PERSONNEL COMMISSION AGENDA

Regular Meeting, Wednesday, June 17, 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

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Accounts Payable: Cristina Hamblet
AET: Rasheeda Watts
Admissions & Records: Esau Tovar
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Airport: Jackie Portal-Purdy
Athletics: K. Stailings
Auxiliary Services: Ofelia Meza
Bookstore: David Dever
Bundy: Beverly Redd-Walker
Business Department: P. Murray
Campus Police Office: Jennifer Jones
Community Education: Michelle King
Counseling Office: Laurie Guglieimho
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 Geo
Latino Center: Maria Martinez
Letters & Science: Linda Sallovitz
HSS: Carolyn Baugh
Library: R. Furuyama
Maintenance/Facilities Time Clock: C. Rogers
Math Village: Betty Wong
Media Center: L. Nakamura
M.L.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 Louf
W& ED/Bundy: Tricia Ramos

ADMINISTRATORS and MANAGERS
Instructional Technology: Joshi John
Emeritus: Gita Runkle
Facilities: Bruce Wyban
HR: Sherri Lee-Lewis
Info Mgmt: J. Chong
Int. Ed. Center: D. Kinsella
Maintenance:
Operations:
Anthony Barlow
Courtney Pierce
Pico Partners: W. DeMorst
Receiving: R. Jauregui

PRESIDENT/SUPERINTENDENT and SENIOR STAFF
Superintendent/President: C. Tsang
Executive VP: Jeff Shimizu
VP Academic Affairs: Georgia Lorenz
VP Business/Admin: R. Isomoto
VP Enroll. Services: T. Rodriguez
VP Human Resources: Marcia Wade
VP Student Affairs: M. Tuitasi
Senior Director Government Relations & Institutional Communications: Don Girard
Community Relations: Kiersten Elliott
Public Information: Grace Smith

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:
CSEA Corresponding, Sec'y:
CSEA Recording Sec'y: C. Lagunas
SMC POA President: – Officer Cadena
Mgmt Assoc: G. Brown/B. Dammer

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.

Revised 4/09/15

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
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: 12:00 P.M.

I. ORGANIZATIONAL FUNCTIONS

A. Call to Order _______ p.m.

B. Roll Call

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<th>Present</th>
<th>Absent</th>
</tr>
</thead>
<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 Jansen</td>
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<td>Commissioner Leone</td>
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</table>

C. Approval of Minutes

Special Meeting – May 1, 2015
Regular Meeting – May 20, 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: June 2015

   **5 YEARS**
   Rosa Albano, Accounting Specialist II, Bookstore
   Martha Daza-Whitfield, Student Services Assistant, Psychological Services
   Irma Haro, Accountant, Fiscal Services
   Alan Kuykendall, Human Resources Specialist, Human Resources
   Candace Trice, Student Services Specialist-International Students, ISC

   **15 YEARS**
   Johnny Kurokawa, Lead Laboratory Technician-Physiology/Microbiology/Biology, Life Science

   **30 YEARS**
   Barnaby Barry, Community College Police Officer, Campus Police
   Michael Chitgar, Information Systems Analyst, Management Information Services

   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>Allocation of New Position to an Existing Classification:</td>
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<td>Classification and Compensation Manager</td>
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<td>New Class Description &amp; Salary Allocation:</td>
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<td>Approval of Extension of Provisional Working Out of Class Assignment:</td>
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<td>David Dever</td>
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<td>5.2.5; Merit Rule 5.2.6; Merit Rule 5.2.11; Merit Rule 5.2.13)</td>
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<td>Mario Lopez-Hernandez</td>
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V. ADJOURN AT _______ P.M.

Next regularly scheduled meeting: Wednesday, July 15, 2015 at 12:00 p.m.
AGENDA REPORT NO. 1

SUBJECT: APPROVAL OF PERSONNEL COMMISSION MEETING SCHEDULE

DATE: June 17, 2015

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

It is recommended that the Personnel Commission approve the following scheduled meetings for Fiscal Year 2015-2016. Regular meetings will be held on the third Wednesday of each month at 12:00 noon in the Board Room, Business Building, Room 117.

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<td>Wednesday, March 16, 2016</td>
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<td>12:00 noon</td>
<td>Business Building, Room 117</td>
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<td>Wednesday, May 18, 2016</td>
<td>12:00 noon</td>
<td>Business Building, Room 117</td>
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<tr>
<td>Wednesday, June 15, 2016</td>
<td>12:00 noon</td>
<td>Business Building, Room 117</td>
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</tbody>
</table>

Reference: Merit Rule 2.2.1 Regular Meetings

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

DISPOSITION BY THE COMMISSION

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

Amendments/Comments
AGENDA REPORT NO. 2

SUBJECT: NOTIFICATION OF CHARGES AND REQUEST FOR APPEAL – EMPLOYEE DISCIPLINE: SELECTION OF A HEARING OFFICER - PROPOSAL TO BROADEN THE POOL

DATE: June 17, 2015

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

On March 3, 2015, the Board of Trustees voted to terminate the employment of one classified employee, effective Wednesday, March 4, 2015.

The Personnel Commission Office received a timely demand on April 1, 2015 for a hearing from the employee who was terminated by the Board of Trustees.

In accordance with Merit Rule 14.2.2, the Personnel Commission shall order a hearing. It has been past practice of the Personnel Commission to appoint a Hearing Officer to conduct appeal hearings. The Commission has previously used Michael Prihar, Esq. to conduct appeal hearings. Michael Prihar is unavailable to conduct another hearing until June 2016.

At the meeting on April 15, 2015, the Personnel Commission directed that we request the American Arbitration Association to provide us with a list of attorneys who are experienced with conducting neutral arbitrations of this nature, so that they can make another selection. The names provided by the American Arbitration Association are listed below:

- Sara Adler
- Jonathan W. Biddle
- Paul Crost
- Fredric R. Horowitz
- Linda Susan Klibanow
- Philip R. Levine
- John P. McCrory
- Jonathan S. Monat
- John D. Perone
- Louis M. Zigman

The Personnel Commission may select hearing officers from the list of names provided by the American Arbitration Association, or may select individuals recommended by other sources so long as the hearing officer has experience in the field of public employment discipline and discharge, has a record of fairness and neutrality, has rates competitive with those provided by the American Arbitration Association, and has the time and skill to provide a fair and timely decision on the matter at hand.
Merit Rule 14.2.2 Procedure for Hearing

14.2.2

A. PROCEDURE FOR HEARING

After an employee has made and filed his/her appeal in answer to the charges against him/her, the Personnel Commission shall investigate or cause to be investigated the matter on appeal and may require further evidence from either party. The Commission may, and upon request of an accused employee, shall order a hearing. If a hearing is to be conducted, the Personnel Commission shall then fix the time and place of the hearing which shall be within a reasonable length of time from the receipt of the appeal and shall provide written notification to all parties.

The Personnel Commission may appoint a hearing officer to conduct any hearing and report the findings and recommendations to the Commission. Such recommendations shall not be binding on the Commission.

RECOMMENDATION

The Personnel Commissioners, the District, and the former employee have been provided with names and resumes of the attorneys recommended to us by the American Arbitration Association. At this meeting, the Personnel Commission will review these names and resumes, and determine how best to proceed.

DISPOSITION BY THE COMMISSION

Amendments/Comments

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

SUBJECT: ALLOCATION OF NEW POSITION TO AN EXISTING CLASSIFICATION: CLASSIFICATION AND COMPENSATION MANAGER

DATE: June 17, 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 Classification and Compensation Manager:

<table>
<thead>
<tr>
<th>Location</th>
<th>Hours</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel Commission</td>
<td>12 months per year, 25 hours per week</td>
<td>July 7, 2015</td>
</tr>
</tbody>
</table>

BACKGROUND

The Personnel Commission is requesting to create a new permanent position to oversee operations for large classification/compensation studies and ongoing classification system maintenance.

The Director of Classified Personnel has requested a new permanent position which will oversee professional and analytical work in areas pertaining to classification and compensation studies, and will perform the more complex projects which may impact a broad area of services throughout the organization. Primary areas of responsibility include the following:

- Overseeing and conducting complex classification, position, and salary studies
- Designing and implementing job evaluation standards and systems for defining and monitoring internal equity of salary allocation
- Participating in the development of standardized processes relating to classification and compensation studies, including communication of status and outcomes of studies to all stakeholders
- Training and development of Personnel Commission staff in areas related to classification and compensation

The majority of duties assigned to this position, level of decision-making, scope of project management, role in policy development, and performance expectations are most consistent with the concept of the Classification and Compensation Manager 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 Classification and Compensation Manager.

DISPOSITION BY THE COMMISSION

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

Amendments/Comments
AGENDA REPORT NO. 4

SUBJECT: APPROVAL OF EXTENSION OF ELIGIBILITY LIST: COMMUNITY COLLEGE POLICE DISPATCHER

DATE: June 17, 2015

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

The Personnel Commission previously approved a six month extension to the eligibility list for Community College Police Dispatcher at the special meeting on December 4, 2014. The current list is now set to expire on June 16, 2015. The Personnel Commission Office is requesting that the eligibility list for Community College Police Dispatcher be extended one final time for an additional six months.

A recruitment for Community College Police Dispatcher was conducted in September 2013. The testing resulted in sixteen eligible candidates. Fifteen 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 Community College Police Dispatcher eligibility list until December 16, 2015.

DISPOSITION BY THE COMMISSION

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

Amendments/Comments
AGENDA REPORT NO. 5

SUBJECT: RATIFICATION OF PROVISIONAL WORKING OUT OF CLASS ASSIGNMENT: LAURIE HEYMAN

DATE: June 17, 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 50%:

<table>
<thead>
<tr>
<th>Name</th>
<th>Assignment</th>
<th>Length of Assignment</th>
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</thead>
<tbody>
<tr>
<td>Laurie Heyman</td>
<td>Human Resources Analyst – Employee and Labor Relations</td>
<td>7/1/2015 to 8/31/2015 Not to exceed 90 working days</td>
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<td>(Confidential)</td>
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</table>

BACKGROUND

The Office of Human Resources has previously utilized one permanent Human Resources Analyst – Employee and Labor Relations (Confidential) position. A second position was recently approved by the Board of Trustees, but has not yet been filled. The current incumbent in this position has resigned, effective June 5, 2015. The Office of Human Resources is requesting approval for Laurie Heyman to work out of class at 50% in this capacity, until both vacancies can be filled on a permanent basis. Laurie Heyman is currently employed by Santa Monica College as an Administrative Assistant III - Confidential, in permanent status.

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

- Performing research, as requested for development and support of the District’s collective bargaining related issues, including, but not limited to: conducting salary analysis for faculty and classified negotiations; conducting analysis of disciplinary actions, workplace investigations, and other employee relations matters
- Gathering, analyzing, organizing, and compiling documentary evidence from multiple sources for investigative reports, proposed disciplinary action, response to state and federal government agencies, administration hearings, and mediations
- Conducting investigations of both formal and informal complaints of discrimination and harassment. Developing and making recommendations for resolution of complaints and allegations
- Maintaining confidential case files on investigations and audio recordings of interviews
- Developing EEO focused presentation material for orientations such as New Hire Orientation, Manager Orientation, Search Committee Orientation, Classified Professional Development projects, and Faculty Professional Development Projects

Duties assigned which are outside the scope of Administrative Assistant III-Confidential will assume less than 50% of Ms. Heyman’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.

RECOMMENDATION

Ms. Heyman has been assigned additional duties at the level of Human Resources Analyst – Employee and Labor Relations (Confidential), during the period of time between 7/1/2015 through 8/31/2015. These duties will make up less 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 fifty percent (50%) of the stipend.

DISPOSITION BY THE COMMISSION

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

Amendments/Comments
AGENDA REPORT NO. 6

SUBJECT: NEW CLASS DESCRIPTION & SALARY ALLOCATION FOR PRODUCTION MANAGER

DATE: June 17, 2015

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

BY: Amy Gurjian, Interim Supervising Personnel Analyst

BACKGROUND

Attached for your approval is a new classification description and salary allocation for Production Manager.

The Personnel Commission has been requested to create a new classification of Production Manager to manage the day-to-day operations of all areas of theatrical production and related special event operations for the Facilities Programming Department. Areas of operation would include the Performing Arts Center at Madison Campus, the Theater Arts building, future performing arts spaces at the District, and all special events, filming, or private rentals taking place on District property. A similar classification titled Theatre Production Manager was established by the Commission in 1988 to oversee theatre operations and productions for one venue. In 1996, as part of a reorganization of theater department staffing, this classification was abolished and other new classifications established (i.e., Scenery, Lighting & Sound Designer, Lead Theater Technical Assistant). Supervisory duties were assumed by the Department Chair and lead production and administrative responsibilities were assigned to the Theatre Technical Director.

The Facilities Programming Department supports all genres of musical performances, including classical, opera, jazz, pop, world, as well as theatrical and dance productions and special events. It manages technical crews and event facilities including several theaters, Corsair Field and other areas of the College. Theaters include the Broad Stage, a world-class performance venue seating 538, and the Main Stage Theater, an instructional space for our Theater Arts Department seating 260. Smaller spaces are scheduled to open in the next two years, seating 150 to 200. Existing black box theaters seat 100 to 130. Additionally, there are a wide range of outdoor spaces used by the film, television, and special event industries.

METHODOLOGY

Personnel Commission staff first met with Linda Sullivan, Associate Dean of Facilities Programming, to discuss the new classification. The purpose of this meeting was to define and clarify the parameters of this proposed classification, and to make an initial recommendation as to whether proposed job duties fit into an existing classification, or if further study was needed to determine if a formal recommendation for a new classification was warranted. Following discussion and a review of similar job classifications at the District and other agencies, the original proposal was reviewed and revised. Reporting relationships were defined, and
recommendations for minimum requirements were discussed and compared with other classifications within this series. In addition, the proposed class description was reviewed with Human Resources, Linda Sullivan, and Don Girard, Senior Director, Government Relations/Institutional Communications.

An external salary study was conducted to evaluate salary ranges of classifications within other public agencies which were required to perform similar duties at a similar level. Internal comparisons were also reviewed in order to ensure that there was proper alignment across other related departments.

Personnel Commission staff will conduct further meetings with department management prior to opening recruitment, in order to gather and analyze documentation for developing an examination plan and creating test content.

RESULTS

Key factors in determining that a new classification should be established involved the scope of responsibilities, knowledge required for the position, level of complexity, degree of decision-making authority, nature and purpose of contacts, and consequence of error. With high level of proficiency in all phases of theatre production and special events operations, an individual in this position will manage technical and support staff, provide operational and fiscal planning, ensure compliance with related federal, state and District policies and/or regulations, and provide day-to-day leadership to various SMC theatrical/performing arts venues. In addition, the incumbent will exercise independent decision-making in moderately unstructured and high-profile work settings, and will utilize a substantial degree of creative problem solving around issues which can have a significant impact on District resources and public perception of the District.

In conducting an external salary survey, comparable benchmark positions were not found. A few community colleges have similar positions; however, these colleges are not comparable to the size and scope of performance spaces on SMC campuses.

The following salary data was retrieved from US Department of Labor, Bureau of Labor Statistics, which reflects current salary rates for General and Operational Managers, both nationally and state-wide.

<table>
<thead>
<tr>
<th>Location</th>
<th>Pay Period</th>
<th>Low</th>
<th>Median</th>
<th>High</th>
</tr>
</thead>
<tbody>
<tr>
<td>United States</td>
<td>Monthly</td>
<td>$3,758</td>
<td>$8,108</td>
<td>$15,600+</td>
</tr>
<tr>
<td></td>
<td>Annual</td>
<td>$45,100</td>
<td>$97,300</td>
<td>$187,200</td>
</tr>
<tr>
<td>California</td>
<td>Monthly</td>
<td>$4,183</td>
<td>$8,675</td>
<td>$15,600+</td>
</tr>
<tr>
<td></td>
<td>Annual</td>
<td>$50,200</td>
<td>$104,100</td>
<td>$187,200</td>
</tr>
</tbody>
</table>

- "High" indicates 90% of workers earn less and 10% earn more.
- "Median" indicates 50% of workers earn less and 50% earn more.
- "Low" indicates 10% of workers earn less and 90% earn more.
**SALARY ALLOCATION**

It is recommended that the salary for Production Manager be allocated to Range M23 on the Management Schedule ($7,546 to $9,172/mo.). Salary allocation was recommended considering the external market and internal alignment. The goal was to recommend a competitive salary, while ensuring that the proposed ranges were aligned with other related classifications at the District. In addition, the level of knowledge required, reporting relationships, purpose/nature of contacts, degree of decision-making authority, size of staff, complexity and originality of work, and consequence of error were considered.

For instance, this position will be supervising a large number of staff in multiple locations, including technical directors, technicians, box office and front of house staff, and other technical crews. It requires a substantial level of technical knowledge in all phases of production to ensure time, quality and safety requirements are met. Additionally, the incumbent would interact with a diverse range of world-renown speakers, performers, and artists, as well as District faculty, administrators, employees and students. The following table shows salary data for management positions with comparable salaries to the Production Manager. Typically, the higher paying management positions listed below report to a vice president and/or have a broader administrative role in a District-wide business function. Lower paying management positions typically report to an academic dean or director, and manage daily operations of an organizational unit with varying complexity in nature and scope of work.

<table>
<thead>
<tr>
<th>MANAGEMENT POSITIONS AT SMC</th>
<th>MIN</th>
<th>MAX</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate Director of the Santa Monica College Foundation</td>
<td>$8,124</td>
<td>$9,874</td>
</tr>
<tr>
<td>Director of Contracts and Events</td>
<td>$7,923</td>
<td>$9,631</td>
</tr>
<tr>
<td>Assistant Director of Facilities Planning</td>
<td>$7,923</td>
<td>$9,631</td>
</tr>
<tr>
<td>Network Services Manager</td>
<td>$7,923</td>
<td>$9,631</td>
</tr>
<tr>
<td>Director of Purchasing</td>
<td>$7,737</td>
<td>$9,404</td>
</tr>
<tr>
<td><strong>Production Manager</strong></td>
<td><strong>$7,546</strong></td>
<td><strong>$9,172</strong></td>
</tr>
<tr>
<td>Entertainment Technology Services Manager</td>
<td>$7,187</td>
<td>$8,735</td>
</tr>
<tr>
<td>Instructional Technology Services Manager</td>
<td>$7,018</td>
<td>$8,530</td>
</tr>
<tr>
<td>Instructional Technology Services Manager – Entertainment Technology</td>
<td>$7,018</td>
<td>$8,530</td>
</tr>
<tr>
<td>KCRW Radio Station Assistant Director</td>
<td>$7,018</td>
<td>$8,530</td>
</tr>
<tr>
<td>Media &amp; Reprographics Services Manager</td>
<td>$7,018</td>
<td>$8,530</td>
</tr>
</tbody>
</table>

The following table shows salary data for related represented positions in the Facilities Programming Department.

<table>
<thead>
<tr>
<th>FACILITIES PROGRAMMING POSITIONS</th>
<th>MIN</th>
<th>MAX</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Production Manager</strong></td>
<td><strong>$7,546</strong></td>
<td><strong>$9,172</strong></td>
</tr>
<tr>
<td>Theatre Technical Director</td>
<td>$5,434</td>
<td>$6,606</td>
</tr>
<tr>
<td>Lead Events Technician</td>
<td>$4,810</td>
<td>$5,860</td>
</tr>
<tr>
<td>Stage Design Technician</td>
<td>$4,470</td>
<td>$5,434</td>
</tr>
<tr>
<td>Events Technician</td>
<td>$4,257</td>
<td>$5,175</td>
</tr>
<tr>
<td>Costume Designer</td>
<td>$4,257</td>
<td>$5,175</td>
</tr>
</tbody>
</table>
This salary proposal has been reviewed with Linda Sullivan, Don Girard and Chris Bonvenuto (Chief Director of Business Services).

RECOMMENDATION

It is recommended that the Commission approve the attached new class description and salary allocation for Production Manager.

DISPOSITION BY THE COMMISSION

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

Amendments/Comments
Santa Monica Community College District
Personnel Commission
Production Manager

CONCEPT OF THE CLASS

Positions in this classification manage, supervise and oversee all areas of theatrical production and related special event operations for the Facilities Programming Department. Areas of operation include, but are not limited to, the Performing Arts Center, the Theater Arts building, future performing arts spaces at the District, and special events, filming, or private rentals on District property. In addition, the incumbent supervises and evaluates the performance of assigned staff.

DISTINGUISHING CHARACTERISTICS

The Production Manager manages and supervises the day-to-day operations related to theatrical productions and special event operations for the Facilities Programming Department.

The Theatre Technical Director plans, coordinates, and provides technical direction at specified venues for various phases of theatre productions, including set construction, lighting, props, costumes, and sound. This position also oversees and coordinates the work of front of house staff, designers, technical crews, and student workers, to ensure the proper, safe, and timely set-up of stage settings and events.

The Lead Events Technician serves as a lead for assigned events District-wide and oversees the installation, set-up, and operation of sound, lighting, stage, scenery and video equipment, multimedia presentation and PA equipment for special events, such as concerts, dance performances, presentations and lectures.

ESSENTIAL DUTIES

Supervises, coordinates, and schedules all phases of productions including staging, set construction, lighting, props, costumes, video, sound, and live streaming for internal users, a resident company and outside rental clients.

Manages, supervises and oversees the work of technical crews and front of house staff, for productions in all District theaters and exterior venues.

Facilitates the work of designers, technical directors, and crews to ensure the proper, safe, and timely set-up of theatrical performances and exterior events.

Oversees, organizes, and coordinates the production calendars, and schedules, productions and rehearsals to meet appropriate deadlines.

Assists in preproduction planning and advances shows for rental clients and resident company performances to ensure that activities and staff can be timely scheduled.
Monitors departmental budgets, prepares production and related budgets; estimates project costs such as projected supplies, equipment, materials, rental needs, and labor.

Oversees the operation and maintenance of theatrical equipment and systems.

Liaises with event producers to determine technical requirements. Conducts walk-throughs for rental clients and others seeking understanding and knowledge of venue capabilities, features and operations.

 Maintains cooperative and collaborative working relationships with campus departments and personnel, contractors, touring artists, directors, company managers, and other customers, to ensure a smooth operation of shows, performances, and events.

Supervises, trains, directs, and evaluates staff; participates in the recruitment and selection of new employees.

Participates in the development, implementation and evaluation of Department policies, procedures and programs.

Performs other related duties as assigned.

Examples of essential duties are descriptive and not restrictive in nature and are generally listed in descending order of importance.

**SUPERVISION**

*Supervision Received:*
General supervision is received by the Associate Dean of Facilities Programming.

*Supervision Exercised:*
General supervision is exercised over theatre technical director, technical crew, front of house staff, box office staff, student workers, and volunteers.

**KNOWLEDGE, SKILLS AND ABILITIES**

Principles and methods of theatre production management

Basics in all the disciplines, including set design and construction, rigging, special effects, lighting, props, costumes, stage management, sound design, and video

Equipment, principles, methods, and the terminology used in theater, special events, television and film productions

Safety practices and procedures involved in theater operations

Accounting, bookkeeping and budgeting principles

Time management techniques

Work scheduling methods and processes
Interpersonal skills using tact, patience and courtesy

Oral and written communication skills

Supervisory procedures and practices including effective recruitment and selection; assigning and delegating work, managing payroll, evaluating performance, motivating employees, training and developing staff, handling grievances and imposing corrective and/or disciplinary action

Applications and software used in theatrical operations, including CAD and other similar programs

**Ability to:**

Read and interpret blueprints, designs, renderings, and other drawings

Oversee and participate in all technical areas of production, including the construction of stage sets and props, setup and rigging of sound, lighting and video systems, and costuming

Schedule events and crews for productions

Plan and estimate maintenance and repair projects, production costs and time needed for project completion

Establish and maintain effective working relationships with faculty, staff, event producers, and rental clients

Assure compliance with established federal, state and District program performance standards and protocols in areas of assigned responsibility

Communicate clearly and effectively, both orally and in writing

Work in a fast paced environment

Plan, organize, set priorities, and exercise sound independent judgment within areas of assigned responsibility

Provide sensitivity and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students, staff and customers.

Establish and maintain cooperative working relationships with employees, students, clients, and members of the public

**MINIMUM QUALIFICATIONS**

*Education Requirement:*
A bachelor’s degree from an accredited college or university in theatre arts or a related field. A master’s in fine arts is desirable.

*Experience Requirement:*
Five years of professional experience in production management and/or technical direction, including planning, overseeing, and coordinating theater productions, musical concerts, dance,
and special events. At least three years of hand-on technical experience working on productions required. Experience as a technical director in an academic environment is desirable.

**Licensure and/or Certification Requirements:**
None.

### WORKING ENVIRONMENT & PHYSICAL DEMANDS

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

**Environment:**
While performing the duties of this job the employee is regularly required to carry, push, lift or pull up to 25 pounds. This position both climbs and stands. While performing the duties of this job, there is exposure to paint and welding fumes, chemicals, and dust. This position may use power tools and works with electrical equipment. While performing the duties of this job, the noise level in the work environment is usually quiet to moderate, but occasionally can be noisy and loud.

### CLASS DETAIL

**Job Family:** Instructional Support (Student Services/ Classroom)

**FLSA Status:** Exempt

**Personnel Commission Approval Date:** 06/17/15

**Class History:** Theatre Production Manager, established in 05/88; abolished 11/9/96
AGENDA REPORT NO. 7

SUBJECT: REVISED CLASS DESCRIPTION: THEATRE TECHNICAL DIRECTOR

DATE: June 17, 2015

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

BY: Amy Gurjian, Interim Supervising Personnel Analyst

BACKGROUND

Attached for your approval is a revised classification description for Theatre Technical Director.

As a result of a new classification request for Production Manager, Personnel Commission staff initiated a study of the Theatre Technical Director classification. This class description is proposed to be revised to accurately reflect the current responsibilities assigned to this classification and properly distinguish this class from similar classifications. This class description was established in 1986 and last revised in 2006. The proposed changes will not affect the current status of any Theatre Technical Director positions and are not intended to create additional duties beyond the scope of responsibility for this class.

METHODOLOGY

Personnel Commission staff discussed this classification description with the current incumbent, Douglas Forsyth, current supervisor, Linda Sullivan, Associate Dean of Facilities Programming, and former supervisor, Laurel McQuay-Peninger, Associate Dean of Grants. A study of similar positions in other public educational institutions was conducted; the class description was revised by the Personnel Commission staff and reviewed with the incumbent, management, and CSEA.

RESULTS

Based on the data gathered for this classification, the Theatre Technical Director class description is proposed to be revised to include a more accurate depiction of the job duties and properly distinguish it from the newly proposed classification of Production Manager. Minor changes in duties, supervision, and KSAs were made. These changes were not found to be sufficient to alter the salary allocation. Furthermore, no changes are recommended to the minimum qualifications.

RECOMMENDATION

It is recommended that the Commission approve the attached revised class description for Theatre Technical Director.
DISPOSITION BY THE COMMISSION
Amendments/Comments

MOTION MADE BY:
SECONDED BY:
AYES:
NAYS:
ABSTENTIONS:
CONCEPT OF THE CLASS

The position in this classification plans, oversees, coordinates, and provides technical direction at specific venues, for the various phases of theatre productions including set construction, lighting, props, costumes, and sound. This position also oversees front of house staff and coordinates the work of designers and technical crews to ensure the proper, safe, and timely set-up of stage settings and events.

DISTINGUISHING CHARACTERISTICS

The Theatre Technical Director plans, coordinates, and provides technical direction at specific venues, for various phases of theatre productions including set construction, lighting, props, costumes, and sound. This position also oversees and coordinates the work of front of house staff, designers, technical crews, and student workers, to ensure the proper, safe, and timely set-up of stage settings and events.

The Production Manager manages and supervises the day-to-day operations related to theatrical productions and special event operations for the Facilities Programming Department.

The Lead Events Technician serves as a lead for assigned events District-wide and oversees the installation, set-up, and operation of sound, lighting, stage, scenery and video equipment, multimedia presentation, and PA equipment for special events, such as concerts, dance performances, presentations and lectures.

ESSENTIAL DUTIES

Plans and oversees the daily work; participates in the work of stage construction, sound set up, and lighting; ensures that the construction, painting, rigging and setup of stage settings and other events are completed in a proper, safe, and timely manner.

Reviews and approves scenic, lighting, costuming, and sound designs for venue productions.

Prepares production and related budgets; estimates project costs such as projected supplies, equipment, materials, and rental needs, and completion time.

Maintains production and related payroll and accounting; keeps the books for may maintain records for stage management, box office, house management, front of house staffing, and publicity for a variety of theatrical productions and events.

Plans and schedules the technical production work for the venue(s).

 Oversees the building of stage sets, lighting and sound installations from blueprints, drawings, designs, and other renderings.

Creates the department-venue calendar and schedules the use of department-theatrical facilities in coordination with the academic program.

Attends and oversees technical and dress rehearsals to ensure execution of scene, lighting and sound shifts, prop placement and shifting, costume changes, and provides technical input to directors, designers, and students to ensure that productions run smoothly.

Consults with Department Chair and/or assigned administrator on general management matters related to staffing, budgeting and spending.
Monitors the proper and safe use of shop tools, equipment, and stage machinery; ensures the safety of stage and shop areas.

Schedules and oversees the striking of sets.

Provides guidance to students in the various phases of theatre production.

Performs other related duties as requested or assigned.

Examples of essential duties are descriptive and not restrictive in nature and are generally listed in descending order of importance.

**SUPERVISION**

**Supervision Received**

Under general direction, the employee consults with Department Chair on general management matters, makes decisions on spending amounts, and approves budgets for theatre activities. General supervision is provided by the Production Manager or an assigned administrator. The employee is expected to perform duties with substantial independence.

**Supervision Exercised**

The position in this classification does not supervise other classified positions. However, this position does train, provides lead direction and coordinates the work of permanent and temporary staff, including the following classifications: Costume Designer and Stage Design Technician, hire and provide supervision to technical crews, student workers and front of house staff, and in addition to contracting contracts outside vendors for a variety of services ranging from rental to repair contracts.

**KNOWLEDGE, SKILLS AND ABILITIES**

**Knowledge of:**

- Principles, methods, materials, and terminology used in set construction, lighting, props, costumes, and sound design and setup.
- Theatrical rigging system.
- Safety practices and procedures involved in theatre productions.
- Basic electrical theory.
- Time management techniques.
- Drafting techniques.
- Basic payroll, accounting and bookkeeping principles.
- Work scheduling methods.

**Ability to:**

- Read and interpret blueprints, designs, renderings, and other drawings in order to execute sets.
- Draft technical drawings.
- Oversee and participate in the construction of stage sets and props including the setup and rigging of sound and lighting.
- Plan and estimate cost and time needed for completion of productions.
- Establish and maintain effective working relationships with faculty, staff, and students.
- Communicate effectively orally and in writing.
Organize, set priorities and exercise sound independent judgment within areas of assigned responsibility
Lead and train others

MINIMUM QUALIFICATIONS

**Education Requirement:**
Bachelors in Technical Direction, Production Management, or closely related field.

**Experience Requirement:**
Four (4) years of experience in planning, overseeing, and coordinating the technical direction and/or production management of theatre productions.

**Education/Experience Equivalency:**
Experience and/or education of the same kind, level, or amount as required in the minimum qualifications may be substituted on a year-for-year basis.

**Licensure and/or Certification:**
None.

WORKING CONDITIONS AND PHYSICAL DEMANDS

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

**Environment:**
While performing the duties of this job the employee is regularly required to carry, push, lift or pull up to 25 pounds. This position both climbs and stands. While performing the duties of this job, there is exposure to paint and welding fumes, chemicals, and dust. This position may use power tools and works with electrical equipment.

CLASS DETAIL

**Job Family:** Instructional Support (Student Services/Classroom)

**FLSA Status:** Non-Exempt

**Personnel Commission Approval Date:** 11/09/06

**Revision Date(s):** 08/21/96, Hay Study 11/09/06, 06/17/15

**Class History:** Theatre Technical Director
AGENDA REPORT NO. 8

SUBJECT: APPROVAL OF EXTENSION OF PROVISIONAL WORKING OUT OF CLASS ASSIGNMENT: DAVID DEVER

DATE: June 17, 2015

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Assignment</th>
<th>Previous Dates</th>
<th>Length of Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>David Dever</td>
<td>Director of Auxiliary Services</td>
<td>4/1/2015 to 5/15/15 (33 days)</td>
<td>5/16/2015 to 7/1/2015 Not to exceed 90 working days within a fiscal year</td>
</tr>
</tbody>
</table>

BACKGROUND

The Personnel Commission approved an initial request on April 3, 2015 for David Dever to work out of class as a Director of Auxiliary Services. The Personnel Commission is now requesting an extension to this assignment. The Chief Director of Business Services is requesting that David Dever be allowed to continue working out of class as the Director of Auxiliary Services until the end of this current fiscal year.

The previous Director of Auxiliary Services retired, effective March 31, 2015. The Chief Director of Business Services requested approval for David Dever to work out of class temporarily at the level of Director of Auxiliary Services, in order to provide direction and oversight to the District’s Auxiliary Services Operations, including the Bookstore, cashiering, transportation, and the Bursar’s Office. In addition, Mr. Dever has been asked to serve as a member of the Associated Students’ Finance Committee during this period.

David Dever is currently employed by Santa Monica College as the Bookstore Manager, in permanent status.

Duties assigned which are outside the scope of Bookstore Manager will assume more than 50% of Mr. Dever’s daily assignments.

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.

RECOMMENDATION

Mr. Dever has been assigned additional duties at the level of Director of Auxiliary Services during the period of time between 4/1/2015 through 7/1/2015. 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.

DISPOSITION BY THE COMMISSION

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

Amendments/Comments
AGENDA REPORT NO. 9

SUBJECT: APPROVAL OF EXTENSION OF PROVISIONAL WORKING OUT OF CLASS ASSIGNMENT: ESTELA RUEZGA

DATE: June 17, 2015

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Assignment</th>
<th>Previous Dates</th>
<th>Length of Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>Estela Ruezga</td>
<td>Senior Student Services Specialist – Admissions &amp; Records</td>
<td>3/10/2015 to 6/30/15 (81 days)</td>
<td>7/1/2015 to 7/13/2015 Not to exceed 90 working days within a 180 day period 7/14/2015 to 9/1/2015 Not to exceed 36 additional working days</td>
</tr>
</tbody>
</table>

BACKGROUND

The Personnel Commission approved an initial request on March 18, 2015 for Estela Ruezga to work out of class as a Senior Student Services Specialist – Admissions and Records. The Personnel Commission is now requesting an extension to this assignment. The Department of Admissions and Records is requesting that Ms. Ruezga be allowed to continue working out of class in this assignment until the eligibility list is produced and a permanent appointment can be made.

The Personnel Commission has approved an examination for Senior Student Services Specialist – Admissions and Records, and we are preparing to open recruitment. This working out of class assignment, along with the extension, is not expected to exceed 126 working days total.

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.

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**Merit Rule 7.2.1 (C) Provisional Appointments (Education Code Section 88106 - 88108)**

7.2.1 GENERAL PROVISIONS

C. The Personnel Commission may extend the 90-working-day provisional appointment for a period not to exceed 36 additional working days provided all of the following criteria are met:

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

2. Satisfactory evidence is presented indicating:
   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 any of the following:
      1.) the eligibility list for the class;
      2.) other employment lists such as reinstatement, or transfer;
      3.) any other appropriate substitute eligibility lists.

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

RECOMMENDATION

Ms. Ruezga has been assigned additional duties at the level of Senior Student Services Specialist – Admissions and Records during the period of time between 3/10/2015 through 9/1/2015. 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.

DISPOSITION BY THE COMMISSION

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

Amendments/Comments
AGENDA REPORT NO. 10

SUBJECT: APPROVAL OF EXTENSION OF PROVISIONAL WORKING OUT OF CLASS ASSIGNMENT: TAMIKA PHILLIPS

DATE: June 17, 2015

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Assignment</th>
<th>Previous Dates</th>
<th>Length of Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tamika Phillips</td>
<td>Administrative Assistant I (STEM/Supplemental Instruction)</td>
<td>3/16/2015 to 6/30/15 (77 days)</td>
<td>7/1/2015 to 7/17/2015 Not to exceed 90 working days within a 180 day period 7/20/2015 to 9/8/2015 Not to exceed an additional 36 working days</td>
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</tbody>
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BACKGROUND

The Personnel Commission approved an initial request on March 18, 2015 for Tamika Phillips to work out of class as an Administrative Assistant I. The Personnel Commission is now requesting an extension to this assignment. Management within the STEM and Supplemental Instruction Program are requesting that Ms. Phillips be allowed to continue working out of class in this assignment until the eligibility list is produced and a permanent appointment can be made.

The Personnel Commission has approved an examination for Administrative Assistant I. This working out of class assignment, along with the extension, is not expected to exceed 126 working days total.

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.

Merit Rule 7.2.1 (C) Provisional Appointments (Education Code Section 88106 - 88108)

7.2.1 GENERAL PROVISIONS

C. The Personnel Commission may extend the 90-working-day provisional appointment for a period not to exceed 36 additional working days provided all of the following criteria are met:

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

2. Satisfactory evidence is presented indicating:
   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 any of the following:
      1.) the eligibility list for the class;
      2.) other employment lists such as reinstatement, or transfer;
      3.) any other appropriate substitute eligibility lists.

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

RECOMMENDATION

Ms. Phillips has been assigned additional duties at the level of Administrative Assistant I during the period of time between 3/16/2015 through 9/8/2015. 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.

DISPOSITION BY THE COMMISSION

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

Amendments/Comments
AGENDA REPORT NO. 11

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

DATE: June 17, 2015

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Assignment</th>
<th>Previous Dates</th>
<th>Length of Extension</th>
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</thead>
<tbody>
<tr>
<td>Vanan Yahnian</td>
<td>Student Services Specialist</td>
<td>3/2/2015 to 6/30/15</td>
<td>7/1/2015 to 7/3/2015 Not to exceed 90 working days within a 180 day period 7/6/2015 to 8/24/2015 Not to exceed an additional 36 working days</td>
</tr>
</tbody>
</table>

BACKGROUND

The Personnel Commission approved an initial request on February 27, 2015 for Vanan Yahnian to work out of class as a Student Services Specialist. The Personnel Commission is now requesting an extension to this assignment. Management within the STEM and Supplemental Instruction Program are requesting that Ms. Yahnian be allowed to continue working out of class in this assignment until the eligibility list is produced and a permanent appointment can be made.

The Personnel Commission has approved an examination for Student Services Specialist, and we are preparing to open recruitment. This working out of class assignment, along with the extension, is not expected to exceed 126 working days total.

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.

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**Merit Rule 7.2.1 (C) Provisional Appointments (Education Code Section 88106 - 88108)**

7.2.1 GENERAL PROVISIONS

C. The Personnel Commission may extend the 90-working-day provisional appointment for a period not to exceed 36 additional working days provided all of the following criteria are met:

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

2. Satisfactory evidence is presented indicating:

   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 any of the following:

      1.) the eligibility list for the class;
      2.) other employment lists such as reinstatement, or transfer;
      3.) any other appropriate substitute eligibility lists.

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

RECOMMENDATION

Ms. Yahnian has been assigned additional duties at the level of Student Services Specialist during the period of time between 3/2/2015 through 8/24/2015. 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.

DISPOSITION BY THE COMMISSION

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

Amendments/Comments
AGENDA REPORT NO. 12

SUBJECT: AMENDMENT TO RULES AND REGULATIONS OF THE CLASSIFIED SERVICE - CHAPTER 5 – FIRST READING
MERIT RULE 5.1.1, ANNOUNCEMENT OF EXAMINATIONS
MERIT RULE 5.2.2, PROMOTIONAL EXAMINATIONS
MERIT RULE 5.2.3, OPEN COMPETITIVE AND PROMOTIONAL EXAMINATIONS WITH THE PROMOTIONAL LIST TAKING PRECEDENCE
MERIT RULE 5.2.5, OPEN COMPETITIVE EXAMINATIONS
MERIT RULE 5.2.6, CONTINUOUS EXAMINATIONS
MERIT RULE 5.2.11, REFERENCES OF EMPLOYMENT CANDIDATES
MERIT RULE 5.2.13, SPECIAL ADMINISTRATION OF EXAMINATIONS
(Note: No formal action will be taken at this meeting.)

DATE: June 17, 2015

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

Proposed changes to Chapter 5: Merit Rules 5.1.1, 5.2.2, 5.2.3, 5.2.4, 5.2.5, 5.2.6, 5.2.8, 5.2.11, and 5.2.13, 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.

5.1.1 ANNOUNCEMENT OF EXAMINATIONS

A. The Personnel commission shall approve the holding of examinations for the purpose to either fill vacancies or create lists for the classified service.

B. No examination announcement may be made, and no part of any examination may be held, until the Governing Board has properly designated the duties of a new class, and the Personnel Commission has approved the classification, including the establishment of minimum education and work experience requirements.

C. Each examination shall be announced on a job announcement bulletin which shall be distributed to employee work sites and recruitment locations. The recruitment period shall be at least 15 working days.

The Personnel Director of Classified Personnel shall:
1. determine the appropriateness of, and place advertisements in newspapers, trade and business journals or other media; prepare and place advertisements in the appropriate media

2. ensure that community agencies organizations dealing with women, minorities, disabled and other protected groups are notified of each examination distribution includes sites easily accessible by the general public and all protected groups in accordance with all federal, state, and local laws.

D. The job announcement bulletin shall contain the following:

1. Information concerning the location of employment, expected number of vacancies, length of the probationary period, and other conditions of employment.

2. Examples of the scope of duties and responsibilities of the position and the class.

3. The minimum qualifications and requirements of the class.

4. The salary, benefits and other compensation.

5. The closing date for filing applications.

6. The general content of the examination and the types of tests to be given

7. Such other information as will assist the employees and public in fully understanding the nature of employment and procedures necessary to participate in the examination.

Rule 5.2 EXAMINATIONS

Rule 5.2.2 PROMOTIONAL EXAMINATIONS (ED SECTIONS 88100, 88091, 88096)

A. When an adequate field of competition exists within the District and examinations can reasonably be expected to result in at least three qualified ranks of eligibles, the field of competition may be limited to promotional applicants only. Promotional only examinations may not be held in classes determined by the Personnel Commission and the District to be underrepresented according to the Affirmative Action plan of the District.
In determining whether employment opportunities are to be limited to promotional applicants, factors to be considered include:

a. The number of qualified promotional candidates available to compete for the class;

b. Efforts to seek and employ members of underrepresented groups as identified according to the District’s Equal Employment Opportunity Plan.

B. Promotional examinations shall be restricted to regular employees of the District who meet the prescribed qualifications of the class. Newly hired probationary employees in the District may not compete in promotional examinations.

C. A probationary or permanent classified employee may request to be notified by U.S. mail of examinations which occur during recess periods or during a paid or unpaid leave of absence which he/she designates if he/she files a written or electronic request in with the Personnel Commission Office prior to the recess or leave. The notice shall be mailed to the last mailing address listed for by the employee in the Personnel Commission Office on the written or electronic request.

D. Promotional eligibles who successfully complete all parts of the examination shall receive longevity preference credit, as referenced in Rule 5.2.17 (Longevity Preference Credit).

5.2.3 OPEN COMPETITIVE AND PROMOTIONAL EXAMINATIONS WITH THE PROMOTIONAL LIST TAKING PRECEDENCE

A. When an adequate field of promotional applicants does not exist or there is doubt as to its adequacy, the Personnel Director of Classified Personnel may advertise the examination among employees and the general public.

B. Promotional eligibles who successfully complete all parts of the examination shall receive longevity preference credit as referenced in Rule 5.2.17 (Longevity Preference Credit).

C. The examination procedure shall result in a separate promotional and open competitive eligibility list. The promotional eligibility list shall take precedence.

5.2.5 OPEN COMPETITIVE EXAMINATIONS (EDUCATION CODE SECTION 88115)
A. Open competitive examinations shall be held for all entry level classes and veterans' preference points shall be allowed as specified in Rule 5.2.18. These examinations shall be open to all qualified applicants.

B. Longevity preference credit shall not be granted.

5.2.6 CONTINUOUS EXAMINATIONS (EDUCATION CODE SECTION 88111)

A. The Personnel Commission may designate examinations for specified classes which cannot practicably be filled by promotional examinations only, as continuous examinations. Applications shall be accepted every working day and examinations shall be given as the need arises, as long as the recruitment remains open.

B. If a general qualifications oral interview is required, the interview panel shall consist of at least two (2) persons. Raters may be employees of the District or the Personnel Commission.

C. Procedures for review of the examination by the candidate shall be suspended.

D. A candidate who is unsuccessful in an examination may not retake the examination for the same classification for a period of 90 calendar days. Test retaking can be limited as specified by the Personnel Commission job bulletin.

5.2.11 REFERENCES OF EMPLOYMENT FOR CANDIDATES

A. References from previous employers and/or supervisors of applicants may be secured and utilized in the selection process. The following procedures shall apply:

1. The Personnel Commission Office may require a new applicant to sign a form releasing information from all previous employers in the last 10 years.

2. A new applicant may request that his/her current employer not be contacted by designating such on his/her application.

B. Employment references for current employees competing in examinations shall be limited to the following:

1. Probationary and annual performance evaluations signed by the employee and his/her supervisor which have been formally placed
in the employee's personal personnel file; evaluations shall include all authorized attachments.

2. Employee development appraisal forms, especially prepared to evaluate the employee's promotional suitability and signed by the employee.

3. Letters of recommendation submitted by the employee from his/her personnel file.

C.A. Under no circumstances shall confidential references on employees be used in the selection process.

5.2.13 SPECIAL ADMINISTRATION OF EXAMINATIONS

A. Special arrangements for test administration of a written test may be made under the following circumstances:

1. Where the test candidate is unable to attend the test administration on the prescribed date and time due to illness, accident or hospitalization, a verified statement from a physician, or other appropriate documentation (such as a police report for an auto accident) shall be submitted to the Personnel Commission Office within five (5) days after the date of the test.

2. Where the test candidate is unable to attend the test administration on the prescribed date and time due to jury duty or other court attendance, a statement from the court verifying attendance shall be submitted to the Personnel Commission Office within five (5) days after the date of the test.

3. Where the test candidate is unable to attend the test administration on the prescribed date and time because of his/her religious beliefs; a statement request from the candidate's religious practitioner (rabbi, minister, etc.) shall be submitted to the Personnel Commission Office within five (5) days after the date of the test.

4. Where the test candidate was precluded from attending the test administration on the prescribed date and time because of a misdelivery of mail invitation, acceptable verification of misdelivery by U.S. Postal authorities must be submitted to the Personnel Department Commission Office within five (5) days after the date of the test; test candidates are required to notify the Personnel Commission Office of any change in address and any failure to do so which results in late mail delivery shall not be accepted as sufficient reason to grant a special test administration.
5. Where a promotional test candidate is unable to attend the test administration on the prescribed date and time due to District approved attendance at an all-day, off campus workshop or seminar, the test candidate shall submit verification from his/her supervisor to the Personnel Commission within five (5) days after the date of the test.

6. Where the test candidate, through no fault of his/her own, is precluded from attending the test administration on the prescribed date and time because of a verifiable error by a member of the Personnel Commission staff, reasonable evidence must be presented to the Personnel Commission within five (5) days after test administration to verify that an official application was filed in the Personnel Commission Office by the test candidate.

B. The test candidate shall make a written request for special test administration as early as possible, but no later than five (5) working days after the regular test administration date, stating their reason(s) for which the special administration is requested.

C. Because of practical difficulties in obtaining oral and performance test rating panels and ensuring consistent interviewing administration and evaluation, special test administration cannot be given guaranteed for a test part involving an oral interview session. However, test candidates unable to attend an oral rating interview may request to have their written/performance test scores carried over to the next oral rating test session provided the same test procedures are in effect during the life of the list.
AGENDA REPORT NO. 13

SUBJECT: RECRUITMENT AND EXAMINATION STATUS REPORT — INFORMATION ONLY

DATE: June 17, 2015

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

BY: José A. Guzmán, Personnel Technician

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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<tr>
<td>Student Svcs. Specialist-Intl.</td>
<td>KM/OV</td>
<td>MPO</td>
<td>1</td>
<td>4/16/15</td>
<td>5/6/15</td>
<td>5/30/15</td>
<td>6/19/15</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Telecom. Tech. I</td>
<td></td>
<td>MPO</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Theater Tech. Specialist</td>
<td>JG</td>
<td>MPO</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

*Pending approval by the Board of Trustees*
AGENDA REPORT NO. 14

SUBJECT:  EXAMINATION SCHEDULE

DATE:  June 17, 2015

TO:  Members of the Personnel Commission

FROM:  Carol Long, Director of Classified Personnel

BY:  José Guzmán, Personnel Technician

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>Classification &amp; Compensation Manager</td>
<td>Merged Promotional &amp; Open Competitive</td>
<td>3 weeks</td>
</tr>
<tr>
<td>*Production Manager</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. 15

SUBJECT: RATIFICATION OF ELIGIBILITY LISTS

DATE: June 17, 2015

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

BY: José A. Guzmán, Personnel Technician

<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>Employee Benefits Specialist</td>
<td>Merged Promotional &amp; Open Competitive</td>
<td>0</td>
<td>8</td>
<td>06/10/16</td>
</tr>
<tr>
<td>Library Assistant</td>
<td>Merged Promotional &amp; Open Competitive</td>
<td>0</td>
<td>6</td>
<td>06/04/16</td>
</tr>
<tr>
<td>Senior Research Analyst</td>
<td>Promotional</td>
<td>2</td>
<td>2</td>
<td>06/02/16</td>
</tr>
<tr>
<td>Senior Student Services Specialist-Distance Education</td>
<td>Merged Promotional &amp; Open Competitive</td>
<td>3</td>
<td>10</td>
<td>06/04/16</td>
</tr>
<tr>
<td>Senior Student Services Specialist-Veterans Programs</td>
<td>Promotional</td>
<td>2</td>
<td>2</td>
<td>06/03/16</td>
</tr>
<tr>
<td>Skilled Maintenance Worker II</td>
<td>Promotional</td>
<td>4</td>
<td>4</td>
<td>06/11/16</td>
</tr>
<tr>
<td>Web Content Developer</td>
<td>Merged Promotional &amp; Open Competitive</td>
<td>0</td>
<td>4</td>
<td>05/29/16</td>
</tr>
</tbody>
</table>

DISPOSITION BY THE COMMISSION

Amendments/Comments

MOTION MADE BY:
SECONDED BY:
AYES:
NAYS:
ABSTENTIONS:
AGENDA REPORT NO. 16

SUBJECT: RATIFICATION OF LIMITED TERM ASSIGNMENTS

DATE: June 17, 2015

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

BY: José A. Guzmán, Personnel Technician

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:

<table>
<thead>
<tr>
<th>Position Classification</th>
<th>Department</th>
<th>Effective Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bookstore Clerk/Cashier (2 part-time positions)</td>
<td>Bookstore</td>
<td>05/11/15-06/30/15</td>
</tr>
<tr>
<td>Bookstore Clerk/Cashier (15 part-time positions)</td>
<td>Bookstore</td>
<td>06/01/15-06/30/15</td>
</tr>
<tr>
<td>Student Services Assistant (1 full-time position)</td>
<td>ISC</td>
<td>05/20/15-06/30/15</td>
</tr>
<tr>
<td>Student Services Assistant (1 full-time position)</td>
<td>ISC</td>
<td>05/26/15-07/30/15</td>
</tr>
</tbody>
</table>

DISPOSITION BY THE COMMISSION

Amendments/Comments

MOTION MADE BY:
SECONDED BY:
AYES:
NAYS:
ABSTENTIONS:
AGENDA REPORT NO. 17

SUBJECT: ADVISORY ITEM: APPOINTMENTS TO LIMITED TERM POSITIONS

DATE: June 17, 2015

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

BY: José A. Guzmán, Personnel Technician

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>Brazier, Quiniece</td>
<td>Bookstore Clerk/Cashier</td>
<td>Bookstore</td>
<td>06/01/15-06/30/15</td>
<td>04/01/13</td>
</tr>
<tr>
<td>Camp, Monique</td>
<td>Bookstore Clerk/Cashier</td>
<td>Bookstore</td>
<td>06/01/15-06/30/15</td>
<td>04/01/13</td>
</tr>
<tr>
<td>Chang, Tony</td>
<td>Bookstore Clerk/Cashier</td>
<td>Bookstore</td>
<td>06/01/15-06/30/15</td>
<td>06/18/08</td>
</tr>
<tr>
<td>Eichen, John</td>
<td>Bookstore Clerk/Cashier</td>
<td>Bookstore</td>
<td>05/11/15-06/30/15</td>
<td>03/17/15</td>
</tr>
<tr>
<td>Garcia, Lucy</td>
<td>Bookstore Clerk/Cashier</td>
<td>Bookstore</td>
<td>06/01/15-06/30/15</td>
<td>03/08/99</td>
</tr>
<tr>
<td>Harge, Ronyee</td>
<td>Bookstore Clerk/Cashier</td>
<td>Bookstore</td>
<td>06/01/15-06/30/15</td>
<td>01/16/02</td>
</tr>
<tr>
<td>Juarez, Jorge</td>
<td>Bookstore Clerk/Cashier</td>
<td>Bookstore</td>
<td>06/01/15-06/30/15</td>
<td>09/04/09</td>
</tr>
<tr>
<td>Lemon, Curly</td>
<td>Bookstore Clerk/Cashier</td>
<td>Bookstore</td>
<td>06/01/15-06/30/15</td>
<td>04/01/13</td>
</tr>
<tr>
<td>Lopez, Jose</td>
<td>Bookstore Clerk/Cashier</td>
<td>Bookstore</td>
<td>06/01/15-06/30/15</td>
<td>07/18/11</td>
</tr>
<tr>
<td>Lopez, Veronica</td>
<td>Bookstore Clerk/Cashier</td>
<td>Bookstore</td>
<td>05/11/15-06/30/15</td>
<td>03/17/15</td>
</tr>
<tr>
<td>Mehary, Mehret</td>
<td>Bookstore Clerk/Cashier</td>
<td>Bookstore</td>
<td>06/01/15-06/30/15</td>
<td>11/16/02</td>
</tr>
<tr>
<td>Navarro, Yadira</td>
<td>Bookstore Clerk/Cashier</td>
<td>Bookstore</td>
<td>06/01/15-06/30/15</td>
<td>04/01/13</td>
</tr>
<tr>
<td>Naylor, Marisa</td>
<td>Bookstore Clerk/Cashier</td>
<td>Bookstore</td>
<td>06/01/15-06/30/15</td>
<td>04/01/13</td>
</tr>
<tr>
<td>Nwonwu, Vergie</td>
<td>Bookstore Clerk/Cashier</td>
<td>Bookstore</td>
<td>06/01/15-06/30/15</td>
<td>01/23/09</td>
</tr>
<tr>
<td>Palacio, Dee</td>
<td>Bookstore Clerk/Cashier</td>
<td>Bookstore</td>
<td>06/01/15-06/30/15</td>
<td>07/18/11</td>
</tr>
<tr>
<td>Thomas, Gabrielle</td>
<td>Bookstore Clerk/Cashier</td>
<td>Bookstore</td>
<td>06/01/15-06/30/15</td>
<td>04/01/14</td>
</tr>
<tr>
<td>Yogi, Nancy</td>
<td>Bookstore Clerk/Cashier</td>
<td>Bookstore</td>
<td>06/01/15-06/30/15</td>
<td>07/18/11</td>
</tr>
<tr>
<td>Hightower, Latoya</td>
<td>Student Services Assistant</td>
<td>ISC</td>
<td>05/20/15-06/30/15</td>
<td>09/15/14</td>
</tr>
<tr>
<td>Nguyen, Angela</td>
<td>Student Services Assistant</td>
<td>ISC</td>
<td>05/26/15-07/30/15</td>
<td>09/15/14</td>
</tr>
</tbody>
</table>

*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. 18

SUBJECT: ADVISORY ITEM: APPOINTMENTS TO PROVISIONAL ASSIGNMENTS

DATE: June 17, 2015

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

BY: José A. Guzmán, Personnel Technician

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>Gurjian, Armineh</td>
<td>Classification &amp; Compensation Manager</td>
<td>Personnel Commission</td>
<td>05/27/15-06/30/15</td>
</tr>
<tr>
<td>Fregoso, Nancy</td>
<td>Theatre Technical Specialist</td>
<td>SMC Performing Arts</td>
<td>05/12/15-06/30/15</td>
</tr>
<tr>
<td>Hill, Brian</td>
<td>Skilled Maintenance Worker</td>
<td>Maintenance</td>
<td>05/21/15-08/28/15</td>
</tr>
<tr>
<td>Hudson, Michael</td>
<td>Assistant Director, Human Resources</td>
<td>Human Resources</td>
<td>7/1/15-12/31/15</td>
</tr>
<tr>
<td>McDonald, Alonzo</td>
<td>Theatre Technical Specialist</td>
<td>SMC Performing Arts</td>
<td>05/14/15-06/30/15</td>
</tr>
<tr>
<td>Morales III, John</td>
<td>Theatre Technical Specialist</td>
<td>SMC Performing Arts</td>
<td>05/12/15-06/30/15</td>
</tr>
<tr>
<td>Woropay, Stephanie</td>
<td>Theatre Technical Specialist</td>
<td>SMC Performing Arts</td>
<td>06/03/15-06/30/15</td>
</tr>
</tbody>
</table>

*Assignment ending dates may be adjusted as not to exceed 90 working days in a fiscal year.
AGENDA REPORT NO. 19

SUBJECT: ADVISORY ITEM: REEMPLOYMENT LIST

DATE: June 17, 2015

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

The Personnel Commission is advised that the following person is being added to a Reemployment list as specified below:

<table>
<thead>
<tr>
<th>Name</th>
<th>List Classification</th>
<th>Last Date of Paid Service</th>
<th>Reemployment List Effective Dates (39 months from date of separation)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ashleigh Garmon</td>
<td>Student Services Specialist – International Students</td>
<td>5/14/2015</td>
<td>5/15/2015 to 8/15/2018</td>
</tr>
</tbody>
</table>

Reference: Education Code, 88192

EDUCATION CODE

88192 ...When all available leaves of absence, paid or unpaid, have been exhausted and if the employee is not medically able to assume the duties of the person's position, the person, if not placed in another position, shall be placed on a reemployment list for a period of 39 months. When available, during the 39-month period, the person shall be employed in a vacant position in the class of the person's previous assignment over all other available candidates except for a reemployment list established because of lack of work or lack of funds, in which case the person shall be listed in accordance with appropriate seniority regulations...
AGENDA REPORT NO. 20

SUBJECT: CORRECTION TO RATIFICATION OF PROVISIONAL WORKING OUT OF CLASS ASSIGNMENT: MARIO LOPEZ HERNANDEZ

DATE: July 17, 2015

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

The Personnel Commission previously approved the following provisional working out of class assignment at 100% on March 18, 2015:

<table>
<thead>
<tr>
<th>Name</th>
<th>Assignment</th>
<th>Length of Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mario Lopez Hernandez</td>
<td>Custodial Operations Supervisor</td>
<td>3/23/2015 to 6/8/2015 Not to exceed 90 working days</td>
</tr>
</tbody>
</table>

This assignment was intended to run through July 1, 2015. A correction is needed, to extend the ending date from 6/8/2015 to 7/1/2015. The corrected working out of class assignment is indicated below:

<table>
<thead>
<tr>
<th>Name</th>
<th>Assignment</th>
<th>Length of Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mario Lopez Hernandez</td>
<td>Custodial Operations Supervisor</td>
<td>3/23/2015 to 7/1/2015 Not to exceed 90 working days</td>
</tr>
</tbody>
</table>

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. Lopez Hernandez has been assigned additional duties currently at the level of Custodial Operations Supervisor, during the period of time between 3/23/2015 through 7/1/2015. These duties will make up more than fifty percent (50%) of his daily assignments. Therefore, it is
recommended that the Personnel Commission approve the correction to 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 7/1/2015.

DISPOSITION BY THE COMMISSION

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

Amendments/Comments
V. 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, July 15, 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, June 17, 2015, Regular Meeting of
the Santa Monica College Personnel Commission was posted at or before 12:00 p.m. on
Friday, June 12, 2015 on the official District website and bulletin boards.