## PERSONNEL COMMISSION
### AGENDA

Regular Meeting, Wednesday, July 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

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

### ADMINISTRATORS and MANAGERS

| Academic 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.: G. Rose |
| 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 Correspndng. Sec’y: V. Cook  
CSEA Recording: Sec’y: C. Lemke  
Mgmnt Assoc. Pres.: K. Elliott

### SMC BOARD OF TRUSTEES and PERSONNEL COMMISSION

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

Rev. 07/03/08

For information regarding Personnel Commission Agenda/Minutes distribution, please contact Personnel Commission at 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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</thead>
<tbody>
<tr>
<td>Commissioner Bancroft, Chair</td>
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<td>Commissioner Jansen, Vice-Chair</td>
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<td>Commissioner Abbott</td>
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<td>Commissioner Metoyer</td>
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<td>Commissioner Press</td>
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</tbody>
</table>

C. Approval of Minutes

**Special Meeting** May 2, 2008
- Motion made by: [Name]
- Seconded by: [Name]
- Ayes: [Number]
- Nays: [Number]
- Abstain: [Number]

**Regular Meeting** May 21, 2008
- Motion made by: [Name]
- Seconded by: [Name]
- Ayes: [Number]
- Nays: [Number]
- Abstain: [Number]

**Regular Meeting** June 21, 2008
- Motion made by: [Name]
- Seconded by: [Name]
- Ayes: [Number]
- Nays: [Number]
- Abstain: [Number]

II. REPORT - DIRECTOR OF CLASSIFIED PERSONNEL

III. COMMENTS AND INFORMATIONAL REPORTS

A. Recognition of Employee Longevity: JUNE 2008

(This item is being brought back as it was tabled at the June 16, 2008 meeting)

**5 years**
- Theodore Brown, Custodian, Operations
- Tamorah Thomas, Administrative Assistant II, Financial Aid

**10 years**
- David Dever, Bookstore Manager, Bookstore
- Yim Fai Fong, Programmer Analyst II, Information Management
- Mimi Vaval Employee Benefits Coordinator, Human Resources

**20 years**
- Russell L. Black, Computer Support Specialist, Telecommunications
- Kathleen M Garcia, Custodian, Operations
- Bruce Smith, Public Information Officer
Recognition of Employee Longevity: JULY 2008

10 years
Lynne Fuqua, Student Services Specialist – DSPS, DSC
Jenelsie McLendon, Community College Parking Enforcement Officer, Campus Police
John Montes, Community College Parking Enforcement Officer, Campus Police
Cherie Peña, Academic Computing Instructional Specialist, Instructional Computing

15 Years
Kathryn Kerce, Community College Police Dispatcher, Campus Police

20 Years
Cheryl Gee, KCRW Radio Services Assistant, KCRW
Tri Van Le, Student Services Specialist – Financial Aid, Financial Aid

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>4</td>
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<tr>
<td>2</td>
<td>RATIFICATION OF ELIGIBILITY LISTS</td>
<td>5</td>
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<tr>
<td></td>
<td>• Accompanist – Performance</td>
<td></td>
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<td></td>
<td>• Community College Police Dispatcher</td>
<td></td>
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<td>• Events Technician</td>
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<td>• Laboratory Technician – Chemistry</td>
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<td>• Lead Events Technician</td>
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<td>3</td>
<td>RE-TITLE OF CLASSIFICATION – INFORMATION SYSTEMS AND NETWORK ADMINISTRATOR NEW CLASS DESCRIPTION - NETWORK ADMINISTRATOR</td>
<td>6</td>
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<td>4</td>
<td>NEW CLASS DESCRIPTIONS</td>
<td>15</td>
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<tr>
<td></td>
<td>STAGE CONSTRUCTION TECHNICIAN – SOUND</td>
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<td>STAGE CONSTRUCTION TECHNICIAN – LIGHTING</td>
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<td>5</td>
<td>NEW CLASS DESCRIPTION - THEATRE TECHNICAL SPECIALIST</td>
<td>22</td>
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<td>6</td>
<td>EXAMINATION SCHEDULE</td>
<td>26</td>
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<td></td>
<td>• Instructional Assistant – Learning Disabilities</td>
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<td>• Network Administrator</td>
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<td></td>
<td>• Stage Construction Technician – Sound</td>
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<td>• Stage Construction Technician - Lighting</td>
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<td>8</td>
<td>RATIFICATION OF LIMITED TERM ASSIGNMENTS</td>
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<td>ADVISORY ITEM: APPOINTMENTS TO LIMITED TERM POSITIONS</td>
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<td>10</td>
<td>ADVISORY ITEM: APPOINTMENTS TO PROVISIONAL ASSIGNMENTS</td>
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<td>11</td>
<td>RECRUITMENT AND EXAMINATION STATUS REPORT – INFORMATION ONLY</td>
<td>31</td>
</tr>
</tbody>
</table>

V. Adjournment at _______ pm

Next regular scheduled meeting: Wednesday, August 20, 2008 at 12:00 pm
AGENDA REPORT NO. 1

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

It is requested that the Personnel Commission ratify the appointment of Ms. Lissette Bravo effective June 25 2008, to fill the vacant Administrative Clerk position within the Commission Office. This position became vacant when Jose Guzman was promoted last month from Administrative Clerk to Personnel Specialist. Ms. Bravo competed in and was successful in the testing for Administrative Clerk. Ms. Bravo recently graduated from USC with a degree in Anthropology/Gender Studies.

Merit Rule 2.3.1(A) Status of Commission Employees

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

DISPOSITION BY THE COMMISSION
Amendments/Comments

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

SUBJECT: RATIFICATION OF ELIGIBILITY LISTS

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

A. Establishment of New Lists

<table>
<thead>
<tr>
<th>Class Title</th>
<th>Field of Competition</th>
<th>Promotional</th>
<th>Total On List</th>
<th>Expiration Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accompanist-Performance</td>
<td>Open Competitive</td>
<td>0</td>
<td>12</td>
<td>07/15/2009</td>
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<tr>
<td>Community College Police Dispatcher</td>
<td>Open Competitive</td>
<td>0</td>
<td>4</td>
<td>07/15/2009</td>
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<tr>
<td>Events Technician</td>
<td>Merged Promotional/Open Competitive</td>
<td>0</td>
<td>16</td>
<td>07/15/2009</td>
</tr>
<tr>
<td>Laboratory Technician - Chemistry</td>
<td>Open Competitive</td>
<td>0</td>
<td>28</td>
<td>07/15/2009</td>
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<tr>
<td>Lead Events Technician</td>
<td>Merged Promotional/Open Competitive</td>
<td>1</td>
<td>11</td>
<td>07/15/2009</td>
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</table>

DISPOSITION BY THE COMMISSION

Amendments/Comments

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

SUBJECT: **RE-TITLE OF CLASSIFICATION – INFORMATION SYSTEMS AND NETWORK ADMINISTRATOR NEW CLASS DESCRIPTION - NETWORK ADMINISTRATOR**

DATE: July 16, 2008

TO: Members of the Personnel Commission

FROM: Dori MacDonald, Director of Classified Personnel

BACKGROUND

Attached for your approval is the existing class description for Information Systems and Network Administrator to be re-titled Information Systems Administrator and a new classification description for a new position of Network Administrator.

During the Hay Study many classifications were combined into single classifications when it was found that each classification had similar duties and similar skill sets. During the study the Systems Administrator was combined with a Network Administrator, which had been proposed but never created, and a new title and description was created and titled Information Systems and Network Administrator. While reviewing this classification description for recruitment of a new employee to handle Network Administrator duties it became evident that the classification description did not encompass the needed duties or skill sets. We are proposing to break the single classification into two separate classifications. This has been discussed with the incumbents and we have had no objections.

It is recommended that the salary range for Network Administrator be allocated to range 50 ($5,843 – 7,102) to maintain consistency and internal alignment. This is the same range as the Information Systems (and Network) Administrator.

RECOMMENDATION

That the classification of Information Systems and Network Administrator be re-titled to Information Systems Administrator and that the new classifications description for Network Administrator be approved as submitted.

DISPOSITION BY THE COMMISSION

Amendments/Comments

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

Positions in this classification perform complex, highly specialized and technical activities to analyze, develop, configure, and administer information systems, and network services to ensure the operation, performance, and maintenance of mission-critical enterprise.

ESSENTIAL DUTIES

Performs operating systems administration that involves maintenance and improvement of systems operation and performance including system installation, configuration, upgrade, customization, and patching of the major system/network migration and/or new services projects
Performs server and network administration tasks including configuration and support of servers, network services, printer services, drivers, client's administration, and other peripherals maintenance
Ensures system security and integrity including various level of systems administration and management of user groups and accounts
Develops, implements, and maintains system backup/recovery plans, network security standards and administration tasks
Provides problem analysis support to diagnose and remedy problems in operating procedures, computer hardware, system software, network, and system application programs
Develops and documents system maintenance logs, system performance reports, operational procedures, change control, and system recovery plans
Monitors and tunes system performance utilizing scripts and vendor tools
Evaluates present system capacity against projected future needs; plans and recommends system and internetworking equipment solutions and improvements
Manages client department projects providing technical, procedural and analytical assistance related to systems and network administration
Analyzes, develops, and codes server and operation systems services related scripts
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 or Director of Management Information Systems, the employee receives assignments and is expected to carry them through to completion with substantial independence.

**Supervision Exercised**
May perform lead work.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of operating systems, networking, and programming

Knowledge of principles and procedures for information systems administration

Knowledge of principles and procedures related to system audit and security

Knowledge of client/server theory and practices

Knowledge of systems application and Internet security and privacy techniques

Knowledge of mainframe, minicomputers, personal computer, wired and wireless LANs and WANs solutions, architecture, design concepts, and implementation

Knowledge of data communication concept, protocols, devises, and network monitor tools

Knowledge of network interfaces, such as Ethernet, FDDI and ATM

Knowledge of multi-tiers internet/intranet computing environment

Ability to conceive and develop a variety of solutions to functional information system and network problems and transform abstract ideas to easily understood procedures

Ability to relate and integrate solutions for various campus departments

Ability to anticipate system and network problems, develop solutions, implement a plan of action; reason both logically and creatively

Ability to work independently in the area of expertise and maintain cooperative working relations with others

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 hardware and software

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 system and network administration in a complex, large scale (1500 nodes on the LAN/WAN network), high availability client/server computing environment. Experience working in a multi-tiers internet/intranet computing environment or database server environment is 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:
Microsoft Certified System Engineer is desirable. (MCSE)

WORKING ENVIRONMENT AND PHYSICAL DEMANDS

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

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

**Job Family:** Information Technology

**FLSA Status:** Non-Exempt

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

**Revision Date(s):** Hay Study, November 30, 2006  
07/16/08 – title change only

**Class History:** Systems Administrator (12/97)
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:**
Willingness and ability to work varied hours and/or be on call.

**WORKING ENVIRONMENT AND PHYSICAL DEMANDS**

**Disclosure:**
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Network Administrator

CLASS DETAIL

**Job Family:** Information Technology

**FLSA Status:** Non-Exempt

**Personnel Commission Approval Date:** 07/16/08

**Revision Date(s):**

**Class History:**
AGENDA REPORT NO. 4

SUBJECT: NEW CLASS DESCRIPTIONS
STAGE CONSTRUCTION TECHNICIAN – SOUND
STAGE CONSTRUCTION TECHNICIAN - LIGHTING

DATE: July 16, 2008

TO: Members of the Personnel Commission

FROM: Dori MacDonald, Director of Classified Personnel

BACKGROUND

Attached for your approval are new classification descriptions for Stage Construction Technician – Sound and Stage Construction Technician – Lighting. Both classifications are specialized Stage Construction Technicians and as such the new specifications were built from the Stage Construction Technician classification specification. Deletions are indicated by strikeouts and Additions are underlined.

The Theatre Arts Department is creating two new half time Stage Construction Technician positions that require specialization in sound and lighting.

To maintain consistency and internal alignment it is recommended that the salary range for both new classification be allocated to the same range as Stage Construction Technician – Range 33 ($3,858 – $4,690).

RECOMMENDATION

That the new classifications description for Stage Construction Technician– Sound and Stage Construction Technician – Lighting be approved as submitted.

DISPOSITION BY THE COMMISSION

Amendments/Comments

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

Positions in this classification construct, operate, and maintain, adjust and repair sound and projection equipment for the Theatre Arts Department's productions, stage scenery, materials, and equipment for theatre productions, as well as load-ins and strikes of productions.

ESSENTIAL DUTIES

Sets-up, constructs, paints, operates, and maintains stage sound equipment for all of the audio needs of the Theatre Arts Department's productions, stage scenery, materials, and equipment.

Participates in the set-up, strike, and storage of sound and projection equipment, stage scenery and properties.

Orders, stores, issues, receives, checks and inventories tools, equipment, lumber, hardware, supplies, paints and related equipment.

Repairs, adjusts and calibrates a variety of sound equipment including but not limited to: amplifiers, tape recorders, mixers, microphones, and projectors.

Assigns work to students in the use and operation of sound equipment, and construction of the stage, and stage equipment, including rigging, stage carpentry, and set construction.

Assists in the set-up of lighting and sound.

Maintains a record of expenditures for all materials purchased.

Works with directors and other technical staff in the various production phases and in planning productions.

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 others.
KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of construction, and operation of stage scenery and stage equipment

Knowledge of principles, practices, methods, techniques, materials, and equipment utilized in stage crafts such as basic electricity, carpentry, and painting operation, maintenance and repair of modern sound equipment.

Knowledge of recordkeeping and cost estimating

Knowledge of stage production techniques.

Knowledge of sound and lighting techniques.

Basic knowledge of electronics and audio techniques.

Knowledge of sound mixing and editing

Ability to construct, and maintain stage scenery, materials, and equipment, install, set-up, repair and operate projection and sound system equipment.

Ability to correct equipment malfunctions during live performances.

Ability to align and calibrate audio equipment.

Ability to use power hand tools and repair and maintain shop equipment and tools.

Ability to estimate material costs and maintain project records.

Ability to work under and meet strict time deadlines.

Ability to design sound for Theatre Arts productions.

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

Skill in the use of power hand tools.

MINIMUM QUALIFICATIONS

Education Requirement:
Associate of Art's degree with a major in theatre arts, and stage design and construction, including sound and lighting.

Experience Requirement:
One (1) year of experience in stage and scenery construction, the operation, maintenance and repair of sound equipment.

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 CONDITIONS AND PHYSICAL DEMANDS

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

Work Environment:
While performing the duties of these position employees must lift objects up to 100 pounds, use power tools. Employees are exposed to paint fumes, dust, and welding fumes and may be exposed to electrical wiring.

CLASS DETAIL

Job Family: Instructional Support

FLSA Status: Non-Exempt

Personnel Commission Approval Date: 07/16/08

Class History:

Revision Date(s):
CONCEPT OF THE CLASS

Positions in this classification construct, operate, and maintain stage scenery, materials, and equipment for theatre productions, as well as load-ins and strikes of productions. Performs skilled and technical duties related to the lighting needs of the Theatre Arts Department's productions.

ESSENTIAL DUTIES

Sets-up, constructs, installs, paints, operates, and maintains the operation of stage scenery, materials, lighting and projection equipment.

Participates in the set-up, strike, and storage of stage scenery and properties lighting.

Maintains and repairs all equipment related to electrics and serves as the master electrician for all department productions.

Orders, stores, issues, receives, checks and inventories tools, equipment, lumber, hardware, supplies, paints and related equipment.

Assigns work to students in the use and operation, and construction of the stage, and stage equipment, including rigging, stage carpentry, and set construction of lighting equipment.

Assists in the set-up of lighting and sound

Maintains a record of expenditures for all materials purchased.

Works with directors and other technical staff in the various production phases.

May be required to design lights for some Theatre Arts productions.

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 others.
Stage Construction Technician - Lighting

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of construction, and operation of stage scenery and stage equipment
Knowledge of principles, practices, methods, techniques, materials, and equipment utilized in stage crafts such as basic electricity, carpentry, and painting and lighting.
Knowledge of recordkeeping and cost estimating
Knowledge of stage production techniques.

Knowledge of sound and lighting techniques.

Ability to construct, and maintain stage scenery, materials, and equipment install and set-up stage lighting.

Ability to use power hand tools and repair and maintain shop equipment and tools.

Ability to estimate material costs and maintain project records.

Ability to work under and meet strict time deadlines.

Ability to correct equipment malfunctions during live performances.

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

Ability to design lights for Theatre Arts productions.

Skill in the use of power hand tools.

MINIMUM QUALIFICATIONS

Education Requirement:
Associate of Art’s degree with a major in theatre arts, and stage design and construction, including sound and lighting.

Experience Requirement:
One (1) year of experience in stage and scenery construction the operation of the use of lighting equipment

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 CONDITIONS AND PHYSICAL DEMANDS

Disclosure:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
**Work Environment:**
While performing the duties of these positions employees must lift objects up to 100 pounds, use power tools. Employees are exposed to paint fumes, dust, and welding fumes and may be exposed to electrical wiring.

**CLASS DETAIL**

*Job Family:* Instructional Support

*FLSA Status:* Non-Exempt

*Personnel Commission Approval Date:* 07/16/08

*Class History:*

*Revision Date(s):*
AGENDA REPORT NO. 5

SUBJECT: NEW CLASS DESCRIPTION - THEATRE TECHNICAL SPECIALIST

DATE: July 16, 2008

TO: Members of the Personnel Commission

FROM: Dori MacDonald, Director of Classified Personnel

BACKGROUND

Attached for your approval is a new classification description for Theatre Technical Specialist. This classification is being created because temporary employees with specialized knowledge in audio, electrical and rigging will be needed to support various programs on an “as needed basis” for the Performing Arts Center (Broad Stage and Edye Second Space).

It is recommended that the salary range be allocated to range 37 ($24.54 – $29.83) to maintain internal alignment. On an organizational chart the Theater Technical Specialist would be in between The Events Technician (range 33) and the Lead Events Technician (range 39) however, this position is a temporary classification that will be used as needed to fill in for specific performances and it is not anticipated that permanent employees will ever be hired in this capacity.

RECOMMENDATION

That the new classification description for Theatre Technical Specialist be approved as submitted.

DISPOSITION BY THE COMMISSION

Amendments/Comments

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

The positions in this classification support the theater technical operations in at least one of three specialized areas which include: audio; electrical; and rigging for indoor stage productions and outdoor events.

DISTINGUISHING CHARACTERISTICS

A Theatre Technical Specialist is hired intermittently to support the theatre technical operations for various stage productions and outdoor events and has specialized skills in at least one of three areas which include: audio; electrical; and rigging.

The Events Technician performs installation, set-up, and operation of sound, lighting, public address equipment, and multimedia presentation equipment for special events, such as concerts, dance performances, presentations, and classroom lectures.

The Lead Events Technician serves as a lead and oversees the installation, set-up, and operation of sound, lighting, public address equipment, and multimedia presentation equipment for special events, such as concerts, dance performances, presentations, and classroom lectures, as well as meeting with department representatives to determine their technical production needs for an event, and processing contracts for payment.

ESSENTIAL DUTIES

Prepares, modifies, interprets and implements working plans, drawings, blueprints, light plots and other written and verbal information concerning indoor stage productions and outdoor events.

Performs minor repairs and general maintenance of stage equipment; problem solves and/or trouble shoots in area(s) of specialty.

Confers with in-coming show personnel, and assists with rigging of scenery, stage lighting and/or audio equipment.

Devices safety protocols and enforces fire safety and OSHA regulations.

Performs other related duties as requested or assigned.

Specialized Area – Rigging

Performs rigging and carries out installations with chains and motors; operates and maintains existing stage counterweight system.

Specialized Area – Electrical

Implements the circuiting of lights and electric power distribution for assigned productions. Balances the electric loads for safety.

Prepares, hangs and connects stage lighting fixtures. Programs and operates computer controlled lighting board and moving lights.

Specialized Area – Audio

Patches control console based on specifications of the designer or Theatre Technical Director.

Performs theatre and live sound reinforcement utilizing digital audio mixing equipment, digital playback, recording system, and acoustical equalization; troubleshoots digital and analog equipment, electronic and wireless interference in the audio system.
Examples of essential duties are descriptive and not restrictive in nature and are generally listed in descending order of importance.

**SUPERVISION**

**Supervision Received**
Work Direction is received from the Theatre Technical Director or Lead Events Technician. Supervision is received from - the Senior Director, Governmental Relations and Institutional Communications or designee.

**Supervision Exercised**
The position in this classification does not supervise other classified positions. Training or work direction may be given to Events Technicians as assigned.

**KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of principles, methods, materials, and terminology used in technical theatre operations.
Knowledge of technical aspects of specialized area(s)
Knowledge of safety practices and procedures involved in theatre productions, including OSHA regulations for backstage operations and fire safety rules and regulations, special effects and flame proofing certifications.
Ability to read and interpret blueprints, designs, renderings, and other drawings in order to execute stage productions.
Ability to communicate effectively orally and in writing.
Knowledge of theatrical rigging system.
Knowledge of basic electrical theory.

**MINIMUM QUALIFICATIONS**

**Education Requirement:**
An Associate Arts degree in Theatre Arts or a closely related field.

**Experience Requirement:**
Four (4) years of experience in the set-up and operations of theatrical systems in at least one specialized area of audio, electrical and/or rigging.

**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 CONDITIONS AND PHYSICAL DEMANDS**

**Disclosure:**
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
Environment:
Bending, stooping, kneeling, reaching, lifting, moving and carrying objects weighing up to 75 pounds. This position both climbs and stands. Depending on area of specialty may need the ability to differentiate pitch, tone and volume of sounds; visual acuity and color differentiation sufficient to design and focus lighting; exposure to electrical parts and wiring.

CLASS DETAIL

Job Family: Community Outreach
FLSA Status: Non-Exempt
Personnel Commission Approval Date: 07/16/08
Revision Date(s):
Class History:
AGENDA REPORT NO. 6

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>Instructional Assistant – Learning Disabilities</td>
<td>Open Competitive</td>
<td>3 weeks</td>
</tr>
<tr>
<td>Network Administrator</td>
<td>Merged Promotional and Open Competitive</td>
<td>3 weeks</td>
</tr>
<tr>
<td>Stage Construction Technician – Sound</td>
<td>Merged Promotional and Open Competitive</td>
<td>3 weeks</td>
</tr>
<tr>
<td>Stage Construction Technician - Lighting</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. 7

SUBJECT: EXTENSION OF PROVISIONAL APPOINTMENT

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Assignment</th>
<th>Length of Assignment</th>
<th>Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diyanna Gever</td>
<td>Instructional Assistant – Learning Disabilities</td>
<td>11/05/07-07/23/08*</td>
<td>07/24/08-09/12/08</td>
</tr>
</tbody>
</table>

*Did not work consecutive days

RULES AND REGULATIONS OF CLASSIFIED SERVICE

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

7.2.1 (B-C) GENERAL PROVISIONS

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

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

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

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

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

DISPOSITION BY THE COMMISSION

Amendments/Comments

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

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-Voice</td>
<td>Music</td>
<td>06/01/08-06/30/08</td>
</tr>
<tr>
<td>(1 part-time position)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accompanist-Voice</td>
<td>Music</td>
<td>07/01/08-12/31/08</td>
</tr>
<tr>
<td>(2 part-time positions)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Administrative Assistant I</td>
<td>Communications</td>
<td>07/01/08-12/31/08</td>
</tr>
<tr>
<td>(1 part-time position)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Administrative Assistant I</td>
<td>Psychology</td>
<td>07/01/08-12/31/08</td>
</tr>
<tr>
<td>(1 part-time position)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bookstore Clerk/Cashier</td>
<td>Bookstore</td>
<td>07/01/08-12/31/08</td>
</tr>
<tr>
<td>(1 part-time position)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash Receipts Clerk</td>
<td>Bursars Office</td>
<td>07/01/08-12/31/08</td>
</tr>
<tr>
<td>(6 full-time positions)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Counseling Aide</td>
<td>EOPS</td>
<td>07/01/08-08/29/08</td>
</tr>
<tr>
<td>(2 part-time positions)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Counseling Aide</td>
<td>EOPS</td>
<td>07/01/08-12/31/08</td>
</tr>
<tr>
<td>(3 part-time positions)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Counseling Aide</td>
<td>Latino Center</td>
<td>07/01/08-12/31/08</td>
</tr>
<tr>
<td>(1 part-time position)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Counseling Aide</td>
<td>African American Center</td>
<td>07/01/08-12/31/08</td>
</tr>
<tr>
<td>(2 part-time positions)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Counseling Aide</td>
<td>Interdisciplinary Office</td>
<td>07/01/08-12/31/08</td>
</tr>
<tr>
<td>(1 part-time position)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Counseling Aide</td>
<td>Disabled Students Center</td>
<td>07/01/08-12/31/08</td>
</tr>
<tr>
<td>(2 part-time positions)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Counseling Aide</td>
<td>Education/ECE</td>
<td>07/01/08-12/23/08</td>
</tr>
<tr>
<td>(1 part-time position)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Registration/Information Clerk</td>
<td>Financial Aid</td>
<td>07/01/08-12/31/08</td>
</tr>
<tr>
<td>(4 part-time positions)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Registration/Information Clerk</td>
<td>Matriculation (Assessment)</td>
<td>07/02/08-12/31/08</td>
</tr>
<tr>
<td>(1 part-time position)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Registration/Information Clerk</td>
<td>Program Development</td>
<td>07/01/08-12/23/08</td>
</tr>
<tr>
<td>(1 full-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. 9

**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>Barajas, Byanca</td>
<td>Counseling Aide</td>
<td>Latino Center</td>
<td>07/01/08-12/31/08</td>
<td>07/18/07</td>
</tr>
<tr>
<td>Berent, Richard</td>
<td>Accompanist-Voice</td>
<td>Music</td>
<td>06/01/08-06/30/08</td>
<td>06/18/97</td>
</tr>
<tr>
<td>Berent, Richard</td>
<td>Accompanist-Voice</td>
<td>Music</td>
<td>07/01/08-12/31/08</td>
<td>06/18/97</td>
</tr>
<tr>
<td>Buchanan, Melody</td>
<td>Cash Receipts Clerk</td>
<td>Bursars Office</td>
<td>07/01/08-12/31/08</td>
<td>08/17/05</td>
</tr>
<tr>
<td>Casillas, Veronica</td>
<td>Registration/Information Clerk</td>
<td>Financial Aid</td>
<td>07/01/08-12/31/08</td>
<td>03/21/07</td>
</tr>
<tr>
<td>Dammer, Michael</td>
<td>Registration/Information Clerk</td>
<td>Matriculation (Assessment)</td>
<td>07/02/08-12/31/08</td>
<td>03/21/07</td>
</tr>
<tr>
<td>Dawson, Rebecca</td>
<td>Cash Receipts Clerk</td>
<td>Bursars Office</td>
<td>07/01/08-12/31/08</td>
<td>12/13/07</td>
</tr>
<tr>
<td>Dinkins, Janet</td>
<td>Administrative Assistant I</td>
<td>Communications</td>
<td>07/01/08-12/31/08</td>
<td>05/16/07</td>
</tr>
<tr>
<td>Dinkins, Janet</td>
<td>Administrative Assistant I</td>
<td>Psychology</td>
<td>07/01/08-12/31/08</td>
<td>05/16/07</td>
</tr>
<tr>
<td>Evans, Vernon</td>
<td>Counseling Aide</td>
<td>EOPS</td>
<td>07/01/08-08/29/08</td>
<td>02/17/06</td>
</tr>
<tr>
<td>Francis, Ashley</td>
<td>Counseling Aide</td>
<td>African American Center</td>
<td>07/01/08-12/31/08</td>
<td>03/21/07</td>
</tr>
<tr>
<td>Frank-Hoff, Isolde</td>
<td>Counseling Aide</td>
<td>Disabled Students Center</td>
<td>07/01/08-12/31/08</td>
<td>08/30/06</td>
</tr>
<tr>
<td>Franklin, Tiffany</td>
<td>Counseling Aide</td>
<td>EOPS</td>
<td>07/01/08-12/31/08</td>
<td>03/21/07</td>
</tr>
<tr>
<td>Ghasami, Nilofar</td>
<td>Counseling Aide</td>
<td>Education/ECE</td>
<td>07/01/08-12/23/08</td>
<td>08/17/05</td>
</tr>
<tr>
<td>Grau, Donald</td>
<td>Bookstore Clerk/Cashier</td>
<td>Bookstore</td>
<td>07/01/08-12/31/08</td>
<td>06/12/02</td>
</tr>
<tr>
<td>Jackson, Jessie</td>
<td>Counseling Aide</td>
<td>African American Center</td>
<td>07/01/08-12/31/08</td>
<td>08/17/05</td>
</tr>
<tr>
<td>Jackson, Sheralynn</td>
<td>Registration/Information Clerk</td>
<td>Program Development</td>
<td>07/01/08-12/23/08</td>
<td>10/25/00</td>
</tr>
<tr>
<td>Luthi, Christopher</td>
<td>Accompanist-Voice</td>
<td>Music</td>
<td>07/01/08-12/31/08</td>
<td>08/21/02</td>
</tr>
<tr>
<td>Mackay, Joan</td>
<td>Cash Receipts Clerk</td>
<td>Bursars Office</td>
<td>07/01/08-12/31/08</td>
<td>08/17/05</td>
</tr>
<tr>
<td>Marjanen, Michael</td>
<td>Cash Receipts Clerk</td>
<td>Bursars Office</td>
<td>07/01/08-12/31/08</td>
<td>12/13/06</td>
</tr>
<tr>
<td>Medina, Maibe</td>
<td>Counseling Aide</td>
<td>EOPS</td>
<td>07/01/08-12/31/08</td>
<td>07/19/07</td>
</tr>
<tr>
<td>Menjivar, Raul</td>
<td>Counseling Aide</td>
<td>EOPS</td>
<td>07/01/08-08/29/08</td>
<td>02/14/01</td>
</tr>
<tr>
<td>Murphy, Diane</td>
<td>Registration/Information Clerk</td>
<td>Financial Aid</td>
<td>07/01/08-12/31/08</td>
<td>11/19/03</td>
</tr>
<tr>
<td>Navarro, Elizabeth</td>
<td>Counseling Aide</td>
<td>EOPS</td>
<td>07/01/08-12/31/08</td>
<td>07/18/07</td>
</tr>
<tr>
<td>Nelli, Maria</td>
<td>Cash Receipts Clerk</td>
<td>Bursars Office</td>
<td>07/01/08-12/31/08</td>
<td>12/13/06</td>
</tr>
<tr>
<td>Salinas, Eric</td>
<td>Cash Receipts Clerk</td>
<td>Bursars Office</td>
<td>07/01/08-12/31/08</td>
<td>12/13/06</td>
</tr>
<tr>
<td>Smith, Katherine</td>
<td>Counseling Aide</td>
<td>Interdisciplinary Office</td>
<td>07/01/08-12/31/08</td>
<td>01/17/05</td>
</tr>
<tr>
<td>Sussman-Schecht, Dena</td>
<td>Sign Language Interpreter-III</td>
<td>Disabled Students Center</td>
<td>07/01/08-12/31/08</td>
<td>09/19/01</td>
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<td>Szesnat, Kyle</td>
<td>Registration/Information Clerk</td>
<td>Financial Aid</td>
<td>07/01/08-12/31/08</td>
<td>03/21/07</td>
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<td>Zheng, Jin</td>
<td>Registration/Information Clerk</td>
<td>Financial Aid</td>
<td>07/01/08-12/31/08</td>
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</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. 10

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>Cheung, Kai Hong</td>
<td>Instructional Assistant-Math</td>
<td>Math</td>
<td>06/17/08-10/22/08</td>
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<tr>
<td>Fitzpatrick, Meghan</td>
<td>Counseling Aide</td>
<td>Interdisciplinary Office</td>
<td>06/24/08-10/29/08</td>
</tr>
<tr>
<td>Lee, Sang Ho</td>
<td>Counseling Aide</td>
<td>Disabled Student Center</td>
<td>06/16/08-10/21/08</td>
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<tr>
<td>Rower, Scott</td>
<td>Instructional Assistant-Learning Disabilities</td>
<td>Disabled Students</td>
<td>06/16/08-10/21/08</td>
</tr>
<tr>
<td>Santos, Patricia</td>
<td>Counseling Aide</td>
<td>Counseling</td>
<td>06/23/08-10/28/08</td>
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<tr>
<td>Vigil, Nani</td>
<td>Sign Language Interpreter</td>
<td>Disabled Student Center</td>
<td>06/16/08-10/22/08</td>
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AGENDA REPORT NO. 11

SUBJECT: RECRUITMENT AND EXAMINATION STATUS REPORT – INFORMATION ONLY

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

Please see next page.
<table>
<thead>
<tr>
<th>Classification</th>
<th>Assigned to</th>
<th>P/O</th>
<th>Vacancies</th>
<th>Opened</th>
<th>Closed</th>
<th>Written</th>
<th>Perf.</th>
<th>Oral</th>
<th>E-List</th>
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<tbody>
<tr>
<td>Administrative Assistant II</td>
<td>DM/KM</td>
<td>MPO</td>
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<td>Administrative Assistant III</td>
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<td>3/22/2008</td>
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<td>7/22/08 tent.</td>
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<td>Bookstore Clerk Cashier</td>
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<td>Lim Term</td>
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<td>6/11/2008</td>
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<td>6/18/2008</td>
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<tr>
<td>Community College Police Officer Trainee</td>
<td>LA</td>
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<td>Costume Designer</td>
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<tr>
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<tr>
<td>Groundskeeper/Gardener</td>
<td>MB/JG</td>
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<td>I/A ESL</td>
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<td>I/A Math</td>
<td>MB/JG</td>
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<td>I/A English</td>
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<td>Laboratory Technician Art/Broad./Comm./Photo</td>
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<td>Mechanical Systems &amp; Energy Mgmt Sup</td>
<td>DM/KM</td>
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<td>7/21/2008</td>
<td>8/8/2008</td>
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<tr>
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<td>LA</td>
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<tr>
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<tr>
<td>Sign Language Interpreter II</td>
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<tr>
<td>Sign Language Interpreter III</td>
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<tr>
<td>Spanish Proficiency Testing</td>
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<tr>
<td>Stage Construction Technician-Sound</td>
<td>MB/JG</td>
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<tr>
<td>Stage Construction Technician-Lighting</td>
<td>MB/JG</td>
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</tr>
</tbody>
</table>
V. ADJOURNMENT AT ______ pm

Next regular meeting scheduled for Wednesday, August 20, 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, July 16, 2008 Regular Meeting of the Santa Monica College Personnel Commission was posted at or before 12:00 pm on Friday, July 11, 2008 on the official District bulletin boards.