate effectively with individuals from various ethnic and socio-economic backgrounds.

MINIMUM QUALIFICATIONS

Education Requirement:
Bachelor’s degree in Business, Architecture, Engineering or a closely related field.
Experience Requirement:
Four years of responsible experience in facilities construction planning and project management that includes managing facilities design, budget preparation, and technological implementations; including two years of supervisory experience.

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.

Licensure and/or Certification:
Possession of a valid Class "C" California driver's license. Access to an automobile.

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 fit, carry, push, or pull up to 25 pounds. While performing the duties of this job, the noise level in the work environment is usually quiet.

CLASS DETAIL

Job Family:  Trades, Facilities and Maintenance

FLSA Status:  Exempt

Personnel Commission Approval Date:  December 7, 2006

Class History:  Director of Facilities Planning

Revision Date(s):  Hay Study, 12/07/06, 04/16/08
CONCEPT OF THE CLASS

The position in this classification manages the District’s purchasing functions, including the warehouse and mailroom operations.

ESSENTIAL DUTIES

Manages the District purchasing operation for acquisition of goods and services purchased with District and special funds; provides purchasing services for Auxiliary Services using Auxiliary funds; negotiates acquisition of all equipment, materials and services acquires through the purchasing department.

Established and implements purchasing policies and procedures; develops and recommends purchasing policies and procedures.

Develops, prepares, recommends, monitors and administers purchasing and warehouse department budgets.

Selects, trains and evaluates purchasing department personnel in accordance with established District procedures; directs purchasing and warehouse staff to assure goals and objectives of the District are met.

Ensures compliance with relevant state codes, federal regulations, Board policies and District procedures; stays abreast of government legislation affecting purchasing procedures, innovations and trends in purchasing policies and procedures; monitors product trends that will impact District purchases.

Manages purchase orders processing; signs contracts; formulates, reviews and process District service contracts and warranties; researches contract processing issues through legal counsel; signs and executes contracts.

Prepares bids and award reports for presentation to the Board of Trustees; processes Board of Trustee documents and necessary documents required to dispose of surplus property; administers disposal of obsolete/surplus equipment.

Implements and maintain computerized purchasing database to track purchase orders, catalog bud summaries and maintains statistical information; recommends up-grades to computer programs as necessary.

Conducts bid submission and opening processes; manages preparation of clear bid specification, bid packaging, scheduling, bid openings and award recommendations; seeks bids let by other public agencies allowing the District to “piggy-back” purchases; plan and schedules buying activities for greatest efficient and service.

Maintains close contact with receiving and accounting departments regarding back orders, cancellations, damage and non-deliveries.

Requests current Worker’s Compensation Insurance coverage for contracts involving work on campus by outside personnel.
Develops and implements a comprehensive vendor affirmative action program; assures compliance with the reporting requirements are met for Affirmative Action initiatives; maintains effective vendor relationships to assure that all companies are treated fairly and have equal opportunity to do business with the District

Interviews vendor sales representatives; resolves problems arising from unfulfilled contractual agreements, unsatisfactory production or services; advises vendors on District policies and procedures

Researches, writes and presents reports as directed and needed

Performs other related duties as assigned or requested.

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

SUPERVISION

Supervision Received:
This position receives general supervision from the Vice-President of Business Services.

Supervision Exercised:
This position exercises general supervision over the Warehouse & Mailroom Supervisor, the Risk Manager and Buyers

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of public purchasing and contract principles and practices

Knowledge of procedures and methods for ordering equipment and supplies

Knowledge of supervisory principles and practices sufficient to be able to delegate responsibility and assignments to subordinate personnel; knowledge of employee development principles and practices; knowledge of supervisory principles and practices sufficient to be able to establish and implement subordinates’ performance evaluation programs, handle grievances and when necessary, impose discipline

Knowledge of office practices and procedures employed in state-of-the-art purchasing and accounting offices

Knowledge of effective negotiating techniques

Knowledge of applicable section of California Education Code, Public Contract and Commercial Codes

Knowledge of sources of supply, prices, shipping and receiving practices

Knowledge of bid preparation, specification writing, specific commodity trends and general business conditions

Knowledge of budget preparation and effective expenditure control methods

Ability to plan, organize and manage a comprehensive purchasing program control; anticipate conditions, plan ahead, establish priorities, maintain schedules and meet deadlines

Ability to apply laws, rules, regulations and District policies affecting purchasing operations; understand and interpreting legal codes, technical materials, and administrative policies, reports and directives
Director of Purchasing

Ability to understand, interpret and write contract language; administer contractual relationships

Ability to provide managerial leadership for warehouse and mailroom operations

Ability to effectively prepare and monitor a budget; maintain proper accounting and budgetary controls

Ability to compile, analyze and verify data; prepare written, graphic or tabular reports

Ability to exercise sound and independent judgment

Ability to establish and maintain effective working relationships with other staff, faculty, administrators, managers, students, vendors and members of the general public

MINIMUM QUALIFICATIONS

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

**Experience Requirement:**
Six (6) years of experience managing, organizing, implementing and supervising a comprehensive public agency purchasing program

**Education/Experience Equivalency:**
Experience which provided the same kind, level and amount of experience as required in the minimum qualifications may be substituted on a year-for-year basis.

**Licensure and/or Certification:**
None

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 fit, carry, push, or pull up to 25 pounds. While performing the duties of this job, the noise level in the work environment is usually quiet.

CLASS DETAIL

**Job Family:** Fiscal Services/Business Administration/Human Resources

**FLSA Status:** Exempt

**Personnel Commission Approval Date:** 11/02/06

**Class History:** Established July, 1980

**Revision Date(s):** Revised 10/18/95; 07/17/02; 11/02/06 Hay Study, 04/16/08
CONCEPT OF THE CLASS

The position in this classification manages, supervises, plans, organizes, develops, and implements the environmental, health, safety, loss control and insurance risk management programs of the District including managing the District’s Workers Compensation claims.

ESSENTIAL DUTIES

Develops and monitors programs, to minimize and abate District financial risks. Also develops programs to insure the safety of staff, students and the public while on District properties; Identifies potential hazards and verifies various conditions, methods or processes having potential to cause damage or injury to people or property; reviews existing and potential safety and health hazards and makes corrective actions; collaborates with insurance companies to plan and direct financing, claims handling, underwriting and loss control phases of insurance programs

Provides technical assistance and advice on loss control issues; advises administration and appropriate departments of ramifications and liabilities related to District facilities, equipment and procedures

Identifies risk, which consists of the continuous identification of the District’s exposure to loss and quantitative measurement of the risks affecting the District in terms of both frequency and severity.

Develops emergency preparedness and response programs and policies to minimize losses resulting from natural or man-made disasters; manages the implementation of such programs in accordance with federal, state and local requirements; develops programs, policies and procedures to comply with regulatory mandates

Develops and manages implementation of District safety program, including safety inspection, injury investigations, safety and injury reporting procedures; directs District’s Management/Labor Safety Committee; and provides safety training and education.

Develops and manages the District’s risk financing program. Prepares budgets to meet loss situations through internal financial resources or external resources such as insurance

Serves as liaison with regulatory agencies; submits required reports and program to regulatory agencies.

Prepares insurance specifications, reviews bids and makes recommendations for placing insurance or retaining risk;

Provides technical expertise, information and assistance to management and employees as needed.

Serves as a resource in the education and application of Workers’ Compensation laws to District employees.

Prepares for litigated claims; consult attorneys and policy holders; coordinate documents, sign interrogatories and arrange for witness statements, evidence and independent investigations as appropriate.

Advises Director of Purchasing of insurance limits required for contracts and solicitation documents.

Serves as witness for the District in small claims court; recommend disposition or settlement of claims.

Authorizes, investigates, negotiates, supervises and settles claims within established guidelines.
Risk Manager

Develops and monitors programs to ensure proper handling, storage and disposal of hazardous and biological materials for existing programs and during construction of new facilities.

Oversees installation of equipment and measures apparatus to monitor, control or treat air, water, chemical and load usage; obtains and maintains use permits for regulated substances.

Provides for safety training and education to assist managers, supervisors, faculty and others to create safety awareness.

Maintains current knowledge of codes, laws and regulations related to risk management, safety, health and Worker’s Compensation; reviews, analyzes and monitors the District's compliance with legislation impacting the District’s Risk Management Program.

Prepares and presents staff reports, conducts a variety of organizational studies and investigations related to risk management.

Supervises and evaluates the performance of assigned personnel.

Performs other related duties as assigned, requested or as the situation requires.

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

SUPERVISION

Supervision Received:
This position receives direction from the Director of Purchasing Vice President of Business & Administration.

Supervision Exercised:
This position supervises the classification of Insurance Program Specialist.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of the methods used to research, plan, organize, administer, analyze and write reports regarding environmental, health, safety and insurance programs.

Knowledge of risk management techniques and laws related to work-related injuries or illness.

Knowledge of principles and practices of industrial safety and accident prevention; District liability, employee and student safety practices.

Knowledge of risk and exposure analyses techniques; commercial insurance practices.

Knowledge of contract administration and legal agreements; applicable legal principles and concepts, business law, contract law, insurance and medication processes.

Knowledge of financial principles, underwriting and claims handling pertaining to administration of joint powers authorities in the public sector.

Knowledge of local, state and federal regulations, requirements and procedural guidelines governing reporting, handling and disposal of hazardous materials.
Knowledge of supervisory principles and practices sufficient to be able to delegate responsibility and assignments to subordinate personnel; knowledge of employee development principles and practices; knowledge of supervisory principles and practices sufficient to be able to establish and implement subordinates’ performance evaluation programs, handle grievances and when necessary, impose discipline

Knowledge of effective budget preparation and controls.

Knowledge of medical terminology.

Skill in applying common sense and logic in decision making.

Ability to read, write and comprehend directions in English.

Ability to communicate effectively orally and in writing.

Ability to effectively speak before groups.

Ability to identify, analyze and train others on present and potential risk management and safety problems and hazards.

Ability to read, interpret, apply and communicate applicable federal, state and local policies, procedures, laws and regulations.

Ability to plan, organize and develop risk management and loss prevention programs.

Ability to effectively utilize a PC and applicable software for analysis and presentations.

Ability to effectively negotiate and administer contracts.

Ability to make independent judgments and decisions within established guidelines.

Ability to effectively supervise subordinates.

Ability to establish and maintain effective working relationships with other staff, faculty, administrators, managers, students, representatives of regulatory agencies, claimants, outside contractors and vendors and the general public.

**MINIMUM QUALIFICATIONS**

**Education Requirement:**
Bachelor’s degree in Environmental Engineering, Environmental Health & Safety or a closely related field

**Experience Requirement:**
Three (3) years progressively responsible experience managing, organizing, implementing and supervising a comprehensive risk management, loss prevention, environmental, health and safety program in a large organization. Public Sector experience is desirable.

**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

**Licensure and/or Certification:**
Possession of a valid class C California driver’s license.
An Associate in Risk Management (ARM) certificate is desirable.
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 fit, carry, push, or pull up to 25 pounds. While performing the duties of this job, the noise level in the work environment is usually quiet.

CLASS DETAIL

Job Family: Fiscal Services/Business Administration/Human Resources

FLSA Status: Exempt

Personnel Commission Approval Date: 10/17/07

Class History: Risk Manager

Revision Date(s): 04/16/08
AGENDA REPORT NO. 6

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>Accompanist-Percussion (1 part-time position)</td>
<td>KD</td>
<td>01/02/08-06/16/08</td>
</tr>
<tr>
<td>Accompanist-Voice (1 part-time position)</td>
<td>Music</td>
<td>01/02/08-06/30/08</td>
</tr>
<tr>
<td>Counseling Aide (1 part-time position)</td>
<td>EOPS</td>
<td>03/25/08-06/30/08</td>
</tr>
<tr>
<td>Registration/Information Clerk (1 part-time position)</td>
<td>Financial Aid</td>
<td>03/31/08-05/20/08</td>
</tr>
</tbody>
</table>

DISPOSITION BY THE COMMISSION

Amendments/Comments

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

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>Ellison, Monti</td>
<td>Accompanist-Percussion</td>
<td>KD</td>
<td>01/02/08-06/16/08</td>
<td>08/08/2001</td>
</tr>
<tr>
<td>Evans, Vernon</td>
<td>Counseling Aide</td>
<td>EOPS</td>
<td>03/25/08-06/30/08</td>
<td>02/17/2006</td>
</tr>
<tr>
<td>Luthi, Christopher</td>
<td>Accompanist-Voice</td>
<td>Music</td>
<td>01/02/08-06/30/08</td>
<td>08/21/2002</td>
</tr>
<tr>
<td>Ong, Maria</td>
<td>Registration/Information Clerk</td>
<td>Financial Aid</td>
<td>03/31/08-05/20/08</td>
<td>08/10/2006</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. 8

SUBJECT: ADVISORY ITEM: APPOINTMENTS TO PROVISIONAL ASSIGNMENTS

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

<table>
<thead>
<tr>
<th>Candidate</th>
<th>Position</th>
<th>Department</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Garvey, Francis</td>
<td>Accompanist – Voice</td>
<td>Music</td>
<td>02/12/08 – 06/19/08</td>
</tr>
<tr>
<td>Matsumoto, Kanae</td>
<td>Accompanist – Voice</td>
<td>Music</td>
<td>02/11/08 – 05/21/08</td>
</tr>
<tr>
<td>Park, Ko Eun</td>
<td>Accompanist – Voice</td>
<td>Music</td>
<td>02/11/08 – 05/13/08</td>
</tr>
<tr>
<td>Perea, Marisol</td>
<td>Counseling Aide – Disabled Students</td>
<td>Disabled Student Ctr.</td>
<td>02/28/08 – 07/03/08</td>
</tr>
<tr>
<td>Rutlege, Gregory S.</td>
<td>Stage Construction Technician</td>
<td>Theatre Arts</td>
<td>03/12/08 – 07/17/08</td>
</tr>
</tbody>
</table>
AGENDA REPORT NO. 9

SUBJECT: RECRUITMENT AND EXAMINATION STATUS REPORT – INFORMATION ONLY

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

<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>
</tr>
</thead>
<tbody>
<tr>
<td>Accompanist-Dance</td>
<td>MB/J G</td>
<td>MPO</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Administrative Clerk</td>
<td>MB/J G</td>
<td>O</td>
<td>Continuous</td>
<td>3/21/08</td>
<td>4/12/08</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Administrative Clerk</td>
<td>MB/J G</td>
<td>O</td>
<td>3/22/08</td>
<td>Continuous</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></td>
<td></td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Events Technician</td>
<td>DM/KM</td>
<td>MPO</td>
<td></td>
<td>3/24/08</td>
<td>4/11/08</td>
<td></td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>I/A ESL</td>
<td>MB/J G</td>
<td>O</td>
<td>Continuous</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>I/A Math</td>
<td>MB/J G</td>
<td>O</td>
<td>Continuous</td>
<td></td>
<td></td>
<td></td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>I/A English</td>
<td>MB/J G</td>
<td>O</td>
<td>Continuous</td>
<td></td>
<td></td>
<td></td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Irrigation Systems Specialist</td>
<td>MB/J G</td>
<td>MPO</td>
<td>1</td>
<td>2/26/08</td>
<td>4/4/08</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Laboratory Technician - Life Science</td>
<td>DM/KM</td>
<td>MPO</td>
<td></td>
<td>2/4/08</td>
<td>2/26/08</td>
<td>4/12/08</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Lead Events Technician</td>
<td>DM/KM</td>
<td>MPO</td>
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<td>3/24/08</td>
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V. ADJOURNMENT AT ______ pm

Next regular meeting scheduled for Wednesday, May 21, 2008 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, April 16, 2008 Regular Meeting of the Santa Monica College Personnel Commission was posted at or before 12:00 pm on Friday, April 11, 2008 on the official District bulletin boards.