# PERSONNEL COMMISSION AGENDA

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

## Distribution List for Personnel Commission Announcements, Agendas and Minutes

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

- 2714 Pico: exterior display box
- Library for Public Posting (1)
- Library for Archives (2)
- Mailroom
- SMC Personnel Commission Office
- SMC Human Resources
- Staff Lounge

**EMPLOYEE ORGANIZATIONS**

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

**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.

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

ADDRESSING THE PERSONNEL COMMISSION

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

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

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

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

General Public Comments

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

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

Agenda Items

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

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

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

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

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

Reference: Merit Rule 2.2.8
Government Code sections 54954.2, 54954.3, 54957.9
Any 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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<td>Commissioner Abbott, Vice-Chair</td>
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<td>Commissioner Leone</td>
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C. Approval of Minutes

Regular Meeting – February 18, 2015
Special Meeting – February 27, 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: March 2015

5 YEARS

Joan Kang, Student Services Specialist – Admissions & Records, Admissions & Records

Yuriy Karpman, Information Systems Administrator, Network Services

Cynthia Moore, Director of Purchasing, Purchasing/Receiving/Mailroom

10 YEARS

Uche Dappa, Senior Student Services Specialist – Assessment Services, Matriculation

15 YEARS

Linda Davis, Administrative Assistant I, Counseling

Jennifer Jones, Police Services Assistant, Campus Police

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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V. ADJOURN AT _______ P.M.

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

SUBJECT:   EXTENSION OF ELIGIBILITY LIST – HEALTH ASSISTANT

DATE:      March 18, 2015

TO:        Members of the Personnel Commission

FROM:      Carol Long, Director of Classified Personnel

The Personnel Commission Office is requesting that the eligibility list for Health Assistant be extended for an additional six months. The current eligibility list is scheduled to expire on April 16, 2015.

A recruitment for Health Assistant was conducted in 2014. The testing resulted in five eligible candidates. Four of these candidates still remain on the list. The Personnel Commission staff believes there are a sufficient number of available eligibles remaining to fill any future vacancies anticipated for the next six months.

Merit Rule 6.2.3 (C)  Duration of Eligibility List

6.2.3 (C)

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

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

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

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

RECOMMENDATION

It is recommended that the Personnel Commission approve extending the Health Assistant eligibility list until October 16, 2015.

DISPOSITION BY THE COMMISSION

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

Amendments/Comments
AGENDA REPORT NO. 2

SUBJECT: APPROVAL OF REVISIONS TO CLASS DESCRIPTION: STUDENT SERVICES SPECIALIST

DATE: March 18, 2015

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

BACKGROUND

Attached for your approval is a revised classification description for Student Services Specialist. The State of California is targeting $100 million of funds directed to Student Success and Support Programs (SSSP) for the purpose of closing achievement gaps in underrepresented student groups. Two new positions are being proposed to coordinate the daily operations and associated projects within the new Supplemental Instruction Program and the STEM Program. These programs will be funded through these Student Equity Funds.

I am proposing that both of these positions be classified as Student Services Specialist. Position allocation reports with further justification are included with this agenda.

At the time of the Hay Study, a number of specialized classifications were created at the same level as the generic Student Services Specialist classification, in order to recognize that certain areas required specialized experience for successful performance (i.e., Financial Aid, International Education). However, a number of duties remain on the generic Student Services Specialist classification that are now performed exclusively by other Specialist classifications (i.e. Student Services Specialist – Financial Aid, Student Services Specialist – International Education). Minor revisions are being recommended to this classification to eliminate those specialized duties and knowledge, skills, and abilities (KSA’s) which are no longer applicable to the generic classification.

Additional follow-up meetings are planned with the department management prior to opening recruitment, in order to finalize job analysis data for the development of the examination plan documentation, testing materials, and evaluation standards.

RECOMMENDATIONS

It is recommended that the Commission approve the attached revisions to the classification description for Student Services Specialist.
DISPOSITION BY THE COMMISSION

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

Amendments/Comments
CONCEPT OF THE CLASS

Positions in this classification provide a variety of complex and specialized clerical duties relating to the preparation and implementation of student services programs. Incumbents are expected to be specialists in their functional areas.

DISTINGUISHING CHARACTERISTICS

The **Student Services Senior Specialist** serves as a lead worker and monitors and directs the work of permanent and temporary staff in a student services department or program. Incumbents are specialists in their functional area and exercise a higher degree of responsibility and independent judgment.

The **Student Services Specialist** class performs complex and specialized duties relating to the preparation and implementation of student services and programs. Incumbents are expected to be a specialist in their functional area and have prior work experience in the specific functional area.

The **Student Services Assistant** class performs moderately difficult clerical duties. Incumbents are responsible for completion of a functional phase of clerical work necessary in the student services area.

The **Student Services Clerk** class provides a variety of general and routine clerical duties for student services departments and programs.

ESSENTIAL DUTIES

**Depending on area of specialty:**

Computes a needs-analysis report and awards a package of financial aid in accordance with local, State and Federal guidelines; conducts follow-up review of financial aid award for adjustment or verification of continued eligibility

Administers, proctors, scores, records, and distributes student placement examinations; develops and maintains Assessment Services exam schedule

Prepares statistical reports in compliance with State, Federal and District requirements; compiles and maintains data as needed for program grant proposals

Reviews students’ academic progress and tracks eligibility in student services and programs, and advises students of appeal process

**Develops, prepares, and disseminates technical information related to F-1 visa status and provides updates on current immigration and F-1 procedures and policies**

Ensures compliance with regulations, procedures, and requirements as mandated in current federal legislation and state statutes governing student visa status
Student Services Specialist

Performs a variety of intake services, and makes referrals, as necessary, to academic counselors, therapists, instructors, and community agencies

**All areas of specialty:**

- Evaluates and processes student applications, official documents, and requests for student services; makes recommendations and awards resources
- Meets with, and interviews students and parents, if necessary, in order to gather additional information
- Provides specialized information, and advises students about student services programs, resources available, processes, and procedures
- Creates, maintains, monitors, and updates confidential student records, student data bank, and historical program database
- Performs a variety of complex clerical duties related to the input, maintenance and control of individual records to ensure the accuracy of student history files
- Serves as a contact liaison with other colleges, governmental agencies, and firms regarding their specialized area of student services
- Prepares, updates and oversees the production and distribution of Student Services information and guideline materials that are used by counselors, department representatives and students
- Maintains and updates department website and related social media pages
- Investigates and resolves problems; corrects errors on student records
  - May facilitate training and mentorship programs for Peer Mentors, and other program leaders
  - May develop and maintain a comprehensive promotional campaign each year for assigned student services program
- 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 supervision, the employee receives assignments and is expected to carry them through to completion with substantial independence.

**Supervision Exercised**
Positions in this classification do not supervise others. Serves as a specialist in assigned area, providing specialized knowledge and guidance to others. Positions in this classification do not supervise or serve in a lead capacity to other classified staff members.
KNOWLEDGE, SKILLS AND ABILITIES

**Depending on area of specialty:**

- Knowledge of College Financial Aid eligibility requirements and applicable State and Federal regulations used in determining needs analysis and the awarding of Financial Aid
- Knowledge of Admissions and Records rules, policies, and procedures in order to comply with State, Federal, and local laws
- Knowledge of articulation and transfer policies and procedures
- Knowledge of Federal and State regulations regarding residency policies, and test administration procedures and practices. Financial Aid regulations used in determining needs analysis Visa/INS documents
- Knowledge of basic Federal tax laws and forms, budgeting practices and procedures
- Knowledge of Disabled Students – Student Advocacy training, ADA/504 sections of Rehabilitation Act of 1973, and AB 422

**All areas of specialty:**

- Knowledge of Federal and State regulations, requirements and procedural guidelines pertaining to student programs as it relates to Student Services functional area
- Knowledge of modern office practices and procedures
- Knowledge of customer service principles and techniques
- Knowledge of English usage, vocabulary, spelling, grammar and punctuation
- Knowledge of effective oral and written communication and basic statistics
- Knowledge of record keeping practices and procedures
- Ability to interpret and apply pertinent laws, policies and regulations
- Ability to effectively analyze situations and adopt an effective course of action
- Ability to compile and analyze data
- Ability to handle multiple tasks simultaneously
- Ability to work on a variety of assignments simultaneously
- Ability to work in a fast-paced and busy environment with multiple interruptions
- Ability to establish and maintain accurate records
- Ability to follow complex written and oral instructions
### Student Services Specialist

| Ability to establish and maintain effective working relationships |
| Ability to work independently with minimal supervision |
| Skills to type accurately and operate a computer keyboard for data entry and retrieval, and use computer software specific to the operations of the department and the college |

### MINIMUM QUALIFICATIONS

**Education Requirement:**
Graduation from high school or evidence of equivalent educational proficiency plus two years of college level coursework or equivalent.

**Experience Requirement:**
Four (4) years experience performing specialized and complex student services duties, such as: student intake services, financial needs analysis, processing International student visas, and student services support duties, that require knowledge of federal and state regulations relating to assigned student services area.

**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 ENVIRONMENT AND PHYSICAL DEMANDS

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

**Normal Office Environment:**
While performing the duties of this job the employee is regularly required to sit, use hands to keyboard, type, or handle materials, and talk and/or hear. The employee is occasionally required to stand and walk. The employee is regularly required to lift, carry, push, or pull up to 25 pounds. While performing the duties of this job, the noise level in the work environment is usually quiet.
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**Job Family:** Student Services- Non-Classroom

**FLSA Status:** Non-exempt

**Recommended Salary:** Range 32

**Personnel Commission Approval Date:** 11/16/06

**Class History:** Scholarship Coordinator, Financial Aid Technician, EOPS Specialist, Disabled Student Services Specialist, Assessment Services Specialist, Articulation and Transfer Specialist, Admissions and Records Clerk III, Student Employment Specialist

**Revision Date(s):** 11/16/06, 3/18/15, 3/18/15
AGENDA REPORT NO. 3

SUBJECT: APPROVAL OF REVISIONS TO CLASS DESCRIPTION: STUDENT SERVICES SPECIALIST - EOPS

DATE: March 18, 2015

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

BACKGROUND

Attached for your approval is a revised classification description for Student Services Specialist - EOPS. The State of California is targeting $100 million of funds directed to Student Success and Support Programs (SSSP) for the purpose of closing achievement gaps in underrepresented student groups. A new position is being proposed to coordinate the daily operations and associated projects within the new Guardian Scholars Program. This program will be funded through these Student Equity Funds.

I am proposing that the position for the Guardian Scholars Program be classified as Student Services Specialist – EOPS. The current class description for Student Services Specialist – EOPS specifies that responsibilities fall within two programs: EOPS and CARE. The Guardian Scholars Program has been incorporated into the EOPS Department. Revisions are recommended to this class description in order to indicate that incumbents may be performing the same duties within the Guardian Scholars Program.

Additional follow-up meetings are planned with the department management prior to opening recruitment, in order to finalize job analysis data for the development of the examination plan documentation, testing materials, and evaluation standards.

RECOMMENDATIONS

It is recommended that the Commission approve the attached revisions to the classification description for Student Services Specialist - EOPS.

DISPOSITION BY THE COMMISSION

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

Amendments/Comments
CONCEPT OF THE CLASS

Positions in this classification perform complex and specialized duties within EOPS student services area.

DISTINGUISHING CHARACTERISTICS

The **Senior Student Services Specialist** serves as a lead worker and monitors and directs the work of permanent and temporary staff in a student services department or program. Incumbents are specialist in their functional area and exercise a higher degree of responsibility and independent judgment.

The **Student Services Specialist** class performs complex and specialized duties relating to the preparation and implementation of student services and programs. Incumbents are expected to be a specialist in their functional area and have prior work experience in the specific functional area.

The **Student Services Assistant** class performs moderately difficult clerical duties in support of an assigned student services area. In large offices, incumbents may be responsible for the completion of a functional phase of clerical work necessary in the assigned student services area.

The **Student Services Clerk** class provides a variety of general and routine clerical duties for student services departments and programs. Incumbents are generally assigned to the front counter and are the first point of contact for students in their respective student services area. These positions are distinguished from the Administrative Clerk classification in that positions assigned to the Student Services Clerk classification are required to obtain a breadth of knowledge in their respective department, necessary to assist students at the front counter.

ESSENTIAL DUTIES

**EOPS:**

- Facilitates and coordinates the activities of the EOPS, and CARE, and/or Guardian Scholars programs.
- Drafts annual state budget and grant requests for the EOPS, and CARE, and/or Guardian Scholars programs and monitors expenditures throughout budget year.
- Evaluates student files and MIS data and makes the determination on student eligibility for awarding of CARE, and EOPS grants; processes and certifies applications and eligibility for services; monitors student eligibility throughout the year.
- Performs a variety of intake services, and makes referrals, as necessary, to academic counselors, therapists, instructors, and community agencies
- Issues book vouchers to eligible EOPS students; issues book, and transportation, and meal vouchers to eligible CARE students.
- Drafts agenda and organizes advisory committee meetings twice each year.
- Answers inquires and provides answers on available resources; and District, Federal and State procedures relating to assigned student services area.
Assists in the training of student services staff, temporary employees, and student workers.

Prepares statistical reports in compliance with State, Federal, and District requirements; compiles and maintains data as needed for program grant proposals.

Creates, maintains, monitors, and updates confidential student records, student data bank, and historical program database.

Stays abreast of updated or new student services rules, regulations, and policies relating to assigned student services area and communicates changes to others.

Resolves complex problems and issues presented by Student Services Assistants or Clerks, other staff, students, counselors, faculty, and other members of the College community.

Performs correction and control of more complex errors in student files and student aid reports to ensure their accuracy.

Prepares and finalizes statistical data for Federal, State, and/or District reports.

Serves as a contact liaison with other colleges, governmental agencies, and firms regarding disadvantaged students eligible for services under one or more EOPS programs.

Maintains and updates website and social media specific to assigned area within the function; updates area information including content and format to ensure accuracy and usefulness.

Performs general administrative duties; types correspondences, memos, and other material.

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 supervision, the employee receives assignments and is expected to carry them through to completion with substantial independence.

Supervision Exercised:
Serves as specialist in assigned area providing specialized knowledge and guidance to others, which can include student assistants, coworkers, and other District staff. There is no supervision of other classified positions.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of rules, regulations, policies, and procedures to comply with federal, state, and local laws.

Knowledge of policies and objectives of assigned program:
Knowledge of California Educational Code.
Knowledge of Title V.

Knowledge of personal computer based software programs that support this level of work, including word processing, spreadsheet, presentation graphics, and data management.

Knowledge of customer service practices.

Knowledge of English usage, vocabulary, spelling, grammar and punctuation

Skill in detail orientation.

Ability to interpret, communicate, and apply laws, regulations, and District policies and procedures particularly as they relate to assigned area of responsibility.

Ability to pay attention to detail and make accurate calculations and assessments when analyzing and correcting complex errors in student records.

Ability to access financial aid systems to process on-line loan applications and locate student financial aid history.

Ability to train and provide work direction to others

Ability to write reports, correspondence, and informational materials.

Ability to organize, plan, and implement a variety of tasks simultaneously.

Ability to analyze situations and adopt an effective course of action

Ability to compile and analyze data

Ability to establish and maintain accurate records

Ability to follow complex written and oral instructions

Ability to work independently with minimal supervision

Ability to maintain effective working relationships with students, staff, external contacts, and the general public.

Ability to complete work in a fast-paced environment with multiple interruptions and distractions.

Ability to collaborate with other student services areas.

Ability to maintain confidential employee files.

Ability to provide sensitivity and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students and staff.

Ability to establish and maintain cooperative working relationships with employees, students, and members of the public.
MINIMUM QUALIFICATIONS

**Education Requirement:**
Graduation from high school or evidence of equivalent educational proficiency plus an AA degree or 2 years of college level coursework or equivalent. Associates degree or equivalent from an accredited university or college.

**Experience Requirement:**
Four (4) year’s experience in performing progressively specialized and complex student affairs and/or financial aid service duties that require knowledge of federal and state regulations.

**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 ENVIRONMENT AND PHYSICAL DEMANDS

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

**Normal Office Environment:**
While performing the duties of this job the employee is regularly required to sit, use hands to keyboard, type, or handle materials, and talk and/or hear. The employee is occasionally required to stand and walk. The employee is regularly required to lift, carry, push, or pull up to 25 pounds. While performing the duties of this job, the noise level in the work environment is usually quiet.

CLASS DETAIL

**Job Family:**  Student Services (Non Classroom)

**FLSA Status:**  Non-exempt

**Personnel Commission Approval Date:**  11/16/06, 08/20/08, 3/18/15

**Class History:**  EOPS Specialist

**Revision Date(s):**  11/16/06, 08/20/08, 3/18/15
AGENDA REPORT NO.  4

SUBJECT:  APPROVAL OF ALLOCATION OF A NEW POSITION TO AN EXISTING CLASSIFICATION:  STUDENT SERVICES SPECIALIST

DATE:  March 18, 2015

TO:  Members of the Personnel Commission

FROM:  Carol Long, Director of Classified Personnel

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

<table>
<thead>
<tr>
<th>Location</th>
<th>Hours</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supplemental Instruction</td>
<td>12 months per year, 40 hours per week</td>
<td>March 18, 2015</td>
</tr>
</tbody>
</table>

BACKGROUND

The Supplemental Instruction Program at Santa Monica College has requested to add one new position to coordinate the daily operations and associated projects within the new Supplemental Instruction Program. Personnel Commission staff contacted Tony Prestby, Director of Supplemental Instruction and Tutoring, to review the duties which would be assigned to this new position, and ensure the proper classification.

The individual selected to fill this new position will be primarily responsible for independently coordinating the daily operations of the Supplemental Instruction Program. Specific responsibilities include handling student outreach and program marketing, coordinating the intake and evaluation of student applications (academic staff will make final determinations of program eligibility), tracking student progress throughout the year to ensure continued eligibility for services, and handling reporting for continuation of grant funding. This position will not supervise or perform in a lead capacity over other classified staff members. This position is expected to manage daily operations and associated projects independently and on an ongoing basis, without the immediate assistance of a supervisor.

The majority of duties assigned to this position, level of independent decision making expected, scope of project management responsibilities, and performance expectations are most consistent with the concept of the Student Services Specialist.

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 Student Services Specialist.

DISPOSITION BY THE COMMISSION

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

Amendments/Comments
AGENDA REPORT NO. 5

SUBJECT: APPROVAL OF ALLOCATION OF A NEW POSITION TO AN EXISTING CLASSIFICATION: STUDENT SERVICES SPECIALIST

DATE: March 18, 2015

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

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

<table>
<thead>
<tr>
<th>Location</th>
<th>Hours</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>STEM</td>
<td>12 months per year, 40 hours per week</td>
<td>March 18, 2015</td>
</tr>
</tbody>
</table>

BACKGROUND

The Science, Technology, Engineering, Math (STEM) Program at Santa Monica College has requested to add one new position to coordinate the daily operations and associated projects within the new STEM Program. Personnel Commission staff contacted Melanie Bocanegra, Director of STEM, to review the duties which would be assigned to this new position, and ensure the proper classification.

The individual selected to fill this new position will be primarily responsible for independently coordinating the daily operations of the STEM Program. Specific responsibilities include handling student outreach and program marketing, coordinating the intake and evaluation of student applications (academic staff will make final determinations of program eligibility), tracking student progress throughout the year to ensure continued eligibility for services, and handling reporting for continuation of grant funding. This position will not supervise or perform in a lead capacity over other classified staff members. This position is expected to manage daily operations and associated projects independently and on an ongoing basis, without the immediate assistance of a supervisor.

The majority of duties assigned to this position, level of independent decision making expected, scope of project management responsibilities, and performance expectations are most consistent with the concept of the Student Services Specialist.

Merit Rule 3.2.7 ALLOCATION OF LIKE POSITIONS TO EXISTING CLASSES

3.2.8

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

It is recommended that the Personnel Commission approve the allocation of this new position to the classification of Student Services Specialist.

DISPOSITION BY THE COMMISSION

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

Amendments/Comments
AGENDA REPORT NO. 6

SUBJECT: APPROVAL OF ALLOCATION OF A NEW POSITION TO AN EXISTING
CLASSIFICATION: STUDENT SERVICES SPECIALIST - EOPS

DATE: March 18, 2015

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

It is recommended that the Personnel Commission approve the allocation of the following new permanent position to the classification of Student Services Specialist - EOPS:

<table>
<thead>
<tr>
<th>Location</th>
<th>Hours</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>EOPS</td>
<td>12 months per year, 40 hours per week</td>
<td>March 18, 2015</td>
</tr>
</tbody>
</table>

BACKGROUND

The EOPS Department at Santa Monica College has requested to add one new position to coordinate the daily operations and associated projects within the new Guardian Scholars Program. Personnel Commission staff contacted Nick Mata, Director of Special Programs, to review the duties which would be assigned to this new position, and ensure the proper classification.

The individual selected to fill this new position will be primarily responsible for independently coordinating the daily operations of the Guardian Scholars Program. Specific responsibilities include handling student outreach and program marketing, coordinating the intake and evaluation of student applications (academic staff will make final determinations of program eligibility), tracking student progress throughout the year to ensure continued eligibility for services, and handling reporting for continuation of grant funding. This position will not supervise or perform in a lead capacity over other classified staff members. This position is expected to manage daily operations and associated projects independently and on an ongoing basis, without the immediate assistance of a supervisor.

The majority of duties assigned to this position, level of independent decision making expected, scope of project management responsibilities, and performance expectations are most consistent with the concept of the Student Services Specialist - EOPS classification.

| Merit Rule 3.2.7 ALLOCATION OF LIKE POSITIONS TO EXISTING CLASSES |
|-----------------|--------------------|
| 3.2.9 A.        | All positions which substantially consist of comparable duties, responsibilities, and qualifications shall be allocated to the same class. |
RECOMMENDATION

It is recommended that the Personnel Commission approve the allocation of this new position to the classification of Student Services Specialist - EOPS.

DISPOSITION BY THE COMMISSION

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

Amendments/Comments
AGENDA REPORT NO. 7

SUBJECT: APPROVAL OF ALLOCATION OF NEW POSITION TO AN EXISTING CLASSIFICATION: SIGN LANGUAGE INTERPRETER III

DATE: March 18, 2015

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

BY: Michael Cool, Supervising Personnel Analyst

It is recommended that the Personnel Commission approve the allocation of the following new permanent position to the classification of Sign Language Interpreter III:

<table>
<thead>
<tr>
<th>Location</th>
<th>Hours</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disabled Student Programs &amp; Services</td>
<td>8 months per year, 40 hours per week</td>
<td>March 18, 2015</td>
</tr>
</tbody>
</table>

BACKGROUND

The Disabled Student Programs & Services Department at Santa Monica College has requested to establish one new position to provide language interpreting and transliterating support services for deaf and hard of hearing students and staff. Personnel Commission staff contacted JoAn Joseph-Peters, Deaf and Hard of Hearing Services Supervisor, to review the duties which would be assigned to this new position, and ensure the proper classification.

The individual selected to fill this new position will be primarily responsible for providing interpreting and transliterating support services, and assisting the Deaf and Hard of Hearing Services Supervisor with various projects and tasks. Specific responsibilities include coordinating weekly and daily interpreting schedules and using district approved resources to fill interpreting assignments that cannot be fulfilled by staff, assisting with the creation of skills development workshops for staff, acting as a mentor to other staff as appropriate, engaging in interpreting preparation activities, serving as a substitute interpreter when needed, and performing clerical duties specific to Deaf and Hard of Hearing Services when needed.

The majority of duties assigned to this position, level of independent decision making expected, level of interpreting and transliterating, ability to lead and mentor staff, and performance expectations are most consistent with the concept of the Sign Language Interpreter III.

Merit Rule 3.2.7 ALLOCATION OF LIKE POSITIONS TO EXISTING CLASSES

3.2.10

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

It is recommended that the Personnel Commission approve the allocation of this new position to the classification of Sign Language Interpreter III.

DISPOSITION BY THE COMMISSION

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

Amendments/Comments
AGENDA REPORT NO. 8

SUBJECT: AMENDMENT TO RULES AND REGULATIONS OF THE CLASSIFIED SERVICE - CHAPTER 12 – FIRST READING
MERIT RULE 12.2.5, SALARY INCREMENTS
MERIT RULE 12.2.8, SALARY ON PROMOTION
(Note: No formal action will be taken at this meeting.)

DATE: March 18, 2015

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

Proposed changes to Chapter 12: Merit Rule 12.2.5 AND 12.2.8 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 providing a standard rule across all classifications for ensuring that an employee’s first salary increase coincides with passing their probationary period.

12.2.5 SALARY INCREMENTS

A. Upon satisfactory completion of six months of satisfactory service a probationary period in a permanent position, a regular classified employee initially hired at step A shall advance to step B on the appropriate range of the salary schedule.

B. Notwithstanding the provisions of paragraph A, a new employee who has served continuously in limited term or provisional status immediately prior to appointment to a regular position in the same class shall, for purposes of salary increment advancement, be credited back to the original date of hire in the class. The maximum amount of time which may be credited is six months.

C. After receipt of the initial salary increment, each regular classified employee shall advance one step on the appropriate salary range upon completion of each year of continuous and satisfactory service until the maximum is reached:

1. For purposes of this rule, a year shall be defined as the number of months in the employee’s assignment during the college year.

2. For purposes of this rule, an uncleared disciplinary action, a formal reprimand, or Unsatisfactory Work Performance Notice received in the preceding year shall disqualify an employee from receiving an increment as provided in Rule 12.2.7.
D. A regular classified employee initially hired at step B or C shall advance to the next step on the appropriate range of the salary schedule upon satisfactory completion of one year of service, including satisfactory completion of a probationary period in a permanent position.

12.2.8 SALARY ON PROMOTION

A. When an employee is promoted to a position on a higher salary range, he/she shall receive at least a one step salary increase, but not less than the first step of the new salary range.

B. If the amount is less than a one step salary increase, the employee shall be placed at the next higher step.

C. After promotion, an employee shall advance one step on the salary schedule after satisfactory completion of six months of satisfactory and continuous service in the new class. This shall become the employee's new increment anniversary date.

D. Thereafter, salary increment advancement shall be in accordance with Rule 12.2.5.
AGENDA REPORT NO. 9

SUBJECT: AMENDMENT TO RULES AND REGULATIONS OF THE CLASSIFIED SERVICE - CHAPTER 5 – SECOND READING
MERIT RULE 5.2.15, PROTEST OF WRITTEN TEST QUESTIONS
MERIT RULE 5.2.16, NOTICE OF EXAMINATION RESULTS
MERIT RULE 5.2.18, VETERAN’S PREFERENCE
MERIT RULE 5.2.19, REVIEW OF EXAMINATION RECORDS

DATE: March 18, 2015

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

Proposed changes to Chapter 5: Merit Rules 5.2.15, 5.2.16, 5.2.18, and 5.2.19 are attached for a second reading.

These recommendations were presented at the Personnel Commission meeting on February 18, 2015 for a first reading. No recommendations for further changes have been received.

Recommendations were developed with input from the District, CSEA, Campus Counsel, and the Merit Rules Advisory Committee. Goals of these changes include establishing and communicating more efficient processes, and clarifying and updating terminology.

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

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

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

B.C. The protest sheets forms shall be filed with the Personnel Director of Classified Personnel or designated staff member immediately following the test. Failure by a candidate to review or file a protest on the day of the written test shall constitute waiver of the right to appeal that part of the test.
C-D. The Personnel Director An assigned Personnel Commission staff member shall review and act upon all protests. He/she may allow more than one answer to a question or may disqualify a question, if he/she finds the protest valid. If a protest results in any change, the test papers scores of all candidates will be reviewed and re-rated accordingly. Each candidate who files a protest shall receive a written response.

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

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

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

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

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

Rule 5.2.16 NOTICE OF EXAMINATION RESULTS

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

B. The notice shall include the following:

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

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

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

Korea – June 27, 1950 to January 31, 1955

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

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

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

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

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

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

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

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

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

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

D. Review of candidate examination results shall be made during the five (5) working days following the notification of the results of each examination part.

DISPOSITION BY THE COMMISSION

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

Amendments/Comments
AGENDA REPORT NO. 10

SUBJECT: RATIFICATION OF PROVISIONAL WORKING OUT OF CLASS ASSIGNMENT: ESTELA RUEZGA

DATE: March 18, 2015

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Assignment</th>
<th>Length of Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Estela Ruezga</td>
<td>Senior Student Services Specialist – Admissions &amp; Records</td>
<td>3/10/2015 to 6/30/2015 Not to exceed 90 working days</td>
</tr>
</tbody>
</table>

BACKGROUND

The Department of Admissions and Records is requesting approval for Estela Ruezga to work out of class as a Senior Student Services Specialist – Admissions & Records. Ms. Ruezga is a permanent employee of the District, currently assigned as a Student Services Specialist – Admissions & Records. There is no active eligibility list for Senior Student Services Specialist – Admissions & Records; therefore, the hiring department can request coverage for this position through a provisional working out of class assignment which is limited to 90 working days.

These duties are expected to take up more than 50% of Ms. Ruezga’s daily assignments.

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

- Serving as a lead worker in Admissions & Records; monitoring and directing the work of the Evaluation Team
- Serving as the degree audit liaison
- Serving as a liaison with the Counseling Department, Academic Affairs, Management Information Systems, the Articulation Officer, and Department Chairs
- Preparing and printing diplomas as required
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 subdivision a (above).

11.4 Salary on Promotion

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

RECOMMENDATION

Ms. Ruezga has been assigned additional duties currently at the level of Senior Student Services Specialist – Admissions & Records, during the period of time between 3/10/2015 through 6/30/2015. These duties will make up more than fifty percent (50%) of her daily assignments. Therefore, it is recommended that the Personnel Commission approve the request for working out-of-class for one hundred percent (100%) of the stipend as indicated under subdivision a of CSEA, Chapter 36, Article 11.7.3.b. (above), through 6/30/2015, or until a permanent position has been filled.

DISPOSITION BY THE COMMISSION

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

Amendments/Comments
AGENDA REPORT NO. 11

SUBJECT: RATIFICATION OF PROVISIONAL WORKING OUT OF CLASS ASSIGNMENT: TAMIKA PHILLIPS

DATE: March 18, 2015

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Assignment</th>
<th>Length of Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tamika Phillips</td>
<td>Administrative Assistant I (STEM/Supplemental Instruction)</td>
<td>3/16/2015 to 6/30/2015 Not to exceed 90 working days</td>
</tr>
</tbody>
</table>

BACKGROUND

The State of California is targeting $100 million of funds directed to Student Success and Support Programs (SSSP) for the purpose of closing achievement gaps in access and success in underrepresented student groups. Several new classified positions are being proposed at the Student Services Specialist level, which will be funded through these Student Equity Funds.

At the meeting on February 18, 2015, the Personnel Commission approved Vanan Yahnian to work out of class at the level of Student Services Specialist through the end of this fiscal year, or until the allocation of this position has been finalized. Ms. Yahnian is a permanent employee of the District, currently assigned as an Administrative Assistant I. She provides administrative support services to both the Supplemental Instruction Program and the STEM Program.

We are now requesting approval for Tamika Phillips to work out of class as an Administrative Assistant I, in order to cover duties previously assigned to Ms. Yahnian.

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

- Compiles, maintains, and updates the Supplemental Instruction Student Leaders’ schedules in print and on the department website
- Maintains the department websites for both STEM and Supplemental Instruction
- Reserves meeting rooms for Supplemental Instruction Student Leaders using the Facilities Reservation System
- Provides ongoing communication to Supplemental Instruction Student Leaders, Supplemental Instruction Faculty, and STEM students and faculty regarding program requirements and program changes
- Orders supplies for both the STEM and Supplemental Instruction Program, in compliance with grant needs and stipulations
• Assists in planning and organizing program trainings, workshops, meetings, and campus events as needed for both the STEM and Supplemental Instruction Program

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

3.2.10

B. **CONCEPT OF WORKING OUT OF CLASSIFICATION**

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

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

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

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

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

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

11.7 **Work out of Classification**

11.7.1 **Definition:**

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

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

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

11.4 Salary on Promotion

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

RECOMMENDATION

Ms. Phillips has been assigned additional duties currently at the level of Administrative Assistant I, during the period of time between 3/16/2015 through 6/30/2015. These duties will make up more than fifty percent (50%) of her daily assignments. Therefore, it is recommended that the Personnel Commission approve the request for working out-of-class for one hundred percent (100%) of the stipend as indicated under subdivision a of CSEA, Chapter 36, Article 11.7.3.b. (above), through 6/30/2015, or until the permanent position has been filled or the current permanent incumbent returns to her assignment.

DISPOSITION BY THE COMMISSION

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

Amendments/Comments
AGENDA REPORT NO. 12

SUBJECT:  CERTIFICATION OF SENIORITY LIST:  COMMUNITY COLLEGE POLICE CAPTAIN

DATE:  March 18, 2015

TO:  Members of the Personnel Commission

FROM:  Carol Long, Director of Classified Personnel

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

This new classification was approved and staffed in November 2013. There is currently one employee on the seniority list. The incumbent has completed his probationary period and has been informed of his placement on the list.

13.1.4  SENIORITY LISTS

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

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

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

D. Seniority lists that are maintained will be available for inspection in the Classified Personnel Department.

DISPOSITION BY THE COMMISSION

MOTION MADE BY:
SECONDED BY:
AYES:
NAYS:
ABSTENTIONS:
Amendments/Comments
"Community College Police Captain" Seniority List

Classification: Community College Police Captain
Range: M31
Monthly Base Salary Range as of July 1, 2014: $9172 to $11150
PC Certification Date: March 18, 2015
Review Period: March 5 to 11, 2015

<table>
<thead>
<tr>
<th>EMPLOYEE NAME</th>
<th>SENIORITY BASE DATE (Date of Hire in Classification)</th>
<th>ADJUSTED DAYS &amp; HOURS in CLASSIFICATION</th>
<th>CURRENT CLASSIFICATION IF NOT Community College Police Captain</th>
<th>DISTRICT HIRE DATE in PERMANENT STATUS</th>
<th>CURRENT MONTHS PER YEAR</th>
<th>CURRENT HOURS PER WEEK</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bottenfield, Raymond</td>
<td>11/6/2013</td>
<td>NO</td>
<td></td>
<td>1/12/2009</td>
<td>12</td>
<td>40</td>
</tr>
</tbody>
</table>

Compiled by: Michael Cool, Supervising Personnel Analyst
Approved by: Carol Long, Director of Classified Personnel
AGENDA REPORT NO. 13

SUBJECT: RATIFICATION OF ELIGIBILITY LISTS

DATE: March 18, 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>Controller</td>
<td>Merged Promotional &amp; Open Competitive</td>
<td>0</td>
<td>2</td>
<td>03/10/16</td>
</tr>
<tr>
<td>Director of Human Resources</td>
<td>Merged Promotional &amp; Open Competitive</td>
<td>0</td>
<td>6</td>
<td>03/12/16</td>
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</table>

DISPOSITION BY THE COMMISSION

Amendments/Comments

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

SUBJECT: EXAMINATION SCHEDULE

DATE: March 18, 2015

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

BY: José A. 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>Student Services Specialist - EOPS</td>
<td>Merged Promotional &amp; Open Competitive</td>
<td>3 weeks</td>
</tr>
<tr>
<td>Senior Student Services Specialist – Admissions &amp; Records</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 LIMITED TERM ASSIGNMENTS

DATE: March 18, 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</td>
<td>Bookstore</td>
<td>04/20/15-05/29/15</td>
</tr>
<tr>
<td>(4 part-time positions)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash Receipts Clerk</td>
<td>Bursar's Office</td>
<td>03/02/15-06/30/15</td>
</tr>
<tr>
<td>(1 part-time position)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Groundskeeper/Gardener</td>
<td>Grounds</td>
<td>02/17/15-06/24/15</td>
</tr>
<tr>
<td>(1 full-time position)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instructional Assistant-English</td>
<td>English</td>
<td>01/06/15-06/30/15</td>
</tr>
<tr>
<td>(1 part-time position)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instructional Assistant-English</td>
<td>English</td>
<td>02/17/15-06/30/15</td>
</tr>
<tr>
<td>(4 part-time positions)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Services Assistant</td>
<td>Welcome Center</td>
<td>02/24/15-06/30/15</td>
</tr>
<tr>
<td>(1 full-time position)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

DISPOSITION BY THE COMMISSION

Amendments/Comments

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


AGENDA REPORT NO. 16

SUBJECT: ADVISORY ITEM: APPOINTMENTS TO LIMITED TERM POSITIONS

DATE: March 18, 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>Pabst, Ester</td>
<td>Bookstore Clerk/Cashier</td>
<td>Bookstore</td>
<td>04/20/15-05/29/15</td>
<td>09/04/09</td>
</tr>
<tr>
<td>Pacheco, Wendy</td>
<td>Bookstore Clerk/Cashier</td>
<td>Bookstore</td>
<td>04/20/15-05/29/15</td>
<td>01/23/09</td>
</tr>
<tr>
<td>Portillo, William</td>
<td>Bookstore Clerk/Cashier</td>
<td>Bookstore</td>
<td>04/20/15-05/29/15</td>
<td>04/01/13</td>
</tr>
<tr>
<td>Valadez, Jorge</td>
<td>Bookstore Clerk/Cashier</td>
<td>Bookstore</td>
<td>04/20/15-05/29/15</td>
<td>01/23/09</td>
</tr>
<tr>
<td>Wilks, Susan</td>
<td>Cash Receipts Clerk</td>
<td>Bursar’s Office</td>
<td>03/02/15-06/30/15</td>
<td>07/30/14</td>
</tr>
<tr>
<td>Gutierrez, Gustavo</td>
<td>Groundskeeper/Gardener</td>
<td>Grounds</td>
<td>02/17/15-06/24/15</td>
<td>02/04/14</td>
</tr>
<tr>
<td>Cooney, Ani</td>
<td>Instructional Assistant-English</td>
<td>English</td>
<td>02/17/15-06/30/15</td>
<td>05/28/14</td>
</tr>
<tr>
<td>Fiesta, Melissa</td>
<td>Instructional Assistant-English</td>
<td>English</td>
<td>01/06/15-06/30/15</td>
<td>05/28/14</td>
</tr>
<tr>
<td>Karp, Clifford</td>
<td>Instructional Assistant-English</td>
<td>English</td>
<td>02/17/15-06/30/15</td>
<td>05/28/14</td>
</tr>
<tr>
<td>Romano, Maria</td>
<td>Instructional Assistant-English</td>
<td>English</td>
<td>02/17/15-06/30/15</td>
<td>05/28/14</td>
</tr>
<tr>
<td>Thomas, Jessica</td>
<td>Instructional Assistant-English</td>
<td>English</td>
<td>02/17/15-06/30/15</td>
<td>05/28/14</td>
</tr>
<tr>
<td>Gastelum, Alejandra</td>
<td>Student Services Assistant</td>
<td>Welcome Center</td>
<td>02/24/15-06/30/15</td>
<td>08/18/14</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. 17

SUBJECT: ADVISORY ITEM: APPOINTMENTS TO PROVISIONAL ASSIGNMENTS

DATE: March 18, 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>Berent, Richard</td>
<td>Accompanist-Performance</td>
<td>Music</td>
<td>03/02/15-06/30/15</td>
</tr>
<tr>
<td>Ganelis, Inna</td>
<td>Accompanist-Voice</td>
<td>Music</td>
<td>03/02/15-06/30/15</td>
</tr>
<tr>
<td>Fullard, Anisha</td>
<td>Administrative Clerk</td>
<td>Campus/Alumni Relations</td>
<td>02/25/15-06/30/15</td>
</tr>
<tr>
<td>Gonzalez, Arturo</td>
<td>Groundskeeper/Gardener</td>
<td>Grounds</td>
<td>02/23/15-06/29/15</td>
</tr>
<tr>
<td>Bernaert, Angelica</td>
<td>Lead Events Technician</td>
<td>SMC Performing Arts</td>
<td>02/01/15-04/07/15</td>
</tr>
<tr>
<td>Alvarez, Ana</td>
<td>Library Assistant</td>
<td>Library</td>
<td>02/24/15-06/16/15</td>
</tr>
<tr>
<td>Cruz, Isabel</td>
<td>Student Services Clerk</td>
<td>Bursar’s Office</td>
<td>02/11/15-02/23/15</td>
</tr>
<tr>
<td>Howard, Robert</td>
<td>Theatre Technical Specialist</td>
<td>SMC Performing Arts</td>
<td>03/02/15-06/30/15</td>
</tr>
<tr>
<td>Richardson, Gary</td>
<td>Theatre Technical Specialist</td>
<td>SMC Performing Arts</td>
<td>01/26/15-06/30/15</td>
</tr>
</tbody>
</table>

*Assignment ending dates may be adjusted as not to exceed 90 working days in a fiscal year
AGENDA REPORT NO. 18

SUBJECT: RECRUITMENT AND EXAMINATION STATUS REPORT — INFORMATION ONLY

DATE: March 18, 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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</thead>
<tbody>
<tr>
<td>Administrative Clerk</td>
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<td>10/1/14</td>
<td>10/21/14</td>
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<td>MC</td>
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<td>10/16/14</td>
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<td>Bookstore Sales Clerk</td>
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<td>3/27/14</td>
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<td>MPO</td>
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<td>11/20/14</td>
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<td>1/28/15</td>
<td>3/13/15</td>
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<td>Director of H. R.</td>
<td>CL</td>
<td>MPO</td>
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<tr>
<td>Events Technician</td>
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<tr>
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<td>Journey, Trade-Plumbing</td>
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<td>MPO</td>
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<tr>
<td>Lead Events Technician</td>
<td>CL</td>
<td>MPO</td>
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<tr>
<td>Library Assistant</td>
<td></td>
<td>MPO</td>
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<tr>
<td>Media Services Assistant</td>
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<td>MPO</td>
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<tr>
<td>Nurse Practitioner</td>
<td>AG</td>
<td>MPO</td>
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<td>Painter</td>
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<tr>
<td>Prof. Dev. Coordinator</td>
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<td>MPO</td>
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<tr>
<td>Sr. Graphics Designer</td>
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<td>1/13/15</td>
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<td>3/10/15</td>
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<tr>
<td>Sr. Srvs. Specia.-A&amp;R</td>
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<td>MPO</td>
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Items in bold are pending approval by the Personnel Commission.

*Pending approval by the Board of Trustees*
AGENDA REPORT NO. 19

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

DATE: March 18, 2015

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

BY: Michael Cool, Supervising Personnel Analyst

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Assignment</th>
<th>Length of Assignment</th>
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<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>
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</tbody>
</table>

BACKGROUND

The Operations Department is requesting approval for Mario Lopez Hernandez to work out of class as a Custodial Operations Supervisor. Mr. Lopez Hernandez is a permanent employee of the District, currently assigned as a Lead Custodian. An eligibility list exists for Custodial Operations Supervisor, but there is an insufficient number of available eligibles. Therefore, the hiring department can request coverage for this position through a provisional working out of class assignment which is limited to 90 working days.

These duties are expected to take up more than 50% of Mr. Lopez Hernandez's daily assignments.

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

- Plan, organize, supervise, and coordinate the activities of the night shift.
- Conveys instructions and department expectations and standards to custodial crews; communicates with various staff regarding activities via two-way radio.
- Make regular inspections to ensure cleanliness and safety of campus buildings.
- Maintain inventory control of supplies and ensure timely distribution of supplies.

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 6/8/2015. These duties will make up more than fifty percent (50%) of his daily assignments. Therefore, it is recommended that the Personnel Commission approve the request for working out-of-class for one hundred percent (100%) of the stipend as indicated under subdivision a of CSEA, Chapter 36, Article 11.7.3.b. (above), through 6/8/2015.

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, April 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, March 18, 2015, Regular Meeting of
the Santa Monica College Personnel Commission was posted at or before 12:00 p.m. on
Friday, March 13, 2015 on the official District bulletin boards and website.