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 12:02 p.m.

B. Roll Call

<table>
<thead>
<tr>
<th>Commissioner</th>
<th>Present</th>
<th>Absent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Karen Bancroft</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Dolores Press</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Joseph Metoyer</td>
<td>x</td>
<td></td>
</tr>
</tbody>
</table>

C. Approval of Minutes:


Disposition by the Commission: Motion to approve minutes as presented

Motion made by: Joseph Metoyer Seconded by: Dolores Press

Ayes: 3 Nays: Abstain: Absent:

Amendments/Comments: Motion carries.

II. REPORT—DIRECTOR OF CLASSIFIED PERSONNEL

Sue Tsuda: I have met with Sherri Lee-Lewis, and she's been in contact with Randy Lawson, and they have finalized the positions which are registered for this year. I suggested to her these priorities. First of all are those positions that are temporary positions that are due to expire. Secondly, any position that relates to providing service to students in
the classroom, and service to students to get into the classroom. Then would be people that are essential to the working of the college itself, administrative positions, positions like the payroll clerk that we can’t do without. And the final group would be facilities people. I know that some of these positions have gone unfilled for quite some time and are critical, but it’s not something that has to be done day-to-day, right now. They’ve been vacant so long, and I’m asking them to wait a little longer. The ones that we have right now, that we know about, there’s the laboratory technician for biology and one for chemistry, and both of those are awaiting final action. So they’re almost finished. The bookstore cashier/clerk positions, registration information clerk, the instructional aides for English, ESL and math, counseling aide, cosmetology assistant, ...[? tape unclear] Financial aid technician, financial aid customer service clerk and those who provide direct student services. The sign language interpreter, administrative assistant, public programs coordinator, network systems manager, computer network analyst and systems administrator, and all of those positions are now working out of class; the assessment specialist, which is critical for the testing procedures for intake and for matriculation into the college; the accountant, payroll specialist, in our office the personnel specialist, the personnel analyst and the personnel director; the RN health services technician, the alternative media specialist, the entertainment technical services manager, mechanical systems and energy management specialist, multimedia computer lab specialist, stage construction technician and pipe fitter/sprinkler systems personnel. Those are the ones that, to my knowledge at this point, have all been funded for this fiscal year.

I would also like to publicly commend Tiffani Jones and Jose Guzman for their really outstanding cooperation and help during my first few days. The rest of the staff was primarily missing. Together, they helped me get this agenda together to present to you today.

Commissioner Dolores Press: Thank you.

Commissioner Karen Bancroft: I would also like to note that staff is suggesting two matters which have arisen which constitute an emergency since no action may result in work stoppage, so we can take a vote to add those two items. That is the second item – to amend Staff Report No. 2 to add Item B, “Extension of Lists.” If these lists are not extended they will expire and there are currently requisitions for these positions. The second item is asking us add Staff Report No. 9, Allocation of New Position. There is an extreme time constraint to recruit for this position. This is from Dr. Tsang’s office.

Commissioner Joseph Metoyer: Are you calling for a motion on that?

Commissioner Karen Bancroft: I’d like a motion on whether or not we’re going to add these to our agenda today.

Commissioner Joseph Metoyer: I would move that we add to the agenda the two items that you brought to our attention, Item B to Report No. 2, and add to the agenda Item 9, Allocation of New Position.

Commissioner Dolores Press: I’ll second that.
Commissioner Karen Bancroft: All in favor?

Ayes: 3 Nays: Abstain:

Commissioner Karen Bancroft: Motion carries.

III. AGENDA REPORTS

<table>
<thead>
<tr>
<th>AGENDA ITEMS</th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Advisory – Examination Schedule</td>
<td>3</td>
</tr>
<tr>
<td>2 Ratification of Eligibility Lists</td>
<td>4</td>
</tr>
<tr>
<td>3 Ratification of Limited-Term Positions</td>
<td>5</td>
</tr>
<tr>
<td>4 Advisory of Limited-Term Appointments</td>
<td>6</td>
</tr>
<tr>
<td>5 Approval of Provisional Appointments of Working Out of Class Assignment</td>
<td>7</td>
</tr>
<tr>
<td>6 Request to fill Personnel Specialist – Personnel Commission Position</td>
<td>8</td>
</tr>
<tr>
<td>7 Revision of Merit Rules 6.3.5 – Rule of Three Ranks – Second Reading</td>
<td>9</td>
</tr>
<tr>
<td>8 Revision of Merit Rule 6.3.8 – Removal of Names from Eligibility Lists – First Reading – Amended</td>
<td>10</td>
</tr>
<tr>
<td>9 Allocation of New Positions</td>
<td>12</td>
</tr>
</tbody>
</table>

AGENDA REPORT NO. 1

SUBJECT: Advisory – Recruitment & Examination Schedule

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

A. Recruitment & Examination Schedule

<table>
<thead>
<tr>
<th>Class Title</th>
<th>Field of Competition</th>
<th>Recruitment Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accountant</td>
<td>Promotional &amp; Open Competitive</td>
<td>3 weeks</td>
</tr>
<tr>
<td>Alternative Media Specialist</td>
<td>Open Competitive</td>
<td>3 weeks</td>
</tr>
<tr>
<td>Assessment Services Specialist</td>
<td>Promotional &amp; Open Competitive</td>
<td>3 weeks</td>
</tr>
<tr>
<td>Entertainment Technology Services Manager</td>
<td>Open Competitive</td>
<td>4 weeks</td>
</tr>
<tr>
<td>Mechanical Systems &amp; Energy</td>
<td>Open Competitive</td>
<td>4 weeks</td>
</tr>
</tbody>
</table>
DISPOSITION BY THE COMMISSION: **Advisory only – no action taken.**

Motion made by: Seconded by:

Ayes: Nays: Abstain:

Amendments/Comments:

---

**AGENDA REPORT NO. 2**

**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 Education Code Section 88091, 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 Promo/Total</th>
<th>Expiration Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Laboratory Technician - Biological Science</td>
<td>Open Competitive</td>
<td>0/2</td>
<td>08/10/07</td>
</tr>
<tr>
<td>Laboratory Technician - Physical Science</td>
<td>Open Competitive</td>
<td>0/1</td>
<td>08/10/07</td>
</tr>
</tbody>
</table>

**B. Extension of Lists**

<table>
<thead>
<tr>
<th>Class Title</th>
<th>Field of Competition</th>
<th># On List Promo/Total</th>
<th>Expiration Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Assistant II</td>
<td>Promotional &amp; Open Competitive</td>
<td>5/7</td>
<td>02/18/07</td>
</tr>
<tr>
<td>Cash Receipts Clerk</td>
<td>Promotional &amp; Open Competitive</td>
<td>8</td>
<td>02/18/07</td>
</tr>
</tbody>
</table>

**C. Addition of Names – Open Continuous List**

<table>
<thead>
<tr>
<th>Class Title</th>
<th>Field of Competition</th>
<th># On List Promo/Total</th>
<th>Expiration Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bookstore Clerk Cashier</td>
<td>Open Competitive</td>
<td>0/9</td>
<td>08/10/07</td>
</tr>
<tr>
<td>Registration Information Clerk</td>
<td>Open Competitive</td>
<td>0/12</td>
<td>08/10/07</td>
</tr>
</tbody>
</table>
DISPOSITION BY THE COMMISSION: **Motion to ratify Eligibility Lists:**

Motion made by: Joseph Metoyer  Seconded by: Dolores Press

Ayes: 3  Nayes:  Abstain:

Amendments/Comments: **Motion carried.**

(Discussion among commissioners - that they took the agenda out of order and should go back to agenda order before considering agenda items.)

IV. COMMENTS AND INFORMATIONAL REPORTS

A. Recognition of Employee Longevity – August 2006

**25 Years**
Rachel Brideau, Admissions & Records Clerk II, Admissions & Records

B. Comments from District Personnel Officer. None.

C. Comments from Classified Senate Representative. None.

D. Comments from CSEA Chapter 36 Representative. None.

E. Comments from Management Association President.

Mona Martin: Introduced herself as the new Management Association Representative and was welcomed by the commissioners.

F. Comments from Personnel Commission Staff. None.

AGENDA REPORT NO. 3

SUBJECT: **Ratification of Limited-Term Positions**

The Personnel Commission is requested to ratify the classification of the following Limited-Term positions pursuant to Section 7.4.2(C) of the Rules and Regulations of the Classified Service of the Santa Monica Community College District:
Position Classification | Department | Effective Date
--- | --- | ---
Counseling Aide (1 part-time position) | Student Life | 08/21/06 - 06/15/07
Counseling Aide (2 part-time positions) | Student Life | 07/07/06 – 12/21/06
Counseling Aide (2 part-time positions) | Trio | 07/01/06 – 12/21/06
Department Secretary II (1 part-time position) | African American Center | 08/01/06 – 08/26/06
Sign Language Interpreter I (1 part-time position) | Disabled Students Center | 07/01/06 – 12/31/06
Sign Language Interpreter II (4 part-time positions) | Disabled Students Center | 07/01/06 – 12/31/06
Van Driver (1 part-time position) | Transportation | 07/31/06 – 08/11/06

Reference: Merit Rule 7.4.2(C) Procedure For Establishment of Limited Term Positions

A. Limited-term positions shall be classified by the Personnel Director subject to ratification by the Personnel Commission at their next regular meeting.

DISPOSITION BY THE COMMISSION: Motion to ratify item as presented.

Motion made by: Joseph Metoyer Seconded by: Dolores Press

Ayes: 3 Nays: Abstain:

Amendments/Comments: Motion Carried.

AGENDA REPORT NO. 4

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>Eligibility List Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monica Serratos</td>
<td>Counseling Aide</td>
<td>Student Aide</td>
<td>08/21/06-06/15/07</td>
<td>02/14/01</td>
</tr>
<tr>
<td>Debbie Ostorga</td>
<td>Counseling Aide</td>
<td>Student Life</td>
<td>07/07/06-12/21/06</td>
<td>08/17/05</td>
</tr>
<tr>
<td>Mia Duran</td>
<td>Counseling Aide</td>
<td>Student Life</td>
<td>07/07/06-12/21/06</td>
<td>08/17/05</td>
</tr>
<tr>
<td>Frank Bartilet</td>
<td>Counseling Aide</td>
<td>Trio</td>
<td>07/07/06-12/21/06</td>
<td>01/07/06</td>
</tr>
<tr>
<td>Nilofer Ghasami</td>
<td>Counseling Aide</td>
<td>Trio</td>
<td>07/07/06-12/21/06</td>
<td>08/17/05</td>
</tr>
<tr>
<td>Luz Drinot</td>
<td>Dept. Secretary II</td>
<td>African American Ctr.</td>
<td>08/01/06-08/26/06</td>
<td>11-month employee</td>
</tr>
<tr>
<td>Erin Merchant</td>
<td>Sign Lang. Interp. I</td>
<td>Disabled Student Ctr.</td>
<td>07/01/06-12/31/06</td>
<td>09/19/01</td>
</tr>
<tr>
<td>Billie Puyrear</td>
<td>Sign Lang. Interp. II</td>
<td>Disabled Student Ctr.</td>
<td>07/01/06-12/31/06</td>
<td>02/18/04</td>
</tr>
<tr>
<td>Carol Smith</td>
<td>Sign Lang. Interp. II</td>
<td>Disabled Student Ctr.</td>
<td>07/01/06-12/31/06</td>
<td>02/18/04</td>
</tr>
</tbody>
</table>
SANTA MONICA COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION MINUTES
REGULAR PUBLIC MEETING – August 9, 2006

Kathleen Toomey  Sign Lang. Interp. II  Disabled Student Ctr.  07/01/06-12/31/06  09/19/06
Mona Tanji  Sign Lang. Interp. II  Disabled Student Ctr.  07/01/06-12/31/06  09/19/06
Tim Brown  Van Driver  Transportation  07/31/06-08/11/06  11-month employee

Reference 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.

DISPOSITION BY THE COMMISSION:  Advisory item only – no action taken.
Motion made by:    Seconded by:
Ayes:   Nays:   Abstain:
Amendments/Comments:

Cmmr. Joseph Metoyer:  I have a question – on the last one, the Van Driver.  He’s only getting approved through August 11, is that right?

Dir. Sue Tsuda:  Yes.  He is only needed during the inter-session period.  When school starts again, then they have a regular permanent position that will take over.


AGENDA REPORT NO. 5
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 Reports.  These reports were prepared by the previous Director of Classified Personnel, Ms. Cherie Bates.

<table>
<thead>
<tr>
<th>Name</th>
<th>Assignment</th>
<th>Length of Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dan Rojas</td>
<td>Network Systems Manager (100%)</td>
<td>07/01/06 – 11/03/06</td>
</tr>
<tr>
<td>Ray Martin</td>
<td>Computer Network Analyst (100%)</td>
<td>07/01/06 – 11/03/06</td>
</tr>
<tr>
<td>Brian Sher</td>
<td>Systems Administrator (100%)</td>
<td>07/01/06 – 11/03/06</td>
</tr>
</tbody>
</table>

Reference:  Merit Rule 7.2  Provisional Appointment (Education Code Sections 88106-88108)

7.2.1 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.

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

Motion made by: Cmr. Dolores Press  Seconded by: Cmr. Joseph Metoyer

Ayes: 3  Nays:  Abstain:

Amendments/Comments: Motion carried.

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.

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.

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.

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

Motion made by: Cmr. Dolores Press  Seconded by: Cmr. Joseph Metoyer
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.

MERIT RULE 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.

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).

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

Motion made by: Cmr. Joseph Metoyer  Seconded by: Cmr. Dolores Press

Ayes: 3  Nays:  Abstain:

Amendments/Comments: Motion carried.

AGENDA REPORT NO. 8

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 Rules and to recognize and reflect past and desired practices of the Personnel Commission office regarding eligibility lists as regards to 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.

MERIT RULE 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:

Page 10 of 17

Minutes of Regular Public Meeting 08/09/06
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, etc.) 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 or the 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 or the Director of Classified Personnel within five (5) business days before final action is taken. Any action taken by the Personnel Director or the Director of Classified Personnel following an appeal is subject to ratification by the Personnel Commission.

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.
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. They 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.

DISCUSSION: Cmr. Bancroft suggested section 11 be amended to guarantee due process.

DISPOSITION BY THE COMMISSION: Motion to amend revision of Merit Rule 6.3.8 and bring it back for a second reading.

Motion made by: Cmr. Dolores Press  Seconded by: Cmr. Joseph Metoyer

Ayes: 3  Nays:  Abstain:

Amendments/Comments: Motion carried.

AGENDA REPORT NO. 9

SUBJECT: Allocation of New Positions

It is recommended that the Personnel Commission approve the following allocation of new positions to the classifications:
Position # | Title | Location | Effective Date
--- | --- | --- | ---
500043 | Alternative Media Specialist | Disabled Students Programs & Services | August 9, 2006

Staff Reports: The Classified Employment Request and accompanying duty list for the above allocation of position were reviewed by the Personnel Commission staff and corresponding supervisors and are submitted for approval to the Personnel Commission.

Reference: Under the provisions of Merit Rules 3.2.2A, 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.”

Santa Monica Community College District
Personnel Commission
Alternate Media Specialist

CONCEPT OF THE CLASS
Positions in this classification perform a variety of duties following established guidelines and procedures in the production and evaluation of alternate media (including Electronic Texts, Braille, captioned videos, text-to-audio and Web pages) enabling access for students with disabilities to all instruction and services provided by SMCCD. This position provides technical assistance to college staff and faculty regarding legal requirements and technology for making all types of media accessible, requires sensitivity to and understanding of students with physical and learning disabilities and excellent English language skills.

DISTINGUISHING CHARACTERISTICS
This position necessitates knowledge of and skills in using a multitude of unique specialized equipment and software to produce textbooks and other instructional materials in accessible formats in a timely manner, as specified by state and federal law. The person must have a complete understanding of applicable disability laws, such as sections 508 and 504 (of the Rehabilitation Act) and AB422, as well as copyright law. Persons in this position must have knowledge of general multimedia, distance education and assistive technologies. This position is needed 12 months a year.

ESSENTIAL DUTIES
Obtains and/or creates specific alternate media formats appropriate for students with vision or learning disabilities and orders electronic files from publisher or other sources or scans text.

Converts text, graphics, and other class materials to appropriate format (e.g. audio, Braille, tactile graphics, large print, PDF or other electronic text format) in a timely manner and distributes directly to students or other Disabled Students Services staff.
Researches and secures rights and coordinates and/or produces transcripts and captions for videos (both analog and digital) for students with hearing impairments, in a timely manner.

Advises and informs staff and faculty about Web Accessibility/Section 508 compliance, including the development of accessible and alternate designs and tags for a variety of District materials.

Creates and updates departmental Web site pages, including providing content for District's web accessibility information pages.

Advises on development and implementation of alternate media processes to meet institution alternate print production and captioning needs as per federal and state laws.

Provides technical assistance and serves as resource person to external agencies and campus entities and committees.

Develops alternate media guidelines, forms and informational materials for both departmental and District-wide use; develops procedures to streamline services; researches and keeps up-to-date on new and emerging technologies and laws.

Organizes workshops and/or makes presentations to staff and faculty in regard to media access requirements and services.

Identifies and recommends for purchase specific alternate media technology software, hardware and/or services; updates records and archives e-texts and captioned videos.

Performs other related duties as requested or assigned.

SUPERVISION

Supervision Received:
Under minimum supervision, the employee carries out essential duties and should recognize instances that are out of the ordinary and get advice or further instructions.

Supervision Exercised:
Positions in this classification provide direction to student-workers, and may direct an assistant to keep up with increasing workload.

MINIMUM QUALIFICATIONS

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:
Microcomputer operating systems and hardware components;
Industry-standard computer software such as word processing, spreadsheets, database management, and graphic design software;
Web-related software including web browsers, web page development and design, and HTML;
English language skills (excellent writing, speaking, and proofreading);
Production of Braille documents and tactile graphics;
Software for formatting electronic texts (such as Adobe Acrobat Professional);
Adaptive Technology software such as JAWS, Kurzweill 3000, DAISY and ReadPlease.

C. **Skill to:**
D. **Type accurately and operate a computer keyboard and a high speed scanner:**
   - Use OCR computer software; such as OmniPage and ABBY finereader;
   - Operate and use Captioning software such as CPC;
   - Create, clean and format e-texts and make existing e-texts accessible for use with assistive technologies.

**Ability to:**
- Provide alternate media support throughout the District;
- Analyze situations and adopt effective course of action;
- Meet schedules and deadlines;
- Plan, prioritize and organize work to provide materials in a timely manner;
- Work independently in a collaborative college environment;
- Handle multiple tasks;
- Troubleshoot alternate media technology problems;
- Understand and follow written and oral instructions and
- Establish effective working relationships with others (students, administrators, employees, and public).
- Coordinate and organize multiple projects simultaneously.

**Education Requirement:**
AA or AS degree, two years experience in multimedia computer applications (video, graphics, web-design), and training in production of alternate media; or an equivalent combination of training and experience that could likely provide the desired knowledge, skills and abilities to independently perform the duties of the position.

**WORKING ENVIRONMENT AND PHYSICAL DEMANDS**

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

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

**POSITION REPORTS TO:**
This position is supervised and reports to the Coordinator of the Disabled Student Center who reports to the Associate Dean of Student Services.
PAY RANGE:
The recommended pay range is 39.

DISPOSITION BY THE COMMISSION: Motion to approve item as presented.
Motion made by: Cmr. Joseph Metoyer  Seconded by: Cmr. Dolores Press
Ayes: 3  Nays:  Abstain:
Amendments/Comments: Motion carried.

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

VI. COMMENTS BY PERSONNEL COMMISSIONERS
Cmr. Karen Bancroft: I just wanted to mention that we’re bringing on a second HR specialist toward the end of August. She’s worked with Hay studies. (comments not audible on tape) Comments about reviewing Merit Rules to update.

VII. NOTE: THE NEXT REGULAR PERSONNEL COMMISSION MEETING IS SCHEDULED FOR 12:00 P.M. (NOON), WEDNESDAY, SEPTEMBER, 20 2006 IN BUSINESS BUILDING, ROOM 111.

VIII. ADJOURN REGULAR MEETING TO CLOSED SESSION TO CONSIDER PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE.

DISPOSITION BY THE COMMISSION: Motion to adjourn Regular Meeting to Closed Session
Motion made by: Cmr. Joseph Metoyer  Seconded by: Cmr. Dolores Press
Ayes: 3  Nays:  Abstain:
Amendments/Comments: Motion carried.

Adjourned: _____p.m.

DISPOSITION BY THE COMMISSION: Motion to reconvene to Regular Meeting
Motion made by: Cmr. Joseph Metoyer  Seconded by: Cmr. Dolores Press
IX. REPORT OF ACTION TAKEN DURING CLOSED SESSION

No action taken.

X. ADJOURN REGULAR MEETING

DISPOSITION BY THE COMMISSION: Motion to adjourn the Regular Meeting

Motion made by: Cmr. Joseph Metoyer  Seconded by: Cmr. Dolores Press

Ayes: 3  Nays:  Abstain:

Amendments/Comments: Motion carried.

Adjourned: 12:55 p.m.

Submitted By: /s/       Date:  August 10, 2006
Sue Tsuda, Acting Director of Classified Personnel & Secretary to the Personnel Commission

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.

SANTA MONICA COLLEGE
Personnel Commission
Attn: Sue Tsuda, Acting Director of Classified Personnel
1900 Pico Blvd.
Santa Monica, CA  90405