PERSONNEL COMMISSION AGENDA

Regular Meeting, Wednesday, February 18, 2015, at 12:00 p.m.
Board Room, Business Building Room 117, 1900 Pico Blvd., Santa Monica, CA 90405

Distribution List for Personnel Commission Announcements, Agendas and Minutes

Roster:

**DEPARTMENTS: PLEASE POST**
- 3400 Airport/SBDC: Sasha King
- Academic Affairs: Rebecca Weiland
- AET: Rasheeda Watts
- Admissions & Records: Esau Tovar
- African American Center: Sherri Bradford
- Airport: Jackie Portal-Purdy
- Athletics: K. Stallings
- Auxiliary Services: Ofelia Meza
- Bookstore: David Dever
- Bundy: Beverly Redd-Walker
- Business Department: Peter Murray
- Campus Police Office: Jennifer Jones
- Community Education: Michelle King
- Counseling Office: Laurie Guglielmo
- Custodian Time Clock: Raymond Bruce
- Disabled Students Center: Nathalie Laille
- Early Childhood Ed.: L. Manson
- Emeritus College: V. Rankin-Scales
- English Dept.: Joanne Laurance
- EOP&S: R. Thomas-Green
- ESL Office: Pam Nemeth
- Events Office: Joy Bice
- Faculty Association: Mitra Moassessi
- Financial Aid Office: T. Thomas
- Health Sciences: Ida Danzey
- Health Office: Nancy Alfaro
- International Students Center: Ana Jara
- Career Services: Vicky Rothman
- KCRW: Cheryl Gee
- Latino Center: Maria Martinez
- Letters & Science: Linda Sallovitz
- HSS: Carolyn Baugh
- Library: Mona Martin
- Maintenance/Facilities Time Clock: C. Rogers
- Math Village: Betty Wong
- Media Center: L. Nakamura
- M.I.S.: Lee Johnston
- Modern Language: Jeanne Laurie
- Music: Lori Geller
- Madison: Gail Johnson
- Payroll: Ian Fraser
- Science: Ingrid Cardwell
- School Relations Outreach: Trena Johnson
- Student Life: Amelia Trejo
- Superintendent/Presidents Office: L Kilian
- STEM: Vanan Yahnian
- Theater Arts: Judy Louff
- W& ED/Bundy: Tricia Ramos

<table>
<thead>
<tr>
<th>ADMINISTRATORS and MANAGERS</th>
<th>PRESIDENT/SUPERINTENDENT and SENIOR STAFF</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acad. Comp.: Joshi John</td>
<td>Superintendent/President: C. Tsang</td>
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<tr>
<td>Emeritus: Gita Runkle</td>
<td>Interim Executive VP: Jeff Shimizu</td>
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<tr>
<td>Facilities: Bruce Wyban</td>
<td>VP Academic Affairs: Georgia Lorenz</td>
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<tr>
<td>HR: Sherri Lee-Lewis</td>
<td>VP Business/Admin: R. Isomoto</td>
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<tr>
<td>Info Mgmt: J. Chong</td>
<td>VP Enroll. Services: T. Rodriguez</td>
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<tr>
<td>Int. Ed. Center: D. Kinsella</td>
<td>VP Human Resources: Marcia Wade</td>
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<td>Maintenance:</td>
<td>VP Student Affairs: M. Tuitasi</td>
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<td>Operations:</td>
<td>Senior Director Government Relations &amp;</td>
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<td>Institutional Communications: Don Girard</td>
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<td>Community Relations: Kiersten Elliott</td>
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<td>Public Information: Grace Smith</td>
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<td>Anthony Barlow</td>
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<td>Courtney Pierce</td>
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<td>Pico Partners: W. DeMorst</td>
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<td>Receiving: R. Jauregui</td>
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</tbody>
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**PUBLIC POSTING LOCATIONS**
- 2714 Pico: exterior display box
- Library for Public Posting (1)
- Library for Archives (2)
- Mailroom
- SMC Personnel Commission Office
- SMC Human Resources
- Staff Lounge

**EMPLOYEE ORGANIZATIONS**
- CSEA Labor Rep.: M. Espinoza
- CSEA Chapter Pres.: R. Hnilo
- CSEA Chapter 1st V.P.: Robert Villanueva
- CSEA Chief Job Steward: C. Lemke
- CSEA Corresponding, Sec’y:
- CSEA Recording Sec’y: C. Lagunas
- SMC POA President: – Officer Cadena
- Mgmt Assoc: G. Brown/B. Dammer

Revised 2/11/15

**IF YOU NEED AN ACCOMMODATION**
Written requests for disability-related modifications or accommodations that are needed in order to participate in the Commission meeting are to be directed to the Personnel Commission Office as soon in advance of the meeting as possible.

For information regarding Personnel Commission Agenda/Minutes distribution, please contact Personnel Commission at (310) 434-4410.
PUBLIC PARTICIPATION

ADDRESSING THE PERSONNEL COMMISSION

Members of the public may address the Personnel Commission by oral presentation concerning any subject that lies within the jurisdiction of the Personnel Commission provided the requirements and procedures herein set forth are observed:

1. Individuals wishing to speak to the Commission at the Personnel Commission meeting during Public Comments or regarding an item(s) on the agenda must complete an information card with their name, name of organization (if applicable) and the topic or item on which the comment is to be made.

   Five minutes is allotted to each speaker per topic. If there are more than four speakers on any topic or item, the Commission reserves the option of limiting the time for each speaker. A speaker’s time may not be transferred to another speaker.

   Each speaker is limited to one presentation per specific agenda item before the Commission, and to one presentation per Commission meeting on non-agenda items.

   General Public Comments

   * The card to speak during Public Comments must be submitted to the recording secretary at the meeting before the Commission reaches the Public Comments section in the Agenda.

   * Five minutes is allotted to each speaker per topic for general public comments. The speaker must adhere to the topic. Individuals wishing to speak during the Public Comments will be called upon during Public Comments.

   Agenda Items

   * The card to speak during Agenda Items must be submitted to the recording secretary at the meeting before the Commission reaches that specific item in the agenda.

   * Five minutes is allotted to each speaker per Agenda Item. The speaker must adhere to the topic. Individuals wishing to speak on a specific Agenda Item will be called upon at the time that the Commission reaches that item in the Agenda.

   Exceptions: This time allotment does not apply to individuals who address the Personnel Commission at the invitation or request of the Commission or the Director of Classified Personnel.

2. Any person who disrupts, disturbs, or otherwise impedes the orderly conduct of any meeting of the Personnel Commission by uttering loud, threatening, or abusive language or engaging in disorderly conduct, shall, at the discretion of the presiding officer or majority of the Personnel Commission, be requested to be orderly and silent and/or removed from the meeting.

No action may be taken on items of business not appearing on the agenda.

Reference: Merit Rule 2.2.8

Government Code sections 54954.2, 54954.3, 54957.9
Any public records, which can be disclosed, related to an open session item on the agenda and distributed to the Personnel Commissioners less than 72 hours prior to the meeting, are available for public inspection in the Personnel Commission Office, 2714 Pico Blvd, Santa Monica, during normal business hours.

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 _______ p.m.

B. Roll Call

<table>
<thead>
<tr>
<th>Commissioner</th>
<th>Present</th>
<th>Absent</th>
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<tbody>
<tr>
<td>Commissioner Metoyer, Chair</td>
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<td>Commissioner Abbott, Vice-Chair</td>
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<td>Commissioner Greenstein</td>
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<td>Commissioner Leone</td>
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C. Approval of Minutes

Regular Meeting – January 21, 2015
Special Meeting – February 2, 2015

Amendments/Comments

MOTION MADE BY:
SECONDED BY:
AYES:
NAYS:
ABSTENTIONS:
II. REPORT – DIRECTOR OF CLASSIFIED PERSONNEL

III. COMMENTS AND INFORMATIONAL REPORTS
A. Recognition of Employee Longevity: January 2015

5 YEARS

Jocelyn Winn, Administrative Assistant II, Workforce & Economic Development/Career & Contract Education

10 YEARS

Teresa Huber, Library Assistant, Learning Resources Center (May 2013 Longevity List)

Robert Negron, Community College Parking Enforcement Officer, Campus Police

Pamela Nemeth, Administrative Assistant II, ESL & Dance

20 YEARS

Deborah Adams, Accountant, Fiscal Services

Chandra Dhruv, Cash Receipts Specialist, Bursar’s Office

Wai Wong, Telecommunications Technician II, Telecommunications

30 YEARS

Ingrid Cardwell, Administrative Assistant I, Physical Sciences

B. Comments from Vice President of Human Resources

C. Comments from CSEA Chapter 36 Representative

D. Comments from Management Association Vice – President

E. Comments from Personnel Commission Staff

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

G. Comments by Personnel Commissioners
**IV. AGENDA REPORTS**

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<td>Personnel Commission Staff Action: Approval of Selection of Personnel Technician</td>
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<td>Personnel Commission Staff Action: Approval of Selection of Personnel Technician</td>
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<td>• Assistant Director of Human Resources</td>
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<td>• Employee Benefits Specialist</td>
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<td>• Student Services Specialist</td>
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<td>• Theatre Technical Specialist</td>
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<td>Advisory Item: Appointments to Provisional Assignments</td>
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</table>
V. PUBLIC COMMENTS TO CLOSED SESSION ITEMS

VI. ADJOURN TO CLOSED SESSION

Consideration of examination appeal
[pursuant to Government Code Section 54957 (b)(1)]

VII. ADJOURN AT _______ P.M.

Next regularly scheduled meeting: Wednesday, March 18, 2015 at 12:00 p.m.
AGENDA REPORT NO. 1

SUBJECT: PERSONNEL COMMISSION STAFF ACTION: RATIFICATION OF APPOINTMENT OF ADMINISTRATIVE ASSISTANT II

DATE:    February 18, 2015

TO:       Members of the Personnel Commission

FROM:     Carol Long, Director of Classified Personnel

It is requested that the Personnel Commission ratify the appointment of Ms. Olinka Rodriguez to fill the vacant Administrative Assistant II position within the Commission Office, effective February 17, 2015.

On December 4, 2014, the Personnel Commission approved the use of the Administrative Assistant III eligibility list to certify eligible(s) to Administrative Assistant II vacancies which could not be filled from the current eligibility list for Administrative Assistant II. Olinka Rodriguez was selected from the Administrative Assistant III list to fill this current vacancy.

Olinka Rodriguez has previously worked as a Real Estate Executive Assistant, a Loan Processor, and a Counseling Assistant. She is a former student of Santa Monica College. During her time at the college, she served as a student worker with our Campus Police Department. She possesses a Bachelor’s degree in Business and a Masters degree in Counseling.

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

Amendments/Comments

MOTION MADE BY:
SECONDED BY:
AYES:
NAYS:
ABSTENTIONS:
AGENDA REPORT NO. 2

SUBJECT: PERSONNEL COMMISSION STAFF ACTION: APPROVAL OF SELECTION OF PERSONNEL TECHNICIAN

DATE: February 18, 2015

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

It is requested that the Personnel Commission approve the selection of Mr. Augustin Faustino to fill a new vacant Personnel Technician position within the Commission Office. The appointment will not be effective until after February 23, 2015; following the completion of the transfer process for the two new positions.

The eligibility list for Personnel Technician was produced, effective January 7, 2015. Augustin Faustino placed within the top three ranks on the open eligibility list and was, therefore, eligible for selection into a new permanent assignment.

Augustin Faustino previously worked with the California State system as a Classification and Compensation Specialist, and as a Human Resources Coordinator. He possesses a Masters degree in Public Administration.

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

Amendments/Comments

MOTION MADE BY:
SECONDED BY:
AYES:
NAYS:
ABSTENTIONS:
AGENDA REPORT NO. 3

SUBJECT: PERSONNEL COMMISSION STAFF ACTION: APPROVAL OF SELECTION OF PERSONNEL TECHNICIAN

DATE: February 18, 2015

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

It is requested that the Personnel Commission approve the selection of Mr. Jose Guzman to fill a new vacant Personnel Technician position within the Commission Office. The appointment will not be effective until after February 23, 2015; following the completion of the transfer process for the two new positions.

The eligibility list for Personnel Technician was produced, effective January 7, 2015. Jose Guzman placed within the top three ranks on the promotional eligibility list and was, therefore, eligible for selection into a new permanent assignment.

Jose Guzman was hired into the Personnel Commission as an Administrative Clerk on May 16, 2006. He promoted into a Personnel Specialist position, effective June 1, 2008. He has worked out of class multiple times as a Personnel Technician. He possesses a Bachelors degree in History and Spanish, and he completed the HR Academy administered by CPS HR Consulting, and a Backgrounds Investigations Certification from the Los Angeles County Sheriff’s Department.

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

Amendments/Comments

MOTION MADE BY:
SECONDED BY:
AYES:
NAYS:
ABSTENTIONS:
AGENDA REPORT NO. 4

SUBJECT: PERSONNEL COMMISSION STAFF ACTION: RATIFICATION OF APPOINTMENT OF PERSONNEL TECHNICIAN

DATE: February 18, 2015

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

It is requested that the Personnel Commission ratify the appointment of Ms. Olga Vasquez to fill the vacant Personnel Technician position within the Commission Office, effective February 18, 2015.

The eligibility list for Personnel Technician was produced, effective January 7, 2015. Olga Vasquez placed within the top three ranks on the promotional eligibility list and was, therefore, eligible for selection into a new permanent assignment.

Olga Vasquez previously worked in the Payroll Department as a Payroll Specialist from December 20, 2010 through January 8, 2012. She then served as an Administrative Clerk in Human Resources from January 9, 2012 through July 14, 2013; and as an Employee Benefits Specialist from July 15, 2013 through February 15, 2015. She is currently working on her Masters degree in Leadership and Organizational Studies.

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
Amendments/Comments

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

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AGENDA REPORT NO. 5

SUBJECT: APPROVAL OF ALLOCATION OF NEW POSITION TO AN EXISTING CLASSIFICATION: JOURNEYMAN TRADE-ELECTRICAL

DATE: February 18, 2015

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

It is recommended that the Personnel Commission approve the allocation of the following new permanent position to the classification of Journeyman Trade-Electrical:

<table>
<thead>
<tr>
<th>Location</th>
<th>Hours</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facilities Department</td>
<td>12 months, 40 hours per week</td>
<td>February 18, 2015</td>
</tr>
</tbody>
</table>

BACKGROUND

The Facilities Department at Santa Monica College has requested to add one new position to perform journey-level electrical work within our campus facilities. Personnel Commission staff contacted Bruce Wyban, Director of Facilities Management, to review the duties which would be assigned to this new position, and ensure the proper classification.

The individual selected to fill this new position will be primarily responsible for independently carrying out electrical projects with minimal supervision, and overseeing in a lead capacity the work of Skilled Maintenance Worker II’s assisting with electrical projects.

The majority of duties assigned to this position, level of technical and safety knowledge required, level of independence expected, consequence of error, and performance expectations are most consistent with the concept of the Journeyman Trade-Electrical classification.

Merit Rule 3.2.7 ALLOCATION OF LIKE POSITIONS TO EXISTING CLASSES

3.2.7

A. All positions which substantially consist of comparable duties, responsibilities, and qualifications shall be allocated to the same class.

RECOMMENDATION

It is recommended that the Personnel Commission approve the allocation of this new position to the classification of Journeyman Trade-Electrical.
DISPOSITION BY THE COMMISSION
Amendments/Comments

MOTION MADE BY:
SECONDED BY:
AYES:
NAYS:
ABSTENTIONS:
AGENDA REPORT NO. 6

SUBJECT: APPROVAL OF ALLOCATION OF NEW POSITION TO AN EXISTING CLASSIFICATION: PAINTER

DATE: February 18, 2015

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

It is recommended that the Personnel Commission approve the allocation of the following new permanent position to the classification of Painter:

<table>
<thead>
<tr>
<th>Location</th>
<th>Hours</th>
<th>Effective Date</th>
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</thead>
<tbody>
<tr>
<td>Facilities Department</td>
<td>12 months, 40 hours per week</td>
<td>February 18, 2015</td>
</tr>
</tbody>
</table>

BACKGROUND

The Facilities Department at Santa Monica College has requested to add one new position to perform journey-level painting work within our campus facilities. Personnel Commission staff contacted Bruce Wyban, Director of Facilities Management, to review the duties which would be assigned to this new position, and ensure the proper classification.

The individual selected to fill this new position will be primarily responsible for independently carrying out painting projects with minimal supervision, and overseeing in a lead capacity the work of Skilled Maintenance Workers assisting with painting projects.

The majority of duties assigned to this position, level of technical and safety knowledge required, level of independence expected, consequence of error, and performance expectations are most consistent with the concept of the Painter classification.

Merit Rule 3.2.7 ALLOCATION OF LIKE POSITIONS TO EXISTING CLASSES

3.2.8

A. All positions which substantially consist of comparable duties, responsibilities, and qualifications shall be allocated to the same class.

RECOMMENDATION

It is recommended that the Personnel Commission approve the allocation of this new position to the classification of Painter.
DISPOSITION BY THE COMMISSION
Amendments/Comments

MOTION MADE BY:
SECONDED BY:
AYES:
NAYS:
ABSTENTIONS:
AGENDA REPORT NO. 7

SUBJECT: APPROVAL OF ALLOCATION OF NEW POSITION TO AN EXISTING CLASSIFICATION: JOURNEYMAN TRADE-PLUMBING

DATE: February 18, 2015

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

It is recommended that the Personnel Commission approve the allocation of the following new permanent position to the classification of Journeyman Trade-Plumbing:

<table>
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<tr>
<th>Location</th>
<th>Hours</th>
<th>Effective Date</th>
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</thead>
<tbody>
<tr>
<td>Facilities Department</td>
<td>12 months, 40 hours per week</td>
<td>February 18, 2015</td>
</tr>
</tbody>
</table>

BACKGROUND

The Facilities Department at Santa Monica College has requested to add one new position to perform journey-level plumbing work within our campus facilities. Personnel Commission staff contacted Bruce Wyban, Director of Facilities Management, to review the duties which would be assigned to this new position, and ensure the proper classification.

The individual selected to fill this new position will be primarily responsible for independently carrying out plumbing projects with minimal supervision, and overseeing in a lead capacity the work of Skilled Maintenance Worker II’s assisting with plumbing projects.

The majority of duties assigned to this position, level of technical and safety knowledge required, level of independence expected, consequence of error, and performance expectations are most consistent with the concept of the Journeyman Trade-Plumbing classification.

Merit Rule 3.2.7 ALLOCATION OF LIKE POSITIONS TO EXISTING CLASSES

3.2.9

A. All positions which substantially consist of comparable duties, responsibilities, and qualifications shall be allocated to the same class.

RECOMMENDATION

It is recommended that the Personnel Commission approve the allocation of this new position to the classification of Journeyman Trade-Plumbing.
DISPOSITION BY THE COMMISSION

Amendments/Comments

MOTION MADE BY:
SECONDED BY:
AYES:
NAYS:
ABSTENTIONS:
AGENDA REPORT NO. 8

SUBJECT: APPROVAL OF ALLOCATION OF NEW POSITION TO AN EXISTING CLASSIFICATION: JOURNEYMAN TRADE-CARPENTRY

DATE: February 18, 2015

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

It is recommended that the Personnel Commission approve the allocation of the following new permanent position to the classification of Journeyman Trade-Carpentry:

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<tr>
<th>Location</th>
<th>Hours</th>
<th>Effective Date</th>
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<tbody>
<tr>
<td>Facilities Department</td>
<td>12 months, 40 hours per week</td>
<td>February 18, 2015</td>
</tr>
</tbody>
</table>

BACKGROUND

The Facilities Department at Santa Monica College has requested to add one new position to perform journey-level carpentry work within our campus facilities. Personnel Commission staff contacted Bruce Wyban, Director of Facilities Management, to review the duties which would be assigned to this new position, and ensure the proper classification.

The individual selected to fill this new position will be primarily responsible for independently carrying out carpentry projects with minimal supervision, and overseeing in a lead capacity the work of Skilled Maintenance Workers assisting with carpentry projects.

The majority of duties assigned to this position, level of technical and safety knowledge required, level of independence expected, consequence of error, and performance expectations are most consistent with the concept of the Journeyman Trade-Carpentry classification.

Merit Rule 3.2.7 ALLOCATION OF LIKE POSITIONS TO EXISTING CLASSES

3.2.10

A. All positions which substantially consist of comparable duties, responsibilities, and qualifications shall be allocated to the same class.

RECOMMENDATION

It is recommended that the Personnel Commission approve the allocation of this new position to the classification of Journeyman Trade-Carpentry.
DISPOSITION BY THE COMMISSION
Amendments/Comments

MOTION MADE BY:
SECONDED BY:
AYES:
NAYS:
ABSTENTIONS:
AGENDA REPORT NO. 9

SUBJECT: EXTENSION OF PROVISIONAL APPOINTMENT – ADMINISTRATIVE CLERK

DATE: February 18, 2015

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

BY: Michael Cool, Supervising Personnel Analyst

The Personnel Commission was advised of the following provisional assignment at the regular meeting held on October 15, 2014:

<table>
<thead>
<tr>
<th>Candidate</th>
<th>Position</th>
<th>Department</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jose Martinez</td>
<td>Administrative Clerk</td>
<td>Kinesiology</td>
<td>9/30/2014 – 12/31/2014</td>
</tr>
</tbody>
</table>

*Assignment ending date may be adjusted as not to exceed 90 working days in a fiscal year.

The individual listed above has been authorized to serve as provisional Administrative Clerk since September 30, 2014. He is currently working 40 hours per week, and his end date has since been adjusted to February 20, 2015 at which point he will reach his 90 working day limit.

The SMC Kinesiology Department has requested that Mr. Martinez continue to serve in this role until the Administrative Assistant I of the department returns in March. The Personnel Commission has the authority to authorize a 36 day extension for his assignment, once the initial 90 working days have been completed, as long as an examination has been requested.

Merit Rule 7.2.1 (C) states:

The Personnel Commission may extend the 90 working day provisional appointment for a period not to exceed 36 additional working days provided:

1. The examination for the class was given during the initial 90 working days of the employee’s provisional assignment.
2. Satisfactory evidence is presented indicating:
   a. Adequate recruitment effort has been, and is being made;
   b. Extension of this provisional assignment is necessary to carry on vital functions of the District;
   c. The position cannot satisfactorily be filled by use of the following in priority order:
      1. the eligibility list for the class
      2. other employment lists such as reinstatement; or transfer
      3. other appropriate substitute eligibility lists
It is recommended that the Personnel Commission approve the following extension to this provisional employee in a temporary Administrative Clerk assignment:

<table>
<thead>
<tr>
<th>Candidate</th>
<th>Position</th>
<th>Department</th>
<th>Duration of Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jose Martinez</td>
<td>Administrative Clerk</td>
<td>Kinesiology</td>
<td>Not to exceed 36 additional working days</td>
</tr>
</tbody>
</table>

DISPOSITION BY THE COMMISSION
Amendments/Comments

MOTION MADE BY:
SECONDED BY:
AYES:
NAYS:
ABSTENTIONS:
AGENDA REPORT NO. 10

SUBJECT: EXTENSION OF PROVISIONAL APPOINTMENT – ASSISTANT DIRECTOR OF HUMAN RESOURCES

DATE: February 18, 2015

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

The Personnel Commission was advised of the following provisional assignment at the regular meeting held on July 16, 2014:

<table>
<thead>
<tr>
<th>Candidate</th>
<th>Position</th>
<th>Department</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Michael Hudson</td>
<td>Asst. Director of Human Resources</td>
<td>Human Resources</td>
<td>6/24/14 – 9/30/14</td>
</tr>
</tbody>
</table>

*Assignment ending date may be adjusted as not to exceed 90 working days in a fiscal year.

The individual listed above has been authorized to serve as a provisional Assistant Director of Human Resources since June 24, 2014. Mr. Hudson was initially working periodically, as needed, to conduct investigations when the workload was high in this area.

Mr. Hudson has assumed this role on a more continuous basis since the resignation of the previous Director of Human Resources. The 90-working day limit to his provisional assignment is scheduled to end this month.

The examination for Director of Human Resources is currently in progress. The Department of Human Resources has requested that we also open recruitment for Assistant Director of Human Resources. The Department of Human Resources has requested that Mr. Hudson serve in this role until an eligibility list can be produced. The Personnel Commission has the authority to authorize a 36 day extension for his assignment, once the initial 90 working days have been completed.

Merit Rule 7.2.1 (C) states:

The Personnel Commission may extend the 90 working day provisional appointment for a period not to exceed 36 additional working days provided:

1. The examination for the class was given during the initial 90 working days of the employee’s provisional assignment.

2. Satisfactory evidence is presented indicating:
   a. Adequate recruitment effort has been, and is being made;
   b. Extension of this provisional assignment is necessary to carry on vital functions of the District;
   c. The position cannot satisfactorily be filled by use of the following in priority order:
      1. the eligibility list for the class
      2. other employment lists such as reinstatement; or transfer
      3. other appropriate substitute eligibility lists
It is recommended that the Personnel Commission approve the following extension to this provisional employee’s assignment as Assistant Director of Human Resources.

<table>
<thead>
<tr>
<th>Candidate</th>
<th>Position</th>
<th>Department</th>
<th>Duration of Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>Michael Hudson</td>
<td>Assistant Director of Human</td>
<td>Human Resources</td>
<td>Not to exceed 36 additional working days OR until certification from the new eligibility list can be made</td>
</tr>
<tr>
<td></td>
<td>Resources Department</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**DISPOSITION BY THE COMMISSION**

Amendments/Comments

MOTION MADE BY:  
SECONDED BY:  
AYES:  
NAYS:  
ABSTENTIONS:
AGENDA REPORT NO. 11

 SUBJECT: EXTENSION OF PROVISIONAL APPOINTMENT – LEAD EVENTS TECHNICIAN

 DATE: February 18, 2015

 TO: Members of the Personnel Commission

 FROM: Carol Long, Director of Classified Personnel

The Personnel Commission was advised of the following provisional assignment at the regular meeting held on August 20, 2014:

<table>
<thead>
<tr>
<th>Candidate</th>
<th>Position</th>
<th>Department</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Angelica Bernaert</td>
<td>Theatre Technical Specialist</td>
<td>SMC Performing Arts</td>
<td>7/1/2014 – 6/30/2015</td>
</tr>
</tbody>
</table>

*Assignment ending date may be adjusted as not to exceed 90 working days in a fiscal year.

The individual listed above has been authorized to serve as a provisional Theatre Technical Specialist since July 1, 2014. She has been working periodically, as needed for each performing arts event. Her assignment has not been continuous. However, the 90 working day limit to her provisional assignment will end prior to the end of this month.

An examination for Lead Events Technician has recently been requested to fill a permanent vacancy. The SMC Performing Arts Department has requested that Angelica serve in this role until an eligibility list can be produced. Ms. Bernaert exceeds the minimum requirements for Lead Events Technician. The Personnel Commission has the authority to authorize a 36 day extension for her assignment, once the initial 90 working days have been completed.

Merit Rule 7.2.1 (C) states:

_The Personnel Commission may extend the 90 working day provisional appointment for a period not to exceed 36 additional working days provided:_

1. _The examination for the class was given during the initial 90 working days of the employee’s provisional assignment._
2. _Satisfactory evidence is presented indicating:_
   a. _Adequate recruitment effort has been, and is being made;_
   b. _Extension of this provisional assignment is necessary to carry on vital functions of the District;_
   c. _The position cannot satisfactorily be filled by use of the following in priority order:_
      1. _the eligibility list for the class_
      2. _other employment lists such as reinstatement; or transfer_
      3. _other appropriate substitute eligibility lists_

It is recommended that the Personnel Commission approve the following extension to this
provisional employee in a temporary Lead Events Technician assignment:

<table>
<thead>
<tr>
<th>Candidate</th>
<th>Position</th>
<th>Department</th>
<th>Duration of Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>Angelica Bernaert</td>
<td>Theatre Technical Specialist</td>
<td>SMC Performing Arts</td>
<td>Not to exceed 36 additional working days OR until certification from the new eligibility list can be made</td>
</tr>
</tbody>
</table>

**DISPOSITION BY THE COMMISSION**

Amendments/Comments

MOTION MADE BY:  
SECONDED BY:  
AYES:  
NAYS:  
ABSTENTIONS:
AGENDA REPORT NO. 12

SUBJECT: EXTENSION OF PROVISIONAL APPOINTMENTS – THEATRE TECHNICAL SPECIALISTS

DATE: February 18, 2015

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

The Personnel Commission was advised of the following provisional assignments at the regular meeting held on August 20, 2014:

<table>
<thead>
<tr>
<th>Candidate</th>
<th>Position</th>
<th>Department</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Braden</td>
<td>Theatre Technical Specialist</td>
<td>SMC Performing Arts</td>
<td>7/1/2014 – 6/30/2015</td>
</tr>
<tr>
<td>Allison Brummer</td>
<td>Theatre Technical Specialist</td>
<td>SMC Performing Arts</td>
<td>7/1/2014 – 6/30/2015</td>
</tr>
<tr>
<td>Frances Geller</td>
<td>Theatre Technical Specialist</td>
<td>SMC Performing Arts</td>
<td>7/1/2014 – 6/30/2015</td>
</tr>
<tr>
<td>Sheldon Morley</td>
<td>Theatre Technical Specialist</td>
<td>SMC Performing Arts</td>
<td>7/1/2014 – 6/30/2015</td>
</tr>
</tbody>
</table>

* Assignment ending date may be adjusted as not to exceed 90 working days in a fiscal year.

The individuals listed above have been authorized to serve as provisional Theatre Technical Specialists since July 1, 2014. They have been working periodically, as needed for each performing arts event. Their assignments have not been continuous. The 90 working day limit to their provisional assignments will end prior to the end of this fiscal year.

An examination for Theatre Technical Specialist has just been requested. Therefore, the Personnel Commission has the authority to authorize a 36 day extension for each assignment, once the initial 90 working days have been completed.

Merit Rule 7.2.1 (C) states:

The Personnel Commission may extend the 90 working day provisional appointment for a period not to exceed 36 additional working days provided:

1. The examination for the class was given during the initial 90 working days of the employee’s provisional assignment.
2. Satisfactory evidence is presented indicating:
   a. Adequate recruitment effort has been, and is being made;
   b. Extension of this provisional assignment is necessary to carry on vital functions of the District;
   c. The position cannot satisfactorily be filled by use of the following in priority order:
      1. the eligibility list for the class
      2. other employment lists such as reinstatement; or transfer
      3. other appropriate substitute eligibility lists

It is recommended that the Personnel Commission approve the following extensions to these provisional assignments:
<table>
<thead>
<tr>
<th>Candidate</th>
<th>Position</th>
<th>Department</th>
<th>Duration of Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Braden</td>
<td>Theatre Technical Specialist</td>
<td>SMC Performing Arts</td>
<td>Not to exceed 36 additional working days OR until certification from the new eligibility list can be made</td>
</tr>
<tr>
<td>Allison Brummer</td>
<td>Theatre Technical Specialist</td>
<td>SMC Performing Arts</td>
<td>Not to exceed 36 additional working days OR until certification from the new eligibility list can be made</td>
</tr>
<tr>
<td>Frances Geller</td>
<td>Theatre Technical Specialist</td>
<td>SMC Performing Arts</td>
<td>Not to exceed 36 additional working days OR until certification from the new eligibility list can be made</td>
</tr>
<tr>
<td>Sheldon Morley</td>
<td>Theatre Technical Specialist</td>
<td>SMC Performing Arts</td>
<td>Not to exceed 36 additional working days OR until certification from the new eligibility list can be made</td>
</tr>
</tbody>
</table>

**DISPOSITION BY THE COMMISSION**

Amendments/Comments

MOTION MADE BY:  
SECONDED BY:  
AYES:  
NAYS:  
ABSTENTIONS:
AGENDA REPORT NO. 13

SUBJECT: RATIFICATION OF PROVISIONAL WORKING OUT OF CLASS ASSIGNMENT: THEATRE TECHNICAL DIRECTOR

DATE: February 18, 2015

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified personnel

It is recommended that the Personnel Commission approve the following provisional working out of class assignment at 100%:

<table>
<thead>
<tr>
<th>Name</th>
<th>Assignment</th>
<th>Length of Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thomas R. Carter</td>
<td>Theatre Technical Director</td>
<td>2/2/2015 – 6/5/2015 Not to exceed 90 working days</td>
</tr>
</tbody>
</table>

BACKGROUND

The previous Theatre Technical Director has retired from Santa Monica College. The department has requested a study of the classification prior to opening recruitment. This study is currently in progress.

The Performing Arts Department is requesting additional assistance at the level of a Theatre Technical Director, until the eligibility list is produced and a permanent selection can be made. Thomas Carter has been asked to cover the duties normally assigned to the Theatre Technical Director during this time. Mr. Carter is a permanent employee of the District, currently assigned as a Lead Events Technician. These additional duties will assume more than 50% of Mr. Carter’s daily assignments.

Duties that have been assigned to Mr. Carter during this period include, but are not limited to, the following:

- Coordinates with clients to determine technical needs for stage productions, including equipment and labor requirements
- Prepares estimates of costs associated with staffing needs
- Oversees, coordinates, and provides direction for all technical elements of productions, including sets, lighting, audio, video, and costumes
- Reviews scenic, lighting, and sound designs to determine their integration into our venues. Estimates labor and time requirements based on designs
- Evaluates equipment needs, and determines what in-house equipment can be used and what equipment must be rented
Merit Rule 3.2.10 Working Out of Class (Education Code Section 88010, 88087)

3.2.10

A. CONCEPT OF WORKING OUT OF CLASSIFICATION

1. Each classified employee shall be required to perform the duties of the position approved by the Board and classified by the Personnel Commission for the class to which he or she is assigned. An employee may be required to perform other related duties consistent with the concept of the classification to which the position is assigned.

2. Classified employees shall not be required to perform duties and responsibilities which are not fixed and prescribed for their positions or are not consistent with the concept of the classification of their current position for any period of time which exceeds five (5) working days within a fifteen (15) calendar day period, or equivalent (i.e., four 10-hour working days within a fifteen (15) calendar day period) except as provided by this rule.

3. Working out of class assignments are designed for temporary situations and shall not be used to place an employee in a long-term or permanent assignment in a higher or different classification. No employee shall be assigned to work out of class beyond the time limits specified in Merit Rule 7.2 (Provisional Appointments) and Merit Rule 7.4 (Limited Term Appointments).

B. Procedure for Supervisor Requesting Approval for Working Out of Class

3. The Director of Classified Personnel will advise the Office of Human Resources of the findings and shall present those findings, including the recommended pay differential, to the Personnel Commission for approval. Confirmation of this approval shall then be sent by the Personnel Commission to the Supervisor and the employee, and forwarded to the Board of Trustees for final approval.

Agreement between Santa Monica Community College and CSEA, Chapter 36, Article 11

11.7 Work out of Classification

11.7.1 Definition:

Working out of classification assignments shall not exceed a period of ninety (90) working days per fiscal year and no more than ninety (90) days in any one hundred eighty (180) day period.

11.7.3 Compensation:

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

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

11.4 Salary on Promotion

11.4.1 When an employee is promoted to a position in a higher salary range, he/she shall receive the next higher dollar amount above his/her present rate of pay, but not less than the minimum of the new salary range. If that amount is less than a one-step (5%) increase, the employee shall be placed at the next higher step over that authorized above.

RECOMMENDATION

Mr. Carter has been assigned additional duties at the level of Theatre Technical Director, during the period of time between 2/2/2015 through 6/5/2015. These duties will make up more than fifty percent (50%) of his daily assignments. Therefore, it is recommended that the Personnel Commission approve the request for working out-of-class for one hundred percent (100%) of the stipend as indicated under subdivision a of CSEA, Chapter 36, Article 11.7.3.b. (above).

DISPOSITION BY THE COMMISSION

Amendments/Comments

MOTION MADE BY:  
SECONDED BY:  
AYES:  
NAYS:  
ABSTENTIONS:
AGENDA REPORT NO. 14

SUBJECT: REQUEST TO CERTIFY FROM ALTERNATE ELIGIBILITY LIST FOR ADMINISTRATIVE CLERK

DATE: February 18, 2015

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

BACKGROUND

The eligibility list for Student Services Clerk was produced on February 3, 2015. The Personnel Commission is being requested today to ratify the eligibility list for Student Services Clerk. The recruitment resulted in 38 candidates placing on the one year eligibility list. The Student Services Clerk classification, Range 21 ($3,176 to $3,861) provides a variety of general and routine clerical duties for student services departments and programs. Incumbents are generally assigned to the front counter and are the first point of contact for students or members of the public.

The District has approved filling one vacant position for Administrative Clerk, Range 20 ($3,101 to $3,769). Presently, there is no current eligibility list for Administrative Clerk. The Administrative Clerk classification performs a wide variety of office support and clerical duties and activities of a generalized nature in support of an assigned department or functional area. The current vacancy is located in the Campus and Alumni Relations Office.

In lieu of conducting an expedited open recruitment for the Administrative Clerk classification, the Personnel Commission Staff is requesting the Commission’s approval to use the current Student Services Clerk eligibility list to fill the vacant Administrative Clerk positions, in accordance with Merit Rule 6.3.13.

The duties and qualifications of the Student Services Clerk include substantially all of the duties of the Administrative Clerk classification and the necessary skills and knowledge for the position were adequately tested in the examination for Student Services Clerk.

Merit Rule 6.3.13 states the following:

A. If there is no eligibility list for the class in which a vacancy occurs, certification may be made from a list for another class at the same or a higher salary level provided:
   1. The duties and qualifications of the class for which the examination was given include substantially all of the duties of the position to be filled.
   2. The Personnel Commission finds that the use of the list is in the best interest of the District and that the necessary skills and knowledge were adequately tested in the examination.
RECOMMENDATION

It is recommended the Commission approve the use of the Student Services Clerk eligibility list to certify eligible(s) to the current Administrative Clerk positions.

DISPOSITION BY THE COMMISSION
Amendments/Comments

MOTION MADE BY:
SECONDED BY:
AYES:
NAYS:
ABSTENTIONS:
AGENDA REPORT NO. 15

SUBJECT: CERTIFICATION OF SENIORITY LIST:
POLICE SERVICES ASSISTANT

DATE: February 18, 2015

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

As part of the continuing practice to update and maintain Seniority Lists for the District, we present for your approval, the Seniority List for Police Services Assistant.

This new classification was approved and staffed in July 2014. There is currently one employee on the seniority list. The incumbent has completed her probationary period and has been informed of her placement on the list.

13.1.4 SENIORITY LISTS

A. Seniority lists shall be prepared or updated for each class as necessary. When each list is initially established, it shall be approved by the Personnel Director and certified by the Personnel Commission before it is used.

B. When a seniority list is initially established or updated, the list shall be made available to the employee(s) for review during a five (5) working day period before it is approved.

C. During the prescribed review period, an employee who believes that an error has been made on his/her seniority computation shall notify the Personnel Director, who shall review the computations together with any additional information provided by the employee. The Personnel Director shall determine if a re-computation is appropriate and present an appropriate recommendation for action by the Personnel Commission.

D. Seniority lists that are maintained will be available for inspection in the Classified Personnel Department.
DISPOSITION BY THE COMMISSION
Amendments/Comments

MOTION MADE BY:
SECONDED BY:
AYES:
NAYS:
ABSTENTIONS:
"POLICE SERVICES ASSISTANT" SENIORITY LIST

Classification: Police Services Assistant

Range: 29
Monthly Base Salary Range as of: 7/01/2014: $3851 to $4694
PC Certification Date: February 18, 2015
Review Period: February 6 to 12, 2015

<table>
<thead>
<tr>
<th>EMPLOYEE NAME</th>
<th>SENIORITY BASE DATE - Date of Hire in Classification</th>
<th>ADJUSTED DAYS &amp; HOURS in CLASSIFICATION</th>
<th>CURRENT CLASSIFICATION IF NOT Police Services Assistant</th>
<th>DISTRICT HIRE DATE in PERMANENT STATUS</th>
<th>CURRENT MONTHS PER YEAR</th>
<th>CURRENT HOURS PER WEEK</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jones, Jennifer</td>
<td>8/1/2014</td>
<td>No</td>
<td>Police Services Assistant</td>
<td>3/6/2000</td>
<td>12</td>
<td>40</td>
</tr>
</tbody>
</table>

Compiled by: Michael Cool, Supervising Personnel Analyst

Approved by: Carol Long, Director of Classified Personnel
AGENDA REPORT NO. 16

SUBJECT: AMENDMENT TO RULES AND REGULATIONS OF THE CLASSIFIED SERVICE - CHAPTER 5 – FIRST READING
MERIT RULE 5.2.15, PROTEST OF WRITTEN TEST QUESTIONS
MERIT RULE 5.2.16, NOTICE OF EXAMINATION RESULTS
MERIT RULE 5.2.18, VETERAN’S PREFERENCE
MERIT RULE 5.2.19, REVIEW OF EXAMINATION RECORDS
(Note: No formal action will be taken at this meeting.)

DATE: February 18, 2015

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

Proposed changes to Chapter 5: Merit Rules 5.2.15, 5.2.16, 5.2.18, and 5.2.19 are attached for a first reading. Recommendations were developed with input from the District, CSEA, Campus Counsel, and the Merit Rules Advisory Committee. Goals of these changes include establishing and communicating more efficient processes, and clarifying and updating terminology.

Rule 5.2.15 REVIEW, PROTEST, AND APPEAL OF WRITTEN TEST QUESTIONS EXAMINATIONS

A. Candidates may review their own examination scores and rating sheets. Notification of examination results shall inform the candidate of the five (5) working day period during which appointments for reviews may be scheduled. At no time will a candidate be allowed to review actual test content, after the conclusion of each test part.

A.B. Candidates may protest any test part to a Personnel Commission staff member on the day of the test. Protests of written test questions shall be made must be filed on the day the written test is administered, before the candidate leaves the testing site. Upon request, the candidate will be provided with a standard protest sheet form on which he/she may file a protest any question, outlining the basis for the protest and stating the remedy sought. No candidate may copy and or remove from the review room any questions or answers.

B.C. The protest sheets forms shall be filed with the Personnel Director of Classified Personnel or designated staff member immediately following the test. Failure by a candidate to review or file a protest on the day of the written test shall constitute waiver of the right to appeal that part of the test.

C.D. The Personnel Director An assigned Personnel Commission staff member shall review and act upon all protests. He/she may allow more than one answer to a question or may disqualify a question, if he/she finds the protest valid. If a protest results in any change, the test papers scores of all candidates will be
reviewed and re-rated accordingly. Each candidate who files a protest shall receive a written response.

D.E. The purpose of the protest procedure is to assure accurate testing and grading systems, and a protest shall not be accepted merely because a candidate disagrees with an answer or score.

F. Protests shall be based solely on one or more of the following, and must include supporting rationale:

1. Discrimination or bias
2. Procedural error
3. Content error

G. If a candidate is not satisfied with the initial response to the protest, the candidate may file a written appeal with the Director of Classified Personnel within ten (10) calendar days from the date on which the Director’s response was mailed. The Director of Classified Personnel will make a decision regarding the appeal, and notify the candidate of that decision in writing.

H. If the Director of Classified Personnel rules against the appeal, the candidate may appeal that decision to the Personnel Commissioners, in writing, within five (5) working days of receipt of the Director’s decision. However, the filing of such an appeal will not stop or otherwise delay the examination and selection process unless so ordered by the Personnel Commission. The decision of the Personnel Commissioners shall be final.

Rule 5.2.16 NOTICE OF EXAMINATION RESULTS

A. Within fifteen (15) working days after completion of each examination part, each candidate shall be notified by regular mail of his/her examination results. Notification of test results shall be provided to candidates as soon as practicable following administration of the test.

B. The notice shall include the following:

1. Each candidate’s individual examination results.
2. The time period for review per Rule 5.2.4915.
3. Final ranking, if appropriate once all test parts are completed.
4. The opportunity to review the eligibility list, per Rule 5.2.20.
Rule 5.2.18  VETERAN'S PREFERENCE (EDUCATION CODE SECTIONS 88113, 88114, 88115)

A. A veteran, as defined in this rule, shall mean an individual who has been discharged or released under conditions other than dishonorable and has served at least 30 days of active duty in the Army, Navy, Marine Corps, Coast Guard, or Air Force between the dates listed below:

World War II – December 7, 1941, to December 31, 1946

Korea – June 27, 1950 to January 31, 1955

Vietnam – August 4, 1964, to May 7, 1975

Gulf Conflict – January 14, 1991 to February 27, 1991

(This is the actual war period. Additional coverage may be granted subject to future verification form Veteran’s Administration)

B. Veterans, except disabled veterans, shall be allowed an additional credit of five (5) points to their composite score in entry-level examinations, only if they receive an overall passing score.

C. Disabled veterans shall be allowed an additional credit of ten (10) points to their composite score in entry-level examinations.

   1. Disabled veteran is defined to mean an individual who is currently declared by the United States Veteran’s Administration to be 10 percent or more disabled as a result of service in the armed forces.

D. Veteran preference points shall not be added to composite scores until the applicant receives an overall passing score.

RULE 5.2.19 REVIEW-RETENTION OF EXAMINATION RECORDS (EDUCATION CODE SECTION 88093)

A. Examination records, including test answer sheets, and the rating sheets of each member of an oral interview panel shall be retained for a period of two (2) years; tape recordings of interviews shall be retained for ninety (90) calendar days.

B. Examination records shall be confidential. Records, such as standardized test questions, identifiable ratings of oral panel members, and confidential references of previous employers shall not be available for review.
C. Remaining examination records, such as scores, test answer sheets, and the oral interview recording of the candidate or eligible shall be available for review only by the candidate or eligible and his/her representative. The candidate or eligible or his/her representative may not review the examination records of another person.

D. Review of candidate examination results shall be made during the five (5) working days following the notification of the results of each examination part.
AGENDA REPORT NO. 17

SUBJECT: EXAMINATION SCHEDULE

DATE: February 18, 2015

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

BY: José Guzmán, Personnel Specialist

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

<table>
<thead>
<tr>
<th>Class Title</th>
<th>Field of Competition</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Clerk</td>
<td>Open Competitive</td>
<td>3 weeks</td>
</tr>
<tr>
<td>Assistant Director of Human Resources</td>
<td>Merged Promotional &amp; Open Competitive</td>
<td>3 weeks</td>
</tr>
<tr>
<td>Employee Benefits Specialist</td>
<td>Merged Promotional &amp; Open Competitive</td>
<td>3 weeks</td>
</tr>
<tr>
<td>Student Services Specialist</td>
<td>Merged Promotional &amp; Open Competitive</td>
<td>3 weeks</td>
</tr>
<tr>
<td>Theatre Technical Specialist</td>
<td>Merged Promotional &amp; Open Competitive</td>
<td>3 weeks</td>
</tr>
</tbody>
</table>

*pending approval by the Board of Trustees

DISPOSITION BY THE COMMISSION
Amendments/Comments

MOTION MADE BY:
SECONDED BY:
AYES:
NAYS:
ABSTENTIONS:
AGENDA REPORT NO. 18

SUBJECT: RATIFICATION OF ELIGIBILITY LISTS

DATE: February 18, 2015

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

BY: José Guzmán, Personnel Specialist

<table>
<thead>
<tr>
<th>Class Title</th>
<th>Field of Competition</th>
<th>Promotional</th>
<th>Total On List</th>
<th>Expiration Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructional Technology Services Manager</td>
<td>Merged Promotional &amp; Open Competitive</td>
<td>1</td>
<td>2</td>
<td>02/18/16</td>
</tr>
<tr>
<td>Programmer Analyst I</td>
<td>Merged Promotional &amp; Open Competitive</td>
<td>0</td>
<td>2</td>
<td>01/27/16</td>
</tr>
<tr>
<td>Student Services Clerk</td>
<td>Merged Promotional &amp; Open Competitive</td>
<td>0</td>
<td>38</td>
<td>02/02/16</td>
</tr>
</tbody>
</table>

DISPOSITION BY THE COMMISSION

Amendments/Comments

MOTION MADE BY:
SECONDED BY:
AYES:
NAYS:
ABSTENTIONS:
AGENDA REPORT NO. 19

SUBJECT:     EXTENSION OF ELIGIBILITY LIST – STUDENT SERVICES SPECIALIST – ADMISSIONS AND RECORDS

DATE:       February 18, 2015

TO:         Members of the Personnel Commission

FROM:       Carol Long, Director of Classified Personnel

The Personnel Commission Office is requesting that the eligibility list for Student Services Specialist – Admissions and Records be extended for an additional six months. The current eligibility list is scheduled to expire March 10, 2015.

A recruitment for Student Services Specialist – Admissions and Records was conducted last year. The testing resulted in ten eligible candidates. Seven of these candidates still remain on the list. The Personnel Commission staff believes there are a sufficient number of available eligibles remaining to fill any future vacancies anticipated for the next six months.

<table>
<thead>
<tr>
<th>Merit Rule 6.2.3 (C) Duration of Eligibility List</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.2.3 (C)</td>
</tr>
<tr>
<td>B. 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:</td>
</tr>
<tr>
<td>1. a sufficient number of available eligibles remain to fill expected future vacancies;</td>
</tr>
<tr>
<td>2. the composition of the list reflects appropriate representation of ethnic minorities, underrepresented groups, or non-traditional candidates;</td>
</tr>
<tr>
<td>3. the field of competition in the occupational area has not changed dramatically.</td>
</tr>
</tbody>
</table>

RECOMMENDATION

It is recommended that the Personnel Commission approve extending the eligibility list for Student Services Specialist – Admissions and Records until September 10, 2015.

DISPOSITION BY THE COMMISSION

Amendments/Comments

MOTION MADE BY:  
SECONDED BY:  
AYES:   NAYS:   ABSTENTIONS:
AGENDA REPORT NO. 20

SUBJECT: RATIFICATION OF PROVISIONAL WORKING OUT OF CLASS ASSIGNMENT: ADMINISTRATIVE ASSISTANT II

DATE: February 18, 2015

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified personnel

It is recommended that the Personnel Commission approve the following provisional working out of class assignment at 100%:

<table>
<thead>
<tr>
<th>Name</th>
<th>Assignment</th>
<th>Length of Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brent Heximer</td>
<td>Administrative Assistant II</td>
<td>2/17/2015 to 6/22/2015 Not to exceed 90 working days</td>
</tr>
</tbody>
</table>

BACKGROUND

The Personnel Commission will be hiring three new permanent staff members within the next few weeks. Additional assistance is needed during the next few months with training new staff on producing agendas, minutes, and other related reports; and with formalizing many of our office procedures. Brent Heximer has been asked to cover these responsibilities. Mr. Heximer is a permanent employee of the District, currently assigned as an Administrative Clerk within the Personnel Commission. These additional duties will assume more than 50% of Mr. Heximer’s daily assignments.

Merit Rule 3.2.10 Working Out of Class (Education Code Section 88010, 88087)

3.2.10

A. CONCEPT OF WORKING OUT OF CLASSIFICATION

1. Each classified employee shall be required to perform the duties of the position approved by the Board and classified by the Personnel Commission for the class to which he or she is assigned. An employee may be required to perform other related duties consistent with the concept of the classification to which the position is assigned.

2. Classified employees shall not be required to perform duties and responsibilities which are not fixed and prescribed for their positions or are not consistent with the concept of the classification of their current position for any period of time which exceeds five (5) working days within a fifteen (15) calendar day period, or equivalent (i.e., four 10-hour working days within a fifteen (15) calendar day period) except as provided by this rule.
3. Working out of class assignments are designed for temporary situations and shall not be used to place an employee in a long-term or permanent assignment in a higher or different classification. No employee shall be assigned to work out of class beyond the time limits specified in Merit Rule 7.2 (Provisional Appointments) and Merit Rule 7.4 (Limited Term Appointments).

B. Procedure for Supervisor Requesting Approval for Working Out of Class

3. The Director of Classified Personnel will advise the Office of Human Resources of the findings and shall present those findings, including the recommended pay differential, to the Personnel Commission for approval. Confirmation of this approval shall then be sent by the Personnel Commission to the Supervisor and the employee, and forwarded to the Board of Trustees for final approval.

Agreement between Santa Monica Community College and CSEA, Chapter 36, Article 11

11.7 Work out of Classification

11.7.1 Definition:

Working out of classification assignments shall not exceed a period of ninety (90) working days per fiscal year and no more than ninety (90) days in any one hundred eighty (180) day period.

11.7.3 Compensation:

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

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

11.4 Salary on Promotion

11.4.1 When an employee is promoted to a position in a higher salary range, he/she shall receive the next higher dollar amount above his/her present rate of pay, but not less than the minimum of the new salary range. If that amount is less than a one-step (5%) increase, the employee shall be placed at the next higher step over that authorized above.
RECOMMENDATION

Mr. Heximer has been assigned additional duties at the level of Administrative Assistant II, during the period of time between 2/17/2015 through 6/22/2015. These duties will make up more than fifty percent (50%) of his daily assignments. Therefore, it is recommended that the Personnel Commission approve the request for working out-of-class for one hundred percent (100%) of the stipend as indicated under subdivision a of CSEA, Chapter 36, Article 11.7.3.b. (above).

DISPOSITION BY THE COMMISSION
Amendments/Comments

MOTION MADE BY:
SECONDED BY:
AYES:
NAYS:
ABSTENTIONS:
AGENDA REPORT NO. 21

SUBJECT: RATIFICATION OF WORKING OUT OF CLASS ASSIGNMENT: ACCOUNTING TECHNICIAN

DATE: February 18, 2015

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

BY: Amy Gurjian, Interim Supervising Personnel Analyst

It is recommended that the Personnel Commission approve the following provisional working out of class assignment at 100%:

<table>
<thead>
<tr>
<th>Name</th>
<th>Assignment</th>
<th>Length of Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nina Vu</td>
<td>Accounting Technician</td>
<td>7/1/2013-10/25/2013; 1/5/2015-5/13/2015 (not to exceed 90 working days per fiscal year)</td>
</tr>
</tbody>
</table>

BACKGROUND

Auxiliary Services employs its own accounting team to perform a broad range of moderately complex to difficult fiscal and clerical accounting activities. As a result of staffing changes in the past few years, the accounting work in Auxiliary Services has gradually been restructured. According to the current class descriptions, the incumbents in both Accounting Technician and Accounting Specialist II classifications perform very similar duties; however, one main difference is that the Accounting Technicians process accounting documents for the Bookstore, Associated Students and other Auxiliary accounts. Further class studies have been initiated to review the accounting series classifications across the District to identify distinguishing characteristics within the classes and ensure that duties are properly allocated.

Nina Vu is currently in a permanent position as an Accounting Specialist II in Auxiliary Services. Ms. Vu submitted a reclassification request in July 2013, in which she described duties performed with greater level of independence, including but not limited to:

- Handling the Veterans Affairs accounts, including receipts and disbursements of funds, monthly reconciliation, and related reporting

A permanent reclassification is not recommended at this time because further study is needed. However, this temporary working out of class assignment is being proposed until a full study of accounting classifications can be completed. Ms. Vu’s working-out-of-class assignment makes up more than 50% of her daily responsibilities.
Merit Rule 3.2.10 Working Out of Class (Education Code Section 88010, 88087)

3.2.10

A. CONCEPT OF WORKING OUT OF CLASSIFICATION

1. Each classified employee shall be required to perform the duties of the position approved by the Board and classified by the Personnel Commission for the class to which he or she is assigned. Each employee may be required to perform other related duties consistent with the concept of the classification to which the position is assigned.

2. Classified employees shall not be required to perform duties and responsibilities which are not fixed and prescribed for their positions or are not consistent with the concept of the classification of their current position for any period of time which exceeds five (5) working days within a fifteen (15) calendar day period, or equivalent (i.e., four 10-hour working days within a fifteen (15) day calendar period).

3. Working out of class assignments are designed for temporary situations and shall not be used to place an employee in a long-term or permanent assignment in a higher or different classification. No employee shall be assigned to work out of class beyond the time limits specified in Merit Rule 7.2 (Provisional Appointments) and Merit Rule 7.4 (Limited Term Appointments).

B. PROCEDURE FOR REQUESTING APPROVAL FOR WORKING OUT OF CLASS

3. The Director of Classified Personnel will advise the District Human Resources office of his or her findings and shall present those findings, including the recommended pay differential, to the Personnel Commission for approval.

Agreement between Santa Monica Community College and CSEA, Chapter 36, Article 11

11.7 Work out of Classification

11.7.3 Compensation:

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

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

11.4.1 When an employee is promoted to a position in a higher salary range, he/she shall receive the next higher dollar amount above his/her present rate of pay, but not less than the minimum of the new salary range. If that amount is less than a one-step (5%) increase, the employee shall be placed at the next higher step over that authorized above.

RECOMMENDATION

Ms. Vu has been assigned duties at the level of Accounting Technician from 7/1/2013-10/25/2013 and 1/5/2015-5/13/2015. These duties make up more than fifty percent (50%) of her daily assignments. Therefore, it is recommended that the Personnel Commission approve the request for working out-of-class for 100% of the stipend as indicated under subdivision a of CSEA, Chapter 36, Article 11.7.3.b. (above). Further studies have been initiated to review all positions within the Accounting Specialist series, in order to ensure appropriate allocation.

DISPOSITION BY THE COMMISSION

Amendments/Comments

MOTION MADE BY:
SECONDED BY:
AYES:
NAYS:
ABSTENTIONS:
AGENDA REPORT NO. 22

SUBJECT: REQUEST TO CERTIFY FROM ALTERNATE ELIGIBILITY LIST: PROGRAMMER ANALYST III

DATE: February 18, 2015

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

BY: Michael Cool, Supervising Personnel Analyst

BACKGROUND

The Management Information Services Department has received approval to fill a Programmer Analyst III vacancy. There is not an active eligibility list for this classification; however, a promotional eligibility list was established for Programmer Analyst IV on December 6, 2013 and was recently extended until June 6, 2015. This promotional list resulted in two ranks. The department would like to select the remaining candidate on the Programmer Analyst IV list for the vacant Programmer Analyst III position.

The duties of the Programmer Analyst IV classification include substantially all of the duties of the Programmer Analyst III classification, and the necessary skills and knowledge for Programmer Analyst III were adequately tested in the examination for Programmer Analyst IV.

Merit Rule 6.3.13 states the following:

A. If there is no eligibility list for the class in which a vacancy occurs, certification may be made from a list for another class at the same or a higher salary level provided:
   1. The duties and qualifications of the class for which the examination was given include substantially all of the duties of the position to be filled.
   2. The Personnel Commission finds that the use of the list is in the best interest of the District and that the necessary skills and knowledge were adequately tested in the examination.

RECOMMENDATION

It is recommended the Commission approve the use of the Programmer Analyst IV eligibility list to certify eligible(s) to the Programmer Analyst III vacancy.
DISPOSITION BY THE COMMISSION

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

Amendments/Comments
AGENDA REPORT NO. 23

SUBJECT: EXTENSION OF PROVISIONAL APPOINTMENT – STUDENT SERVICES CLERK

DATE: February 18, 2015

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

BY: Michael Cool, Supervising Personnel Analyst

The Personnel Commission was advised of the following provisional assignment at the regular meeting held on October 15, 2014:

<table>
<thead>
<tr>
<th>Candidate</th>
<th>Position</th>
<th>Department</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Olivia Romo</td>
<td>Student Services Clerk</td>
<td>Library</td>
<td>9/30/2014 – 11/02/2014</td>
</tr>
</tbody>
</table>

*Assignment ending date may be adjusted as not to exceed 90 working days in a fiscal year.

The individual listed above has been authorized to serve as provisional Student Services Clerk since September 30, 2014. She has been working periodically, as needed for the library. Her original end date has since been adjusted to February 19, 2015 at which point she will reach her 90 working day limit.

The Library has requested that Ms. Romo continue to serve in this role until her extension is exhausted as they are currently understaffed. The Personnel Commission has the authority to authorize a 36 day extension for this assignment, once the initial 90 working days have been completed.

Merit Rule 7.2.1 (C) states:

The Personnel Commission may extend the 90 working day provisional appointment for a period not to exceed 36 additional working days provided:

1. The examination for the class was given during the initial 90 working days of the employee’s provisional assignment.
2. Satisfactory evidence is presented indicating:
   a. Adequate recruitment effort has been, and is being made;
   b. Extension of this provisional assignment is necessary to carry on vital functions of the District;
   c. The position cannot satisfactorily be filled by use of the following in priority order:
      1. the eligibility list for the class
      2. other employment lists such as reinstatement; or transfer
      3. other appropriate substitute eligibility lists
It is recommended that the Personnel Commission approve the following extension to this provisional employee in a temporary Student Services Clerk assignment:

<table>
<thead>
<tr>
<th>Candidate</th>
<th>Position</th>
<th>Department</th>
<th>Duration of Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>Olivia Romo</td>
<td>Student Services</td>
<td>Library</td>
<td>Not to exceed 36 additional working days</td>
</tr>
</tbody>
</table>

**DISPOSITION BY THE COMMISSION**

- MOTION MADE BY:
- SECONDED BY:
- AYES:
- NOES:
- ABSENTIONS:

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

<table>
<thead>
<tr>
<th>Candidate</th>
<th>Position</th>
<th>Department</th>
<th>Duration*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Guerrero, Gloria</td>
<td>Administrative Assistant I</td>
<td>TRIO</td>
<td>02/03/15-04/01/15</td>
</tr>
<tr>
<td>Ramirez, America</td>
<td>Administrative Assistant I</td>
<td>Admissions &amp; Records</td>
<td>02/09/15-03/13/15</td>
</tr>
<tr>
<td>Bernaert, Angelica</td>
<td>Lead Events Technician</td>
<td>SMC Performing Arts</td>
<td>02/01/15-03/25/15</td>
</tr>
<tr>
<td>Lemke, Connie</td>
<td>Student Services Clerk</td>
<td>Bursar’s Office</td>
<td>02/09/15-02/23/15</td>
</tr>
<tr>
<td>Lopez, Vanessa</td>
<td>Student Services Clerk</td>
<td>Bursar’s Office</td>
<td>02/09/15-02/23/15</td>
</tr>
<tr>
<td>Marcial, Christina</td>
<td>Student Services Clerk</td>
<td>Bursar’s Office</td>
<td>02/09/15-02/23/15</td>
</tr>
<tr>
<td>Santiago, Wendy</td>
<td>Student Services Clerk</td>
<td>Bursar’s Office</td>
<td>02/09/15-02/23/15</td>
</tr>
<tr>
<td>Scally, Georgiana</td>
<td>Student Services Clerk</td>
<td>Bursar’s Office</td>
<td>02/09/15-02/23/15</td>
</tr>
</tbody>
</table>

*Assignment ending dates may be adjusted as not to exceed 90 working days in a fiscal year
AGENDA REPORT NO. 25

SUBJECT:  ADVISORY ITEM: APPOINTMENTS TO LIMITED TERM POSITIONS

DATE:  February 18, 2015

TO:  Members of the Personnel Commission

FROM:  Carol Long, Director of Classified Personnel

BY:  José A. Guzmán, Personnel Specialist

The Personnel Commission is advised that the following persons have been appointed to the following Limited Term positions from certified eligibility lists pursuant to Section [7.4.3(A)] of the Rules and Regulations of the Classified Service of the Santa Monica Community College District.

<table>
<thead>
<tr>
<th>Candidate</th>
<th>Position</th>
<th>Department</th>
<th>Duration*</th>
<th>Eligible List Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abdulhafiz, Meymuna</td>
<td>Bookstore Clerk/Cashier</td>
<td>Bookstore</td>
<td>02/02/15-03/05/15</td>
<td>12/15/04</td>
</tr>
<tr>
<td>Abel, Teneka</td>
<td>Bookstore Clerk/Cashier</td>
<td>Bookstore</td>
<td>02/02/15-03/05/15</td>
<td>02/21/07</td>
</tr>
<tr>
<td>Ashby, Deanna</td>
<td>Bookstore Clerk/Cashier</td>
<td>Bookstore</td>
<td>02/02/15-03/05/15</td>
<td>12/15/04</td>
</tr>
<tr>
<td>Bae, Daniel</td>
<td>Bookstore Clerk/Cashier</td>
<td>Bookstore</td>
<td>01/19/15-03/05/15</td>
<td>04/01/13</td>
</tr>
<tr>
<td>Banks, Nichole</td>
<td>Bookstore Clerk/Cashier</td>
<td>Bookstore</td>
<td>02/02/15-03/05/15</td>
<td>01/23/09</td>
</tr>
<tr>
<td>Baskin, Patricia</td>
<td>Bookstore Clerk/Cashier</td>
<td>Bookstore</td>
<td>02/02/15-03/05/15</td>
<td>08/20/97</td>
</tr>
<tr>
<td>Baza, Paul</td>
<td>Bookstore Clerk/Cashier</td>
<td>Bookstore</td>
<td>02/02/15-03/05/15</td>
<td>04/01/13</td>
</tr>
<tr>
<td>Brazier, Quiniece</td>
<td>Bookstore Clerk/Cashier</td>
<td>Bookstore</td>
<td>02/02/15-03/05/15</td>
<td>04/01/13</td>
</tr>
<tr>
<td>Callender, Shana</td>
<td>Bookstore Clerk/Cashier</td>
<td>Bookstore</td>
<td>02/02/15-03/05/15</td>
<td>04/01/13</td>
</tr>
<tr>
<td>Camp, Monique</td>
<td>Bookstore Clerk/Cashier</td>
<td>Bookstore</td>
<td>02/02/15-03/05/15</td>
<td>04/01/13</td>
</tr>
<tr>
<td>Cannon, Ameenah</td>
<td>Bookstore Clerk/Cashier</td>
<td>Bookstore</td>
<td>02/02/15-03/05/15</td>
<td>06/18/08</td>
</tr>
<tr>
<td>Chang, Tony</td>
<td>Bookstore Clerk/Cashier</td>
<td>Bookstore</td>
<td>02/02/15-03/05/15</td>
<td>06/18/08</td>
</tr>
<tr>
<td>Devine, Robert</td>
<td>Bookstore Clerk/Cashier</td>
<td>Bookstore</td>
<td>01/19/15-03/05/15</td>
<td>06/12/02</td>
</tr>
<tr>
<td>Friedland, Shane</td>
<td>Bookstore Clerk/Cashier</td>
<td>Bookstore</td>
<td>02/02/15-03/05/15</td>
<td>06/18/08</td>
</tr>
<tr>
<td>Garcia, Lucy</td>
<td>Bookstore Clerk/Cashier</td>
<td>Bookstore</td>
<td>02/02/15-03/05/15</td>
<td>03/08/99</td>
</tr>
<tr>
<td>Grau, Donald</td>
<td>Bookstore Clerk/Cashier</td>
<td>Bookstore</td>
<td>01/19/15-03/05/15</td>
<td>06/12/02</td>
</tr>
<tr>
<td>Hardister III, Harold</td>
<td>Bookstore Clerk/Cashier</td>
<td>Bookstore</td>
<td>02/02/15-03/05/15</td>
<td>01/07/05</td>
</tr>
<tr>
<td>Harge, Ronyee</td>
<td>Bookstore Clerk/Cashier</td>
<td>Bookstore</td>
<td>02/02/15-03/05/15</td>
<td>01/16/02</td>
</tr>
<tr>
<td>Harris, Yolanda</td>
<td>Bookstore Clerk/Cashier</td>
<td>Bookstore</td>
<td>02/02/15-03/05/15</td>
<td>06/18/08</td>
</tr>
<tr>
<td>Hrast, Tanja</td>
<td>Bookstore Clerk/Cashier</td>
<td>Bookstore</td>
<td>02/02/15-03/05/15</td>
<td>06/18/08</td>
</tr>
<tr>
<td>Hunter, Jennifer</td>
<td>Bookstore Clerk/Cashier</td>
<td>Bookstore</td>
<td>02/02/15-03/05/15</td>
<td>07/18/11</td>
</tr>
<tr>
<td>Juarez, Jorge</td>
<td>Bookstore Clerk/Cashier</td>
<td>Bookstore</td>
<td>01/19/15-03/05/15</td>
<td>09/04/09</td>
</tr>
<tr>
<td>Lam, Albert</td>
<td>Bookstore Clerk/Cashier</td>
<td>Bookstore</td>
<td>02/02/15-03/05/15</td>
<td>09/04/09</td>
</tr>
<tr>
<td>Laurance, Marisa</td>
<td>Bookstore Clerk/Cashier</td>
<td>Bookstore</td>
<td>02/02/15-03/05/15</td>
<td>07/18/11</td>
</tr>
<tr>
<td>Lemon, Curly</td>
<td>Bookstore Clerk/Cashier</td>
<td>Bookstore</td>
<td>02/02/15-03/05/15</td>
<td>04/01/13</td>
</tr>
<tr>
<td>Lopez, Jose</td>
<td>Bookstore Clerk/Cashier</td>
<td>Bookstore</td>
<td>01/19/15-03/05/15</td>
<td>07/18/11</td>
</tr>
<tr>
<td>Name</td>
<td>Position</td>
<td>Department</td>
<td>Start Date</td>
<td>End Date</td>
</tr>
<tr>
<td>-----------------</td>
<td>-----------------------------------</td>
<td>------------------</td>
<td>------------</td>
<td>----------</td>
</tr>
<tr>
<td>Mehary, Mehret</td>
<td>Bookstore Clerk/Cashier</td>
<td>Bookstore</td>
<td>02/02/15</td>
<td>03/05/15</td>
</tr>
<tr>
<td>Micas, Donna</td>
<td>Bookstore Clerk/Cashier</td>
<td>Bookstore</td>
<td>02/02/15</td>
<td>03/05/15</td>
</tr>
<tr>
<td>Miles, Erik</td>
<td>Bookstore Clerk/Cashier</td>
<td>Bookstore</td>
<td>01/19/15</td>
<td>03/05/15</td>
</tr>
<tr>
<td>Navarro, Yadira</td>
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*Not to exceed six (6) months or, in case of an appointment in lieu of an absent employee, is not to exceed the authorized absence of that employee.

**Reference Merit Rule 7.4.3 (A) – Eligibility for Appointment**

Limited term appointments shall be made from eligibility lists and employment lists in accordance with procedures for regular appointments.
AGENDA REPORT NO. 26

SUBJECT: RATIFICATION OF LIMITED TERM ASSIGNMENTS

DATE: February 18, 2015

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

BY: José A. Guzmán, Personnel Specialist

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:

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<th>Position Classification</th>
<th>Department</th>
<th>Effective Dates</th>
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<td>Bursar’s Office</td>
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DISPOSITION BY THE COMMISSION

Amendments/Comments

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

______________________________

______________________________
AGENDA REPORT NO. 27

SUBJECT: RECRUITMENT AND EXAMINATION STATUS REPORT — INFORMATION ONLY

DATE: February 18, 2015

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

BY: José Guzmán, Personnel Specialist

This item is presented for the Commission’s review—no action is required.

Please see next page.
## Recruitment and Examination Status Report

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*Items in bold are pending approval by the Personnel Commission.

*Pending approval by the Board of Trustees
V. PUBLIC COMMENTS TO CLOSED SESSION ITEMS

VI. ADJOURN TO CLOSED SESSION

Consideration of examination appeal [pursuant to Government Code Section 54957 (b)(1)]

VII. ADJOURN AT _______ P.M.

DISPOSITION BY THE COMMISSION
Amendments/Comments

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

The next regular Personnel Commission meeting is scheduled for:
Wednesday, March 18, 2015 at 12 P.M. in the Santa Monica College Board Room,
Business Building, Room 117 at 1900 Pico Blvd, Santa Monica, California.

As required by law, this agenda for the Wednesday, February 18, 2015, Regular Meeting of the Santa Monica College Personnel Commission was posted at or before 12:00 p.m. on Friday, February 13, 2015 on the official District bulletin boards and website.