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 P.M.

I. ORGANIZATIONAL FUNCTIONS

A. Call to Order

Meeting called to order 12:04 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></td>
</tr>
<tr>
<td>Commissioner Press</td>
<td>√</td>
<td></td>
</tr>
<tr>
<td>Commissioner Metoyer</td>
<td>√</td>
<td></td>
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</tbody>
</table>

C. Approval of Minutes:

Minutes of the Regular Meeting of Wednesday, February 15, 2006

Approval of the February 15, 2006 regular meeting minutes was tabled as Commissioner Press was not present at this meeting.

DISPOSITION BY THE COMMISSION: Motion to approve minutes as presented

Motion made by: Joseph Metoyer Seconded by: Karen Bancroft

Ayes: 2        Nays: 0        Abstain: 1        Absent: 0

Amendments/Comments:
Minutes of the Regular Meeting of Thursday, March 23, 2006

Approval of the March 23, 2006 regular meeting minutes was tabled as Commissioner Bancroft was not present at this meeting.

DISPOSITION BY THE COMMISSION: Motion to approve minutes as presented

Motion made by: Joseph Metoyer Seconded by: Dolores Press

Ayes: 2 Nays: 0 Abstain: 1 Absent: 0

Amendments/Comments:

Minutes of the Regular Meeting of Wednesday, April 19, 2006
Minutes of the Closed Session of Wednesday, April 19, 2006
Minutes of the Special Closed Session of Wednesday, June 21, 2006
Minutes of the Closed Session of Friday, June 23, 2006

DISPOSITION BY THE COMMISSION: Motion to approve minutes as presented

Motion made by: Joseph Metoyer Seconded by: Dolores Press

Ayes: 3 Nays: 0 Abstain: 0 Absent: 0

Amendments/Comments:

II. REPORT—DIRECTOR OF CLASSIFIED PERSONNEL

Sue Tsuda: “I am very happy to be here…The door to my office is always open when I’m in it. I plan to be in the office from Monday to Thursday. I'll be glad to see any of you and talk to any of you about any problems you might have.”

Karen Bancroft: “As you are aware, the Commission accepted the resignation of our Director of Classified Personnel, Cherie Bates. Cherie was placed on paid admin leave as of that meeting the 12th of July. I indicated at that meeting that our three priorities were to bring in acting director of classified personnel, Sue, as a consultant we hired for that purpose. We are also going to be bringing in, towards the mid or third week in August, someone who has been a director of human resources. She also is going to be assisting us. Our main priority is to get our office staffed up and running and a new director hired so we can start doing work as a Commission for the College. We are going to be working with trying to bring resolution to the Hay Study. I’ve talked to Nevil Kenny with regards on how long this is going on. There is not going to be any hold-up with any acting out of class. We are going to do that under the current, old classification while we work through this process. Donna Peter will be coming on later on in August. She has experience working with the Hay Group on Hay studies. I personally worked with her. She is very, very qualified. I just want to get that on the record. The Commissioners here are fully committed to administering the Merit System here at the College in a way that is neutral, consistent, fair and according to the rules and according to the Ed Code. We feel that is our role.”
Sue Tsuda: “Commissioners, I would like to make a couple recommendations about the order on the agenda. I would like to move agenda item 2 before number 1. And I would recommend that you table to a time uncertain number 5, 6, and 7 to be considered at a future date.

DISPOSITION BY THE COMMISSION: Motion to move agenda #2 before #1 and table #5, #6, and #7 for another time.

Motion made by: Joseph Metoyer Seconded by: Dolores Press

Ayes: 3 Nays: 0 Abstain: 0 Absent: 0

Amendments/Comments:

III. COMMENTS AND INFORMATIONAL REPORTS

A. Recognition of Employees – June 2006

25 Years
Roger Cobb, Laboratory Technician-Biology Science, Life Science
Lynn Washington, Int’l Students Services Assistant, Int’l Students Center

15 Years
Eva Redhead, Health Services Technician (RN), Health Services

10 Years
William Greene, Custodian, Operations

5 Years
Rhonda Robinson, Cash Receipts Clerk, Bursars Office

Recognition of Employees – July 2006

30 Years
Gregory Brown, Director of Facilities Planning, Special Services

25 Years
William R. Kagan., Parking Security Officer, Campus Police

15 Years
Martha Jimenez, Administrative Assistant III-Confidential, HR

10 Years
Kim P. Clark, Financial Aid Technician, Financial Aid
Louie Ornelas, Community College Police Officer, Campus Police

5 Years
Rigoberto Contreras, Reprographic Operator, Media Center
B. Comments from District Personnel Officer.

Sherri Lee-Lewis: “Good Afternoon. The District is really glad to see that the Personnel Commissioners took immediate action and brought Ms. Tsuda on board to see the College through yet another transition period. We’re really happy about that. I know that you are aware of the report that I made to the Board of Trustees at their July 12th meeting. On behalf of the District, it was necessary to inform the Board of what we perceive to be our current classified hiring issues. The Hay Study, perhaps, being the most obvious obstacle as of this date. I do, however, want to make it perfectly clear that it’s not the District’s intent to terminate the Merit System....

So, with that said, again, completing the Hay Study, lifting the Moratorium on creating on new classifications and recruitments of vacancies as they are prioritized by the District, we want to work on those things with you.”

Karen Bancroft: “Sherri, I understand you had a written report that you read into the record at the Board of Trustees meeting. Can I get a copy that written report?”

Sherri Lee-Lewis: “Yes, you can.”

Karen Bancroft: “...The Study was supposed to have taken 12 months to 18 months to complete. As I indicated, there is not going to be a moratorium on approving active assignments out of class—that type of thing—using the old system....”

A detailed recording of this agenda item is recorded and available in the Personnel Commission office.

C. Comments from Classified Senate Representative. NONE

D. Comments from CSEA Chapter 36 Representative.

Bernie Rosenloecher: “Good day. We noticed that in the agenda there are some items of working out of class. CSEA is in favor of awarding people working out of class compensation always. We would like to keep in mind that there are several people who have been waiting for four and five years. We need to review some of these people and take a look at how long they have been waiting in order to prioritize when those reviews take place. Additionally, I would like to make sure that, over the last several months, we have been proposing changes or modification to some language as far as if there is a hiring freeze or hiring hold, no matter what you call it, that the eligibility list or re-hire list will also, the time will be told, for the equal amount of time. I want to go on the record that with Ms. Bates’ resignation, we don't let these things drop off the map....Agenda item 10, seems we have a list that has to do with extending time for those position, well there are other positions on other lists—reappointment lists, specifically—that are not listed on there, and I would like to make sure that whether or not they are listed to be filled, that those, time-allotted can be extended, whether or not it has to be listed.
Karen Bancroft: “If you can provide Sue with a list, specifically, you feel is working out of class. This goes for the District as well. Give us a priority list. Give us a date as far as who has been working out of class the longest.”

A detailed recording of this agenda item is recorded and available in the Personnel Commission office.

E. Comments from Management Association President.

Al DeSalles: “I am the President of the Management Association for this fiscal year. I'll begin by stating that the Management Association is very concerned about the recent resignation of the former director of classified personnel and what this means to Santa Monica College. We all have a primary interest in the hiring of classified employees and at this particular time, the College could be very vulnerable to maintaining operations if we have setback in the hiring process. We have read the recent announcement from the SMC Personnel Commission on the restructuring plan....We are glad that there is a restructuring plan, but we do have some concerns. First, we would like to know what your timelines are for each of these tasks? Second, will the timelines be aggressive enough to meet the District needs for classified staff hiring in critical areas? Third, what will the outcome of the Hay Study be and will we need to continue to support the Study with more precious District financial resources? The Management Association recognizes the challenges that the Personnel Commission has before you and we do wish you Godspeed in reaching your goals.

In closing, I would like to state we had 2 classified employees, one in June and one in July, that were recognized for their outstanding performance. In June, that was Ingrid Cardwell, who was Administrative Assistant in the Life Science and Physical Science area. And just this last month, we recognize Jim Gallegen from the Facilities department. Jim was named SMC Classified Employee of this month.

Karen Bancroft: “I can assure you we will have a timeline.”

A detailed recording of this agenda item is recorded and available in the Personnel Commission office.

F. Comments from Personnel Commission Staff. NONE
### IV. AGENDA REPORTS

<table>
<thead>
<tr>
<th>AGENDA ITEMS</th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Advisory – Appointments to Limited-Term Positions</td>
<td>7</td>
</tr>
<tr>
<td>2 Ratification of Limited-Term Positions</td>
<td>8</td>
</tr>
<tr>
<td>3 Approval of Provisional Appointment of Working Out of Class Assignment</td>
<td>10</td>
</tr>
<tr>
<td>4 Advisory Item—Resignation of Michelle Bowen</td>
<td>13</td>
</tr>
<tr>
<td>5 Re-title and Revise the Class Spec for a Position in an Established Class</td>
<td>14</td>
</tr>
<tr>
<td>6 Request to fill Personnel Specialist—Personnel Commission Position</td>
<td>23</td>
</tr>
<tr>
<td>7 Revision of Merit Rules 6.3.5—Rule of Three Ranks—Second Reading</td>
<td>24</td>
</tr>
<tr>
<td>8 Amendment to Rules and Regulations of the Classified Service—Chapter II—Personnel Commission / Part 1—Organization and By Laws of the Personnel Commission—Second Reading</td>
<td>26</td>
</tr>
<tr>
<td>9 Revision of Merit Rule 6.3.8—Removal of Names from Eligibility Lists—First Reading--Amended</td>
<td>33</td>
</tr>
<tr>
<td>10 Approval of Extension of the Duration of Lists Affected by Budgetary Hiring Hold</td>
<td>36</td>
</tr>
</tbody>
</table>

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

Ms. LaRue Muhammad, Communication Education-Psychology Department

Lee Peterson

*A detailed recording of comments by the Public Forum is recorded and available in the Personnel Commission office.*

### VI. COMMENTS BY PERSONNEL COMMISSIONERS

Karen Bancroft: “We are committed to getting a Director of Classified Personnel...We are committed to the Merit System and will be looking for a Director who knows the Merit System...

*A detailed recording of comments by the Personnel Commissioners is recorded and available in the Personnel Commission office.*

### VII. NOTE: THE NEXT REGULAR PERSONNEL COMMISSION MEETING IS SCHEDULED FOR 12:00 P.M. (NOON), WEDNESDAY, AUGUST 16, 2006 IN BUSINESS BUILDING, ROOM 111.
VIII. ADJOURN REGULAR MEETING TO CLOSED SESSION

DISPOSITION BY THE COMMISSION: Motion to adjourn Regular Meeting to Closed Session

Motion made by: Joseph Metoyer Seconded by: Dolores Press

Ayes: 3  Nays: 0  Abstain: 0  Absent: 0

Amendments/Comments:

Adjourned: 1:47 p.m.

DISPOSITION BY THE COMMISSION: Motion to reconvene to Regular Meeting

Motion made by: Joseph Metoyer Seconded by: Dolores Press

Ayes: 3  Nays: 0  Abstain: 0  Absent: 0

Amendments/Comments:

Adjourned: 2:30 p.m.

IX. ADJORN REGULAR MEETING

DISPOSITION BY THE COMMISSION: Motion to adjourn the Regular Meeting

Motion made by: Joseph Metoyer Seconded by: Dolores Press

Ayes: 3  Nays: 0  Abstain: 0  Absent: 0

Amendments/Comments:

Adjourned: 2:31 p.m.

Submitted By: Douglas Hearns, Secretary to the Office of Classified Personnel

Date:

The Santa Monica College Personnel Commission does not discriminate against individuals or groups on the basis of disability in the admission or access to, or treatment in, its public meetings, programs, or activities. Requests for assistance or accommodation can be arranged by contacting the Personnel Commission Office in writing to the address below or via phone to (310) 434-4410 or fax to (310) 434-4612 with a minimum 72-hour advance notice.
AGENDA REPORT NO. 1

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>
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<td>Counseling Aide</td>
<td>Counseling</td>
<td>07/01/06 – 08/25/06</td>
<td>08/18/2005</td>
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<tr>
<td>Callanan, Maria</td>
<td>Counseling Aide</td>
<td>Disabled Students Center</td>
<td>07/01/06 – 12/31/06</td>
<td>01/08/2005</td>
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<td>Vasquez, Farah</td>
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<td>Disabled Students Center</td>
<td>07/01/06 – 12/31/06</td>
<td>08/18/2005</td>
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<td>Johnson, Glenda</td>
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<td>EOP&amp;S</td>
<td>07/01/06 – 12/31/06</td>
<td>08/18/2005</td>
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<td>Gonzalez, Antonio</td>
<td>Counseling Aide</td>
<td>Latino Center</td>
<td>07/01/06 – 12/31/06</td>
<td>02/14/2001</td>
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<tr>
<td>Thompson, Phyllis</td>
<td>Counseling Aide</td>
<td>Office of School Relations</td>
<td>07/03/06 – 12/29/06</td>
<td>01/07/2005</td>
</tr>
<tr>
<td>Gutierrez, Veronica</td>
<td>Counseling Aide</td>
<td>Title V</td>
<td>07/01/06 – 08/12/06</td>
<td>03/14/2001</td>
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<tr>
<td>Parker, Rashad</td>
<td>Counseling Aide</td>
<td>Title V</td>
<td>07/01/06 – 08/12/06</td>
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<tr>
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<td>Title V</td>
<td>07/01/06 – 12/31/06</td>
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<td>Library Assistant II</td>
<td>Library</td>
<td>08/28/06 – 08/31/06</td>
<td>11-month employee</td>
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<td>Huber, Teresa</td>
<td>Library Assistant II</td>
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<td>08/28/06 – 08/31/06</td>
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<td>Fields, Terrell</td>
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<td>07/03/06 – 12/29/06</td>
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<td>07/03/06 – 12/29/06</td>
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<td>Spencer, Gemini</td>
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<td>Office of School Relations</td>
<td>07/03/06 – 12/29/06</td>
<td>08/17/2005</td>
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<tr>
<td>Merchant, Erin</td>
<td>Sign Lang. Interp. I</td>
<td>Disabled Students Center</td>
<td>07/01/06 – 12/31/06</td>
<td>09/19/2001</td>
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<tr>
<td>Puyear, Billie</td>
<td>Sign Lang. Interp. II</td>
<td>Disabled Students Ctr.</td>
<td>07/01/06 – 12/31/06</td>
<td>02/18/2004</td>
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</table>
### AGENDA REPORT NO. 1 (con’t)

**SUBJECT:** Advisory Item – Appointments to Limited-Term Positions

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Department</th>
<th>Start Date</th>
<th>End Date</th>
<th>Appointment Date</th>
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<tr>
<td>Jucha, Lisa</td>
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<tr>
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<td>Disabled Students Center</td>
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<td>Henninger, Denise</td>
<td>Sign Language Interp. I</td>
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<td>Warnecke, Janet</td>
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<tr>
<td>Gantvoort, Leif</td>
<td>Stage Const. Tech</td>
<td>Theatre Arts</td>
<td>07/01/06</td>
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<td>11-month employee</td>
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<td>Theatre Arts</td>
<td>07/01/06</td>
<td>08/21/06</td>
<td>04/15/1998</td>
</tr>
</tbody>
</table>

**Reference:** Merit Rule 7.4.3

**Merit Rule 7.4.3 **

ELIGIBILITY FOR APPOINTMENT

A. Limited term appointments shall be made from eligibility lists and employment lists in accordance with procedures for regular appointments.
AGENDA REPORT NO. 2

SUBJECT: Ratification of Limited-Term Positions

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>Counseling Aide (1 part-time position)</td>
<td>Counseling</td>
<td>07/01/06 – 08/25/06</td>
</tr>
<tr>
<td>Counseling Aide (2 part-time positions)</td>
<td>Disabled Students Center</td>
<td>07/01/06 – 12/31/06</td>
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<tr>
<td>Counseling Aide (1 part-time position)</td>
<td>EOP&amp;S</td>
<td>07/01/06 – 12/31/06</td>
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<tr>
<td>Counseling Aide (1 part-time position)</td>
<td>Latino Center</td>
<td>07/01/06 – 12/31/06</td>
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<tr>
<td>Counseling Aide (1 part-time position)</td>
<td>Office of School Relations</td>
<td>07/03/06 – 12/29/06</td>
</tr>
<tr>
<td>Counseling Aide (3 part-time positions)</td>
<td>Title V</td>
<td>07/01/06 – 08/12/06</td>
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<tr>
<td>Counseling Aide (1 part-time position)</td>
<td>Title V</td>
<td>07/01/06 – 12/31/06</td>
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<tr>
<td>Library Assistant II (2 part-time positions)</td>
<td>Library</td>
<td>08/28/06 – 08/31/06</td>
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<tr>
<td>Registration Info. Clerk (2 part-time positions)</td>
<td>Financial Aid</td>
<td>07/03/06 – 12/29/06</td>
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<td>Registration Info. Clerk (7 part-time positions)</td>
<td>Int'l Student Center</td>
<td>07/03/06 – 12/20/06</td>
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<td>Matriculation</td>
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<tr>
<td>Sign Language Interpreter Trainee (1 part-time position)</td>
<td>Disabled Students Center</td>
<td>07/01/06 – 12/31/06</td>
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</table>
AGENDA REPORT NO. 2 (con’t)

SUBJECT: Ratification of Limited-Term Positions

<table>
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<th>Position</th>
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</thead>
<tbody>
<tr>
<td>Sign Language Interpreter I</td>
<td>Disabled Student Center</td>
<td>07/01/06 – 12/31/06</td>
</tr>
<tr>
<td>(4 part-time position)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sign Language Interpreter II</td>
<td>Disabled Student Center</td>
<td>07/01/06 – 12/31/06</td>
</tr>
<tr>
<td>(4 part-time positions)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sign Language Interpreter III</td>
<td>Disabled Student Center</td>
<td>07/01/06 – 12/31/06</td>
</tr>
<tr>
<td>(2 part-time positions)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stage Construction Technician I</td>
<td>Theatre Arts</td>
<td>06/19/06 – 06/30/06</td>
</tr>
<tr>
<td>(1 part-time position)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stage Construction Technician II</td>
<td>Theatre Arts</td>
<td>07/01/06 – 08/21/06</td>
</tr>
<tr>
<td>(1 part-time position)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stage Construction Technician III</td>
<td>Theatre Arts</td>
<td>07/01/06 – 08/31/06</td>
</tr>
<tr>
<td>(1 part-time position)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

DISPOSITION BY THE COMMISSION: Motion to approve item as presented

Motion made by: Dolores Press 
Seconded by: Joseph Metoyer

Ayes: 3 Nays: 0 Abstain: 0 Absent: 0

Amendments/Comments:

Reference: Merit Rule 7.4.2(C): Procedure for Establishment of Limited Term Positions
Limited term positions shall be classified by the Personnel Director subject to ratification by the Personnel Commission at their next regular meeting.
AGENDA REPORT NO. 3

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

It is recommended that the Personnel Commission approve the following provisional appointments to the working out of class assignments at 100% of the job duties as provided in the Director's Audit Report.

<table>
<thead>
<tr>
<th>Name</th>
<th>Assignment</th>
<th>Length of Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Joshua Casillas</td>
<td>Assessment Specialist</td>
<td>5/22/06 – 6/30/06 (FY 05-06)</td>
</tr>
<tr>
<td>Joshua Casillas</td>
<td>Assessment Specialist</td>
<td>7/01/06 – 9/22/06 (con’t FY 06-07)</td>
</tr>
</tbody>
</table>

DISPOSITION BY THE COMMISSION: Motion to approve item as presented

Motion made by: Joseph Metoyer    Seconded by: Dolores Press

Ayes: 3  Nays: 0  Abstain: 0  Absent: 0

Amendments/Comments:

Referenced Merit Rule

Merit 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:

   b. Extension of this provisional assignment is necessary to carry on vital functions of the district;

3. No person shall be employed full-time in provisional capacities under a given Governing Board for a total of more than 126 working days in any one fiscal year.
AGENDA REPORT NO. 3 (con't)

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

It is recommended that the Personnel Commission approve the following provisional appointments to the working out of class assignments at less than 50% as provided in the Director's Audit Report.

<table>
<thead>
<tr>
<th>Name</th>
<th>Assignment</th>
<th>Length of Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tiffani Jones</td>
<td>Personnel Analyst (&lt;50%)*</td>
<td>3/15/06 – 6/30/06 (FY 05-06)</td>
</tr>
<tr>
<td>Tiffani Jones</td>
<td>Personnel Analyst (&lt;50%)*</td>
<td>7/01/06 – 12/30/06 (con't FY 06-07)</td>
</tr>
</tbody>
</table>

Per CSEA Agreement Article 11.7 (Working Out of Classification), section 11.7.3 (Compensation), subdivision (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 subdivision (a)".

*This assignment continues during this period contingent upon hiring the two personnel analyst positions, which are currently in the examination process. The employee works 20 hours or less performing work at this level.

DISPOSITION BY THE COMMISSION: Motion to approve item as presented

Motion made by: Joseph Metoyer  Seconded by: Dolores Press

Ayes: 3  Nays: 0  Abstain: 0  Absent: 0

Amendments/Comments:

Referenced Merit Rule

Merit 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:
   b. Extension of this provisional assignment is necessary to carry on vital functions of the district;
3. No person shall be employed full-time in provisional capacities under a given Governing Board for a total of more than 126 working days in any one fiscal year.
AGENDA REPORT NO. 3 (con’t)

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

It is recommended that the Personnel Commission approve the following provisional appointments to the working out of class assignments at 100% as provided in the Director’s Audit Report.

<table>
<thead>
<tr>
<th>Name</th>
<th>Assignment</th>
<th>Length of Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adriene Willis</td>
<td>Administrative Assistant III</td>
<td>May 10 – June 30, 2006 (35 days)</td>
</tr>
<tr>
<td>Adriene Willis</td>
<td>Administrative Assistant III</td>
<td>7/01/06 – 9/15/06 (55 days)</td>
</tr>
</tbody>
</table>

No eligibility list exists for the position of Administrative Assistant III; there is a need to work the employee more than 15 working days out of class, and the department is funded for the additional stipend.

There must be a 90-day interval before the employee can again work out of class.

DISPOSITION BY THE COMMISSION: Motion to approve item as presented

Motion made by: Joseph Metoyer  Seconded by: Dolores Press

Ayes: 3  Nays: 0  Abstain: 0  Absent: 0

Amendments/Comments:

Referenced Merit Rule

Merit 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:

   b. Extension of this provisional assignment is necessary to carry on vital functions of the district;

3. No person shall be employed full-time in provisional capacities under a given Governing Board for a total of more than 126 working days in any one fiscal year.
AGENDA REPORT NO. 4

SUBJECT:  Advisory Item – Resignation of Michelle Bowen

Please be advised that Michelle Bowen resigned from Santa Monica College Personnel Commission effective June 14, 2006. An employment request has been submitted to fill the vacant position of Personnel Specialist I, as a result of her resignation.

The Personnel Commission wishes to recognize Michelle’s contribution to this office and to Santa Monica College for her years of dedicated service.

Karen Bancroft: “I want to comment on how much we value her service to the Commission, and how much we miss her. We wish her the best with her new job.”

A detailed recording of this agenda item is recorded and available in the Personnel Commission office.
AGENDA REPORT NO. 5

SUBJECT: Re-title and Revise the Class Spec for a Position in an Established Class

It is recommended that the Personnel Commission approve the following re-title of an existing position within an already established class:

<table>
<thead>
<tr>
<th>Class #</th>
<th>Current Title</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>#400620</td>
<td>Personnel Specialist I</td>
<td>Personnel Commission and Human Resources</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Class #</th>
<th>Proposed Title</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>NEW #</td>
<td>Personnel Specialist – Personnel Commission</td>
<td>Personnel Commission</td>
</tr>
</tbody>
</table>

**Effective Date:** June 21, 2006

**Background and Rationale**

In the past the duties of the Personnel Specialist I and II were typical used for the offices of the Personnel Commission and Human Resources as the two offices were a combined function in the past. The offices separated their functionality in 1994; however, the duties of similarly titled positions were not separated.

The duties of the Personnel Specialist I position in both of the offices are distinctive in their functional areas. This request to re-title and revise the class spec for the Personnel Commission office only proposes that the position title and class spec description be clearly delineated from the class spec description and titles used for the Human Resources office in order to properly define the position as distinct. Additionally, one of the two Personnel Specialist positions in the Personnel Commission office was vacated on June 14, 2006 and in order to properly recruit for the duties assigned to the position in the Personnel Commission office it is necessary to update the class spec for accuracy in recruitment purposes.

The accompanying class spec for the above re-titling and revision of the position of Personnel Specialist – Personnel Commission was produced by the Director of Classified Personnel and is submitted for approval to the Personnel Commission.

**DISPOSITION BY THE COMMISSION:** Motion to table until a further date.

Motion made by: **Joseph Metoyer**  
Seconded by: **Dolores Press**

Ayes: 3  
Nays: 0  
Abstain: 0  
Absent: 0

Amendments/Comments:
AGENDA REPORT NO. 5 (con’t)

SUBJECT: Re-title and Revise the Class Spec for a Position in an Established Class

Reference: Under the provisions of Merit Rules 3.2.2.A, 3.2.2.B, and 3.2.3, the Personnel Commission is charged with the responsibility to “…classify all employees and positions within the jurisdictions of the governing board and the commission, except those positions which are exempt from the classified service. “To Classify” shall include, but not be limited to, allocating positions to appropriate classes, arranging classes into occupational hierarchies, determining reasonable relationships within occupational hierarchies and preparing written class specifications.”

CURRENT CLASS SPEC FOR THE POSITION OF PERSONNEL SPECIALIST I

SANTA MONICA COMMUNITY COLLEGE

PERSONNEL SPECIALIST I

DEFINITION

Under direction, to perform a wide range of specialized clerical and technical work in the operation of the District’s classified and certificated personnel programs; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

Personnel Specialist I is the first working level class requiring previous responsible clerical and general personnel experience. Employees in this class are expected, initially, to work under supervision in learning specific District personnel procedures and Education Code requirements. They are expected to follow specific instructions in completing personnel activities, but may reasonably expect to achieve more independence and responsibility in their assignments with increased experience.

Personnel Specialist II is the senior working level requiring previous personnel experience and specific knowledge of complex personnel procedures, orders and laws used in personnel activities related to classified and certificated personnel. Employees in this class are expected to perform the most difficult and complex duties using independent judgment. Incumbents in either class are expected to perform a phase of the work listed below and will carry out assignments for the Personnel Commission and the Classified and Certificated Personnel units. A Personnel Specialist I may be eligible to promote to Personnel Specialist II by successfully performing two or more phases of the work assigned in the class.

EXAMPLE OF DUTIES

Accepts applications from candidates for classified or certificated positions, screens applications for completeness and provides information to candidates on selection procedures.

Prepares recruitment notices; mails announcements to designated locations; maintains application files and notifies applicants of test dates; types test materials and prepares interview packets, may proctor test and conduct screening interviews as needed.
PERSONNEL SPECIALIST I
PERSONNEL SPECIALIST II – Page 2

Prepares and maintains eligibility lists, polling candidates to determine availability, certifies eligibles for selection by department supervisors.

Processes new employees ensuring that all new personnel comply with criminal record, medical screening and payroll processing requirements.

Processes personnel assignment notices authorizing employment, salary increases and status changes such as transfers, promotions, reassignments and separations for regular and hourly classified employees, ensuring that correct budget account numbers are used.

Provides appropriate forms to employees requesting leaves of absence; does follow-up as needed and processes completed forms, ensuring that all information is included.

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

Maintains current position control and FTE file by inputting additions, deletions, and changes of positions and employee’s status into computed data base.

Prepares agenda reports on appointments, separations, and position changes or classified, non-merit, student, volunteer, and part-time certificated employees for approval by the Board of Trustees.

Computes seniority for regular classified staff following procedures in the Education Code and Personnel Commission rules.

Verifies qualification and credential eligibility for hourly certificated staff and may assist in verification and processing of regular faculty.

Analyzes hourly certificated staff employment materials by checking or preparing credential authorization, tenure status, fringe benefit eligibility, and class load unit assignment.

Maintains record hours for hourly certificated staff and submits time sheets to payroll department on a monthly basis providing documentation of absences, verifications of hours, and correct budget account numbers to be charged.

Gathers information and assists in the preparation of regular and part-time certificated employees, and performs other related duties as requested.

Maintains personnel and salary history files for classified and part certificated employees, and perform other related duties as requested.
PERSONNEL SPECIALIST I
PERSONNEL SPECIALIST II – Page 3

Performs a wide range of technical, specialized clerical duties in the receipt, processing, and evaluation of credential applications; provides information on salaries, credentials, and District procedures to District employees and certificated applicants.

Evaluates transcripts and verifies previous training and experience to determine proper placement on salary schedules.

Maintains a variety of certificated personnel records and files; notifies staff of impending expirations and deadlines.

Maintains contract and consults with a wide range of State, County, and Community College District representatives concerning certification changes, procedural changes and course content; composes a wide range of correspondence to applicants and other public agencies.

Prepares a variety of Board agenda material.

Provides information and assistance to instructors and administrators in a variety of certificated personnel areas requiring knowledge and interpretation of District policies, procedures and regulations and applicable portions of the State Education Code.

At the level of Personnel Specialist II, may assist in training a Personnel Specialist I.

SUPERVISION

General supervision is received from the Director of Campus Personnel and/or the Assistant Superintendent, Personnel. Work supervision may be received from the Personnel Analyst. At the level of Personnel Specialist II, work supervision may be exercised over a Personnel Specialist I and over student assistants.

CLASS QUALIFICATIONS

Knowledge of:

Personnel Specialist I and II
Modern office practices and procedures, including records maintenance document processing, filing systems, public reception techniques, and data-gathering techniques;

Modern business English preparing format for reports and correspondence;

Methods of clerical work organization.

Personnel Specialist II
District policies, Personnel Commission rules, Education Code requirements which apply to certificated and classified personnel systems;
Time reporting and pay procedures;
Principles of merit hiring;
PERSONNEL SPECIALIST I
PERSONNEL SPECIALIST II – Page 4

Basic supervision. and

Ability to:

Personnel Specialist I and II
Learn, interpret and apply District personnel policies, rules and regulations;
Assemble data and prepare reports and correspondence;
Maintain confidentiality of records and files;
Deal tactfully and effectively in personal and/or telephone contacts with administrators,
faculty, classified staff, and employment candidates;
Understand and carry out oral and written instructions independently;
Make arithmetical computations;
Work in a fast-paced environment;
Understand the use of the CRT and word processing equipment;

Personnel Specialist II
Analyze a wide variety of personnel problem situations;
Make responsible judgments, and adopt an effective course of action;
Apply complex personnel laws, rules, and procedures, independently, to a wide range of Personnel transactions;
Train and assist it the supervision of other clerical personnel.

Skill in:

Personnel Specialist I and II
Formatting, correcting errors and typing at the rate of 50 wpm;
Operating the CRT and word processing equipment accurately;

EMPLOYMENT STANDARDS

Training and Experience:
Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain these would be:

Personnel Specialist I
Two years of responsible clerical experience with at least 1 year involved in personnel work, including public contact.

Personnel Specialist II
Two years of experience with the District in the class of Personnel Specialist I. Each year must have been performing a different phase of the work assigned to the class.

or

Two years of experience performing personnel duties involving applicant reception and screening, test preparation, personnel rule interpretation, credential verification, position control and employee assignment.

Revised & Re-titled P.C. 12/5/84
Previous Classes: Personnel Assistant, Senior Personnel Assistant, Classified Assignment Clerk
PROPOSED RE-TITLE AND REVISION OF THE CLASS SPEC FOR THE POSITION OF PERSONNEL SPECIALIST I FOR THE PERSONNEL COMMISSION OFFICE ONLY

CONCEPT OF THE CLASS

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

DISTINGUISHING CHARACTERISTICS

**Personnel Specialist** performs technical and clerical work involved in the operation of the classified personnel program and specialized administrative duties as an employment recruiter in connection with a wide variety of personnel transactions that require an incumbent to apply knowledge of Personnel Commission rules, regulations, policies, and procedures.

**Personnel Analyst** performs journey-level professional personnel work related to classification of positions, wage and salary and benefit administration, personnel policies, rules, and procedures, recruitment and selection, equal employment opportunity and affirmative action programs and services, and employer-employee relations.

**Senior Personnel Analyst** performs the more responsible and complex technical personnel work and is engaged in work related to the preparation and processing of a wide variety of personnel documents pertaining to recruitment, examination, and/or assignment of classified personnel. Performs primary research for salary surveys and compensation practices and modeling. May act as a lead person over clerical personnel assigned to the unit.

ESSENTIAL DUTIES

Arranges, administers, and scores tests; briefs oral interview panel members on appropriate practices; discusses qualifications and standards with applicants; maintains an up-to-date recruitment file as well as examination and test administration files.

Coordinates the preparation and mailing of employment opportunities announcements. 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 examination.

Collaborates with the Human Resources department to insure uniformity of standards is employed according to the Merit System and the completion of the recruitment process thru final interviews in a timely manner.
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.

Works on special projects as needed and directed by the supervisor.

Composes correspondence related to the work of the unit.

Performs related duties as assigned.

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.

SUPERVISION

Level of Supervision Received
Under general supervision by the Director of Classified Personnel, performs duties and solves work-related problems with some independence. May also receive work guidance and direction from the Analyst team.

Level of Supervision Exercised
None.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:
Practices and procedures of office transactions and clerical output; Personnel Commission Rules, Education Code Sections pertinent to recruitment, examination, and/or employee assignments; Board rules and policies related to the compensation of personnel; Various classes of positions and entrance qualifications; Applicant screening and test administration principles, practices, and procedures; Determining minimum eligibility qualifications for classified positions; Principles of recordkeeping; Basic statistical methods.

Ability to:
Plan, coordinate, and complete work assignments; Follow directions; Learn to interpret and apply Board of Trustees Rules, Personnel Commission Rules, Personnel Guides, and Education Code Sections; Critically review source data, detect and correct errors; Make arithmetical computations, assemble statistical data; Give and receive clear and concise instructions and presentations; Work under pressure of deadlines and frequent interruptions; Prepare concise and accurate reports, correspondence, and documents; Maintain confidentiality of all information in performing duties and as a member of the Commission team; Read, write, speak, and hear in English; multi-task duties. Excellent written and verbal communication and customer service skills.
Computer and Equipment Skills:
Competent ability in the use of personal computers, word processing, database management, presentation software and spreadsheet use and experience with a Human Resource Information System (HRIS) and an Applicant Tracking System (ATS), the Internet, and Microsoft Outlook scheduling and task manager. Ability to use telephone, facsimile machine, copy machine, printers, scanning devices, calculator and general office equipment. Ability to learn specialized computer applications used by the department.

MINIMUM QUALIFICATIONS

Education Requirement:
An Associate’s degree in Business Management, Administration, Human Resources, or a related field.

Experience Requirement:
Two years experience as a Technician or Specialist in a Human Resources or Personnel Commission office in a college or school district performing the same or similar duties as those listed in this class spec.

Education/Experience Equivalency:
Any combination of training and experience that would provide the required knowledge and ability including but no limited to:
Three years of full-time, paid experience with the Santa Monica Community College District that involved the application of Commission merit rules and procedures related to non-certificated and classified personnel and placement and movement of employees on the master salary schedule. Courses in personnel administration, office management, and computer applications are desirable.

OR
Successful completion of one year of college-level coursework including Psychology, Business, or Personnel courses and two years of experience performing personnel work involving applicant reception, screening, test proctoring, test preparation, and employee certifications and processing. Courses in personnel administration, office management, and computer applications are desirable.

Licensure and/or Certification:
A valid Class “C” California driver’s license is required to travel between campuses to perform work.

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.

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

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

**Job Family:**  Fiscal Services / Business Administration / Human Resources / Personnel Commission

**FLSA Status:**  Non-exempt

**Personnel Commission Approval Date:**

**Revision Date(s):**  June, 2006

**Class History:**  Personnel Specialist I and II (1984)
AGENDA REPORT NO. 6

SUBJECT: Personnel Commission Internal Staff Action - Request to fill Personnel Specialist – Personnel Commission Position

It is requested that the Personnel Commission approve the filling of the recently vacated position of Personnel Specialist – Personnel Commission within the Commission Office. The position of Personnel Specialist I was vacated by Michelle Bowen effective June 14, 2006. Subsequently, in agenda item #11, the Commissioners have re-titled this position as Personnel Specialist – Personnel Commission in the Commission office only.

The Personnel Commission retains budgetary authority to fund a vacant Personnel Specialist I position at range 28 in its FY ’05-06 and FY 06-07 budgets. The Commission budget will generate salary savings during the vacancy of the Personnel Specialist I position in FY 06-07 until it is filled.

DISPOSITION BY THE COMMISSION: Motion to table item #6 until a further date.

Motion made by: Joseph Metoyer Seconded by: Dolores Press

Ayes: 3 Nays: 0 Abstain: 0 Absent: 0

Amendments/Comments:

Merit Rule 2.3.1(A) Status of Commission Employees

A. The Personnel Director and other persons required to carry out the responsibilities of the Commission shall be appointed by and be responsible to the Personnel Commission. However, they shall be considered part of the classified service, and the rules, procedures, benefits, and burdens pertinent to the classified service of the Santa Monica Community College District shall apply to Commission employees.
AGENDA REPORT NO. 7

SUBJECT: Revision of Merit Rule 6.3.5 – Rule of Three Ranks – Second Reading

The following amendments are presented by the Director of Classified Personnel to the Personnel Commission as a first reading to revise and update Merit Rule 6.3.5 – Rule of Three Ranks – in order to recognize the need to certify additional eligibles when more than one vacancy exists for the same position in one or more departments. This rule change is consistent with the current practice in other Merit and Civil Service Systems in California.

6.3.5 RULE OF THREE RANKS

A. Eligibles shall be placed on the eligibility list in rank order according to their score on the examination. The final scores of candidates shall be rounded to the nearest whole percent. All eligibles with the same percentage score shall be placed in the same rank.

B. Certification from the eligibility list shall consist of all eligibles in the top three ranks who are ready and willing to accept the vacant position.

C. For classes approved for continuous testing, certification shall be made at the time the Personnel Director can first reasonably certify three ranks of eligibles to the appointing authority.

D. When fewer than three ranks of eligibles are available on the promotional list, sufficient names shall be certified from the open competitive list to allow a choice among three ranks of eligibles.

E. When fewer than three ranks of eligibles are available for certification, the available eligibles shall be certified; however, the appointing authority may choose not to appoint any of them and may request a new examination.

F. When there is more than one vacancy for the same position in any one or more departments, one additional rank per vacancy shall be certified for final interview. All candidates on the eligibility list may be interviewed. However, the rule of three ranks still applies and all hiring must be made from the top three ranks before a lower rank can be hired.

DISPOSITION BY THE COMMISSION: Motion to table item #7 until a further date.

Motion made by: Joseph Metoyer Seconded by: Dolores Press

Ayes: 3 Nays: 0 Abstain: 0 Absent: 0

Amendments/Comments:
AGENDA REPORT NO. 7 (con’t)

SUBJECT: Revision of Merit Rule 6.3.5 – Rule of Three Ranks – Second Reading

MERIT RULE 1.1 - PRELIMINARY STATEMENT

1.1.2 INTERPRETATION AND APPLICATION OF RULES

A. The Commission shall prescribe, amend, and interpret such rules as may be necessary to ensure the efficiency of the classified service and selection and retention of employees on a basis of merit and fitness.

B. The Commission recognizes that no set of rules can contemplate all possible combinations of circumstances affecting particular cases. These rules are to be applied with consideration of their intent; however, specific, applicable provisions of the rules shall not be waived, ignored, or superseded because of the special circumstances of particular cases. The Commission is open to responsible suggestions to amend rules with prospective application; however, no rule amendment or new rule shall be applied retroactively.

C. If the subject matter and procedure in a rule is within the scope or representation, as defined in Government Code Section 3543.2, a rule shall be applicable as follows:

1. If a rule provides for a benefit, and a collective bargaining contract does not provide for that benefit, the benefit shall not be available to employees in the unit unless the benefit is required by law.

2. If a rule prescribes a procedure and a contract does not, the rule shall apply to employees in the unit.

1.1.3 CONTENT OF RULES

A. The rules shall provide for procedures to be followed by the Board of Trustees as they pertain to the classified service regarding applications, examinations, eligibility, appointments, promotions, demotions, transfers, dismissals, resignations, lay-offs, reemployment, vacations, leaves of absence, work hours and overtime compensation within classification, job analysis and job specifications, performance evaluations, public advertisement of examinations, rejections of unfit applicants without competition, and any other matters necessary to carry out the provisions and purposes of Article 3 of Chapter 4, Division 7, Title 3 of the Education Code (Merit System).
AGENDA REPORT NO. 8

SUBJECT: Amendment to Rules and Regulations of the Classified Service - Chapter II – The Personnel Commission / Part 1 – Organization and By Laws of the Personnel Commission - Second Reading

Proposed changes to Chapter II, Part 1 are attached for a second reading. Additionally, the Director has added the reference to rules 2.1.6, 2.1.7, and 2.1.8 to the index for Chapter II as they were not previously added to the index when the rules were prior amended in 1995.

The Director will notify the Chancellor’s office, the District Administration and CSEA Leadership of the changes to the Merit Rules and the intent to request appointments to the two newly created vacant positions of the membership of the Personnel Commission once the changes to the Merit Rules are approved by the Personnel Commission and there has been adequate opportunity for comment and testimony by District Administration and CSEA Leadership.

The Personnel Commission desires to have the appointments made by the two appointing bodies to the newly created positions for the July 19, 2006 Regular meeting of the Personnel Commission.

It is also recommended by the Director of Classified Personnel that as appointments of two new Commission members are made, one each from the governing board and the classified service beginning July 19, 2006, that consideration be given by the appointing bodies to staggering the appointments with the current appointees of each body.

<table>
<thead>
<tr>
<th>Commissioner</th>
<th>Dates of Appointments</th>
<th>Appointing Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>Karen Bancroft</td>
<td>12/01/99 – 11/30/02</td>
<td>Classified Employees</td>
</tr>
<tr>
<td></td>
<td>12/01/02 – 11/30/05</td>
<td></td>
</tr>
<tr>
<td></td>
<td>12/01/05 – 11/30/08</td>
<td></td>
</tr>
<tr>
<td>Delores Press</td>
<td>12/01/01 – 12/01/04</td>
<td>3rd Appointee (appointed by two elected Commissioners)</td>
</tr>
<tr>
<td></td>
<td>12/01/04 – 11/30/07</td>
<td></td>
</tr>
<tr>
<td>Dr. Joseph Metoyer, Jr.</td>
<td>12/01/98 – 11/30/00</td>
<td>Governing Board</td>
</tr>
<tr>
<td></td>
<td>12/01/00 – 11/30/03</td>
<td></td>
</tr>
<tr>
<td></td>
<td>12/01/03 – 11/30/06</td>
<td></td>
</tr>
</tbody>
</table>
AGENDA REPORT NO. 8 (con’t)

SUBJECT: Amendment to Rules and Regulations of the Classified Service - Chapter II – The Personnel Commission / Part 1 – Organization and By Laws of the Personnel Commission - Second Reading

The Rotation of Commissioners shall be a 2-1-2 rotation as provided in this example:

2-1-2 ROTATION FOR PERSONNEL COMMISSION MEMBERS

Position #1 is the current/active Commission position and it's rotation

Position #2 is the new Commission position and it's rotation

<table>
<thead>
<tr>
<th>YEAR</th>
<th>BOT POS #</th>
<th>CSEA POS #</th>
<th>5th Com. APPT</th>
<th>TOTAL APPTS</th>
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<tr>
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<td></td>
<td>1</td>
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<td>2006</td>
<td>1 &amp; 2</td>
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AGENDA REPORT NO. 8 (con’t)

SUBJECT: Amendment to Rules and Regulations of the Classified Service - Chapter II – The Personnel Commission / Part 1 – Organization and By Laws of the Personnel Commission - Second Reading

CHAPTER II
THE PERSONNEL COMMISSION

COMMISSION ORGANIZATION

Section 2.1.1 Organization of the Personnel Commission
2.1.2 Appointment of Members of the Personnel Commission
2.1.3 Qualification for Membership
2.1.4 Terms of Office
2.1.5 Election of Officers
2.1.6 Conduct of Business
2.1.7 Causes for Removal of a Commissioner
2.1.8 Quorum and Majority

CHAPTER II
THE ORGANIZATION AND BYLAWS OF THE COMMISSION

RULE 2.1 PERSONNEL COMMISSION ORGANIZATION (Education Code Division 7, Part 51, Chapter 4, Article 3)

2.1.1 MEMBERSHIP OF THE PERSONNEL COMMISSION

By law, beginning July 19, 2006 and henceforward, the Personnel Commission of the Santa Monica Community College District shall consist of three five members (Ed Code 88067)

2.1.2 APPOINTMENT OF MEMBERS OF THE PERSONNEL COMMISSION
(Education Code 88065, 88066, 88068)

Members of the Personnel Commission are appointed by the Chancellor of the California Community Colleges, "who shall consider the recommendation of the
governing board and other interested parties." Appointments to the Personnel Commission shall be made in accordance with the Education Code by the governing board and classified employees, and in accordance with any subsequent legally binding agreements between the bodies as approved by the Chancellor’s office. If the governing board and the classified employees of the district are unable to agree upon the manner in which Commissioners shall be appointed, the Chancellor of the California Community Colleges shall make the appointment within 30 days (Ed Code 88066(b)(2)).

A. Initial Appointment
   1. Personnel Commission members for the Personnel Commission shall be appointed as follows:
      a. Two members appointed by the governing board of the district,
      b. Two members appointed by the classified employees of the district,
      c. Those four members shall, in turn, appoint the fifth member.

B. Subsequent Vacancies
   1. Where a system is already in existence and a vacancy will exist on December 1, by not later than September 30 in a position nominated by either or both the governing board and/or the classified employees:
      a. The Personnel Commission shall, as much as possible, notify the governing board and/or the classified employees of a vacancy at least 90-days prior to the vacancy occurring in order to allow sufficient time for the body to nominate, vote, and appoint a member to the Commission.
      b. The governing board and classified employees shall follow the procedures outlined in the Education Code, the CSEA contract, and any subsequent legally binding agreements between the bodies as to the nomination, election, selection, and appointment of Commissioners.
      c. In all other situations where a vacancy shall occur, the Personnel Commission shall, as much as possible, notify and provide for sufficient notice of the vacancy to the governing board and classified employees.

2.1.3 QUALIFICATIONS FOR MEMBERSHIP (Education Code 88064)

Members of the Commission shall be registered voters, residents within the District, and shall be "known adherents of the principle of the merit system." For purposes of this Rule the following definitions shall apply:
1. "Known adherents to the principle of the merit system," with respect to a candidate for new appointment, shall mean a person who by nature of his/her prior public or private service has given evidence that he/she supports the concept of employment, continuance in employment, in service promotional opportunities, and other related matters on the basis of merit and fitness.

2. With respect to a candidate for reappointment, "known adherent of the merit system" shall mean a Commissioner who has clearly demonstrated through meeting attendance and actions that he/she does, in fact, support the merit system and its operation.

3. No member of the governing board of any school district or county board of education shall be eligible for appointment, reappointment, or continuance as a member of the Commission nor shall a Commissioner be an employee of the District during his or her terms of service.

2.1.4 TERMS OF OFFICE

By law, the term of each Commissioner is for three years. The three **five** terms are staggered and one Commissioner's term expires each year at noon on December 1. The **two** appointees of each appointing body shall serve staggered **three** year terms.

On or about September 1 of each year, the Personnel Director of Classified Personnel shall notify the governing board and the employee representatives **classified employees** of the name and address of the Commissioner(s) whose term(s) will expire and whether he or she, if offered, will accept reappointment. The notification shall also indicate that the board must follow the **governing board and classified employees shall follow the procedures as provided for in provisions of Education Code Section 88069** and as **agreed upon in any subsequent agreements between the bodies.**

2.1.5 ELECTION OF OFFICERS

At the first meeting following December 1 of each year, the Commission shall elect one of its members as Chair and another member as Vice Chair, to serve for a term of one year or until their successors are elected. The Chair shall be the presiding officer of all regular and special meetings. In the absence of the Chair, the Vice Chair shall preside.

2.1.6 CONDUCT OF BUSINESS

The Commission is committed to the deliberation of matters of business in an open and orderly manner. To this end, the Commission will be guided by the following code of conduct:

1. The Commission is made up of individuals with differing values and beliefs, debate is natural and expected; however, Commissioners will work with the Chair and fellow members in a spirit of respect, harmony and cooperation.

2. The Commission has authority to act only in official meetings; an individual Commissioner cannot bind the Commission outside such meetings.
3. The Commission encourages dialogue with the governing board, the District administration, and employee representatives; however, decisions should only be made after all facts have been presented and discussed. Statements or promises as to how a member will vote prior to a meeting are inappropriate.

4. Members of the Commission should recognize that deliberations held in closed session are confidential and discussion in public or release to parties outside the deliberations is unlawful unless previously authorized by a majority vote of the Commission.

2.1.7 CAUSES FOR REMOVAL OF A COMMISSIONER

Pursuant to Government Code 1770, a Commissioner's office becomes vacant, prior to the expiration of his/her term on the happening of any of the following events:

1. Death of a Commissioner.

2. A quo warranto adjudication declaring the Commissioner physically or mentally incapacitated.

3. Submission of the Commissioner's resignation to the Commission or the governing board.

4. Ceasing to discharge the duties of the office for a period of three consecutive months, except due to illness or excused absence.

5. Decision by a court of competent jurisdiction declaring the Commissioner's appointment to be illegal or removing the Commissioner from office.

6. Conviction of a felony crime or violation of the official duties of a Commissioner as required by law or these Rules.

2.1.8 QUORUM AND MAJORITY

Two (2) Three (3) members shall constitute a quorum for any regular or special meeting of the Commission. The affirmative vote of two (2) three (3) members shall be necessary to any action.

DISPOSITION BY THE COMMISSION: Motion to approve item as presented, with the amendment terms stated by Karen Bancroft

Motion made by: Joseph Metoyer Seconded by: Dolores Press

Ayes: 3 Nays: 0 Abstain: 0 Absent: 0
Karen Bancroft: “...Keep the December 1st date. I would like to make a friendly amendment, a motion for an amendment, with the stipulation that all the terms, including the one with the 2 new Commissioners, be effective on December 1st.”

A detailed recording of this agenda item is recorded and available in the Personnel Commission office.

MERIT RULE 1.1 - PRELIMINARY STATEMENT

1.1.1 STATUTORY AUTHORITY FOR THESE RULES

A. The rules contained herein are established pursuant to the authority of the Personnel Commission under Education Code Sections 88080 and 88081, and other provisions governing the Merit System Act in the Education Code.

1.1.2 INTERPRETATION AND APPLICATION OF RULES

A. The Commission shall prescribe, amend, and interpret such rules as may be necessary to ensure the efficiency of the classified service and selection and retention of employees on a basis of merit and fitness.

B. The Commission recognizes that no set of rules can contemplate all possible combinations of circumstances affecting particular cases. These rules are to be applied with consideration of their intent; however, specific, applicable provisions of the rules shall not be waived, ignored, or superseded because of the special circumstances of particular cases. The Commission is open to responsible suggestions to amend rules with prospective application; however, no rule amendment or new rule shall be applied retroactively.
AGENDA REPORT NO. 9

SUBJECT: Revision of Merit Rule 6.3.8 - Removal of Names from Eligibility Lists – First Reading - Amended

The following amendments are presented by the Director of Classified Personnel to the Personnel Commission as an amended first reading at the April 19, 2006 meeting to revise Merit Rule 6.3.8 – Removal of Names from Eligibility Lists – in order to update language in the Merit Rule and to recognize and reflect past and desired practices of the Personnel Commission Office regarding eligibility lists to as regards filling positions with multiple vacancies.

For consideration, we are updating the title of the Director in this Merit Rule, and adding or revising language to Section A, parts #4, #7, and adding part #11.

Note: The language introduced at the first reading has been eliminated as clearer language has been introduced to reflect terminology consistent with current practices of other Merit and Civil Service Systems in California.

6.3.8 REMOVAL OF NAMES FROM ELIGIBILITY LISTS

A. The Personnel Director, Director of Classified Personnel may remove the name of an eligible from an eligibility list for any of the following reasons:

1. Failure to respond within five (5) business days following the mailing of an inquiry regarding availability for employment in the classification.

2. Failure to respond within three (3) business days following the mailing of written notice of a vacancy.

3. Failure to notify the Personnel Commission Office of a change of address as provided in Rule 6.4.2.


5. Failure to report for duty at the required time after having accepted appointment.

6. Termination of employment resulting in removal of an eligible from a promotional eligibility list.

7. Three (3) waivers of certification by an eligible during the life of the eligibility list for a job classification that exists in more than one department (e.g., Secretary, Clerical Assistant, etc.), and one (1) waiver of certification by an eligible during the life of the eligibility list for classifications specific to a department function (e.g., Programmer, Accountant, Analyst…), except that waivers relating to part time or limited-term appointments shall not be counted for the purpose of this rule.

8. Refusing an employment offer after having been properly certified as eligible and available for the appointment.

9. Any of the causes listed in Rule 4.2.
10. A written request by the eligible for removal.

11. The name(s) of eligible(s) may be removed from an eligibility list after the eligible is passed over three times for selection by any one or more departments using the same eligibility list, and the eligible(s) will not be recertified for future selection. Once removed, additional rank(s) will be certified for interview.

B. The Personnel Director, Director of Classified Personnel shall notify the eligible of the action to be taken, the reason(s) therefore, and the opportunity to appeal to the Personnel Director, Director of Classified Personnel within five (5) business days before final action is taken. Any action taken by the Personnel Director, Director of Classified Personnel following an appeal is subject to ratification by the Personnel Commission.

DISPOSITION BY THE COMMISSION: Motion to table this item

Motion made by: Karen Bancroft  Seconded by: Joseph Metoyer

Ayes: 3  Nays: 0  Abstain: 0  Absent: 0

Amendments/Comments: A detailed recording of this agenda item is recorded and available in the Personnel Commission office.
MERIT RULE 1.1 - PRELIMINARY STATEMENT

1.1.1 STATUTORY AUTHORITY FOR THESE RULES

B. The rules contained herein are established pursuant to the authority of the Personnel Commission under Education Code Sections 88080 and 88081, and other provisions governing the Merit System Act in the Education Code.

1.1.2 INTERPRETATION AND APPLICATION OF RULES

A. The Commission shall prescribe, amend, and interpret such rules as may be necessary to ensure the efficiency of the classified service and selection and retention of employees on a basis of merit and fitness.

B. The Commission recognizes that no set of rules can contemplate all possible combinations of circumstances affecting particular cases. These rules are to be applied with consideration of their intent; however, specific, applicable provisions of the rules shall not be waived, ignored, or superseded because of the special circumstances of particular cases. The Commission is open to responsible suggestions to amend rules with prospective application; however, no rule amendment or new rule shall be applied retroactively.

MERIT RULE 6.3.10 – FINAL SELECTION INTERVIEW

A. The immediate supervisor, accompanied by his/her supervisor or such other persons as may be designated by the District Personnel Administrator or the Personnel Director, shall interview all persons certified for the vacant position. This interview shall be designated as the final selection interview.

B. The final selection interview shall be conducted in a fair and impartial manner and all eligibles shall be given an equal opportunity to present their qualifications for the vacant position. All questions asked shall be job-related, and all eligibles shall be asked the same basic questions and shall be given sufficient time to respond.

C. Following the completion of the interviews, a final selection report shall be completed by all interviewers in the final selection interview. The report shall provide a specific appraisal of the relative qualifications of each of the candidates.

MERIT RULE 6.3.12 - PROCEDURE FOR REQUEST AND CERTIFICATION OF ADDITIONAL ELIGIBLES

A. If an eligible who has been certified, refuses appointment or fails to report for an interview, the appointing authority may fill the vacancy from the remaining eligibles or may request additional certification.

B. When a request for additional eligibles is made, the Personnel Director may:

1. Certify additional eligibles, as required.

2. Remove the names of eligibles who have refused appointment or have failed to report for a scheduled interview without notification.

3. Investigate the matter at his/her discretion to determine that any refusal is, in fact, voluntary.

4. Request authorization from the Personnel Commission to refuse further certification should the investigation determine that refusal of appointment by an eligible is, in fact, not voluntary.
AGENDA REPORT NO. 10

SUBJECT: Approval of Extension of the Duration of Lists Affected by Budgetary Hiring Hold

It is recommended that the Personnel Commission approve the extension of list dates of any position or person on a qualifying list as a result of the budgetary hiring hold that began April 20, 2006. The qualifying lists affected include: eligibility, reemployment, and reinstatement lists that have yet to expire as of this date. It is recommended that:

- Any list dates will be extended for the duration that the budgetary hiring hold is in affect.
- Should the hold continue up to and including the date of the expiration date of any of these lists, then the expiration date of that list will automatically be extended by six months and continue to be extended until the hold is lifted, up to the limitations placed on extending lists for two years from the time the list was first established.
- List dates will cease to receive extensions when (a) the time limitation for list extensions expire OR (b) the District notifies the Personnel Commission Office that the positions on budgetary hold are again funded and ready for recruitment.

It is the interpretation of the Personnel Commission that eligibility, reemployment and reinstatement lists are considered as *employment lists* by definition and therefore have the same ability to be extended. Given that persons on any eligibility, reemployment or reinstatement list passed an examination process and were placed on an eligibility list, and given that persons on reemployment lists were originally hired from an eligibility list, it stands to reason that the affect of the budgetary hiring hold and the extension of the duration of the lists applies to all eligibility, reemployment, and reinstatement lists.

A budgetary hold on vacant positions began April 20, 2006 and includes the following positions (shaded positions have eligibility, reemployment, or reinstatement lists and are the subject of this agenda item):

<table>
<thead>
<tr>
<th>Non-Funded-General Fund</th>
<th>Non-Funded-Categorical</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting Manager - Restricted Funds</td>
<td>Bookstore Purchasing Asst (eligibility list)</td>
</tr>
<tr>
<td>Administrative Asst. I (eligibility list)</td>
<td>Electrician</td>
</tr>
<tr>
<td>Building Repair Worker</td>
<td>Health Services Tech-RN</td>
</tr>
<tr>
<td>Building Repair Worker</td>
<td>HVAC Specialist</td>
</tr>
<tr>
<td>Database Administrator</td>
<td>Instructional Asst.-Learning Disable</td>
</tr>
<tr>
<td>Dept. Secretary I (eligibility list)</td>
<td>Instructional Asst.-Learning Disable</td>
</tr>
<tr>
<td>Dept. Secretary II (eligibility list)</td>
<td>Plumber</td>
</tr>
<tr>
<td>Dept. Secretary II (eligibility list)</td>
<td>Radio Program Coordinator</td>
</tr>
<tr>
<td>Groundskeeper (re-employment list)</td>
<td>Sign Language Interpreter III</td>
</tr>
<tr>
<td>Groundskeeper (re-employment list)</td>
<td>Sign Language Interpreter III</td>
</tr>
<tr>
<td>Painter</td>
<td></td>
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<tr>
<td>Planetarium Coordinator</td>
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</tr>
<tr>
<td>Plumber</td>
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<tr>
<td>Public Programs Off Coordinator</td>
<td></td>
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<tr>
<td>Student Employment Spec.</td>
<td></td>
</tr>
<tr>
<td>Technology Projects Manager</td>
<td></td>
</tr>
</tbody>
</table>
AGENDA REPORT NO. 10 (con’t)

SUBJECT:   Approval of Extension of the Duration of Lists Affected by Budgetary Hiring Hold

DISPOSITION BY THE COMMISSION: Motion to approve item as presented with the inclusion that we will investigate further on the other eligibility lists.

Motion made by: Joseph Metoyer Seconded by: Dolores Press

Ayes: 3 Nays: 0 Abstain: 0 Absent: 0

Amendments/Comments: Sue Tsuda: “The list that Sherri gave me was prioritize by department, but not prioritized overall. I need to talk to her.”

A detailed recording of this agenda item is recorded and available in the Personnel Commission office.

Referenced Merit Rules

Rule 6.2.3 DURATION OF ELIGIBILITY LIST (EDUCATION CODE SECTION 88119)

A. Eligibility lists shall be established for the duration of either six (6) months or one (1) year commencing from the date the list is approved by the Personnel Director or the Personnel Commission.

C. An eligibility list may be extended by the Personnel Commission for one or more periods, not to exceed a total of two years from the time the list was first established. The Personnel Director shall base his/her recommendation for extension of an eligibility list on the following factors:

1. a sufficient number of available eligibles remain to fill expected future vacancies;

2. the composition of the list reflects appropriate representation of ethnic minorities, underrepresented groups, or non-traditional candidates;

3. the field of competition in the occupational area has not changed dramatically.

Rule 1.2 DEFINITION OF TERMS

Unless otherwise required by context and/or prevailing law, words used in these Rules are understood to have the following meanings:

ELIGIBILITY LIST: A list of the names of persons who have qualified in all parts of the examination.

EMPLOYMENT LIST: A list of names from which certification may be made. It includes eligibility lists, reemployment lists and lists of persons who wish to transfer, be demoted, or in any manner be employed subject to the rules of the Commission.

EXAMINATION: The process of testing and evaluating the fitness qualifications of applicants.