PERSONNEL COMMISSION

MINUTES

Regular Meeting, Wednesday, January 16, 2008 at 12:00 pm
Board Room, Business Building Rm. 117, 1900 Pico Blvd., Santa Monica, CA 90405

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Counseling Office: L. Gugliemo
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Emeritus College: V. Rankin-Scales
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Health Office: D. Jensen
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Career Services: L. Moss
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Math Village: F. Manion
Media Center: L. Nakamura
Modern Language: T. Smith
Music/Madison: M. Windish
Payroll: I. Fraser
Science: I. Cardwell
School Relations Outreach: B. Simmons
Student Life: A. Trejo
Superintendent/Pres. Office: L. Caldwell
Theater Arts: J. Louff

ADMINISTRATORS and MANAGERS

Acad. Comp.: J. John
Emeritus: M. Hall
Facilities: D. Muller
HR: P. Brown
HR: S. Lee-Lewis
Info Mgmt: J. Chong
Int. Ed. Ctr: A. DeSalles
KCRW: R. Seymour
Maint.: G. Rose
Mktg.: D. Girard
Operations.: J. Peterson
Pico Partner: D. Goode
Receiving: D. Bice

PRESIDENT/SUPERINTENDENT and VICE PRESIDENTS

Superintendent/President: C. Tsang
Exec. VP: R. Lawson
VP Academic Affairs: J. Shimizu
VP Enroll. Services: T. Rodriguez
VP Human Resources: M. Wade
VP Plan/Develop: M. Martinez
VP Student Affairs (Acting): B. Benson

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 Correspndng. Sec'y: V. Cook
CSEA Recording: Sec'y: C. Lemke
Mgmnt Assoc. Pres.: M. Martin

SMC BOARD OF TRUSTEES and PERSONNEL COMMISSION

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

Rev. 12-04-07

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PERSONNEL COMMISSION
REGULAR MEETING AGENDA
Wednesday, January 16, 2008 at 12:00 pm
Board Room, Business Building, Rm. 117, 1900 Pico Blvd., Santa Monica, CA 90405

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

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

PUBLIC SESSION: 12:00 pm

I. ORGANIZATIONAL FUNCTIONS

A. Call to Order 12:08 pm

B. Roll Call

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

C. Approval of Minutes

Regular Meeting December 19, 2007

Motion made by: Joseph Metoyer Seconded by: Joy Abbott

Ayes: 5 Nays: 0 Abstain: 0

II. REPORT - DIRECTOR OF CLASSIFIED PERSONNEL

III. COMMENTS AND INFORMATIONAL REPORTS

Dori MacDonald wished the Commission a Happy New Year. She continues to talk with the District and the Union about Hay and they are working to get the salaries implemented.

February 4 is the tentative date for launching NEOGOV, provided NEOGOV completes the customization of our web pages.

A. Recognition of Employee Longevity: January 2008

5 years
Linda Sallovitz, Administrative Assistant I, Workforce & Economic Development

10 years
Luz Avila, Administrative Assistant II, AET
Madeline Brodie, Recycling Program Specialist, Grounds
Debra Locke, Administrative Assistant II, Madison Theater
B. Comments from District Personnel Officer – No comments

C. Comments from CSEA Chapter 36 Representative – Bernie wished the Commission a Happy New Year. Mr. Rosenloecher stated that the Union and the District continue to discuss the Hay Study. It has become more complex than it was when it started. Mr. Rosenloecher mentioned that rumors have been circulating that the Personnel Commission can't hire because the second part of Hay hasn't been settled. He hopes that the Personnel Commission can continue to fill positions that are vacant.

D. Comments from Management Association President – No comments

D. Comments from Personnel Commission Staff – No comments

E. Public comments (non-actionable comments from those in attendance) – Linda Sullivan introduced herself. She is a consultant working for the District on public use space issues. Her first assignment is working on the start up of the new Madison Theatre on 11th Street and Santa Monica Blvd. She stated they have a number of classified needs and they urgently need to get this process started. Ms. Sullivan said she is available to answer any questions. The new theatre is scheduled to open on September 27.

Doug Forsyth, Technical Director and Production Manager of the new Theatre Arts building spoke about the lack of staff in the new building that serves hundreds of students a semester. He is currently the only permanent classified staff member of the Theatre Arts building. The new building is five times bigger and they put on twice as many shows. He stated they need additional staff to better serve the students.

F. Comments by Personnel Commissioners – Dolores Press congratulated Rob Rader who has recently been elected Chair of the Board of Trustees. She wished him well in his new endeavor.

Karen Bancroft announced that the Commission would be pulling Agenda Report #4.

IV. AGENDA REPORTS

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<tr>
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<th>Item</th>
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<td>Personnel Commission Internal Staff Action – Provisional Assignment</td>
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</tr>
<tr>
<td>2</td>
<td>Exam Schedule</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>• Community College Police Officer Trainee</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Network Analyst</td>
<td></td>
</tr>
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<td>3</td>
<td>Revisions to Class Description: Insurance Program Specialist</td>
<td>6</td>
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<td>4</td>
<td>Revision to All Class Descriptions</td>
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<td>Advisory Item: Appointment to Limited Term Positions</td>
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<td>7</td>
<td>Advisory Item: Appointment to Provisional Assignments</td>
<td>13</td>
</tr>
</tbody>
</table>

V. ADJOURNMENT AT 12:26 pm. Next regular scheduled meeting: Wednesday, February 20, 2008 at 12:00 pm
AGENDA REPORT NO. 1

SUBJECT: Personnel Commission Internal Staff Action – Provisional Assignment

Donna Savory was hired in an Administrative Clerk provisional assignment to cover the front counter for Jose Guzman, while he is working out of class as a Personnel Specialist. Ms. Savory’s assignment started December 19, 2007 and is not to exceed 90 days.

It is recommended that the Commission approved the internal staff action.

DISPOSITION BY THE COMMISSION
Amendments/Comments

MOTION MADE BY: Joseph Metoyer
SECONDED BY: Dolores Press
AYES: 5
NAYS: 0
ABSTENTIONS: 0
AGENDA REPORT NO. 2

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>Community College Police Officer Trainee</td>
<td>Open Competitive</td>
<td>3 weeks</td>
</tr>
<tr>
<td>Network Analyst</td>
<td>Merged Promotional and Open Competitive</td>
<td>3 weeks</td>
</tr>
</tbody>
</table>

DISPOSITION BY THE COMMISSION

Amendments/Comments

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

SUBJECT: Revisions to Class Description: Insurance Program Specialist

DATE: January 16, 2008

TO: Members of the Personnel Commission

FROM: Dori MacDonald, Director of Classified Personnel

Background

Attached for your approval is a revised classification description for Insurance Program Specialist. There are minor changes being made to the classification description. This position reports to the Risk Manager not the Lead Director of Contracts, a position which does not exist. Knowledge of HIPAA as it relates to protected health information was added along with maintaining the confidentiality of confidential employee files.

Recommendation

It is recommended the Commission approve the revisions to the classification description for Insurance Program Specialist.

DISPOSITION BY THE COMMISSION

Amendments/Comments

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

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

ESSENTIAL DUTIES

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

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

Prepares files and reports, and maintains logs regarding work-related injuries and illnesses

Provides for Workers’ Compensation investigations, prepares materials for, meets with, and schedules interviews for claims investigators and attorneys

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

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

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

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

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

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

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

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 from the Lead Director of Contracts Risk Manager, the employee receives assignments and is expected to carry them through to completion with substantial independence.
**Insurance Program Specialist**

**Supervision Exercised**

Positions in this classification do not supervise others.

**KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of State Workers’ Compensation laws and procedures, and reporting requirements

Knowledge of applicable student athletic and accident insurance, property and liability insurance claims procedures

Knowledge of risk management practices and procedures

Knowledge of insurance principles and practice, including claims adjustment techniques

Knowledge of insurance contracts and recordkeeping

Knowledge of office practices and procedures

Knowledge of oral and written communication

Knowledge of basic bookkeeping practices and procedures

Knowledge of proper usage of English grammar, vocabulary and spelling

Knowledge of computer databases and word processing programs

Knowledge of the Health Insurance Portability and Accountability Act (HIPAA) as it relates to protected health information

Ability to understand and interpret laws, rules and regulations regarding insurance claim procedures, policies and requirements

Ability to maintain a variety of general office, insurance claim and related historical files

Ability to interpret and explain contract provisions, rules, regulations and policies pertaining to employee benefit coverage

Ability to read, understand and apply insurance claim reporting policies and procedures

Ability to establish and maintain cooperative working relationships with employees, retired employees and members of the public

Ability to use a computer to enter and retrieve data and to prepare correspondence

**MINIMUM QUALIFICATIONS**

**Education Requirement:**

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

**Experience Requirement:**

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

**Education/Experience Equivalency:**

Experience and/or education of the same kind, level or amount as required in the minimum qualifications may be substituted on a year-for-year basis.
Licensure and/or Certification:
None.

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: Fiscal Services/Business/Administration/HR

FLSA Status: Non-exempt

Personnel Commission Approval Date: 11/02/06

Class History: Insurance Program Coordinator

Revision Date(s): 11/02/06 Hay Study, 01/19/08
AGENDA REPORT NO. 4

SUBJECT: Revision to ALL Class Descriptions

DATE: January 16, 2007

TO: Members of the Personnel Commission

FROM: Dori MacDonald, Director of Classified Personnel

Background

In reviewing the new classification descriptions it has been noted that the last essential duty under Essential Duties is inconsistent among the descriptions. Examples include but are not limited to:

- Performs other duties as requested or assigned
- Performs other related duties as assigned
- Performs other related duties as requested or assigned

For consistency, staff is recommending this last essential duty be changed on all the classification descriptions to read: Performs other related duties as requested, assigned or as the situation requires.

Recommendation

The Commission approve revising the last Essential Duty on all Classification Descriptions to read: Performs other related duties as requested, assigned or as the situation requires.

DISPOSITION BY THE COMMISSION

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

THIS ITEM WAS PULLED FROM THE AGENDA.
AGENDA REPORT NO. 5

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 (1 part-time position)</td>
<td>Financial Aid</td>
<td>12/03/07-06/30/08</td>
</tr>
<tr>
<td>Maintenance Director (1 part-time position)</td>
<td>Maintenance</td>
<td>01/08/08-06/30/08</td>
</tr>
</tbody>
</table>

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: 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>Ritz, Beauty</td>
<td>Registration/Information Clerk</td>
<td>Financial Aid</td>
<td>12/03/07-06/30/07</td>
<td>07/18/07</td>
</tr>
<tr>
<td>Rose, Gary</td>
<td>Maintenance Director</td>
<td>Maintenance</td>
<td>01/08/08-06/30/08</td>
<td>Retiree</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. 7

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>Iberra, Charleen</td>
<td>Administrative Assistant I</td>
<td>Communications</td>
<td>01/03/08-06/30/08</td>
</tr>
<tr>
<td>Melton, Betty</td>
<td>Administrative Assistant I</td>
<td>Modern Language</td>
<td>01/02/08-06/30/08</td>
</tr>
<tr>
<td>Meyering, Alice</td>
<td>Administrative Assistant II</td>
<td>Health Science</td>
<td>12/17/07-04/30/08</td>
</tr>
<tr>
<td>Weaver, Andrew</td>
<td>Athletic Equipment Specialist</td>
<td>Athletics</td>
<td>12/19/07-02/28/08</td>
</tr>
<tr>
<td>Savory, Donna</td>
<td>Administrative Clerk</td>
<td>Personnel Commission</td>
<td>12/19/07-06/30/08</td>
</tr>
<tr>
<td>Mosher, Judith</td>
<td>Instructional Assistant-Math</td>
<td>Math</td>
<td>01/02/08-02/07/08</td>
</tr>
<tr>
<td>Hoh, James</td>
<td>Laboratory Tech.- Science</td>
<td>Physical Science</td>
<td>01/12/08-06/30/08</td>
</tr>
</tbody>
</table>
V. Adjournment at 12:26 pm

Next regular meeting scheduled for Wednesday, February 20, 2008 in the Board Room, Business Building, Room 117.

DISPOSITION BY THE COMMISSION
Amendments/Comments

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

As required by law, this agenda for the Wednesday, January 16, 2008 Regular Meeting of the Santa Monica College Personnel Commission was posted at or before 12:00 pm on Friday January 11, 2008, at the official District bulletin boards.