### DEPARTMENTS PLEASE POST

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

### ADMINISTRATORS and MANAGERS

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acad. Comp.</td>
<td>J. John</td>
</tr>
<tr>
<td>Emeritus</td>
<td>M. Hall</td>
</tr>
<tr>
<td>Facilities</td>
<td>J. Keurjian</td>
</tr>
<tr>
<td>HR</td>
<td>P. Brown</td>
</tr>
<tr>
<td>HR</td>
<td>S. Lee-Lewis</td>
</tr>
<tr>
<td>Info Mgmt</td>
<td>J. Chong</td>
</tr>
<tr>
<td>Int. Ed. Ctr.</td>
<td>A. Rosales</td>
</tr>
<tr>
<td>KCRW</td>
<td>R. Seymour</td>
</tr>
<tr>
<td>Maint.</td>
<td>G. Rose</td>
</tr>
<tr>
<td>Mktg.</td>
<td>D. Girard</td>
</tr>
<tr>
<td>Operations</td>
<td>J. Peterson</td>
</tr>
<tr>
<td>Pico Partner</td>
<td>D. Goode</td>
</tr>
<tr>
<td>Receiving</td>
<td>D. Bice</td>
</tr>
</tbody>
</table>

### PRESIDENT/SUPERINTENDENT and VICE PRESIDENTS

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Superintendent/President</td>
<td>C. Tsang</td>
</tr>
<tr>
<td>Exec. VP</td>
<td>R. Lawson</td>
</tr>
<tr>
<td>VP Academic Affairs</td>
<td>J. Shimizu</td>
</tr>
<tr>
<td>VP Enroll. Services</td>
<td>T. Rodriguez</td>
</tr>
<tr>
<td>VP Human Resources</td>
<td>M. Wade</td>
</tr>
<tr>
<td>VP Student Affairs</td>
<td>M. Tuitasi</td>
</tr>
</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

<table>
<thead>
<tr>
<th>Organization</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSEA Labor Rep.</td>
<td>(via email)</td>
</tr>
<tr>
<td>CSEA Chapter Pres.</td>
<td>B. Rosenloecher</td>
</tr>
<tr>
<td>CSEA Chapter 1st V.P.</td>
<td>L. Lauer</td>
</tr>
<tr>
<td>CSEA Chief Job Steward</td>
<td>T. Burdick</td>
</tr>
<tr>
<td>CSEA Correspndng. Sec’y</td>
<td>V. Cook</td>
</tr>
<tr>
<td>CSEA Recording Sec’y</td>
<td>C. Lemke</td>
</tr>
<tr>
<td>Mgmnt Assoc. Pres.</td>
<td>K. Elliott</td>
</tr>
</tbody>
</table>

### SMC BOARD OF TRUSTEES and PERSONNEL COMMISSION

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Board of Trustees</td>
<td>(9)</td>
</tr>
<tr>
<td>(Minutes only)</td>
<td></td>
</tr>
<tr>
<td>Personnel Commission Staff</td>
<td>(6)</td>
</tr>
</tbody>
</table>

For information regarding Personnel Commission Agenda/Minutes distribution, please contact Personnel Commission at (310) 434-4410.
PERSONNEL COMMISSION
REGULAR MEETING AGENDA
Wednesday, September 17, 2008 at 12:00 pm
Board Room, Business Building, Rm. 117, 1900 Pico Blvd., Santa Monica, CA 90405

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

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

PUBLIC SESSION: 12:00 pm

I. ORGANIZATIONAL FUNCTIONS

A. Call to Order 12:05 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>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Commissioner Jansen, Vice-Chair</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Commissioner Abbott</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Commissioner Metoyer</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Commissioner Press</td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>

C. Approval of Minutes

Regular Meeting August 20, 2008

Motion made by: Commissioner Abbott Seconded by: Commissioner Metoyer

Ayes: 4 Nays: 0 Abstain: 0

II. REPORT - DIRECTOR OF CLASSIFIED PERSONNEL

Dori MacDonald reported to the Commission that the Personnel Commission Office continues to be very busy. As an example, testing for Administrative Assistant II, III and III-Confidential took place the week prior. There were so many applicants invited to the written test that two test administrations had to be administered on two different days in the cafeteria.

Director MacDonald presented Karen Monzon, Personnel Technician, with a Certificate of Completion from the HR Academy. Ms. Monzon completed a series of classes through CPS. Director MacDonald congratulated Ms. Monzon on her accomplishment.

Director MacDonald advised the Commissioners that the Personnel Commission Office has been receiving so many more applications than anticipated that she is considering making changes to testing procedures to limit the number of candidates who continue after a written test. One recent recruitment received over 400 applications. If only 25% of those people passed, it would be impossible to conduct test interviews for 100 people. Director MacDonald stated that all job bulletins have a disclosure that states that “…testing is subject to change…”.

III. COMMENTS AND INFORMATIONAL REPORTS

A. Recognition of Employee Longevity: SEPTEMBER 2008

5 Years

Chris Young, Student Services Specialist, Admissions & Records
10 Years
Felicia Hudson, Custodian, Operations
Gayle Sosa, Administrative Assistant I, Facilities/Maintenance Administration
Joel A. Williams, Community College Parking Enforcement Officer, Campus Police

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

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

25 Years
Richard Yancey, Senior Reprographics Technician, Media/Graphics Center

Kiersten Elliott, Associate Dean, Enrollment Services thanked Chris Young and Linda Reza for their dedicated years of services to Santa Monica College.

B. Comments from District Personnel Officer – No comments.

C. Comments from CSEA Chapter 36 Representative – Connie Lemke, CSEA Corresponding Secretary, stated that Bernie Rosenloecher and Tron Burdick sent their apologies for not attending the meeting. Ms. Lemke stated that CSEA noticed that there are a lot of changes being made to job descriptions. She stated there are no specific jobs that CSEA is concerned about, but she wants it looked at and considered.

D. Comments from Management Association President – Erica LeBlanc, Vice President, Management Association. Ms. LeBlanc stated there were items on the agenda she wanted to address. The first had to do with the separation of classifications for Laboratory Technician-Art/Broadcasting/Commercial Photography and Lead Library Assistant and urged the Commissioners to support the separation of these classifications. These positions were previously combined and this did not make sense. Ms. Lisa Acosta, Personnel Analyst, was very instrumental in working with the department chairs to revise and separate these classifications for approval.

Ms. LeBlanc spoke to the resolution of the salary placement for classified managers. There are two openings on hold pending the approval of these salaries. Ms. LeBlanc trusts that the information needs the Commissioners expressed at the last meeting which resulted in the tabling of that item had been resolved. She asked the Commission to support classified managers who are also under the auspices of the Merit System.

Lastly, Ms. LeBlanc thanked the staff of the Personnel Commission for working so diligently and efficiently. The Photography Department has worked without a permanent employee for more than a year now. The staff of the Personnel Commission is outstanding and has been very helpful.

E. Comments from Personnel Commission Staff – No comments.
F. Public comments (non-actionable comments from those in attendance) - Ian Fraser, Payroll Manager, reiterated Erica LeBlanc’s comments to support the approval of manager’s salaries. Mr. Fraser thought the item would be placed on this month’s agenda. He asked the Commission what their timetable was to have their questions answered and to place this item back on the agenda so that classified managers can attend the meeting. Mr. Fraser noted that classified management is also covered by the Merit Rules and the Hay salary modifications that were presented were the result of the work done by the Personnel Commission staff. The modifications are also supported by the Vice President of Human Resources. It was dismaying that the Commission would react to one group of classified employees on an issue that impacts classified managers. CSEA should not have a significant impact on the Personnel Commission’s activities regarding the classified managers. He hoped that any outstanding questions the Commission had, have since been answered and he encouraged the Commission to support classified managers’ salary increases.

Robin Quaile, Accounts Payable Supervisor, reiterated both Erica LeBlanc and Ian Fraser’s comments. She asked the Commissioners when the item would be placed back on the agenda.

G. Comments by Personnel Commissioners – Commissioner Abbott addressed the comments from the managers regarding the salary increases. She asked Director MacDonald for an update on the manager’s salary recommendations.

Director MacDonald stated that at last month’s meeting, the Commissioners were directed by Chair Bancroft to give her any questions they had. Director MacDonald did not receive any questions from the Commissioners until the day the Personnel Commission Agenda was due and that is why the item was not placed on the agenda. She spoke with Chair Bancroft about two weeks after the last meeting because she had not received any requests for additional information and the Chair gave her direction. The direction was very different from the requests she had since received from the other Commissioners.

Commissioner Abbott asked Director MacDonald if she had gathered any of the information and if there were any hold ups in getting what she needed. Director MacDonald stated that all of the information would need to be gathered and salary schedules needed to be produced from Human Resources. Commissioner Abbott stated that she misunderstood the directive from the Chair to put all requests in writing and apologized to the audience for not getting the questions to the Director in time for this month’s meeting.

Commissioner Press stated that she thought there would be a special meeting. Since the meeting was never announced, she assumed all the Commissioners had their questions answered and the item would be placed on this agenda.

Vice-Chair Jansen acknowledged the letter written from the Management Association regarding the salary recommendations. The Personnel Commission takes all the comments seriously and stated the need for process and procedure. She did request information after last month’s meeting which Director MacDonald provided immediately, but was lacking the background material needed and wanted to know how conclusions and recommendations were made. Vice-Chair Jansen stated that she presented Director MacDonald with a list she calls, “Professional Request for Compensation Studies”. Her decision making is based on evidence, facts, and process and procedure. She stated on behalf of the Commissioners that they hear the Management Association's concerns and hope to see this item on next month’s agenda.
IV. AGENDA REPORTS

<table>
<thead>
<tr>
<th>#</th>
<th>ITEM</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>RATIFICATION OF ELIGIBILITY LIST</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Accounting Specialist II</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Director of Maintenance</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Instructional Assistant - ESL</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>REVISIONS TO CLASS DESCRIPTION</td>
<td>7</td>
</tr>
<tr>
<td></td>
<td>LABORATORY TECHNICIAN – ART/BROADCASTING/COMMERCIAL PHOTOGRAPHY</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>REVISIONS TO CLASS DESCRIPTION – LEAD LIBRARY ASSISTANT</td>
<td>17</td>
</tr>
<tr>
<td>4</td>
<td>REVISIONS TO CLASS DESCRIPTION – PERSONNEL ANALYST</td>
<td>25</td>
</tr>
<tr>
<td>5</td>
<td>EXAMINATION SCHEDULE</td>
<td>30</td>
</tr>
<tr>
<td></td>
<td>Laboratory Technician – Photography</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Lead Custodian</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Lead Library Assistant</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>RATIFICATION OF LIMITED TERM ASSIGNMENTS</td>
<td>31</td>
</tr>
<tr>
<td>7</td>
<td>ADVISORY ITEM: APPOINTMENTS TO LIMITED TERM POSITIONS</td>
<td>32</td>
</tr>
<tr>
<td>8</td>
<td>ADVISORY ITEM: APPOINTMENTS TO PROVISIONAL ASSIGNMENTS</td>
<td>33</td>
</tr>
<tr>
<td>9</td>
<td>RECRUITMENT AND EXAMINATION STATUS REPORT – INFORMATION ONLY</td>
<td>34</td>
</tr>
</tbody>
</table>

V. Adjournment at 12:35 pm

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

SUBJECT: RATIFICATION OF ELIGIBILITY LISTS

A. Establishment of New Lists

<table>
<thead>
<tr>
<th>Class Title</th>
<th>Field of Competition</th>
<th>Promotional</th>
<th>Total On List</th>
<th>Expiration Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting Specialist II</td>
<td>Merged Promotional &amp; Open Competitive</td>
<td>0</td>
<td>25</td>
<td>09/16/09</td>
</tr>
<tr>
<td>Director of Maintenance</td>
<td>Merged Promotional &amp; Open Competitive</td>
<td>0</td>
<td>5</td>
<td>09/16/09</td>
</tr>
<tr>
<td>Instructional Assistant – ESL</td>
<td>Open Competitive</td>
<td>0</td>
<td>20</td>
<td>09/16/09</td>
</tr>
</tbody>
</table>

DISPOSITION BY THE COMMISSION

Amendments/Comments

MOTION MADE BY: Commissioner Metoyer
SECONDED BY: Commissioner Abbott
AYES: 4
NAYS: 0
ABSTENTIONS: 0
AGENDA REPORT NO. 2

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

DATE: September 17, 2008

TO: Members of the Personnel Commission

FROM: Dori MacDonald, Director of Classified Personnel

BY: Lisa Acosta, Personnel Analyst

BACKGROUND

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

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

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

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

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

RECOMMENDATION

That the revised classification descriptions for Laboratory Technician – Art, Laboratory Technician – Broadcasting/Electronic Media, and Laboratory Technician – Photography, including a title change from Broadcasting to Broadcasting/Electronic Media and a title change from Commercial Photography to Photography, be approved as submitted.

DISPOSITION BY THE COMMISSION

Amendments/Comments

MOTION MADE BY: Commissioner Metoyer
SECONDED BY: Commissioner Press
AYES: 4
NAYS: 0
ABSTENTIONS: 0
CONCEPT OF THE CLASS

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

ESSENTIAL DUTIES

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

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

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

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

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

Researches, orders, receives, stores, and inventories art and laboratory supplies and equipment and makes recommendations regarding the purchase of art and laboratory supplies.

Assists the Gallery Director in the preparation of artwork, including lighting, construction, installation, and basic patching and painting.

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

Checks-out equipment and supplies to students.

Maintains laboratories, studios, galleries, and stock room in a clean and orderly condition.

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

May perform routine clerical duties related to the preparation and coordination of gallery and exhibition announcements and events.

Performs other related duties as requested or assigned.

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

SUPERVISION

Supervision Received

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


**Supervision Exercised**

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

---

**KNOWLEDGE, SKILLS AND ABILITIES**

**Depending on area of specialty:**

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

Knowledge of contemporary arts, including related concepts and technology

Knowledge of lighting and presentation as it relates to artwork

Knowledge of toxic chemical handling and disposing

Knowledge of chemical reagents and solutions

**Broadcasting:**

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

Knowledge of Federal Communications Commission regulations and procedures

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

**Commercial Photography:**

Knowledge of methods, procedures and practices used in photography

Knowledge of supplies, materials, and equipment used in photography

Knowledge of photography chemical reagents and solutions

**All positions:**

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

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

Knowledge of inventory and ordering procedures

Knowledge of basic record keeping techniques

**Ability to safely prepare and install artwork**

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

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

Ability to measure and mix chemicals safely and properly

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

**MINIMUM QUALIFICATIONS**

**Education Requirement:**
- Depending on area of specialty:
  - **Art:** Successful completion of eighteen (18)–thirty (30) semester hours of college coursework in art, including printmaking, ceramics, sculpture, painting, and drawing, and graphic arts
  - **Broadcasting:** Successful completion of eighteen (18) semester hours of college coursework in broadcasting
  - **Commercial Photography:** Successful completion of eighteen (18) semester hours of college coursework in photography

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

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

**Licensure and/or Certification:**
None

**WORKING CONDITIONS AND PHYSICAL DEMANDS**
Positions in this classification lift objects, bend and stoop, and are exposed to chemicals, equipment, and machinery, and extreme heat.

**CLASS DETAIL**

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

**FLSA Status:** Non-Exempt

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

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

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

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

ESSENTIAL DUTIES

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

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

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

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

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

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

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

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

Checks-out equipment and supplies to students.

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

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

Performs other related duties as requested or assigned.

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

SUPERVISION

Supervision Received

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

Supervision Exercised

Positions in this classification do not supervise others. May provide guidance and work direction to student workers.
KNOWLEDGE, SKILLS AND ABILITIES

Depending on area of specialty:

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

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

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

All positions:
Knowledge of basic maintenance, and repair of laboratory equipment
Knowledge of safety procedures in the laboratory and studios
Knowledge of inventory and ordering procedures
Knowledge of basic record keeping techniques
Skill to operate a computer and use computer software, including video and sound editing software
Ability to operate and explain laboratory equipment, chemicals, materials and supplies, and software
Ability to interpret and properly apply methods, procedures, and regulations related to safety in the labs and studios
Ability to measure and mix chemicals safely and properly
Ability to maintain laboratory equipment and materials in a clean and orderly condition
Ability to establish and maintain cooperative working relationships with those contacted in the course of work
MINIMUM QUALIFICATIONS

**Education Requirement:**
- **Art:**
  Successful completion of eighteen (18) semester hours of college coursework in art, including printmaking, ceramics, sculpture, and drawing
- **Broadcasting:**
  Successful completion of eighteen (18) semester hours of college coursework in broadcasting, film, or a closely related field
- **Commercial Photography:**
  Successful completion of eighteen (18) semester hours of college coursework photography

**Experience Requirement:**
Four (4) years of experience working in an electronic media area, such as a film/recording studio or laboratory in the area of specialty, including working with video/sound editing software, taking inventory, and ordering supplies.

**Education/Experience Equivalency:**
Experience and/or education of the same kind, level or amount as required in the minimum qualifications may be substituted on a year-for-year basis. The required education may be substituted with one (1) additional year of related experience. Up to one year of the required experience may be substituted with one (1) additional year of related coursework.

**Licensure and/or Certification:**
None

WORKING CONDITIONS AND PHYSICAL DEMANDS

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

CLASS DETAIL

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

**FLSA Status:** Non-Exempt

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

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

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

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

ESSENTIAL DUTIES

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

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

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

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

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

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

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

Checks-out equipment and supplies to students.

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

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

Performs other related duties as requested or assigned.

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

SUPERVISION

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

Supervision Exercised
Positions in this classification do not supervise others. May provide guidance and work direction to student workers.
KNOWLEDGE, SKILLS AND ABILITIES

Depending on area of specialty:

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

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

Commercial Photography:
Knowledge of methods, procedures and practices used in photography
Knowledge of supplies, materials, and equipment used in photography
Knowledge of photography chemical reagents and solutions
Knowledge of digital capture equipment
Knowledge of black-and-white and color printing and processing, including C41 and E6

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

Ability to use digital capture equipment, to include 35mm, medium and large format capture, color, and black-and-white
Ability to operate studio lighting equipment, including strobe and hotlights
Ability to operate and explain laboratory equipment, chemicals, materials and supplies
Ability to interpret and properly apply methods, procedures, and regulations related to safety in the labs and studios
Ability to measure and mix chemicals safely and properly
Ability to maintain laboratory equipment and materials in a clean and orderly condition
Laboratory Technician – Art/Broadcasting/Commercial Photography

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

MINIMUM QUALIFICATIONS

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

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

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

Licensure and/or Certification:
- None

WORKING CONDITIONS AND PHYSICAL DEMANDS

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

CLASS DETAIL

Job Family: Instructional Support (Student Services/Classroom)

FLSA Status: Non-Exempt

Personnel Commission Approval Date: 11/09/06

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

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

SUBJECT: REVISIONS TO CLASS DESCRIPTION – LEAD LIBRARY ASSISTANT

DATE: September 17, 2008

TO: Members of the Personnel Commission

FROM: Dori MacDonald, Director of Classified Personnel

BY: Lisa Acosta, Personnel Analyst

BACKGROUND

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

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

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

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

RECOMMENDATION

That the revised classification descriptions for Lead Library Assistant – Circulation and Lead Library Assistant – Technical Services be approved as submitted.

DISPOSITION BY THE COMMISSION

Amendments/Comments

Mona Martin, Dean - College Library, spoke to the Commissioners and asked them to support this item. This position is for the Lead Library Assistant. This person would give day to day work direction to the Library Assistants. She gave background on the differences between a Lead Library Assistant who chooses to work in Circulation and one who chooses to work in Technical Services.

Vice-Chair Jansen asked Dean Martin if current incumbents could reasonably be expected with experience to apply for these jobs. She also asked if this type of split would be typical in a public library and would this attract applicants for each side.
Dean Martin believed that current Library Assistants with experience would be able to apply and be successful placed on one or both eligibility list. It is typical to see the two distinctions, one in Circulation and one in Technical Services, in other libraries and she also believed that more people would be attracted to these positions because of these distinctions.

MOTION MADE BY: Commissioner Abbott
SECONDED BY: Commissioner Press
AYES: 4
NAYS: 0
ABSTENTIONS: 0
......
CONCEPT OF THE CLASS

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

DISTINGUISHING CHARACTERISTICS

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

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

ESSENTIAL DUTIES

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

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

Provides guidance and work direction to other Library Assistants

Reconciles daily financial transactions and deposits money collected

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

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

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

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

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

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

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

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

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

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

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

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

Assists with cataloging of materials, including searching bibliographic utilities, downloading records, and editing and proofreading bibliographic records.

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

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

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

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

Performs other related duties as requested or assigned.

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

SUPERVISION

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

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

KNOWLEDGE, SKILLS AND ABILITIES

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

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

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

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

Knowledge of basic bookkeeping procedures

Knowledge of modern office practices and procedures.

Knowledge of customer service principles and techniques.

Knowledge of reception and telephone techniques.

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

Knowledge of library automation systems and general computer application programs.

Skill to operate a computer terminal and use computer software.

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

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

Ability to understand and follow written and oral instructions.

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

Ability to pay attention to details.

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

Ability to adapt to a constantly changing technological environment.

Ability to handle multiple tasks.

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

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

MINIMUM QUALIFICATIONS

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

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

**Education/Experience Equivalency:**
Experience and/or education of the same kind, level or amount as required in the minimum qualifications may be substituted on a year-for-year basis. Up to two years of the required experience may be substituted with additional related college coursework on a year-for-year basis.

**Licensure and/or Certification:**
None

WORKING ENVIRONMENT AND PHYSICAL DEMANDS

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

**Normal Office Environment:**
While performing the duties of this job the employee is regularly required to sit, use hands to keyboard, type, or handle materials, and talk and/or hear. The employee is occasionally required to stand and walk. The employee is 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

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

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

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

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

DISTINGUISHING CHARACTERISTICS

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

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

ESSENTIAL DUTIES

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

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

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

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

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

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

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

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

Repairs library materials; prepares books for bindery

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

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

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

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

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

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

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

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

**Assists in planning and developing policies and procedures related to technical services**

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

**Assists with repairing library materials; prepares books for bindery.**

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

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

**Performs other related duties as requested or assigned.**

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

### SUPERVISION

**Supervision Received:**

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

**Supervision Exercised:**

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

### KNOWLEDGE, SKILLS AND ABILITIES

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

**Knowledge of MARC records and bibliographic utilities**

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

**Knowledge of modern office practices and procedures.**

**Knowledge of customer service principles and techniques.**

**Knowledge of reception and telephone techniques.**

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

**Knowledge of library automation systems and general computer application programs.**

**Skill to operate a computer terminal and use computer software.**

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

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

**Ability to understand and follow written and oral instructions.**

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

**Ability to pay attention to details.**

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

**Ability to adapt to a constantly changing technological environment.**

**Ability to handle multiple tasks.**

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

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

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

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

Experience/Experience Equivalency:
Experience and/or education of the same kind, level or amount as required in the minimum qualifications may be substituted on a year-for-year basis. Up to two years of the required experience may be substituted with additional related college coursework on a year-for-year basis.

Licensure and/or Certification:
None

WORKING ENVIRONMENT AND PHYSICAL DEMANDS

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

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

CLASS DETAIL

Job Family: Student Services (Non-Classroom)

FLSA Status: Non-exempt

Personnel Commission Approval Date: 11/16/06

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

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

SUBJECT: REVISIONS TO CLASS DESCRIPTION – PERSONNEL ANALYST

DATE: August 20, 2008

TO: Members of the Personnel Commission

FROM: Dori MacDonald, Director of Classified Personnel

BACKGROUND

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

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

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

RECOMMENDATION

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

DISPOSITION BY THE COMMISSION

Amendments/Comments

MOTION MADE BY: Commissioner Metoyer
SECONDED BY: Commissioner Abbott
AYES: 4
NAYS: 0
ABSTENTIONS: 0
CONCEPT OF THE CLASS

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

DISTINGUISHING CHARACTERISTICS

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

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

ESSENTIAL DUTIES

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

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

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

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

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

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

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

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

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

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

Performs other related duties as requested or assigned.

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

SUPERVISION

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

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

KNOWLEDGE, SKILLS AND ABILITIES

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

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

Knowledge of methods of statistical analysis and prediction.

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

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

Knowledge of current principles and techniques of employment test construction.

Knowledge of trends in employer-employee relations.

Knowledge of HRIS and applicant tracking systems.

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

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

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

Ability to apply wage and salary determination principles and techniques.

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

Ability to perform complex assignments independently

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

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

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

Ability to devise procedures for efficient administration of examinations

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

Ability to make oral presentations

Ability to maintain confidentiality

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

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

Ability to learn specialized computer applications used by the department

**MINIMUM QUALIFICATIONS**

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

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

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

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

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

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

CLASS DETAIL

Job Family: Personnel Commission

FLSA Status: Exempt

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

Class History: Personnel Analyst I and II

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

SUBJECT: EXAMINATION SCHEDULE

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

A. Examination Schedule

<table>
<thead>
<tr>
<th>Class Title</th>
<th>Field of Competition</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Laboratory Technician – Photography*</td>
<td>Merged Promotional/Open Competitive</td>
<td>3 weeks</td>
</tr>
<tr>
<td>Lead Custodian</td>
<td>Promotional</td>
<td>3 weeks</td>
</tr>
<tr>
<td>Lead Library Assistant – Technical Services*</td>
<td>Merged Promotional/Open Competitive</td>
<td>3 weeks</td>
</tr>
</tbody>
</table>

*Pending Commission approval of revised classification description

DISPOSITION BY THE COMMISSION
Amendments/Comments

MOTION MADE BY: Commissioner Metoyer
SECONDED BY: Commissioner Press
AYES: 4
NAYS: 0
ABSTENTIONS: 0
AGENDA REPORT NO. 6

SUBJECT: RATIFICATION OF LIMITED TERM ASSIGNMENTS

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

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

DISPOSITION BY THE COMMISSION

Amendments/Comments

MOTION MADE BY: Commissioner Abbott
SECONDED BY: Commissioner Metoyer
AYES: 4
NAYS: 0
ABSTENTIONS: 0
......
AGENDA REPORT NO. 7

SUBJECT:  ADVISORY ITEM: APPOINTMENTS TO LIMITED TERM POSITIONS

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

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

Reference Merit Rule 7.4.3 (A) – Eligibility for Appointment

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

SUBJECT:  ADVISORY ITEM: APPOINTMENTS TO PROVISIONAL ASSIGNMENTS

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

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

SUBJECT: RECRUITMENT AND EXAMINATION STATUS REPORT – INFORMATION ONLY

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

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

*Pending approval of revised job description and examination schedule.
V. ADJOURNMENT AT 12:35 pm

Next regular meeting scheduled for Wednesday, October 15, 2008 in the Board Room, Business Building, Room 117.

DISPOSITION BY THE COMMISSION
Amendments/Comments

MOTION MADE BY: Commissioner Metoyer
SECONDED BY: Commissioner Press
AYES: 4
NAYS: 0
ABSTENTIONS: 0

As required by law, this agenda for the Wednesday, September 17, 2008 Regular Meeting of the Santa Monica College Personnel Commission was posted at or before 12:00 pm on Friday, September 12, 2008 on the official District bulletin boards.