**PERSONNEL COMMISSION**

**AGENDA**

For the Regular Meeting of **Wednesday, November 14, 2007** at 12:00 pm  
Board Room, Business Bldg. Room 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>
<th>ADMINISTRATORS and MANAGERS</th>
<th>PRESIDENT/SUPERINTENDENT and VICE_presidents</th>
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</thead>
<tbody>
<tr>
<td>3400 Airport:</td>
<td>T. Ramos</td>
<td>Acad. Comp.: J. John</td>
<td>Superintendent/President: C. Tsang</td>
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<td>AET: A. Hyman</td>
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<td>Emeritus: M. Hall</td>
<td>Exec. VP: R. Lawson</td>
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<td>African</td>
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<td>HR: S. Lee-Lewis</td>
<td>VP Human Resources: M. Wade</td>
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<td>VP Plan/Develop: M. Martinez</td>
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<td>VP Student Affairs (Acting): B. Benson</td>
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<td>I. Danzey</td>
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<td>Jara</td>
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<td>Simmons</td>
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<td>Superintendent/Pres. Office: L.</td>
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<td>Caldwell</td>
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<td>Louff</td>
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**PUBLIC POSTING LOCATIONS**

- 2714 Pico: exterior display box
- Library (4)
- Mailroom
- SMC Personnel Commission Office
- SMC Human Resources
- Staff Lounge

**EMPLOYEE ORGANIZATIONS**

- CSEA Labor Rep.: C. Moreno (via email)
- CSEA Chapter Pres.: B. Rosenloecher
- CSEA Chapter 1st V.P.: L. Lauer
- CSEA Chief Job Steward: T. Burdick
- CSEA Cor’spndng. Sec’y: V. Pierce
- CSEA Recording Sec’y: C. Lemke
- Mgmnt Assoc. Pres.: M. Martin

**SMC BOARD OF TRUSTEES and PERSONNEL COMMISSION**

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

Rev. 11-03-07

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

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

PUBLIC SESSION: 12:00 p.m.

I. ORGANIZATIONAL FUNCTIONS

A. Call to Order _______ pm

B. Roll Call

<table>
<thead>
<tr>
<th>Commissioner</th>
<th>Present</th>
<th>Absent</th>
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<tr>
<td>Commissioner Bancroft</td>
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<td>Commissioner Press</td>
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<td>Commissioner Jansen</td>
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C. Approval of Minutes

Regular Meeting          October 17, 2007

DISPOSITION BY THE COMMISSION

Amendments/Comments

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

II. REPORT - DIRECTOR OF CLASSIFIED PERSONNEL

III. COMMENTS AND INFORMATIONAL REPORTS

A. Recognition of Employee Longevity - October 2007

10 years
Valentine Barragan, Custodian, Operations
Willis Barton, Student Services Assistant, Community Services
Jeannette Goolsby, Administrative Assistant I, EOPS
Tommy Martinez, Receiving, Stockroom and Delivery Worker, Bookstore
Kimberly H Stallings, Administrative Assistant I, Office of School Relations
Ming-Yea Wei, Marketing Design Analyst, Marketing
Juanita Williams, Human Resources Technician, Human Resources
15 years
Robert Carlson, KCRW Radio Station Recording Engineer, KCRW

20 years
Carol Evans, Lead Events Technician, Campus Events
Craig Walter, Community College Parking Enforcement Officer, Campus Police

B. Comments from District Personnel Officer

C. Comments from CSEA Chapter 36 Representative

D. Comments from Management Association President

D. Comments from Personnel Commission Staff

E. Public comments (non-actionable comments from those in attendance)

F. 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>Examination Schedule</td>
<td>4</td>
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<tr>
<td></td>
<td>• Administrative Assistant I</td>
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<td>• Custodian</td>
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<td>• Shuttle Driver</td>
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<td>• Groundskeeper/Gardener</td>
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<td>2</td>
<td>Public Input on Nomination of Dolores Press as Personnel Commissioner</td>
<td>5</td>
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<tr>
<td>3</td>
<td>Class Description Revision</td>
<td>7</td>
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<td>• Director of Maintenance</td>
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<td>4</td>
<td>Class Description Revision</td>
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<td>• Network Services Manager</td>
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<td>5</td>
<td>Request for Reclassification</td>
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<td>• Student Services Assistant</td>
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<td>7</td>
<td>Approval of Provisional Appointment to Working Out of Class</td>
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<td>• Raymond Bruce</td>
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<td>8</td>
<td>Approval of Provisional Appointment to Working Out of Class</td>
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<td>• Karen Lehman</td>
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<td>9</td>
<td>Ratification of Limited Term Assignments</td>
<td>25</td>
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<td>10</td>
<td>Advisory Item</td>
<td>26</td>
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<td>• Appointment to Limited Term Positions</td>
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<td>Advisory Item</td>
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<td>• Appointment to Provisional Assignments</td>
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V. Adjournment at _______ pm
Next regular scheduled meeting: Wednesday, December 19, 2007
AGENDA REPORT NO. 1

Subject: Examination Schedule

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

A. Examination Schedule

<table>
<thead>
<tr>
<th>Class Title</th>
<th>Field of Competition</th>
<th>Time</th>
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<tbody>
<tr>
<td>Administrative Assistant I*</td>
<td>Promotional and Open</td>
<td>3 weeks</td>
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<tr>
<td>Custodian</td>
<td>Open Competitive</td>
<td>3 weeks</td>
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<tr>
<td>Shuttle Driver</td>
<td>Open Competitive</td>
<td>3 weeks</td>
</tr>
<tr>
<td>Groundskeeper/Gardener</td>
<td>Open Competitive</td>
<td>3 weeks</td>
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</tbody>
</table>

*NOTE*: This Eligibility List is being cancelled by the Director per Merit Rule 6.2.5. The Commission Office is unable to certify three ranks to a vacant position and the appointing authority has asked for three ranks. The Director is cancelling this Eligibility List rather than merging it with a new list because the Commission is unable to use the same or similar test for this position as was used to create the current Eligibility List. Those eligibles still on the list will be notified and given the opportunity to retest.

DISPOSITION BY THE COMMISSION

Amendments/Comments

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

Subject: Public input on nomination of Dolores Press as Personnel Commissioner

The Santa Monica College Personnel Commission is seeking public input on its nomination of Dolores Press to fill an upcoming vacancy on the five-member Commission.

Under State law the two Personnel Commissioners, Karen Bancroft and Deborah Jansen, who have been appointed by CSEA, the exclusive representative of the classified employees and the two Personnel Commissioners appointed by the College District, Joy Abbott and Joseph Metoyer, are charged with the responsibility of appointing the fifth commissioner when that vacancy occurs.

The Commissioners has nominated Dolores Press, the incumbent Commissioner whose three-year term expires November 30, 2007, to be appointed to another three-year term.

DISPOSITION BY THE COMMISSION
Amendments/Comments

MOTION MADE BY:
SECONDED BY:
AYES:
NAYS:
ABSTENTIONS:
Relevant Education Code and Merit System Rule Citations:

Education Code Section 88066. Appointment procedure; subsequent vacancies; discharge of duties until successor appointed

(f) . . . at the next regularly scheduled personnel commission meeting to be held after 30 days from the day the intended appointee is announced. . . the appointee (or appointees) of the governing board and the appointee (or appointees) nominated by the classified employees shall, in an open hearing, provide the public and employees and employee organization the opportunity to express their views on the qualification of each candidate recommended for the vacancy. Each candidate shall be invited to this meeting.

The appointee of the governing board and the appointee nominated by the classified employees may make their appointment or may make a substitute appointment or recommendation without further notification or public hearing.

(g) A commissioner whose term has expired may continue to discharge the duties of the office until a successor is appointed, but for no more than 90 calendar days.

Merit System Rules 2.1.3, states the qualifications for a membership on the Personnel as follows:

Members of the Commission shall be registered voters, resident within the District, and shall be “known adherents of the principle of the merit system.” For purposes of this Rule the following definition shall apply:

1. “Known adherent to the principle of the merit system,” with respect to a candidate for a new appointment, shall mean a person who by nature of his/her prior public or private service has given evident that he/she supports the concept of employment, continual in the concept of employment, continuance in employment, in service promotional opportunities, and other related matters on the basis of merit and fitness.

2. With respect to a candidate for reappointment, “known adherent of the merit system shall mean a commissioner who has clearly demonstrated through meeting attendance and actions that he/she does, in fact, support the merit system and its operation.

Merit Rule 2.1.4 defines the Terms of Office:

By law, the term of each commissioner is for three years. The three terms are staggered and one commissioner’s term expires each year at noon on December 1. On one about September 1 of each year, the Personnel Director shall notify the governing board and the employees’ representative(s) of the name and address of each commissioner whose term will expire and whether he or she will accept reappointment. The notification shall also indicate that the board must follow the provision of Education Code 88069.

Merit Rule 2.1.5 discusses the election of officers. It states:

At the first meeting following December 1 of each year, the Commission shall elect one of its members as Chair and another member as Vice Chair, to serve for a term of one year or until their successors are elected. The Chair shall be the presiding officer of all regular and special meetings. In the absence of the Chair the Vice Chair shall preside.
AGENDA REPORT NO. 3

Subject:  Revisions to Class Description: Director of Maintenance

Date:  November 14, 2007

To:  Members of the Personnel Commission

From:  Dori MacDonald, Director of Classified Personnel

Background

Attached for your approval is a revised classification description for Director of Maintenance. The Commission approved minor changes to the specification at their last meeting but since that time staff has received complaints that the minimum qualifications would prevent any internal candidates from qualifying. This matter was discussed with the Acting Vice President of Business and Administration and new language has been added to the minimum qualifications - Current Santa Monica College employees may substitute two years of experience supervising multiple trades positions for two years of the education requirement.

Recommendation

That the revised classification description for Director of Maintenance be approved as submitted.

DISPOSITION BY THE COMMISSION

Amendments/Comments

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

The position in this classification manages the programs for corrective and preventative maintenance and remodeling of campus facilities, equipment and vehicles. Coordinates, schedules and oversees College five-year Scheduled Maintenance and Hazardous Materials Abatement projects and special projects.

ESSENTIAL DUTIES

Receives maintenance requests for repair, replacement, preventative maintenance, and facilities remodeling; evaluates requests; supervises data input to generate and close work orders; assigns work orders to appropriate area for completion; verifies work orders are completed.

Plans, prepares, and implements the College five-year Scheduled Maintenance and Hazardous Substance Removal plans; compiles annual submittal and project bid documents; formulates the deferred maintenance plan.

Prepares and justifies budget for the Maintenance department; reviews and controls department expenditures; directs the preparation and processing of maintenance requisitions and annual orders of materials, equipment and services.

Defines standard of quality and quantity of work; inspects work in progress to check methods and ensure compliance with District standards, Building, Health & Safety and Education Codes and other applicable federal, state and local laws and regulations.

Assists in on-going physical inspection of District facilities, makes recommendations and generates work orders for necessary repairs, replacements and modifications to substandard facilities.

Oversees the scheduled servicing and corrective repair of maintenance equipment and vehicles; generates reports on equipment status, staff allocations, and service delivery levels.

Solicits bids for scheduled maintenance and hazardous materials projects; conducts job walks, bid opening and evaluation, makes recommendations and oversees project implementation; administers contracts after successful bid is awarded.

Reviews architectural and engineering drawing to optimize efficiency of utilities and comply with District needs for maintenance service and durability.

Oversees energy management and asbestos abatement programs, ensures that programs comply with District and governmental standards and codes; coordinates implementation of the Southern California Air Quality Management District (AQMD) regulations with regard to District equipment.

Hires, supervises, and evaluates subordinate supervisors; reviews technical and staff development materials and literature; recommends and approves training seminars for staff members.

Assigns work; coordinates work projects between various trades.

Performs other related duties as assigned or requested.

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

SUPERVISION

Supervision Received:
This position receives general supervision from the Chief Director of Facilities Management.

Supervision Exercised:
This position provides direct supervision to the following classifications: Mechanical Systems/Energy Management Supervisor, Construction Systems Supervisor and Administrative Assistant I.
KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of the methods, materials and practices used by the building trades; knowledge of construction, HVAC, plumbing and electrical trades as they impact the repair, maintenance, and construction of buildings and facilities.

Knowledge of labor and materials costing for corrective and preventive maintenance activities.

Knowledge of safe working practices and procedures for maintenance personnel.

Knowledge of Air Quality Management District regulations related to District equipment.

Knowledge of computerized maintenance management/work order programs.

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

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 budgeting procedures and requirements sufficient to be able to administer a budget to accomplish building, grounds, and site utilities maintenance objectives.

Knowledge of energy management and asbestos abatement programs governmental standards and codes.

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

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

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

Ability to estimate costs for remodel, hazardous abatement, and scheduled maintenance projects.

Ability to hire, train, supervise and evaluate subordinate supervisors.

Ability to coordinate special projects related to facilities building modifications and site utilities.

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

Ability to communicate well both orally and in writing.

MINIMUM QUALIFICATIONS

**Education Requirement:**
Bachelors degree in engineering, business administration or a related field from an accredited college or university.

**Experience Requirement:**
Five (5) years of progressively responsible experience in diversified building construction and/or mechanical installation and maintenance work, preferably in a multi-site operations, such as a multi-campus K-12, secondary school district, college, university or office building and two (2) years of which must have included responsibility for supervising construction and/or mechanical and/or building maintenance crews.

**Education/Experience Equivalency:**
Two years of experience at the level of a Director of Maintenance or above may substitute for two years of the education requirement.

Current Santa Monica College employees may substitute two years of experience supervising multiple trades positions for two years of the education requirement.
**Licensure and/or Certification:**
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 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:** Trades/Facilities/Maintenance

**FLSA Status:** Exempt

**Personnel Commission Approval Date:** December 7, 2006, 10/17/07, 11/14/07

**Class History:** Maintenance Director

**Revision Date(s):** 12/07/06, 10/17/07, 11/14/07
AGENDA REPORT NO. 4

Subject: Revisions to Class Description: Network Services Manager

Date: November 14, 2007

To: Members of the Personnel Commission

From: Dori MacDonald, Director of Classified Personnel

Background

Attached for your approval is a revised classification description for Network Services Manager. The department had requested changes to the specification when it was established as part of the Hay Rollout. However, the changes were deferred to another time rather than prolong the rollout.

In reviewing the classification description as part of the compensation portion of the Hay Study it was noted that there were significant differences in the positions this position supervises and what was noted on the classification description. While speaking to the Department Head she requested that additional changes be made to the description to more accurately reflect the duties the incumbent performs.

Recommendation

That the classification description for Network Services Manager be approved as submitted.

DISPOSITION BY THE COMMISSION

Amendments/Comments

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

The position in this classification manages the campus-wide computer and networking functions. Provides leadership, coordination, and hands-on experience to manage a large scaled enterprise LAN/WAN network computing environment. Responsibilities include network infrastructure, server architecture, and enterprise network services.

ESSENTIAL DUTIES

Plans and performs analysis and design for network security configuration and enforces network security policy. Leads the department network and system staff to plan, analyzes, designs, and implements enterprise network/server infrastructures and security policy.

Manages the configuration and installation of information system networks including hardware, operating systems software, network operating system software, network client software, and applications software.

Manages the technical support services operations that maintain and report database and information system networks.

Manages network operation and technology deployment tasks; ensure the availability of critical services during and after business hours.

Manages complex network related multi-faceted technological projects; determines project scope, timelines, design and engineering.

Determines campus-wide computer and networking needs and resources; meets with users to evaluate, determine and recommend various software and hardware solutions to meet user needs; consults with Director and other data processing professionals to meet college end user needs.

Plans, designs, tests and implements both new and existing systems to automate end user files and records.

Evaluates college’s computer network security; develops and design network security standards and configurations.

Plans, designs and supports college’s Internet, Intranet, E-Mail and other special function/departmental files servers and network services.

Communicates with leading technology vendors to analyze products and recommend effective and feasible solutions to the college’s networking needs.

Plans, designs and implements College’s network services backup/recovery and disaster recovery plan. Collects and prepares formal documentation of network diagram, change control procedures, network resource usage reports and perform capacity planning.

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 direction, the employee in this position receives assignments and is expected to carry them through to completion with substantial independence.
Network Services Manager

Supervision Exercised:
Position supervises Systems and Network Administrator and Computer Network Analyst positions, Telecommunication Technician I and Telecommunication Technician II level positions.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of network support services operations
Knowledge of wired/wireless LAN/WAN architecture
Knowledge of internet/intranet network technology and solutions, server technology, web services, client/server technology
Knowledge of Network Directory, Database, and Electronic Mail Services
Knowledge of supervisory principles and practices sufficient to be able to delegate workload responsibility appropriately
Strong organizational, interpersonal, and communication skills to lead the team to perform complex work assignment effectively and efficiently in organization and coordinating work efforts including delegation of responsibility
Skill in project management, analyzing work functions and developing systematic methodologies to ensure effective and efficient completion of complex network projects work assignment
Skill in trouble-shooting and identifying problematic situations related to procedures and implementing changes to correct situations.

MINIMUM QUALIFICATIONS

Education:
Bachelor’s Degree in Business Administration, Public Administration, Computer Information Systems, Computer Science, Mathematics or a closely related field.

Experience:
Five (5) years of progressively responsible work experience managing data communication, network planning and/or designing and technology deployment, which included one year supervisory experience, one (1) year of which must have included supervision of a staff responsible for providing network support services.

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:
Microsoft Certified Systems Engineer (MCSE) and/or Cisco Certified Network Professional (CCNP) is desirable

WORKING ENVIRONMENT & PHYSICAL DEMANDS

Disclosure:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
Normal Office Environment:
While performing the duties of this job the employee is regularly required to sit, use hands to keyboard, type, or handle materials, and talk and/or hear. The employee is occasionally required to stand and walk. The employee is regularly required to fit, carry, push, or pull up to 25 pounds. While performing the duties of this job, the noise level in the work environment is usually quiet.

CLASS DETAIL

Job Family: Information Technology

FLSA Status: Exempt

Personnel Commission Approval Date: 11/30/06, 11/14/07

Class History: Benchmark classification Technology Projects Manager

Revision Date(s): Hay Study, November 30, 2006, 11/14/07
AGENDA REPORT NO. 5

Subject: Request for Reclassification
From Student Services Clerk to Student Services Assistant

Date: November 14, 2007

To: Members of the Personnel Commission

From: Dori MacDonald, Director of Classified Personnel

Background

In February 2007, Ronnie Felder, Sandra Franco, Renay Garcia and James Price requested reclassification from a Student Services Clerk to a Student Services Assistant. Their requests were sent to Hay by the Interim Director of Classified Personnel and Hay conducted interviews with the incumbents and their Supervisors, Kiersten Elliot, Associate Dean of Enrollment Services and Teresita Rodriguez, Vice President of Enrollment Development. The information received from Hay on these requests was incomplete.

New interviews with the supervisors were conducted and the PDQ’s were reviewed.

The distinguishing characteristics between a Student Services Clerk and a Student Services Assistant are:

1. The Student Services Clerk classification provides a variety of general and routine clerical duties for student services departments and programs.
2. The Student Services Assistant classification performs moderately difficult clerical duties and is responsible for completion of a functional phase of clerical work necessary in the student services area.

In reviewing the PDQ’s and speaking with the supervisors it is clear that the Student Services Clerks referenced above perform more than a variety of general and/or routine clerical functions, they are actually responsible for completion of a functional phase of the clerical work necessary in the admissions and records office. They perform duties such as:

- Reviewing admissions applications to assess and document residency status; interviewing students to determine eligibility for concurrent high school enrollment program; Processing enrollment verifications for loan deferment, health insurance, auto insurance, housing qualifications and foreign draft deferment; determining eligibility of student athletes to compete in college sports, scanning, cataloguing, indexing, and maintaining all permanent admissions records, maintaining and updating student services databases and confidential student records’ processing student admissions applications for student services requests including graduation petitions, CSU certifications, General Education Transfer Curriculum Certifications, course repetitions and advanced placement requests; assisting in planning and coordinating student services program special events including the annual graduation ceremony.

Recommendation

Ronnie Felder, Sandra Franco, Renay Garcia and James Price be reclassified from Student Services Clerks to Student Services Assistants effective January 1, 2007.

DISPOSITION BY THE COMMISSION

Amendments/Comments

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

Subject: Request for Reclassification
From Student Services Assistant to Student Services Specialist

Date: November 14, 2007
To: Members of the Personnel Commission
From: Dori MacDonald, Director of Classified Personnel

Background

In February 2007, Rachel Brideau, Jonathan Cohanne, Candee Jones, Connie Lemke, Karen Sasaki, Karen Sydney and Chris Young, requested reclassification from a Student Services Assistant to a Student Services Specialist. Their requests were sent to Hay by the Interim Director of Classified Personnel and Hay conducted interviews with the incumbents and their Supervisors, Kiersten Elliot, Associate Dean of Enrollment Services and Teresita Rodriguez, Vice President of Enrollment Development. The information received from Hay on these requests was incomplete.

New interviews with the supervisors were conducted and the PDQ’s were reviewed.

The distinguishing characteristics between a Student Services Assistant and a Student Services Specialist are:

3. The Student Services Assistant classification performs moderately difficult clerical duties and is responsible for completion of a functional phase of clerical work necessary in the student services area.
4. The Student Services Specialist classifications perform complex and specialized duties within admissions and records student services area.

In reviewing the PDQ’s and speaking with the supervisors it is clear that the Student Services Assistants referenced above perform complex and specialized duties within the admissions and records area. They perform duties such as:

- Determining eligibility of students for graduation and transfer and making the final decision in this process, such as granting an AA degree; determines applicability of coursework in awarding subject and unit credit for AP exams and CLEP exams, international records and transcripts and military experience; meets with students to resolve graduation or certification issues; provides assistance to students in the graduation process by resolving discrepancies and irregularities; resolves complex problems and issues presented by staff, students, counselors, faculty and other members of the College community; keeps abreast of any changes in procedures or requirements for the AA degree, Career Certificates, CSU General Education Certification and Intersegmental General Education Transfer Curriculum Certification; communicates with faculty, admissions staff and the Articulation Officer regarding transferability of courses for CSU General Education Certification and Intersegmental General Education Transfer Curriculum Certification; coordinates the yearly commencement ceremony with the Associate Dean of Enrollment Services.

Recommendation

Rachel Brideau, Jonathan Cohanne, Candee Jones, Connie Lemke, Karen Sasaki, Karen Sydney and Chris Young be reclassified from Student Services Assistants to Student Services Specialists effective January 1, 2007.

DISPOSITION BY THE COMMISSION

Amendments/Comments

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

Subject: Approval of Provisional Appointment to Working Out of Class Assignment

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Assignment</th>
<th>Length of Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Raymond Bruce</td>
<td>Custodial Operations Supervisor</td>
<td>90 days beginning 10/15/07</td>
</tr>
</tbody>
</table>

(Please see audit report attached.)

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


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

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

7.2.2 (A) Qualifications of a Provisional Appointees

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

DISPOSITION BY THE COMMISSION
Amendments/Comments

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

Page 17 of 28
Employee: Raymond Bruce
Current Class: Lead Custodian
Requested Class: Custodial Operations Supervisor
Location: Facilities
Supervisor/Title: Jeffrey Peterson, Director of Campus Operations

SUBJECT
This working out of class assignment is requested to assist the Facilities Department in maintaining their operation as the Custodial Supervisor is out on a leave of Absence. An audit of the job and the requestor’s qualifications to perform the work as described in the class specification has been conducted to determine if a working out of classification assignment can be granted.

RESEARCH
The summary of duties and minimum qualifications that are currently defined by the Custodial Operations Supervisor classification specification are:

CONCEPT OF THE CLASS
The position(s) in this classification supervise the day, swing and/or second night shift custodial crews on both the main campus and satellite campuses.

ESSENTIAL DUTIES
Plans, organizes, supervises, schedules and coordinates the activities of the day, swing or second night shift custodians and lead personnel; confers with lead custodians to determine or prioritize routine cleaning, special projects or other assignments

Assists in the selection and hiring of custodians; conveys instructions and department expectations and standards to custodial crew, monitors and evaluates work performance of custodial and lead personnel; verifies and approves timecards, approves and records leaves of absence; prepares and submits timesheets utilizing computer software database program; regularly conducts or arranges cleaning technique and safety practices training sessions for custodial personnel

Conveys instructions and department expectations and standards to custodial crews; coordinates and schedules crews for set up, take down and cleanup activities resulting from special campus events and activities; communicates with various staff regarding activities via two-way radio; makes regular inspections to ensure cleanliness and safety of buildings and other campus facilities

Coordinates custodial crews work with Grounds Supervisor to ensure effective and efficient outcome of work being performed simultaneously between custodial and grounds staff

Assists Grounds and Custodial Services Manager with various special projects; assumes principle responsibility for additional crews in the absence of the Grounds and Custodial Services Manager

Field tests products; makes recommendations for purchase of products in bulk or for equipment assessing quality and cost effectiveness
Develops and documents a preventative maintenance routine for vacuum cleaners, floor cleaning equipment, electric carts and other custodial equipment

Maintains inventory control of supplies; with assistance of Lead Custodians, determines amount and location of needed supplies; submits requests; ensures adequate and timely distribution of supplies; maintains inventory control on computer database program.

Responds to emergency calls and takes appropriate action to resolve matters; direct and coordinate emergency procedures and crew in the event of a disaster

Attends and participates in management development programs, seminars and workshops as needed

Performs other related duties as assigned or requested

### MINIMUM QUALIFICATIONS

**Education Requirement:**
Graduation from high school or GED equivalent

**Experience Requirement:**
Three (3) years experience coordinating custodial and operations activities of multiple crews working in multiple sites, utilizing a computer database program to track schedules and inventory records, including at least one (1) year of leading or directing the activities of a custodial and operations crew.

**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.

### FINDINGS AND RECOMMENDATIONS

Mr. Bruce has worked for the College since 1998 and was promoted to Lead Custodian in 2000. Mr. Bruce meets the minimum qualifications for the Custodial Supervisor with his 7 years of experience as a Lead Custodian at the College. Mr. Bruce meets the qualifications for a provisional appointment (Merit Rule 7.2.2.A.) to the position of Custodial Supervisor. Mr. Bruce will perform the duties of a Custodial Supervisor 50% or more of the time and qualified for a 100% stipend under the terms of the CSEA contract (11.7). It is recommended that the Commission approve the provisional appointment for working out of class as a Custodial Operations Supervisor.
AGENDA REPORT NO. 8

SUBJECT: Approval of Provisional Appointment to Working Out of Class Assignment

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Assignment</th>
<th>Length of Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Karen Lehman</td>
<td>Accounting Specialist II</td>
<td>90 days beginning 10/22/07</td>
</tr>
</tbody>
</table>

(Please see audit report attached.)

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

   B. The appointing authority may make a provisional appointment only when the Personnel Director certifies that:
      1. No eligibility list exists for the class, or
      2. An eligibility list exists, but there is an insufficient number of available eligibles (i.e. less than three ranks of eligibles), and the appointing authority chooses not to appoint an available eligible.

7.2.2 (A) Qualifications of a Provisional Appointees
   B. Insofar as possible, provisional appointees shall be required to meet the qualifications for the class of the appointment as stated in the class descriptions. The determination of the appropriateness of qualifications shall be made by the Personnel Director prior to appointment.

3.2.10 WORKING OUT OF CLASS (Education Code Section 88010, 88087)
   B. Procedure for Requesting Approval for Working Out of Class
      1. Requests for approval for an employee to be working out of class shall be made when an employee is required to perform duties that are not allocated to an existing class, shall be submitted to the Director of Classified Personnel.
         a. The request must be submitted no later than five (5) working days after the start of the assignment.

   F. Employee Rights and Responsibilities

If, after consultation with his or her immediate supervisor, the employee feels that he or she has been assigned duties which are at a higher range for a substantial part of his or her assignment, the employee shall notify the Director of Classified Personnel, in writing, no later than five (5) working days after the start of the assignment. Any request submitted after the timelines listed above and approved for differential pay shall take effect only from the date of receipt in the Personnel Commission Office.
DISPOSITION BY THE COMMISSION
Amendments/Comments

MOTION MADE BY:
SECONDED BY:
AYES:
NAYS:
ABSTENTIONS:
Working Out of Classification
Audit Report

Employee: Karen Lehman
Current Class: Bookstore Operations Assistant
Requested Class: Accounting Specialist II
Location: Bookstore
Supervisor/Title: David Devers, Bookstore Manager

SUBJECT
This working out of class assignment is requested to assist the Bookstore in maintaining their operations. A former retired employee has come back for years as a limited term to assist the Bookstore with its fiscal/clerical activities. At the end of this past fiscal year this employee decided to no longer return. The department is currently trying to have a full-time Accounting Specialist II position approved by Senior Management.

RESEARCH
The summary of duties and minimum qualifications that are currently defined by the Accounting Specialist II classification specification are:

CONCEPT OF THE CLASS
Positions in this classification perform moderately complex to difficult fiscal and clerical activities preparing, maintaining and processing District accounts payable, accounts receivable, revolving cash funds, financial aid payments or reimbursements.

ESSENTIAL DUTIES
Posts payments and other data to regular and open purchase orders, journals, requisitions and ledger sheets; enters appropriate information into District or county on-line or personal computer systems
Reviews, sorts and properly codes invoices and refund checks; verifies encumbrances and charges made to proper accounts
Resolves routine and moderately difficult problems; refers more complex problems to supervisor or senior fiscal staff members problems
Contacts and confers with Purchasing department, vendors and other college departments to verify correctness of invoices and resolve billing discrepancies
Receives, sorts and date stamps incoming documents; matches mail with payment authorization or routes to appropriate department for payment approval
Verifies and reconciles accounts on invoices; reviews and verifies account numbers; verifies freight charges; computes applicable discounts, sales tax and other terms of sale
Prepares one or more monthly or quarterly reports; payroll worksheets and payroll tax returns
Prepares bank deposits; reconciles bank statements on a monthly basis
Performs a variety of bookkeeping activities related to the District’s Associated Student Body and Enterprise Office; assists student clubs and other individual requesting information on accounts and office procedures

Prepares credit memos

Review claims for mileage or conference reimbursement; checks signatures and verifies total amount requested against pre-approved amounts; checks and resolves claim discrepancies for conference or travel expenses; processes claim/payments for approved conference expenditures, including those for travel agencies, lodging, transportation, registration fees and other professional organization fees

Prepares journal entries from warehouse requisitions

Processes District construction, consultant and lease contracts; confers with LACOE, construction companies, subcontractors and facilities department to ensure payment processing compliance with District policies and procedures; develops and maintain original contract files; ensures that construction contracts include appropriate legal documents necessary.
Encumbers purchase orders; files and maintains purchase orders for assigned vendors

Reviews, prepares and issues early retirement and monthly premiums for the Employee Benefits department

Receives, checks records, verifies and files student grant award letters; releases warrant to students; resolves discrepancies by requesting changes in award letters of warrant cancellations; reconciles District and county computer printouts to grants awarded; corrects or reports discrepancies to appropriate parties

Reviews, prepares and issues payments for legal settlements and reimbursements for student insurance deductibles

Review, prepare and issue Childcare and Student Stipend payments

Performs other related duties as assigned or requested.

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

MINIMUM QUALIFICATIONS

**Education Requirement:**
Graduation from High School or GED equivalent

**Experience Requirement:**
Four (4) years increasingly responsible experience resolving a range of problems related to financial and statistical record keeping/bookkeeping activities.

**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

FINDINGS AND RECOMMENDATIONS

Ms. Lehman has worked for the College since 1996 as a Bookstore Operations Assistant. She attended special classes in 2004/2005 on the Bookstore’s A/R & A/P software and has assisted the retired Accounting Specialist II with many of the fiscal/clerical functions for many years. It is difficult to assess whether Ms. Lehman fully meets the minimum experience requirements (4 years of increasingly responsible experience resolving a range of problems related to financial and statistical record keeping/bookkeeping activities) but it is clear that she is the most qualified to perform these duties, at this
time, considering her training on the specific Bookstore software and the assistance she provided to the retired/limited
term employee. It appears that Ms. Lehman has been performing additional duties outside of her classification for the

bookstore since 7/1/07, however, the Personnel Commission Office was not advised of this until late October. The merit
rules specifically state that requests need to be submitted to the Commission Office within 5 days of the start of the
assignment and that the employee has a responsibility to notify the Director of Classified Personnel if the supervisor does
not. If that does not occur, the request for additional pay shall only take effect upon the date of receipt of the request in
the Personnel Commission Office. There for it is recommended that Ms. Lehman be approved to work out of class as an
Accounting Specialist II for 90 days beginning October 22, 2007. Under the terms of the CSEA (11.7) contract Ms.
Lehman would be qualified for a 100% stipend since more than 50% of her time is being spent performing duties
designated as an Accounting Specialist II.
AGENDA REPORT NO. 9

Subject: Ratification: Limited Term Assignments

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

<table>
<thead>
<tr>
<th>Position Classification</th>
<th>Department</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Assistant I</td>
<td>Athletics</td>
<td>10/22/2007-12/14/2007</td>
</tr>
<tr>
<td>(1 full-time position)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Payroll Specialist</td>
<td>Fiscal Services</td>
<td>10/10/2007-02/28/2008</td>
</tr>
<tr>
<td>(1 full-time position)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Counseling Aide</td>
<td>Latino Center</td>
<td>10/01/2007-12/31/2007</td>
</tr>
<tr>
<td>(1 full-time position)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(1 part-time positions)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Counseling Aide</td>
<td>TRIO</td>
<td>11/05/2007-12/31/2007</td>
</tr>
<tr>
<td>(1 part-time positions)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(1 part-time positions)</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. 10

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>Alvarez, Amanda</td>
<td>Counseling Aide</td>
<td>TRIO</td>
<td>11/06/07-12/31/07</td>
<td>07/18/2007</td>
</tr>
<tr>
<td>Barajas, Byanca</td>
<td>Counseling Aide</td>
<td>Latino Center</td>
<td>10/01/07-12/31/07</td>
<td>07/18/2007</td>
</tr>
<tr>
<td>Dinkins, Janet</td>
<td>Administrative Assistant</td>
<td>Athletics</td>
<td>10/22/07-12/14/07</td>
<td>05/16/2007</td>
</tr>
<tr>
<td>Fayyaz, Kashif</td>
<td>Counseling Aide</td>
<td>TRIO</td>
<td>11/05/07-12/31/07</td>
<td>07/18/2007</td>
</tr>
<tr>
<td>Fayyaz, Saqib</td>
<td>Counseling Aide</td>
<td>TRIO</td>
<td>11/16/07-12/31/07</td>
<td>07/18/2007</td>
</tr>
<tr>
<td>Medina, Maibe</td>
<td>Counseling Aide</td>
<td>EOPS</td>
<td>11/14/07-12/31/07</td>
<td>07/19/2007</td>
</tr>
<tr>
<td>Ponce, Alvin</td>
<td>Payroll Specialist</td>
<td>Fiscal Services</td>
<td>10/10/07-02/28/08</td>
<td>12/13/2006</td>
</tr>
</tbody>
</table>

Reference Merit Rule 7.4.3 (A) – Eligibility for Appointment
Limited term appointments shall be made from eligibility lists and employment lists in accordance with procedures for regular appointments.
**AGENDA REPORT NO. 11**

**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 day 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>Malden, Carla</td>
<td>Instructional Asst.-English</td>
<td>English</td>
<td>09/04/2007-12/21/2007</td>
</tr>
<tr>
<td>Gever, Diyanna</td>
<td>Instructional Asst.-L.D.</td>
<td>Disabled Student Center</td>
<td>11/05/2007-12/31/2007</td>
</tr>
<tr>
<td>Cooke, Christopher</td>
<td>Job Developer</td>
<td>Job Development</td>
<td>11/01/2007-12/21/2007</td>
</tr>
<tr>
<td>Harris, Kristine</td>
<td>Office Aid</td>
<td>Disabled Student Center</td>
<td>10/22/2007-12/31/2007</td>
</tr>
<tr>
<td>Cruz, Mitchell</td>
<td>Van Driver</td>
<td>Transportation</td>
<td>07/02/2007-06/30/2007</td>
</tr>
<tr>
<td>Holt, Sharon</td>
<td>Van Driver</td>
<td>Transportation</td>
<td>07/02/2007-06/30/2007</td>
</tr>
</tbody>
</table>
V. Adjournment at ______ pm

Next regular meeting scheduled for Wednesday, December 19, 2007 in the Board Room, Business Building, Room 117.

DISPOSITION BY THE COMMISSION
Amendments/Comments

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