



## PUBLIC PARTICIPATION

### ADDRESSING THE PERSONNEL COMMISSION

Members of the public may address the Personnel Commission by oral presentation **concerning any subject that lies within the jurisdiction of the Personnel Commission** provided the requirements and procedures herein set forth are observed:

1. Individuals wishing to speak to the Commission at the Personnel Commission meeting during Public Comments or regarding an item(s) on the agenda must complete an information card with their name, address, name of organization (if applicable) and the topic or item on which the comment is to be made.

Five minutes is allotted to each speaker per topic. If there are more than four speakers on any topic or item, the Commission reserves the option of limiting the time for each speaker. A speaker's time may not be transferred to another speaker.

Each speaker is limited to one presentation per specific agenda item before the Commission, and to one presentation per Commission meeting on non-agenda items.

#### General Public Comments

- The card to speak during Public Comments must be submitted to the recording secretary at the meeting **before** the Commission reaches the Public Comments section in the Agenda.
- Five minutes is allotted to each speaker per topic for general public comments. The speaker must adhere to the topic. Individuals wishing to speak during the Public Comments will be called upon during Public Comments.

#### Agenda Items

- The card to speak during Agenda Items must be submitted to the recording secretary at the meeting **before** the Commission reaches that specific item in the agenda.
- Five minutes is allotted to each speaker per Agenda Item. The speaker must adhere to the topic. Individuals wishing to speak on a specific Agenda Item will be called upon at the time that the Commission reaches that item in the Agenda.

Exceptions: This time allotment does not apply to individuals who address the Personnel Commission at the invitation or request of the Commission or the Director of Classified Personnel.

2. Any person who disrupts, disturbs, or otherwise impedes the orderly conduct of any meeting of the Personnel Commission by uttering loud, threatening, or abusive language or engaging in disorderly conduct, shall, at the discretion of the presiding officer or majority of the Personnel Commission, be requested to be orderly and silent and/or removed from the meeting.

No action may be taken on items of business not appearing on the agenda.

Reference: *Merit Rule 2.2.8*  
*Government Code sections 54954.2, 54954.3, 54957.9*

**Santa Monica College Personnel Commission  
Agenda of Regular Meeting September 16, 2009**

**PERSONNEL COMMISSION  
REGULAR MEETING AGENDA  
Wednesday, September 16, 2009 at 12:00 pm  
Board Room, Business Building, Rm. 117, 1900 Pico Blvd., Santa Monica, CA 90405**

*Any disclosable public records related to an open session item on the agenda and distributed to the Personnel Commissioners less than 72 hours prior to the meeting are available for public inspection in the Personnel Commission Office, 2714 Pico Blvd, Santa Monica, during normal business hours.*

Any individual or group may address the Personnel Commission during the Comments—Public Forum segment of the meeting regarding any item that is within the Commission’s subject matter jurisdiction. However, the Commission will not take action on any item that is not on this agenda.

Any individual may appear at the Commission meeting to respectfully testify in support of or opposition to any item being presented to the Commissioners for consideration. Individuals wishing to address items to the Commissioners should complete a *Request to Address the Personnel Commission* card (green form) prior to the start of the meeting.

PUBLIC SESSION: 12:00 pm

**I. ORGANIZATIONAL FUNCTIONS**

- A. Call to Order \_\_\_\_\_ pm
- B. Roll Call

<b>Commissioner</b>	<b>Present</b>	<b>Absent</b>
Commissioner Bancroft, Chair		
Commissioner Jansen, Vice-Chair		
Commissioner Abbott		
Commissioner Metoyer		
Commissioner Press		

- C. Approval of Minutes

**August 19, 2009 Regular Meeting**

Motion made by:                      Seconded by:  
Ayes:                                      Nays:                                      Abstain:

**II. REPORT - DIRECTOR OF CLASSIFIED PERSONNEL**

**III. COMMENTS AND INFORMATIONAL REPORTS**

- A. **Recognition of Employee Longevity: SEPTEMBER 2009**

**5 Years**

Antonio Mendoza, Accounting Specialist II, Fiscal Services  
Cozetta R. Wilson Carlton, Risk Manager, Risk Management

**10 Years**

Vinnessa Cook, Administrative Assistant I, Trio  
Rudy R. Henry, Mail Clerk, Purchasing  
Brant C. Looney, Systems Administrator, AET  
Brian A. Sher, Systems Administrator, Network Services

**Santa Monica College Personnel Commission  
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**15 Years**

Dwayne E. Iles, Custodian, Operations

**20 Years**

Marcia Fierro, Student Services Specialist - Scholarships, Financial Aid

**25 Years**

Charlie Yen, Director of Events & Contract Services, Campus Events

- B. Comments from District Personnel Officer**
- C. Comments from CSEA Chapter 36 Representative**
- D. Comments from Management Association Vice - President**
- E. Comments from Personnel Commission Staff**
- F. Public comments (non-actionable comments from those in attendance)**
- G. Comments by Personnel Commissioners**

**IV. AGENDA REPORTS**

<b>#</b>	<b>ITEM</b>	<b>Page</b>
<b>1</b>	Ratification of Eligibility Lists A. Establishment of New Lists <ul style="list-style-type: none"> <li>• Accompanist – Performance</li> <li>• Alternate Media Specialist</li> </ul> B. Addition of Names <ul style="list-style-type: none"> <li>• Bookstore Clerk/Cashier</li> <li>• Instructional Assistant – ESL</li> </ul>	<b>5</b>
<b>2</b>	Revisions to Class Description: Disabled Student Services Assistant	<b>6</b>
<b>3</b>	Revisions to Class Description: Director of Purchasing	<b>10</b>
<b>4</b>	Revisions to Class Description: Senior Student Services Specialist – Admissions & Records	<b>14</b>
<b>5</b>	Examination Schedule <ul style="list-style-type: none"> <li>• Director of Purchasing</li> <li>• Senior Student Services Specialist – Admissions &amp; Records</li> <li>• Student Services Specialist – Admissions &amp; Records</li> </ul>	<b>18</b>
<b>6</b>	Report on Student Services Specialist/Assistant Classifications Assigned to Financial Aid and Scholarships	<b>19</b>
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<b>9</b>	Advisory Item: Appointment to Provisional Assignments	<b>22</b>
<b>10</b>	Recruitment and Examination Status Report – Informational Only	<b>23</b>

**V. Adjournment at \_\_\_\_\_ pm**

**Next regular scheduled meeting: October 21, 2009 at 12:00 pm.**

Santa Monica College Personnel Commission  
Agenda of Regular Meeting September 16, 2009

AGENDA REPORT NO. 1

SUBJECT:     **RATIFICATION OF ELIGIBILITY LISTS**

**A. Establishment of New Lists**

Class Title	Field of Competition	Promotional	Total On List	Expiration Date
Accompanist – Performance	Open Competitive	0	15	08/31/10
Alternate Media Specialist	Merged Promotional and Open Competitive	0	9	08/23/10

**B. Addition of Names**

Class Title	Field of Competition	Names Added	Promotional	Total On List	Expiration Date
Bookstore Clerk/Cashier	Open Competitive	198	0	246	01/22/10; 09/03/10
Instructional Assistant – ESL	Open Competitive	23	0	43	09/16/09; 08/17/10

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**DISPOSITION BY THE COMMISSION**

Amendments/Comments

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

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**Santa Monica College Personnel Commission  
Agenda of Regular Meeting September 16, 2009**

AGENDA REPORT NO. 2

**SUBJECT: REVISIONS TO CLASS DESCRIPTION: DISABLED STUDENT SERVICES ASSISTANT**

DATE: September 16, 2009

TO: Members of the Personnel Commission

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

**Background**

Attached for your approval is a revised classification description for Disabled Student Services Assistant. In preparation to conduct a selection process for the position, a job analysis was conducted and the job description has been updated to better reflect the essential duties and knowledge, skills and abilities required for the position.

In order to provide a more accurate description of what the job entails, the duties were modified and additional knowledge, skills, and abilities required were added. Also, to give a clear picture of the position demands, a "Special Requirement" was added to the minimum qualifications section. This requirement specifies that the scheduling of the position is based upon the students' schedules, and the employee may be required to travel or report to any of the satellite campuses, as well as have the flexibility to change schedules from week to week. All positions in this classification receive a 5% stipend for this variable scheduling requirement.

A change to supervision received section was made as the Dean of Student Services, and not the Coordinator of the Disabled Student Program (faculty non-management position), is the supervisor of the position.

On the attachment, strikethrough is used for deletions and underline is used for insertions.

**Recommendation**

It is recommended that the Commission approve the proposed revisions to the classification description for Disabled Student Services Assistant.

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**DISPOSITION BY THE COMMISSION**

Amendments/Comments

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

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Santa Monica Community College District  
Personnel Commission

**Disabled Student Services Assistant**

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CONCEPT OF THE CLASS

Under general supervision from the Dean of Student Services~~Coordinator of the Disabled Student Program~~, performs a variety of support services to assist students with disabilities.

ESSENTIAL DUTIES

~~This position provides support services to assist students with disabilities.~~

~~Assists a student with limited mobility during classroom activities, such as scribing in-class assignments, adjusting equipment, and providing access to books.~~

~~Assists in note taking in specific classes.~~ Takes accurate and detailed notes in a college class for students with disabilities

Reads classroom materials to students.

~~Provides subject-matter tutoring to students with disabilities, individually or in small groups.~~

~~Assists instructors in special classes.~~

Assists a student with limited mobility during classroom activities disabilities in activities such as scribing in-class assignments, adjusting equipment, reading assignments or exams to students, and providing access to books, as necessary.

Proctors exams and works in the proctor room, including monitoring students; observing, appropriately responding to, and reporting inappropriate behavior such as cheating; record-keeping; and other related duties.

Performs routine clerical duties, such as helping students and the public at the front counter, answering phones, filing, making copies, etc.

Performs other related duties as requested or assigned.

When assigned to assist the Alternate Media Specialist:

Captions videos.

Scans books and handouts.

Uses copy machine to enlarge printed material.

Assists in providing printed material in alternate media for use by students with disabilities.

~~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.

Santa Monica College Personnel Commission  
Agenda of Regular Meeting September 16, 2009

Disabled Student Services Assistant

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SUPERVISION

**Supervision Received:**

This position receives supervision from the Dean of Student Services, Coordinator of the Disabled Student Program.

KNOWLEDGE, SKILLS AND ABILITIES

**Knowledge of:**

Knowledge of a wide variety of college-level curriculum and concepts sufficient to understand the topics of discussion in order to take effective notes

Knowledge of appropriate English Language usage, including sentence composition, grammar, and spelling

Knowledge of the appropriate role and boundaries of a note-taker in a college classroom

Knowledge of effective work organization techniques

Knowledge of Disability issues

Knowledge of the role of disability services in a college environment

Knowledge of modern office procedures and practices

Knowledge of basic use of office equipment, such as computers, computer software, printers, copiers, and fax machines

Skill to type notes accurately and in a timely fashion

**Ability to:**

Ability to learn, interpret, and appropriately apply general administrative and departmental policies and procedures as well as applicable sections of the Family Educational Rights and Privacy Act (FERPA)

Ability to perform job duties with great accuracy, including note-taking, office duties, the proctor room

Ability to write Write legibly and neatly

Ability to process information quickly in order to Take excellent detailed and precise notes

Ability to Handle Handle disability people and situations with patience and sensitivity

Ability to maintain Maintain confidentiality and tact

Ability to use Use good judgment and reasoning when faced with ambiguous situations

Ability to learn and apply policies, procedures, and practices to the performance of job duties

Ability to travel to the various campuses where classes are held

Ability to effectively communicate, both orally and in writing

Establish and maintain effective working relationships with other staff, faculty, administrators, managers, students, and outside contractors and vendors.

Santa Monica College Personnel Commission  
Agenda of Regular Meeting September 16, 2009

Disabled Student Services Assistant

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MINIMUM QUALIFICATIONS

***Education Requirement:***

A high-school diploma or equivalent. College-level English skills (completion of English 1 or equivalent preferred).

***Experience Requirement:***

Experience note-taking in college level classes for others' use is highly desirable

***Special Requirement:***

Scheduling is based upon student needs, so incumbents must be available for various days and hours as schedules may change from week to week. Classes are held at various locations and the employee may be required to report or travel to any of the Santa Monica College campuses.

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 Work Environment and Physical Demands:***

While performing the duties of this job the employee is regularly required to sit and use hands to take notes for extended periods of time, ~~use hands to take notes~~, keyboard, type, or handle materials, and talk and/or hear. The employee is regularly required to stand and walk across campus to various room locations, which may include walking up and down stairs. The employee performs work in a variety of classrooms and may be exposed to fumes from chemicals or other substances used in classrooms such as hairspray, photography chemicals, or materials used in art classes. The employee will be exposed to a variety of temperatures and the elements when walking to different locations and the temperature within the classroom will vary greatly. The employee will also be required to travel to different campuses where classes are held. The employee is occasionally required to ~~lift~~ carry, push, or pull up to 25 pounds. While performing the duties of this job, the noise level in the work environment ~~is usually quiet but may be moderately loud~~ varies greatly.

CLASS DETAIL

***Job Family:*** Instructional Support

***FLSA Status:*** Non-Exempt

***Personnel Commission Approval Date:*** 02/20/08

***Revision Date:*** ~~08/19/09~~ 09/16/09

***Class History:*** Established 02/20/08

**Santa Monica College Personnel Commission  
Agenda of Regular Meeting September 16, 2009**

AGENDA REPORT NO. 3

**SUBJECT: REVISIONS TO CLASS DESCRIPTION: DIRECTOR OF PURCHASING**  
**DATE:** September 16, 2009  
**TO:** Members of the Personnel Commission  
**FROM:** Dori MacDonald, Director of Classified Personnel

**Background**

Attached for your approval is a revised classification description for the Director of Purchasing. Some very minor changes are being made to the classification specification which includes adding knowledge of on-line purchasing systems. The current Director of Purchasing retired effective September 1, 2009, and we will be starting a recruitment to fill this position very soon.

The incumbent's retirement was unexpected and the Vice President of Business and Administration is reassigning the general supervision of the employees normally reporting to the Director of Purchasing to the Director of Contracts and Events until the Director of Purchasing is filled via competitive examination. All technical issues involving purchasing, the warehouse and/or the mailroom will be handled by the Vice President.

Since the Director of Contract and Events is compensated at a higher range than the Director of Purchasing and the interim assignment involves only the general supervision of classified staff, which would be expected of any manager, we are not recommending any additional compensation for this interim assignment.

**Recommendation**

It is recommended the Commission approve the revisions to the classification description for Director of Purchasing.

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**DISPOSITION BY THE COMMISSION**

Amendments/Comments

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

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**Santa Monica Community College District  
Personnel Commission**

**Director of Purchasing**

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**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 acquired through the purchasing department

Establishes 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

**Santa Monica College Personnel Commission  
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Director of Purchasing

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Researches, writes and presents reports as directed and needed

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 general supervision from the Vice-President of Business Services.

***Supervision Exercised:***

This position exercises general supervision over the Warehouse & Mailroom Services Supervisor 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 on-line purchasing systems

Knowledge of effective negotiating techniques

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

Knowledge 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

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

Santa Monica College Personnel Commission  
Agenda of Regular Meeting September 16, 2009

Director of Purchasing

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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

**Minor revisions 9/16/09**

Santa Monica College Personnel Commission  
Agenda of Regular Meeting September 16, 2009

AGENDA REPORT NO. 4

SUBJECT:     **REVISIONS TO CLASS DESCRIPTION: SENIOR STUDENT SERVICES SPECIALIST – ADMISSIONS & RECORDS**

DATE:         September 16, 2009

TO:            Members of the Personnel Commission

FROM:         Dori MacDonald, Director of Classified Personnel

**Background**

Attached for your approval is a revised classification description for the Senior Student Services Specialist-Admissions & Records. The incumbent has resigned and the department would like to begin a recruitment to fill the positions as soon as possible.

The position has been reviewed to assure that it is aligned with the current study involving the student services classifications. This position is a lead worker and provides guidance and support to other student services classifications in Admissions and Records. The specification is being refined to clearly show that the position is a lead worker and not a supervisor. Other changes better define the essential functions of the classification.

The Education and Experience Requirements are being modified to be more in line with other Senior Student Services classifications which do not require prior lead work, as this could prevent internal promotional opportunities. A limit is also being placed on the amount of offsetting education/experience to prevent education from offsetting all experience.

**Recommendation**

It is recommended the Commission approve the revisions to the classification description for Senior Student Services Specialist – Admissions & Records.

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**DISPOSITION BY THE COMMISSION**

Amendments/Comments

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

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Santa Monica Community College District  
Personnel Commission

**Senior Student Services Specialist – Admissions & Records**

Page 1 of 3

CONCEPT OF THE CLASS

Provides assistance to the Dean and ~~/or Associate Assistant~~ Dean in the daily operation of the Admissions & Records office.

DISTINGUISHING CHARACTERISTICS

The **Senior Student Services Specialist – Admissions & Records** class performs lead work in the daily operation of the Admissions & Records office. Incumbents are expected to have knowledge in multiple admissions and records areas to monitor and direct the work of student services and temporary staff. Incumbents exercise a higher degree of responsibility and independent judgment to resolve problems and improve work processes.

The **Student Services Specialist – Admissions & Records** class performs complex and specialized duties within admissions and records student services area such as articulation and transfers, transcript evaluation and graduation eligibility, or residency determination. Incumbents are expected to be a specialist in their admissions and records area and have prior work experience in the specific functional area. Incumbents are expected to resolve complex problems and issues presented by Student Services Assistants, Specialists or Clerks, other staff, students, counselors, faculty and other members of the College community. At this level, correction and control of more complex errors in student records are performed to ensure accuracy.

ESSENTIAL DUTIES

Assists in the training and ~~supervision~~ of all student services classified and temporary employees in the Admissions & Records office. Leads the work of Student Services Clerks/Assistants/Specialists as assigned.

Serves as first line support on all admissions and records issues to include articulation and transfer, residency, graduation, enrollment, registration, and transcripts.

Disseminates and monitors adherence to admissions and records policies, procedures, and requirements.

Ensures accuracy of information provided by student services staff by phone, in person, e-mail, or correspondence; receives, records, and maintains log in ISIS for accuracy and completeness.

Oversees the grade change process, academic and progress renewal and reporting of positive attendance process, posting and distribution of grades and finalization of student records in all phases of admissions.

Corrects data entry errors made by staff into the admissions and records systems.

Answers inquires and provides information to students, faculty, staff, and the public on District, Federal, and State procedures relating to student service area.

Stays abreast of updated or new student services rules, regulations, and policies relating to assigned student service area and communicates changes to others.

Mediates and resolves complex problems and issues presented by student services staff, other staff, students, counselors, faculty, and other members of the College community.

Oversees the athletic eligibility process

Prepares and finalizes statistical data for Federal, State, and/or District reports.

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Senior Student Services Specialist – Admissions & Records

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Oversees the scanning and imaging process in Admissions and Records.

Performs general administrative duties; types correspondence, memos, and other material.

Oversees the hiring and distribution of work to student workers.

Updates the Admissions and Records webpage when appropriate.

Prepares and prints diplomas as required.

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:***

Serves in a lead worker capacity, providing training and work direction to student services staff, ~~and~~ temporary employees and student workers-

**KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of the admissions and records rules, regulations, policies, and procedures to comply with state, federal, and local laws.

Knowledge of the California Educational Code and Title V.

Knowledge of the Family Educational Rights and Privacy Act.

Knowledge of articulation and transfer policies and procedures.

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

Knowledge of customer service practices.

Ability to train and provide work direction to others, including training others in the specialized software specific to assigned area of responsibility.

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

Ability to pay attention to detail and make accurate calculations and assessments when analyzing and correcting complex errors in student records.

Ability to write reports, correspondence, and informational materials.

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Agenda of Regular Meeting September 16, 2009

Senior Student Services Specialist – Admissions & Records

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

Ability to maintain effective working relationships with students, staff, external contacts, and the general public.

Ability to complete work with multiple interruptions and distractions.

Ability to collaborate with other student services areas.

Ability to maintain confidential files.

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

**MINIMUM QUALIFICATIONS**

**Education Requirement:**

Graduation from high school or evidence of equivalent educational proficiency plus an AA degree or 2 years of college level coursework or equivalent.

**Experience Requirement:**

Five (5) year's experience in performing progressively specialized and complex admissions and records service duties that require knowledge of federal and state regulations, ~~including at least One~~ (1) year providing direction to student or temporary staff 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 up to a maximum of four (4) years.-

**Licensure and/or Certification:**

None

**WORKING ENVIRONMENT AND PHYSICAL DEMANDS**

**Disclosure:**

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

**~~Normal-Busy Office Environment.~~**

While performing the duties of this job the employee is regularly required to sit, use hands to keyboard, type, or handle materials, and talk and/or hear. The employee is occasionally required to stand and walk. The employee is regularly required to lift, carry, push, or pull up to 25 pounds. ~~While performing the duties of this job, the noise level in the work environment is usually quiet. Offices are high traffic with regular interruptions (phones, students, staff, other personnel, the public, etc). The noise level can be moderate to high.~~

**CLASS DETAIL**

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

**FLSA Status:** Non-exempt

**~~Recommended Salary: 34~~**

**Personnel Commission Approval Date:** 11/16/06

**Class History:** Admissions and Records Coordinator; Admissions and Records Evening Coordinator, Student Services Senior Specialist – Admissions and Records

**Revision Date(s):** Hay Study, 11/16/06; Title Change, PC: 4/16/08 Revisions, 09/16/09

**Santa Monica College Personnel Commission  
Agenda of Regular Meeting September 16, 2009**

AGENDA REPORT NO. 5

**SUBJECT: EXAMINATION SCHEDULE**

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

**A. Examination Schedule**

<b>Class Title</b>	<b>Field of Competition</b>	<b>Time</b>
Director of Purchasing	Merged Promotional/Open Competitive	3 Weeks
Senior Student Services Specialist – Admissions & Records	Merged Promotional/Open Competitive	3 Weeks
Student Services Specialist – Admissions & Records	Promotional	3 Weeks

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**DISPOSITION BY THE COMMISSION**

Amendments/Comments

MOTION MADE BY:

SECONDED BY:

AYES:

NAYS:

ABSTENTIONS:

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**Santa Monica College Personnel Commission  
Agenda of Regular Meeting September 16, 2009**

AGENDA REPORT NO. 6

**SUBJECT:      REPORT ON STUDENT SERVICES SPECIALIST/ASSISTANT CLASSIFICATIONS ASSIGNED TO  
                 FINANCIAL AID AND SCHOLARSHIPS**

This report will be presented at the meeting.

Commission to discuss report, and take appropriate action.

**Santa Monica College Personnel Commission  
Agenda of Regular Meeting September 16, 2009**

AGENDA REPORT NO. 7

**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:

<b>Position Classification</b>	<b>Department</b>	<b>Effective Dates</b>
Administrative Clerk (1 full-time position)	Human Resources	08/31/09-02/26/10
Administrative Assistant I (1 full-time position)	Latino Center	08/13/09-02/13/10
Registration/Information Clerk (1 full-time position)	Program Development	09/09/09-03/09/10

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**DISPOSITION BY THE COMMISSION**

Amendments/Comments

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

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**Santa Monica College Personnel Commission  
Agenda of Regular Meeting September 16, 2009**

AGENDA REPORT NO. 8

**SUBJECT:      ADVISORY ITEM: APPOINTMENT 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.

<b>Candidate</b>	<b>Position</b>	<b>Department</b>	<b>Duration*</b>	<b>Eligible List Date</b>
Patton-Dickson, Laniece	Administrative Assistant I	Latino Center	08/13/09-02/13/10	11/24/08
Caston, Mayah	Administrative Clerk	Human Resources	08/31/09-02/26/10	11/19/08
Gomez, Tiffany	Registration/Information Clerk	Program Development	09/09/09-03/09/10	01/19/05

\*Not to exceed six (6) months or, in case of an appointment in lieu of an absent employee, is not to exceed the authorized absence of that employee.

***Reference Merit Rule 7.4.3 (A) –Eligibility for Appointment***

*Limited term appointments shall be made from eligibility lists and employment lists in accordance with procedures for regular appointments.*

**Santa Monica College Personnel Commission  
Agenda of Regular Meeting September 16, 2009**

AGENDA REPORT NO. 9

**SUBJECT: ADVISORY ITEM: APPOINTMENT TO PROVISIONAL ASSIGNMENTS**

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

<b>Candidate</b>	<b>Position</b>	<b>Department</b>	<b>Duration</b>
Busch, Jenny	Cash Receipts Clerk	Bursar's Office	08/17/09-09/18/09
Allen, Camilo	Instructional Assistant-English	English	08/28/09-01/19/10
Cassaro, John A.	Instructional Assistant-English	English	08/28/09-01/19/10
Hsu, Tuan Li	Instructional Assistant-English	English	08/28/09-01/19/10
Levine, Lorraine J.	Instructional Assistant-English	English	08/28/09-01/19/10
Mason, Tara D.	Instructional Assistant-English	English	08/28/09-01/19/10
Rowley, Kelly	Instructional Assistant-English	English	08/28/09-01/19/10
Woodruff, Kathryn K.	Instructional Assistant-English	English	08/28/09-01/19/10
McBride, Elvira	Student Services Clerk	Trio	08/10/09-12/23/09
Padilla, Omar	Student Services Clerk	Admissions & Records	08/28/09-12/14/09
Valle, Dahlia	Student Services Clerk	Latino Center	08/19/09-12/23/09
Huxtable, Joël	Theatre Technical Specialist	SMC Performing Arts	09/01/09-01/20/10
Godin, Linda	Vocational Instructional Assistant-Cosmetology	Cosmetology	09/02/09-01/21/10

**Santa Monica College Personnel Commission  
Agenda of Regular Meeting September 16, 2009**

AGENDA REPORT NO. 10

**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.

Santa Monica College Personnel Commission  
Agenda of Regular Meeting September 16, 2009

**Recruitment and Examination Status Report**

Classification	Assigned to	P/O	Vacancies	Opened	Closed	Written	Perf.	Oral	E-List	Ratif. Date
Accompanist - Performance	LJ	O	2	7/20/2009	8/7/2009		8/20/2009		9/1/2009	9/16/2009
Accountant	DM/KM	MPO	1	6/23/2009	7/14/2009	8/21-8/22/09		10/6/2009		
Administrative Clerk	MB	O		7/11/2008	Continuous					
Alternate Media Specialist	LJ	MPO	1	6/19/2009	7/10/2009	7/25/2009		8/12-8/13/09	8/24/2009	9/16/2009
Bookstore Clerk/Cashier	KM	O	Lim. Term	12/2/2008	Continuous	8/17-8/18/09				9/16/2009
Deaf & Hard of Hearing Services Supervisor	LJ	P	1	8/10/2009	8/28/2009			9/11/2009		
<b>Director of Purchasing</b>	MPO	1								
Disabled Students Services Assistant	LJ	O	3	8/28/2009	Continuous					
H. R. Analyst-Leaves and Benefits*	LJ	MPO								
I.A. English	MB	O		7/10/2008	Continuous					
I.A. ESL	KM	O		8/14/2008	Continuous	5/17/2009		7/17/2009	8/18/2009	9/16/2009
I.A. Learning Disabilities	KM	O	1	1/7/2009	Continuous	5/17/2009				
I.A. Math	MB	O		5/1/2009	Continuous					
<b>Sr. Student Svcs. Spec. - Admissions &amp; Records</b>	LJ	MPO								
Sign Language Interpreter I	LJ	O		6/13/2009	Continuous					
Sign Language Interpreter II	LJ	O		6/13/2009	Continuous					
Sign Language Interpreter III	LJ	O	1	6/13/2009	Continuous					
Sign Language Interpreter Trainee	LJ	O		4/10/2008	Continuous					
<b>Student Svcs. Spec. - Admissions &amp; Records</b>	LJ	P								
Student Svcs. Spec. - Fin. Aid Grants & Work Study	LJ	P		8/21/2009	9/11/2009					
Theater Technical Specialist	KM	As needed		8/4/2008	Continuous			10/21/08, 11/18/08		
								1/26/09, 6/30/09		
Warehouse and Mail Services Supervisor	DM/JG	P	1	8/21/2009	9/11/2009			9/22/2009		

\*Pending Board approval

**Santa Monica College Personnel Commission  
Agenda of Regular Meeting September 16, 2009**

**V. ADJOURNMENT AT \_\_\_\_\_ pm.**

Next regular meeting scheduled for Wednesday, October 21, 2009 in the Board Room, Business Building, Room 117.

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**DISPOSITION BY THE COMMISSION**

Amendments/Comments

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

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**As required by law, this agenda for the Wednesday, September 16, 2009 Regular Meeting of the Santa Monica College Personnel Commission was posted at or before 12:00 pm on Friday, September 11, 2009 on the official District bulletin boards.**