Personnel Commission

Minutes

For the Regular Meeting of Wednesday, May 16, 2007 at 12:00 p.m.
Board Room, Business Bldg. Room 117, 1900 Pico Blvd., Santa Monica, CA 90405

Distribution List for Personnel Commission Announcements, Agendas, and Minutes

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<tr>
<th>DEPARTMENTS</th>
<th>ADMINISTRATORS &amp; MANAGERS</th>
<th>PRESIDENT/SUPERINTENDENT</th>
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<tr>
<td>Acad. Of Ent. &amp; Tech (AET) – A. Hyman</td>
<td>Receiving, D. Bice</td>
<td>C. Tsang, Superintendent/President</td>
</tr>
<tr>
<td>Admissions &amp; Records – K. Elliott</td>
<td>HR, P. Brown</td>
<td>R. Adams, VP Student Affairs</td>
</tr>
<tr>
<td>African American Center</td>
<td>Mgmt Info, J. Chong</td>
<td>R. Lawson, Exec. VP</td>
</tr>
<tr>
<td>Airport – Jackie Portal-Purdy</td>
<td>Int. Ed. Ctr., E. Garate</td>
<td>M. Martinez, Provost</td>
</tr>
<tr>
<td>Athletics- F. Duran</td>
<td>Mkrg., D. Girard</td>
<td>J. Shimizu, VP Academic Affairs</td>
</tr>
<tr>
<td>Auxiliary Services – O. Meza</td>
<td>Pico Ptr., D. Goode</td>
<td>M. Wade, VP Human Resources</td>
</tr>
<tr>
<td>Bookstore – D. Dever</td>
<td>Emeritus, M. Hall</td>
<td>D. Muller, AVP, Facilities</td>
</tr>
<tr>
<td>Business Department – E. Tesdahl</td>
<td>Acad. Cpt., J. John</td>
<td>Fiscal Services</td>
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<tr>
<td>Campus Police Office – E. Miller</td>
<td>HR, S. Lee-Lewis</td>
<td>T. Rodriguez, VP Enrollment</td>
</tr>
<tr>
<td>Continuing Education – B. Bickerton</td>
<td>Oper., J. Peterson</td>
<td>Services</td>
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<tr>
<td>Counseling Office – L. Gugliemo</td>
<td>Maint., G. Rose</td>
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<tr>
<td>Custodian Time Clock – R. Ybarra</td>
<td>KCRW, R. Seymour</td>
<td></td>
</tr>
<tr>
<td>Disabled Students Center–MaryJane Weil</td>
<td>Early Childhood Ed. – L. Manson</td>
<td></td>
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<tr>
<td>Emeritus College – V. Rankin-Scales</td>
<td>Health Sciences – I. Danzey</td>
<td></td>
</tr>
<tr>
<td>ESL Office - Pamela Nemeth</td>
<td>Health Office – D. Jensen</td>
<td></td>
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<td>Events Office – C. Yen</td>
<td>Human Resources – M. Jimenez</td>
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<tr>
<td>Faculty Association – M. Moassesi</td>
<td>Info. Management Syst – D. Kasch</td>
<td></td>
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<tr>
<td>Health Sciences – I. Danzey</td>
<td>Career Services – V. Rothman</td>
<td></td>
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<tr>
<td>Health Office – D. Jensen</td>
<td>KCRW – J. Ferro</td>
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<tr>
<td>Human Resources – M. Jimenez</td>
<td>Letters &amp; Science – L. Muhammad</td>
<td></td>
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<tr>
<td>International Students Ctr.</td>
<td>Library – M. Martin (2)</td>
<td></td>
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<tr>
<td>Career Services – V. Rothman</td>
<td>Maintenance (Facilities) Time Clock</td>
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<tr>
<td>KCRW – J. Ferro</td>
<td>Math Village – F. Manion</td>
<td></td>
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<tr>
<td>Letters &amp; Science – L. Muhammad</td>
<td>Media Center – L. Nakamura</td>
<td></td>
</tr>
<tr>
<td>Liberal Arts Building – R. Stewart</td>
<td>Modern Language</td>
<td></td>
</tr>
<tr>
<td>Library – M. Martin (2)</td>
<td>Payroll – I. Fraser</td>
<td></td>
</tr>
<tr>
<td>Maintenance (Facilities) Time Clock</td>
<td>Science – I. Cardwell</td>
<td></td>
</tr>
<tr>
<td>Math Village – F. Manion</td>
<td>School Relations Outreach- B. Simmons</td>
<td></td>
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<tr>
<td>Media Center – L. Nakamura</td>
<td>Student Life – A. Trejo</td>
<td></td>
</tr>
<tr>
<td>Modern Language</td>
<td>Superintendent/Pres. Office – L. Caldwell</td>
<td></td>
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<tr>
<td>Payroll – I. Fraser</td>
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</tbody>
</table>

For information regarding this distribution list contact SMC Personnel Commission at 434-4410. Also, please contact us if you would like any additional information regarding the attached information.
MINUTES OF THE REGULAR MEETING
PERSONNEL COMMISSION
SANTA MONICA COMMUNITY COLLEGE DISTRICT

May 16, 2007

12:00 P.M. – PUBLIC MEETING – BUSINESS BUILDING, BOARD ROOM

I. ORGANIZATIONAL FUNCTIONS

A. Call to Order

Meeting called to order 12:10 P.M.

B. Roll Call

<table>
<thead>
<tr>
<th>Commissioner</th>
<th>Present</th>
<th>Absent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commissioner Bancroft</td>
<td></td>
<td>x</td>
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<tr>
<td>Commissioner Press</td>
<td>x</td>
<td></td>
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<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>
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</tr>
</tbody>
</table>

Commissioner Press announced that this would be Sue Tsuda’s last Commission Meeting since the new Director would be starting on May 29. Commissioner Press and the Commission thanked Ms. Tsuda for all her hard work during her time as the Interim Director. Commissioner Press introduced the new Director, Dori MacDonald.

C. Approval of Minutes: April 18, 2007

Comments:
Motion made by: Joseph Metoyer
Seconded by: Joy Abbott
Ayes: 4 Nays: 0 Abstain:

Comments: Minutes from meeting on April 26, 2007 will be included at next meeting.

II. REPORT – DIRECTOR OF CLASSIFIED PERSONNEL

Sue Tsuda: During the last month the Classified Personnel Department recruited for nine positions, conducted written examinations for nine positions, had six qualification appraisal interviews, created nine eligibility lists, and filled six permanent positions, and seven temporary positions. There are twenty-five positions listed on the continuous recruitment bulletin and those examinations will start soon. Most are for part-time positions in the instructional support class for the new semester. It is my great pleasure to welcome Dori MacDonald and I believe the department will be in good hands. She has a lot of work before her, notably the recruitment and hiring an additional analyst and appointment of an Administrative Assistant to round out the commission staff. I am sure she and Marcie Wade,
the new VP for HR will work collegiality and for a great alliance for the employees of the college. Santa Monica College has been a wonderful experience for me and I thank you for giving me the opportunity to be of service. I have made many new friends and hope to be able to see some of you in the future. Thank you.

We do have an addendum to the agenda, under agenda report number one. I have handed you an expanded list under the recruitment and examination schedule. Unfortunately, our Community College Police Chief has submitted her resignation effective the end of the month, and we did not want to wait until June to initiate that recruitment. Also, the Groundskeeper Gardener is a position that needs to be built and we added that to your agenda.

A motion was made by Commissioner Metoyer to add the Police Chief and Groundskeeper Gardener to Agenda Item 1. The motion was seconded by Commissioner Jansen. The motion was passed 4-0.

III. COMMENTS AND INFORMATIONAL REPORTS

A. Recognition of Employee Longevity – May 2007

5 Years
Mark Diaz, Human Resources Specialist
Jenny Trickey, Child Care Services Supervisor

10 Years
Paul Harris, Laboratory Technician, Commercial Photography, Art

20 Years
Thelma Hoffman, Student Services Specialist

30 Years
Gloria Mottler, Internship Program Coordinator, AET

B. Comments from District Personnel Officer.

Pat Brown: Marcy Wade, our new VP for Human Resources would normally be here but she is in negotiations, so she could not make it. So, on her behalf and the offices of Human Resources, we like to thank Sue, and say that it has been a pleasure to work with you. We’d also like to welcome Dori MacDonald, Sue brought her by this morning to meet the staff and we look forward to working with her as well.

C. Comments from CSEA Chapter 36 Representative.

Connie Lemke, Recording Secretary of Chapter 36: I am speaking on behalf of Bernie Rosenloecher who is also in negotiations. Again, we would like to thank Sue for the tremendous integrity she brought to the whole process. It has not been an easy time and we definitely appreciate her efforts and the action she took, and we also welcome our new director.

The other thing we need to speak on today as the union is the request to table item number ten. We are currently at the bargaining table about that, today specifically, it’s inappropriate to be taking action on an item that is in the bargaining process. We have a history with the respect to the number of confidential employees on campus and the
district’s allocation of them. Both based on the EERA definition and PERB decisions, the assignment of confidential status is an issue of modification to the bargaining unit. While we agree that Sheryl Bowman is an exemplary employee and doing work in the classification of an AAIII. We must be against the assignment of the confidential status to the position at this time.

D. Comments from Management Association President.
   Not Present.

E. Comments from Personnel Commission Staff.
   None.

IV. COMMENTS—PUBLIC FORUM (non-actionable comments from those in attendance)

Tron Burdick, Chief Job Steward for CSEA: One item tabled last month was the issue about the probationary period for the person that was rehired from layoff. We have been successful in getting that person removed from the probationary period through Human Resources. It still leaves the question of the language that needs to get looked at through the Merit Rules. So at some point we can hopefully sit down and go over that language again. The other item which I do not think was tabled last month, I think it was dismissed was the forms for the grievance procedure. After talking to Sue about that there was a lot of misunderstanding as to how that process works pertaining to the involvement to the Personnel Commission. We found out that a grievance would never come before the Personnel Commission it actually splits off and goes both ways depending on what your concerns are in the Merit Rules. Hopefully we can sit down and go over this again.

V. COMMENTS BY PERSONNEL COMMISSIONERS

VI. AGENDA REPORTS

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<td>Reappraisal of Eligibility List Due to Reclassification</td>
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<td>Classification of Positions, Reclassification, and Revision of Classification Specifications</td>
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<td>11</td>
<td>Approval of Personnel Commission Meeting Schedule</td>
<td>33</td>
</tr>
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</table>

VII. Adjournment
AGENDA REPORT NO. 1

SUBJECT: Recruitment & Examination Schedule

It is recommended that the Personnel Commission approve the following periods to recruit before the examinations are scheduled:

<table>
<thead>
<tr>
<th>Class Title</th>
<th>Field of Competition</th>
<th>Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Athletic Equipment Specialist</td>
<td>Merged Promotional &amp; Open Competitive</td>
<td>3 Weeks</td>
</tr>
<tr>
<td>Community College Police Chief</td>
<td>Open Competitive</td>
<td>Open until filled</td>
</tr>
<tr>
<td>Groundskeeper-Gardner</td>
<td>Merged Promotional/Open Competitive</td>
<td>3 Weeks</td>
</tr>
<tr>
<td>Lab Technician – Sciences</td>
<td>Open Competitive</td>
<td>3 Weeks</td>
</tr>
</tbody>
</table>

DISPOSITION BY THE COMMISSION: Motion to approve agenda item as amended.

Motion made by: Deborah Jansen  
Seconded by: Joseph Metoyer

Ayes: 4  
Nays: 0

Amendments/Comments:
AGENDA REPORT NO. 2

SUBJECT: Reappraisal of Eligibility List Due to Reclassification

As the Commission is aware, the reclassification process resulted in changes to some job titles and the combining of some classifications into one job title with similar essential duties and minimum requirements. The Merit Rules allow us to merge candidates who were on eligibility lists with "old" job titles into eligibility lists with "new" job titles, assuming the minimum qualifications and job content is similar.

3.3.13 REAPPRAISAL OF ELIGIBILITY LIST DUE TO RECLASSIFICATION

The reclassification of all positions in a class automatically changes the mandatory reemployment list (if any) for that class. The Personnel Commission shall also review the appropriateness of the current eligibility for the class, if any, to determine whether or not it should be changed to reflect the new class title or abolished. The Director of Classified Personnel shall recommend to the Personnel Commission whether the current eligibility and employment lists are to be reclassified. Salary reallocation of classes shall have no effect on lists, unless the Personnel Commission makes a specific finding to the contrary.

The current eligibility lists that staff recommends be reclassified are:

Department Secretary I to Administrative / Academic Secretary

DISPOSITION BY THE COMMISSION: Motion to approve agenda item as presented.

Motion made by: Joy Abbott       Seconded by: Joseph Metoyer

Ayes: 4       Nays: 0       Abstain: _______________________

Name of Commissioner

Amendments/Comments:
AGENDA REPORT NO. 3

SUBJECT: Ratification of Eligibility Lists

The Personnel Commission presents the following Eligibility Lists for approval: Recommendations for the establishment, extension, and addition of names to the Eligibility Lists in accordance with 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># On List Prom/Total</th>
<th>Expiration Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accountant</td>
<td>Promotional / Open Competitive</td>
<td>1/2</td>
<td>05/17/2008</td>
</tr>
<tr>
<td>Accounting Technician</td>
<td>Promotional / Open Competitive</td>
<td>0/3</td>
<td>05/17/2008</td>
</tr>
<tr>
<td>Administrative Assistant I</td>
<td>Promotional / Open Competitive</td>
<td>1/8</td>
<td>05/17/2008</td>
</tr>
<tr>
<td>Administrative Assistant II</td>
<td>Promotional / Open Competitive</td>
<td>4/10</td>
<td>05/17/2008</td>
</tr>
<tr>
<td>Administrative Assistant III</td>
<td>Promotional / Open Competitive</td>
<td>4/6</td>
<td>05/17/2008</td>
</tr>
<tr>
<td>Employee Benefits Clerk</td>
<td>Merged Promotional &amp; Open Competitive</td>
<td>0/3</td>
<td>05/17/2008</td>
</tr>
<tr>
<td>Information Systems &amp; Network Administrator</td>
<td>Promotional</td>
<td>1/1</td>
<td>05/17/2008</td>
</tr>
<tr>
<td>Insurance Program Specialist</td>
<td>Open Competitive</td>
<td>0/2</td>
<td>05/17/2008</td>
</tr>
<tr>
<td>Registered Nurse – Health Services</td>
<td>Open Competitive</td>
<td>0/3</td>
<td>05/17/2008</td>
</tr>
</tbody>
</table>

DISPOSITION BY THE COMMISSION: Motion to approve agenda item as presented.

Motion made by: Joseph Metoyer   Seconded by: Deborah Jansen

Ayes: 4     Nays: 0     Abstain:_______________________

Amendments/Comments:

Gina Cole spoke on this item, in reference to Administrative Assistant III list. She is protesting the exam. She felt there was content on the written test that was specific to the Personnel Commission position rather than to a general classification.
Sue Tsuda said the items in question were from an item bank and were not specific to a department. Ms. Tsuda said Ms. Cole met with staff about the exam protest.

Ms. Cole said she was not happy with the response she got and was taking it to the Commission.

Commissioner Jansen asked that the appeal be responded to in writing by staff.

Sue Tsuda suggested that the Commission approve the list and that the protest would be reviewed. Ms. Cole’s name could be added to the list later if her protest was upheld.

The Commission Staff will investigate and provide Ms. Cole with a letter within five days.
AGENDA REPORT NO. 4

SUBJECT: Ratification of Reemployment List

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

Establishment of List

<table>
<thead>
<tr>
<th>Class List</th>
<th>Name</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Services Clerk</td>
<td>Anthony Castellane</td>
<td>03/30/07-06/29/10</td>
</tr>
</tbody>
</table>

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

DISPOSITION BY THE COMMISSION: Motion to approve agenda item as presented

Motion made by: Joseph Metoyer            Seconded by: Deborah Jansen
Ayes: 4                                  Nays: 0
Abstain:_______________________

Amendments/Comments:
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>(1 part-time position)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(1 part-time position)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bookstore Clerk/Cashier</td>
<td>Bookstore</td>
<td>04/02/2007-6/30/2007</td>
</tr>
<tr>
<td>(2 part-time positions)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bookstore Clerk/Cashier</td>
<td>Bookstore</td>
<td>04/05/2007-6/30/2007</td>
</tr>
<tr>
<td>(1 part-time position)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bookstore Clerk/Cashier</td>
<td>Bookstore</td>
<td>04/20/2007-6/30/2007</td>
</tr>
<tr>
<td>(1 part-time position)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(1 part-time position)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instructional Assistant-Math</td>
<td>Latino Center</td>
<td>05/07/2007-6/30/2007</td>
</tr>
<tr>
<td>(1 part-time position)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instructional Assistant-Math</td>
<td>Latino Center</td>
<td>04/03/2007-06/30/2007</td>
</tr>
</tbody>
</table>
### DISPOSITION BY THE COMMISSION:

**Motion to approve agenda item as presented**

Motion made by: **Joseph Metoyer**
Seconded by: **Joy Abbott**

Ayes: 4
Nays: 0
Abstain: ________________

Amendments/Comments:
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>Elig. List Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wendy Aviles</td>
<td>Bookstore Clerk/Cashier</td>
<td>Bookstore</td>
<td>4/2/07-6/30/07</td>
<td>2/21/2007</td>
</tr>
<tr>
<td>Shantel Howard</td>
<td>Bookstore Clerk/Cashier</td>
<td>Bookstore</td>
<td>4/20/07-6/30/07</td>
<td>2/21/2007</td>
</tr>
<tr>
<td>Donna Micas</td>
<td>Bookstore Clerk/Cashier</td>
<td>Bookstore</td>
<td>4/2/07-6/30/07</td>
<td>2/21/2007</td>
</tr>
<tr>
<td>Erik Miles</td>
<td>Bookstore Clerk/Cashier</td>
<td>Bookstore</td>
<td>5/7/07-6/30/07</td>
<td>2/21/2007</td>
</tr>
<tr>
<td>Dominga Sanchez</td>
<td>Instructional Assistant-Math</td>
<td>Latino Center</td>
<td>4/3/07-6/30/07</td>
<td>3/21/2007</td>
</tr>
<tr>
<td>Maria Ong</td>
<td>Registration/Info. Clerk</td>
<td>Financial Aid</td>
<td>2/1/07-6/30/07</td>
<td>8/10/2006</td>
</tr>
</tbody>
</table>

Reference Merit Rule 7.4.3 (A) –Eligibility for Appointment

Limited term appointments shall be made from eligibility lists and employment lists in accordance with procedures for regular appointments.
AGENDA REPORT NO. 7

SUBJECT: Approval of Provisional Appointment to Working Out of Class Assignments

It is recommended that the Personnel Commission approve the following provisional appointment to the working out of class assignments listed below.

<table>
<thead>
<tr>
<th>Name</th>
<th>Assignment</th>
<th>Length of Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amelia Trejo</td>
<td>Student Life</td>
<td>April 14, 2007 until position is filled</td>
</tr>
</tbody>
</table>

(Please see audit report attached.)

Reference: Merit Rule 7.2.1 (A1 –2) and 7.2.2. (A)
Provisional Appointment (Education Code Sections 88106 – 88108)

A. The appointing authority may make a provisional appointment only when the Personnel Director certifies that:
   1. No eligibility list exists for the class, or
   2. An eligibility list exists, but there is an insufficient number of available eligibles (i.e. less than three ranks of eligibles), and the appointing authority chooses not to appoint an available eligible.

7.2.2 (A) Qualifications of 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.

An eligibility list has been developed and is to be certified this agenda; however, one did not exist when this request was made.

Sue Tsuda, Acting Personnel Director ___________________________ Date ______________________

DISPOSITION BY THE COMMISSION: Motion to approve agenda item as presented

Motion made by: Deborah Jansen Seconded by: Joseph Metoyer

Ayes: 4 Nays: 0 Abstain:________________________

Amendments/Comments:
Employee: Amelia Trejo

Current Classification: Administrative Assistant I
Requested Classification: Administrative Assistant II

Location: Student Life
Supervisor / Title: Deyna Hearn, Associate Dean

Subject

This working out of classification assignment is requested to assist in the position of Administrative Assistant II in the Student Life Department until the fulltime permanent position can be filled. An audit of the job and the requestor’s qualifications to perform the work as described in the classification specification has been conducted to determine if a working out of classification assignment can be granted.

Background

The Administrative Assistant II position reports to the Associate Director, Student Life. The Associate Director reports to the Vice President, Robert Adams who reports to the Executive Vice President. Both the Associate Director and the Vice President agree that there is an immediate need to assign working out of classification to an employee in the department who qualifies to do so in accordance with the Merit Rules.

Research

The summary of duties and minimum qualifications that are currently defined by the Administrative Assistant II classification specification are:

Definition:
Positions in the Administrative Assistant II class perform advanced vocational, moderately complex secretarial duties and provide paraprofessional administrative support for Academic Deans or administrators working in off-campus facilities or in large, complex functional areas.
Examples of duties:
Performs a variety of secretarial/clerical duties for an instructional, program or functional area; receives, reviews and routes mail; composes, edits, formats and types letters, memorandums, reports, charts, requisitions and emails; proofreads documents; maintains files, records and computerized databases

Greets students, staff and visitors; responds to questions, requests and complaints provides information about services, policies and procedures

Provides secretarial and administrative support for task force or committees; reproduces meeting agendas and attends meetings, takes minutes; maintains background and historical materials. Maintains calendars; arranges meetings; sets appointments; coordinates facilities usage

Maintains records of budget expenditures and inventories in various accounts; develops, revises and compiles budget information; initiates purchase order; processes invoices for payment; generates funds transfer requests

Makes travel arrangements including air and hotel reservations; completes conference registration forms; types expense reports

Generates work orders for maintenance, grounds, custodial or telecommunications services
Compiles data to prepare statistical reports and surveys

Orders, stores, and maintains inventories department office supplies; orders equipment, places service calls/work orders for equipment maintenance

Records time and prepares timesheets for authorization and submits to Payroll department

Interviews, selects, train and provides work direction for students, temporary workers

May update and maintain District-wide materials, such as catalogs, class schedules or final exam schedule

May assist with the writing and editing of reports, grant proposals, press releases and articles for college newsletters

May maintain and monitor student progress files

May verify requests of student’s academic requirements, processes pre-application documents for State Board licenses, contact Boards and notifies students of examination dates.

May distribute, collect, and tabulate instructor evaluations

May maintain and update department or functional service area web site and bulletin boards

Performs other related duties as requested or assigned
Training and Experience:

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

**Experience Requirement:**
Two (2) years of full time, paid, progressively responsible secretarial and/or 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.

**Review of the application materials submitted for consideration and findings:**

Upon review of the application materials provided by Ms. Trejo, she notes that she has worked as a Administrative Assistant I for nine and a half years at Santa Monica College, and as a Department Secretary at Chaffey College for six years and eight months prior to her employment at SMC.

Ms. Trejo exhibits evidence that she has work experience involved with a significant portion of the job content including but not limited to maintaining and updating the department's website, assisting in training student employees, conducting orientations, creates and posts on the website a variety of forms, makes travel arrangements, maintains the Associated Students master calendar and coordinates facility use. She also maintains the records related to the Associated Students budget.

While not assigned work in all the areas noted above in the classification specifications, Ms. Trejo does qualify to perform 100% of the duties assigned to the Administrative Assistant II position as required by Merit Rule 7.2.2.A.

**According to CSEA MOU**

**Article 11.7.3 - Compensation (for working out of class)**

a. In the event that an employee is assigned duties at a higher classification as defined (in 11.7.1 and 11.7.2) and those duties make up at least fifty percent (50%) of the employee’s daily assignments, the employee salary shall be adjusted as set forth in Section 11.4.1.

b. If those duties make up less than fifty percent (50%) of the employee’s daily assignment, the District shall pay the employee equal to one half (1/2) of the stipend that would have been paid under sub division a (above).

**Pertinent Merit Rules as the basis for my findings for this request**

Rule 3.2.9 WORKING OUT OF CLASS (EDUCATION CODE SECTION 88010)

B. When an employee is assigned to perform work beyond that indicated in the definition of the class to which he/she is assigned for a full work week of four (10 hour) days, five (8 hour) days, or equivalent within a fifteen calendar day period, he/she shall be compensated as follows:
1. If the work assignment is to be to a position in an existing class, the work assignment shall be processed as a limited-term assignment or provisional assignment under the provisions of Rule 7.4 or 7.2, upon the approval of the Personnel Director.

C. Requests for differential pay for working out of class shall be submitted to the Personnel Director. The request must contain a list of the newly assigned duties and must be approved by the supervisor and department head. Requests submitted by the immediate supervisor shall be made no later than five (5) working days after the start of the assignment. If, after consultation with his/her immediate supervisor, the employee feels that he/she has been assigned duties which are at a higher level for a substantial part of his/her assignment, the employee shall notify the Personnel Director, in writing, no later than five (5) working days after the start of the assignment. Any request submitted after the timelines listed above and approved for differential pay shall take effect only from the date of receipt in the Personnel Commission Office. Differential pay for working out of class shall be limited to 90 working days in one fiscal year for an employee.

D. The Personnel Director shall conduct a review of the newly assigned duties and shall determine whether the duties are at a higher level. He/she shall prepare a report of the findings which shall include the recommended pay differential, if any.

E. The findings and recommendations shall be presented to the Personnel Commission for approval at the next meeting.

Because no eligibility list exists for this position, this would be processed as a provisional assignment in accordance with Merit Rule 7.2.

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

RULE 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,…

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.

CHAPTER 13: SENIORITY, LAYOFF, DISPLACEMENT AND REEMPLOYMENT

RULE 13.1 SENIORITY PROVISIONS (EDUCATION CODE SECTION 88127)

RULE 13.1.1 SENIORITY DEFINED

A. Seniority shall be defined as the length of time which a permanent classified employee has served in his/her class plus higher related classes.

RULE 13.1.2 COMPUTATION OF SENIORITY

A. Computation of seniority in the class shall include hours in paid status up to a maximum of 40 hours per week including:

B. Computation of seniority shall not include:

1. Hours served or compensated for in a limited-term (substitute or temporary) or provisional assignment prior to entering into the classified service as a probationary employee.

RULE 13.1.3 GENERAL PROVISIONS

D. When an employee is reclassified with his/her position to an already existing class, seniority shall be computed from the effective date the position is reclassified.

E. When an employee is transferred from one class to another, seniority in the new class shall begin on the effective date of the transfer.

Definition of Working Out of Class:

The agreement between the District and Classified Service ratified August 1, 2005 in Article 11.7.3 notes that there are two thresholds by which working out-of-class compensation will be paid.

(1) In the event that an employee is assigned duties at a higher classification…and those duties make up at least fifty percent (50%) of the employee’s daily assignments, the employee salary shall be adjusted as set forth in Section 11.4.1 (e.g. he/she shall receive the next higher dollar amount above his/her present rate of pay, but not less than the minimum of the new salary range. If that amount is less than a one-step (5%) increase, the employee shall be placed at the next higher step over that authorized above.

(2) If those duties make up less than fifty percent (50%) of the employee’s daily assignment, the District shall pay the employee equal to one half (1/2) of the stipend that would have been paid under sub division a (above).

Merit System Rule 3.2.9 (B) states that when an employee performs work outside his or her current classification for a full work week of four (10-hour) days or five (8-hour) days, or equivalent within a fifteen calendar day period, the employee is working out of class and must be compensated accordingly.
The Merit System Rule defines Working Out of Classification as the performance of duties, that can be defined by a classification other than the one in which the incumbent’s current positions resides, on a full time basis for a full work week of four 10-hour days or five 8-hour days, or equivalent, within a fifteen calendar day period.

**Conclusion and recommendation:**

As Ms. Trejo does not qualify for a full appointment to the Administrative Assistant II position according to Merit Rule 7.2.2.A. above, but given that the department requests that employees who were requested to apply for working out-of-classification perform some of the work included in the position for more than five (5) working days within a fifteen-calendar day period, I would approve working out-of-class for less than 50% of the Administrative Assistant II daily assignment since her supervisor, Deyna Hearn estimates Ms. Trejo will be performing the duties of an Administrative Assistant II approximately 30 per cent (30%) of the time, and that Ms. Trejo would also continue to perform the duties of the Administrative Assistant I at least 50 per cent (50%) or more of the time, and could be compensated as such under CSEA’s MOU for working out-of-class.

The submission of an application form and supplemental information provided by the employee and the supervisor, and as discussed by me with Ms. Hearn and Ms. Trejo indicate that she meets the minimum qualifications and has substantially performed some of the same or similar duties in her current employment. Therefore, Ms. Trejo should be offered 50% (fifty-percent) working out-of-class duties as announced by the department.

Sue Tsuda, Acting Director of Classified Personnel                        Date
AGENDA REPORT NO. 8

SUBJECT: Approval of Extension of Contract for Consultant Services for the Personnel Commission

It is recommended that the Personnel Commission grant approval to extend the contract with Company of Experts for the services of Sue Tsuda for the Month of May to provide Director services to the Personnel Commission.

Provider: Company of Experts
Service: Acting Director of Classified Personnel
Fees: $552.00 per day plus $125 per diem for lodging expenses
Duration: 05/01/07 through 05/31/07
Funding Source: Personnel Commission Fiscal Year 2006-2007 Budget

A copy of the Agreement for Personal Services is attached.

DISPOSITION BY THE COMMISSION: Motion to approve agenda item as presented

Motion made by: Joseph Metoyer  Seconded by: Joy Abbott
Ayes: 4  Nays: 0  Abstain: 0
Amendments/Comments:
April 29, 2008

Karen Bancroft  
Chair, Personnel Commission  
Santa Monica College

Dear Karen:

Thank you for requesting the extension of services from Company of Experts.net. As we agreed, COE.net will provide you with a consultant, to oversee the personnel office activities and staff and provide other support and/or recommendations to the Personnel Commission.

The extension from May 1, 2007 to May 31, 2007 may be extended or shortened by either party with thirty days written notice. The daily rate is $552.00 plus $125.00 per diem for lodging expenses. COE.net will provide you with monthly invoice for services.

Please sign and fax a copy of this letter of engagement to 760.327.4186 to confirm our agreement. I will submit an invoice and receipts (if any are approved) for expenses at the beginning of each month for the prior month. At that time, please make out check for the full amount to Company of Experts.net and mail it to Company of Experts.net, 777 E. Tahquitz Canyon Way, Palm Springs, Suite 341, California 92262.

Sincerely,

Kathy Becker  
Vice President  
Company of Experts.net

Agreed: ________________  
Karen Bancroft

Date: ________________
AGENDA REPORT NO. 9

SUBJECT: Personnel Commission Proposed Budget - FY 2007-08 - 2nd Reading

The attached proposed budget for the operation of the Personnel Commission Office for fiscal year 2007-08 is submitted to the Personnel Commission for review and approval. This is a proposed budget for which the Commission should open the public hearing and take testimony from any interested party, close the public hearing and adopt or amend as the Commission deems necessary and prudent and then adopt. This proposed budget has been sent to the Board of Trustees for their consideration at their meeting on May 14.

Pursuant to Articles 88073 and 88086 of the California Education Code and Merit Rule 2.4.1 (A-D) each Personnel Commission must prepare an annual budget for its office which, upon the approval of the County Superintendent, shall be included by the governing board in the regular budget of the community college district.

Notification of this public hearing and a copy of the proposed budget were transmitted to the Board of Trustees of Santa Monica College, the Superintendent /President of the District and the leadership of CSEA Chapter 36 for review and comment. It contains the revisions to the budget as proposed at the first public hearing on April 18. The total amount of the budget is the same as last year's budget with the additional expense of the proposed software for the Personnel tracking system requested by the Commission.

Notes:

SUMMARY: The total budgeted amount is increased over last year's budget in the amount of $9,400 for personnel operation related software. This amount will provide the ability to track recruitments more accurately, perform calculations related to the testing process and provide reports. This is the only increase in the entire budget. All other increases have been accommodated by corresponding decreases in other line items.

The salary for the Director has been increased to accommodate the hiring of the new Director of Classified Personnel, but total salaries remain at the same amount budgeted for last year.

The consultant and legal budgets remain at the same figures used in last year's budget although some accommodations had to be made this fiscal year by making account transfers to pay increased consultant fees and increased legal and advertising fees. The transfers were made within the Personnel Commission budget and did not require further appropriations. Those increased charges for this fiscal year are not anticipated during the 2007-08 year because a new Director has been hired instead of using consultant services to pay charges for an acting director and an executive search firm. Advertising costs will be less because the department has placed more emphasis on internet advertising, targeting other colleges and universities, the Chancellor's
website and local newspapers. We do not anticipate using the Los Angeles Times classified services.

The amount of $15,000 included in the consulting budget should provide the funding to continue the services of the Hay Group in the implementation of the reclassification and compensation study.

Other changes are minor and include reducing off campus printing by $500 and including that amount in meals and catering for raters. Previously these funds came from petty cash and it seemed more accurate to reflect this amount in the budget. The practice is to provide a continental breakfast and/or lunch to raters who serve the college without fees.

The administration and the union have been sent copies of this agenda item and invited to address the Commission. The Commission needs to open the public hearing, take comments from anyone wishing to speak, close the public hearing and discuss the budget and recommend any changes you believe necessary. Finally, a motion should be made to adopt the proposed budget.

Attached are the budget detail and the forms required to be sent to the County Superintendent's office.

Respectfully submitted by Sue Tsuda, Acting Classified Personnel Director

______________________________         ____________________

DISPOSITION BY THE COMMISSION: Motion to approve agenda item as presented

Motion made by: Joseph Metoyer    Seconded by:   Joy Abbott

Ayes: 4                  Nays: 0                  Abstain:

Amendments/Comments: Second Reading of the Budget. A Public Hearing was opened and closed.
Carl Gettleman expressed his concern that the Commission should educate the Board of Education on what the Personnel Commission does. He feels that the Board sees the Commission as an imposition on their budget because they don’t understand the functions of the Commission.

The Commission discussed the action taken by the Board of Trustees on their budget.

Sue Tsuda reported that the Board did act to approve the budget and send it to the County.

The Commission discussed the need to educate new Board Members about the Commission.
### Personnel Commission Budget - Fiscal Year 2007-08

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<th>Adopted Budget</th>
<th>Proposed Budget</th>
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AGENDA REPORT NO. 10

SUBJECT: Classification of Positions, Reclassification, and Revision of Classification Specifications

A. Reclassification

It is recommended that the Personnel Commission approve the reclassification of the following positions as provided in Education Code 88104.

<table>
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<th>Recommended Range</th>
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<td>Employee: Sheryl Bowman</td>
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<tr>
<td>From: Administrative Assistant II</td>
<td>Range 29</td>
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<tr>
<td>To: Administrative Assistant III</td>
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<td>Employee: Judith White</td>
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<td>From: Job Developer</td>
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<td>To: Senior Career Services Advisor</td>
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Staff Report: On February 12, 2007, the Board of Trustees approved the reclassifications as previously approved by the Personnel Commission after a series of public hearings. Those classifications were retroactive to January 1, 2007. Subsequently, a number of employees have submitted or are in the process of submitting, requests for reclassification. The Personnel Commission on October 25, 2006 took action to waive the “two-year rule” as stated in the Merit Rules in paragraph 3.3.6 E, if employees had been in their current position for two years or more and believed their position has had a “gradual accretion of duties” in the past two years. This exception allowed those whose classifications had been “frozen” during the Hay Study to apply for reclassification even if their positions had been reclassified effective January 1, 2007.

The employees listed whose positions are recommended for reclassification are those who have requested review since January 1, 2007 because they believe their assignments have changed substantially during the last two years.

Ms. Sheryl Bowman requested reclassification because she has been working as an Administrative Assistant II to Jeffery Shimizu for the past 2.5 years, since he became a Vice President of Student Affairs. Mr. Shimizu, as Vice President, is one of the chief negotiators with the faculty and plays an important role in grievances from/about the faculty. According to him, Ms. Bowman provides substantial support in preparing documents, proofreading and processing information related to both functions. When Mr. Shimizu became a Vice President, there was a freeze of positions due to budget constraints as well as a freeze on reclassifications because of the Hay Study. During that time, additional duties were "gradually accreted" to provide assistance in the confidential areas as well as in areas related to development of student learning outcomes. According to the Position Description Questionnaire Ms. Bowman filled out, she performs all the essential duties of the AAIII position. She plays a major role in supporting the Curriculum Committee including developing the agenda, taking and distributing minutes and maintains all course outlines. Staff recommends reclassification as Administrative Assistant III with the confidential designation.

Ms. Judith White requested reclassification and her application was reviewed by the Hay Group. They recommended her title be changed to reflect more closely what she does and to make revisions to the job description. Those changes have been made after meeting with both Ms. White and her supervisors,
Ms. Marcia Fierro requested reclassification from Student Services Specialist - Scholarships to either a Scholarship Coordinator, Administrator or Manager. Staff has carefully considered her request and reviewed her previous requests as well. While the volume of students served and the number of scholarships awarded apparently has increased, the essential job duties, knowledge and abilities are accurately reflected in her current job description. The staff recommendation is to deny the request for reclassification at this time.

Angelita Ramos requested reclassification from Administrative Assistant I to Administrative Assistant II. Ms. Ramos provides administrative assistance to an Associate Dean in the Enrollment Services Department. In addition to her primary duties to provide secretarial and administrative support to the Associate Dean, she also provides clerical support to two committees, the Grade Appeals Committee and the Admissions and Records Appeals Committee. However her responsibilities relating to those committees are essentially to make arrangements for the meetings and to notify students of the outcomes of their appeals on essentially form letters. While support for a committee is generally considered to be an assignment for an AAII position, these duties do not appear to have changed significantly from the reviews of this position performed in 2002 and 2004 when Ms. Ramos was found to be appropriately classified. Neither do they appear to be of the complexity contemplated in the description for an AAII. Staff recommends denial of her request for reclassification at this time.

We have encouraged all employees to address the Commission regarding their situation, if they wish to do so.

Revision of Classification Specifications

In reviewing the job description for Community College Police Officer, it was discovered that an important paragraph of the previous job description had been omitted from the recently approved version. Certain officers may have POST training in several different fields of specialty and be qualified for additional special designation duties. The paragraph describing the special areas of Investigator, Training Officer and Range Master was evidently overlooked when the job description was revised. The paragraph is as follows:

"Special Designation":
Incumbents in this class may qualify for special designation in (1) Investigator, (2) Training Officer, or (3) Range Master for a one year period:

(1) Investigator Designation requires successful completion of a Criminal Course and will be responsible for the follow-up and coordinator of investigations relating to campus activities; conducting interviews of suspects, completing reports, and conferring with the Campus Police Sergeant and Police Chief to determine course of action for each individual situation.
(2) Training Officer Designation requires successful completion of First Aid and CPR classes and Multi-Video Equipment Usage classes and will be responsible for conducting training and safety classes for police officers and parking security officers. Additional responsibilities include scheduling officers for advance training, maintaining logs of training and disseminating training and safety materials and information to police department staff.
(3) Range Master Designation requires successful completion of a Range Master Instructor Course and will be responsible for coordination and scheduling the monthly qualifying of officers and sergeants. The Range master must be present at all qualifying sessions, verify successful qualifying marks, and maintain qualifying logs and conduct safety training.
Staff is recommending addition of this paragraph to the recently approved job description for Community College Police Officer with the deletion of the one year period. The department may require an officer to work with this special designation for a period of less than one year (which is the case that brought this issue to our attention).

A copy of the proposed revised job description is attached.

___________________________________________________________________________  5/10/07

Sue Tsuda, Acting Director of Classified Personnel  Date

DISPOSITION BY THE COMMISSION:  Motion to approve agenda item as presented with correction (confidential designation)

Motion made by:  Joseph Metoyer  Seconded by:  Joy Abbott

Ayes: 4  Nays: 0  Abstain:

Amendments/Comments:

Sue Tsuda commented on the following:

- She asked the Commission to change the reclassification for Sheryl Bowman from Administrative Assistant III, Confidential to Administrative Assistant III as “confidential” does not require a separate job description; it is defined under the government code and not subject to Commission purview.
- Judith White’s job title was previously a Job Developer. She was reclassified to a Career Services Advisor during the Hay Study. We are suggesting that she be reclassified to Sr. Career Services Advisor.
- As to Marcia Fierro, the recommendation in the staff report is to deny the reclassification. Ms. Fierro has asked that we remove her item from the agenda.

Commissioner Press commented that she felt that Marcia Fierro had already exhausted her administrative remedies.

Judy White thanked the Commission for the reclassification.
Angelita Ramos told the Commission that she is doing two jobs and is requesting that the Commission reclassify her position from an Administrative Assistant I to an Administrative Assistant II. The Interim Director said she could not reclassify her position but suggested she speak to her supervisor and the Commission.

Sue Tsuda commented that she was not able to reclassify the position but that the department could submit a request for an Administrative Assistant II. Angelita does do some duties that would be considered Administrative Assistant II duties but when you look at the job description as a whole she is not performing at that level. It would be prudent for the department to reassign some of the duties or replace the position with an Administrative Assistant II.

Commissioner Metoyer asked that the Commission formally notify the department of its suggestions.

Lee Peterson commented on several items on item 10:
- There are many topics in agenda item number 10. It might be better to break them down so you could more easily break them apart when there are questions.
- The confidential designation is out of the purview of the Commission
- The question marks for the salaries are not acceptable. It clearly states in the merit rules that the Commission will recommend the salary range.
- The reporting relationship should not be a determining factor in where a person gets classified. According to the merit rules and Ed Code it is the work a person does.
- The Community College Police Officer classification does not include a 4th stipend (Security Systems) that was previously approved by the Commission.

Carl Gettleman asked if other people would be allowed to have the opportunity to rotate into the special designations. There have been people who have had one or more of the designations for many years without other people getting the opportunity.

Sue Tsuda said that the duties were assigned by the Chief of Police.

Commissioner Metoyer said the Commission should approve the item as presented and the other issues are discussion matters. Staff should investigate the stipends and if needed bring the item back.

Sue Tsuda said the employee who receives the stipend should be paid for the time s/he works whether that is one month or ten years.

Sue Tsuda asked if the Commission wanted to honor Ms. Fiero's request to remove her item from the agenda.

Commissioner Metoyer said the acting chair made the position of the Commission clear and that we have exhausted that situation and have looked at it every possible way so there is no need to remove it from the agenda. Commissioner Metoyer made a motion to approve the item as presented.
CONCEPT OF THE CLASS

Positions in this classification perform patrol duties on foot or by vehicle, enforce laws, rules and regulations to protect college personnel against accident or bodily harm, and college property and facilities against fire, theft, vandalism, and illegal entry.

DISTINGUISHING CHARACTERISTICS

The Community College Police Officer is the journey-level classification for incumbents fully trained in peace officer duties, requiring successful completion of law enforcement training at a P.O.S.T. approved academy and field experience.

Community College Police Officers must possess a P.O.S.T. Basic Certificate.

The Community College Police Officer Trainee is an entry-level class for candidates seeking police training. A trainee will attend and must successfully complete training at a District approved P.O.S.T. academy; receive on-the-job training in patrol procedures, investigation, arrest, search and seizure. Assignment to this class is limited to a one-year term of employment.

ESSENTIAL DUTIES

Patrols college campus on foot or by vehicle and answers calls to protect college students, faculty, and staff against accident or bodily harm and college property and facilities against fire, theft, vandalism, and illegal entry.

Enforces laws, traffic regulations and safety regulations, and is authorized to search, interrogate, apprehend or arrest violators, if necessary.

Provides security control for large gatherings, assemblies, or other campus activities and events, such as registration, athletic, and social events.

Investigates and records irregularities which occur during assigned shift; takes necessary action within the limits of prescribed policies and procedures; corrects the situation, if possible, or contacts the Community College Police Chief or Campus Sergeant for guidance and assistance.

Gathers evidence to use in the apprehension and conviction of suspects.

Renders first aid during emergencies.

Detects traffic law violations and issues parking infraction citations.

Prevents traffic congestion with signs or traffic direction.

Conducts building searches in accordance with predetermined plan during a bomb threat or other emergency conditions.

Maintains a log of daily activities and writes reports to be used in follow-up investigations.

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**
May assign work and partner with a Community College Police Officer Trainee.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of law enforcement procedures pertaining to arrest, search and seizure, and rules of evidence

Knowledge of California laws and local ordinances relating to theft, burglary, arson, malicious mischief and trespassing

Ability to enforce pertinent laws, rules and regulations

Ability to analyze situations and adopt an effective course of action

Ability to interpret and follow oral and written instructions

Ability to learn District and campus rules and regulations regarding security, safety, and conduct

Ability to write clear and concise reports

Ability to interrogate suspects and interview complaints and witnesses

Ability to respond quickly and effectively in emergency situations

Ability to accept supervisory direction willingly

Ability to establish and maintain effective working relationships in a diverse multi-cultural and multi-ethnic educational environment

Ability to use restraint in confrontational situations

MINIMUM QUALIFICATIONS

**Education Requirement:**
Completion of basic training at a P.O.S.T. approved academy. College level coursework in Administration of Justice (Police Science) preferred.

**Experience Requirement:**
Possession of a California P.O.S.T. Basic certificate.

**OR**

Community College Police Officer

Promotion from the Santa Monica Community College classification of Community College Police Officer Trainee, based on successful completion of the Santa Monica College Police Department Field Training Program, and a passing score on the End of Probation Performance Evaluation for Community College Police Officer Trainee.

**Special Requirements:**
Meet the District and P.O.S.T. medical and psychological standards for police officers
Pass a thorough background investigation.
Special Designation:
Incumbents in this class may qualify for special designation in (1) Investigator, (2) Training Officer, or (3) Range Master:

(1) Investigator Designation requires successful completion of a Criminal Course and will be responsible for the follow-up and coordinator of investigations relating to campus activities; conducting interviews of suspects, completing reports, and conferring with the Campus Police Sergeant and Police Chief to determine course of action for each individual situation.

(2) Training Officer Designation requires successful completion of First Aid and CPR classes and Multi-Video Equipment Usage classes and will be responsible for conducting training and safety classes for police officers and parking security officers. Additional responsibilities include scheduling officers for advance training, maintaining logs of training and disseminating training and safety materials and information to police department staff.

(3) Range Master Designation requires successful completion of a Range Master Instructor Course and will be responsible for coordination and scheduling the monthly qualifying of officers and sergeants. The Range master must be present at all qualifying sessions, verify successful qualifying marks, and maintain qualifying logs and conduct safety training.

Licensure and/or Certification:
Possession of a valid Class III California Driver's License. Possession of a P.O.S.T. Basic Certificate.

WORKING ENVIRONMENT AND PHYSICAL DEMANDS

Works outside. Walks and drives a vehicle. Exposed to various weather conditions.

CLASS DETAIL

Job Family: Public Safety/Community Outreach

FLSA Status: Non-exempt

Personnel Commission Approval Date: November 30, 2006

Class History: Community College Police Officer

Revision Date(s): Established: 06/77, Revised: 06/79, 07/87, 10/24/90, 10/18/95, 03/27/02, 11/30/06
AGENDA REPORT NO. 11

SUBJECT: Approval of Personnel Commission Meeting Schedule

It is recommended that the personnel Commission approve the following scheduled meetings for fiscal year 2007-08. Regular meetings will be held on the third Wednesday of each month at 12:00 noon in the Board Room, Business Building, Room 117.

<table>
<thead>
<tr>
<th>Regular Meeting Dates</th>
<th>Time</th>
<th>Place</th>
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<tbody>
<tr>
<td>Wednesday, July 18, 2007</td>
<td>12:00 noon</td>
<td>Business Building, Room 117</td>
</tr>
<tr>
<td>Wednesday, August 15, 2007</td>
<td>12:00 noon</td>
<td>Business Building, Room 117</td>
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<tr>
<td>Wednesday, September 19, 2007</td>
<td>12:00 noon</td>
<td>Business Building, Room 117</td>
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<tr>
<td>Wednesday, October 17, 2007</td>
<td>12:00 noon</td>
<td>Business Building, Room 117</td>
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<tr>
<td>Wednesday, November 21, 2007</td>
<td>12:00 noon</td>
<td>Business Building, Room 117</td>
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<tr>
<td>Wednesday, December 19, 2007</td>
<td>12:00 noon</td>
<td>Business Building, Room 117</td>
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<tr>
<td>Wednesday, January 16, 2008</td>
<td>12:00 noon</td>
<td>Business Building, Room 117</td>
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<tr>
<td>Wednesday, February 20, 2008</td>
<td>12:00 noon</td>
<td>Business Building, Room 117</td>
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<tr>
<td>Wednesday, March 19, 2008</td>
<td>12:00 noon</td>
<td>Business Building, Room 117</td>
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<tr>
<td>Wednesday, April 16, 2008</td>
<td>12:00 noon</td>
<td>Business Building, Room 117</td>
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<tr>
<td>Wednesday, May 21, 2008</td>
<td>12:00 noon</td>
<td>Business Building, Room 117</td>
</tr>
<tr>
<td>Wednesday, June 18, 2008</td>
<td>12:00 noon</td>
<td>Business Building, Room 117</td>
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</tbody>
</table>

Reference: Merit Rule 2.2.1 Regular Meetings

The Commission shall hold its regular meeting on the third Wednesday of each month. The Commission shall designate the time and place of the meetings on the Commission’s official bulletin board. The Commission may meet at some other time or place, provided that at least 24 hours notice is given to commissioners, employees, and administration representatives. Notice shall be posted on the Commission’s official bulletin board and shall also be given to newspapers who have filed written request for such notice.

DISPOSITION BY THE COMMISSION: Motion to approve agenda item as presented with correction. (Fiscal year revised)

Motion made by: Joseph Metoyer Seconded by: Deborah Jansen

Ayes: 4 Nays: 0 Abstain:

Amendments/Comments:
VII. ADJOURN REGULAR MEETING

DISPOSITION BY THE COMMISSION: Motion to adjourn the Meeting

Motion made by: Joseph Metoyer    Seconded by: Joy Abbott

Ayes: 4   Nays: 0   Abstain:

Amendments/Comments:

Commissioner Metoyer expressed his thanks to Sue Tsuda for all the hard work and integrity she brought to the position.

Adjourned: 1:50 p.m.

Submitted By:             Date:
Sue Tsuda, Acting Director of Classified Personnel & Secretary to the Personnel Commission

The Next Regular Meeting of the Personnel Commission will be held Wednesday, June 20, 2007 IN THE BOARD ROOM, BUSINESS BUILDING ROOM 117.