## PERSONNEL COMMISSION MINUTES

Regular Meeting, Wednesday, December 19, 2007 at 12:30 pm  
Board Room, Business Building Rm. 117, 1900 Pico Blvd., Santa Monica, CA 90405

Distribution List for Personnel Commission Announcements, Agendas and Minutes

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

### PUBLIC POSTING LOCATIONS

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

### EMPLOYEE ORGANIZATIONS

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

### SMC BOARD OF TRUSTEES and PERSONNEL COMMISSION

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

Rev. 12-04-07

For information regarding Personnel Commission Agenda/Minutes distribution, please contact the SMC PC at 434-4410.
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: 12:30 pm

I. ORGANIZATIONAL FUNCTIONS

A. Call to Order 12:30 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>
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<tr>
<td>Commissioner Press</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Commissioner Metoyer</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Commissioner Abbott</td>
<td>X</td>
<td></td>
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<tr>
<td>Commissioner Jansen</td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>

C. Approval of Minutes

Regular Meeting November 14, 2007
Special Meeting November 28, 2007

Motion made by: Joseph Metoyer Seconded by: Dolores Press
Ayes: 5 Nays: 0 Abstain: 0

D. Election of Officers - Chair - 2007-2008

Motion made by: Dolores Press Seconded by: Joy Abbott to elect Karen Bancroft as Chair
Ayes: 4 Nays: 0 Abstain: 1

Election of Officers - Vice Chair - 2007 - 2008

Motion made by: Joy Abbott Seconded by: Dolores Press to elect Deborah Jansen as Vice Chair
Ayes: 4 Nays: 0 Abstain: 1
II. REPORT - DIRECTOR OF CLASSIFIED PERSONNEL

Director MacDonald reported that the PC Office continues to be very busy. A holiday party was held and Commissioner Press attended and celebrated with the staff. Director MacDonald added that she is not able to update the Commission on Hay because there are some issues with Hay that need to be addressed with the District due to the salary increases that were recently implemented. Director MacDonald reported that Michelle Bowen recently completed her Master’s degree. Karen Monzon is still attending CPS Training and just completed a class on Job Analysis. Karen has two classes left to complete the certification. Jose Guzman has also signed up for two CPS classes. A temporary Administrative Clerk has been hired, Donna Savory, in the PC Office to replace Jose if the Commission approves his working out of class. Lastly, the PC Staff continues to train on NeoGov and are trying to work out any bugs before it goes “live”.

III. COMMENTS AND INFORMATIONAL REPORTS

A. Recognition of Employee Longevity: December 2007

5 years
Bronwyn Webber-Gregg, Administrative Assistant II, Health Science
Keith Webster, Director of Purchasing, Purchasing

10 years
Larue Muhammad, Administrative Assistant I, Behavioral Studies & Communications
Miguel Ozaeta, Reprographics Operator II, Media Center/Graphics Center

20 years
Janice Yudell, Instructional Assistant-English, English

B. Comments from District Personnel Officer – Not present

C. Comments from CSEA Chapter 36 Representative
Bernie Rosenloecher wished the Commission Happy Holidays.

D. Comments from Management Association President – Not present

E. Comments from Personnel Commission Staff – No comments

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

G. Comments by Personnel Commissioners

Commissioner Abbott requested a copy of the CSEA Contract that was recently approved by the Board of Trustees. She wanted to see what changes other than the salary schedule, if any, were made to the Contract.

Bernie Rosenloecher commented that he will provide copies to the Commission.

Commissioner Press congratulated Commissioner Abbott who has been appointed to the Personnel Board for the City of Santa Monica. She hopes that her experience as a Commissioner for the Personnel Commission will be helpful in her new role. She has great confidence that Commissioner Abbott will perform her job diligently and with good conscience and believes that the position is in very good hands. Commissioner Press looks forward to speaking with Ms. Abbott on the differences she sees working with the City and the College.
IV. AGENDA REPORTS

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<th>#</th>
<th>Item</th>
<th>Page</th>
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<td>Personnel Commission Internal Staff Action – Resignations &amp; Working Out of Class</td>
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<td>2</td>
<td>Commissioner Attendance at the CSPCA Annual Conference</td>
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<td>3</td>
<td>Examination Schedule</td>
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<td></td>
<td>• Laboratory Technician – Sciences</td>
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<td></td>
<td>• Director of Maintenance</td>
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<td></td>
<td>• Chief Director – Facilities Management</td>
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<td>4</td>
<td>Ratification of Eligibility List</td>
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<td>Ratification of Reinstatement List</td>
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<td>6</td>
<td>Request to Extend Time on Reemployment List</td>
<td>14</td>
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<td>Salary Allocation for Chief Director of Facilities Management</td>
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<td>Extension of Provisional Appointment</td>
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<td>Class Title Change for Journeyman Trade Pipefitter – Irrigation Systems to Irrigation Systems Specialist</td>
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<td>10</td>
<td>Revisions to Class Description – Cash Receipts Clerk</td>
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<td>Ratification of Limited Term Assignments</td>
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<tr>
<td>12</td>
<td>Advisory Item - Appointments to Limited Term Positions</td>
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<td>13</td>
<td>Advisory Item - Appointments to Provisional Assignments</td>
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</tr>
<tr>
<td>14</td>
<td>Approval Request - Personnel Commission Office Closure During Winter Break</td>
<td>30</td>
</tr>
</tbody>
</table>

CLOSED SESSION

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

V. Adjournment at 1:30 pm to Closed Session

Next regular scheduled meeting: Wednesday, January 16, 2008 at 12:00 pm
AGENDA REPORT NO. 1

Subject: Personnel Commission Internal Staff Action – Resignations & Working Out of Class

William Syth, who has been working for the Personnel Commission Office as a provisional Personnel Analyst, has accepted a permanent position with the College of the Canyons. William will be starting his new position in January 2008. We wish William the best in his new position and thank him for his hard work for the Personnel Commission.

Barbara Siegel, who was working for the Personnel Commission Office as an Administrative Assistant III has decided to resign from this position and return to her former Administrative Assistant I position at Santa Monica College’s SBDC. We wish to thank Barbara for all her efforts on behalf of the Commission and wish her much success.

It is requested that the Commission approve Karen Monzon, Personnel Specialist, to work out of class as a Personnel Technician beginning January 2, 2008 and Jose Guzman, Administrative Clerk, to work out of class as a Personnel Specialist beginning January 2, 2008 for 90 days. We will hire a provisional Administrative Clerk to cover the front counter for Jose. We anticipate being very busy with recruitments after the first of the year and need assistance from Karen and Jose at a higher level than their current classifications permit. A Working Out of Class report is attached for Karen and Jose.

DISPOSITION BY THE COMMISSION

Amendments/Comments

MOTION MADE BY: Joseph Metoyer
SECONDED BY: Dolores Press
AYES: 5
NAYS: 0
ABSTENTIONS: 0
Employee: Karen Monzon
Current Class: Personnel Specialist
Requested Class: Personnel Technician
Location: Personnel Commission
Supervisor/Title: Dori MacDonald, Director of Classified Personnel

Subject

This working out of class assignment is requested to assist the Personnel Commission in maintaining its operation. This position is needed to assist with testing that we expect to conduct next year. It is also a training opportunity for the employee.

Research

The summary of duties and minimum qualifications that are currently defined by the Personnel Technician classification specification are:

CONCEPT OF THE CLASS

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

ESSENTIAL DUTIES

Performs job analyses and prepares classification recommendations
Performs paraprofessional duties related to the recruitment, examination, salary allocation, and/or assignment of classified employees.
Surveys other agencies and gathers salary or other appropriate data.
Prepares new or revised selection plans, including examination standards, rating scales, questions, and written performance tests; reviews existing tests and prepares revised or new tests, as appropriate, in consultation with subject matter experts.
Contacts the public, employees, prospective employees, administrators, supervisors, and other district personnel to obtain or impart information pertaining to recruitment, examination, and/or assignment of classified personnel.
Applies interpretations of the rules and regulations of the Personnel Commission and the Board of Trustees to the daily processing of personnel documents.
Screens applications to ensure candidate meets minimum training and experience and personal qualifications; discusses qualifications and standards with applicants.

Insures the preparation and mailing of employment opportunities announcements.

Composes correspondence related to the work of the unit.

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

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

Performs related duties as assigned.

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

**MINIMUM QUALIFICATIONS**

**Education Requirement:**
Graduation from high school or evidence of equivalent educational proficiency plus an AA degree or 2 years of college level coursework or equivalent.

**Experience Requirement:**
Three (3) years of progressively responsible experience in a human resources or personnel department performing higher level clerical and technical duties, including the use of applicant tracking systems, spreadsheets and word processing. Experience in a merit or comparable system is desired.

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

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

**Findings and Recommendations**

Ms. Monzon exceeds the minimum qualification for the Personnel Technician classification. She has worked as a Personnel Specialist for the College since 2000 and has a BS in Business Administration from California State University – LA with an HR Management Option. It is recommended that that Commission approve Ms. Monzon's working out of class as a Personnel Technician for 90 days beginning January 2, 2008. Under the terms of the CSEA (11.7) contract Ms. Monzon would be qualified for a 100% stipend since more than 50% of her time will be spent performing duties designated as a Personnel Technician.
Employee: Jose Guzman
Current Class: Administrative Clerk
Requested Class: Personnel Specialist
Location: Personnel Commission
Supervisor/Title: Dori MacDonald, Director of Classified Personnel

Subject

This working out of class assignment is requested to assist the Personnel Commission in maintaining its operation. This position is needed to assist with testing that we expect to conduct next year. It is also a training opportunity for the employee.

Research

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

CONCEPT OF THE CLASS

The position in this classification participates in the work of the Personnel Commission Office, and is primarily involved in the preparation and processing of a variety of personnel documents pertaining to recruitment, examination, salary allocation, and/or assignment of certificated, classified, and/or unclassified personnel.

ESSENTIAL DUTIES

Performs specialized and administrative procedures efficiently and timely that are involved in the recruitment, examination, salary allocation, and/or assignment of classified employees.

Receives, reviews, and processes position requisitions assuring completeness and accuracy, and screens applications for classified positions to ensure that applicants meet minimum entrance qualifications for employment prior to distribution to the Analyst team. Works as part of the recruiting team to assure quality applicants and candidates are attracted and selected for interview.

Works with the Human Resources department to insure uniformity of standards and the completion of work according to schedule.

Contacts the public, employees, prospective employees, administrators, supervisors, and other district personnel to obtain or impart information pertaining to recruitment, examination, and/or assignment of classified personnel.
Applies interpretations of the rules and regulations of the Personnel Commission and the Board of Trustees to the daily processing of personnel documents.

Responds to various inquiries from applicants, employees, and administrators such as application evaluation and salary evaluation for classified positions.

Coordinates the preparation and mailing of employment opportunities announcements.

Composes correspondence related to the work of the unit.

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

Performs related duties as assigned.

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

**MINIMUM QUALIFICATIONS**

**Education Requirement:**
Graduation from high school or GED and college level coursework in a related field.

**Experience Requirement:**
Three (3) years of experience in office procedures involving higher level clerical skills in a human resources or personnel office. Public sector or higher education experience is preferred.

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

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

Findings and Recommendations

Mr Guzman meets the minimum qualification for the Personnel Specialist classification. He has worked as an Administrative Clerk for the College in the Personnel Commission Office since May 2006 and has a BA in History and Spanish from Loyola Marymount University. Mr. Guzman also worked in various part-time clerical positions at LMU during his four years there as a student. It is recommended that that Commission approve Mr. Guzman’s working out of class as a Personnel Specialist for 90 days beginning January 2, 2008. Under the terms of the CSEA (11.7) contract Mr. Guzman would be qualified for a 100% stipend since more than 50% of his time will be spent performing duties designated as a Personnel Specialist.
AGENDA REPORT NO. 2

Subject: Commissioner Attendance at the CSPCA Annual Conference

Two Commissioners have expressed interest in attending the annual California School Personnel Commissioners Association conference in San Francisco.

It is recommended that the Commissioners discuss and determine who they would like to send to this conference and give direction on determining how the Conference/Training/and Staff Development budget is spent in the future.

DISPOSITION BY THE COMMISSION

Amendments/Comments

Director MacDonald explained the current budget constraints. Sufficient funds were not budgeted to provide for Staff and Commissioner training during this fiscal year. She said she could move money from other areas if the Commissioners wished to do that but wanted to be sure they understood the possible risks of taking money from other areas half-way through the budget year.

Commissioner Press expressed interest in sending two Commissioners to the conference.

Commissioner Abbott strongly recommended sending at least one Commissioner as she found last year’s conference to be extremely valuable.

Chair Bancroft stated that the annual conference rotates from Northern California to Southern California each year and thought it might be a better idea for the Commissioners to attend next year’s conference in Southern California rather than risking the possibility of going over budget by attending this year’s conference.

Commissioner Metoyer stated he thought it was important to have representation at the conference but did not believe it would be a good idea to risk depleting the budget and thought it would be a good idea for the Commissioners to pass on attending the conference this year.

MOTION MADE BY: Commissioner Metoyer to not pay for any Commissioners to attend the annual California School Personnel Commissioners Association conference in San Francisco this year.

SECONDED BY: Joy Abbott

AYES: 5
NAYS: 0
ABSTENTIONS: 0
AGENDA REPORT NO. 3

Subject: Examination Schedule

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

A. Examination Schedule

<table>
<thead>
<tr>
<th>Class Title</th>
<th>Field of Competition</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Laboratory Technician – Sciences</td>
<td>Open Competitive</td>
<td>3 weeks</td>
</tr>
<tr>
<td>Director of Maintenance</td>
<td>Merged Promotional &amp; Open Competitive (Dual Certification)</td>
<td>3 weeks</td>
</tr>
<tr>
<td>Chief Director - Facilities Management</td>
<td>Merged Promotional &amp; Open Competitive (Dual Certification)</td>
<td>3 weeks</td>
</tr>
</tbody>
</table>

DISPOSITION BY THE COMMISSION
Amendments/Comments

Director MacDonald stated that the Laboratory Technician-Sciences were combined into one classification. Before the Hay Study, there were two classifications – Lab Technician - Physical Science and Lab Technician - Life Science. She doesn't believe they should be combined into one, because the duties and qualifications for a Life Sciences and a Physical Science Lab are different. There are currently vacancies in each area. She will be establishing two separate lists and will bring the Lab Technician – Sciences classification back to the Commission at a later date to separate the two classifications.

MOTION MADE BY: Joseph Metoyer
SECONDED BY: Joy Abbott
AYES: 5
NAYS: 0
ABSTENTIONS: 0
AGENDA REPORT NO. 4

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>
</table>
| Insurance Program Specialist | Promotional and Open Competitive | 1           | 3             | 12/19/2008  
| Sign Language Interpreter Trainee | Open Competitive      | 0           | 14            | 12/19/2008  
| Sign Language Interpreter I  | Open Competitive            | 0           | 13            | 12/19/2008  
| Sign Language Interpreter II | Open Competitive            | 0           | 9             | 12/19/2008  
| Sign Language Interpreter III| Open Competitive            | 0           | 5             | 12/19/2008  
| Media and Reprographic       | Promotional                 | 1           | 1             | 06/19/2008  

B. Career Laddering List

<table>
<thead>
<tr>
<th>Class Title</th>
<th>Type of List</th>
<th>Total on List</th>
<th>Expiration Date</th>
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<tbody>
<tr>
<td>Payroll Specialist</td>
<td>Career Laddering</td>
<td>1</td>
<td>12/19/2008</td>
</tr>
</tbody>
</table>

DISPOSITION BY THE COMMISSION

Amendments/Comments

MOTION MADE BY: Joseph Metoyer
SECONDED BY: Dolores Press
AYES: 5
NAYS: 0
ABSTENTIONS: 0
AGENDA REPORT NO. 5

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>Names</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Secretary</td>
<td>Joyce Graupman</td>
<td>11/05/05 – 02/04/09</td>
</tr>
<tr>
<td>Administrative Secretary</td>
<td>Joyce Graupman</td>
<td>11/05/05 – 02/04/09</td>
</tr>
<tr>
<td>Administrative Assistant I</td>
<td>Joyce Graupman</td>
<td>11/05/05 – 02/04/09</td>
</tr>
</tbody>
</table>

RULES AND REGULATIONS OF CLASSIFIED SERVICE

Merit Rule 6.1.4(A),

REINSTATEMENT
A. All qualified permanent former employees who request reinstatement to their former class, or a lower related class in the same occupational group, shall be placed on a reinstatement list and shall be certified for interview in accordance with 6.3.2.A.4

Merit Rule 6.3.2(A)(4)

ORDER OF PRECEDENCE IN THE USE OF LISTS
A. The order of precedence for the use of employment and eligibility lists for filing vacancies in the classified services shall be as follows:
   1. Position Transfer List – ahead of all other lists
   2. Reemployment List – assignment of former employees shall be in order by seniority (Rule 13.1)
   3. Career Laddering List – voluntary demotion, reduction and lateral transfers shall precede reinstatement and other lists
   4. Reinstatement List – shall be certified along with eligibles from the appropriate eligibility list.
   5. Promotional Eligibility List – when the vacancy is not filled through the procedures listed in paragraph 1-3 above, the promotional eligibility list shall be used.
   6. Open Competitive List – when the vacancy cannot be filled from the promotional list, the open-competitive list shall be used.

Merit Rule 15.2.1

GENERAL PROCEDURES
A. A permanent employee who resigned in good standing may be reinstated in a vacant position in his/her former class and status within 39 months of the last date of paid service. He/she may also be reinstated in a vacant position in a lower related class, if qualified, or in limited-term status in the same or lower class. Such reinstatement is discretionary with the appointing authority.

Education Code 88128. Any permanent classified employee of a community college district, who voluntarily resigns from his or her permanent classified position, may be reinstated or reemployed by the governing board of the district, within 39 months after the employee's last day of paid service and without further competitive examination, to a position in his or her former classification as a permanent or limited-term employee, or as a permanent or limited-term employee in a related lower class or a lower class in which the employee formerly had permanent status. If the governing board elects to reinstate or reemploy a person as a permanent employee under this section, it shall disregard the break in service of the employee and classify him or her as, and restore to the employee all of the rights, benefits and burdens of, a permanent employee in the class to which he or she is reinstated or reemployed.

DISPOSITION BY THE COMMISSION

Amendments/Comments
MOTION MADE BY: Dolores Press
SECONDED BY: Joseph Metoyer
AYES: 5
NAYS: 0
ABSTENTIONS: 0
AGENDA REPORT NO. 6

Subject: Request to Extend Time on Reemployment List

DATE: December 19, 2007

TO: Members of the Personnel Commission

FROM: Dori MacDonald, Director of Classified Personnel

BACKGROUND

In October 2003, Julian Martin was laid off from his position as a Gardener/Equipment Operator. Mr. Martin had worked for the College since 1986, however, he had not held any position other than a Gardener/Equipment Operator and did not have bumping rights to displace someone in a lower position at the time of the layoffs. Mr. Martin was placed on a reemployment list which expired January 17, 2007. Mr. Martin was offered a lower level vacant Groundskeeper/Gardener position prior to the expiration of the reemployment list which he accepted.

When an employee accepts a voluntary demotion or a voluntary reduction in assigned time in lieu of layoff the employee is eligible to be considered for reemployment for an additional period of up to 24 months. Mr. Martin accepted the voluntary demotion when it was offered to him even though it was almost 39 months after his lay off.

Merit Rule 13.4.1 and Education Code 88117 are attached for your consideration.

RECOMMENDATION

That Mr. Julian Martin’s time on the reemployment list be extended 24 months until 1/17/09

Rule 13.4 REEMPLOYMENT

13.4.1 REEMPLOYMENT RIGHTS OF PERMANENT EMPLOYEES (EDUCATION CODE SECTIONS 88117, 88127)

A. A permanent employee after having had the opportunity to exercise all rights guaranteed under this policy who must be laid off shall be placed on a preferential 39 month reemployment list. Reemployment in the first opening occurring in the class in which layoff has taken place shall be in the reverse order of seniority. The following procedures shall apply:

1. A laid off employee on a reemployment list may decline three (3) offers of reemployment in his/her former class. After the third refusal no additional offers need be made and the employee shall be considered unavailable until he/she indicates otherwise.

2. If a laid off employee is on an eligibility list at the time of layoff, he/she shall remain on the list until he/she is placed, or the list is terminated, whichever occurs first.

3. Laid off employees on reemployment lists shall be eligible to compete in promotional examinations for which they qualify.

4. Laid off employees shall not accumulate seniority in the class while on the reemployment list

B. For purposes of this Rule the term, "reemployment list" shall mean a list of names of persons who have been laid off from permanent positions by reason of lack of work, lack of funds, or abolishment or reclassification of positions, or other reasons specified in these Rules, and who are eligible for reemployment without examination in their former class, arranged in order of their right to reemployment.
C. An employee who has accepted a demotion in order to remain in his/her position in lieu of layoff has the right to be reemployed without examination, in accordance with his/her seniority in a vacant position in the employee’s former class for 63 months after demotion provided that same tests of fitness still apply. Intervening assignments to other classes shall not abrogate this right.

D. Upon reemployment the District shall restore to the employee all the rights, benefits and burdens of permanent employment in the class for which he/she is reemployed. Salary placement shall be determined according to Rule 12.2.13.

EDUCATION CODE

88117. Persons laid off because of lack of work or lack of funds are eligible to reemployment for a period of 39 months and shall be reemployed in preference to new applicants. In addition, such persons laid off have the right to participate in promotional examinations within the district during the period of 39 months. Employees who take voluntary demotions or voluntary reductions in assigned time in lieu of layoff to remain in their present positions rather than be reclassified or reassigned, shall be granted the same rights as persons laid off and shall retain eligibility to be considered for reemployment for an additional period of up to 24 months; provided, that the same tests of fitness under which they qualified for appointment to the class shall still apply. The personnel commission shall make the determination of the specific period of eligibility for reemployment on a class-by-class basis. Employees who take voluntary demotions or voluntary reductions in assigned time in lieu of layoff shall be, at the option of the employee, returned to a position in their former class or to positions with increased assigned time as vacancies become available, and without limitation of time, but if there is a valid reemployment list they shall be ranked on that list in accordance with their proper seniority

DISPOSITION BY THE COMMISSION

Amendments/Comments

Mr. Bernie Rosenloecher spoke in favor of approving the extension of the 39-month list an additional 24 months for Julian Martin. It is Mr. Rosenloecher’s understanding that Julian is currently Y-Rated and is paid at the higher level of Groundskeeper, rather than Gardener/Equipment Operator. Mr. Rosenloecher stated that another classified employee, Rogelio Rodriguez, also on the 39-month reemployment list took a voluntary demotion during the layoffs as Groundskeeper and he recommends that both Julian and Rogelio be reinstated to their former classification of Gardener/Equipment Operator prior to January 17, 2009.

MOTION MADE BY: Joy Abbott
SECONDED BY: Dolores Press
AYES: 5
NAYS: 0
ABSTENTIONS: 0
AGENDA REPORT NO. 7

Subject: Salary Allocation for Chief Director of Facilities Management

It is recommended that the Personnel Commission approve the allocation of the following position:

Chief Director - Facilities Management
To: Range 12 ($9376 – $10337) on the Classified Administrator Salary Schedule

At the October 17, 2007 the Commission approved the new classification of Chief Director – Facilities Management. The salary was to be established as part of the Hay Study. However, it is necessary to establish a salary immediately so recruitment can begin.

A salary survey was done of comparable positions in the labor market used for the Hay Study comparisons, all the comparables are Colleges except for Santa Monica-Malibu Unified School District and the City of Santa Monica.

<table>
<thead>
<tr>
<th>Institution</th>
<th>Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>El Camino</td>
<td>10402</td>
</tr>
<tr>
<td>Foothill DeAnza</td>
<td>9994</td>
</tr>
<tr>
<td>Glendale</td>
<td>9406</td>
</tr>
<tr>
<td>Long Beach</td>
<td>11006</td>
</tr>
<tr>
<td>Mt. Sac</td>
<td>10719</td>
</tr>
<tr>
<td>No. Orange Co</td>
<td>12759</td>
</tr>
<tr>
<td>Pasadena</td>
<td>10666</td>
</tr>
<tr>
<td>Santa Barbara</td>
<td>8687</td>
</tr>
<tr>
<td>Santa Rosa</td>
<td>10126</td>
</tr>
<tr>
<td>Ventura</td>
<td>8678</td>
</tr>
<tr>
<td>SMMUSD</td>
<td>8138</td>
</tr>
<tr>
<td>City of Santa Monica</td>
<td>11302</td>
</tr>
</tbody>
</table>

Average 10157
Median 10264

The salary range is being established at the range with the top step closest to the median of the labor market comparables.

RECOMMENDATION
That the Chief Director – Facilities Management be allocated to Range 12 on the Classified Administrator salary schedule.

DISPOSITION BY THE COMMISSION
Amendments/Comments

MOTION MADE BY: Deborah Jansen
SECONDED BY: Joseph Metoyer
AYES: 5
NAYS: 0
ABSTENTIONS: 0
AGENDA REPORT NO. 8

Subject: Extension of Provisional Appointment

It is recommended that the Personnel Commission approve the extensions of the following provisional appointments listed below.

<table>
<thead>
<tr>
<th>Name</th>
<th>Assignment</th>
<th>Length of Assignment</th>
<th>Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>Andrew Weaver</td>
<td>Athletic Equipment Specialist</td>
<td>08/06/07-12/18/07</td>
<td>12/19/07-02/28/07</td>
</tr>
<tr>
<td>Travis Ikkanda</td>
<td>Lab Technician – Sciences</td>
<td>07/16/07-01/07/08*</td>
<td>01/08/08-02/29/08</td>
</tr>
<tr>
<td>Steve Levine</td>
<td>Media &amp; Reprographics Services Manager</td>
<td>06/18/07 – 10/19/07</td>
<td>10/22/07 -12/07/07</td>
</tr>
</tbody>
</table>

*Did not work consecutive days.

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.

DISPOSITION BY THE COMMISSION

Amendments/Comments

MOTION MADE BY: Joseph Metoyer
SECONDED BY: Deborah Jansen
AYES: 5
NAYS: 0
ABSTENTIONS: 0
AGENDA REPORT NO. 9

Subject: Class Title Change for Journeyman Trade Pipefitter – Irrigation Systems to Irrigation Systems Specialist

DATE: December 19, 2007

TO: Members of the Personnel Commission

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

BACKGROUND

At the October Personnel Commission meeting a request to change the title of the Journeyman Trade Pipefitter – Irrigation Systems classification was brought before the Commission. There was discussion about the title and the Commission asked that staff research the title and report back. The Personnel Commission staff conducted a brief survey of other public agencies to research the job titles used for classifications involved in installing, repairing, and maintaining sprinkler systems. The survey is attached. Based on this information staff is recommending the title be changed to Irrigation Systems Specialist. The proposed change will bring the class title more in line with what is used at other agencies, as well as 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 Irrigation Systems Specialist be approved as submitted.

DISPOSITION BY THE COMMISSION

Amendments/Comments

Mr. Bernie Rosenloecher spoke about the language on the job description for Irrigation Systems Specialist. He believes the statement regarding “other duties as assigned” is very general. He recommends “related duties as assigned” be added to this job description as well as for all other job description for the Maintenance department.

Director MacDonald stated that she would recommend that the statement of “Performs other related duties as requested, assigned or as the situation requires” be changed for Irrigation Systems Specialist. She will recommend the above statement for all classifications be changed to reflect this language at the next Personnel Commission meeting.

MOTION MADE BY: Joy Abbott
SECONDED BY: Joseph Metoyer
AYES: 5
NAYS: 0
ABSTENTIONS: 0
## IRRIGATION SYSTEMS TITLE SURVEY

<table>
<thead>
<tr>
<th>Institution</th>
<th>Title (if any)</th>
</tr>
</thead>
<tbody>
<tr>
<td>City of Santa Monica</td>
<td>Irrigation Technician</td>
</tr>
<tr>
<td>El Camino College</td>
<td>Groundskeeper-Gardener II</td>
</tr>
<tr>
<td>Foothill DeAnza Community College</td>
<td>Grounds Gardener III, Irrigation Specialist</td>
</tr>
<tr>
<td>Glendale Community College</td>
<td>Gardener, Sr. Gardener</td>
</tr>
<tr>
<td></td>
<td>Grounds Supervisor</td>
</tr>
<tr>
<td>LA Community College</td>
<td>Plumber</td>
</tr>
<tr>
<td>Long Beach Community College</td>
<td>Irrigation &amp; Grounds Maintenance Technician</td>
</tr>
<tr>
<td>Mount San Antonio Community College</td>
<td>Irrigation Specialist</td>
</tr>
<tr>
<td>N. Orange County Community College</td>
<td>Irrigation Specialist</td>
</tr>
<tr>
<td>Pasadena City College</td>
<td>Gardener</td>
</tr>
<tr>
<td>Santa Barbara Community College</td>
<td>Grounds Maintenance Worker</td>
</tr>
<tr>
<td>Santa Rosa Junior College</td>
<td>Groundskeeper II</td>
</tr>
<tr>
<td>UCLA</td>
<td>Irrigation Mechanic</td>
</tr>
<tr>
<td>USC</td>
<td>Irrigation Specialist</td>
</tr>
<tr>
<td>Ventura County Community College</td>
<td>Sprinkler Repair Technician</td>
</tr>
</tbody>
</table>
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.
Journeyman Trade / Pipefitter – Irrigation Systems Specialist

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 & 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

**FLSA Status:** Non-exempt

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

**Class History:** Pipe Fitter – Sprinkler Systems

**Revision Date(s):** May, 1982, Hay Study, 12/07/06, 12/19/07
AGENDA REPORT NO. 10

Subject: Revisions to Class Description – Cash Receipts Clerk

DATE: December 19, 2007

TO: Members of the Personnel Commission

FROM: Dori MacDonald, Director of Classified Personnel

BACKGROUND

The Personnel Commission Office was contacted by George Prather, The Director of Auxiliary Services. Mr. Prather believes the requirement of three years of responsible experience receiving, counting, balancing and reconciling large sums of money for multiple accounts is excessive for his Cash Receipts Clerk. Experience balancing a cash drawer is the best experience to be successful in this position. This type of experience can be gained in a variety of ways such as retail or banking. There are some other minor changes to the essential functions.

The Bursar’s Office hires approximately 10 -15 Cash Receipt Clerk per year. There are currently 3 permanent and 8 temporary positions in the Bursar’s Office.

RECOMMENDATION

That the classification description for Cash Receipts Clerk be approved as submitted.

DISPOSITION BY THE COMMISSION

MOTION MADE BY: Joseph Metoyer
SECONDED BY: Joy Abbott
AYES: 5
NAYS: 0
ABSTENTIONS: 0
CONCEPT OF THE CLASS

Positions in this classification perform a variety of accounting and clerical duties related to the collection, counting, and reconciliation of large sums of money collected from the Bursar’s Office, College Bookstore, Enterprise Business Office, student fees and other miscellaneous sources.

ESSENTIAL DUTIES

Collects and reconciles large sums of money collected from various campus locations

Opens safe and assembles cash register change funds; counts coins and currency; balances totals against receipt and cash register readings

Responds to student, staff and visitor questions, requests and complaints

Receives and re-deposits returned checks; audits monies prior to disbursement

Prepares reconciliation reports for all cash registers

Prepares deposit slips and packages deposits for bank transport

Cashes student and staff checks

Places hold on students’ records for returned checks or non-payment of fees; resolves problems with cash collections

Inputs and retrieves data into a computer

Orders supplies; performs a variety of other clerical duties

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:
Positions in this classification receive direction from the Cash Receipts Specialist and are supervised by the Director of Auxiliary Services.

Supervision Exercised:
Positions in this classification do not supervise others.
KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of cashiering practices and procedures
Knowledge of effective methods for receiving, handling and accounting for large sums of money
Knowledge of the principles, practices and terminology used in banking and statistical and financial record keeping
Knowledge of modern office practices and procedures
Knowledge of basic bookkeeping and banking procedures
Knowledge of cash verification systems and procedures
Ability to make arithmetic calculations rapidly and accurately
Ability to operate a calculator and cash register
Ability to maintain a variety of statistical and account files and records
Ability to maintain cash receipts for a variety of accounts
Ability to receive, handle and account for large sums of cash quickly and accurately
Ability to find and analyze discrepancies and take appropriate steps to reconcile discrepancies
Ability to establish and maintain effective working relationships with other staff, faculty, administrators, managers, students and outside contractors and vendors
Ability to follow written and oral instructions
Ability to communicate well both orally and in writing

MINIMUM QUALIFICATIONS

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

**Experience Requirement:**
One (1) Three (3) years of responsible experience receiving, counting, balancing a cash drawer, and reconciling large sums of money for multiple accounts.

**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:**
Incumbents must be capable of meeting the requirements for bonding as prescribed by the District’s insurance carrier.
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/HR

FLSA Status:  Non-Exempt

Personnel Commission Approval Date:  11/02/06

Class History:  Established July, 1985

Revision Date(s):  05/92; 11/06 Hay Study, 12/19/07
AGENDA REPORT NO. 11

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>Accompanist-Percussion</td>
<td>KD</td>
<td>01/02/2008-06/30/2008</td>
</tr>
<tr>
<td>(1 part-time position)</td>
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<td></td>
</tr>
<tr>
<td>Administrative Clerk</td>
<td>Health Science</td>
<td>11/19/2007-12/21/2007</td>
</tr>
<tr>
<td>(1 full-time position)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash Receipts Clerk</td>
<td>Bursar's Office</td>
<td>12/05/2007-06/30/2008</td>
</tr>
<tr>
<td>(1 full-time position)</td>
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</tr>
<tr>
<td>Counseling Aide</td>
<td>Matriculation</td>
<td>11/01/2007-06/30/2008</td>
</tr>
<tr>
<td>(1 part-time position)</td>
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<td>(1 part-time position)</td>
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<tr>
<td>Counseling Aide</td>
<td>TRIO</td>
<td>11/05/2007-12/31/2007</td>
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<td>(2 part-time position)</td>
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<td>(1 part-time position)</td>
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<tr>
<td>(1 part-time position)</td>
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<tr>
<td>Parking Enforcement Officer</td>
<td>Campus Police</td>
<td>11/26/2007-12/31/2007</td>
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<tr>
<td>(1 part-time position)</td>
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DISPOSITION BY THE COMMISSION

Amendments/Comments

MOTION MADE BY: **Joy Abbott**
SECONDED BY: **Deborah Jansen**
AYES: 5  
NAYS: 0  
ABSTENTIONS: 0
AGENDA REPORT NO. 12

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>Warren Jr., Clarence</td>
<td>Administrative Clerk</td>
<td>Health Science</td>
<td>11/19/07-12/21/07</td>
<td>09/19/2007</td>
</tr>
<tr>
<td>Ellison, Monte L.</td>
<td>Accompanist-Percussion</td>
<td>KD</td>
<td>01/02/08-06/30/08</td>
<td>08/08/2001</td>
</tr>
<tr>
<td>Morjanen, Michael</td>
<td>Cash Receipts Clerk</td>
<td>Bursar's Office</td>
<td>12/05/07-06/30/08</td>
<td>12/13/2006</td>
</tr>
<tr>
<td>Thwin, EI</td>
<td>Counseling Aide</td>
<td>Matriculation</td>
<td>11/01/07-06/30/08</td>
<td>08/17/2005</td>
</tr>
<tr>
<td>Alvarez, Amanda</td>
<td>Counseling Aide</td>
<td>TRIO</td>
<td>11/06/07-12/31/07</td>
<td>07/18/2007</td>
</tr>
<tr>
<td>Bedworth, Sheila</td>
<td>Counseling Aide</td>
<td>TRIO</td>
<td>11/05/07-12/31/07</td>
<td>01/07/2005</td>
</tr>
<tr>
<td>Fayyaz, Kashif</td>
<td>Counseling Aide</td>
<td>TRIO</td>
<td>11/05/07-12/31/07</td>
<td>07/18/2007</td>
</tr>
<tr>
<td>Fayyaz, Saquib</td>
<td>Counseling Aide</td>
<td>TRIO</td>
<td>11/13/07-12/31/07</td>
<td>07/18/2007</td>
</tr>
<tr>
<td>Fayyaz, Saquib</td>
<td>Counseling Aide</td>
<td>Student Life</td>
<td>11/13/07-12/31/07</td>
<td>07/18/2007</td>
</tr>
<tr>
<td>Miller, Benjamin</td>
<td>Parking Enforcement Operator</td>
<td>Campus Police</td>
<td>11/26/07-12/31/07</td>
<td>Rehire</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. 13

Subject: Advisory Item - Appointments to Provisional Assignments

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

<table>
<thead>
<tr>
<th>Candidate</th>
<th>Position</th>
<th>Department</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acquista, Andrew</td>
<td>Accompanist-Percussion</td>
<td>KD</td>
<td>01/02/08-06/30/08</td>
</tr>
<tr>
<td>Badaro, Luiz A.</td>
<td>Accompanist-Percussion</td>
<td>KD</td>
<td>01/02/08-06/30/08</td>
</tr>
<tr>
<td>Colton, Bradley</td>
<td>Accompanist-Percussion</td>
<td>KD</td>
<td>01/02/08-06/30/08</td>
</tr>
<tr>
<td>Cummings, Kahlil</td>
<td>Accompanist-Percussion</td>
<td>KD</td>
<td>01/02/08-06/30/08</td>
</tr>
<tr>
<td>Spiva Jr., Derrick</td>
<td>Accompanist-Percussion</td>
<td>KD</td>
<td>01/02/08-06/30/08</td>
</tr>
<tr>
<td>Walker, Frederick D.</td>
<td>Accompanist-Percussion</td>
<td>KD</td>
<td>01/02/08-06/30/08</td>
</tr>
<tr>
<td>Badaro, Luiz</td>
<td>Accompanist-Percussion</td>
<td>Program Development</td>
<td>01/02/08-06/30/08</td>
</tr>
<tr>
<td>Chegwidden, David</td>
<td>Accompanist-Percussion</td>
<td>Program Development</td>
<td>01/02/08-06/30/08</td>
</tr>
<tr>
<td>Cummings, Kahlil</td>
<td>Accompanist-Percussion</td>
<td>Program Development</td>
<td>01/02/08-06/30/08</td>
</tr>
<tr>
<td>Sow, Malik</td>
<td>Accompanist-Percussion</td>
<td>Program Development</td>
<td>01/02/08-06/30/08</td>
</tr>
<tr>
<td>Spiva Jr., Derrick</td>
<td>Accompanist-Percussion</td>
<td>Program Development</td>
<td>01/02/08-06/30/08</td>
</tr>
<tr>
<td>Ordaz, Cindy</td>
<td>Administrative Assist. I</td>
<td>Purchasing</td>
<td>12/13/07-04/11/08</td>
</tr>
<tr>
<td>Sanchez, Luisa</td>
<td>Administrative Assist. I</td>
<td>Student Life</td>
<td>01/02/08-05/30/08</td>
</tr>
<tr>
<td>Spielberg, Barbara</td>
<td>Administrative Assistant II</td>
<td>Library</td>
<td>12/10/07-02/29/08</td>
</tr>
<tr>
<td>Player, Theresa</td>
<td>Admin. Assist. III-Conf.</td>
<td>Human Resources</td>
<td>12/04/07-04/17/08</td>
</tr>
<tr>
<td>Abel, Teneka</td>
<td>Clerical Assistant I</td>
<td>LRC</td>
<td>01/02/08-01/18/08</td>
</tr>
<tr>
<td>Early, Timothy</td>
<td>Inst. Assist.-Business</td>
<td>CSIS</td>
<td>11/05/07-12/31/07</td>
</tr>
<tr>
<td>Caiserinos, Valentin</td>
<td>Pipe Fitter-Sprinkler Sys.</td>
<td>Grounds</td>
<td>11/06/07-01/18/08</td>
</tr>
<tr>
<td>Navarro, Elizabeth</td>
<td>Student Services Clerk</td>
<td>EOPS</td>
<td>11/19/07-12/31/07</td>
</tr>
</tbody>
</table>
AGENDA REPORT NO. 14

Subject: Approval Request - Personnel Commission Office Closure During Winter Break

It is requested that the Personnel Commission approve the closing of its office on Monday, December 24, 2007 through Tuesday, January 1, 2008, in observance of the winter session break. The Administration Building and College Campus will be closed during this time.

DISPOSITION BY THE COMMISSION

Amendments/Comments

MOTION MADE BY: Dolores Press
SECONDED BY: Joseph Metoyer
AYES: 5
NAYS: 0
ABSTENTIONS: 0
Adjournment

V. Adjournment at 1:30 pm to Closed Session

Next regular meeting: Wednesday, January 16, 2008 at 12:00 pm in the Board Room, Business Building, Room 117.

DISPOSITION BY THE COMMISSION
Amendments/Comments

MOTION MADE BY: Joseph Metoyer
SECONDED BY: Dolores Press
AYES: 5
NAYS: 0
ABSTENTIONS: 0

As required by law, this agenda for the Wednesday, December 19, 2007 Regular Meeting of the Santa Monica College Personnel Commission was posted at or before 12:30 pm on Friday December 14, 2007, at the official District bulletin boards.