**PERSONNEL COMMISSION**

**MINUTES**

For the Regular Meeting of **Wednesday, October 17, 2007** at 12:00 pm
Board Room, Business Bldg. Room 117, 1900 Pico Blvd., Santa Monica, CA 90405

Distribution List for Personnel Commission Announcements, Agendas and Minutes

<table>
<thead>
<tr>
<th>DEPARTMENTS</th>
<th>PLEASE POST</th>
</tr>
</thead>
<tbody>
<tr>
<td>3400 Airport: T. Ramos</td>
<td></td>
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<tr>
<td>AET: A. Hyman</td>
<td></td>
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<tr>
<td>Admissions &amp; Records: K. Elliott</td>
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<td>African American Center:</td>
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<td>Airport: J. Portal-Purdy</td>
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<td>Athletics: F. Duran</td>
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<td>Auxiliary Services: O. Meza</td>
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<td>Bookstore: D. Dever</td>
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<td>Bundy: B. Redd-Walker</td>
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<tr>
<td>Business Department: E. Tesdahl</td>
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<tr>
<td>Campus Police Office: J. Jones</td>
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<td>Counseling Office: L. Gugliemo</td>
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<tr>
<td>Custodian Time Clock: R. Ybarra</td>
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<tr>
<td>Disabled Students Center: M. Weil</td>
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<td>Early Childhood Ed.: L. Manson</td>
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<td>Emeritus College: V. Rankin-Scales</td>
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<td>EOP&amp;S: J. Goolsby</td>
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<td>ESL Office: P. Nemeth</td>
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<td>Events Office: B. Ramos</td>
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<td>Faculty Association: M. Moassessi</td>
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<td>Financial Aid Office: T. Thomas</td>
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<td>Health Sciences: I. Danzey</td>
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<td>Health Office: D. Jensen</td>
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<td>Human Resources: M. Jimenez-Romano</td>
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<td>Info. Mgmt Syst.: D. Kasch</td>
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<td>International Students Ctr.: A. Jara</td>
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<td>Career Services: L. Moss</td>
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<td>KCRW: J. Ferro</td>
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<td>Letters &amp; Science: L. Muhammad</td>
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<td>HSS: R. Stewart</td>
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<tr>
<td>Library: M. Martin (2)</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. Nakamura</td>
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<td>Modern Language: T. Smith</td>
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<td>Music/Madison:</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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<tr>
<td>Student Life: A. Trejo</td>
<td></td>
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<tr>
<td>Superintendent/Pres. Office: L. Caldwell</td>
<td></td>
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<tr>
<td>Theater Arts: J. Louff</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>ADMINISTRATORS and MANAGERS</th>
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<tbody>
<tr>
<td>Acad. Comp.: J. John</td>
</tr>
<tr>
<td>Emeritus: M. Hall</td>
</tr>
<tr>
<td>Facilities: D. Muller</td>
</tr>
<tr>
<td>HR: P. Brown</td>
</tr>
<tr>
<td>HR: S. Lee-Lewis</td>
</tr>
<tr>
<td>Info Mgmt: J. Chong</td>
</tr>
<tr>
<td>Int. Ed. Ctr: A. DeSalles</td>
</tr>
<tr>
<td>KCRW: R. Seymour</td>
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<tr>
<td>Maint.: G. Rose</td>
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<tr>
<td>Mktg.: D. Girard</td>
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<tr>
<td>Oper.: J. Peterson</td>
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<tr>
<td>Pico Partner: D. Goode</td>
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<tr>
<td>Receiving: D. Bice</td>
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</tbody>
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<table>
<thead>
<tr>
<th>PRESIDENT/SUPERINTENDENT and VICE PRESIDENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Superintendent/President: C. Tsang</td>
</tr>
<tr>
<td>Exec. VP: R. Lawson</td>
</tr>
<tr>
<td>VP Academic Affairs: J. Shimizu</td>
</tr>
<tr>
<td>VP Enroll. Services: T. Rodriguez</td>
</tr>
<tr>
<td>VP Human Resources: M. Wade</td>
</tr>
<tr>
<td>VP Plan/Develop: M. Martinez</td>
</tr>
<tr>
<td>VP Student Affairs (Acting): B. Benson</td>
</tr>
</tbody>
</table>

**PUBLIC POSTING LOCATIONS**

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

**EMPLOYEE ORGANIZATIONS**

CSEA Labor Rep.: C. Moreno (via email)
CSEA Chapter Pres.: B. Rosenloecher
CSEA Chapter 1st V.P.: L. Lauer
CSEA Chief Job Steward: T. Burdick
CSEA Cor’spndng. Sec’y: V. Pierce
CSEA Recording Sec’y: C. Lemke
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. 10-12-07

For information regarding Personnel Commission Agenda/Minutes distribution, please contact the SMC PC at 434-4410.
PERSONNEL COMMISSION
REGULAR MEETING MINUTES
Wednesday, October 17, 2007 12:00 pm - 1:30 pm

Board Room, Business Bldg. Room 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  Meeting called to order 12:03 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>x</td>
<td></td>
</tr>
<tr>
<td>Commissioner Press</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Commissioner Metoyer</td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Commissioner Abbott</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>-Commissioner Jansen</td>
<td>x</td>
<td></td>
</tr>
</tbody>
</table>

C. Approval of Minutes

D. Regular Meetings  August 22, 2007
September 19, 2007

Special Meeting  October 11, 2007

DISPOSITION BY THE COMMISSION

Amendments

Motion to separate minutes for approval to ensure that only those Commissioners present at the meeting voted to approve the minutes of that meeting.

Motion to approve August 22, 2007 and September 19, 2007 minutes.

MOTION MADE BY:  Abbott
SECONDED BY:  Jansen
AYES:  3
NAYS:  0
ABSTENTIONS:  1
Motion to approve October 11, 2007 minutes.

MOTION MADE BY: Jansen
SECONDED BY: Press
AYES: 3
NAYS: 0
ABSTENTIONS: 1

II. REPORT - DIRECTOR OF CLASSIFIED PERSONNEL

Director MacDonald reported the PC met with NEOGOV and received an overview of the NEOGOV training schedule and she expects NEOGOV to be in place by the beginning of the year. The Hay Classification Study is almost wrapped up, but they need to finish the compensation component before the tentative agreement between the Union and the District can go into effect. She has given Hay the classified and confidential employees’ information, but is still working on a few positions that were not given Hay points, as well as a request for reclassification from Admissions and Records.

III. COMMENTS AND INFORMATIONAL REPORTS

A. Recognition of Employee Longevity - October 2007
   5 years
   Frederic Patterson, Instructional Assistant-Math, Math

   10 years
   Agnious Griskevicius, Academic Computing Instructional Specialist

   20 years
   Ana Greenberg, Career Services Advisor, Job Development

B. Comments from District Personnel Officer
   None

C. Comments from CSEA Chapter 36 Representative
   None

D. Comments from Management Association President
   None

E. Comments from Personnel Commission Staff
   None

IV. COMMENTS - PUBLIC FORUM (non-actionable comments from those in attendance)
   None

V. COMMENTS BY PERSONNEL COMMISSIONERS
   None

DISPOSITION BY THE COMMISSION

Amendments
Motion to move Agenda Report #19 to the front of the Agenda.

MOTION MADE BY: Press
SECONDED BY: Jansen
AYES: 4
NAYS: 0
ABSTENTIONS: 0

VI. AGENDA REPORTS

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<th>PAGE</th>
</tr>
</thead>
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  • Student Services Clerk | 5 |
| #2 Ratification of Eligibility List  
  • Associate Director of SMC Foundation | 6 |
| #3 Ratification of Reinstatement List  
  • Disabled Student Services Specialist | 7 |
| #4 Revision to 02/21/07 Approval of Provisional Appointment to Working Out of Class and Approval of Provisional Extension  
  • Administrative Assistant III | 8 |
| #5 Discussion and Approval to Amend Hay Group, Inc. Contract | 10 |
| #6 New Class Description  
  • Risk Manager | 11 |
| #7 New Class Description  
  • Chief Director - Facilities Management | 16 |
| #8 Class Description Revisions  
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| #9 Class Description Revisions  
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  • Instructional Assistant - Learning Disabilities  
  • Sign Language Interpreter Trainee  
  • Sign Language Interpreter I  
  • Sign Language Interpreter II  
  • Sign Language Interpreter III | 35 |
| #12 Class Description Revisions  
  • Administrative Assistant III  
  New Class Description  
  • Administrative Assistant III - Confidential | 50 |
| #13 New Class Description  
  • Staff Counsel | 60 |
| #14 Class Description Revisions  
  • Human Resources Technician | 63 |
| #15 Request for Reclassification  
  • Human Resources Technician | 68 |
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| #17 Advisory Item: Appointment to Limited Term Positions | 70 |
| #18 Advisory Item: Appointment to Provisional Assignments | 71 |
| #19 Provisional Appointments | 72 |

VII. Adjournment at 12:50pm. Next regular scheduled meeting November 14, 2007
AGENDA REPORT NO. 1

SUBJECT: Examination Schedule

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

A. Examination Schedule

<table>
<thead>
<tr>
<th>Class Title</th>
<th>Field of Competition</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Services Clerk*</td>
<td>Open Competitive</td>
<td>3 weeks</td>
</tr>
</tbody>
</table>

*NOTE: The Eligibility List is being cancelled by the Director per Merit Rule 6.2.5. The Commission Office is unable to certify three ranks to a vacant position and the appointing authority has asked for three ranks. The Director is cancelling this Eligibility List rather than merging it with a new list because the Commission is unable to use the same or similar test for this position as was used to create the current Eligibility List. The current Eligibility List was reappraised from a “Financial Aid Customer Service Clerk” to a “Student Services Clerk” (Merit Rule 3.3.13). The Student Services Clerk test will be generic to Student Services, rather than specific to Financial Aid.

DISPOSITION BY THE COMMISSION

MOTION MADE BY: Jansen
SECONDED BY Abbott
AYES: 4
NAYS: 0
ABSTENTIONS 0

Comments

Director MacDonald reported that Teresita Rodriguez, VP of Enrollment and Development, intends to convert a number of temporary positions into permanent ones and this examination is part of the process.
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>Associate Director of SMC</td>
<td>Merged Promotional and Open Competitive</td>
<td>1</td>
<td>2</td>
<td>10/18/2008</td>
</tr>
<tr>
<td>Foundation</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

DISPOSITION BY THE COMMISSION

MOTION MADE BY: Abbott
SECONDED BY: Jansen
AYES: 4
NAYS: 0
ABSTENTIONS: 0

Director MacDonald reported that the person chosen may not take the position, so recruitment may have to be reopened.
AGENDA REPORT NO. 3

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>
</tr>
</thead>
<tbody>
<tr>
<td>Disabled Student Services Specialist</td>
<td>Joanne Joseph</td>
<td>04/09/05-07/09/08</td>
</tr>
</tbody>
</table>

DISPOSITION BY THE COMMISSION

MOTION MADE BY: Press
SECONDED BY Jansen
AYES: 4
NAYS: 0
ABSTENTIONS 0
AGENDA REPORT NO. 4

SUBJECT: Revision to 02/21/07 Approval of Provisional Appointment to Working Out of Class and Approval of Provisional Extension

On February 21, 2007 the Commission approved the provisional appointment of Gina Cole to Work Out of Class from 02/21/07 to 06/21/07 for 90 days. This time frame is actually 87 days and the Commission is asked to amend the length of the assignment to 06/26/07.

It is recommended that the Personnel Commission approve amending the following provisional appointment to the Working Out of Class assignment listed below:

<table>
<thead>
<tr>
<th>Name</th>
<th>Assignment</th>
<th>Department</th>
<th>Length of Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gina Cole</td>
<td>Admin. Assistant III</td>
<td>Enrollment Development</td>
<td>02/21/07 to 06/26/07*</td>
</tr>
</tbody>
</table>

*90 working days

Ms. Cole also worked two additional days (through 6/28/07), to finish out the school year for Teresita Rodriguez, Vice President of Enrollment Development. While there was a newly-created Administrative Assistant III Eligibility List, Ms. Rodriguez was unavailable to interview the candidates before the end of the school year, and Ms. Cole’s services were needed to carry out vital functions for the District. Ms. Rodriguez has since hired an Administrative Assistant III from the Eligibility List.

It is recommended that the Commission approve a two-day extension of the provisional assignment from 06/27/07 to 06/28/07 as Ms. Cole did work these two days at the request of the Vice President.

DISPOSITION BY THE COMMISSION:

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

RELEVANT MERIT RULE CITATIONS

RULES AND REGULATIONS OF CLASSIFIED SERVICE

Rule 7.2  PROVISIONAL APPOINTMENT  (EDUCATION CODE SECTIONS 88106-88108)

7.2.1 (B-C) GENERAL PROVISIONS

B.  An employee may receive one or more provisional appointments, which may accumulate to a total of 90 working days in a fiscal year, after which a 90-calendar-day interval shall elapse during which the employee shall be ineligible to serve in any full-time provisional capacity.

C.  Notwithstanding the provisions of paragraphs A and B above, the Personnel Commission may extend the 90-working-day provisional appointment for a period not to exceed 36 additional working days provided:

1. An examination for the class was given during the initial 90 working days of the employee’s provisional assignment.

2. Satisfactory evidence is presented indicating:
   a. Adequate recruitment effort has been, and is being made;
   b. Extension of this provisional assignment is necessary to carry on vital functions of the district;
   c. The position cannot satisfactorily be filled by use of the following in priority order:
      1.) the eligibility list for the class;
      2.) other employment lists such as reinstatement, or transfer;
      3.) other appropriate substitute eligibility lists.

3. No person shall be employed full-time in provisional capacities under a given Governing Board for a total of more than 126 working days in any one fiscal year.
AGENDA REPORT NO. 5

SUBJECT: Discussion and Approval to Amend Hay Group, Inc. Contract

It is recommended that the Personnel Commission discuss and approve amending the Hay Group, Inc. Contract. (Original Contract approved by Board on 08/5/02, amended 03/29/05). The District has already paid over $192,000 to the Hay Group to conduct the classification/compensation study, but the original Contract has expired and additional work is still needed to complete the study. Hay has estimated that it will cost $6,200 to redo the compensation portion of the study. From time-to-time, it may also be necessary to have Hay review a position or to have additional staff attend Hay Training. It is recommended that the Personnel Commission approve amending the Hay Group Contract not to exceed an additional amount of $15,000 or an amended total of the Agreement not to exceed $208,000.

DISPOSITION BY THE COMMISSION

Amendment

Motion to do whichever is appropriate to effect this change, by either amending and/or creating a new contract for $15,000 to complete the work with Hay.

MOTION MADE BY: Jansen
SECONDED BY Abbott
AYES: 4
NAYS: 0
ABSTENTIONS 0

Comments

Lee Peterson, classified employee, said he wanted to see the previous compensation component work redone. The work product of the Hay Group is not exempt from disclosure according to his research of the Public Records Act, therefore written records are open to public review. He said he hoped that the new written compensation study will be publicly released after the Personnel Commission formally recommends it to the Board of Trustees.

Commissioner Bancroft reminded him that this Agenda Item was only to extend the contract for additional money. She said that setting salaries is subject to mandatory bargaining and that the PC did not approve nor adopt salaries. Hay makes recommendations, but the salaries are worked out at the negotiating table.

Lee Peterson said he thought the Personnel Commission had done it, but it had been bottled up due to internal politics at the College.

Commissioner Bancroft said the delay was due to turnover in the Commission.
AGENDA REPORT NO. 6

SUBJECT: New Class Description: Risk Manager

DATE: October 17, 2007

TO: Members of the Personnel Commission

FROM: Dori MacDonald, Director of Classified Personnel

Background

As part of the Hay Classification Study the Risk Manager position was reviewed however, the position was eliminated and the classification description was not taken to the Commission for approval. The District has since decided to fill the position. The new classification description is attached for your approval.

Recommendation

That the classification description for Risk Manager be approved as submitted.

DISPOSITION BY THE COMMISSION

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

The position in this classification manages, supervises plans, organizes, develops, and implements the environmental, health, safety, loss control and insurance risk management programs of the District including managing the District’s Workers Compensation claims.

ESSENTIAL DUTIES

Develops and monitors programs, to minimize and abate District financial risks. Also develops programs to insure the safety of staff, students and the public while on District properties; Identifies potential hazards and verifies various conditions, methods or processes having potential to cause damage or injury to people or property; reviews existing and potential safety and health hazards and makes corrective actions; collaborates with insurance companies to plan and direct financing, claims handling, underwriting and loss control phases of insurance programs

Provides technical assistance and advice on loss control issues; advises administration and appropriate departments of ramifications and liabilities related to District facilities, equipment and procedures

Identifies risk, which consists of the continuous identification of the District’s exposure to loss and quantitative measurement of the risks affecting the District in terms of both frequency and severity.

Develops emergency preparedness and response programs and policies to minimize losses resulting from natural or man-made disasters; manages the implementation of such programs in accordance with federal, state and local requirements; develops programs, policies and procedures to comply with regulatory mandates

Develops and manages implementation of District safety program, including safety inspection, injury investigations, safety and injury reporting procedures; directs District’s Management/Labor Safety Committee; and provides safety training and education.

Develops and manages the District’s risk financing program. Prepares budgets to meet loss situations through internal financial resources or external resources such as insurance

Serves as liaison with regulatory agencies; submits required reports and program to regulatory agencies.

Prepares insurance specifications, reviews bids and makes recommendations for placing insurance or retaining risk;

Provides technical expertise, information and assistance to management and employees as needed.

Serves as a resource in the education and application of Workers’ Compensation laws to District employees.

Prepares for litigated claims; consult attorneys and policy holders; coordinate documents, sign interrogatories and arrange for witness statements, evidence and independent investigations as appropriate.

Advises Director of Purchasing of insurance limits required for contracts and solicitation documents.

Serves as witness for the District in small claims court; recommend disposition or settlement of claims.

Authorizes, investigates, negotiates, supervises and settles claims within established guidelines.

Develops and monitors programs to ensure proper handling, storage and disposal of hazardous and biological materials for existing programs and during construction of new facilities
Risk Manager

Oversees installation of equipment and measures apparatus to monitor, control or treat air, water, chemical and load usage; obtains and maintains use permits for regulated substances.

Provides for safety training and education to assist managers, supervisors, faculty and others to create safety awareness.

Maintains current knowledge of codes, laws and regulations related to risk management, safety, health and Worker's Compensation; reviews, analyzes and monitors the District's compliance with legislation impacting the District’s Risk Management Program.

Prepares and presents staff reports, conducts a variety of organizational studies and investigations related to risk management.

Supervises and evaluates the performance of assigned personnel.

Performs other related duties as assigned, requested or as the situation requires.

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 direction from the Vice President of Business and Administration.

Supervision Exercised:
This position supervises the classification of Insurance Program Specialist.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of the methods used to research, plan, organize, administer, analyze and write reports regarding environmental, health, safety and insurance programs.

Knowledge of risk management techniques and laws related to work-related injuries or illness.

Knowledge of principles and practices of industrial safety and accident prevention; District liability, employee and student safety practices.

Knowledge of risk and exposure analyses techniques; commercial insurance practices.

Knowledge of contract administration and legal agreements; applicable legal principles and concepts, business law, contract law, insurance and medication processes.

Knowledge of financial principles, underwriting and claims handling pertaining to administration of joint powers authorities in the public sector.

Knowledge of local, state and federal regulations, requirements and procedural guidelines governing reporting, handling and disposal of hazardous materials.

Knowledge of supervisory principles and practices sufficient to be able to delegate responsibility and assignments to subordinate personnel; knowledge of employee development principles and practices; knowledge of supervisory principles and practices sufficient to be able to establish and implement subordinates’ performance evaluation programs, handle grievances and when necessary, impose discipline.

Knowledge of effective budget preparation and controls.
Knowledge of medical terminology.

Skill in applying common sense and logic in decision making.

Ability to read, write and comprehend directions in English.

Ability to communicate effectively orally and in writing.

Ability to effectively speak before groups.

Ability to identify, analyze and train others on present and potential risk management and safety problems and hazards.

Ability to read, interpret, apply and communicate applicable federal, state and local policies, procedures, laws and regulations.

Ability to plan, organize and develop risk management and loss prevention programs.

Ability to effectively utilize a PC and applicable software for analysis and presentations.

Ability to effectively negotiate and administer contracts.

Ability to make independent judgments and decisions within established guidelines.

Ability to effectively supervise subordinates.

Ability to establish and maintain effective working relationships with other staff, faculty, administrators, managers, students, representatives of regulatory agencies, claimants, outside contractors and vendors and the general public.

MINIMUM QUALIFICATIONS

**Education Requirement:**

Bachelor’s degree in Environmental Engineering, Environmental Health & Safety or a closely related field.

**Experience Requirement:**

Three (3) years progressively responsible experience managing, organizing, implementing and supervising a comprehensive risk management, loss prevention, environmental, health and safety program in a large organization. Public Sector experience is desirable.

**Education/Experience Equivalency:**

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

**Licensure and/or Certification:**

Possession of a valid class C California driver’s license.

An Associate in Risk Management (ARM) certificate is desirable.
Disclosure:

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

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

CLASS DETAIL

Job Family: Fiscal Services/Business Administration/Human Resources
FLSA Status: Exempt
Personnel Commission Approval Date: 10/17/07
Class History: Risk Manager
Revision Date(s):
AGENDA REPORT NO. 7

SUBJECT:  New Class Description: Chief Director - Facilities Management

DATE:  October 17, 2007

TO:  Members of the Personnel Commission

FROM:  Dori MacDonald, Director of Classified Personnel

Background

Attached for your approval is a new classification description for Chief Director - Facilities Management. This position will replace the Lead Director-Facilities/Maintenance. The Lead Director-Facilities/Maintenance has informed the administration that he will be retiring at the end of the year and the Acting Vice President-Business and Administration would like to take this opportunity to restructure this position by adding facilities planning to the position. The Lead Director-Facilities/Maintenance classification will be abolished upon retirement of the incumbent. A salary will be recommended for this position as part of the Hay compensation study.

Recommendation

That the new classification description for Chief Director - Facilities Management be approved as submitted.

DISPOSITION BY THE COMMISSION

| MOTION MADE BY: | Abbott |
| SECONDED BY | Jansen |

| AYES: | 4 |
| NAYS: | 0 |
| ABSTENTIONS | 0 |

Comments

Commission Press asked if the Lead Director-Facilities/Maintenance who is going to be retiring had been underclassified before.

Director MacDonald said the position is still an exempt position but the job duties were expanded to include facilities planning. Though the retirement was announced, the paperwork has not been filed yet and she is hoping to start recruitment before the actual retirement happens.
CONCEPT OF THE CLASS

This position directs the District’s facilities, planning and operations, including maintenance, operations, grounds, custodial services, construction, remodeling, and energy management services.

ESSENTIAL DUTIES

Directs the District’s capital facilities program including major construction projects and remodels, deferred maintenance, hazardous material abatement and energy management plans; develops, organizes and implements long and short-term programs activities designed to develop assigned facilities and services.

Directs the District’s maintenance and operations departments including coordination of multiple sites needs for services; supervises the development and implementation of the District’s five-year Deferred Maintenance Program, Preventative Maintenance Program and Hazard Mitigation Program; serves as Team Leader of the Facilities Management team.

Meets with staff to plan, develop and implement programs and support services in assigned areas of responsibilities.

Coordinates inspection work of facilities contractors for construction and maintenance projects.

Formulates routine and emergency facility policies, procedures and practices; analyzes existing space and facilities for compliance with all building, fire and safety codes and to ensure optimum economic use.

Prepares, recommends and administers the annual budget for all areas within the Facilities Program; analyzes and reviews budgetary and financial data; monitors, controls and authorizes expenditure of funds in accordance with established fiscal guidelines.

Directs the preparation and maintenance of a variety of narrative and statistical reports, records and files; assures timely preparation, maintenance and distribution of reports and records as required by federal, state, local and District regulations.

Serves as District’s facility liaison with various public agencies, including the California Community College Chancellor’s Office, Division of the State Architect, State Fire Marshal and the City of Santa Monica.

Assists in staff selection, training, work assignment, supervision and evaluation; serves as final level of review of staff annual performance evaluation; confers with directly reporting subordinate supervisors on the development and imposition of corrective or disciplinary actions for Facilities and Maintenance staff.

Serves on various College committees; attends and conducts a variety of meetings; communicates with other administrators, personnel and contractors to coordinate activities and programs; resolves issues and exchanges information.

Represents the District at meetings with local public agencies, business organizations, community groups and others.

Performs other related duties as assigned, requested or as the situation requires.

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

Supervision Received:

General administrative direction is received from the Vice President-Business & Administration.

Supervision Exercised:

General supervision is exercised over the Director of Maintenance, the Director of Campus Operations and the Director of Facilities Planning.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of laws affecting the construction, maintenance and repair of college facilities, applicable state and local building safety and health codes, State of California and California Community College Chancellor’s Office guidelines and standards, building and education codes, and applicable federal and state laws, including the Americans with Disabilities Act as related to facilities planning, construction and maintenance.

Knowledge of the principles and practices of organization and business management and effective administration of facilities and maintenance operations

Knowledge of modern construction and facilities planning methods and practices and their application in Class I and Class II structures

Knowledge of construction contracting and management

Knowledge of community college budget control measures

Knowledge of state and federal funding programs and grants

Knowledge of hazardous chemical and waste disposal methods

Knowledge of effective supervisory techniques including successful recruitment and selection processes; appropriate work assignment, delegation and performance evaluation; relevant staff development and training; and meaningful corrective and disciplinary action

Ability to plan, direct, administer, review and evaluate the effectiveness of maintenance, mechanical systems, energy management, grounds and operations functions

Ability to coordinate work activities between departmental units, contractors and other campus groups; anticipate conditions, plan ahead, establish priorities and meet deadlines and schedules

Ability to read and interpret blueprints, shop drawing and sketches

Ability to interpret, explain and apply rules, regulations, policies and procedures

Ability to analyze situation accurately and adopt an effective course of action

Ability to prepare and control a budget

Ability to establish and maintain effective working relationships with college administrators, managers, faculty, staff, students, vendors and contractors in a diverse, multicultural and multi-ethnic educational environment

Ability to communicate well both orally and in writing
Ability to establish and maintain records keeping systems and prepare reports.

MINIMUM QUALIFICATIONS

**Education Requirement:**
Bachelor’s Degree in engineering, business administration or a related field from an accredited college or university.

**Experience Requirement:**
Six (6) years of progressively responsible experience with facilities construction and maintenance management, including budget development and administration, and supervision of staff of maintenance and operations managers and support staff.

**Education/Experience Equivalency:**
2 years of experience at the level of a Director of Facilities Management or above may substitute for 2 years of education.

**Licensure and/or Certification:**
None required.

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 fit, carry, push, or pull up to 25 pounds. While performing the duties of this job, the noise level in the work environment is usually quiet.

CLASS DETAIL

**Job Family:** Trades, Facilities, Maintenance

**FLSA Status:** Exempt

**Personnel Commission Approval Date:** 10/17/07

**Class History:** Replaces Lead Director-Facilities/Maintenance
AGENDA REPORT NO. 8

SUBJECT: Class Description Revisions: Director of Maintenance

DATE: October 17, 2007

TO: Members of the Personnel Commission

FROM: Dori MacDonald, Director of Classified Personnel
Prepared by William Syth, Personnel Analyst

Background

Attached for your approval are revisions to the Director of Maintenance Classification. The incumbent is planning on retiring by the end of this year, and the department hopes to have recruited his replacement before then.

The Facilities Department has reviewed the classification description and has requested minor changes. The first is a change in this position’s supervisor’s classification title. The other change clarifies the fact that the Director of Maintenance actually “plans, prepares, and implements the College five-year Scheduled Maintenance and Hazardous Substance Removal plans,” rather than just assists in doing so.

Recommendation

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

DISPOSITION BY THE COMMISSION

MOTION MADE BY: Abbott
SECONDED BY Jansen
AYES: 4
NAYS: 0
ABSTENTIONS 0

Comments

Director MacDonald said that the version of this classification that was distributed in the 10-17-07 Agenda was again revised. The most recent version was distributed at the meeting and included some additional changes to the educational and experience requirements. (NOTE: The final version, considered and voted on by the Personnel Commissioners, is immediately below, followed by the draft that was distributed with the original 10-17-07 Personnel Commission Agenda.)
CONCEPT OF THE CLASS

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

ESSENTIAL DUTIES

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

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

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

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

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

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

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

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

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

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

Assigns work; coordinates work projects between various trades.

Performs other related duties as assigned or requested.

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

SUPERVISION

Supervision Received:

This position receives general supervision from the Associate Lead Chief Director of Facilities Management Maintenance.

Supervision Exercised:

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

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

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

Knowledge of safe working practices and procedures for maintenance personnel.

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

Knowledge of computerized maintenance management/work order programs.

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

Knowledge of supervisory principles and practices sufficient to be able to delegate responsibility and assignments to subordinate personnel; knowledge of employee development principles and practices; knowledge of supervisory principles and practices sufficient to be able to establish and implement subordinates’ performance evaluation programs, handle grievances and when necessary, impose discipline.

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

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

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

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

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

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

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

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

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

Ability to communicate well both orally and in writing.

### MINIMUM QUALIFICATIONS

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

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

**Education/Experience Equivalency:**
Two years of experience at the level of a Director of Maintenance or above may substitute for two years of the education requirement. 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:**
Valid Class C California Driver’s License.
WORKING ENVIRONMENT & PHYSICAL DEMANDS

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

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

CLASS DETAIL

**Job Family:** Trades/Facilities/Maintenance  
**FLSA Status:** Exempt  
**Personnel Commission Approval Date:** December 7, 2006  
**Class History:** Maintenance Director  
**Revision Date(s):** 12/07/06
CONCEPT OF THE CLASS

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

ESSENTIAL DUTIES

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

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

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

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

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

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

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

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

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

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

Assigns work; coordinates work projects between various trades.

Performs other related duties as assigned or requested.

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

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

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

KNOWLEDGE, SKILLS AND ABILITIES
Knowledge of the methods, materials and practices used by the building trades; knowledge of construction, HVAC, plumbing and electrical trades as they impact the repair, maintenance, and construction of buildings and facilities.
Knowledge of labor and materials costing for corrective and preventive maintenance activities.
Knowledge of safe working practices and procedures for maintenance personnel.
Knowledge of Air Quality Management District regulations related to District equipment.
Knowledge of computerized maintenance management/work order programs.
Knowledge of interviewing techniques sufficient to be able to select and hire appropriate personnel for positions or approve recommendations for subordinate supervisors.
Knowledge of supervisory principles and practices sufficient to be able to delegate responsibility and assignments to subordinate personnel; knowledge of employee development principles and practices; knowledge of supervisory principles and practices sufficient to be able to establish and implement subordinates’ performance evaluation programs, handle grievances and when necessary, impose discipline.
Knowledge of budgeting procedures and requirements sufficient to be able to administer a budget to accomplish building, grounds, and site utilities maintenance objectives.
Knowledge of energy management and asbestos abatement programs governmental standards and codes.
Knowledge of personal computer based software programs that support this level of work, including word processing, spreadsheet, and data management.
Skill in exercising a high degree of initiative, judgment, discretion and decision-making to integrate organizational priorities, meet deadlines, and achieve objectives.
Skill in analyzing work functions and developing methodologies to ensure effective completion of work assignments.
Ability to estimate costs for remodel, hazardous abatement, and scheduled maintenance projects.
Ability to hire, train, supervise and evaluate subordinate supervisors.
Ability to coordinate special projects related to facilities building modifications and site utilities.
Ability to establish and maintain effective working relationships with a variety of staff at all levels of the college.
Ability to communicate well both orally and in writing.
MINIMUM QUALIFICATIONS

Education Requirement:
Bachelors degree in a relevant field.

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

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:
Valid Class C California Driver's License.

WORKING ENVIRONMENT AND PHYSICAL DEMANDS

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

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

CLASS DETAIL

Job Family: Trades/Facilities/Maintenance
FLSA Status: Exempt
Personnel Commission Approval Date: December 7, 2006
Class History: Maintenance Director
Revision Date(s): 12/07/06, 10/17/07
AGENDA REPORT NO. 9

SUBJECT: Class Description Revisions: Mechanical Systems/Energy Management Supervisor

DATE: October 17, 2007

TO: Members of the Personnel Commission

FROM: Dori MacDonald, Director of Classified Personnel
Prepared by William Syth, Personnel Analyst

Background

Attached for your approval are revisions to the Mechanical System/Energy Management Supervisor Classification. The position is currently vacant. There have been a couple of attempts to fill the position over the past of couple of years but the recruitments have not been fruitful.

The Facilities Department has reviewed the classification description and has requested minor changes. The first being the addition of computer knowledge as work orders are maintained in a computerized system that this supervisor will need to utilize. Also, the supervisor will be expected to produce reports via Word and Excel. The other change the department has requested is to lower the education requirement. While it would be desirable to have someone with some college education in this position it is not required and may prevent people with the needed experience from qualifying for the position.

Recommendation

That the revised classification description for Mechanical Systems/Energy Management Supervisor be approved as submitted.

DISPOSITION BY THE COMMISSION

MOTION MADE BY: Jansen
SECONDED BY: Abbott
AYES: 4
NAYS: 0
ABSTENTIONS: 0

Comments

Commissioner Jansen asked how this work is being done now.

Director MacDonald deferred to Gary Rose, Director of Maintenance, who said they have been doing without one.
CONCEPT OF THE CLASS

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

ESSENTIAL DUTIES

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

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

Conducts preventative maintenance program for campus equipment

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

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

Reviews and studies technological development related to energy management and conservation; recommends and implement energy management practices or programs; participates in training programs for professional and personal development; stays abreast of changes in code requirements and other development in the mechanical trades

Responds to emergency calls if needed

Compiles information and submits a variety of reports

Performs other related duties as assigned or requested.

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

SUPERVISION

Supervision Received:
This position receives general direction from the Director of Maintenance.

Supervision Exercised:
General supervision is exercised over the classifications of Skilled Maintenance Workers and Journeyman Trade – HVAC and Journeyman Trade - Electrician or other staff as assigned.
KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:
Methods, terms, material, and equipment used in HVAC, plumbing, metal work, and electrical trades

Energy management and conservation practices

Computer programs such as Excel, Word, and Computerized Maintenance Work Order System

Effective supervisory techniques

Safety and code requirements

Effective record keeping techniques

Ability to:
Plan, organize, supervise, schedule and coordinate the work of others

Repair, service and maintain mechanical systems and electrical equipment

Inspect work to determine compliance to standards and specification; estimate needed materials, supplies and time required to complete projects

Read and work from drawing and blueprints

Keep accurate records and prepare reports

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. An Associate’s Degree with a major in the mechanical trades or a closely related field is desirable.

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

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

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

Licensure and/or Certification:
Possession of a valid Class C California driver’s license
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 Work Environment:
While performing the duties of this job the employee is regularly required to sit, use hands to keyboard, type, or handle materials, and talk and/or hear. The employee is regularly required to stand 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.

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

CLASS DETAIL

Job Family: Trades/Facilities/Maintenance
FLSA Status: Exempt
Personnel Commission Approval Date: 12/07/06, 10/17/07
Class History: Established 12/13/79
Revision Date(s): 7/19/84; 11/13/85; 12/02/87; Hay Classification Study, 12/07/06, 10/17/07
AGENDA REPORT NO. 10

SUBJECT: Class Title Change for Journeyman Trade Pipefitter - Irrigation Systems

DATE: October 17, 2007

TO: Members of the Personnel Commission

FROM: Dori MacDonald, Director of Classified Personnel
Prepared by William Syth, Personnel Analyst

Background

The Facilities Department has requested that the title of the classification of Journeyman Trade Pipefitter - Irrigation Systems be changed to Journeyman Trade Irrigation Systems - Pipefitter. This change highlights the fact that the major aspect of this classification is working with irrigation systems. Pipefitter duties are of secondary importance. This change will also ensure that qualified candidates who read our job ads do not mistakenly think they are not qualified and refrain from applying.

Recommendation

That the revised classification title of Journeyman Trade Irrigation Systems - Pipefitter be approved as submitted.

DISPOSITION BY THE COMMISSION

Amendment
Motion to table class title change for Journeyman Trade Pipefitter - Irrigation Systems pending further action and research by the Director.

   MOTION MADE BY:               Jansen
   SECONDED BY                   Abbott
   AYES:                         4
   NAYS:                         0
   ABSTENTIONS                  0

Comments

Bernie Rosenloecher, CSEA Chapter 36 President, said the job had been “Pipefitter-Irrigation Systems Specialist”, and “journeyman” wasn’t part of the title. He said he looked at the union’s journeyman pipefitter card and the qualifications include high pressure applications. He feels that if the job were advertised as “Journeyman Trade Pipefitter” it would be hard to find someone who would do irrigation and sprinkler installation.

Director MacDonald said that “journeyman” is a term of art, and having the word “man” in any title sends the wrong message to anyone applying for this position. She said the Union has sensitivity to having “Journeyman Trade” in any of the positions because in the Hay Study several of the journey level positions were slated to be “Skilled Maintenance Workers,” but that both Tom Corpus and Jeffery Peterson wanted it in. She said she didn’t know if it was because of the title, but there hadn’t been much response in the past when they tried to recruit.

Commission Bancroft said she agreed with Mr. Rosenloecher that could create confusion when recruiting because the position is more of an irrigation system specialist, not a pipefitter.
CONCEPT OF THE CLASS

Under general direction, this position performs journey level tasks associated with pipefitting and sprinkler systems. Works from plot plans and blue prints installing new automatic irrigation systems; to design and plot out the refurbishing of existing irrigation systems; inspects and maintains irrigation controllers and sprinkler systems at regular scheduled intervals; schedules time for repairs and replacement of sprinklers, valves and pipes as needed; performs related work as required.

ESSENTIAL DUTIES

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

Assembles, installs and repairs a variety of metal and nonmetal pipes, tubes, and fittings, including iron, steel, copper, and plastic.

Secures pipes to structures with brackets, clamps, and hangers, using hand tools and power tools.

Cuts, solvent welds, install and repairs pipe and fittings.

Measures and sizes, cuts, and installs backflow prevention devices.

Repairs, replaces and installs manual gate valves and remote control automatic valves according to standard and city specifications.

Wires automatic controllers making waterproof connections using V.L. approved connectors and sealants; tests and inspects controllers for proper programming and operation; program controllers for events and landscape maintenance; utilizes hand held remote controllers.

Inspects and notes adjustments required for maximum irrigation coverage; excavates and backfills trenches for installation of irrigation systems using shovels, backhoe, ditch-witch and power drills;

Makes "as built" changes in systems as necessary; designs and plots out refurbishing of existing irrigation systems; maintains an adequate supply of repair equipment and materials.

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

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

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

Schedules and submits reports on daily Preventive Maintenance of all irrigation systems as required.

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

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

Uses tools, techniques and compounds to install and repair pipe, including copper pipe, hot solder, joint copper fittings and bronze solder joint fittings.

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

Responds to emergency calls on a 24-hour basis and troubleshoots to locate the problem if not readily apparent.
Performs other duties as requested or assigned.

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

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

SUPERVISION

Supervision Received
Supervision is received from the Grounds Supervisor.

Supervision Exercised
Work direction may be exercised over Gardener/Equipment Operators and Groundskeepers.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of the methods, materials, tools, equipment, and terms used in the trade
Knowledge of associated codes, rules, and regulations
Knowledge of methods and techniques in pipefitting and sprinkler systems
Knowledge of geometric angles used in laying out pipe and sprinklers
Knowledge of the types and proper usage of various plumbing and piping and sprinkler system materials
Knowledge of safe work practices including proper usage and handling of power tools, cutting machines and torches
Knowledge of hydraulics such as: static and dynamic water pressure, pressure and friction loss and flow velocity
Knowledge of methods, materials, terms, tools and equipment used in the installation, maintenance of automatic sprinkler systems; pipe fitting as applied to irrigation system installation
Ability to thread pipe, solder water lines, use drain-cleaning tools, and install all piping related to the trade
Ability to diagnose and repair pipe and sprinkler system problems, install or repair pipes and sprinkler systems; make rough sketches of installations; estimate materials and time needed to complete assignments; read blueprints and diagrams as they relate to pipe and sprinkler system installations
Ability to apply effective reasoning to identify problems, apply sound judgment, and solve practical problems
Ability to adapt or modify existing systems, procedures, or methods to new situations and find alternative solutions by weighing alternatives and developing action plans
Ability to interpret and follow oral and written instructions
Ability to read and write in English at a level necessary to perform essential duties
Ability to maintain accurate records.
Ability to establish and maintain effective working relationships with other staff, faculty, administrators, managers, and students and outside contractors and vendors.
Skill using word processing, E-mail, and order processing software and databases specific to the trade.

MINIMUM QUALIFICATIONS

Education Requirement:
Graduation from high school or GED equivalent.

Experience Requirement:
Three (3) years journey level experience in the installation and repair of automatic sprinkler systems including pipefitting and the installation of backflow protection devices.
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:

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

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 Work Environment:

While performing the duties of this job, the employee frequently works indoors and is exposed to outside weather conditions in a variety of positions, such as flat, vertical, horizontal, and overhead. Incumbents perform physical labor for extended periods requiring physical strength and endurance and use a variety of hand and power tools involving repetitive motion. Incumbents may work under damp conditions and grasp, crouch, sit, stand, walk on slippery and/or uneven surfaces, bend, crawl, kneel, stoop, pull, reach, push, twist, climb ladders and work on sloping surfaces; may grasp, drag, lift and carry items weighing 75 pounds or less and will do so with or without assistance, and with or without the aid of lifting devices.

Incumbents may be exposed to chemicals, solvents, paint, dust, grease/oil, fumes, electrical and mechanical hazards, vehicular traffic, vibration, and noise. The employee is occasionally exposed to moving mechanical parts; high, precarious places; airborne particles or blood borne pathogens, asbestos, or PCB’s, and is at risk of electrical shock. Incumbents must be able to meet the physical requirements of the class and have mobility, color and peripheral vision, hearing, and dexterity levels appropriate to the duties to be performed.

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

CLASS DETAIL

Job Family: Trades/Facilities/Maintenance/ Grounds
FLSA Status: Non-exempt
Personnel Commission Approval Date: 12/07/06, 10/17/07
Class History: Pipefitter - Sprinkler Systems
Revision Date(s): May, 1982, Hay Study, 12/07/06, 10/17/07
AGENDA REPORT NO. 11

SUBJECT:  Class Description Revisions: Instructional Assistant - Learning Disabilities
          Sign Language Interpreter Trainee
          Sign Language Interpreter I
          Sign Language Interpreter II
          Sign Language Interpreter III

DATE:   October 17, 2007

TO:   Members of the Personnel Commission

FROM:  Dori MacDonald, Director of Classified Personnel

Background
Judy Schwartz, the Coordinator for the Disabled Student Center, contacted the Personnel Commission Office to revise some of classification descriptions utilized by the Disabled Student Center. Most of the changes are minor and better reflect the duties and/or requirements of the positions. A summary of the changes are listed below. The classification descriptions that follow show the proposed changes.

Instructional Assistant – Learning Disabilities
The minimum qualifications for education and experience are being revised. It is rare that someone will come to this position with experience tutoring students and a requirement of one year of experience is too restrictive. The department generally has to train employees to work with various learning disabilities. The education requirement allows anyone with a BA/BS to apply. The department feels that someone with a BA/BS would have a basic core knowledge of subjects taught at the college and the department would be willing to train the employee on how to specifically work with students with learning disabilities.

Sign Language Interpreter Trainee, I, II and III
Some minor changes are being made to these classifications. The Sign Language Interpreter Trainee has never had the responsibility of translating the District's skills performance test and that is being removed from the class descriptions. Code of Ethics is being replaced with Code of Professional Conduct. The certifications are being omitted on some of the positions as these certifications are beyond what is needed for our positions. Additionally, these positions are often asked to proctor exams and that is being added as an essential function and removed from the essential function that shows it only being performed when there is a last minute service cancellation. It is recommended that the Personnel Commission approve the revisions to the class description for the following positions:

Recommendation
The revised classification descriptions for Instructional Assistant – Learning Disabilities and Sign Language Interpreter Trainee, I, II and III be approved as submitted.

DISPOSITION BY THE COMMISSION

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

Positions in this classification assist in the Learning Disabilities Program by testing and tutoring learning-disabled students in order to help them to achieve academic success.

ESSENTIAL DUTIES

Tutors students individually and in small groups using individualized training materials and strategies approved by the Learning Specialist and instructors.

Administers psycho-educational tests to certify learning disabled students and to determine educational needs.

Grades psycho-educational tests and submit results to the Chancellor’s Office by Computer Assisted Records System (CARS).

Assists students to develop proper study skill techniques, such as strategies for reading textbooks, note-taking, and listening skills.

Maintains accurate and detailed records of students’ individualized learning programs and progress to ensure compliance with state special education funding requirements.

Confers with the Learning Specialist and instructors regarding changes or modifications in individual learning programs.

Performs clerical duties such as preparation of files, filing, answering phones, sending and receiving student records, and photocopying forms.

May refer students to other services on the campus.

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

Knowledge of college-level math, reading interpretation, and writing.

Knowledge of psychological theory as it applies to individual differences in the learning process.

Knowledge of principles, techniques, and procedures of tutoring.
Instructional Assistant - Learning Disabilities

Ability to assess learning disabled students' learning skill and needs
Ability to implement individualized educational programs, using special materials and modalities
Ability to administer and score psycho-educational tests individually and in small groups
Ability to communicate effectively with instructors, students, and staff
Ability to understand and carry-out oral and written instructions
Ability to establish and maintain cooperative working relationships with those contacted in the course of work

MINIMUM QUALIFICATIONS

**Education Requirement:**
Successful completion of eighteen (18) semester hours of college coursework in Special Education, Learning Theory, Learning Disabilities, or Developmental Psychology or a BA/BS in any subject.

**Experience Requirement:**
One (1) year of experience tutoring students with Learning Disabilities is desirable.

**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. An equivalent combination of experience, education, and/or training may substitute for the listed minimum requirements.

**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.

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

CLASS DETAIL

**Job Family:** Instructional Support (Student Services/Classroom)
**FLSA Status:** Non-Exempt
**Personnel Commission Approval Date:** 11/09/06
**Class History:** Instructional Assistant, January 1986
**Revision Date(s):** April 1986, Hay Study 11/09/06, 10/11/07
CONCEPT OF THE CLASS

Positions in this classification interpret and transcribe classroom or meeting content using American Sign Language/Signed English, for deaf and hard of hearing students registered with the Disabled Student Center in classes, academic activities and college events.

DISTINGUISHING CHARACTERISTICS

This classification is distinguished from the Sign Language Interpreter I, II and III, and Hearing Services Coordinator classifications.

The **Sign Language Trainee** classification is responsible for interpreting by translating non-technical lecture content, used in such classes as Theater and Physical Education and on the District’s skills performance evaluation examination.

The **Sign Language Interpreter I** classification is responsible for interpreting non-technical to moderately technical lecture content in classes such as typing, computers, lower-level English, and art.

The **Sign Language Interpreter II** is responsible for interpreting higher-level lecture content in classes such as business, mathematics, and upper-level English.

The **Sign Language Interpreter III** is responsible for interpreting classes requiring more specialized signs, such as science, history, and psychology.

The **Deaf and Hard of Hearing Services Coordinator** is responsible for interpreting at all academic levels as well as coordinating, and scheduling the deaf and hard of hearing services to the Sign Language Interpreter I, II, and III’s.

ESSENTIAL DUTIES

Interprets, and translates classroom lectures simultaneously, and facilitates communication between deaf and hard of hearing students, and hearing faculty, staff and students in classrooms, meetings, activities, and emergencies on campus; and participates in team interpreting situations.

Conveys the meaning and spirit of the hearing speaker using American Sign Language or signed English, and conveys verbally the meaning and spirit of the deaf or hard of hearing signer using correct English grammar.

Utilizes resources provided by the Deaf and Hard of Hearing Services Coordinator to increase knowledge of American Sign Language, proper interpreting procedures, Deaf Culture, specialized vocabulary, and the Registry of Interpreters for the Deaf Code of Ethics.

Observes and teams with the Deaf and Hard of Hearing Services Coordinator and/or higher level interpreters, and also receives mentorship from the Deaf and Hard of Hearing Services Coordinator and higher level interpreters.

Responds to student difficulties and concerns with understanding and sensitivity.

Attends workshops and conferences to improve and maintain interpreting skill level, and keeps abreast of interpreting trends by studying specialized ASL vocabulary and other materials.

**Proctors exams as necessary.**

May perform routine clerical duties when there is a last minute service cancellation, such as reception, answering phones, filing, photocopying and proctoring.

Performs other related duties as requested or assigned or as the situation requires.

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

**Supervision Received:**
Under mentoring by Sign Language Interpreters of a higher class or direct supervision direction from the Deaf and Hard-of-Hearing Coordinator, the employee receives assignments and is expected to carry them through to completion with substantial independence.

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

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of American Sign Language signed English and interpreting techniques.
Knowledge of appropriate roles and individual responsibilities relating to interpreting for deaf and hard of hearing persons.
Knowledge of deaf cultural values and general issues in the field of deafness.
Knowledge of interpersonal skills using tact, patience, and courtesy.
Knowledge of resources available to Sign Language Interpreters/Transliterator in order to improve knowledge and skills.
Knowledge of basic alphabetical and numerical filing procedures.
Knowledge of effective oral communication with students, instructors, faculty and staff.
Knowledge of modern office practices and procedures.
Knowledge of computer input and retrieval.
Ability to establish and maintain effective relationships with students registered with the Disabled Students Center.
Ability to interpret/transliterate messages spoken by hearing people into American Sign Language or signed English.
Ability to interpret by translating syntax for classes with non-technical to moderately technical lecture content, used in such classes as typing, computers, lower-level English, and art, on District’s skills performance evaluation examination.
Ability to interpret/transliterate messages signed by deaf or hard of hearing people into grammatically correct English sentences.
Ability to follow the Registry of Interpreters for the Deaf Code of Ethics Professional Conduct.
Ability to assess individual situations to determine the needs of each deaf or hard of hearing student, such as language preferences or preferences in having comments voiced for him/her or voicing for himself/herself.
Ability to attend various workshops in order to improve interpreting/translating skill.
Ability to communicate effectively with faculty, staff, and disabled students.
Ability to learn a variety of routine reception and clerical procedures.
Ability to learn to use a variety of office equipment to assist students with disabilities.
Ability to work successfully as part of an interpreting team in the classroom or other campus setting, and performs related duties as required or assigned.

MINIMUM QUALIFICATIONS

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

**Experience Requirement:**
Enrollment in an Interpreter Training Program or equivalent, one year of full time paid experience interpreting for the deaf and hard of hearing using oral and manual forms of communication.

**Education/Experience Equivalency:**
Candidate must be able to interpret by translating non-technical lecture content.

**Licensure and/or Certification:**
None.
WORKING ENVIRONMENT AND PHYSICAL DEMANDS

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

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

CLASS DETAIL

Job Family: Instructional Support (Student Services/Classroom)
FLSA Status: Non-Exempt
Personnel Commission Approval Date: 11/09/06, 10/17/07
Class History:
Revision Date(s): Hay Study 11/09/06, 10/17/07
CONCEPT OF THE CLASS

Positions in this classification interpret and transliterate classroom or meeting content using American Sign Language/Signed English, for deaf and hard of hearing students registered with the Disabled Student Center in classes, academic activities and college events.

DISTINGUISHING CHARACTERISTICS

This classification is distinguished from the Sign Language Trainee, Interpreter II and III, and Hearing Services Coordinator classifications.

The Sign Language Trainee classification is responsible for interpreting by translating non-technical lecture content, used in such classes as Theater and Physical Education and on the District’s skills performance evaluation examination.

The Sign Language Interpreter I classification is responsible for interpreting non-technical to moderately technical lecture content in classes such as typing, computers, lower-level English, and art.

The Sign Language Interpreter II is responsible for interpreting higher-level lecture content in classes such as business, mathematics, and upper-level English.

The Sign Language Interpreter III is responsible for interpreting classes requiring more specialized signs, such as science, history, and psychology.

The Deaf and Hard of Hearing Services Coordinator is responsible for interpreting at all academic levels as well as coordinating, and scheduling the deaf and hard of hearing services to the Sign Language Interpreter I, II, and III’s.

ESSENTIAL DUTIES

Interprets, and translates classroom lectures simultaneously, and facilitates communication between deaf and hard of hearing students, and hearing faculty, staff and students in classrooms, meetings, activities, and emergencies on campus; and participates in team interpreting situations.

Conveys the meaning and spirits of the hearing speaker using American Sign Language or signed English, and conveys verbally the meaning and spirit of the deaf or hard of hearing signer using correct English grammar.

Utilizes resources provided by the Deaf and Hard of Hearing Services Coordinator to increase knowledge of American Sign Language, proper interpreting procedures, Deaf Culture, specialized vocabulary, and the Registry of Interpreters for the Deaf Code of Ethics Professional Conduct.

Observes and teams with the Deaf and Hard of Hearing Services Coordinator and/or higher level interpreters, and also receives mentorship from the Deaf and Hard of Hearing Services Coordinator and higher level interpreters.

Responds to student difficulties and concerns with understanding and sensitivity.

Attends workshops and conferences to improve and maintain interpreting skill level, and keeps abreast of interpreting trends by studying specialized ASL vocabulary and other materials.

Proctors exams as necessary.

May perform routine clerical duties when there is a last minute service cancellation, such as reception, answering phones, filing, photocopying, and proctoring.

Performs other related duties as requested, or assigned or as the situation requires.

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. Mentoring is received from higher level Sign Language Interpreters or the Deaf and Hard of Hearing Services Coordinator.

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

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of American Sign Language signed English and interpreting techniques.
Knowledge of appropriate roles and individual responsibilities relating to interpreting for deaf and hard of hearing persons.
Knowledge of deaf cultural values and general issues in the field of deafness.
Knowledge of interpersonal skills using tact, patience, and courtesy.
Knowledge of resources available to Sign Language Interpreters/Transliterators in order to improve knowledge and skills.
Knowledge of basic alphabetical and numerical filing procedures.
Knowledge of effective oral communication with students, instructors, faculty and staff.
Knowledge of modern office practices and procedures.
Knowledge of computer input and retrieval.
Ability to establish and maintain effective relationships with students registered with the Disabled Students Center.
Ability to interpret/transliterate messages spoken by hearing people into American Sign Language or signed English.
Ability to interpret by translating syntax for classes with non-technical to moderately technical lecture content, used in such classes as typing, computers, lower-level English, and art, on District’s skills performance evaluation examination.
Ability to interpret/transliterate messages signed by deaf or hard of hearing people into grammatically correct English sentences.
Ability to follow the Registry of Interpreters for the Deaf Code of Ethics Professional Conduct.
Ability to assess individual situations to determine the needs of each deaf or hard of hearing student, such as language preferences or preferences in having comments voiced for him/her or voicing for himself/herself.
Ability to attend various workshops in order to improve interpreting/transliterating skill.
Ability to communicate effectively with faculty, staff, and disabled students.
Ability to learn a variety of routine reception and clerical procedures.
Ability to learn to use a variety of office equipment to assist students with disabilities.
Ability to work successfully as part of an interpreting team in the classroom or other campus setting, and performs related duties as required or assigned.

MINIMUM QUALIFICATIONS

**Education Requirement:**
Graduation from high school or equivalent and graduation from an Interpreter Training Program (ITP) or equivalent.

**Experience Requirement:**
Two (2) One (1) academic years of full-time paid experience interpreting for the deaf and hard of hearing using oral and manual forms of communication.

**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.

**Licensure and/or Certification:**
Proof of the National Association of the Deaf (NAD) certificate at Level 3 is desirable. None.
WORKING ENVIRONMENT AND PHYSICAL DEMANDS

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

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

CLASS DETAIL

**Job Family:** Instructional Support (Student Services/Classroom)
**FLSA Status:** Non-Exempt
**Personnel Commission Approval Date:** 11/09/06, 10/17/07
**Class History:**
**Revision Date(s):** Hay Study 11/09/06, 10/17/07
CONCEPT OF THE CLASS

Positions in this classification interpret and transcribe using American Sign Language/Signed English for deaf and hard of hearing students registered with the Disabled Student Center in classes, academic activities and college events.

DISTINGUISHING CHARACTERISTICS

This classification is distinguished from the Sign Language Trainee, Interpreter I and III, and Hearing Services Coordinator classifications.

The **Sign Language Trainee** classification is responsible for interpreting by translating non-technical lecture content, used in such classes as Theater and Physical Education and on the District’s skills performance evaluation examination.

The **Sign Language Interpreter II** is responsible for interpreting higher-level lecture content in classes such as business, mathematics, and upper-level English.

The **Sign Language Interpreter III** is responsible for interpreting classes requiring more specialized signs, such as science, history, and psychology.

The **Deaf and Hard of Hearing Services Coordinator** is responsible for interpreting at all academic levels as well as coordinating and scheduling the deaf and hard of hearing services to the Sign Language Interpreter I, II, and III’s.

The **Sign Language Interpreter I** classification is responsible for interpreting non-technical to moderately technical lecture content in classes such as typing, computers, lower-level English, and art.

ESSENTIAL DUTIES

Interprets and translates classroom lectures simultaneously, and facilitates communication between deaf and hard of hearing students and hearing faculty, staff and students in classrooms, meetings, activities, and emergencies on campus; and participates in team interpreting situations.

Conveys the meaning and spirit of the hearing speaker using American Sign Language or signed English, and conveys verbally the meaning and spirit of the deaf or hard of hearing signer using correct English grammar.

Utilizes resources provided by the Deaf and Hard of Hearing Services Coordinator to increase knowledge of American Sign Language, proper interpreting procedures, Deaf Culture, specialized vocabulary, and the Registry of Interpreters for the Deaf Code of Ethics Professional Conduct.

Observes and teams with the Deaf and Hard of Hearing Services Coordinator, or higher level interpreters. Receives mentorship from Deaf and Hard of Hearing Services Coordinator, and higher level interpreters.

Serves as a mentor for Interpreter Trainees and I’s.

Maintains harmonious operating conditions at all times servicing a multicultural and multiethnic study population; responds to student difficulties and concerns with understanding and sensitivity.

Attends workshops and conferences to improve and maintain interpreting skill level. Keeps abreast of interpreting trends by studying specialized ASL vocabulary and other materials.

Proctors exams as necessary.

May perform routine clerical duties when there is a last minute service cancellation, such as reception, answering phones, filing, photocopying, and proctoring.

Performed related duties as required, or assigned, or as the situation requires.

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. Mentoring is received from higher level Sign Language Interpreters or the Deaf and Hard of Hearing Services Coordinator.

**Supervision Exercised:**
Positions in this classification do not supervise other classified positions. Mentoring is provided to lower level Sign Language Interpreters.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of American Sign Language signed English and interpreting Techniques.
Knowledge of appropriate roles and individual responsibilities relating to interpreting for deaf and hard of hearing persons.
Knowledge of deaf cultural values and general issues in the field of deafness.
Knowledge of interpersonal skills using tact, patience, and courtesy.
Knowledge of resources available to Sign Language Interpreters and Transliterator in order to improve knowledge and skills.
Knowledge of basic alphabetical and numerical filing procedures.
Knowledge of effective oral communication with students, instructors, faculty and staff.
Knowledge of modern office practices and procedures.
Knowledge of computer input and retrieval.
Ability to establish and maintain effective relationships with students registered with the Disabled Students Center.
Ability to interpret/transliterate messages spoken by hearing people into American Sign Language or signed English.
Ability to interpret by translating higher-level technical academic material utilizing moderately proficient English and/or American Sign Language (ASL), used in such classes as business, mathematics, and upper-level English, on District’s skills performance evaluation examination.
Ability to interpret and transliterate messages signed by deaf or hard of hearing people into grammatically correct English sentences.
Ability to follow the Registry of Interpreters for the Deaf Code of Ethics Professional Conduct.
Ability to assess individual situations to determine the needs of each deaf or hard of hearing students, such as language preferences or preferences in having comments voiced for him/her or voicing for himself/herself.
Ability to attend various workshops in order to improve interpreting/translating skill.
Ability to communicate effectively with faculty, staff, and disabled students.
Ability to learn a variety of routine reception and clerical procedures.
Ability to learn to use a variety of office equipment to assist students with disabilities.
Ability to work successfully in an interpreting team in the classroom or other campus setting.

MINIMUM QUALIFICATIONS

**Education Requirement:**
Graduation from high school or equivalent and graduation from an Interpreter Training Program (ITP) or equivalent.

**Experience Requirement:**
Three (3) Two (2) academic years of full-time paid experience interpreting for the deaf and hard of hearing using oral and manual forms of communication.
**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:**
Proof of the National Association of the Deaf (NAD) certificate at Level 4 or higher or Registry of Interpreters for the Deaf (RID) Certificate of Transliteration (CT) may be substituted for experience. None.

**WORKING ENVIRONMENT AND PHYSICAL DEMANDS**

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

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

**CLASS DETAIL**

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

**FLSA Status:** Non-Exempt

**Personnel Commission Approval Date:** 11/09/06, 10/17/07

**Class History:**

**Revision Date(s):** Hay Study 11/09/06, 10/17/07
CONCEPT OF THE CLASS

Positions in this classification interpret and transliterate using American Sign Language/Signed English for deaf and hard-of-hearing students registered with the Disabled Student Center in classes, academic activities and college events.

DISTINGUISHING CHARACTERISTICS

This classification is distinguished from the Sign Language Interpreter I, II and III, and Hearing Services Coordinator classifications.

The **Sign Language Trainee** classification is responsible for interpreting by translating non-technical lecture content, used in such classes as Theater and Physical Education and on the District's skills performance evaluation examination.

The **Sign Language Interpreter III** is responsible for interpreting classes requiring more specialized signs, such as science, history, and psychology.

The **Deaf and Hard of Hearing Services Coordinator** is responsible for interpreting at all academic levels as well as coordinating, and scheduling the deaf and hard of hearing services to the Sign Language Interpreter I, II, & III’s.

The **Sign Language Interpreter I** classification is responsible for interpreting non-technical to moderately technical lecture content in classes such as typing, computers, lower-level English, and art.

The **Sign Language Interpreter II** is responsible for interpreting higher-level lecture content in classes such as business, mathematics, and upper-level English.

ESSENTIAL DUTIES

Interprets and translates classroom lectures simultaneously and facilitates communication between deaf and hard-of-hearing students and hearing faculty, staff and students in classrooms, meetings, activities, and emergencies on campus, and participates in team interpreting situations.

Conveys the meaning and spirits of the hearing speaker using American Sign Language or signed English, and conveys verbally the meaning and spirit of the deaf or hard-of-hearing signer using correct English grammar.

Utilizes resources provided by the Deaf and Hard of Hearing Services Coordinator to increase knowledge of American Sign Language, proper interpreting procedures, Deaf Culture, specialized vocabulary, and the Registry of Interpreters for the Deaf Code of Ethics Professional Conduct.

Attends workshops and conferences to improve and maintains interpreting skill level, and keeps abreast of interpreting trends by studying specialized ASL vocabulary and other materials.

Observes and teams with the Deaf and Hard of Hearing Services Coordinator, and receives mentorship from the Deaf and Hard of Hearing Services Coordinator. Serves as a mentor for Sign Language Interpreters I and II.

Provides technical sign support and ethical advisement.

May read text, handouts, and dictionaries, and prepare translation of difficult-to-interpret words and phrases.

Works in collaboration with the Deaf and Hard of Hearing Services Coordinator and other Sign Language Interpreters to collect existing technical signs, and to establish special signs and/or vocabulary for underrepresented scientific/technical terms or concepts.

Proctors exams as necessary.

May perform routine clerical duties when there is a last minute service cancellation, such as reception, answering phones, filing, photocopying, and proctoring.

Performs related duties as required, or assigned or as the situation requires.
Examples of essential duties are descriptive and not restrictive in nature and are generally listed in descending order of importance.

**SUPERVISION**

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

*Supervision Exercised:
* Positions in this classification do not supervise other classified positions. Mentoring is provided to lower level Sign Language Interpreters.

**KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of American Sign Language signed English and interpreting Techniques.
Knowledge of appropriate roles and individual responsibilities relating to interpreting for deaf and hard-of-hearing persons.
Knowledge of interpersonal skills using tact, patience, and courtesy.
Knowledge of resources available to Sign Language Interpreters and Transliterator in order to improve knowledge and skills.
Knowledge of basic alphabetical and numerical filing procedures.
Knowledge of effective oral communication.
Knowledge of modern office practices and procedures.
Ability to establish and maintain effective working relationships with those contacted in the course of work.
Ability to interpret and transcribe messages spoken by hearing people into American Sign Language or signed English.
Ability to interpret by translating higher-level technical academic material requiring specialized Sign Language vocabulary for high level technical academic materials utilizing highly proficient English and/or American Sign Language (ASL), used in such classes as science, history, and psychology, on District’s skills performance evaluation examination.
Ability to interpret and transliterate messages signed by deaf or hard-of-hearing people into grammatically correct English sentences.
Ability to follow the Registry of Interpreters for the Deaf Code of Ethics Professional Conduct.
Ability to assess individual situations to determine the needs of each deaf or hard-of-hearing student, such as language preferences or preferences in having comments voiced for him/her or voicing for himself/herself.
Ability to communicate effectively with faculty, staff, and disabled students.
Ability to learn a variety of routine reception and clerical procedures.
Ability to learn to use a variety of office equipment to assist students with disabilities.
Ability to work successfully as part of an interpreting team in the classroom or other campus setting.

**MINIMUM QUALIFICATIONS**

*Education Requirement:*
Graduation from high school or equivalent and graduation from an Interpreter Training Program (ITP) or equivalent. Associate of Art’s Degree in Psychology, Liberal Arts, Education or related field is desirable.

*Experience Requirement:
* Three academic years (3) of full-time paid experience interpreting for the Deaf and hard of hearing using oral and manual forms of communication.

*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.
**Sign Language Interpreter III**

**Licensure and/or Certification:**
Proof of the National Association of the Deaf (NAD) certificate at Level 5 or Registry of Interpreters for the Deaf (RID) Certificate of Interpretation (CI) may be substituted for experience.
Proof of the National Association of the Deaf (NAD) certificate at Level 3 or higher; or American Consortium of Certified Interpreters (ACCI) certificate at Level 3 or higher; or Registry of Interpreters for the Deaf (RID) Certificate of Transliteration (CT), Certificate of Interpretation (CI), or National Interpreter Certification (NIC) will be substituted for the performance test.

**WORKING ENVIRONMENT AND PHYSICAL DEMANDS**

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

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

**CLASS DETAIL**

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

**FLSA Status:** Non-Exempt

**Personnel Commission Approval Date:** 11/09/06, 10/17/07

**Class History:**

**Revision Date(s):** Hay Study 11/09/06, 10/17/07
AGENDA REPORT NO. 12

SUBJECT: Class Description Revisions: Administrative Assistant III
New Class Description: Administrative Assistant III - Confidential

DATE: October 17, 2007
TO: Members of the Personnel Commission
FROM: Dori MacDonald, Director of Classified Personnel

Background

Attached for your approval are revisions to the classification description for Administrative Assistant III and a new classification description for Administrative Assistant III – Confidential. These changes are being made to more clearly define when an Administrative Assistant III position is a confidential position. These classifications are on separate salary schedules and one belongs to the bargaining unit while the other does not. These differences warrant separate classification descriptions. These changes will not affect the current status of any Administrative Assistant III positions and will not allow for the creation of more confidential positions without buy-in from both Management and the Union.

The only change being made to the Administrative Assistant III classification description is that the sentence “Positions at this level may be given confidential designation by virtue of the information to which it may be exposed pursuant to the appropriate Government Code” is being removed.

The new classification for Administrative Assistant III - Confidential clearly defines what confidential means in accordance with Government Code and the EERA and limits the classification to positions that meet this standard and support a Vice President or Senior Staff.

Recommendation

The classification descriptions for Administrative Assistant III and Administrative Assistant III - Confidential be approved as submitted.

DISPOSITION BY THE COMMISSION

MOTION MADE BY: Abbott
SECONDED BY: Press
AYES: 3
NAYS: 0
ABSTENTIONS: 1

Comments

Bernie Rosenloecher, CSEA Chapter 36 President, said the Union is okay with the class descriptions, but at the Negotiating table the District agreed that not all of the current Administrative Assistant Confidential positions meet the requirements of EERA for confidential employees. The District also agrees there are too many, and that they will downsize through attrition. In the future, the Union will be carefully looking at requests for confidential status to be sure that it meets the EERA criteria.
Commissioner Bancroft said she was concerned about handling this through attrition. She would rather have each of the positions evaluated to be sure it meets the requirement. Legally, the position can’t be confidential if it’s not.

Bernie Rosenloecher, CSEA Chapter 36 President, said the only issue is whether those in the position are actually confidential.

Commissioner Press asked how many confidentials there were campus-wide.

Bernie Rosenloecher, CSEA Chapter 36 President, said almost every Vice President has one.

Commissioner Bancroft said there are very stringent criteria for confidential status. She was concerned that there may have been a proliferation of confidentials who don’t really meet the designation requirements.

Commissioner Jansen said she would abstain from voting because she wanted more information and had concerns about bumping rights.

Commissioner Bancroft said the PC can take an action on the class specs. She recommended that staff report back regarding an evaluation of the current confidentials to see which ones do, and which ones don’t, meet the criteria.

Commissioner Press asked what would happen to those confidentials who didn’t meet the criteria.

Commissioner Bancroft said she thought they would be reclassified to the regular, non-confidential position.

Commissioner Abbott asked if they would be put into a vacant confidential position.

Commissioner Jansen said that her concern was that in the past the employee didn’t own the “confidential” status, but by making a new classification, it puts ownership on it.

Commissioner Bancroft said this is an issue that requires more consideration and research. She said “confidential” is the position that’s designated, not the person and she wouldn’t want one confidential bumping another confidential just because one didn’t meet the criteria any more.

Commissioner Press said she supported the suggestion that there be a follow-up report.
CONCEPT OF THE CLASS

Positions in the **Administrative Assistant III** class perform a variety of complex secretarial duties and provide paraprofessional administrative support to an Associate Vice President, Vice President or Director of Classified Personnel.

DISTINGUISHING CHARACTERISTICS

Positions in the **Administrative Assistant III** classification are part of a series of four (4) levels of Administrative Assistants. The Administrative Assistant III classification is the third level in the Administrative Assistant class series. The other classifications in this series are: Administrative Assistant I; Administrative Assistant II; and Administrative Assistant IV.

A class series is a progression of classifications whose specifications distinguish one level from the next by defined characteristics of the class. Positions in the administrative assistant series are distinguished by the scope of the supervisor's administrative and program responsibilities, the knowledge required to effectively perform the job and the minimum experience and/or education necessary to be considered for employment.

Positions in the Administrative Assistant III classification typically report to senior level District administrators.

Positions in this classification are distinguished from those at the Administrative Assistant I and II levels by the greater complexity and responsibility of the assignments received and increased independence with which the employee is expected to operate. An incumbent in this classification is expected to exercise significantly more independent judgment and decision-making. Positions at the Administrative Assistant III level require substantial knowledge of and interface within a specific area of operation or specialty and prior experience in a community college environment and/or municipal government. Work in this classification is performed with periodic to minimal supervision. The employee receives assignments and is expected to carry them through to completion with substantial independence. The incumbent is free from control or oversight while working. Work is usually reviewed upon completion for adequacy and compliance with instructions.

Positions at this level may be given confidential designation by virtue of the information to which it may be exposed pursuant to the appropriate Government Code.

Positions in the **Administrative Assistant I** classification perform vocational level secretarial duties and provide administrative support for College management and faculty leaders in instructional, academic and support service functional areas.

Positions in the **Administrative Assistant II** classification perform advanced vocational, moderately complex secretarial duties and provide administrative support for Academic Deans or administrators working in off-campus facilities or in large, complex functional areas.

Positions in the **Administrative Assistant IV** classification perform a variety of difficult and highly complex secretarial duties and provide administrative support to the Superintendent/President.

ESSENTIAL DUTIES

Performs a wide variety of administrative tasks independently; responds to correspondence relating to confidential and complex matters relating to the administrator's program responsibilities and District policies and procedures; resolves work problems involving administration, staff, or students

Responds to questions, requests and complaints either by telephone or in person from students, staff and the public

Interfaces with a broad range of internal and external contacts such as Board of Trustees members, Personnel Commission members, Community College Chancellor’s office, other community college staff, government constituencies, and the public in order to answer questions or provide information
Interprets and applies provisions of California statues, District policies, and other complex materials to matters relating to administrator’s program responsibilities and the administration of college programs and services

Types, formats, edits and proofreads materials containing confidential and/or sensitive information such as collective bargaining proposals and contracts, grievance and appeal hearings notices

Schedules appointments and maintains calendar for administrator to whom position reports

Processes materials for department budgets; utilizes spreadsheets to maintain budget and organize records; monitors expenditures; makes travel and conference arrangements; submits conference attendance and expense/travel claims for payment, requisitions for supplies, printing and advertising; submits work orders and key requests

Completes departmental timesheets for staff and/or student workers and submits to Payroll department

Types meeting agendas; assists in meeting and events preparations arranging for facilities, food services, parking, mailing notices and contacting speakers. Attends meetings, takes notes, transcribes and distributes minutes as necessary

Compiles, formats and publishes agenda items for Board of Trustees or Personnel Commission agendas

Researches, complies, analyzes, and prepares documents for collective bargaining; edits data involving confidential and/or technical information and statistical data

Develops procedures to expedite transmittal of information and/or facilitate implementation of policies

Participates in special projects relating to the administrator’s program responsibilities

Establishes and maintain effective working relationships with other community college staff, faculty, administrators, managers, students, and external contacts required in the course of work

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

**SUPERVISION**

*Supervision Received:*
Positions in this classification receive general supervision from an Associate Vice President, Vice President or Director of Classified Personnel.

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

**KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of rules, regulations, laws, and policies governing a community college district

Knowledge of office procedures and practices, including filing systems, business forms, letter, and report writing

Knowledge of word processing software for formatting, creating, and editing written documents

Knowledge of computer software for creating, formatting, designing a variety of projects, including announcements, invitations, and public notices

Knowledge of reception and telephone techniques

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

Knowledge of basic bookkeeping practices and procedures

Knowledge of basic research methods
Administrative Assistant III

Ability to perform complex and difficult clerical and secretarial work using a personal computer; review, edit and proofread written documents for completeness and accuracy; maintain complex interrelated files

Ability to interpret and apply rules, regulations, laws and policies

Ability to accurately analyze situations and apply sound judgment to identify problems and apply effective solutions

Ability to research and report on assigned topics

Ability to compile, prepare, and maintain detailed reports, manuals, and other official documents

Ability to plan and coordinate committees, meetings special events, and programs

Ability to set priorities and manage time and work in fast-paced and busy environment with multiple tasks and interruptions

Ability to establish and maintain effective working relationships with other community college staff, faculty, administrators, managers, students, and external contacts required in the course of work

MINIMUM QUALIFICATIONS

Education Requirement:
Associates Degree in Liberal Arts, Business Administration, Communications, Computer Information Systems, Secretarial Clerical Studies, or a closely related field.

Experience Requirement:
Four (4) years of full time, paid, progressively responsible secretarial and administrative experience providing administrative support to an administrator or management level supervisor.

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

Licensure and/or Certification:
None

WORKING ENVIRONMENT AND PHYSICAL DEMANDS

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

Normal Office Environment:
While performing the duties of this job the employee is regularly required to sit, use hands to keyboard, type, or handle materials, and talk and/or hear. The employee is occasionally required to stand and walk. The employee is regularly required to lift, carry, push, or pull up to 25 pounds. While performing the duties of this job, the noise level in the work environment is usually quiet.
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<tr>
<td>Personnel Commission Approval Date:</td>
<td>October 25, 2006, October 17, 2007</td>
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<tr>
<td>Class History:</td>
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CONCEPT OF THE CLASS

Positions in the Administrative Assistant III - Confidential class perform a variety of complex secretarial duties and provide paraprofessional administrative support to a Vice President or Senior Staff.

DISTINGUISHING CHARACTERISTICS

Positions in the Administrative Assistant III classification are part of a series of four (4) levels of Administrative Assistants. The Administrative Assistant III classification is the third level in the Administrative Assistant class series. The other classifications in this series are: Administrative Assistant I; Administrative Assistant II; and Administrative Assistant IV.

A class series is a progression of classifications whose specifications distinguish one level from the next by defined characteristics of the class. Positions in the administrative assistant series are distinguished by the scope of the supervisor’s administrative and program responsibilities, the knowledge required to effectively perform the job and the minimum experience and/or education necessary to be considered for employment.

Positions in the Administrative Assistant III classification typically report to senior level District administrators.

Positions in this classification are distinguished from those at the Administrative Assistant I and II levels by the greater complexity and responsibility of the assignments received and increased independence with which the employee is expected to operate. An incumbent in this classification is expected to exercise significantly more independent judgment and decision-making. Positions at the Administrative Assistant III level require substantial knowledge of and interface within a specific area of operation or specialty and prior experience in a community college environment and/or municipal government. Work in this classification is performed with periodic to minimal supervision. The employee receives assignments and is expected to carry them through to completion with substantial independence. The incumbent is free from control or oversight while working. Work is usually reviewed upon completion for adequacy and compliance with instructions.

Administrative Assistant III – Confidential positions in accord with Government Code 3562(d) and Educational Employment Relations Act (EERA) 3540.1(c) are required to develop or present management positions with respect to employer-employee relations or whose duties normally require access to confidential information that is used to contribute significantly to the development of management positions.

Positions in the Administrative Assistant I classification perform vocational level secretarial duties and provide administrative support for College management and faculty leaders in instructional, academic and support service functional areas.

Positions in the Administrative Assistant II classification perform advanced vocational, moderately complex secretarial duties and provide administrative support for Academic Deans or administrators working in off-campus facilities or in large, complex functional areas.

Positions in the Administrative Assistant IV classification perform a variety of difficult and highly complex secretarial duties and provide administrative support to the Superintendent/President.

ESSENTIAL DUTIES

Performs a wide variety of administrative tasks independently; responds to correspondence relating to confidential and complex matters relating to the administrator's program responsibilities and District policies and procedures; resolves work problems involving administration, staff, or students.

Responds to questions, requests and complaints either by telephone or in person from students, staff and the public.

Interfaces with a broad range of internal and external contacts such as Board of Trustees members, Personnel Commission members, Community College Chancellor’s office, other community college staff, government constituencies, and the public in order to answer questions or provide information.
Interprets and applies provisions of California statues, District policies, and other complex materials to matters relating to administrator’s program responsibilities and the administration of college programs and services.

Types, formats, edits and proofreads materials containing confidential and/or sensitive information such as collective bargaining proposals and contracts, grievance and appeal hearings notices.

Schedules appointments and maintains calendar for administrator to whom position reports.

Processes materials for department budgets; utilizes spreadsheets to maintain budget and organize records; monitors expenditures; makes travel and conference arrangements; submits conference attendance and expense/travel claims for payment, requisitions for supplies, printing and advertising; submits work orders and key requests.

Completes departmental timesheets for staff and/or student workers and submits to Payroll department.

Types meeting agendas; assists in meeting and events preparations arranging for facilities, food services, parking, mailing notices and contacting speakers. Attends meetings, takes notes, transcribes and distributes minutes as necessary.

Compiles, formats and publishes agenda items for Board of Trustees agendas.

Researches, complies, analyzes, and prepares documents for collective bargaining; edits data involving confidential and/or technical information and statistical data.

Develops procedures to expedite transmission of information and/or facilitate implementation of policies.

Participates in special projects relating to the administrator’s program responsibilities.

Establishes and maintain effective working relationships with other community college staff, faculty, administrators, managers, students, and external contacts required in the course of work.

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

SUPERVISION

**Supervision Received:**
Positions in this classification receive general supervision from an Vice President or Senior Staff.

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

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of rules, regulations, laws, and policies governing a community college district.

Knowledge of office procedures and practices, including filing systems, business forms, letter, and report writing.

Knowledge of word processing software for formatting, creating, and editing written documents.

Knowledge of computer software for creating, formatting, designing a variety of projects, including announcements, invitations, and public notices.

Knowledge of reception and telephone techniques.

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

Knowledge of basic bookkeeping practices and procedures.

Knowledge of basic research methods.
Ability to perform complex and difficult clerical and secretarial work using a personal computer; review, edit and proofread written documents for completeness and accuracy; maintain complex interrelated files

Ability to interpret and apply rules, regulations, laws and policies

Ability to accurately analyze situations and apply sound judgment to identify problems and apply effective solutions

Ability to research and report on assigned topics

Ability to compile, prepare, and maintain detailed reports, manuals, and other official documents

Ability to plan and coordinate committees, meetings special events, and programs

Ability to set priorities and manage time and work in fast-paced and busy environment with multiple tasks and interruptions

Ability to establish and maintain effective working relationships with other community college staff, faculty, administrators, managers, students, and external contacts required in the course of work

MINIMUM QUALIFICATIONS

**Education Requirement:**
Associates Degree in Liberal Arts, Business Administration, Communications, Computer Information Systems, Secretarial Clerical Studies, or a closely related field.

**Experience Requirement:**
Four (4) years of full time, paid, progressively responsible secretarial and administrative experience providing administrative support to an administrator or management level supervisor.

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

**Licensure and/or Certification:**
None

WORKING ENVIRONMENT AND PHYSICAL DEMANDS

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

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

**Job Family:** Secretarial/Clerical  
**FLSA Status:** Non-exempt  
**Personnel Commission Approval Date:** October 25, 2006, October 17, 2007  
**Class History:** Established 11/84  
**Revision Date(s):** 06/92; Revised, 10/25/06 (Hay Study), 10/17/07
AGENDA REPORT NO. 13

SUBJECT: New Class Description: Staff Counsel

DATE: October 17, 2007

TO: Members of the Personnel Commission

FROM: Dori MacDonald, Director of Classified Personnel

Background

Attached for your approval is a new classification description for Staff Counsel. This is a new position for the District and will report directly to the President. It is anticipated that expenses pertaining to legal matters will be reduced by having full-time counsel on staff.

Recommendation

That the classification description for Staff Counsel be approved as submitted.

DISPOSITION BY THE COMMISSION

MOTION MADE BY: Jansen
SECONDED BY Abbott
AYES: 4
NAYS: 0
ABSTENTIONS 0

Comments

Commissioner Press asked if this position has been approved in the Board of Trustees budget.

Director MacDonald said it was originally an approved academic position, but they advertised for “General Counsel” at a low salary. She said Human Resources Vice President Wade recognizes that some positions should be classified and not academic, and has turned this over to the Personnel Commission.
CONCEPT OF THE CLASS
This management position provides legal counsel on matters relating to College business and operations to minimize legal liabilities.

ESSENTIAL DUTIES

Provides counsel and advice on legal matters.

Prepares or reviews proposed contracts, leases, formal agreements and other legal instruments to safeguard the College’s interests. Examines instruments and opinions prepared by other attorneys and advises officials of the College as to the legal requirements in connection with proposed documents.

Provides legal counsel and guidance in the ordinary and special activities of the College.

Assists in the selection of outside counsel to obtain legal opinions or handle claims and litigation.

Contributes to the development of College policies. Reviews and recommends revisions as necessary.

Counsels administration on labor law problems and assists with internal grievances and hearings.

Performs complex legal research and compiles information from various reference sources. Examines legal data to determine advisability of defending or prosecuting a lawsuit.

Serves as a liaison to regulatory and legislative bodies as required.

Supervises assigned staff.

Performs other related duties as assigned, requested or as the situation requires.

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 direction from the Superintendent/President of Santa Monica College.

Supervision Exercised:
This position supervises assigned staff which could include a paralegal, an administrative assistant and/or other clerical employees.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of law codes and court decisions affecting institutions of higher learning.

Knowledge of supervisory principles and practices sufficient to be able to delegate responsibility and assignments to subordinate personnel; knowledge of supervisory principles and practices.

Skill in making independent judgments and decisions based on standard policy or procedure.
Staff Counsel

Skill in the preparation and delivery of clear, concise and well-organized presentations to a variety of audiences including management, boards, commissions and other agencies.

Skill in the preparing or directing the preparation of detailed, complex written communications on a wide variety of legal issues pertaining to a college.

Skill in the use of a personal computer.

Ability to read, write and communicate effectively and comprehend directions in English.

Ability to resolve conflicts.

Ability to exercise judgment and discretion in problem situation.

Ability to foster a teamwork environment.

MINIMUM QUALIFICATIONS

Education Requirement:
A Juris Doctor (J.D.) or equivalent degree from an accredited or state approved School of Law

Experience Requirement:
Five years full-time experience in the practice of law. General business law and/or experience in an educational or government setting is desirable.

Education/Experience Equivalency:
None

Licensure and/or Certification:
Admitted to practice law in California
Membership in the California State Bar

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. While performing the duties of this job, the noise level in the work environment is usually quiet.

CLASS DETAIL

Job Family: Legal
FLSA Status: Exempt
Personnel Commission Approval Date: October 17, 2007
Class History: None
AGENDA REPORT NO. 14

SUBJECT: Class Description Revisions: Human Resources Technician

DATE: October 17, 2007

TO: Members of the Personnel Commission

FROM: Dori MacDonald, Director of Classified Personnel

Background

Attached for your approval is a new classification description for Human Resources Technician. The department had requested some changes to the specification when it was established as part of the Hay Rollout because they wanted to see some of the differences between the Specialist and Technician more flushed out in the class description. The Commission decided to defer the changes to another time rather than prolong the rollout.

Since that time, the Commission Office has received another request for reclassification to an HR Technician and it seemed prudent to make the changes at this time. A few essential functions have been added to better distinguish between the classifications and Education/Experience Equivalency as been modified.

Recommendation

That the classification description for Human Resources Technician be approved as submitted.

DISPOSITION BY THE COMMISSION

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

Positions in this classification perform complex technical and advanced clerical compensation, administration, personnel file analysis, maintenance, and employee relation’s work in the College’s Human Resources Office. Incumbents perform the more technical and advanced work involved in entering data and maintaining the human resource information system (HRS) and related databases and provides training and direction to the Human Resources Specialist.

DISTINGUISHING CHARACTERISTICS

Human Resources Technician performs the more technical and advanced duties related to compensation, administration, personnel file analysis, maintenance, and employee relation’s support work in the College’s Human Resources Office and provides training and lead direction to the Human Resources Specialist.

Human Resources Specialist performs complex and advanced clerical compensation, administration, personnel file analysis, maintenance, and employee relations’ support work in the College’s Human Resources Office. Incumbents would initially be expected to work under the guidance or direction of a Human Resources Technician to learn District, Education Code and other applicable rules and regulations.

ESSENTIAL DUTIES

Verifies, processes, enters, and records employee information such as personal data, employment and position data, compensation, performance reviews or evaluations, and separation date and reason into the automated human resource system.

Sets up and maintains electronic and physical file systems for the department; and prepares reports on the same for classified, academic, and student employees.

Provides information to internal personnel and external customers regarding human resources policies, rules, and regulations, procedures, and general employment information as they relate to academic, classified, and student personnel.

Processes new employees (classified and academic) ensuring that all new personnel comply with criminal record, medical screening, I-9 employee eligibility, and payroll processing requirements.

Processes personnel assignment notices authorizing employment, salary increases and status changes such as transfers, promotion, reassignment, and separations for permanent and temporary classified employees, ensuring that correct budget account numbers are used.

Provides appropriate forms to employees requesting leaves of absence; processes completed forms, tracks duration of leave and ensures that all necessary information are included for classified and academic employees.

Maintains and updates personnel files and other confidential information documenting personnel actions; provides information to payroll, personnel commission, and other appropriate individuals or groups; examines employee files to answer inquiries and provides information to authorized persons.

May perform the more complicated full-cycle recruitment processes for academic positions including preparing job bulletins, placing ads, conducting mass mailings, inputting incoming applications in the Applicant Tracking System, closing positions and sending notification letters.

Performs final selection process for permanent and temporary classified and full time academic positions including scheduling interviews from lists of certified eligibles received from the Personnel Commission (if applicable), preparing interview packets, checking references, extending offer of employment and mailing applicant regret letters.

Maintains current position control and FTE files inputting additions, deletions and changes of position and employee status into computer database.
Monitors and maintains data in all human resources related information systems; establishes and assures accuracy of HRS tables, codes and input guidelines.

Verifies minimum qualifications and equivalency eligibility of incoming applications for academic personnel.

Prepares monthly Board of Trustees agenda reports for approval on appointment, separations and position changes for classified, non-merit, student, volunteer and academic employees.

Performs basic research and obtains supporting documentation to initiate, verify or complete assignments including employment documents and forms, statistical files and charts on salaries and other information for use in preparation of federal, state, accreditation, and internal reports; compiles data from personnel records and prepares reports for classified, academic and student employees.

Conducts new employee orientation and processes new and reactivated employee’s fringe benefits programs; processes employment verifications by telephone, fax, or mail for classified, academic and student employees.

Distributes forms and receives completed probationary, annual, student and peer evaluations for classified and academic employees; checks all disciplinary action notices on request of department supervisor; checks all forms for completeness, timeliness and required signatures; follows-up with deans and department supervisors to ensure evaluations are returned.

Assures required credentials, licenses, and tests are obtained and maintained by employees whose positions require these as a condition of employment; tracks renewal deadlines and updates credentials, licenses and/or tests in a timely manner in the data system.

Composes original correspondence, documents, and reports regarding employment or other human resources matters.

Computes wages and records data for use in payroll processing, employment contract, and letter-of-appointment generation for classified and academic employees.

Evaluates transcripts and verifies previous training and experiences to determine proper placement on salary schedules for classified and academic employees.

Performs special projects over a broad range of Human Resources activities at the request of supervisors involving data gathering and analysis, report generation, and recommendations for action as appropriate.

Coordinates and assists in projects, programs and activities as assigned.

Provides training and acts as a lead worker direction to the Human Resources Specialists.

Performs other related duties as assigned, or requested, or as the situation requires.

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

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**SUPERVISION**

**Level of Supervision Received**

Under general supervision by a Dean of Human Resources, performs duties and solves work-related problems with independence.

**Level of Supervision Exercised**

None. Provides direction as a lead worker and training to Human Resources Specialists.

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**KNOWLEDGE, SKILLS AND ABILITIES**

**Knowledge of:**
Generally accepted human resources principles and practices
District human resources policies and Education Code requirements as they apply to academic and classified personnel systems
Human Resources Technician

Modern office practices and procedures, including records maintenance, document processing, filing systems, public reception and data-gathering techniques
Modern business English appropriate for writing and formatting reports and correspondence
Time reporting and pay procedures
General training techniques
Personal computer based software programs including word processing, spreadsheet, and data management

Ability to:
Read and interpret policy and procedure manuals, rules, and regulations
Write instructions, reports, other routine correspondence, and memorandums
Communicate well both orally and in writing
Read, write, speak, and hear in English
Calculate figures and amounts using fractions, decimals, and percentages
Accurately analyze situations, identify problems, apply sound judgment and formulate effective solutions
Simultaneously attend to and complete multiple tasks and duties
Understand and carry out oral and written instructions independently
Use general office equipment
Learn specialized computer applications used by the department
Maintain confidentiality of information
Establish and maintain positive and effective working relationships with other staff, faculty, administrators, managers, students, and outside contractors and vendors
To provide training and direction to other employees

MINIMUM QUALIFICATIONS

Education Requirement:
High school diploma or general education degree (GED) supplemented by college level coursework in human resources, business or public administration or a closely related field. An AA/AS is desirable.

Experience Requirement:
Three (3) years of experience in office procedures involving higher level clerical or technical skills, including spreadsheet and word processing, in the District Human Resources Department or comparable organization. Previous experience with a human resource information system (HRS) and related databases is required.

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 Human Resources Management Certificate may substitute for one year of experience. A BA/BS in a relevant field such as Human Resources Management or Business Administration may substitute for two years of experience.

Licensure and/or Certification:
A valid Class "C" California driver's license.

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.
While performing the duties of this job the employee is regularly required to sit, use hands to keyboard, type, or handle materials, and talk or hear. The employee is occasionally required to stand and walk. The employee is regularly required to lift, carry, push or pull up to 25 pounds with or without assistance and with or without the use of devices or equipment used to aide the lifting process. While performing the duties of this job, the noise level in the work environment is usually quiet.

**CLASS DETAIL**

**Job Family:** Fiscal Services / Business Administration / Human Resources  
**FLSA Status:** Non-exempt  
**Personnel Commission Approval Date:** 11/02/06, 10/17/07  
**Revision Date(s):** 11/02/06 Hay Study, 10/17/07  
**Class History:** Personnel Specialist II
AGENDA REPORT NO. 15

SUBJECT: Request for Reclassification

DATE: October 17, 2007

TO: Members of the Personnel Commission

FROM: Dori MacDonald, Director of Classified Personnel

Background

Ms. Juanita Williams, Human Resources Specialist, completed a request for reclassification to a Human Resources Technician in March of 2007. The request was reviewed and signed off by her supervisor in April of 2007. The request was submitted to the Personnel Commission Office but returned to the Human Resources Office for the Vice President's Signature. Since Marcia Wade had just started her position as the Vice President of Human Resources, she wanted time to assess her employees before signing off on any reclassification requests. Ms. Wade signed off on Ms. Williams request in September 2007.

The distinguishing characteristics between an HR Specialist and an HR Technician are:

1. The HR Technician performs more technical and advanced duties than the HR Specialist.
2. The HR Technician provides training and lead direction to the HR Specialists.

Ms. Williams’ PDQ was reviewed and interviews were conducted with Ms. Williams and HR Management.

Ms. Williams has been an HR Specialist for over 7 years. It is clear that there has been a gradual accretion of duties over this period of time that qualifies Ms. Williams to be reclassified to an HR Technician. As the HR Specialist with the most time in the classification she is assigned the more technical and advanced duties or is asked to assist other Specialists in performing those duties. Ms. Williams also helps train new HR Specialists and cross trains HR Specialists on new desk assignments.

Recommendation

Ms. Juanita Williams be reclassified from a Human Resources Specialist to a Human Resources Technician effective January 1, 2007.

DISPOSITION BY THE COMMISSION

MOTION MADE BY: Abbott
SECONDED BY Press
AYES: 4
NAYS: 0
ABSTENTIONS 0
AGENDA REPORT NO. 16

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 Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration/Information Clerk (5 part-time positions)</td>
<td>Admissions</td>
<td>10/01/2007-12/31/2007</td>
</tr>
<tr>
<td>Registration/Information Clerk (1 part-time position)</td>
<td>Matriculations</td>
<td>10/01/2007-12/31/2007</td>
</tr>
</tbody>
</table>

DISPOSITION BY THE COMMISSION

MOTION MADE BY: Abbott
SECONDED BY: Jansen
AYES: 4
NAYS: 0
ABSTENTIONS: 0
AGENDA REPORT NO. 17

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>Amorisi, Julia</td>
<td>Registration/Information Clerk</td>
<td>Admissions</td>
<td>10/08/07-06/30/08</td>
<td>07/18/07</td>
</tr>
<tr>
<td>Burns, Lisa</td>
<td>Registration/Information Clerk</td>
<td>Admissions</td>
<td>10/01/07-06/30/08</td>
<td>03/21/07</td>
</tr>
<tr>
<td>Devase, Jerome</td>
<td>Registration/Information Clerk</td>
<td>Admissions</td>
<td>10/01/07-12/31/07</td>
<td>07/18/07</td>
</tr>
<tr>
<td>Gaspar, Rosalina</td>
<td>Registration/Information Clerk</td>
<td>Admissions</td>
<td>10/01/07-12/31/07</td>
<td>07/18/07</td>
</tr>
<tr>
<td>Gómez, Mónica</td>
<td>Registration/Information Clerk</td>
<td>Admissions</td>
<td>10/08/07-06/30/07</td>
<td>03/21/07</td>
</tr>
<tr>
<td>Forek, Christina</td>
<td>Registration/Information Clerk</td>
<td>Matriculations</td>
<td>10/01/07-12/31/07</td>
<td>07/18/07</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. 18

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.

<table>
<thead>
<tr>
<th>Candidate</th>
<th>Position</th>
<th>Department</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Colton, Bradley</td>
<td>Accompanist-Percussion</td>
<td>KDR</td>
<td>08/27/07-12/31/07</td>
</tr>
<tr>
<td>Spriva Jr., Derrick</td>
<td>Accompanist-Percussion</td>
<td>KDR</td>
<td>09/28/07-12/23/07</td>
</tr>
<tr>
<td>Walker, Derrick</td>
<td>Accompanist-Percussion</td>
<td>KD</td>
<td>09/10/07-12/23/07</td>
</tr>
<tr>
<td>Ross, Edith</td>
<td>Administrative Clerk</td>
<td>Human Resources</td>
<td>09/27/07-12/31/07</td>
</tr>
<tr>
<td>Arevalo, Mat</td>
<td>Bookstore Clerk/Cashier</td>
<td>Bookstore</td>
<td>09/10/07-12/31/07</td>
</tr>
<tr>
<td>Gutierrez, Hector</td>
<td>Groundskeeper</td>
<td>Grounds</td>
<td>10/01/07-10/26/07</td>
</tr>
<tr>
<td>Cho, Yoona</td>
<td>Instructional Asst.-English</td>
<td>English</td>
<td>10/08/07-12/21/07</td>
</tr>
<tr>
<td>Homblad, Kristi</td>
<td>Instructional Asst.-English</td>
<td>English</td>
<td>09/24/07-12/21/07</td>
</tr>
<tr>
<td>Nason, Nancy</td>
<td>Instructional Asst.-English</td>
<td>English</td>
<td>09/20/07-12/21/07</td>
</tr>
<tr>
<td>Peterson, Rachel</td>
<td>Instructional Asst.-English</td>
<td>English</td>
<td>09/24/07-12/21/07</td>
</tr>
<tr>
<td>Schwarz, Virginia</td>
<td>Instructional Asst.-English</td>
<td>English</td>
<td>09/24/07-12/21/07</td>
</tr>
<tr>
<td>Jarret, Gabriel</td>
<td>Sign Language Inter. I</td>
<td>Disabled Students Ctr.</td>
<td>07/01/07-12/13/07</td>
</tr>
<tr>
<td>Curtis-Larson, Janet</td>
<td>Sign Language Inter. II</td>
<td>Disabled Students Ctr.</td>
<td>07/01/07-12/31/07</td>
</tr>
<tr>
<td>Henninger, Denise</td>
<td>Sign Language Inter. II</td>
<td>Disabled Students Ctr.</td>
<td>07/01/07-12/13/07</td>
</tr>
<tr>
<td>Puyear, Billie</td>
<td>Sign Language Inter. III</td>
<td>Disabled Students Ctr.</td>
<td>07/02/07-12/28/07</td>
</tr>
<tr>
<td>Smith, Carol</td>
<td>Sign Language Inter. III</td>
<td>Disabled Students Ctr.</td>
<td>07/01/07-12/30/07</td>
</tr>
<tr>
<td>Warnecke, Janet</td>
<td>Sign Language Inter. III</td>
<td>Disabled Students Ctr.</td>
<td>07/01/07-12/31/07</td>
</tr>
</tbody>
</table>

Comments

Director MacDonald corrected a typo; positions should all begin in 07.
AGENDA REPORT NO. 19

SUBJECT: Provisional Appointments

This item is being brought back to the Commission. It was tabled by the Commission at the July 18, 2007 meeting and the August 22, 2007 meeting.

DATE: July 18, 2007

TO: Members of the Personnel Commission

FROM: Dori MacDonald, Director Classified Personnel

Background

At the last Personnel Commission, Tron Burdick, the CSEA Job Steward, relayed his concerns about a provisional appointment to the Journeyman Trade Pipefitter-Irrigation Systems position. Mr. Burdick reviewed the Commission Agendas from January 07 to the present and did not see the appointment on the agenda. Since the person started in March, he questioned how such an appointment could be made without it being on a Personnel Commission Agenda. Additionally, Mr. Burdick believes that Merit Rule 7.2.1.B specifies that a provisional appointment needs to be an employee of the District.

The Commission asked the Director to research and report back on provisional assignments.

Research

In reviewing Merit Rule 7.2 Provisional Appointment, it is silent on any approval or ratification by the Commission except for extensions of the initial 90 day period, which do require Commission approval.

Rule 7.2.2 states that the determination of the appropriateness of qualifications shall be made by the Personnel Director prior to appointment. (Copies of these rules are attached for review.) It is important to note that Provisional Appointments to existing full-time vacant positions are to fill an immediate need as there is no eligibility list available to fill the full-time position. These types of positions would more commonly be referred to as substitutes. If the Director deems the substitute has the appropriate qualifications to fill-in temporarily for the position the hiring authority is able to hire that person for the assignment.

In reviewing previous agendas over the span of several years, provisional appointments have not appeared on any of the agendas, nor have the extension of provisional appointments. Extensions of provisional assignments for Working Out of Class are on the agenda and Working Out of Class assignments, which are filled as provisional assignments, are placed on the Personnel Commission Agenda for approval in accordance with Merit Rule 3.2.10.B.3 – The Director of Classified personnel will advise the District Human Resources Offices of his or her findings and shall present those findings, including the recommended pay differential, to the Personnel Commission for approval. Per Merit Rule 7.2.1C – Extensions to the initial provisional appointment should be authorized by the Commission and will now appear on the Commission agendas.

Staff did confer with legal counsel from Liebert Cassidy Whitmore regarding Mr. Burdick’s contention that Merit Rule 7.2.1.B specifies that a provisional appointment must be given to an employee. Counsel also reviewed the applicable Education Codes (88106-88108) and found no basis for a provisional appointment being made only to an employee. Provisional Appointments to existing full-time vacant positions are to fill an immediate need. There may or may not be existing employees who are qualified to assume the duties of the vacant position. The appointing authorities should be encouraged to allow employees working out of class...
opportunities when they are available and employees are qualified but it would not be in the purview of the Commission to require the District to so.

**Conclusion**

The Personnel Commission Staff can provide an advisory list of provisional appointments each month to the Commission at the Commission’s request. If the Commission would like to approve provisional appointments before they are made that would require a change to the Merit Rules. Provisional assignments are generally made to fill an urgent need for a position where an eligibility list does not exist. Requiring Commission approval to fill such temporary positions could place a hardship on the department with the vacancy.

**Recommendation**

This item is presented for the Commission’s information for discussion and appropriate action as necessary.

**DISPOSITION BY THE COMMISSION**

Amendments

Motion to instruct the Personnel Director to propose a provisional appointment process.

**MOTION MADE BY:** Press  
**SECONDED BY:** Jansen  
**AYES:** 4  
**NAYS:** 0  
**ABSTENTIONS:** 0

**Comments**

**Tron Burdick, CSEA Chapter 36 Chief Job Steward** felt that though provisional appointments are consent items, there is a question regarding the meaning of some the Merit Rules language. The Merit Rules specifically state that “an employee is a person who is legally an incumbent of a position or who is on an authorized leave of absence.” He said Director MacDonald reported that she talked to legal counsel, but the Union has not seen any written opinion. He said her report also cited the Ed. Code and the Merit Rules, which both say that an employee may be granted a provisional appointment. In this instance, the manager gave the irrigation position to an outside person instead of to the qualified on-campus employee. Mr. Burdick reported that the manager is inconsistent and has given a provisional appointment as Acting Supervisor to a campus Custodian. Mr. Burdick noted that in the previous six months almost all provisional appointments were from inside the Santa Monica College employee pool, except when there wasn’t someone qualified or in that area to fill the position. Mr. Burdick asked the Commission to define whether an “employee” is someone who is brought in from the outside, or someone who is already on staff.

**Commissioner Bancroft** said the Commission got an outside legal opinion about the Ed. Code, but there may need to be some clarification to the Rules.

**Lee Peterson, classified employee,** said that provisional appointments have been used by management to bypass the basic principles of the Merit System and to hire cronies and unqualified people. He suggested that the Commission change the language in Merit Rule 7.2 to acknowledge Ed. Code provisions stating that written notices concerning vacancies be posted at all employee work locations and that all vacancies be filled pursuant to the Merit Rules.

**Commissioner Abbott** asked for confirmation that a provisional appointment is for emergency situations for up to 90 days with a possibility of an extension, but is not meant to be a permanent hire. She also asked if the Personnel Director makes sure that the person meets minimum qualifications.
Director MacDonald said the person does have to meet minimum qualifications. She said sometimes the appointments were not just for emergency situations but because of the classification or current salary. Director MacDonald agreed that, if there is a need for the job, then it shouldn't be continually filled for 90 day periods. She said just because someone doesn't want to fill the position, is not a valid reason to keep making provisional appointments.

Commissioner Bancroft said in the Merit Rules and Ed. Code there is no basis for provisional appointments to be current employees; provisional appointments can be made from the outside. She said Commissioners don't get involved unless the department wants to extend that provisional appointment beyond 90 days.

Director MacDonald said “employee” is defined in the Merit Rules as Mr. Burdick contends, but it isn’t the same as the Ed. Code defines it. “Provisional” is defined in the definitions as a “qualified person” so the definition is ambiguous.

Commissioner Bancroft said the Ed. Code supersedes when there is a discrepancy or vagueness in the language and therefore the SMC Merit Rules need to be changed to clarify it and bring it into compliance. She explained that when there’s a temporary opening in the City, it’s posted for a specified number of days, the applicants are screened for minimum qualification and the department has the option to pick someone from the group that’s been certified or from other qualified applicants on file. She said there is oversight to be sure that it’s not just the appointing authority deciding who they want for the position. She said that the SMC Rules need to be clarified and a procedure established, but that it also will depend upon how “vacancy” is defined.

Director MacDonald said she is looking to the Commission to give her direction regarding provisional positions, including a time frame for posting, what to do when a department does not want to release an employee from their current position, or when managers do not want to hire an inside employee.

Commissioner Bancroft said she would suggest that the Classified Personnel Director take all factors into consideration and propose a process for the Commission to review.

Commissioner Jansen asked if NEOGOV could be used to advertise provisional and career laddering opportunities internally and externally.

Director MacDonald said that just about anything could be posted on NEOGOV.

Director Press said that because this is being seriously questioned and has to do with the rights of employees, she is very concerned that it says “there may or may not be existing employees who are qualified to assume the duties.” Commissioner Press she said wanted transparency, especially about rules and believes the Commission’s mission is to support a fair process for employees. Referring to past conflicts of interest, she was concerned that there was no written legal opinion distributed.

Commissioner Bancroft said the Personnel Commission’s role is to administer the Merit System in a fair and unbiased way, not in favor of the administration or the employees, but according to the Merit Rules.

Commissioner Jansen said she is optimistic that when the new selection and recruitment process is underway, employees will be able to apply when there is an active vacancy and there won’t be provisional employees for non-temporary positions.

Bernie Rosenloecher, CSEA Chapter 36 President, said CSEA wants current employees to have the ability to career ladder, gain experience and move up. He said the term “emergency” is stretched when the position has been vacant for eight years.
Commissioner Bancroft said some City bargaining units have negotiated “Working Out of Class” contract language that sets specific rules. She said it’s important to have career ladders and cross specs established so people can move up in the organization.
3.2.10 WORKING OUT OF CLASS (Education Code Section 88010, 88087)

A. Concept of Working Out of Classification

1. Each classified employee shall be required to perform the duties of the position approved by the Board of Trustees and classified by the Personnel Commission to which he or she is assigned. Each employee may be required to perform other related duties consistent with the concept of the classification to which his or her position is assigned.

2. Classified employees shall not be required to perform duties and responsibilities which are not fixed and prescribed for their positions nor are consistent with the concept of the classification of their current position for any period of time which exceeds five (5) working days within a fifteen (15) calendar day period, except as provided by this Rule.

3. Working out of class assignments are designed for temporary situations and shall not be used to place an employee in a long-term or permanent assignment in a higher or different classification. No employee shall be assigned to work of class for more than 90 days in one fiscal year or for more than one working out of class assignment in a fiscal year without the approval of the Personnel Commission.

B. Procedure for Requesting Approval for Working Out of Class

1. Requests for approval for an employee to be working out of class shall be made when an employee is required to perform duties that are not allocated to an existing class, shall be submitted to the Director of Classified Personnel.

   a. The request must be submitted no later than five (5) working days after the start of the assignment.

   b. The request must contain a list of the newly assigned duties and must be approved by the supervisor, department head and the appropriate Vice President.

2. The Director of Classified Personnel shall conduct a review of the newly assigned duties and shall determine whether they are at a higher range. He/she shall prepare a report of the findings that shall include the recommended pay differential, if any, for the temporary assignment.

3. The Director of Classified Personnel will advise the District Human Resources office of his/her findings and shall present those findings, including the recommended pay differential, to the Personnel Commission for approval.
Rule 7.2

PROVISIONAL APPOINTMENT
(EDUCATION CODE SECTIONS 88106-88108)

7.2.1 GENERAL PROVISIONS

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.

B. An employee may receive one or more provisional appointments which may accumulate to a total of 90 working days in a fiscal year, after which a 90-calendar-day interval shall elapse during which the employee shall be ineligible to serve in any full-time provisional capacity.

C. Notwithstanding the provisions of paragraphs A and E above, the Personnel Commission may extend the 90-working-day provisional appointment for a period not to exceed 36 additional working days provided:

1. An examination for the class was given during the initial 90 working days of the employee's provisional assignment.

Section 7.2.2

Rule 7.2.2 QUALIFICATIONS OF 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.
88106. When no eligibility list exists for a position in the classified service, an employee may receive provisional appointments which may accumulate to a total of 90 working days. A 90-calendar-day interval shall then elapse during which the person will be ineligible to serve in any full-time provisional capacity. No person shall be employed in provisional capacities under a given governing board for a total of more than 126 working days in any one fiscal year, except that when no one is available on an appropriate eligibility list for a part-time position, as defined in Section 88076, successive 90 working days provisional appointments may be made to the part-time position for a total of more than 126 working days in any one fiscal year.

88107. The personnel commission may authorize the extension of a provisional employee’s assignment for a period not to exceed 36 working days, if all of the following requirements are met:
(a) An examination for the class was completed during the first 90 working days of his or her provisional assignment.
(b) Evidence satisfactory to the personnel commission is presented indicating all of the following:
   (1) That an adequate recruitment effort has been and is being made.
   (2) That extension of the provisional assignment is necessary to carry on vital functions of the district.
   (3) That the position cannot be satisfactorily filled by use of other employment lists or procedures.

88108. Successive provisional appointments of 90 working days or less each may be made in any class in the absence of an appropriate eligibility list; provided, that continuous examination procedures for the class have been authorized by the commission. Such successive provisional appointments may be made and persons employed in temporary capacities under a given governing board for a total of more than six months in any one year. Such appointments may continue for the length of time for which they were made, but may not be extended if a certification can be made from an appropriate eligibility list. While this section is in effect, it shall supersede any other provisions of this article which are in conflict with this section, but only to the extent there is a conflict.
VII ADJOURNMENT, next regular meeting for Wednesday, November 14, 2007 in the Board Room, Business Building, Room 117.

DISPOSITION BY THE COMMISSION:

MOTION MADE BY: Press
SECONDED BY Jansen
AYES: 4
NAYS: 0
ABSTENTIONS 0