DEPARTMENTS PLEASE POST

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

ADMINISTRATORS and MANAGERS

Acad. Comp.: J. John
Emeritus: M. Hall
Facilities: JC Keurjian
HR: P. Brown
HR: S. Lee-Lewis
Info Mgmt: J. Chong
Int. Ed. Ctr: A. Rosales
KCRW: R. Seymour
Maint.: 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 (310) 434-4410.
Santa Monica College Personnel Commission
Agenda of Regular Meeting September 17, 2008

PERSONNEL COMMISSION
REGULAR MEETING AGENDA
Wednesday, September 17, 2008 at 12:00 pm
Board Room, Business Building, Rm. 117, 1900 Pico Blvd., Santa Monica, CA 90405

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>
</tr>
</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

Regular Meeting August 20, 2008
Motion made by: Seconded by:
Ayes: Nays: Abstain:

II. REPORT - DIRECTOR OF CLASSIFIED PERSONNEL

III. COMMENTS AND INFORMATIONAL REPORTS

A. Recognition of Employee Longevity: SEPTEMBER 2008

5 Years
Chris Young, Student Services Specialist, Admissions & Records

10 Years
Felicia Hudson, Custodian, Operations
Gayle Sosa, Administrative Assistant I, Facilities/Maintenance Administration
Joel A. Williams, Community College Parking Enforcement Officer, Campus Police

15 Years
Steve B. Blom, Community College Parking Enforcement Officer, Campus Police

20 Years
Ann Mirsky, Media Resource Assistant, Learning Resource Center
Linda Reza, Senior Student Services Specialist - Admissions & Records, Admissions

25 Years
Richard Yancey, Senior Reprographics Technician, Media/Graphics Center
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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<td>Accounting Specialist II</td>
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<td>Director of Maintenance</td>
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<td></td>
<td>Instructional Assistant - ESL</td>
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<td>2</td>
<td>REVISIONS TO CLASS DESCRIPTION</td>
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<td></td>
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<td>3</td>
<td>REVISIONS TO CLASS DESCRIPTION – LEAD LIBRARY ASSISTANT</td>
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<td>RECRUITMENT AND EXAMINATION STATUS REPORT – INFORMATION ONLY</td>
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V. Adjournment at ______ pm

Next regular scheduled meeting: Wednesday, October 15, 2008 at 12:00 pm
AGENDA REPORT NO. 1

SUBJECT: RATIFICATION OF ELIGIBILITY LISTS

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>Accounting Specialist II</td>
<td>Merged Promotional &amp; Open Competitive</td>
<td>0</td>
<td>25</td>
<td>09/16/09</td>
</tr>
<tr>
<td>Director of Maintenance</td>
<td>Merged Promotional &amp; Open Competitive</td>
<td>0</td>
<td>5</td>
<td>09/16/09</td>
</tr>
<tr>
<td>Instructional Assistant – ESL</td>
<td>Open Competitive</td>
<td>0</td>
<td>20</td>
<td>09/16/09</td>
</tr>
</tbody>
</table>

DISPOSITION BY THE COMMISSION

Amendments/Comments

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

SUBJECT: REVISIONS TO CLASS DESCRIPTION – LABORATORY TECHNICIAN – ART/BROADCASTING/COMMERCIAL PHOTOGRAPHY

DATE: September 17, 2008

TO: Members of the Personnel Commission

FROM: Dori MacDonald, Director of Classified Personnel

BY: Lisa Acosta, Personnel Analyst

BACKGROUND

Attached for your approval are three different classification descriptions for Laboratory Technician, derived from the single classification description of Laboratory Technician – Art/Broadcasting/Commercial Photography. These positions were combined into one inclusive classification description in the Hay Study.

Although there are some essential functions that are standard among Laboratory Technicians, there are considerable differences in other essential functions and in the type of education and experience required for each position. For example: the Art Laboratory Technician requires coursework in ceramics, sculpture, painting, drawing, or graphic design and experience in an art lab, studio, or gallery; the Broadcasting Laboratory Technician requires experience in a film or recording studio and experience with sound and video editing software; and the Photography Laboratory Technician requires coursework in photography and experience in a photography lab or studio.

Additional recommendations include a re-title from Broadcasting to Broadcasting/Electronic Media in order to reflect evolving technology and a re-title from Commercial Photography to Photography in order to be inclusive of all types of photography. A modification in the minimum qualifications is also recommended for each of the positions. It is reasonable to assume that a laboratory technician would be qualified in any of the areas of specialty after a combination of approximately two to three years of education and experience.

The approval of the classification descriptions for Laboratory Technician – Art, Laboratory Technician – Broadcasting/Electronic Media (recommended title change from Broadcasting), and Laboratory Technician – Photography (recommended title change from Commercial Photography) will better serve the District and allow for Personnel Commission Staff to test for specialized knowledge, abilities, and experience during the recruitment process.

Additions to the classification description are underlined; strikethrough is used for deletions.

RECOMMENDATION

That the revised classification descriptions for Laboratory Technician – Art, Laboratory Technician – Broadcasting/Electronic Media, and Laboratory Technician – Photography, including a title change from Broadcasting to Broadcasting/Electronic Media and a title change from Commercial Photography to Photography, 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 provide laboratory support, and assist instructors in the Art, Broadcasting and Commercial Photography labs, studios, and galleries.

ESSENTIAL DUTIES

Provides technical assistance to instructors and students in the Art, Broadcasting, and Commercial Photography labs, studios, and galleries

- Prepares equipment, chemicals, and materials for use by students in the labs, studios, and galleries
- Demonstrates proper use and care of materials, equipment, chemicals, and supplies to students
- Inspects, cleans, adjusts, maintains, assembles, installs, and makes minor repairs on a variety of equipment
- Consults with faculty on specific needs of supplies and equipment for the upcoming semester
- Researches, orders, receives, stores, and inventories art and laboratory supplies and equipment and makes recommendations regarding the purchase of art and laboratory supplies
  
  Assists the Gallery Director in the preparation of artwork, including lighting, construction, installation, and basic patching and painting
- Maintains a variety of records for inventory, purchasing, and repairs
- Checks-out equipment and supplies to students
- Maintains laboratories, studios, galleries, and stock room in a clean and orderly condition
  
  Interviews, selects, trains, and provides work direction for student workers
- May perform routine clerical duties related to the preparation and coordination of gallery and exhibition announcements and events
- 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.
**Laboratory Technician – Art/Broadcasting/Commercial Photography**

---

**Supervision Exercised**

Positions in this classification do not supervise others. May provide guidance and work direction to student workers.

---

**KNOWLEDGE, SKILLS AND ABILITIES**

---

**Depending on area of specialty:**

**Art:**
Knowledge of equipment, materials, and supplies commonly used in printmaking, ceramics, sculpture, painting, drawing, and graphic arts

Knowledge of contemporary arts, including related concepts and technology

Knowledge of lighting and presentation as it relates to artwork

Knowledge of toxic chemical handling and disposing

Knowledge of chemical reagents and solutions

**Broadcasting:**

Knowledge of methods, procedures, and equipment used in radio program production and broadcasting

Knowledge of Federal Communications Commission regulations and procedures

Knowledge of techniques to record, mix, and edit taped and live programs

**Commercial Photography:**

Knowledge of methods, procedures and practices used in photography

Knowledge of supplies, materials, and equipment used in photography

Knowledge of photography chemical reagents and solutions

**All positions:**

Knowledge of basic maintenance, and repair of art and laboratory equipment

Knowledge of safety procedures in the laboratories, studios, and galleries

Knowledge of inventory and ordering procedures

Knowledge of basic record keeping techniques

**Ability to safely prepare and install artwork**

Ability to operate and explain laboratory equipment, chemicals, materials and supplies

Ability to interpret and properly apply methods, procedures, and regulations related to safety in the labs, studios, or galleries

Ability to measure and mix chemicals safely and properly

Ability to maintain laboratory equipment, and materials, and supplies in a clean and orderly condition
Laboratory Technician – Art/Broadcasting/Commercial Photography  Page 3 of 3

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

MINIMUM QUALIFICATIONS

Education Requirement:

**Depending on area of specialty:**

**Art:**
Successful completion of **eighteen (18)-thirty (30)** semester hours of college coursework in art, including printmaking, ceramics, sculpture, painting, and drawing, and graphic arts

**Broadcasting:**
Successful completion of eighteen (18) semester hours of college coursework in broadcasting

**Commercial Photography:**
Successful completion of eighteen (18) semester hours of college coursework photography

Experience Requirement:

Four (4) years One (1) year of experience working in an art studio, laboratory, or gallery, in the area of specialty, including taking inventory and ordering supplies, and receiving/reviewing art.

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

Positions in this classification lift objects, bend and stoop, and are exposed to chemicals, equipment, and machinery, and extreme heat.

CLASS DETAIL

**Job Family:** Instructional Support (Student Services/Classroom)

**FLSA Status:** Non-Exempt

**Personnel Commission Approval Date:** 11/09/06

**Class History:**
- Laboratory Technician – Art
- Laboratory Technician – Broadcasting
- Laboratory Technician – Commercial Photography
- Laboratory Technician – Art/Broadcasting/Commercial Photography – 11/09/06

**Revision Date(s):** Hay Study 11/09/06, 09/17/08
CONCEPT OF THE CLASS

Positions in this classification provide laboratory support, and assist instructors in the Art-, Broadcasting, Journalism, and Communication and Commercial Photography labs and studios.

ESSENTIAL DUTIES

Provides technical assistance to instructors and students in the Art-, Broadcasting, Journalism, and Communication and Commercial Photography labs and studios.

Prepares equipment, chemicals, and materials for use by students in the labs.

Demonstrates proper use and care of materials, equipment, chemicals, and supplies, and software to students.

Supervises the use of software by students in the edit labs.

Inspects, cleans, adjusts, maintains, and makes minor repairs on a variety of equipment.

Consults with faculty on specific needs of supplies and equipment for the upcoming semester.

Researches, orders, receives, stores, and inventories laboratory supplies and equipment.

Maintains a variety of records for inventory, purchasing, and repairs.

Checks-out equipment and supplies to students.

Maintains laboratories and stock room in a clean and orderly condition.

Interviews, selects, trains, and provides work direction for student workers.

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. May provide guidance and work direction to student workers.
KNOWLEDGE, SKILLS AND ABILITIES

**Depending on area of specialty:**

**Art:**
Knowledge of equipment, materials, and supplies commonly used in printmaking, sculpture, drawing, and graphic arts
Knowledge of toxic chemical handling and disposing
Knowledge of chemical reagents and solutions

**Broadcasting:**
Knowledge of methods, procedures, and equipment used in radio program production, video production, and television broadcasting
Knowledge of sound and video editing software
Knowledge of Federal Communications Commission regulations and procedures
Knowledge of techniques to record, mix, and edit taped and live programs

**Commercial Photography:**
Knowledge of methods, procedures and practices used in photography
Knowledge of supplies, materials, and equipment used in photography
Knowledge of photography chemical reagents and solutions

**All positions:**
Knowledge of basic maintenance, and repair of laboratory equipment
Knowledge of safety procedures in the laboratories and studios
Knowledge of inventory and ordering procedures
Knowledge of basic record keeping techniques

**Skill to operate a computer and use computer software, including video and sound editing software**

**Ability to operate and explain laboratory equipment, chemicals, materials and supplies, and software**

**Ability to interpret and properly apply methods, procedures, and regulations related to safety in the labs and studios**

**Ability to measure and mix chemicals safely and properly**

**Ability to maintain laboratory equipment and materials in a clean and orderly condition**

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

**Education Requirement:**

**Art:**
Successful completion of eighteen (18) semester hours of college coursework in art, including printmaking, ceramics, sculpture, and drawing.

**Broadcasting:**
Successful completion of eighteen (18) semester hours of college coursework in broadcasting, film, or a closely related field.

**Commercial Photography:**
Successful completion of eighteen (18) semester hours of college coursework in photography.

**Experience Requirement:**
Four (2) years of experience working in an electronic media area, such as a film/recording studio or laboratory in the area of specialty, including working with video/sound editing software, taking inventory, and ordering supplies.

**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. The required education may be substituted with one (1) additional year of related experience. Up to one year of the required experience may be substituted with one (1) additional year of related coursework.

**Licensure and/or Certification:**
None

WORKING CONDITIONS AND PHYSICAL DEMANDS

Positions in this classification lift objects, bend and stoop, and are exposed to chemicals, equipment and machinery.

CLASS DETAIL

**Job Family:** Instructional Support (Student Services/Classroom)

**FLSA Status:** Non-Exempt

**Personnel Commission Approval Date:** 11/09/06

**Class History:**
- Laboratory Technician – Art
- Laboratory Technician – Broadcasting
- Laboratory Technician – Commercial Photography
- Laboratory Technician – Art/Broadcasting/Commercial Photography – 11/09/06

**Revision Date(s):** Hay Study 11/09/06, 09/17/08
<table>
<thead>
<tr>
<th>CONCEPT OF THE CLASS</th>
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<tr>
<td>Positions in this classification provide laboratory support, and assist instructors in the <strong>Art, Broadcasting and Commercial Photography</strong> labs and studios.</td>
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<tr>
<th>ESSENTIAL DUTIES</th>
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<tbody>
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<td>Provides technical assistance to instructors and students in the <strong>Art, Broadcasting, and Commercial Photography</strong> labs and studios.</td>
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<tr>
<td>Prepares equipment, chemicals, and materials for use by students in the labs and studios.</td>
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<tr>
<td>Demonstrates proper use and care of materials, equipment, chemicals, and supplies to students.</td>
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<tr>
<td>Inspects, cleans, adjusts, maintains, and makes minor repairs on a variety of equipment.</td>
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<tr>
<td>Consults with faculty on specific needs of supplies and equipment for the upcoming semester.</td>
</tr>
<tr>
<td>Researches, orders, receives, stores, and inventories laboratory supplies and equipment.</td>
</tr>
<tr>
<td>Maintains a variety of records for inventory, purchasing, and repairs.</td>
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<tr>
<td>Checks-out equipment and supplies to students.</td>
</tr>
<tr>
<td>Maintains laboratories and stock room in a clean and orderly condition.</td>
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<tr>
<td><strong>Interviews, selects, trains, and provides work direction for student workers.</strong></td>
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<tr>
<td>Performs other related duties as requested or assigned.</td>
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<tr>
<td>Examples of essential duties are descriptive and not restrictive in nature and are generally listed in descending order of importance.</td>
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<tr>
<th>SUPERVISION</th>
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</table>

**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. May provide guidance and work direction to student workers.
KNOWLEDGE, SKILLS AND ABILITIES

Depending on area of specialty:

Art:

Knowledge of equipment, materials, and supplies commonly used in printmaking, sculpture, drawing, and graphic arts

Knowledge of toxic chemical handling and disposing

Knowledge of chemical reagents and solutions

Broadcasting:

Knowledge of methods, procedures, and equipment used in radio program production and broadcasting

Knowledge of Federal Communications Commission regulations and procedures

Knowledge of techniques to record, mix, and edit taped and live programs

Commercial Photography:

Knowledge of methods, procedures and practices used in photography

Knowledge of supplies, materials, and equipment used in photography

Knowledge of photography chemical reagents and solutions

Knowledge of digital capture equipment

Knowledge of black-and-white and color printing and processing, including C41 and E6

All positions:

Knowledge of basic maintenance, and repair of laboratory photography equipment

Knowledge of safety procedures in the laboratories and studios

Knowledge of inventory and ordering procedures

Knowledge of basic record keeping techniques

Ability to use digital capture equipment, to include 35mm, medium and large format capture, color, and black-and-white

Ability to operate studio lighting equipment, including strobe and hotlights

Ability to operate and explain laboratory equipment, chemicals, materials and supplies

Ability to interpret and properly apply methods, procedures, and regulations related to safety in the labs and studios

Ability to measure and mix chemicals safely and properly

Ability to maintain laboratory equipment and materials in a clean and orderly condition
Ability to establish and maintain cooperative working relationships with those contacted in the course of work

MINIMUM QUALIFICATIONS

**Education Requirement:**
- Depending on area of specialty:
  - **Art:**
    - Successful completion of eighteen (18) semester hours of college coursework in art, including printmaking, ceramics, sculpture, and drawing
  - **Broadcasting:**
    - Successful completion of eighteen (18) semester hours of college coursework in broadcasting
  - **Commercial Photography:**
    - Successful completion of eighteen (18) semester hours of college coursework in photography

**Experience Requirement:**
- Four (4) years One (1) year of experience working in a photography laboratory and/or studio, in the area of specialty, including using digital capture equipment, processing and printing photography, taking inventory, and ordering supplies

**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

Positions in this classification lift objects, bend and stoop, and are exposed to chemicals, hot lights, equipment and machinery.

CLASS DETAIL

**Job Family:** Instructional Support (Student Services/Classroom)

**FLSA Status:** Non-Exempt

**Personnel Commission Approval Date:** 11/09/06

**Class History:**
- Laboratory Technician – Art
- Laboratory Technician – Broadcasting
- Laboratory Technician – Commercial Photography
- Laboratory Technician – Art/Broadcasting/Commercial Photography – 11/09/06

**Revision Date(s):** Hay Study 11/09/06, 09/17/08
AGENDA REPORT NO. 3

SUBJECT: REVISIONS TO CLASS DESCRIPTION – LEAD LIBRARY ASSISTANT

DATE: September 17, 2008

TO: Members of the Personnel Commission

FROM: Dori MacDonald, Director of Classified Personnel

BY: Lisa Acosta, Personnel Analyst

BACKGROUND

Attached for your approval are two revised classification descriptions for the Lead Library Assistant, one in the area of Technical Services and one in the area of Circulation. In the Hay Study, the Library Assistant III became the Lead Library Assistant. While there were never two separate job descriptions for the areas of Technical Services and Circulation, the two Lead Library Assistant positions in the college library have always been utilized in one area of specialty or another.

In library services, the technical services area refers to the “behind-the-scenes” work in the library, while the circulation area refers to the front desk and the checking out and returning of library materials. For paraprofessional and high-level clerical library workers, it is typical to choose between the areas of technical services and circulation and gain experience only in one area of specialty. Therefore, you could find someone with substantial knowledge and experience in circulation services, but with no knowledge of the preparation of books for circulation and the use of bibliographic utilities. For this reason, the department has experienced much difficulty recruiting for the position, specifically in finding an incumbent who has experience in both areas of specialty.

While the Library Assistant classification will remain generic, it is reasonable to expect a “Lead” position to be more specialized in order to effectively provide work direction and guidance to Library Assistants and student workers within the area of specialty. The approval of the classification descriptions for Lead Library Assistant – Circulation and Lead Library Assistant – Technical Services will better serve the District and allow the Personnel Commission staff to test for specialized knowledge, abilities, and experience during the recruitment process.

Additions to the classification description are underlined; strikethrough is used for deletions.

RECOMMENDATION

That the revised classification descriptions for Lead Library Assistant – Circulation and Lead Library Assistant – Technical Services 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 a wide variety of independent paraprofessional and moderately difficult high-level library clerical duties relating to the Circulation, Periodicals, and/or Technical Services area of the college library.

DISTINGUISHING CHARACTERISTICS

The Lead Library Assistant - Circulation serves as the lead staff member in one of the areas of following areas: circulation, periodicals or technical services.

The Library Assistant position works at the circulation desk and has frequent contact with library patrons, answers a variety of questions and provides general library information and clerical assistance. This position may also assist in the periodicals or technical services areas.

ESSENTIAL DUTIES

Serves as a lead worker in the circulation area of the library and assists in other areas, such as periodicals and technical services (e.g., circulation, periodicals, and technical services).

Responds to circulation problems and patron’s problems/questions of a more difficult and complex nature.

Provides guidance and work direction to other Library Assistants.

Reconciles daily financial transactions and deposits money collected.

Responds to problems and patron’s questions of a more difficult and complex nature.

Plans, coordinates, and oversees major projects in circulation, periodicals or technical services, such as inventory, periodical holdings, bibliographic, and item record maintenance, such as inventory, periodical holdings, and patron record maintenance.

Oversees the process of claiming overdue and missing items, including preparation of overdue lists, mailers, and placing and removing student holds from computer systems.

Recruits, selects, trains, schedules, prepares payroll for and provides daily work direction and supervision to student workers; updates records to monitor the student worker budget.

Performs circulation duties including assisting library patrons at the circulation desk; checking in or checking out library materials; creating and updating library user records in automation system; collecting fines; and issuing receipts.

Assists in planning and developing policies and procedures related to library circulation.

Coordinates and oversees inventory of collection and bookshelf maintenance, including shelving, shelf-reading, and shifting.

Monitors and maintains the periodicals area; processes materials and inputs them into the automated library system.

Verifies that all subscriptions are kept current; prepares claims to vendors of missing issues.

Oversees and maintains reserve collection, including creation of bibliographic and course records for each item, preparation of notices to faculty, inventory of collection, and stack maintenance.

Oversees the audio tape collection and the reproduction of audio tapes for instructors and students.

Oversees the process of claiming overdue and missing items, including preparation of overdue lists, mailers, placing and removing student holds from computer systems.

Assists with cataloging of materials, including searching bibliographic utilities, downloading records, and editing and proof-reading bibliographic records.

Assists with repairing library materials; prepares books for bindery.
Lead Library Assistant - Circulation

Hires, trains and schedules, prepares payroll and oversees daily work activities of student workers.

Assists the Library Director in ensuring the smooth operation of the circulation area of the library.

Greets students, staff and visitors in a pleasant and helpful manner; explains department policies and procedures to library users; serves as second level referral for library user complaints.

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:
Performs in a lead capacity in the areas of circulation, periodicals or technical services. May also provide guidance and direction to student assistants.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of generally accepted library procedures and practices in one or more of the following areas: circulation, periodicals, and technical services.

Knowledge of methods of preparing books and other library materials for circulation.

Knowledge of searching and item retrieval from a major bibliographic utility.

Knowledge of effective methods for receiving, handling and accounting for money.

Knowledge of basic bookkeeping procedures.

Knowledge of modern office practices and procedures.

Knowledge of customer service principles and techniques.

Knowledge of reception and telephone techniques.

Knowledge of English usage, vocabulary, spelling, grammar and punctuation.

Knowledge of library automation systems and general computer application programs.

Skill to operate a computer terminal and use computer software.

Ability to interpret and communicate library policies and procedures to library users and staff.

Ability to operate an automated library system accurately and with speed for data input and retrieval.

Ability to understand and follow written and oral instructions.

Ability to plan, schedule and organize projects from concept to completion.

Ability to pay attention to details.

Ability to work in fast-paced and busy environment with interruptions.

Ability to adapt to a constantly changing technological environment.

Ability to handle multiple tasks.

Ability to train others and explain complex concepts and procedures in a clear and concise manner.

Ability to establish effective working relationships with others (students, administrators, employees, and public).
MINIMUM QUALIFICATIONS

**Education Requirement:**
Graduation from high school or evidence of equivalent educational proficiency.

**Experience Requirement:**
Three (3) years of experience performing a variety of **paraprofessional** library clerical duties including circulation, periodicals, acquisitions, and cataloging using an automated on-line library system.

**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 two years of the required experience may be substituted with additional related college coursework on a year-for-year basis.

**Licensure and/or Certification:**
None

WORKING ENVIRONMENT AND PHYSICAL DEMANDS

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

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

CLASS DETAIL

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

**FLSA Status:** Non-exempt

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

**Class History:**
- Library Assistant II – 01/78
- Library Assistant III – 1977
- Lead Library Assistant – 11/16/06 Hay Study

**Revision Date(s):**
- Library Assistant II – 12/18/80, 05/05/93, 09/18/96
- Library Assistant III – 11/8/79, 06/25/81-Title change, 12/5/84
- Lead Library Assistant – 11/16/06 Hay Study
- Lead Library Assistant – Circulation – 09/17/08
CONCEPT OF THE CLASS

Positions in this classification perform a wide variety of independent paraprofessional and moderately difficult high-level library clerical duties relating to the Circulation, Periodicals and/or Technical Services area of the college library.

DISTINGUISHING CHARACTERISTICS

The Lead Library Assistant – Technical Services serves as the lead staff member in one of the following areas: circulation, periodicals or technical services and periodicals area.

The Library Assistant position works at the circulation desk and has frequent contact with library patrons, answers a variety of questions and provides general library information and clerical assistance. This position may also assist in the periodicals or technical services areas.

ESSENTIAL DUTIES

Serves as a lead worker in the technical services and periodicals area of the library and assists in other areas, such as circulation (e.g., circulation, periodicals, and technical services).

Responds to technical services problems and patron’s questions of a more difficult and complex nature.

Performs copy cataloging of materials, including searching bibliographic utilities for MARC records; downloading records; and editing and proof-reading bibliographic and item records.

Plans, coordinates, and oversees major projects in circulation, periodicals or technical services, such as inventory, periodical holdings, and bibliographic, and item record maintenance.

Oversees and maintains reserve collection, including creation of bibliographic and course records for each item, preparation of notices to faculty.

Provides guidance and work direction to other Library Assistants; reviews work for quality and accuracy.

Monitors and maintains the periodicals collection; verifies that all subscriptions are kept current; prepares claims to vendors of missing issues.

Processes materials and inputs them into the automated library system in all formats, including books, audio-visual, and realia.

Repairs library materials; prepares books for bindery.

Verifies that all subscriptions are kept current; prepares claims to vendors of missing issues.

Oversees and maintains reserve collection, including creation of bibliographic and course records for each item, preparation of notices to faculty, inventory of collection, and stack maintenance.

Oversees the audio tape collection and the reproduction of audio tapes for instructors and students.

Oversees the process of claiming overdue and missing items, including preparation of overdue lists, mailers, placing and removing student holds from computer systems.

Prepares and maintains records and statistical data related to the technical services area as assigned.

Recruits, selects, trains, schedules, prepares payroll for and provides daily work direction and supervision to student workers.

Performs circulation duties, such as assisting library users at the circulation desk and checking in or checking out library materials.

Assists the Technical Services Librarian in ensuring the smooth operation of the technical services area of the library.
### Lead Library Assistant – Technical Services

Lead Library Assistant assists in planning and developing policies and procedures related to technical services. They assist with cataloging of materials, including searching bibliographic utilities, downloading records, and editing and proof-reading bibliographic records. Additionally, they assist with repairing library materials, preparing books for bindery, and hiring, training, and scheduling student workers. They also prepare payroll and oversee daily work activities of student workers.

- Greets students, staff, and visitors in a pleasant and helpful manner, explaining department policies and procedures to library users, serves as second level referral for library user complaints.
- 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:**
Performs in a lead capacity in the areas of circulation, periodicals, or technical services and periodicals. May also provide guidance and direction to student assistants.

### KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of generally accepted library procedures and practices in the area of one or more of the following areas: circulation, periodicals, and technical services and periodicals.
- Knowledge of MARC records and bibliographic utilities
- Knowledge of methods of preparing books and other library materials for circulation.
- Knowledge of modern office practices and procedures.
- Knowledge of customer service principles and techniques.
- Knowledge of reception and telephone techniques.
- Knowledge of English usage, vocabulary, spelling, grammar and punctuation.
- Knowledge of library automation systems and general computer application programs.
- Skill to operate a computer terminal and use computer software.
- Ability to interpret and communicate library policies and procedures to library users and staff.
- Ability to operate an automated library system accurately and with speed for data input and retrieval.
- Ability to understand and follow written and oral instructions.
- Ability to plan, schedule and organize projects from concept to completion.
- Ability to pay attention to details.
- Ability to work in fast-paced and busy environment with interruptions.
- Ability to adapt to a constantly changing technological environment.
- Ability to handle multiple tasks.
- Ability to train others and explain complex concepts and procedures in a clear and concise manner.
- Ability to establish effective working relationships with others (students, administrators, employees, and public).
Ability to work independently.

**MINIMUM QUALIFICATIONS**

**Education Requirement:**
Graduation from high school or evidence of equivalent educational proficiency.

**Experience Requirement:**
Three (3) years of experience performing a variety of paraprofessional library clerical duties including circulation, periodicals, acquisitions, and cataloging using an automated on-line library system and bibliographic utilities.

**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 two years of the required experience may be substituted with additional related college coursework on a year-for-year basis.

**Licensure and/or Certification:**
None

**WORKING ENVIRONMENT AND PHYSICAL DEMANDS**

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

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

**CLASS DETAIL**

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

**FLSA Status:** Non-exempt

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

**Class History:**
- Library Assistant II – 01/78
- Library Assistant III – 1977
- Lead Library Assistant – 11/16/06 Hay Study

**Revision Date(s):**
- Library Assistant II – 12/18/80, 05/05/93, 09/18/96
- Library Assistant III – 11/8/79, 06/25/81-Title change, 12/5/84
- Lead Library Assistant – 11/16/06 Hay Study
- Lead Library Assistant – Technical Services – 09/17/08
AGENDA REPORT NO. 4

SUBJECT: REVISIONS TO CLASS DESCRIPTION – PERSONNEL ANALYST

DATE: August 20, 2008

TO: Members of the Personnel Commission

FROM: Dori MacDonald, Director of Classified Personnel

BACKGROUND

Attached for your approval is a revised classification description for Personnel Analyst. At last month’s regular meeting, the Personnel Analyst job description did not reflect a deletion to the Education/Experience Equivalency.

This is the only change being made to this job description.

Additions to the classification description are underlined; strikethrough is used for deletions.

RECOMMENDATION

That the classification description for Personnel Analyst be approved as submitted.

DISPOSITION BY THE COMMISSION

Amendments/Comments

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

The position in this classification performs journey-level professional personnel work related to classification of positions, wage and salary and benefit administration, personnel policies, rules, and procedures, recruitment and selection, applicant testing and qualifying, equal employment opportunity programs and services, and employer-employee relations.

DISTINGUISHING CHARACTERISTICS

**Personnel Specialist** performs specialized administrative duties as an employment recruiter in connection with a wide variety of personnel transactions in the areas of recruiting which require an incumbent to apply knowledge of Personnel Commission rules, regulations, policies, and procedures.

**Personnel Technician** performs technical and complex clerical duties related to classification of positions, wage and salary, recruitment and selection, equal employment opportunity and affirmative action programs and services.

ESSENTIAL DUTIES

Serves as the technical expert in the Personnel Commission Office on examination development and administration

Conducts complex and technical studies and analysis in a variety of personnel areas, such as job classification, recruitment, selection, and retention activities, Personnel Commission operating procedures, College employment policies, practices, methods, and procedures; legislation, communications, support services, physical and electronic systems design and analysis, and personnel evaluation and utilization

Conducts classification and compensation studies, surveys, position audits, and job analysis and recommends reallocation of salaries for classes and groups or series of classes. Determines comparability of duties, responsibilities, and conditions of work performed from public and private employers while gathering data

Develops and revises class specifications and prepares recommendations for the classification and reclassification of positions and classes

Determines, devises and develops methods of testing for job related training, experience, knowledge, skills, and abilities required for positions and classes. Confers with department heads and technical experts about the selection, development, preparation, and evaluation of material for examinations

Develops and administers written, technical and oral exams of candidates, briefs the oral interview panel in interview responsibilities and proper interview techniques, and analyzes test results to determine eligibility to move to next step in recruiting process

Analyzes protests arising from examinations, participates in initial examination protest procedures, and prepares recommendations of actions to the Director
Personnel Analyst

Develops and implements a recruiting plan and provides guidance in all facets of recruiting and selecting.

Explains and interprets Merit System Article of the Education Code and other pertinent laws and regulations to supervisors, employees, applicants, and the general public.

Maintains a positive, helpful, constructive attitude and working relationship with the department supervisor and departmental employees, other College employees, the Personnel Commission, students and the public.

Performs other related duties as requested or assigned.

Essential duty statements are descriptive and not restrictive in nature, and are generally listed in descending order or importance.

SUPERVISION

Level of Supervision Received
General direction is received from the Director of Classified Personnel.

Level of Supervision Exercise
May lead and direct the work activities of the Personnel Technician, Personnel Specialist, temporary, part-time, and work-study employees as directed by the Director of Classified Personnel.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of principles, purposes, functions, policies and practices of personnel management.

Knowledge of techniques, methods and tools used in the development and administration of position-classification and compensation plans.

Knowledge of methods of statistical analysis and prediction.

Knowledge of laws, rules, and regulations, and policies, procedures and precedents pertaining to personnel administration.

Knowledge of the sources of recruitment for a wide variety of occupations and of the most economical and effective methods and media for recruiting qualified personnel.

Knowledge of current principles and techniques of employment test construction.

Knowledge of trends in employer-employee relations.

Knowledge of HRIS and applicant tracking systems.

Ability to apply classification principles and techniques in a wide variety of occupational fields.

Ability to properly allocate positions to classes or reallocate entire classes with consistency and accuracy.

Ability to identify knowledge’s, skills, and abilities necessary for successful job performance.

Ability to apply wage and salary determination principles and techniques.

Ability to write comprehensive, understandable, and legally appropriate reports.
Ability to work effectively with District administrators, employees and employee organization representatives, and representatives of private and public agencies, and individuals from a variety of ethnic, social and economic backgrounds.

Ability to perform complex assignments independently.

Ability to work on many simultaneous assignments with close attention to detail and with attention to schedules and deadlines.

Ability to use efficient research techniques to develop test materials and examination techniques.

Ability to use practical judgment, creativity, ingenuity, and resourcefulness in planning, designing, adapting, organizing, and presenting test materials.

Ability to devise procedures for efficient administration of examinations.

Ability to develop innovative solutions to complex and sensitive equal employment opportunity problems.

Ability to make oral presentations.

Ability to maintain confidentiality.

Ability to read, write, hear, and speak in English.

Ability to use personal computers, various word processing, database management, presentation software.

Ability to learn specialized computer applications used by the department.

**MINIMUM QUALIFICATIONS**

**Education Requirement:**
Graduation from an accredited four-year college or university, preferably with a major in business administration, public administration, personnel administration, or a closely related field.

**Experience Requirement:**
Two years of increasingly responsible technical and analytical personnel experience in a merit or civil service system, with at least one year of experience in test development and administration.

**Education/Experience Equivalency:**
Experience and/or education of the same kind, level and amount as required in the minimum qualifications may be substituted on a year-for-year basis. A Master's degree in a related field may substitute for one year of experience. Two years of college may be substituted with an additional four years of experience in test development and administration.

**Licensure and/or Certification:**
A valid California Class "C" driver's license.
WORKING ENVIRONMENT & PHYSICAL DEMANDS

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

Normal Office Environment:
While performing the duties of this job the employee is regularly required to sit, use hands to keyboard, type, or handle materials, and talk and/or hear. The employee is occasionally required to stand and walk. The employee is regularly required to lift, carry, push, or pull up to 15 pounds. While performing the duties of this job, the noise level in the work environment is usually quiet.

CLASS DETAIL

Job Family: Personnel Commission

FLSA Status: Exempt

Personnel Commission Approval Date: 11/02/06, 08/20/08

Class History: Personnel Analyst I and II

Revision Date(s): September 6, 2005; 11/02/06 Hay Study
AGENDA REPORT NO. 5

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>Laboratory Technician – Photography*</td>
<td>Merged Promotional/Open Competitive</td>
<td>3 weeks</td>
</tr>
<tr>
<td>Lead Custodian</td>
<td>Promotional</td>
<td>3 weeks</td>
</tr>
<tr>
<td>Lead Library Assistant – Technical Services*</td>
<td>Merged Promotional/Open Competitive</td>
<td>3 weeks</td>
</tr>
</tbody>
</table>

*Pending Commission approval of revised classification description

DISPOSITION BY THE COMMISSION

Amendments/Comments

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

SUBJECT: RATIFICATION OF LIMITED TERM ASSIGNMENTS

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

<table>
<thead>
<tr>
<th>Position Classification</th>
<th>Department</th>
<th>Effective Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bookstore Clerk/Cashier (3 part-time positions)</td>
<td>Bookstore</td>
<td>08/01/08-12/31/08</td>
</tr>
<tr>
<td>Bookstore Clerk/Cashier (1 part-time position)</td>
<td>Bookstore</td>
<td>08/20/08-12/31/08</td>
</tr>
<tr>
<td>Bookstore Clerk/Cashier (1 part-time position)</td>
<td>Bookstore</td>
<td>08/25/08-12/31/08</td>
</tr>
<tr>
<td>Bookstore Clerk/Cashier (1 part-time position)</td>
<td>Bookstore</td>
<td>08/27/08-12/31/08</td>
</tr>
<tr>
<td>Bookstore Clerk/Cashier (1 part-time position)</td>
<td>Bookstore</td>
<td>08/07/08-12/31/08</td>
</tr>
<tr>
<td>Bookstore Clerk/Cashier (1 part-time position)</td>
<td>Bookstore</td>
<td>08/26/08-12/31/08</td>
</tr>
<tr>
<td>Cosmetology Assistant (1 part-time position)</td>
<td>Cosmetology</td>
<td>07/28/08-08/22/08</td>
</tr>
<tr>
<td>Disabled Student Services Assistant (2 part-time positions)</td>
<td>Disabled Students Center</td>
<td>08/25/08-12/31/08</td>
</tr>
<tr>
<td>Disabled Student Services Assistant (2 part-time positions)</td>
<td>Disabled Students Center</td>
<td>09/08/08-12/31/08</td>
</tr>
<tr>
<td>Laboratory Technician-Photography (1 part-time position)</td>
<td>Community Services</td>
<td>07/01/08-12/23/08</td>
</tr>
</tbody>
</table>

DISPOSITION BY THE COMMISSION

Amendments/Comments

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

SUBJECT: ADVISORY ITEM: APPOINTMENTS TO LIMITED TERM POSITIONS

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

<table>
<thead>
<tr>
<th>Candidate</th>
<th>Position</th>
<th>Department</th>
<th>Duration</th>
<th>Eligible List Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alvárez, Ana</td>
<td>Bookstore Clerk/Cashier</td>
<td>Bookstore</td>
<td>08/01/08-12/31/08</td>
<td>06/18/08</td>
</tr>
<tr>
<td>Feldman, Michael</td>
<td>Disabled Student Serv. Asst.</td>
<td>Disabled Students Center</td>
<td>09/08/08-12/31/08</td>
<td>08/20/08</td>
</tr>
<tr>
<td>Friedland, Shane</td>
<td>Bookstore Clerk/Cashier</td>
<td>Bookstore</td>
<td>08/01/08-12/31/08</td>
<td>06/18/08</td>
</tr>
<tr>
<td>Gebrelul, Saba</td>
<td>Bookstore Clerk/Cashier</td>
<td>Bookstore</td>
<td>08/26/08-12/31/08</td>
<td>06/18/08</td>
</tr>
<tr>
<td>Gutiérrez, Alex</td>
<td>Bookstore Clerk/Cashier</td>
<td>Bookstore</td>
<td>08/07/08-12/31/08</td>
<td>06/18/08</td>
</tr>
<tr>
<td>Harris, LaToya</td>
<td>Cosmetology Assistant</td>
<td>Cosmetology</td>
<td>07/28/08-08/22/08</td>
<td>12/13/06</td>
</tr>
<tr>
<td>Hornaday, Charles</td>
<td>Disabled Student Serv. Asst.</td>
<td>Disabled Students Center</td>
<td>08/25/08-12/31/08</td>
<td>08/20/08</td>
</tr>
<tr>
<td>Hrast, Tonja</td>
<td>Bookstore Clerk/Cashier</td>
<td>Bookstore</td>
<td>08/20/08-12/31/08</td>
<td>06/18/08</td>
</tr>
<tr>
<td>Mangus, Edward</td>
<td>Lab. Tech. – Photo.</td>
<td>Community Services</td>
<td>07/01/08-12/23/08</td>
<td>10/16/96</td>
</tr>
<tr>
<td>Mangwa, Brice</td>
<td>Bookstore Clerk/Cashier</td>
<td>Bookstore</td>
<td>08/01/08-12/31/08</td>
<td>06/18/08</td>
</tr>
<tr>
<td>Navarro, María</td>
<td>Bookstore Clerk/Cashier</td>
<td>Bookstore</td>
<td>08/25/08-12/31/08</td>
<td>06/18/08</td>
</tr>
<tr>
<td>Spencer, Everett</td>
<td>Bookstore Clerk/Cashier</td>
<td>Bookstore</td>
<td>08/27/08-12/31/08</td>
<td>06/18/08</td>
</tr>
<tr>
<td>Svistelina, Irina</td>
<td>Disabled Student Serv. Asst.</td>
<td>Disabled Students Center</td>
<td>09/08/08-12/31/08</td>
<td>08/20/08</td>
</tr>
<tr>
<td>Yogi, Nancy</td>
<td>Disabled Student Serv. Asst.</td>
<td>Disabled Students Center</td>
<td>08/25/08-12/31/08</td>
<td>08/20/08</td>
</tr>
</tbody>
</table>

Reference Merit Rule 7.4.3 (A) – Eligibility for Appointment

Limited term appointments shall be made from eligibility lists and employment lists in accordance with procedures for regular appointments.
AGENDA REPORT NO. 8

SUBJECT: ADVISORY ITEM: APPOINTMENTS TO PROVISIONAL ASSIGNMENTS

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

<table>
<thead>
<tr>
<th>Candidate</th>
<th>Position</th>
<th>Department</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aldana, Iris</td>
<td>Counseling Aide</td>
<td>Student Services</td>
<td>08/25/08-01/12/09</td>
</tr>
<tr>
<td>Courtney, Marguerite</td>
<td>Laboratory Tech. – Photography</td>
<td>Photo.-Fashion</td>
<td>09/08/09-01/26/09</td>
</tr>
<tr>
<td>González, Claudia</td>
<td>Counseling Aide</td>
<td>Counseling (Welcome Center)</td>
<td>08/27/08-01/15/09</td>
</tr>
<tr>
<td>Hernández, Joanna</td>
<td>Administrative Secretary</td>
<td>Health Science</td>
<td>08/26/08-09/12/08</td>
</tr>
<tr>
<td>Rubio, Mary</td>
<td>Student Services Assistant</td>
<td>Admissions &amp; Records</td>
<td>08/25/08-11/03/08</td>
</tr>
</tbody>
</table>
AGENDA REPORT NO. 9

SUBJECT: RECRUITMENT AND EXAMINATION STATUS REPORT – INFORMATION ONLY

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

Please see next page.
<table>
<thead>
<tr>
<th>Classification</th>
<th>Assigned to</th>
<th>P/O</th>
<th>Vacancies</th>
<th>Opened</th>
<th>Closed</th>
<th>Written</th>
<th>Perf.</th>
<th>Oral</th>
<th>E-List</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting Manager</td>
<td>DM/KM</td>
<td></td>
<td>1</td>
<td></td>
<td></td>
<td>On hold, pending classified managers' salary reallocations.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Administrative Assistant III (Confidential)</td>
<td>DM/KM</td>
<td>MPO</td>
<td>1</td>
<td>8/4/2008</td>
<td>8/22/2008</td>
<td>9/14/2008</td>
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<tr>
<td>Administrative Clerk</td>
<td>MB/JG</td>
<td>O</td>
<td></td>
<td>3/22/2008</td>
<td></td>
<td>Continuous</td>
<td>7/18-7/19/08</td>
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<tr>
<td>Community College Police Off. (lateral transfer)</td>
<td>LA</td>
<td>O</td>
<td>3</td>
<td>8/22/2008</td>
<td>9/12/2008</td>
<td></td>
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</tr>
<tr>
<td>Community College Police Officer Trainee</td>
<td>LA</td>
<td>O</td>
<td></td>
<td></td>
<td></td>
<td>On hold, pending lateral transfer recruitment.</td>
<td></td>
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<tr>
<td>I/A English</td>
<td>MB/JG</td>
<td>O</td>
<td></td>
<td></td>
<td></td>
<td>Continuous</td>
<td>7/19/2008</td>
<td>N/A</td>
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<tr>
<td>I/A ESL</td>
<td>LA</td>
<td>O</td>
<td>Lim. Term</td>
<td>Continuous</td>
<td></td>
<td>7/25/08, 8/22/08</td>
<td>9/5/2008</td>
<td>9/17/2008</td>
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<tr>
<td>I/A Math</td>
<td>MB/JG</td>
<td>O</td>
<td></td>
<td></td>
<td></td>
<td>Continuous</td>
<td></td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>*Laboratory Technician-Photography</td>
<td>LA</td>
<td>MPO</td>
<td>1</td>
<td>9/22/2008</td>
<td>10/10/2008</td>
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<tr>
<td>*Lead Library Assistant-Technical Services</td>
<td>LA</td>
<td>MPO</td>
<td></td>
<td></td>
<td></td>
<td>On hold, pending classified managers' salary reallocations.</td>
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<tr>
<td>Mechanical Systems &amp; Energy Mgmt. Sup.</td>
<td>DM/KM</td>
<td>MPO</td>
<td>1</td>
<td></td>
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<tr>
<td>Sign Language Interpreter I</td>
<td>LA</td>
<td>O</td>
<td></td>
<td></td>
<td></td>
<td>Continuous</td>
<td>9/11-9/12/08</td>
<td></td>
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<tr>
<td>Sign Language Interpreter II</td>
<td>LA</td>
<td>O</td>
<td>1</td>
<td></td>
<td></td>
<td>Continuous</td>
<td>9/11-9/12/08</td>
<td></td>
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<tr>
<td>Sign Language Interpreter III</td>
<td>LA</td>
<td>O</td>
<td>1</td>
<td></td>
<td></td>
<td>Continuous</td>
<td>9/11-9/12/08</td>
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<tr>
<td>Sign Language Interpreter Trainee</td>
<td>LA</td>
<td>O</td>
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<td>Student Services Assistant</td>
<td>LA</td>
<td>O</td>
<td>1</td>
<td>8/22/2008</td>
<td>9/12/2008</td>
<td>9/27/2008</td>
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<td>Student Services Specialist-EOPS</td>
<td>DM/KM</td>
<td>P</td>
<td>1</td>
<td>8/22/2008</td>
<td>9/12/2008</td>
<td>9/30/2008</td>
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<tr>
<td>Theater Technical Specialist</td>
<td>KM</td>
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<td>As needed</td>
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<td></td>
<td>9/8/2008</td>
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</table>

*Pending approval of revised job description and examination schedule.
V. ADJOURNMENT AT _______ pm

Next regular meeting scheduled for Wednesday, October 15, 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, September 17, 2008 Regular Meeting of the Santa Monica College Personnel Commission was posted at or before 12:00 pm on Friday, September 12, 2008 on the official District bulletin boards.