**PERSONNEL COMMISSION MINUTES**

Regular Meeting, Wednesday, February 20, 2008 at 12:00 pm
Board Room, Business Building Rm. 117, 1900 Pico Blvd., Santa Monica, CA 90405

Distribution List for Personnel Commission Announcements, Agendas and Minutes

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<th>PRESIDENT/SUPERINTENDENT and VICE PRESIDENTS</th>
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<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</td>
<td>A. Hyman</td>
<td>Emeritus: M. Hall</td>
<td>Exec. VP: R. Lawson</td>
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<td>Center:</td>
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<td>HR: S. Lee-Lewis</td>
<td>VP Human Resources: M. Wade</td>
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<td>Auxiliary Services:</td>
<td>O. Meza</td>
<td>KCRW: R. Seymour</td>
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<td>O. Meza</td>
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<td>Maint.: G. Rose</td>
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<td>Bookstore: D. Dever</td>
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<td>Bundy: B. Redd-Walker</td>
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<td>Operations.: J. Peterson</td>
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<td>Business Department:</td>
<td>E. Tesdahl</td>
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<td>Campus Police Office:</td>
<td>J. Jones</td>
<td>Receiving: D. Bice</td>
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<tr>
<td>Counseling Office:</td>
<td>L. Gugliemo</td>
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<td>Custodian Time Clock:</td>
<td>R. Ybarra</td>
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<td>Disabled Students Center: M. Weil</td>
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<td>Early Childhood Ed.:</td>
<td>L. Manson</td>
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<td>Emeritus College:</td>
<td>V. Rankin-Scales</td>
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<td>EOP&amp;S: J. Goolsby</td>
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<td>ESL Office: P. Nemeth</td>
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<td>Events Office: B. Ramos</td>
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<td>Faculty Association:</td>
<td>M. Moassessi</td>
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<td>Financial Aid Office:</td>
<td>T. Thomas</td>
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<td>Health Sciences: I.</td>
<td>Danzey</td>
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<td>Health Office: D.</td>
<td>Jensen</td>
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<td>Human Resources: M.</td>
<td>Jimenez-Romano</td>
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<td>Info. Mgmt Syst.: D.</td>
<td>Kasch</td>
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<td>International Students Ctr.: A. Jara</td>
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<td>Career Services: L.</td>
<td>Moss</td>
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<td>KCRW: J. Ferro</td>
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<td>Letters &amp; Science:</td>
<td>L. Muhammad</td>
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<td>HSS: R. Stewart</td>
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<td>Library: M. Martin</td>
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<td>Maint./Facilities Time Clock: G. Sosa</td>
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<td>Math Village: F. Manion</td>
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<td>Media Center: L.</td>
<td>Nakamura</td>
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<td>Modern Language: T.</td>
<td>Smith</td>
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<td>Music/Madison: M.</td>
<td>Windish</td>
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<td>Payroll: I. Fraser</td>
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<td>Science: I. Cardwell</td>
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<td>School Relations Outreach: B. Simmons</td>
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<td>Student Life: A.</td>
<td>Trejo</td>
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<td>Superintendent/Pres.</td>
<td>Office: L. Caldwell</td>
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<tr>
<td>Theater Arts: J.</td>
<td>Louff</td>
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</tbody>
</table>

**PUBLIC POSTING LOCATIONS**

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

**EMPLOYEE ORGANIZATIONS**

CSEA Labor Rep.: C. Moreno (via email)
CSEA Chapter Pres.: B. Rosenloecher
CSEA Chapter 1st V.P.: L. Lauer
CSEA Chief Job Steward: T. Burdick
CSEA Corresponding Sec’y: V. Cook
CSEA Recording Sec’y: C. Lemke
Mgmt 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. 12-04-07

For information regarding Personnel Commission Agenda/Minutes distribution, please contact the SMC PC at 434-4410.
PUBLIC SESSION: 12:00 pm

I. ORGANIZATIONAL FUNCTIONS

A. Call to Order 12:08 pm

B. Roll Call

<table>
<thead>
<tr>
<th>Commissioner</th>
<th>Present</th>
<th>Absent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commissioner Bancroft</td>
<td></td>
<td>X</td>
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<tr>
<td>Commissioner Press</td>
<td>X</td>
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<tr>
<td>Commissioner Metoyer</td>
<td>X</td>
<td></td>
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<tr>
<td>Commissioner Abbott</td>
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<tr>
<td>Commissioner Jansen</td>
<td>X</td>
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</tbody>
</table>

C. Approval of Minutes

Regular Meeting    January 16, 2008
Motion made by: Joy Abbott    Seconded by: Dolores Press
Ayes: 3    Nays: 0    Abstain: 0

Special Meeting    February 1, 2008
Motion made by: Joy Abbott    Seconded by: Dolores Press
Ayes: 3    Nays: 0    Abstain: 0

II. REPORT - DIRECTOR OF CLASSIFIED PERSONNEL

Director MacDonald was excited to report that NEOGOV went live the day before the Commission meeting and already there are 8 applications for one position. She reported that the Commission Office is very busy with testing, for example:

Michelle Bowen, Personnel Analyst, was not present at the Commission meeting because she was overseeing Qualifications Appraisal Interviews for approximately 36 Custodian candidates who had previously successfully competed in a performance process.

Director MacDonald and Karen Monzon, administered a written test for Administrative Assistant I on Saturday, February 9 and the remaining test parts are scheduled for next week.

Testing for the Student Services Clerk is scheduled for Sunday, February 24. The College Cafeteria is the only room large enough to accommodate all the candidates invited to the written test and Sunday is the only day the cafeteria is not open to service students.
Testing for the Chief Director – Facilities Management is scheduled for the first week in March.

A mini testing process was developed and administered to assist Judy Schwartz, Coordinator of the Disabled Students Department, with finding Counseling Aides to work as Note Takers. Twenty-six new students needed the services of Note Takers at the beginning of the semester. A three day testing process was needed to accommodate all the applicants.

Commissioner Press expressed amazement at how many applicants the Personnel Commission received for the Custodian position. She asked Director MacDonald about the recruitment for the position. Director MacDonald stated that the Commission was implementing strategic targeted recruitment plans. In the past the Commission did not advertise and recruitment consisted of limited mailings and postings on the California Community College Registry.

III. COMMENTS AND INFORMATIONAL REPORTS

A. Recognition of Employee Longevity: February 2008

10 years
Jennifer Ferro, KCRW Radio Station Asst. Director, KCRW
Edward Hernandez, Custodian, Operations

20 years
Jonathan Cohanne, Student Services Specialist, Admissions and Records

25 years
Frank Taylor, Radio Program Tech I, KCRW

30 years
Ruth Seymour, KCRW Radio Station Director

B. Comments from District Personnel Officer – Not present

C. Comments from CSEA Chapter 36 Representative – Tron Burdick spoke about an agendized item pulled from the agenda approximately two meetings ago regarding the assigning of related duties. He asked the item be re-agendized to ensure that there is conformity and consistency with the language on all the job descriptions. While most of the job descriptions already discuss the related duties statement, there are still a few positions within the Maintenance Department that don’t address it. The new contract has language regarding the transferring of bargaining unit work from one classification to another and it would be helpful if the language on the job descriptions is there to help alleviate some of the problems and grievances.

Director MacDonald commented to Mr. Burdick that the item was pulled from last months agenda and she would bring this item back to next month’s meeting.

D. Comments from Management Association President – Not present

E. Comments from Personnel Commission Staff – Not present

F. Public comments (non-actionable comments from those in attendance) – No comments

G. Comments by Personnel Commissioners – Joy Abbott congratulated the Personnel Commission Office on getting NEOGOV up and running. She hopes to see statistical reports in the future.
### IV. AGENDA REPORTS

<table>
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<th>Item</th>
<th>Page</th>
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<td>• Theatre Director</td>
<td></td>
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<td></td>
<td>• Lead Events Technician</td>
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<td></td>
<td>• Events Technician</td>
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<td>2</td>
<td>Ratification of Eligibility List</td>
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<td>3</td>
<td>Ratification of Reemployment List</td>
<td>7</td>
</tr>
<tr>
<td></td>
<td>• Administrative Assistant I</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Ratification of Reinstatement Lists</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>• Administrative Clerk</td>
<td></td>
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<td></td>
<td>• Student Services Clerk</td>
<td></td>
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<td></td>
<td>• Student Services Assistant</td>
<td></td>
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<tr>
<td>5</td>
<td>New Class Description - Disabled Student Services Assistant</td>
<td>9</td>
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<td>6</td>
<td>Revisions to Class Descriptions – Laboratory Technician - Sciences</td>
<td>12</td>
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<td>7</td>
<td>Approval of Provisional Appointment to Working Out of Class Assignment</td>
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<td></td>
<td>• Insurance Program Specialist</td>
<td></td>
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<tr>
<td>8</td>
<td>Approval of Provisional Appointment to Working Out of Class Assignment</td>
<td>25</td>
</tr>
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<td></td>
<td>• Community College Police Chief</td>
<td></td>
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<tr>
<td>9</td>
<td>Ratification of Limited Term Assignments</td>
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<td>10</td>
<td>Advisory Item: Appointments to Limited Term Positions</td>
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<td>11</td>
<td>Advisory Item: Appointments to Provisional Assignments</td>
<td>30</td>
</tr>
</tbody>
</table>

### CLOSED SESSION

Public Employee Performance Evaluation (Government Code 54957)
Director of Classified Personnel

### V. Adjournment at 12:37 pm

Next regular scheduled meeting: Wednesday, March 19, 2008 at 12:00 pm
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>
</tr>
</thead>
<tbody>
<tr>
<td>Theatre Director</td>
<td>Merged Promotional and Open Competitive</td>
<td>3 weeks</td>
</tr>
<tr>
<td>Lead Events Technician</td>
<td>Merged Promotional and Open Competitive</td>
<td>3 weeks</td>
</tr>
<tr>
<td>Events Technician</td>
<td>Merged Promotional and Open Competitive</td>
<td>3 weeks</td>
</tr>
</tbody>
</table>

DISPOSITION BY THE COMMISSION
Amendments/Comments

MOTION MADE BY: Joy Abbott
SECONDED BY: Dolores Press
AYES: 3
NAYS: 0
ABSTENTIONS: 0
AGENDA REPORT NO. 2

SUBJECT: RATIFICATION OF ELIGIBILITY LIST

It is recommended that the Personnel Commission certify the following new eligibility lists and addition of new names pursuant to Education Code Section 88091 and Merit Rule 6.2.1, to be effective for the period as listed.

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>Athletics Equipment Specialist</td>
<td>Open Competitive</td>
<td>0</td>
<td>9</td>
<td>02/19/2009</td>
</tr>
</tbody>
</table>

DISPOSITION BY THE COMMISSION
Amendments/Comments

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

This item was tabled.
AGENDA REPORT NO. 3

SUBJECT: RATIFICATION OF REEMPLOYMENT LIST

It is recommended that the Personnel Commission approve the establishment of the following reemployment list.

Addition of Names

<table>
<thead>
<tr>
<th>Class List</th>
<th>Name</th>
<th>Effective Dates</th>
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</thead>
<tbody>
<tr>
<td>Administrative Assistant I</td>
<td>Mary Triggs</td>
<td>02/01/08-04/30/11</td>
</tr>
</tbody>
</table>

Reference Merit Rule 6.1.1, Merit Rule 13.4.1, Education Code 88117 & 88127

DISPOSITION BY THE COMMISSION

Amendments/Comments

MOTION MADE BY: Dolores Press
SECONDED BY: Joy Abbott
AYES: 3
NAYS: 0
ABSTENTIONS: 0
AGENDA REPORT NO. 4

SUBJECT: RATIFICATION OF REINSTATEMENT LISTS

It is recommended that the Personnel Commission approve the following Reinstatement lists as specified below.

<table>
<thead>
<tr>
<th>List Classification</th>
<th>Name</th>
<th>Effective Date</th>
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</thead>
<tbody>
<tr>
<td>Administrative Clerk</td>
<td>Joyce Graupman</td>
<td>02/11/08-02/04/09</td>
</tr>
<tr>
<td>Student Services Clerk</td>
<td>Joyce Graupman</td>
<td>02/11/08-02/04/09</td>
</tr>
<tr>
<td>Student Services Assistant</td>
<td>Joyce Graupman</td>
<td>02/11/08-02/04/09</td>
</tr>
</tbody>
</table>

DISPOSITION BY THE COMMISSION
Amendments/Comments

MOTION MADE BY: Joy Abbott
SECONDED BY: Dolores Press
AYES: 3
NAYS: 0
ABSTENTIONS: 0
AGENDA REPORT NO. 5

SUBJECT: NEW CLASS DESCRIPTION – DISABLED STUDENT SERVICES ASSISTANT

DATE: February 20, 2008

TO: Members of the Personnel Commission

FROM: Dori MacDonald, Director of Classified Personnel

BACKGROUND

Attached for your approval is a new classification description for Disabled Student Services Assistant. In the past the candidates for this proposed classification have come from the Counseling Aide eligibility list. The Disabled Student Services department has often found that these candidates are not a good fit for the requirements of these positions and furthermore the duties of a Counseling Aide are not a good representation of what is actually required on the job. William Syth worked with the Disabled Student Services Department to develop this classification description for Disabled Student Services Assistant.

To maintain consistency and internal alignment it is recommended that the salary range be allocated to the same range as Counseling Aide – Range 14 ($2428 – $2951).

RECOMMENDATION

That the new classification description for Disabled Student Services Assistant be approved as submitted.

DISPOSITION BY THE COMMISSION

Amendments/Comments

MOTION MADE BY: Dolores Press
SECONDED BY: Joy Abbott
AYES: 3
NAYS: 0
ABSTENTIONS: 0
Santa Monica Community College District
Personnel Commission

Disabled Student Services Assistant

CONCEPT OF THE CLASS

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

ESSENTIAL DUTIES

This position provides support services to assist students with disabilities.

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

Assists in note taking in specific classes.

Reads classroom materials to students.

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

Assists instructors in special classes.

Proctors exams and works in the proctor room.

Captions videos.

Scans books and handouts.

Uses copy machine to enlarge printed material.

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

Performs other related duties as 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 supervision from the Coordinator of the Disabled Student Program.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:
Effective work organization techniques
Disability issues

Ability to:
Write legibly and neatly
Disabled Student Services Assistant

Take excellent notes
Handle disability situations with patience and sensitivity
Maintain confidentiality
Use good judgment
Effectively communicate both orally and in writing
Establish and maintain effective working relationships with other staff, faculty, administrators, managers, students, and outside contractors and vendors.

**MINIMUM QUALIFICATIONS**

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

**WORKING ENVIRONMENT & PHYSICAL DEMANDS**

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

**Normal Work Environment:**
While performing the duties of this job the employee is regularly required to sit, use hands to take notes, keyboard, type, or handle materials, and talk and/or hear. The employee is regularly required to stand and walk. The employee is occasionally 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 but may be moderately loud.

**CLASS DETAIL**

**Job Family:** Instructional Support

**FLSA Status:** Non-Exempt

**Personnel Commission Approval Date:** 02/20/07

**Class History:** Established
AGENDA REPORT NO. 6

SUBJECT: REVISIONS TO CLASS DESCRIPTION – LABORATORY TECHNICIAN - SCIENCES

DATE: February 20, 2008

TO: Members of the Personnel Commission

FROM: Dori MacDonald, Director of Classified Personnel

BACKGROUND

Attached for your approval are three revised classification descriptions for Laboratory Technician – Sciences. When Hay reviewed positions they combined the Biological Science and Physical Science Laboratory Technicians into one classification. In attempting to recruit for these positions the single classification has proved problematic as each laboratory has a different educational requirement specifying different degrees. While there are some essential functions that are standard among Laboratory Technicians there are vast differences in other essential functions. For example: the Life Science Laboratory Technician may deal with human cadavers and prepare bacterial cultures while the Physics Laboratory Technician may set up experiments or simulations dealing with high voltage and high current equipment. In discussing the positions with the Department Chairs and the Dean it was determined that the District would be better served with three separate classifications: Laboratory Technician – Life Science; Laboratory Technician – Physics; and Laboratory Technician – Chemistry.

RECOMMENDATION

That the revised classification descriptions for Laboratory Technician – Life Science, Laboratory Technician – Physics, and Laboratory Technician – Chemistry be approved as submitted.

DISPOSITION BY THE COMMISSION

Amendments/Comments

MOTION MADE BY: Joy Abbott
SECONDED BY: Dolores Press
AYES: 3
NAYS: 0
ABSTENTIONS: 0
CONCEPT OF THE CLASS

Positions in this classification provide laboratory support, and assist instructors in the Life Science and Physical Science Labs.

DISTINGUISHING CHARACTERISTICS

Laboratory Technician – Life Sciences provides laboratory support, and assists instructors in the Life Science and Physical Science Labs.

Lead Laboratory Technician – Physiology/Microbiology/Biology serves as a lead for Lab Technicians in the Life Science Department, delegating and overseeing the work of technicians and students. Also, is responsible for inventory control, ordering supplies and equipment, and maintaining records.

ESSENTIAL DUTIES

Sets-up equipment for experiments for laboratory and classroom demonstrations.

Prepares culture media, maintains and transfers bacterial cultures, prepares solutions, human and animal specimens (including Human Cadavers) stains and equipment for classroom use.

Prepares reagents and chemical and noxious gas solutions for classroom use.

Daily care of the greenhouse plants and garden, including watering, fertilizing, weeding, and pest control.

Consults with faculty on specific needs of each experiment.

Inspects, maintains, calibrates, and performs minor repairs on a variety of laboratory equipment, and instruments.

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

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

Trains and oversees the work of 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.
Laboratory Technician – Life Sciences

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.

KNOWLEDGE, SKILLS AND ABILITIES

Depending on area of specialty:

Life Science:
Knowledge of principles, methods, and procedures used in physiology, anatomy, and microbiology laboratories
Knowledge of supplies, materials, and equipment used in physiology, anatomy, and microbiology laboratories
Knowledge of micro-organism and biological media

Physical Science:
Knowledge of principles, methods, and procedures used in chemistry, physics, and other physical science laboratories
Knowledge of supplies, materials, and equipment used in chemistry, physics, and other physical science laboratories
Knowledge of chemical reagents and solutions

Applies to all areas of specialty:
Knowledge of basic maintenance, calibration, and repair of laboratory equipment
Knowledge of safety procedures in the laboratory
Knowledge of basic record keeping techniques
Ability to operate and explain laboratory equipment, chemicals, materials and supplies
Ability to interpret and properly apply methods, procedures, and regulations related to safety and proper waste disposal
Ability to maintain pure cultures of bacteria
Ability to measure and mix chemicals safely and properly
Ability to maintain laboratory equipment and materials in a clean and orderly condition
Ability to establish and maintain cooperative working relationships with those contacted in the course of work
MINIMUM QUALIFICATIONS

Education Requirement:
Depending on area of specialty:
Life Science:
Associate of Art's Degree with a major in a biological science, including coursework in microbiology, biology, and physiology.

Physical Science:
Associate of Art's Degree with a major in science, including chemistry, physics, and physical sciences.

Experience Requirement:
Two (2) years of experience working in a scientific laboratory.

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

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.

Work Environment:
While performing the duties of this position employees must lift objects, bend and stoop, and are exposed to chemicals, hazardous materials, and live bacteria.

CLASS DETAIL

Job Family: Instructional Support (Student Services/Classroom)

FLSA Status: Non - exempt

Personnel Commission Approval Date: 11/09/06

Class History:
Laboratory Technician – Biological Science
Laboratory Technician – Physical Science
Laboratory Technician – Science

Revision Date(s): Hay Study 11/09/06, 02/20/08
CONCEPT OF THE CLASS

Positions in this classification provide laboratory support, and assist instructors in the Life Science and Physical Science Chemistry Labs.

DISTINGUISHING CHARACTERISTICS

Laboratory Technician – Sciences Chemistry provides laboratory support, and assists instructors in the Life Science and Physical Science Chemistry Labs.

Lead Laboratory Technician – Physiology/Microbiology/Biology serves as a lead for Lab Technicians in the Life Science Department, delegating and overseeing the work of technicians and students. Also, is responsible for inventory control, ordering supplies and equipment, and maintaining records.

ESSENTIAL DUTIES

Sets-up equipment for experiments for laboratory and classroom demonstrations

Prepares culture media, maintains and transfers bacterial cultures, prepares solutions, human and animal specimens, stains and equipment for classroom use

Prepares reagents and chemical and noxious gas solutions for classroom use

Daily care of the greenhouse plants and garden, including watering, fertilizing, weeding, and pest control

Consults with faculty on specific needs of each experiment

Inspects, maintains, calibrates, and performs minor repairs on a variety of laboratory equipment, and instruments

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

Maintains laboratories and stock room in a clean and orderly condition

Trains and oversees the work of 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.

KNOWLEDGE, SKILLS AND ABILITIES

**Depending on area of specialty:**

**Life Science:**
Knowledge of principles, methods, and procedures used in physiology, anatomy, and microbiology laboratories

Knowledge of supplies, materials, and equipment used in physiology, anatomy, and microbiology laboratories

Knowledge of micro-organism and biological media

**Physical Science:**
Knowledge of principles, methods, and procedures used in general chemistry, organic chemistry, and biochemistry laboratories

Knowledge of supplies, materials, and equipment used in general chemistry, organic chemistry, and biochemistry laboratories

Knowledge of chemical reagents and solutions

Ability to measure, mix, and dispose of chemicals safely and properly

**Applies to all areas of specialty:**
Knowledge of basic maintenance, calibration, and repair of laboratory equipment

Knowledge of safety procedures in the laboratory

Knowledge of basic record keeping techniques

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

Ability to interpret and properly apply methods, procedures, and regulations related to safety and proper waste disposal

**Ability to maintain pure cultures of bacteria**

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

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

Education Requirement:
Depending on area of specialty:

Life Science:
Associate of Art's Degree with a major in a biological science, including coursework in microbiology, biology, and physiology.

Physical Science:
Associate of Art's Degree with a major in science, including courses in general chemistry and organic chemistry, chemistry, physics, and physical sciences.

Experience Requirement:
Two (2) years of experience working in a scientific laboratory.

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

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.

Work Environment:
While performing the duties of this position employees must lift objects, bend and stoop, and are exposed to chemicals, hazardous materials, and live bacteria.

CLASS DETAIL

Job Family: Instructional Support (Student Services/Classroom)

FLSA Status: Non - exempt

Personnel Commission Approval Date: 11/09/06

Class History: Laboratory Technician – Biological Science
Laboratory Technician – Physical Science

Revision Date(s): Hay Study 11/09/06, 02/20/08
CONCEPT OF THE CLASS

Positions in this classification provide laboratory support, and assist instructors in the Life Science and Physical Science Physics Labs.

DISTINGUISHING CHARACTERISTICS

Laboratory Technician – Sciences Physics provides laboratory support, and assists instructors in the Life Science and Physical Science Physics Labs.

Lead Laboratory Technician – Physiology/Microbiology/Biology serves as a lead for Lab Technicians in the Life Science Department, delegating and overseeing the work of technicians and students. Also, is responsible for inventory control, ordering supplies and equipment, and maintaining records.

ESSENTIAL DUTIES

Sets-up equipment for experiments for laboratory and classroom demonstrations, including computer-based experiments and simulations as well as high voltage and high current equipment.

Inspects, maintains, calibrates, and performs minor repairs on a variety of laboratory equipment, and instruments, computers, and computer-related sensors and interfaces.

Prepares culture media, maintains and transfers bacterial cultures, prepares solutions, human and animal specimens, stains and equipment for classroom use.

Prepares reagents and chemical and noxious gas solutions for classroom use.

Daily care of the greenhouse plants and garden, including watering, fertilizing, weeding, and pest control.

Consults with faculty on specific needs of each experiment.

Conducts research to advise the department on equipment and supplies to be ordered for use in laboratory experiments and demonstrations.

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

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

Trains and oversees the work of 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.

KNOWLEDGE, SKILLS AND ABILITIES

Depending on area of specialty:

Life Science:
Knowledge of principles, methods, and procedures used in physiology, anatomy, and microbiology laboratories

Knowledge of supplies, materials, and equipment used in physiology, anatomy, and microbiology laboratories

Knowledge of micro-organism and biological media

Physical Science:
Knowledge of principles, methods, and procedures used in general physics, modern physics, and introductory engineering physics, and other physical science laboratories

Knowledge of supplies, materials, and equipment used in general physics, modern physics, and introductory engineering physics, and other physical science laboratories

Knowledge of common computer software and hardware including the use of computer interfaces and digital sensors

Knowledge of chemical reagents and solutions

Ability to measure, and mix, and dispose of chemicals safely and properly (moved from below)

Applies to all areas of specialty:

Knowledge of basic maintenance, calibration, and repair of laboratory equipment and computers

Knowledge of safety procedures in the laboratory, especially as related to the use of high voltage and high current equipment

Knowledge of basic record keeping techniques

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

Ability to interpret and properly apply methods, procedures, and regulations related to safety and proper waste disposal
Laboratory Technician – Physics Sciences

Ability to maintain pure cultures of bacteria

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

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

MINIMUM QUALIFICATIONS

Education Requirement:
Depending on area of specialty:

Life Science: Associate of Art’s Degree with a major in a biological science, including coursework in microbiology, biology, and physiology.

Physical Science: Associate of Art’s Degree with a major in science, including courses in calculus-based physics and introductory computer programming, chemistry, physics, and physical sciences.

Experience Requirement:
Two (2) years of experience working in a scientific laboratory.

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

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.

Work Environment:
While performing the duties of this position employees must lift objects, bend and stoop, and are exposed to chemicals and hazardous materials, and live bacteria.

CLASS DETAIL

Job Family: Instructional Support (Student Services/Classroom)
FLSA Status: Non - exempt
Personnel Commission Approval Date: 11/09/06
Class History: Laboratory Technician – Biological Science Laboratory Technician – Physical Science

Revision Date(s): Hay Study 11/09/06, 02/20/08
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>
</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: Dolores Press
SECONDED BY: Joy Abbott
AYES: 3
NAYS: 0
ABSTENTIONS: 0
Employee: Adrienne Willis
Current Class: Administrative Assistant I - Confidential
Requested Class: Insurance Program Specialist
Location: Risk Management
Supervisor/Title: Cozetta Wilson Carlton, Risk Manager

Subject

This working out of class assignment is requested to fill the vacancy in the position of Insurance Program Specialist.

Background

Cozetta Wilson Carlton, the Risk Manager, has requested that Adriene Willis receive working out of class pay from 12/5/07 until the position was filled on 1/9/08. Ms. Willis was on loan from the Superintendent's office to the Risk Management office.

Research

The summary of duties and minimum qualifications that are currently defined by the Insurance Program Specialist classification specification are:

CONCEPT OF THE CLASS

The position in this classification performs complex and administrative duties related to Workers’ Compensation, student & athletic accident insurance, and property and liability insurance.

ESSENTIAL DUTIES

Provides information to injured employees, supervisors, occupational health providers, and Workers’ Compensation administrators to obtain examinations, treatments, benefits, and ensure claims are filed in a timely manner

Monitors the status of temporary disability, medical releases from treating physician, the District physician, and other data relevant to each case and notifies the employee, Human Resources, Payroll, Health Services and the employee’s supervisors

Prepares files and reports, and maintains logs regarding work-related injuries and illnesses
Provides for Workers’ Compensation investigations, prepares materials for, meets with, and schedules interviews for claims investigators and attorneys

Obtains settlement approval and processes settlement awards for workers’ compensation claims

Provides information about the insurance coverage for accidental injuries of athletes and enrolled students with District policies and procedures

Verifies that students’ insurance claim forms are accurate, complete and submitted in a timely manner

Keeps policies current and up-to-date, and processes invoice payments in a timely manner

Provides assistance and information as needed to departments and students regarding student insurance procedures

Provides assistance to District personnel, attorneys and claims administrators in investigations, settlements, scheduling employee interviews, filing claims and notification letters in accordance with the law

Organizes, maintains and disposes of confidential employee files and maintains the confidentiality of those files.

Performs other related duties as requested or assigned.

MINIMUM QUALIFICATIONS

Education Requirement:

Associate of Art’s Degree in Business Administration, Communications, or a closely related field.

Experience Requirement:

Three (3) years of experience overseeing the administrative and technical duties related to Workers’ Compensation, liability and health-related programs for an agency.

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.

Findings and Recommendations

Ms. Willis is working on her completing her BA degree and currently has 126 college units. She holds a paralegal certificate and has been assisting with the District’s workers compensation program and liability programs over the past two years. Ms. Willis meets the minimum requirements for this position using the Education/Experience Equivalency. Ms. Willis was selected for the position of Insurance Program Specialist effective 1/9/08.
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>Kurt Trump</td>
<td>Community College Police Chief</td>
<td>02/11/08 – Until a Director of Police and Safety Services is hired. Assignment not to exceed 90 days.</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:

3. No eligibility list exists for the class, or
4. 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: Dolores Press
SECONDED BY: Joy Abbott
AYES: 3
NAYS: 0
ABSTENTIONS: 0
This working out of class assignment is requested to fill the vacancy in the position of Community College Police Chief. The District is going to fill the Chief's position with an academic Director of Police and Safety Services. However, since Chief Eileen Miller retired on May 31, 2007, after 30 years of service to the College, the position has been filled by a WOC assignment by Sgt. Bays and a provisional assignment by Gary Gallinot (retired SMPD Captain). To maintain consistency, it is requested that the other Police Sgt. Kurt Trump, be given a WOC assignment as Police Chief until the District is able to hire a Director of Police and Safety Services. 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.

Background

The Community College Police Chief reports to the Vice President of Student Affairs. Brenda Benson is currently working as the Interim Vice President of Student Affairs and feels there is an immediate need to fill the Community College Police Chief position on an interim basis until a Director of Police and Safety Services can be hired.

Research

The summary of duties and minimum qualifications that are currently defined by the Community College Police Chief classification specification are:

CONCEPT OF THE CLASS

This position plans, coordinates, directs and supervises the daily operations and activities of the Santa Monica Community College District Police Department

ESSENTIAL DUTIES

Plans, coordinates, directs and supervises the operation, enforcement policies and activities of the Santa Monica Community College Police Department
Prepares and administers the college police department budget; directs the maintenance of files and records of college police matters

Recommends improvements in campus police and security services and related polices and regulations

Interviews qualified applicants, and may supervise or participate in conducting background investigations and selects campus police and security personnel

Instructs campus police and security personnel in pertinent District policies and appropriate police procedures; revises and maintains training manual on procedures and methods for protecting personnel, students and facilities of the college campus; evaluates counsels and disciplines college police department personnel as needed; insures that police personnel meet P.O.S.T requirements

Coordinates and supervises the scheduling and assignment of College Police Department personnel, students and facilities

Supervises and coordinates criminal investigations, including the interrogation of subjects, control and appearance at hearing and trials; supervises and may participate in patrol, enforcement and providing security for events and gatherings

Advises enforcement and providing security for events and gatherings; recommends improvement in campus police and security services and related policy regulations

Reviews reports submitted by police and security personnel for accuracy, completeness and appropriateness of action taken

Performs other related duties as assigned or requested.

MINIMUM QUALIFICATIONS

**Education Requirement:**
Bachelor's degree in Criminal Justice, Psychology, Sociology, or a closely related field.

**Experience Requirement:**
Seven years (7) years of recent public law enforcement and investigative experience which included at least two (2) years in a supervisory capacity.

**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:**
Satisfactory completion of a P.O.S.T supervisory training course
Valid Class C California Driver's License
Successful passage of the P.O.S.T Physical Standards for a Peace Officer
Successful completion of a P.O.S.T middle management course required within one (1) year after appointment

**Findings and Recommendations**

Sgt. Trump has worked for the College since 1988 and has been a Community College Police Sergeant since 1996. Sgt. Trump does not have a BA degree but when substituting experience for education he meets the minimum qualifications with over 17 years as a sworn officer and 11 years in a supervisory capacity. Sgt. Trump also completed the required POST supervisory P.O.S.T course in 1996. Sgt Trump meets the qualifications for a provisional appointment (Merit Rule 7.2.2.A.) to the position of Community College Police Chief. It is recommended that the Commission approve the provisional appointment.
AGENDA REPORT NO. 9

SUBJECT: RATIFICATION OF LIMITED TERM ASSIGNMENTS

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

<table>
<thead>
<tr>
<th>Position Classification</th>
<th>Department</th>
<th>Effective Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Counseling Aide (1 part-time position)</td>
<td>Disabled Students Center</td>
<td>01/02/08-03/11/08</td>
</tr>
<tr>
<td>Counseling Aide (1 full-time position)</td>
<td>EOPS</td>
<td>01/02/08-02/26/08</td>
</tr>
<tr>
<td>Instructional Assistant-English (1 part-time position)</td>
<td>English</td>
<td>01/02/08-04/09/08</td>
</tr>
<tr>
<td>Inst. Assistant-Learning Disa. (1 part-time position)</td>
<td>Learning Disabilities</td>
<td>01/02/08-06/06/08</td>
</tr>
<tr>
<td>Registration/Information Clerk (1 part-time position)</td>
<td>Financial Aid</td>
<td>01/02/08-01/15/08</td>
</tr>
<tr>
<td>Registration/Information Clerk (1 part-time position)</td>
<td>Financial Aid</td>
<td>01/02/08-02/27/08</td>
</tr>
<tr>
<td>Registration/Information Clerk (1 part-time position)</td>
<td>Financial Aid</td>
<td>01/02/08-03/06/08</td>
</tr>
<tr>
<td>Registration/Information Clerk (1 part-time position)</td>
<td>Financial Aid</td>
<td>01/02/08-03/25/08</td>
</tr>
<tr>
<td>Registration/Information Clerk (1 part-time position)</td>
<td>Financial Aid</td>
<td>01/02/08-05/08/08</td>
</tr>
<tr>
<td>Registration/Information Clerk (1 part-time position)</td>
<td>Financial Aid</td>
<td>01/02/08-05/15/08</td>
</tr>
<tr>
<td>Registration/Information Clerk (1 part-time position)</td>
<td>Financial Aid</td>
<td>01/02/08-05/28/08</td>
</tr>
<tr>
<td>Registration/Information Clerk (1 part-time position)</td>
<td>Financial Aid</td>
<td>01/02/08-06/17/08</td>
</tr>
</tbody>
</table>

DISPOSITION BY THE COMMISSION

Amendments/Comments

MOTION MADE BY: Joy Abbott
SECONDED BY: Dolores Press
AYES: 3
NAYS: 0
ABSTENTIONS: 0
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>Franke-Hoff, Isolde</td>
<td>Counseling Aide</td>
<td>Disabled Stu. Cnt.</td>
<td>01/02/08-03/11/08</td>
<td>08/30/2006</td>
</tr>
<tr>
<td>Johnson, Glenda</td>
<td>Counseling Aide</td>
<td>EOPS</td>
<td>01/02/08-02/26/08</td>
<td>08/17/2005</td>
</tr>
<tr>
<td>Labarge, Molly</td>
<td>Instructional Assistant-English</td>
<td>English</td>
<td>01/02/08-04/09/08</td>
<td>01/17/2007</td>
</tr>
<tr>
<td>Rhoads, Margaret</td>
<td>Inst. Assistant-Learning Disa.</td>
<td>Learning Disa.</td>
<td>01/02/08-06/06/08</td>
<td>Retiree</td>
</tr>
<tr>
<td>Casillas, Veronica</td>
<td>Registration/Information Clerk</td>
<td>Financial Aid</td>
<td>01/02/08-05/28/08</td>
<td>03/21/2007</td>
</tr>
<tr>
<td>Cohen-Basi, Meitel</td>
<td>Registration/Information Clerk</td>
<td>Financial Aid</td>
<td>01/02/08-05/15/08</td>
<td>03/21/2007</td>
</tr>
<tr>
<td>Fields, Terrell</td>
<td>Registration/Information Clerk</td>
<td>Financial Aid</td>
<td>01/02/08-03/25/08</td>
<td>01/18/2006</td>
</tr>
<tr>
<td>Murphy, Diane</td>
<td>Registration/Information Clerk</td>
<td>Financial Aid</td>
<td>01/02/08-03/06/08</td>
<td>11/19/2003</td>
</tr>
<tr>
<td>Ong, Maria</td>
<td>Registration/Information Clerk</td>
<td>Financial Aid</td>
<td>01/02/08-01/15/08</td>
<td>08/10/2006</td>
</tr>
<tr>
<td>Ritz, Beauty</td>
<td>Registration/Information Clerk</td>
<td>Financial Aid</td>
<td>01/02/08-06/17/08</td>
<td>07/18/2007</td>
</tr>
<tr>
<td>Szesnat, Kyle</td>
<td>Registration/Information Clerk</td>
<td>Financial Aid</td>
<td>01/02/08-02/27/08</td>
<td>03/21/2007</td>
</tr>
<tr>
<td>Zheng, Jin</td>
<td>Registration/Information Clerk</td>
<td>Financial Aid</td>
<td>01/02/08-05/08/08</td>
<td>08/10/2006</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 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>Abrines, Roxanna</td>
<td>Laboratory Technician-Physical Science</td>
<td>Physical Science</td>
<td>02/11/08 - 06/19/08</td>
</tr>
<tr>
<td>Badaro, Luiz A</td>
<td>Accompanist-Percussion</td>
<td>Program Development</td>
<td>01/02/08 - 04/25/08*</td>
</tr>
<tr>
<td>Brundage, Kirk</td>
<td>Accompanist-Percussion</td>
<td>Kinesiology &amp; Dance</td>
<td>02/11/08 - 06/17/08</td>
</tr>
<tr>
<td>Cairos, Valentin</td>
<td>Irrigation Systems Specialist</td>
<td>Grounds</td>
<td>11/06/07 - 03/24/08*</td>
</tr>
<tr>
<td>Chegwidden, David</td>
<td>Accompanist-Percussion</td>
<td>Program Development</td>
<td>01/02/08 - To be determined</td>
</tr>
<tr>
<td>Cho, Yoona</td>
<td>Instructional Assistant-English</td>
<td>English</td>
<td>01/02/08 - 04/11/08</td>
</tr>
<tr>
<td>Cummings, Kahlil</td>
<td>Accompanist-Percussion</td>
<td>Program Development</td>
<td>01/02/08 - 05/09/08*</td>
</tr>
<tr>
<td>Harrison, Hubert</td>
<td>Vocational Instructional Assistant-Cosmetology</td>
<td>Cosmetology</td>
<td>01/02/08 - 03/11/08</td>
</tr>
<tr>
<td>Holmblad, Kristi</td>
<td>Instructional Assistant-English</td>
<td>English</td>
<td>01/02/08 - 04/17/08</td>
</tr>
<tr>
<td>Ibera, Charleen</td>
<td>Administrative Assistant I</td>
<td>Communications</td>
<td>01/03/08 - 05/21/08*</td>
</tr>
<tr>
<td>Ikkanda, Travis</td>
<td>Laboratory Technician-Sciences</td>
<td>Life Science</td>
<td>01/02/08 - 02/29/08</td>
</tr>
<tr>
<td>Melton, Betty</td>
<td>Administrative Assistant I</td>
<td>Modern Language</td>
<td>01/02/08 - 03/20/08*</td>
</tr>
<tr>
<td>Nason, Nancy</td>
<td>Instructional Assistant-English</td>
<td>English</td>
<td>01/02/08 - 03/14/08</td>
</tr>
<tr>
<td>Noor, Tasneem</td>
<td>Counseling Aide – EOPS</td>
<td>EOPS</td>
<td>02/04/08 - 06/10/08</td>
</tr>
<tr>
<td>Ong, Maria</td>
<td>Payroll Specialist</td>
<td>Fiscal Services</td>
<td>01/14/08 - 03/18/08</td>
</tr>
<tr>
<td>Savory, Donna</td>
<td>Administrative Clerk</td>
<td>Personnel Commission</td>
<td>12/19/08 - 05/06/08*</td>
</tr>
<tr>
<td>Schwartz, Virginia</td>
<td>Instructional Assistant-English</td>
<td>English</td>
<td>01/02/08 - 03/24/08</td>
</tr>
<tr>
<td>Smith, Nadaley</td>
<td>Cash Receipts Clerk</td>
<td>Bursar’s Office</td>
<td>01/02/08 - To be determined</td>
</tr>
<tr>
<td>Sow, Malik</td>
<td>Accompanist-Percussion</td>
<td>Program Development</td>
<td>01/02/08 - To be determined</td>
</tr>
<tr>
<td>Spiva Jr., Derrick</td>
<td>Accompanist-Percussion</td>
<td>Program Development</td>
<td>01/02/08 - To be determined</td>
</tr>
<tr>
<td>Williams, Donnie</td>
<td>Vocational Instructional Assistant-Cosmetology</td>
<td>Cosmetology</td>
<td>01/02/08 - To be determined</td>
</tr>
<tr>
<td>Wong, Julian</td>
<td>Laboratory Technician-Physical Science</td>
<td>Physical Science</td>
<td>01/05/08 - To be determined</td>
</tr>
</tbody>
</table>

*Corrected dates.
V. ADJOURNMENT IN MEMORY OF TONI SMITH, ADMINISTRATIVE ASSISTANT I, MODERN LANGUAGE AT 12:37 pm

Next regular meeting scheduled for Wednesday, March 19, 2008 in the Board Room, Business Building, Room 117.

DISPOSITION BY THE COMMISSION
Amendments/Comments

MOTION MADE BY: Joy Abbott
SECONDED BY: Dolores Press
AYES: 3
NAYS: 0
ABSTENTIONS: 0

As required by law, this agenda for the Wednesday, February 20, 2008 Regular Meeting of the Santa Monica College Personnel Commission was posted at or before 12:00 pm on Thursday, February 14, 2008 on the official District bulletin boards.