PERSONNEL COMMISSION
SPECIAL MEETING AGENDA

Special Meeting, Friday, February 27, 2015, at 8:15 a.m.
Board Room, Business Building Room 117, 1900 Pico Blvd., Santa Monica, CA 90405

Distribution List for Personnel Commission Announcements, Agendas and Minutes

<table>
<thead>
<tr>
<th>DEPARTMENTS: PLEASE POST</th>
<th>ADMINISTRATORS and MANAGERS</th>
<th>PRESIDENT/SUPERINTENDENT and SENIOR STAFF</th>
</tr>
</thead>
<tbody>
<tr>
<td>3400 Airport/SBDC: Sasha King</td>
<td>Acad. Comp.: Joshi John</td>
<td>Superintendent/President: C. Tsang</td>
</tr>
<tr>
<td>Academic Affairs: Rebecca Weiland</td>
<td>Emeritus: Gita Runkle</td>
<td>Interim Executive VP: Jeff Shimizu</td>
</tr>
<tr>
<td>AET: Rasheeda Watts</td>
<td>Facilities: Bruce Wyban</td>
<td>VP Academic Affairs: Georgia Lorenz</td>
</tr>
<tr>
<td>Admissions &amp; Records: Esau Tovar</td>
<td>HR: Sherri Lee-Lewis</td>
<td>VP Business/Admin: R. Isomoto</td>
</tr>
<tr>
<td>Airport: Jackie Portal-Purdy</td>
<td>Int. Ed. Center: D. Kinsella</td>
<td>VP Human Resources: Marcia Wade</td>
</tr>
<tr>
<td>Athletics: K. Stallings</td>
<td>Maintenance:</td>
<td>VP Student Affairs: M. Tuitasi</td>
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<tr>
<td>Auxiliary Services: Ofelia Meza</td>
<td>Operations:</td>
<td>Senior Director Government Relations &amp; Institutional Communications: Don Girard</td>
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<tr>
<td>Bookstore: David Dever</td>
<td>Anthony Barlow</td>
<td>Community Relations: Kiersten Elliott</td>
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<tr>
<td>Bundy: Beverly Redd-Walker</td>
<td>Courtney Pierce</td>
<td>Public Information: Grace Smith</td>
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<tr>
<td>Business Department: P. Murray</td>
<td>Pico Partners: W. DeMorst</td>
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<td>Campus Police Office: Jennifer Jones</td>
<td>Receiving: R. Jauregui</td>
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<td>Community Education: Michelle King</td>
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<tr>
<td>Counseling Office: Laurie Guglielmo</td>
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<tr>
<td>Custodian Time Clock: Raymond Bruce</td>
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<td>Disabled Students Center: Nathalie Laille</td>
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<td>Early Childhood Ed.: L. Manson</td>
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<td>Emeritus College: V. Rankin-Scales</td>
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<td>English: J. Laurance</td>
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<td>EOP&amp;S: R. Thomas-Green</td>
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<td>ESL Office: Pam Nemeth</td>
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<td>Events Office: Joy Bice</td>
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<td>Faculty Association: Mitra Moassessi</td>
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<td>Financial Aid Office: T. Thomas</td>
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<td>Health Sciences: Ida Danzey</td>
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<td>Health Office: Nancy Alfaro</td>
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<td>International Students Center: Ana Jara</td>
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<td>Career Services: Vicky Rothman</td>
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<td>KCRW: Cheryl Gee</td>
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<td>Latino Center: Maria Martinez</td>
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<tr>
<td>Letters &amp; Science: Linda Sallowitz</td>
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<tr>
<td>HSS: Carolyn Baugh</td>
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<td>Library: Mona Martin</td>
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<td>Maintenance/Facilities Time Clock: C.Rogers</td>
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<tr>
<td>Math Village: Betty Wong</td>
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<td>Media Center: L. Nakamura</td>
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<td>M.I.S.: Lee Johnston</td>
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<tr>
<td>Modern Language: Jeanne Laurie</td>
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<tr>
<td>Music: Lori Geller</td>
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<td>Madison: Gail Johnson</td>
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<td>Payroll: Ian Fraser</td>
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<tr>
<td>Science: Ingrid Cardwell</td>
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<td>School Relations Outreach: Trena Johnson</td>
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<td>Student Life: Amelia Trejo</td>
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<td>Superintendent/Presidents Office: L Kilian</td>
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<tr>
<td>STEM: Vanan Yahnian</td>
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<tr>
<td>Theater Arts: Judy Louff</td>
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<tr>
<td>W&amp; ED/Bundy: Tricia Ramos</td>
<td></td>
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</tbody>
</table>

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
Santa Monica College Personnel Commission
AGENDA of Special Meeting, February 27, 2015

Board Room, Business Building, Room 117, 1900 Pico Blvd., Santa Monica, CA  90405

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: 8:15 AM

I. ORGANIZATIONAL FUNCTIONS

A. Call to Order _______ a.m.
B. Roll Call

<table>
<thead>
<tr>
<th>Commissioner</th>
<th>Present</th>
<th>Absent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commissioner Metoyer, Chair</td>
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<tr>
<td>Commissioner Abbott, Vice-Chair</td>
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<tr>
<td>Commissioner Greenstein</td>
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<td>Commissioner Jansen</td>
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<td>Commissioner Leone</td>
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</tbody>
</table>

II. COMMENTS AND INFORMATIONAL REPORTS

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

III. AGENDA REPORTS

<table>
<thead>
<tr>
<th>#</th>
<th>ITEM</th>
<th>Page</th>
</tr>
</thead>
<tbody>
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<td>Approval of Working Out of Class Assignment: Vanan Yahnian</td>
<td>4</td>
</tr>
<tr>
<td>2</td>
<td>Extension of Eligibility List – Accounting Specialist II</td>
<td>7</td>
</tr>
<tr>
<td>3</td>
<td>Extension of Eligibility List – Senior Career Services Advisor</td>
<td>8</td>
</tr>
<tr>
<td>4</td>
<td>Extension of Eligibility List – Supervising Personnel Analyst</td>
<td>9</td>
</tr>
<tr>
<td>5</td>
<td>Extension of Provisional Appointment – Senior Graphic Designer</td>
<td>10</td>
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<tr>
<td>6</td>
<td>Ratification of Eligibility Lists</td>
<td>12</td>
</tr>
<tr>
<td>7</td>
<td>Ratification of Provisional Working Out of Class: Karen Glusman</td>
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<tr>
<td>8</td>
<td>Ratification of Provisional Working Out of Class: Martha Romano</td>
<td>16</td>
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<tr>
<td>9</td>
<td>Ratification of Provisional Working Out of Class: Sergio Cardenas</td>
<td>19</td>
</tr>
</tbody>
</table>

IV. ADJOURN AT _______ AM

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

SUBJECT: APPROVAL OF PROVISIONAL WORKING OUT OF CLASS ASSIGNMENT: VANAN YAHNIAN

DATE: February 27, 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>Vanan Yahnian</td>
<td>Student Services Specialist</td>
<td>3/02/2015 to 6/30/2015 Not to exceed 90 working days</td>
</tr>
</tbody>
</table>

BACKGROUND

The State of California is targeting $100 million of funds to Student Success and Support Programs (SSSP) for the purpose of closing achievement gaps in underrepresented student groups. Several new classified positions are being proposed at the Student Services Specialist level which will be funded through these Student Equity Funds. Studies of these positions are currently in process in order to evaluate the level of duties and determine the most appropriate classification.

The STEM program has requested a new position at the level of Student Services Specialist, to organize and coordinate outreach and recruitment, facilitate daily program activities including processing applications and planning multiple events, and assist with annual reporting related to the grant funding. While this position appears to fall at the Specialist level due to the level of independent decision making and project management, we are still making final determinations regarding the allocation of this position to a current classification, or a new classification.

Vanan Yahnian has been requested to work out of class in this position through the end of this fiscal year, or until the allocation of this position has been finalized. We are recommending that Ms. Yahnian be allowed to work out of class at the level of Student Services Specialist on a temporary basis.

Ms. Yahnian is a permanent employee of the District, currently assigned as an Administrative Assistant I. Duties assigned will assume more than 50% of Ms. Yahnian’s daily assignments.

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

- Organizing and coordinating outreach and recruitment for the STEM program, including creating brochures and other outreach content, developing and maintaining a list of student contacts, and coordinating with other college partners
• Editing and distributing online applications for the STEM program; coordinating the application review and student selection process
• Planning and implementing STEM activities, including STEM Skills Week, and STEM Academies. This includes assisting with the budget development process, communication of program requirements, and tracking of student participation and ongoing progress.
• Assisting with the various annual reports

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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

Ms. Yahnian has been assigned additional duties currently at the level of Student Services Specialist, during the period of time between 3/02/2015 through 6/30/2015. These duties will 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 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

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

Amendments/Comments
AGENDA REPORT NO. 2

SUBJECT: EXTENSION OF ELIGIBILITY LIST – ACCOUNTING SPECIALIST II

DATE: February 27, 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 Accounting Specialist II be extended for an additional six months. The current eligibility list is scheduled to expire on March 17, 2015.

A recruitment for Accounting Specialist II was conducted in 2013. The testing resulted in fourteen eligible candidates. The eligibility list was initially extended for six months at the Personnel Commission meeting on September 17, 2014. Twelve 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.

Merit Rule 6.2.3 (C) Duration of Eligibility List

6.2.3 (C)

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:

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

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

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

RECOMMENDATION

It is recommended that the Personnel Commission approve extending the Accounting Specialist II eligibility list until September 17, 2015.

DISPOSITION BY THE COMMISSION

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

Amendments/Comments
AGENDA REPORT NO. 3

SUBJECT: EXTENSION OF ELIGIBILITY LIST – SENIOR CAREER SERVICES ADVISOR

DATE: February 27, 2015

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

The Personnel Commission Office is requesting that the two eligibility lists for Senior Career Services Advisor be extended for an additional six months. The current eligibility lists are scheduled to expire on March 23, 2015.

A recruitment for Senior Career Services Advisor was conducted last year. The testing resulted in eight eligible candidates. Seven of these candidates still remain on the list. Six are from the Open list and one is from the Promotional 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.

Merit Rule 6.2.3 (C) Duration of Eligibility List

6.2.3 (C)

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:

1. a sufficient number of available eligibles remain to fill expected future vacancies;
2. the composition of the list reflects appropriate representation of ethnic minorities, underrepresented groups, or non-traditional candidates;
3. the field of competition in the occupational area has not changed dramatically.

RECOMMENDATION

It is recommended that the Personnel Commission approve extending the Senior Career Services Advisor eligibility lists until September 23, 2015.

DISPOSITION BY THE COMMISSION

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

Amendments/Comments
AGENDA REPORT NO. 4

SUBJECT: EXTENSION OF ELIGIBILITY LIST – SUPERVISING PERSONNEL ANALYST

DATE: February 27, 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 Supervising Personnel Analyst be extended for an additional six months. The current eligibility list is scheduled to expire on March 20, 2015.

A recruitment for Supervising Personnel Analyst was conducted last year. The testing resulted in three eligible candidates. Two 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.

Merit Rule 6.2.3 (C) Duration of Eligibility List

6.2.3 (C)

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:

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

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

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

RECOMMENDATION

It is recommended that the Personnel Commission approve extending the Supervising Personnel Analyst eligibility list until September 20, 2015.

DISPOSITION BY THE COMMISSION

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

Amendments/Comments
AGENDA REPORT NO. 5

SUBJECT: EXTENSION OF PROVISIONAL APPOINTMENT – SENIOR GRAPHIC DESIGNER

DATE: February 27, 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>Jonathan Ng</td>
<td>Senior Graphic Designer</td>
<td>Marketing</td>
<td>7/31/2014 to 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 provisional Senior Graphic Designer since July 31, 2014. He is scheduled to reach his 90 working day limit on March 17, 2015.

The examination for Senior Graphic Designer is currently in process. The Marketing Department has requested that Mr. Ng continue to serve in this role for an additional 36 working days, or until the position can be filled on a permanent basis from the upcoming eligibility list. 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 in a temporary Senior Graphic Designer assignment:

<table>
<thead>
<tr>
<th>Candidate</th>
<th>Position</th>
<th>Department</th>
<th>Duration of Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jonathan Ng</td>
<td>Senior Graphic</td>
<td>Marketing</td>
<td>3/18/2015 to 5/06/2015</td>
</tr>
<tr>
<td></td>
<td>Designer</td>
<td></td>
<td>Not to exceed 36 additional working days</td>
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**DISPOSITION BY THE COMMISSION**
Amendments/Comments

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

SUBJECT: RATIFICATION OF ELIGIBILITY LISTS

DATE: February 27, 2015

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

<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>Student Services Specialist – Educational Planning and Curriculum</td>
<td>Merged Promotional &amp; Open Competitive</td>
<td>1</td>
<td>4</td>
<td>01/15/16</td>
</tr>
<tr>
<td>Web Content and Social Media Manager</td>
<td>Merged Promotional &amp; Open Competitive</td>
<td>1</td>
<td>6</td>
<td>02/26/16</td>
</tr>
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DISPOSITION BY THE COMMISSION
Amendments/Comments

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

SUBJECT: RATIFICATION OF PROVISIONAL WORKING OUT OF CLASS ASSIGNMENT: KAREN GLUSMAN

DATE: February 27, 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>Karen Glusman</td>
<td>Accounting Specialist II</td>
<td>2/17/2015 to 6/17/2015 Not to exceed 90 working days</td>
</tr>
</tbody>
</table>

BACKGROUND

The Personnel Commission has been requested to conduct a study of our Accounting Specialist series. The Accounting Specialist series consists of three classifications: Accounting Specialist I, Accounting Specialist II, and Accounting Technician. Ms. Glusman is a permanent employee of the District, currently assigned as an Accounting Specialist I. Currently, Karen Glusman is the only employee assigned as a permanent Accounting Specialist I.

An initial review of this position indicates that the incumbent is likely performing duties outside the scope of the Accounting Specialist I classification. Therefore, this temporary working out of class assignment is being proposed until a full study of all positions within this series can be completed.

Duties assigned which are outside the scope of Accounting Specialist I will assume more than 50% of Ms. Glusman’s daily assignments.

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

- Preparing credit memos for processing and posting into PeopleSoft
- Prepares and processes journal entries such as Pre-pay Reversals and Manual Accruals as needed
- Posts student loan payments for EOPS and CARE, along with overpayment credits, into ISIS on a weekly basis
- Processes payments for employee medical premiums, voluntary deductions, and early retiree medical insurance refunds on a weekly basis
Merit Rule 3.2.10 Working Out of Class (Education Code Section 88010, 88087)

3.2.10

B. 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 subdivision 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. Glusman has been assigned additional duties currently at the level of Accounting Specialist II, during the period of time between 2/17/2015 through 6/17/2015. These duties will 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 one hundred percent (100%) of the stipend as indicated under subdivision a of CSEA, Chapter 36, Article 11.7.3.b. (above), through 6/17/2015, or until a permanent reallocation of her position has been determined and approved.

DISPOSITION BY THE COMMISSION

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

Amendments/Comments
AGENDA REPORT NO. 8

SUBJECT: RATIFICATION OF PROVISIONAL WORKING OUT OF CLASS ASSIGNMENT: MARTHA ROMANO

DATE: February 27, 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>Martha Romano</td>
<td>Senior Student Services Specialist – Veterans’ Programs</td>
<td>2/17/2015 to 6/30/2015 Not to exceed 90 working days</td>
</tr>
</tbody>
</table>

BACKGROUND

The Personnel Commission has approved a promotional recruitment and examination for Senior Student Services Specialist – Veterans’ Programs. Martha Romano has been asked by the hiring department to cover these duties until an eligibility list is produced and a permanent selection can be made. Ms. Romano is a permanent employee of the District, currently assigned as a Student Services Specialist – Veterans’ Programs. These additional duties will assume more than 50% of Ms. Romano’s daily assignments.

Additional duties that have been assigned to Ms. Romano during this period include, but are not limited to, the following:

- Serving as a lead worker in the Veterans’ Resource Center, and monitoring and directing the work of classified support staff
- Assisting in the training of student services staff, temporary employees, and student workers in the Veterans’ Resource Center

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

3.2.10

C. 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

Ms. Romano has been assigned additional duties at the level of Senior Student Services Specialist – Veterans’ Programs, during the period of time between 2/17/2015 through 6/30/2015. These duties will 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 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

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

Amendments/Comments
AGENDA REPORT NO. 9

SUBJECT: RATIFICATION OF PROVISIONAL WORKING OUT OF CLASS ASSIGNMENT: SERGIO CARDENAS

DATE: February 27, 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>Sergio Cardenas</td>
<td>Gardener-Equipment Operator</td>
<td>2/17/2015 to 6/5/2015</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Not to exceed 90 working days</td>
</tr>
</tbody>
</table>

BACKGROUND

The Personnel Commission is requesting approval at this meeting for a recruitment and examination for Gardener-Equipment Operator. The Facilities Department is requesting additional assistance at this level to cover for a Gardener-Equipment Operator who recently retired. Sergio Cardenas has been asked to cover the duties normally assigned to the Gardener-Equipment Operator until an eligibility list is produced and a permanent selection can be made. Mr. Cardenas is a permanent employee of the District, currently assigned as a Groundskeeper/Gardener. These additional duties will assume more than 50% of Mr. Cardenas’ daily assignments.

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

- Operating medium grounds and maintenance power equipment, such as a concrete grinder
- Calibrating, mixing, and applying insecticides/pesticides to surfaces and other areas according to manufacturer’s instructions
- Using a chain saw or other equipment to cut away dead or excess branches from trees or shrubs
- Cleaning parking structures by operating a power sweeper
Merit Rule 3.2.10 Working Out of Class (Education Code Section 88010, 88087)

3.2.10

D. 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.

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11.7 Work out of Classification

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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.
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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. Cardenas has been assigned additional duties at the level of Gardener-Equipment Operator, during the period of time between 2/17/2015 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

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

Amendments/Comments
IV. ADJOURN MEETING AT _______ AM

__________________________________________________________

DISPOSITION BY THE COMMISSION

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

Amendments/Comments

The next regular Personnel Commission meeting is scheduled for:
Wednesday, March 18, 2015 at 12 PM 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 Friday, February 27, 2015, Special Meeting of the Santa Monica College Personnel Commission was posted on the official District website and bulletin boards, no later than 24 hours prior to the date and time of this meeting.