# PERSONNEL COMMISSION

## AGENDA

Regular Meeting, Wednesday, November 19, 2008 at 12:00 pm  
Board Room, Business Building Rm. 117, 1900 Pico Blvd., Santa Monica, CA 90405

**Distribution List for Personnel Commission Announcements, Agendas and Minutes**

<table>
<thead>
<tr>
<th>DEPARTMENTS</th>
<th>PLEASE POST</th>
</tr>
</thead>
<tbody>
<tr>
<td>3400 Airport</td>
<td>T. Ramos</td>
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<tr>
<td>AET: A. Hyman</td>
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<tr>
<td>Admissions &amp; Records: K. Elliott</td>
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<tr>
<td>African American Center:</td>
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<td>Airport: J. Portal-Purdy</td>
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<td>Athletics: F. Duran</td>
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<td>Auxiliary Services: O. Meza</td>
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<td>Bookstore: D. Dever</td>
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<td>Bundy: B. Redd-Walker</td>
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<td>Business Department: E. Tesdahl</td>
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<td>Campus Police Office: J. Jones</td>
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<td>Counseling Office: L. Gugliemo</td>
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<tr>
<td>Custodian Time Clock: R. Ybarra</td>
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<td>Disabled Students Center: M. Weil</td>
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<td>Early Childhood Ed.: L. Manson</td>
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<td>Emeritus College: V. Rankin-Scales</td>
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<td>EOP&amp;S: J. Goolsby</td>
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<td>ESL Office: P. Nemeth</td>
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<td>Events Office: B. Ramos</td>
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<tr>
<td>Faculty Association: M. Moassessi</td>
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<td>Financial Aid Office: T. Thomas</td>
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<td>Health Sciences: I. Danzey</td>
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<td>Health Office: D. Jensen</td>
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<td>Human Resources:</td>
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<td>Info. Mgmt Syst.: D. Kasch</td>
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<td>International Students Ctr.: A. Jara</td>
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<td>Career Services: L. Moss</td>
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<td>KCRW: J. Ferro</td>
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<td>Letters &amp; Science: L. Muhammad</td>
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<td>HSS: R. Stewart</td>
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<td>Library: M. Martin</td>
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<td>Maint./Facilities Time Clock: C. Rodgers</td>
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<td>Math Village: F. Manion</td>
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<td>Media Center: L. Nakamura</td>
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<td>Modern Language: J. Laurie</td>
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<td>Music/Madison: M. Windish</td>
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<td>Payroll: I. Fraser</td>
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<td>Science: I. Cardwell</td>
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<td>School Relations Outreach: B. Simmons</td>
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<td>Student Life: A. Trejo</td>
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<td>Superintendent/Pres. Office: L. Caldwell</td>
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<td>Theater Arts: J. Louff</td>
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<thead>
<tr>
<th>ADMINISTRATORS and MANAGERS</th>
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<tbody>
<tr>
<td>Acad. Comp.: J. John</td>
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<tr>
<td>Emeritus: M. Hall</td>
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<tr>
<td>Facilities: JC Keurjian</td>
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<tr>
<td>HR: P. Brown</td>
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<tr>
<td>HR: S. Lee-Lewis</td>
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<tr>
<td>Info Mgmt: J. Chong</td>
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<tr>
<td>Int. Ed. Ctr: A. Rosales</td>
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<tr>
<td>KCRW: R. Seymour</td>
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<tr>
<td>Maint.: J. Gehring</td>
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<tr>
<td>Mktg.: D. Girard</td>
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<tr>
<td>Operations.: J. Peterson</td>
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<tr>
<td>Pico Partner: D. Goode</td>
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<tr>
<td>Receiving: D. Bice</td>
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<thead>
<tr>
<th>PRESIDENT/SUPERINTENDENT and VICE PRESIDENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Superintendent/President: C. Tsang</td>
</tr>
<tr>
<td>Exec. VP: R. Lawson</td>
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<tr>
<td>VP Academic Affairs: J. Shimizu</td>
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<tr>
<td>VP Enroll. Services: T. Rodriguez</td>
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<td>VP Human Resources: M. Wade</td>
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<td>VP Student Affairs: M. Tuitasi</td>
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</tbody>
</table>

**PUBLIC POSTING LOCATIONS**

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

**EMPLOYEE ORGANIZATIONS**

- CSEA Labor Rep.: (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

<table>
<thead>
<tr>
<th>SMC BOARD OF TRUSTEES and PERSONNEL COMMISSION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Board of Trustees (9)</td>
</tr>
<tr>
<td>(Minutes only)</td>
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<tr>
<td>Personnel Commission Staff (6)</td>
</tr>
</tbody>
</table>

Rev. 11/12/08

For information regarding Personnel Commission Agenda/Minutes distribution, please contact Personnel Commission at (310) 434-4410.
Any individual or group may address the Personnel Commission during the Comments—Public Forum segment of the meeting regarding any item that is within the Commission’s subject matter jurisdiction. However, the Commission will not take action on any item that is not on this agenda.

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

PUBLIC SESSION: 12:00 pm

I. ORGANIZATIONAL FUNCTIONS

A. Call to Order ______ pm

B. Roll Call

<table>
<thead>
<tr>
<th>Commissioner</th>
<th>Present</th>
<th>Absent</th>
</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>
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C. Approval of Minutes

Regular Meeting September 17, 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: NOVEMBER 2008

10 years
Carlos Franco, Groundskeeper/Gardener, Grounds
Trang Luu, Custodian, Operations
Shelly Williams, Payroll Specialist, Payroll

20 Years
Christina Galligan, Administrative Assistant I, Art
Delmar King, Custodian, Operations

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

<table>
<thead>
<tr>
<th>#</th>
<th>ITEM</th>
<th>Page</th>
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<tbody>
<tr>
<td>1</td>
<td>Personnel Commission Internal Staff Action – Ratification of Appointment of Personnel Analyst</td>
<td>4</td>
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<tr>
<td>2</td>
<td>Ratification of Eligibility List</td>
<td>5</td>
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<tr>
<td></td>
<td>A. Establishment of New List</td>
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<tr>
<td></td>
<td>• Community College Police Sergeant</td>
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<td></td>
<td>• Costume Designer</td>
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<td>• Personnel Analyst</td>
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<td>• Stage Construction Technician</td>
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<td>• Stage Construction Technician – Lighting</td>
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<td>• Stage Construction Technician – Sound</td>
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<td>• Stage Services Assistant</td>
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<td>• Student Services Specialist – EOPS</td>
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<td>B. Addition of Names</td>
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<td></td>
<td>• Administrative Clerk</td>
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<tr>
<td>3</td>
<td>Request to Use Alternate Eligibility -List</td>
<td>6</td>
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<tr>
<td>4</td>
<td>Revisions to Class Description: Lead Custodian</td>
<td>7</td>
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<td>5</td>
<td>Revisions to Class Description: Instructional Assistant - ESL</td>
<td>11</td>
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<td>6</td>
<td>Revisions to Class Description: Mechanical Systems &amp; Energy Management Supervisor</td>
<td>14</td>
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<tr>
<td>7</td>
<td>Revisions to Class Description: Journeyman Trade Classification (HVAC and Plumbing)</td>
<td>19</td>
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<tr>
<td>8</td>
<td>Appeal to Director’s Decision</td>
<td>26</td>
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<tr>
<td>9</td>
<td>Examination Schedule</td>
<td>41</td>
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<td>10</td>
<td>Ratification of Limited Term Assignments</td>
<td>42</td>
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<td>11</td>
<td>Advisory Item: Appointments to Limited Term Positions</td>
<td>43</td>
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<tr>
<td>12</td>
<td>Advisory Item: Appointment to Provisional Assignment</td>
<td>44</td>
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<tr>
<td>13</td>
<td>Recruitment and Examination Status Report – Information Only</td>
<td>45</td>
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V. Adjournment at _______ pm

Next regular scheduled meeting: Wednesday, December 17, 2008 at 12:00 pm
AGENDA REPORT NO. 1

SUBJECT: PERSONNEL COMMISSION INTERNAL STAFF ACTION - RATIFICATION OF APPOINTMENT OF PERSONNEL ANALYST

It is requested that the Personnel Commission ratify the appointment of Ms. Lisa Acosta, effective November 17, 2008, to fill the vacant Personnel Analyst position within the Commission Office. This position has been vacant for over two years. Ms. Acosta competed in and was successful in the testing for Personnel Analyst. Ms. Acosta has been working as a provisional Personnel Analyst since June and has had a major impact on our ability to test and fill positions in a timely fashion.

Merit Rule 2.3.1(A) Status of Commission Employees

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

DISPOSITION BY THE COMMISSION

Amendments/Comments

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

SUBJECT: RATIFICATION OF ELIGIBILITY LISTS

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>Community College Police Sergeant</td>
<td>Merged Promotional/Open</td>
<td>1</td>
<td>2</td>
<td>10/20/09</td>
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<td></td>
<td>Competitive</td>
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<tr>
<td>Costume Designer</td>
<td>Open Competitive</td>
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<td>17</td>
<td>11/09/09</td>
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<tr>
<td>Personnel Analyst</td>
<td>Merged Promotional/Open</td>
<td>1</td>
<td>4</td>
<td>11/12/09</td>
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<td>Competitive</td>
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<tr>
<td>Stage Construction Technician</td>
<td>Merged Promotional/Open</td>
<td>0</td>
<td>4</td>
<td>11/09/09</td>
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<td>Competitive</td>
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<td>Stage Construction Technician – Lighting</td>
<td>Merged Promotional/Open</td>
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<td>5</td>
<td>11/09/09</td>
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<td>Stage Construction Technician – Sound</td>
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<td>Student Services Assistant</td>
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<td>24</td>
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<td>Student Services Specialist – EOPS</td>
<td>Merged Promotional/Open</td>
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<td>Competitive</td>
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DISPOSITION BY THE COMMISSION
Amendments/Comments

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

SUBJECT: REQUEST TO USE ALTERNATE ELIGIBILITY LIST

DATE: November 19, 2008

TO: Members of the Personnel Commission

FROM: Dori MacDonald, Director of Classified Personnel

Background

The Distance Education Office is requesting to use the Student Services Specialist - EOPS list to certify eligibles to the vacancy in Distance Education. An eligibility list does not exist for Student Services Specialist. Distance Education has been growing exponentially but is currently supported by only two employees. A new position in Distance Education has been created in order to reduce the overwhelming workload of the existing employees. The necessary skills and knowledge for Student Services Specialist were adequately tested in the promotional examination for Student Services Specialist - EOPS.

Merit Rule 6.3.13 state the following:

A. If there is no eligibility list for the class in which a vacancy occurs, certification may be made from a list for another class at the same or a higher salary level provided:
   1. The duties and qualifications of the class for which the examination was given include substantially all of the duties of the position to be filled.
   2. The Personnel Commission finds that the use of the list is in the best interest of the District and that the necessary skills and knowledge were adequately tested in the examination.

Recommendation

It is recommended the Commission approve the use of the Student Services Specialist - EOPS list to certify eligible(s) to the Student Services Specialist vacancy in the Distance Education Office.

DISPOSITION BY THE COMMISSION

Amendments/Comments

MOTION MADE BY:
SECONDED BY:
AYES:
NAYS:
ABSTENTIONS:
AGENDA REPORT NO. 4

SUBJECT: REVISIONS TO CLASS DESCRIPTION: LEAD CUSTODIAN

DATE: November 19, 2008

TO: Members of the Personnel Commission

FROM: Dori MacDonald, Director of Classified Personnel
BY: Michelle Bowen, Personnel Analyst

Background
Attached for your approval is a revised classification description for Lead Custodian. A minor change is being made to the classification description to update the reporting relationships. Lead Custodians report to either the Director of Campus Operations (formerly Director of Grounds & Custodial Services) or a Custodial Operations Supervisor.

Recommendation
It is recommended the Commission approve the revisions to the classification description for Lead Custodian.

DISPOSITION BY THE COMMISSION
Amendments/Comments

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

The position in this classification performs and leads others in all aspects of cleaning of college facilities including observing and promoting safe work practices and procedures in all job functions and duties. Assists the Director of Grounds & Custodial Services, Director of Campus Operations, or the Custodial Operations Supervisor as needed in assuring that job assignments, projects, tasks, and training are completed on schedule, and according to acceptable standards.

DISTINGUISHING CHARACTERISTICS

Lead Custodian performs lead work for a group of custodians to assure custodial assignments are completed in an effective, efficient, safe, and timely manner of all custodial activities on the shift; may perform a variety of custodial work.

The Custodian maintains assigned areas of buildings in a clean, safe, and sanitary condition and performs a variety of general cleaning and custodial tasks alone or as a member of a custodial crew.

ESSENTIAL DUTIES

Facilitates and coordinates work assignments, adjusting work schedules as required, through clear and concise verbal and written work orders to custodial workers and inspects work areas for consistent application of standards.

Trains, instructs, and assigns work to custodial crew, inspects work in progress and upon completion, keeps records of work performed including timesheets, incident reports, and maintenance records.

Builds team trust and efficiency through clear communication and collaboration with subordinate workers and other supervisors.

Maintains and facilitates supply and equipment inventory, delivery, and distribution to custodial staff.

Enforces college rules and regulations, and contacts local emergency services as needed.

Maintains a clean, safe, and secure campus through ongoing inspection, and instructs others in performing the same.

Performs janitorial work and night watch duties in facilities using safety and security measures established by College and departmental policy.

Performs work in conjunction with custodial workers including but not limited to: scrubs, waxes, and polishes floors; vacuums and shampoo carpeted areas; cleans walls and woodwork, mirrors, ceilings, light fixtures, dry-erase boards, and restrooms; dusts and polishes furniture, washes inside and outside windows, and cleans outside entryways and picks up parking lot litter; clears clogged drains and toilets; and refills dispensers as needed. Cleans offices, restrooms, locker rooms, shower areas, and custodial service rooms.

Operates department communication equipment, answer telephone inquiries and emergencies, contacts Campus Security as needed for emergencies or suspicious activities or vandalism, and files incident and hazard reports.
Lead Custodian

Makes minor repairs on cleaning equipment and reports maintenance problems as needed.

Required to work alternate shifts as assigned, including nights and weekends, before and after special events, and assist during additional shifts as needed.

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

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

Level of Supervision Received:
Under general supervision of either the Director of Grounds and Custodial Services, Director of Campus Operations, or the Custodial Operations Supervisor, receives assignments and is expected to carry them through completion with substantial independence.

Level of Supervision Exercised:
Leads full and part-time employees in the custodial department including training; planning, assigning, and directing work; and providing input in appraising performance.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:
Proper and safe use of cleaning materials, agents, chemicals, and equipment; types of floor sealers, floor finishes, and floor dressings
Sterilization and sanitation methods and techniques used in custodial work
Carpet cleaning methods and techniques
Safety and health practices relating to custodial work

Ability to:
Understand simple written and oral communications
Print or write and speak simple sentences
Read, write and speak in English
Communicate effectively orally and in writing
Add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals and perform basic mathematical computations
Observe, review and deal with problems or a situation involving a few concrete variables and develop solutions
Prioritize work and research information to complete work
Multi-task and provide excellent customer service

Computer and Equipment Skills:
Basic ability to operate a computer and associated peripherals, including word processing, data entry, time sheet entry, and software specific to the department. Ability to use a telephone, two-way radio, printer, copier, and fax.
MINIMUM QUALIFICATIONS

Education Requirement:
High school diploma or general education degree (GED).

Experience Requirement:
A minimum of two (2) years janitorial or custodial experience and at least six (6) months directing the work of others and/or supervisory training.

Education/Experience Equivalency:
Equivalent combination of education and experience.

Licensure and/or Certification:
A valid Class "C" California 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 Work Environment:
While performing the duties of this job, the employee is regularly required to stand, walk, bend, use fingers and hands to handle materials and tools or equipment, and reach with hands and/or arms. The employee is occasionally required to sit, climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds with or without assistance and with or without the use of devices and/or equipment to assist in the lifting effort.

While performing the duties of this job, the employee is frequently exposed to moving mechanical parts; fumes or airborne particles or blood borne pathogens and toxic or caustic chemicals. The employee is occasionally exposed to high, precarious places, outside weather conditions and risk of electrical shock and works with vibration causing tools or equipment. The noise level in the work environment is usually moderate.

CLASS DETAIL

Job Family:  Trades/Facilities/Maintenance

FLSA Status:  Non-exempt

Personnel Commission Approval Date:  12/07/06

Revision Date(s):  Hay Study, 12/07/06, 11/19/08

Class History:  Lead Custodian
AGENDA REPORT NO. 5

SUBJECT: REVISIONS TO CLASS DESCRIPTION: INSTRUCTIONAL ASSISTANT - ESL

DATE: November 19, 2008

TO: Members of the Personnel Commission

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

Background

Attached for your approval is a revised classification description for Instructional Assistant – ESL. The classification is being updated to more appropriately reflect the duties of the classification. Additionally, the knowledge, skills and abilities have been updated, which will allow the Personnel Commission staff to test more appropriately for the Instructional Assistant – ESL position.

A change in the minimum qualifications is also recommended. The minimum qualifications currently require eighteen (18) semester hours in a discipline related to ESL, such as English grammar, linguistics, or foreign language. It is recommended that the education requirement instead be changed to an Associate’s degree or equivalent, including at least twelve (12) semester hours in a closely related field. The ESL department believes that this education requirement will provide the knowledge, skills, and abilities required for the position. Additionally, it is recommended that the experience requirement, which presently requires a minimum of one (1) year experience tutoring students in English, be changed to a desirable qualification. Although tutoring experience is helpful, it is not required to successfully perform the functions of the position.

Personnel Commission Staff and the ESL department believe that the revisions to the classification provide a more accurate description of the job and will aid in the continuous recruitment process for Instructional Assistant – ESL.

Recommendation

It is recommended the Commission approve the revisions to the classification description for Instructional Assistant - ESL.

DISPOSITION BY THE COMMISSION

Amendments/Comments

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

Positions in this classification assist students with reading, and writing, and speaking English through testing and tutoring students to help them achieve academic success.

ESSENTIAL DUTIES

Assesses students’ composition and reading skill needs and provides specialized tutoring, individually and in groups.

Assists students with specific classroom assignments related to by explaining concepts, principles, and terminology of English grammar, composition, writing, and reading.

Administers, proctors, and grades tests to evaluate the level of the students.

Explains homework assignments made given by instructors and reviews students’ completed assignments to determine specific learning skills and needs.

Assesses students’ speaking, listening, reading, and writing skill needs and provides specialized instruction.

Checks and corrects grammar on writing assignments.

Maintains accurate and detailed written and electronic records associated with tutoring sessions of students’ individualized learning programs and progress.

Selects or recommends appropriate material to meet individual learning needs.

Records, and keeps logs of student attendance in the lab.

Demonstrates the proper operation and care of the lab equipment.

Performs clerical duties such as preparation of files and filing, answering phones, and recording attendance, grades, and assignments.

Performs other related duties as requested or assigned.

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

SUPERVISION

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

Supervision Exercised:
Positions in this classification do not supervise other classified positions.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of English grammar, composition, and reading at the college level.

Knowledge of principles, techniques, and procedures of student tutoring.

Knowledge of materials and equipment used in the Writing, Reading, and English Labs.

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

Ability to use a PC and learn appropriate job-related software.
Ability to assess students' learning skill and needs.
Ability to assist students in learning and applying the concepts, principles, and terminology of English grammar, composition, and reading.
Ability to explain homework assignments to students.
Ability to demonstrate the use of lab materials and equipment.
Ability to administer, proctor, and score tests, individually and in small groups.
Ability to communicate effectively with instructors, students, and staff.
Ability to understand and carry-out oral and written instructions.
Ability to establish and maintain cooperative working relationships with those contacted in the course of work.

MINIMUM QUALIFICATIONS

Education Requirement: Successful completion of eighteen (18) semester hours to include successful completion of 48 semester hours of college coursework in English, twelve (12) semester hours of which must include TESL, Linguistics, English (including grammar, composition, and reading), linguistics and/or foreign language. Work toward and/or completion of TESL or TEFL certificate through an accredited institution or a Bachelor's or advanced degree in TESL, Linguistics, English and/or a foreign language is desirable.

Experience Requirement:
One (1) year of experience tutoring students at college level English in ESL is desirable.

Education/Experience Equivalence: 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.

Licensor and/or Certification: None

WORKING CONDITIONS AND PHYSICAL DEMANDS

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

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

CLASS DETAIL

Job Family: Instructional Support (Student Services/Classroom)
FLSA Status: Non-Exempt
Personnel Commission Approval Date: 11/09/06
Class History: January 1986
Revision Date(s): Hay Study 11/09/06; 11/19/08
AGENDA REPORT NO. 6

SUBJECT: REVISIONS TO CLASS DESCRIPTION: MECHANICAL SYSTEMS & ENERGY MANAGEMENT SUPERVISOR

DATE: November 19, 2008

TO: Members of the Personnel Commission

FROM: Dori MacDonald, Director of Classified Personnel

BY: Lisa Acosta, Personnel Analyst

Background

Attached for your approval is a revised classification description for Mechanical Systems & Energy Management Supervisor. The newly appointed Director of Maintenance has provided his expertise in this area and insight on the essential duties appropriate to the position. Additionally, the knowledge, skills, and abilities now parallel those that are common to the Construction Systems Supervisor, a position that is organizationally parallel to the Mechanical Systems & Energy Management Supervisor. The updated knowledge, skills, and abilities will allow the Personnel Commission staff to recruit and test more appropriately in the recruitment and selection process.

A change in the minimum qualifications is also recommended. It is recommended that completion of a trade school in a related area be accepted to fulfill the education requirement, as the department believes completion of a trade school provides equivalent education and training. A change in the experience requirement from five (5) years to three (3) years is also proposed as the Director of Maintenance has concurred that a candidate could be qualified with three years of experience. The experience requirement has been changed to reflect the specific experience required for the position. Additionally the EPA Section 608 Technician Certification (Universal Certification) is recommended. This industry certification is required of all HVAC technicians, including the Journeyman Trade – HVAC classification.

Personnel Commission Staff and the Director of Maintenance believe that the proposed revisions to the classification description will enable a successful recruitment process to be completed as the position has been vacant for over three years and previous recruitment attempts have not been successful.

Recommendation

It is recommended the Commission approve the revisions to the classification description for Mechanical Systems & Energy Management Supervisor.

DISPOSITION BY THE COMMISSION

Amendments/Comments

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

Under direct supervision this position plans, supervises, coordinates, schedules and inspects the work of general and skilled maintenance and journey-level mechanical trades workers involved in the installation, repair and maintenance of a variety of equipment related to the plumbing, metal work, heating, ventilation and air conditioning (HVAC), and electrical trades; inspects the work of contractors; recommends and implements energy management and preventive maintenance practices for campus equipment and facilities to ensure a safe learning environment.

ESSENTIAL DUTIES

Reviews or prepares, approves, prioritizes, records, assigns and distributes work orders; determines feasibility of request; estimates needed manpower and equipment; follows up on work order backlogs

Makes periodic and final inspections of work performed by staff and contractors to ensure District and governmental safety, structural and code requirement are met

Conducts, Manages preventative maintenance program for campus equipment, including maintaining accurate records and databases

Provides ongoing and direct training to maintenance and skilled HVAC, mechanical, electrical, and plumbing trades workers; assists in selecting, training and evaluating maintenance and skilled mechanical trades workers; prepares and conducts, or recommends training sessions related to safety, technical skills and personal development; documents and evaluates staff performance; imposes corrective or disciplinary action if necessary

Determines and specifies needed tools, supplies and equipment; contacts vendors to obtain price and product information; makes recommendations for purchases to supervisor and prepares and submits requisitions; prepares annual budget requests for tools, equipment and supplies for each trade supervised

Maintains contact with contractors or vendors; arranges job-walks for bid proposals for HVAC, plumbing, electrical and metal, contract remodels, and other related projects

Coordinates, schedules, and inspects approved work for projects to ensure conformance to codes, standards, and specifications; submits proposals for related projects to supervisor for approval and processing

Estimates cost of materials, hours of labor, and cost of building equipment repair/replacement for scheduled maintenance; gathers bids from contractors/vendors for projects; gathers price and product information from vendors; prepares recommendations to the Director of Maintenance

Manages energy management program for mechanical systems; Reviews and studies technological development related to energy management and conservation; recommends and implements energy management practices or programs;

Participates in training programs and attends seminars for professional and personal development; stays abreast of changes in code requirements and other development related to HVAC, mechanical, electrical, plumbing, and fire/life-safety fields/mechanical trades

Assists in reviewing and controlling the maintenance mechanical budget; prepares annual budget requests for equipment and supplies
Coordinates, supervises, and follows up on the correction of conditions and facilities that have been determined unsafe.

Performs the full range of duties of journey-level HVAC, mechanical, electrical, and plumbing positions as needed.

Responds to emergency calls if needed, inspects site for damage, makes or coordinates for necessary repairs, and completes follow-up on issues.

Compiles information and submits a variety of reports.

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 direction from the Director of Maintenance.

*Supervision Exercised:*
General supervision is exercised over the classifications of Skilled Maintenance Workers and Journeyman Trades — HVAC and Journeyman Trade — Electrician or other staff as assigned.

**KNOWLEDGE, SKILLS AND ABILITIES**

**Knowledge of:**
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 methods, terms, techniques, materials, and equipment used in HVAC, plumbing, metal work, and electrical trades and fire/life-safety systems.

Knowledge of energy management and conservation practices.

Knowledge of computer programs such as Excel, Word, and Computerized Maintenance Work Order Systems, and energy management systems.

Effective supervisory techniques.

Knowledge of mechanical, electrical, plumbing, fire-life/safety and HVAC Safety and code requirements.

Knowledge of effective record keeping techniques.

Knowledge of basic safety work practices.

Skill using word processing, E-mail, and other processing software and databases specific to the trade.
Ability to:
- Ability to follow and carryout oral and written instructions
- Ability to plan, organize, supervise, schedule and coordinate the work and activities of a crew of journey-level trades employees of others
- Ability to repair, service and maintain HVAC, mechanical systems and electrical, plumbing, and fire-life/safety equipment
- Ability to inspect work to determine compliance to standards and specifications
- Ability to estimate needed materials, supplies and time required to complete projects
- Ability to read and work from drawing and blueprints
- Ability to keep accurate records and prepare reports
- Ability to effectively communicate both orally and in writing
- Ability to establish and maintain effective working relationships with other staff, faculty, administrators, managers, students, and outside contractors and vendors.

MINIMUM QUALIFICATIONS

Education Requirement:
A high-school diploma or equivalent. Completion of a technical school or Associate’s Degree with a major in the mechanical trades or a closely related field is desirable.

Experience Requirement:
Five (5) Three (3) years of progressively responsible journey-level experience in a mechanical trades, preferably HVAC, with basic knowledge of including experience with HVAC systems over 25 tons, electricity, plumbing, and welding, and fire-life/safety systems. Must have included at least one (1) year of experience leading or supervising staff involved in the mechanical trades.

Education/Experience Equivalency:
An equivalent combination of experience, education, and/or training may substitute for the listed minimum requirements.

Licensure and/or Certification:
Possession of a valid Class C California driver’s license
Environmental Protection Agency (EPA) Section 608 Technician Certification (Universal Certification)

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

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 regularly required to stand, walk, crouch, bend, and kneel. The employee is occasionally required to lift, carry, push, or pull up to 275 pounds. While performing the duties of this job, the noise level in the work environment is usually quiet but may be moderately loud. Employee may be required to work indoors or outdoors, with exposure to the elements, including damp conditions. Employee may occasionally be exposed to chemicals, solvents, paint, dust, grease/oil, fumes, electrical and mechanical hazards, vehicular traffic, vibration, moving mechanical parts, airborne particles or blood borne pathogens, asbestos or PCB’s.

Must be available to respond to emergency calls after normally scheduled working hours as needed.

CLASS DETAIL

Job Family: Trades/Facilities/Maintenance

FLSA Status: Exempt

Personnel Commission Approval Date: 12/07/06, 07/18/07, 10/17/07

Class History: Established 12/13/79

Revision Date(s): 7/19/84; 11/13/85; 12/02/87; Hay Classification Study, 12/07/06, 07/18/07, 10/17/07; 11/19/08
AGENDA REPORT NO. 7

SUBJECT: **REVISIONS TO CLASS DESCRIPTION: JOURNEYMAN TRADE CLASSIFICATIONS (HVAC AND PLUMBING)**

DATE: November 19, 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 revised classification descriptions for two Journeyman Trade classifications: Journeyman Trade – HVAC and Journeyman Trade - Plumbing. Each of the Journeyman Trade classification descriptions have the following duty listed in the “Essential Duties” section: “Responds to 24-hour emergency calls and makes necessary repairs or adjustments.” This requirement should also be added as a special requirement in the “Minimum Qualifications” section of both classification descriptions, to read: “Must be available to respond to emergency calls after normally scheduled working hours as needed.” Listing this important requirement in the minimum qualifications section will clarify to job applicants that this is mandatory for the position.

There are also a few additional minor changes proposed to the classification description for Journeyman Trade – HVAC. For example, the minimum educational requirement will remain the same (graduation from high school or GED equivalent), but “HVAC trade school is desirable” will be added. The newly appointed Director of Maintenance has indicated that while not absolutely required, HVAC trade school is highly desirable for any candidate who is expected to perform as a journey-level trade worker in this area. Also, the title of the required industry certification has been changed from “Universal refrigerant RSES Certification”, which indicates a specific issuing agency, to the “EPA Sec. 608 Technician Certification”, which is the appropriate name for the Universal Certification.

Personnel Commission Staff and the Director of Maintenance believe that the proposed revisions to the classification description will assist in the upcoming recruitments for these positions, which are scheduled to commence at the beginning of December pending Personnel Commission Approval.

**Recommendation**

It is recommended the Commission approve the revisions to the classification description for Journeyman Trade – HVAC and Journeyman Trade - Plumbing.

**DISPOSITION BY THE COMMISSION**

Amendments/Comments

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

Positions in this classification perform journey to master level general building maintenance and construction tasks associated with the heating, ventilating and air conditioning systems of the buildings on campus.

ESSENTIAL DUTIES

Inspects, installs, maintains and repairs heating, ventilation, air conditioning, refrigeration and control systems to ensure maximum energy efficiency of systems.

Troubleshoots malfunctions with boilers, pumps, compressors, motors, transformers, condensers, chillers and other HVAC units and makes appropriate repairs or replacements.

Performs routine safety checks and preventive maintenance on all HVAC devices and equipment including testing, installing, replacing, lubrication or otherwise maintaining gas valves, safety valves, filters, coils, fuses, switches, belts, bearings, pulleys, joints, thermometers, ducts, gauges and thermostats, and exterior lighting fixtures.

Maintains and repairs boilers; calibrates electrical and pneumatic control systems including inspecting limits, water and pneumatic controllers and other monitored temperatures, pressures, voltages and amperes.

Performs pipefitting work related to the installation or replacement of HVAC and refrigeration systems.

Works from blueprints and diagrams to determine appropriate layout, replacement or repair of electrical wiring of HVAC equipment.

Estimates materials and time needed to complete an assignment.

Maintains inventory of materials and supplies.

Responds to 24-hour emergency calls and makes necessary repairs or adjustments, if necessary.

Cleans and maintains work areas, tools, and equipment.

Oversees inspections of facilities and equipment for safety; assists with scheduled preventative maintenance.

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:

Positions in this classification receive general supervision from the Mechanical Systems and Energy Management Supervisor.

Supervision Exercised:

May serve in a lead capacity over a small crew as needed.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of methods, terms, tools, and equipment used in heating, ventilation, air conditioning and refrigeration systems.

Knowledge of hot water hydronic systems.

Knowledge of direct digital control energy management, electronic, and pneumatic control systems.
Knowledge of safe work practices.
Ability to install, maintain, repair and troubleshoot problems related to refrigeration systems, electrical equipment, and direct digital, electrical, and pneumatic control systems.
Ability to balance air conditioning and heating systems for air and water flow.
Ability to interpret and follow oral and written instructions.
Ability to read and interpret blueprints and schematic wiring diagrams as they relate to HVAC and refrigeration systems.
Ability to estimate materials needed.
Ability to maintain accurate records.
Ability to establish and maintain effective working relationships with other staff, faculty, administrators, managers, students, and outside contractors and vendors.
Ability to calculate figures and amounts such as fractions, discounts, proportions, percentages, area, circumference, and volume, and to apply concepts of basic algebra and geometry.
Ability to read and comprehend memos, instructions, safety rules, policies and procedures, instruction manuals.
Ability to communicate orally.
Skill using computer hardware and software specific to the trade such as E.M.S software and hardware, circuit board, CCN BUS, configuration for digital controls, Tel Link, modem, input/output wiring, and sequence of operation for VAV zone controller.

MINIMUM QUALIFICATIONS

**Education Requirement:**
Graduation from high school or GED equivalent. HVAC trade school is desirable.

**Experience Requirement:**
Three (3) year’s journey level experience in the heating, ventilation and air conditioning trade.

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

**Licensure and/or Certification:**
Possession of a valid Class C California driver’s license and acceptable driving record at time of appointment and throughout employment in this position. Universal refrigerant RSES Certification, Environmental Protection Agency (EPA) Sec. 608 Tech Certification (Universal Certification), Direct Digital Controls Certification. **Special Requirement:** Must be available to respond to emergency calls after normally scheduled working hours as needed.

**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:
While performing the duties of this job, the employee frequently works indoors and is exposed to outside weather conditions in a variety of positions, such as flat, vertical, horizontal, and overhead. When work is performed outdoors, there may be full exposure to the elements. Incumbents perform physical labor for extended periods requiring physical strength and endurance and use a variety of hand and power tools involving repetitive motion. Incumbents may work under damp conditions and grasp, crouch, sit, stand, walk on slippery and/or uneven surfaces, bend, crawl, kneel, stoop, pull, reach, push, twist, climb ladders and work on sloping surfaces; may grasp, drag, lift and carry items weighing 75 pounds or less and will do so with or without assistance, and with or without the aid of lifting devices. Incumbents may be exposed to chemicals, solvents, paint, dust, grease/oil, fumes, electrical and mechanical hazards, vehicular traffic, vibration, and noise. The employee is occasionally exposed to moving mechanical parts; high, precarious places; airborne particles or blood borne pathogens, asbestos or PCB’s, and are at risk of electrical shock. Incumbents must be able to meet the physical requirements of the class and have mobility, color and peripheral vision, hearing, and dexterity levels appropriate to the duties to be performed.

The noise level in the work environment is usually moderate and occasionally noisy and loud. Certain positions or assignments may require shift work and are subject to overtime and emergency call back.

CLASS DETAIL

**Job Family:** Trades/Facilities/Maintenance

**FLSA Status:** Non-exempt

**Personnel Commission Approval Date:** 12/07/06

**Class History:** Formerly Heating, Ventilation and Air Conditioning (HVAC) Specialist, established June, 1977

**Revision Date(s):** Revised 5/29/85; 10/21/87, Hay Study, 12/07/06, 11/19/08
CONCEPT OF THE CLASS

Positions in this classification perform journey to master level general building maintenance and construction tasks associated with plumbing installation and repair of campus facilities.

ESSENTIAL DUTIES

Maintains the College’s plumbing infrastructure in a safe and sanitary manner, without exposing personnel to any safety issues related to plumbing installation and repair; performs duties in a manner that meets District and governmental safety standards and code requirements.

Installs, maintains and repairs fixtures, fittings, valves, pumps and pipes related to the potable and waste water systems, natural gas, air oxyacetylene, sewage (waste treatment tanks), roof and storm drains, and hot water/steam heating collection and distribution systems.

Performs routine inspection of campus facilities for damaged, clogged, malfunctioning or leaking pipes, valves, gauges, spouts, fixtures, sinks, showers, drains, toilets, faucets, ovens, stoves, dishwashers, garbage disposals and pumps; makes necessary repairs.

Monitors and repairs natural gas, domestic, and industrial water supply and drain lines (pressure and waste outlets); faucets, valves, fixtures and leaks in plumbing systems; steam lines, roof drains, heat return and main water lines of heating and cooling systems; gas, electric and open flame boilers and water heaters; circulating pumps and mixing valves.

Installs and maintains water and space heaters.

Measures and sizes, cuts, threads, brazes, solders, or installs various types of pipes (e.g., metal, cooper, threaded, and plastic), valves, pumps, containment tanks, gauges and insulation for both underground and above ground components.

Uses and operates various tools and equipment used in plumbing and pipefitting, such as pipe threaders, soldering torches, and drain cleaning tools.

Cleans, maintains, and organizes work areas, tools, and equipment; orders and maintains inventory of plumbing materials and supplies and; prepares routine reports for inventory and procurement; maintains necessary work records.

Performs the more complex maintenance and repair of tools, machinery, and equipment used in performing the essential duties.

Assists HVAC and boiler personnel with all piping systems to keep the College safe and operational.

Responds to emergency calls on a 24-hour basis and troubleshoots to locate the problem if not readily apparent.

Makes rough sketches of pipe layout and installations or reads from blueprints, plans or specifications.

Estimates time and supplies needed to complete assignments; determines and procures tools, equipment, and labor needed for jobs as requested.

Contacts sub-contractors or vendors to complete projects as approved by supervisors.

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
Positions in this classification receive general supervision from the Mechanical Systems and Energy Management Supervisor.

Supervision Exercised
May serve in a lead capacity over a small crew as needed.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of the methods, materials, tools, equipment, and terms used in the plumbing trade.
Knowledge of plumbing codes.
Knowledge of the methods and techniques in pipefitting.
Knowledge of the geometric angles used in laying out pipe.
Knowledge of the types and proper usage of various plumbing and piping materials.
Knowledge of safe work practices including proper usage and handling of power tools, cutting machines and torches.
Ability to thread pipe, solder water lines, use drain-cleaning tools, and install all piping related to the plumbing trade.
Ability to diagnose and repair pumps or pumping problems.
Ability to install or repair sewer lines and vents.
Ability to make rough sketches of smaller plumbing installations.
Ability to estimate materials and time needed to complete assignments.
Ability to read blueprints and diagrams as they relate to plumbing installations.
Ability to apply effective reasoning to identify problems, apply sound judgment, and solve practical problems.
Ability to interpret and follow oral and written instructions.
Ability to read and write at a level necessary to perform essential duties.
Ability to estimate materials needed.
Ability to maintain accurate records.
Ability to establish and maintain effective working relationships with other staff, faculty, administrators, managers, and students and outside contractors and vendors.
Skill using word processing, E-mail, and order processing software and databases specific to the trade.

MINIMUM QUALIFICATIONS

Education Requirement:
Graduation from high school or GED equivalent.

Experience Requirement:
Three (3) years journey-level plumbing experience.

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

**Licensure and/or Certification:**
All employees in this class must have a valid Class “C” California driver’s license and acceptable driving record at time of appointment and throughout employment in this position.

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

**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:**
While performing the duties of this job, the employee frequently works indoors and is exposed to outside weather conditions in a variety of positions, such as flat, vertical, horizontal, and overhead. When work is performed outdoors, there may be full exposure to the elements. Incumbents perform physical labor for extended periods requiring physical strength and endurance and use a variety of hand and power tools involving repetitive motion. Incumbents may work under damp conditions and grasp, crouch, sit, stand, walk on slippery and/or uneven surfaces, bend, crawl, kneel, stoop, pull, reach, push, twist, climb ladders and work on sloping surfaces; may grasp, drag, lift and carry items weighing 75 pounds or less and will do so with or without assistance, and with or without the aid of lifting devices. Incumbents may be exposed to chemicals, solvents, paint, dust, grease/oil, fumes, electrical and mechanical hazards, vehicular traffic, vibration, and noise. The employee is occasionally exposed to moving mechanical parts; high, precarious places; airborne particles or blood borne pathogens, asbestos, or PCB’s, and is at risk of electrical shock. Incumbents must be able to meet the physical requirements of the class and have mobility, color and peripheral vision, hearing, and dexterity levels appropriate to the duties to be performed.

The noise level in the work environment is usually moderate and occasionally noisy and loud. Certain positions or assignments may require shift work and are subject to overtime and emergency call back.

**CLASS DETAIL**

**Job Family:** Trades/Facilities/Maintenance

**FLSA Status:** Non-exempt

**Personnel Commission Approval Date:** 12/07/06

**Class History:** Plumber

**Revision Date(s):** Hay Study, 12/07/06, 11/19/08
AGENDA REPORT NO. 8

SUBJECT:  APPEAL TO DIRECTOR'S DECISION

DATE:    November 19, 2008

TO:       Members of the Personnel Commission

FROM:     Dori MacDonald, Director of Classified Personnel

Background

Dr. Uche Dappa has directly communicated his initial request and his appeal to the Personnel Commissioners. Dr. Dappa requested a salary range adjustment based on Merit Rules 12.1.2 (A) (3), (4), and (5) and 12.1.3 B. Rules 12.1.2 and 12.1.3 follow.

In summary, Dr. Dappa believes that his current position of Senior Student Services Specialist-Assessment is underpaid based on a variety of factors:

1) The minimum requirements for his position differ from the minimum requirements of other Senior Student Services positions and that his position is required to perform more technical and complex duties.
2) His position has a higher educational level and more complex and technical duties than a Personnel Technician which is paid at a higher range.
3) His position is underpaid in relation to the market value for his position.

The Director denied Dr. Dappa's request based on the following criteria:

1) The minimum requirements for the Senior Student Services Specialists positions, while stated differently, are the same using the equivalency statement on each classification specification. (The classifications follow)
2) The Personnel Technician and the Sr. Student Services Specialist classifications are not related classifications as Dr. Dappa suggests.
3) The salary range allocations were collectively bargained between the District and CSEA.

Recommendation

It is recommended that the Commission review and discuss the information and take appropriate action.

DISPOSITION BY THE COMMISSION

Amendments/Comments

MOTION MADE BY:
SECONDED BY:
AYES:
NAYS:
ABSTENTIONS:
12.1.2 FACTORS IN SALARY DETERMINATION

A. The Personnel Director shall prepare recommendations for the allocation of classes to salary ranges for approval by the Personnel Commission. These recommendations shall take into account the following factors:

1. Wages and salaries paid for similar work in private industry in the recruitment area.

2. Wages and salaries paid by other governmental agencies in the recruitment area.

3. The principle of like pay for like work within the classified service.

4. Appropriate differentials between related classes to reflect differences in duties and responsibilities, as established in the classification plan, and

5. Such other information as the Personnel Commission may require.

12.1.3 SALARY STUDIES

A. The Personnel Director shall conduct or, with the approval of the Personnel Commission, cause to be conducted a salary study:

1. Whenever a new class is created.

2. When directed by the Personnel Commission.

B. A salary study shall consist of a review of internal relationships with other related classes and may include a salary survey of private industry and public sector pay rates for comparable classes.

C. The Personnel Director shall work cooperatively with the Administration and employee organizations, while conducting salary studies, in an effort to ameliorate significant differences before recommendations are submitted to the Personnel Commission.
CONCEPT OF THE CLASS

Under general supervision, plans, organizes and participates in Assessment Center activities, including the preparation of test instruments, the scheduling of tests related to student placement, proficiency, aptitude, abilities and other special testing to determine competency levels in accordance with College, State and matriculation requirements.

DISTINGUISHING CHARACTERISTICS

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

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

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

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

ESSENTIAL DUTIES

Administers and scores tests to determine competency levels in accordance with College, State and matriculation requirements.

Organizes and prepares test materials for placement testing of large groups and maintains appropriate security of test materials and results.

Develops test administration schedule.

Ensures the testing needs of various departments such as Outreach, International Students, Disabled Students, Mathematics, and English as a Second Language are met.

Scores examinations with computerized scoring equipment and enters test results and other needed pertinent data into the computer to generate records and statistical reports using ISIS.

Assists in conducting pilot studies on computerized assessment in various disciplines to determine appropriateness of instruments.

Maintains accurate and complete records of data and previous test administrations and results.

Assembles, compiles, analyzes and verifies data in preparation for written, graphic, or tabular form reports.

Maintains current knowledge of testing requirements and regulations issued by the College, State or other agency.
Senior Student Services Specialist - Assessment Services

Assists in the development of goals and operating procedures and policies for the Assessment Center.

Assists in the development of the departmental policies and operational procedures manual.

Assists in interviewing, selecting, and training of Assessment Center staff.

Schedules work assignments for staff and monitors and reviews the work of technical staff to ensure compliance and accuracy with all applicable state and federal policies and regulations.

Maintains confidential records and files.

Oversees the independent proctoring services for the college.

Answers questions from students and staff regarding tests, test administration, and test measures and scores.

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:
Supervision is received from the Dean of Enrollment.

Supervision Exercised:
May provide work direction and training to Student Services Specialist, test proctors and student workers.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of basic assessment & testing practices and procedures including scoring, interpretation, recording & reporting of standardized test results

Knowledge of applicable rules, regulations, policies and laws related to college assessment testing

Knowledge of basic statistics

Knowledge of basic budgeting practices and procedures

Knowledge of recordkeeping practices and procedures

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

Knowledge of modern office practice and procedures

Ability to administer, score and record testing information

Ability to communicate effectively orally and in writing

Ability to read, interpret, and apply federal and State testing regulations and procedures

Ability to evaluate validation research study data

Ability to organize and coordinate the test administration process
Ability to make effective judgments and decisions in regard to testing practices and procedures

Ability to maintain confidential information and test materials

Ability to schedule and prepare suitable testing facilities and equipment

Ability to generate and maintain computer records and prepare technical/narrative reports

Ability to train and provide work direction to others

Ability to establish and maintain effective working relationships with others

Ability to meet and deal with students in situations, which may involve anxiety and/or conflict resulting from the tension of a test-taking situation

Ability to work well with students of diverse backgrounds

Ability to operate a computer and appropriate office equipment

**MINIMUM QUALIFICATIONS**

**Education Requirement:**
A Bachelor’s degree from an accredited college or university with a major in Behavioral Science or closely related field is required.

**Experience Requirement:**
Three years of experience administering, coordinating and scoring standardized testing instruments in a computerized testing facility.

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

**Licensure and/or Certification:**
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:**  Student Services (Non-classroom)

**FLSA Status:**  Non-Exempt

**Personnel Commission Approval Date:** 3/19/08

**Revision Date(s):**  Established: PC: 3/19/08  Title Change: PC: 4/16/08

**Class History:**  Assessment Coordinator, Assessment Services Coordinator, Student Services Senior Specialist Assessment Services
CONCEPT OF THE CLASS

Provides assistance to the Dean and 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.

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 for accuracy and completeness.

Oversees the 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.

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

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

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.

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 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.

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.

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.

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

Licensure and/or Certification:
None

WORKING ENVIRONMENT AND PHYSICAL DEMANDS

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

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

CLASS DETAIL

Job Family: Student Services (Non Classroom)

FLSA Status: Non-exempt

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
CONCEPT OF THE CLASS

Positions in this classification provide a variety of complex and specialized duties within the international student services area and exercise a great degree of responsibility.

DISTINGUISHING CHARACTERISTICS

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

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

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

ESSENTIAL DUTIES

Assists staff and international students with F-1 visa status; provides legal information regarding immigration laws affecting F-1 visa students and determines student compliance with laws.

Stays abreast of the current rules and regulations set by the Department of Immigration and Naturalization Service, and is the Principal Designated School Officer for Student Exchange and Visitor's Information System (SEVIS).

Advises students about visa status, work permits, practical training, and reinstatements; reviews student transcripts to determine eligibility for and processes work permits, practical training, and internships; prepares paperwork for processing reinstatements with the Department of Immigration and Naturalization Service.

Processes new student transfers, change of status, and reinstatements during admission period; determines full time status of students.

Processes Transfer Clearance Forms for students leaving the College.

Signs I-20 form for travel.

Serves as College liaison for international students with the Department of Immigration and Naturalization Service, immigration attorneys, and other colleges.

Answers inquiries and provides information to students, faculty, staff, and the public on District, Federal, and State procedures relating to student services area.
Senior Student Services Specialist – International Students

Serves as guest speaker for classes; arranges IRS tax seminars; provides visa information at information seminars.

Attends conferences relating to the current immigration laws affecting F-1 visa students.

Prepares, updates, and oversees the production and distribution of International Student Services information and guideline materials, such as the campus manual, that are used by counselors, department representatives and students.

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

Performs correction and control of more complex errors in student files to ensure their accuracy.

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

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

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of Immigration and Nationality Act.


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

Knowledge of customer service practices.

Skill in detail orientation.

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

Ability to interpret Department of Immigration and Naturalization Service rules and regulations.

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

Ability to access international student systems to perform essential duties.

Ability to write reports, correspondence, and informational materials.

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 employee files.

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

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

**MINIMUM QUALIFICATIONS**

**Education Requirement:**
AA degree or 2 years of college level coursework or equivalent. Bachelor’s Degree is desirable.

**Experience Requirement:**
Five (5) year’s experience performing specialized and complex student services duties within the area of international students such as processing international student visas.

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

**Licensure and/or Certification:**
None

**WORKING ENVIRONMENT AND PHYSICAL DEMANDS**

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

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

**CLASS DETAIL**

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

**FLSA Status:** Non-exempt

**Salary Range:** Range

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

**Class History:** Immigration Coordinator, Student Services Senior Specialist - International

**Revision Date(s):** Hay Study 11/16/06

Title Change PC: 4/16/08
CONCEPT OF THE CLASS

The position in this classification participates in the work of the Personnel Commission Office, and primarily performs a variety of technical and complex clerical duties in support of recruitment, examination, salary allocation, and/or assignment of certificated, classified, and/or unclassified personnel.

DISTINGUISHING CHARACTERISTICS

**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.

**Personnel Specialist** performs specialized complex clerical duties 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 Analyst** 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, equal employment opportunity and affirmative action programs and services, and employer-employee relations.

ESSENTIAL DUTIES

Performs job analyses and prepares classification recommendations
Performs paraprofessional duties related to the recruitment, examination, salary allocation, and/or assignment of classified employees.

Surveys other agencies and gathers salary or other appropriate data.

Prepares new or revised selection plans, including examination standards, rating scales, questions, and written performance tests; reviews existing tests and prepares revised or new tests, as appropriate, in consultation with subject matter experts.

Contacts the public, employees, prospective employees, administrators, supervisors, and other district personnel to obtain or impart information pertaining to recruitment, examination, and/or assignment of classified personnel.

Applies interpretations of the rules and regulations of the Personnel Commission and the Board of Trustees to the daily processing of personnel documents.

Screens applications to ensure candidate meets minimum training and experience and personal qualifications; discusses qualifications and standards with applicants.

Insures the preparation and mailing of employment opportunities announcements.

Composes correspondence related to the work of the unit.

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.
Personnel Technician

Accesses and inputs relevant data in the employee/applicant database tracking system.

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

Level of Supervision Received
Under general supervision by the Director of Classified Personnel, performs duties and solves work-related problems with independence. May also receive work guidance and direction from the Personnel Analyst.

Level of Supervision Exercised
None. May provide direction to student workers, Personnel Specialist and Administrative Clerk.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:
Personnel Commission Rules, Education Code Sections pertinent to recruitment, examination, and/or employee assignments
Board rules and policies related to the compensation of personnel
Basic principles and practices of personnel job analysis procedures
Procedures and techniques of interviewing
Applicant screening and test administration practices and procedures;
Basic statistical methods
Principles of recordkeeping
Excellent written and verbal communication and customer service skills

Ability to:
Plan, coordinate, and complete work assignments
Interpret and apply Board of Trustees Rules, Personnel Commission Rules, Personnel Guides, memorandums of understanding and Education Code Sections
Critically review source data, detect and correct errors
Make arithmetical computations, assemble statistical data
Provide technical assistance to others on the team
Provide information to the public and employees regarding recruitment matters
Establish and maintain effective working relations with employees and the public
Work under pressure of periodic deadlines and frequent interruptions
Prepare clear and accurate reports, correspondence, and documents
Maintain confidentiality of information
Read, write, speak, and hear 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 high school or evidence of equivalent educational proficiency plus an AA degree or 2 years of college level coursework or equivalent.
Experience Requirement:
Three (3) years of progressively responsible experience in a human resources or personnel department performing higher level clerical and technical duties, including the use of applicant tracking systems, spreadsheets and word processing. Experience in a merit or comparable system is desired.

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

Licensure and/or Certification:
A valid Class "C" California 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.

While performing the duties of this job the employee is regularly required to sit, use hands to keyboard, type, or handle materials, and talk 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 with or without assistance and with or without the use of devices or equipment used to aide the lifting process. 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: Non-exempt

Personnel Commission Approval Date: 11/02/06

Revision Date(s): 11/02/06 Hay Study

Class History: Personnel Technician, est. 1/22/86
AGENDA REPORT NO. 9

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>Journeyman Trade – HVAC</td>
<td>Merged Promotional/Open Competitive</td>
<td>4 weeks</td>
</tr>
<tr>
<td>Journeyman Trade – Plumbing</td>
<td>Merged Promotional/Open Competitive</td>
<td>4 weeks</td>
</tr>
</tbody>
</table>

DISPOSITION BY THE COMMISSION

Amendments/Comments

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

SUBJECT: RATIFICATION OF LIMITED TERM ASSIGNMENTS

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

<table>
<thead>
<tr>
<th>Position Classification</th>
<th>Department</th>
<th>Effective Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Clerk</td>
<td>Human Resources</td>
<td>11/05/08-05/01/09</td>
</tr>
<tr>
<td>(1 full-time position)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Administrative Clerk</td>
<td>Maintenance</td>
<td>10/20/08-04/17/09</td>
</tr>
<tr>
<td>(1 full-time position)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Disabled Student Services Assistant</td>
<td>Disabled Students Center</td>
<td>10/01/08-04/03/09</td>
</tr>
<tr>
<td>(1 part-time position)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instructional Assistant - ESL</td>
<td>ESL</td>
<td>10/13/08-04/10/09</td>
</tr>
<tr>
<td>(1 part-time position)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instructional Assistant - ESL</td>
<td>ESL</td>
<td>10/20/08-04/17/09</td>
</tr>
<tr>
<td>(1 part-time position)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instructional Assistant - ESL</td>
<td>ESL</td>
<td>11/11/08-05/01/09</td>
</tr>
<tr>
<td>(1 part-time position)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instructional Assistant - ESL</td>
<td>ESL</td>
<td>10/22/08-04/17/09</td>
</tr>
<tr>
<td>(1 part-time position)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

DISPOSITION BY THE COMMISSION

Amendments/Comments

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

SUBJECT: ADVISORY ITEM: APPOINTMENTS TO LIMITED TERM POSITIONS

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

<table>
<thead>
<tr>
<th>Candidate</th>
<th>Position</th>
<th>Department</th>
<th>Duration</th>
<th>Eligible List Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alford, Nathan</td>
<td>Administrative Clerk</td>
<td>Maintenance</td>
<td>10/20/08-04/17/09</td>
<td>05/21/2008</td>
</tr>
<tr>
<td>Baseri, Shelly</td>
<td>Instructional Assistant-ESL</td>
<td>ESL</td>
<td>11/11/08-05/01/09</td>
<td>09/17/2008</td>
</tr>
<tr>
<td>Cowen, Katherine</td>
<td>Instructional Assistant-ESL</td>
<td>ESL</td>
<td>10/13/08-04/10/09</td>
<td>09/17/2008</td>
</tr>
<tr>
<td>Gerch, Catherine</td>
<td>Instructional Assistant-ESL</td>
<td>ESL</td>
<td>10/22/08-04/17/09</td>
<td>09/17/2008</td>
</tr>
<tr>
<td>McCabe, Pete</td>
<td>Disabled Student Services Asst.</td>
<td>Disabled Students Center</td>
<td>10/01/08-04/03/09</td>
<td>08/20/2008</td>
</tr>
<tr>
<td>Rosales, Carolyn</td>
<td>Instructional Assistant-ESL</td>
<td>ESL</td>
<td>10/20/08-04/17/09</td>
<td>09/17/2008</td>
</tr>
<tr>
<td>Stark, Abraham</td>
<td>Administrative Clerk</td>
<td>Human Resources</td>
<td>11/05/08-05/01/09</td>
<td>05/21/2008</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. 12

SUBJECT: ADVISORY ITEM: APPOINTMENTS TO PROVISIONAL ASSIGNMENTS

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

<table>
<thead>
<tr>
<th>Candidate</th>
<th>Position</th>
<th>Department</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fernández, Gerardo</td>
<td>Switchboard Operator</td>
<td>Telecommunications</td>
<td>11/11/08-04/01/09</td>
</tr>
<tr>
<td>Garvey, Francis</td>
<td>Accompanist-Voice</td>
<td>Music</td>
<td>08/25/08-12/23/08</td>
</tr>
<tr>
<td>Matsumoto, Kanae</td>
<td>Accompanist-Voice</td>
<td>Music</td>
<td>08/25/08-12/23/08</td>
</tr>
<tr>
<td>Park, Ko Eun</td>
<td>Accompanist-Voice</td>
<td>Music</td>
<td>08/25/08-12/23/08</td>
</tr>
<tr>
<td>Smith, Grace</td>
<td>Administrative Secretary</td>
<td>Health Science</td>
<td>11/05/08-03/27/09</td>
</tr>
<tr>
<td>Spielberg, Barbara</td>
<td>Administrative Secretary</td>
<td>Health Science</td>
<td>10/13/08-03/04/09</td>
</tr>
</tbody>
</table>
AGENDA REPORT NO. 13

SUBJECT: RECRUITMENT AND EXAMINATION STATUS REPORT – INFORMATION ONLY

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

Please see next page.
<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>MPO</td>
<td>1</td>
<td>10/31/2008</td>
<td>11/24/2008</td>
<td></td>
<td></td>
<td></td>
<td></td>
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V. ADJOURNMENT AT _______ pm

Next regular meeting scheduled for Wednesday, December 17, 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, November 19, 2008 Regular Meeting of the Santa Monica College Personnel Commission was posted at or before 12:00 pm on Friday, November 14, 2008 on the official District bulletin boards.