

**PERSONNEL COMMISSION AGENDA**

Regular Meeting, Wednesday, October 15, 2014, 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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<th>PRESIDENT/SUPERINTENDENT and SENIOR STAFF</th>
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<tr>
<td>3400 Airport/SBDC: Michelle King</td>
<td>Acad. Comp.: Joshi John</td>
<td>Superintendent/President: C. Tsang</td>
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<td>Academic Affairs:</td>
<td>Emeritus: Gita Runkle</td>
<td>Exec. VP Interim: Jeff Shimizu</td>
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<td>AET: Rassheedah Watts</td>
<td>Facilities: Bruce Wyban</td>
<td>VP Academic Affairs: Georgia Lorenz</td>
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<td>Admissions &amp; Records: Angela Muñoz</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>Sr. 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: B. Redd-Walker</td>
<td>Courtney Pierce</td>
<td>Public Info. Officer: Grace Smith</td>
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<td>Business Department: Rebecca Weiland</td>
<td>Pico Partner: R. Gonzalez</td>
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<td>Campus Police Office: Jennifer Jones</td>
<td>Receiving: R. Jauregui</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>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: Lisa Moss</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. Killan</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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<td>VP Enroll. Services: T. Rodriguez</td>
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**PUBLIC POSTING LOCATIONS**

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<td>2714 Pico: exterior display box</td>
<td><strong>PUBLIC POSTING LOCATIONS</strong></td>
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<td>Library for Public Posting (1)</td>
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<td>Library for Archives (2)</td>
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<td>Mailroom</td>
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<td>SMC Personnel Commission Office</td>
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<td>Staff Lounge</td>
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**EMPLOYEE ORGANIZATIONS**

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<tr>
<td>CSEA Labor Rep.: (Email)</td>
<td><strong>EMPLOYEE ORGANIZATIONS</strong></td>
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<td>CSEA Chapter Pres.: B. Rosenloecher</td>
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<td>CSEA Chapter 1st V.P.: Robert Villanueva</td>
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<td>CSEA Chief Job Steward: Mike Roberts</td>
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<td>CSEA Corresponding. Sec’y: C. Lagunas</td>
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<td>CSEA Recording Sec’y: Jeanne Laurie</td>
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<td>SMC POA President: – Officer Cadena</td>
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<td>Mgmt Assoc: G. Brown/B. Dammer</td>
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**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 10/10/14

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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 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 PM

I. ORGANIZATIONAL FUNCTIONS
   
A. Call to Order _______ pm

B. Roll Call

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<tr>
<th>Commissioner</th>
<th>Present</th>
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<tr>
<td>Commissioner Metoyer, Chair</td>
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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 – September 17, 2014
Special Meeting – October 2, 2014

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

Amendments/Comments

II. REPORT - DIRECTOR OF CLASSIFIED PERSONNEL
III. COMMENTS AND INFORMATIONAL REPORTS

A. Recognition of Employee Longevity: October 2014

5 YEARS

John Oswald, Cash Receipts Clerk, Bursar’s Office
Ronald Snyder, Accompanist-Performance, Music

10 YEARS

Veronica Diaz, Accounting Manager, Fiscal Services
Francine Duran, Administrative Assistant I, Kinesiology

15 YEARS

Myron Kabwe, Academic Computing Instructional Specialist, Library

20 YEARS

Alma Nevarez, Student Services Specialist-Admissions & Records, Admissions & Records
Poonam Pant, Student Services Specialist-Admissions & Records, Admissions & Records

25 YEARS

Raymond Martin, Telecommunications Technician II, Telecommunications

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>Amendment to Rules and Regulations of the Classified Service-Chapter 7-First Reading</td>
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<td>Amendment to Rules and Regulations of the Classified Service-Chapter 11-First Reading</td>
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<td>4</td>
<td>Ratification of Provisional Working Out of Class Assignment: Joshua Casillas</td>
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<td>5</td>
<td>Approval of Provisional Working Out of Class Assignment: Michael Roberts</td>
<td>21</td>
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<td>6</td>
<td>Extension of Provisional Working Out of Class Assignment: Allyn Hawes</td>
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<td>Extension of Provisional Working Out of Class Assignment: José Guzmán</td>
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| 13 | Recruitment and Examination Status Report – Information Only | 36   |

V. PUBLIC COMMENTS TO CLOSED SESSION ITEMS

VI. ADJOURN TO CLOSED SESSION

Consideration of examination appeal concerning Student Services Assistant position [pursuant to Government Code Section 54957 (b)(1)]

VII. ADJOURN MEETING AT _______ P.M.

Next regularly scheduled meeting: Wednesday, November 19, 2014 at 12:00 pm.
AGENDA REPORT NO. 1

SUBJECT: NEW CLASS DESCRIPTION & SALARY ALLOCATION FOR ASSESSMENT CENTER SUPERVISOR

DATE: October 15, 2014

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 Assessment Center Supervisor.

The Personnel Commission has been requested to create a new classification of Assessment Center Supervisor to lead the day-to-day operations of the Assessment Center. This classification request was proposed to the Commission in 2007; however, there is no record of approval or salary recommendations. In the past, a faculty leader had been serving a similar function for the District.

The Assessment Center has primary responsibility for the assessment of students’ language and computational skills for the purpose of course placement in English, ESL, mathematics, and Chemistry 11. This charge stems from several administrative regulations (AR4111.4, AR4114) and from the California Code of Regulations Title 5.

The Assessment Center also adheres to the National Code of Fair Testing Practices in Education and with the National College Testing Association’s professional standards, utilizing testing instruments that are fully compliant with the Standards, Policies, and Procedures for the Evaluation of Assessment Instruments Used in California Community Colleges. Tests are validated periodically, formerly directly by Assessment Center staff, and by the Institutional Research Office since approximately 2010.

METHODOLOGY

Personnel Commission staff first met with Kiersten Elliott, former Dean of Enrollment Services, 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 from 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 Teresita Rodriguez, Vice President of Enrollment Services, as well as the Interim Dean of Enrollment Services, Esau Tovar.
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 & purpose of contacts, and consequence of error. With full proficiency in a professional discipline, an individual in this position will oversee technical staff, provide operational planning and outcome measures, and ensure compliance with federal, state and District policies and/or regulations. In addition, the incumbent will exercise independent decision-making on sensitive issues affecting student outcomes, including issues which may have a significant impact on District resources.

In conducting an external salary survey, comparable classifications with similar duties and responsibilities were found in only a few community colleges. Internally, this classification is comparable to other supervisory classes in the District with similar level of autonomy, supervisory controls, and nature/purpose of contacts. However, some significant differences were found within this group in knowledge required, scope of work, and consequence of error.

For instance, the Financial Aid Supervisor assists with the administration of the Financial Aid office. The incumbent provides training, guidance, and supervision to Financial Aid Office staff members to enable them to better assist students in the process of applying for and receiving financial aid. The incumbent also ensures compliance with federal and state regulations, as well as institutional policies and procedures. The scope and complexity of work performed by the Financial Aid Officer appears to be higher than the proposed new classification. Notably, the Admissions & Records Supervisor also reports to the Dean of Enrollment, just as the newly proposed Assessment Center Supervisor; however, the former supervises a large staff involved in student registration and enrollment, evaluation of transcripts and graduation requirements and the posting and distribution of grades. In addition, the Admissions & Records Supervisor provides assistance in the preparation and submission of operational and mandated reports. Classifications allocated to a higher salary range than Assessment Center Supervisor were generally found to perform duties requiring a wider scope of operations, were assigned to supervise a larger staff and/or assume more independent decision-making responsibilities, as compared to the Assessment Center Supervisor.

After a comprehensive survey of comparable agencies, sufficient benchmark positions were not available to provide an external market analysis. Nonetheless, the three classifications found to be somewhat comparable are presented as a reference below. The higher paid positions listed below also oversee the validation of tests administered; whereas the Assessment Center Supervisor at the District will work collaboratively with Institutional Research, which essentially conducts test validation.
COMPARABLE AGENCY | BENCHMARK POSITION | MIN | MAX
--- | --- | --- | ---
El Camino College | Testing Office Supervisor | $4,598 | $5,902
Pasadena City College | Assessment Services Supervisor | $5,943 | $7,994
Foothill De Anza | Assessment Center Supervisor | $6,005 | $7,951

SALARY ALLOCATION

It is recommended that the salary for Assessment Center Supervisor be allocated Range 10 on the Management Schedule ($5,499-$6,684/month). Salary allocation was recommended with considerations to the external market survey, but primarily based on internal alignment between current supervisors in the District. 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, reporting relationships were considered to evaluate the degree of decision-making authority. This salary proposal has been reviewed with the Vice President of Enrollment Services.

INTERNAL POSITIONS AT SMC | REPORTS TO | MIN | MAX | RANGE
--- | --- | --- | --- | ---
Warehouse & Mail Services Supervisor | Director of Purchasing | $5,108 | $6,209 | M7
Assessment Center Supervisor | Dean of Enrollment | $5,499 | $6,684 | M10
Admissions & Records Supervisor | Dean of Enrollment | $5,631 | $6,845 | M11
Child Care Services Supervisor | Director, Special Programs | $5,774 | $7,018 | M12
Computer Lab Supervisor | Director, Academic Computing | $5,913 | $7,187 | M13
Telecommunications Supervisor | Director, Network Services | $5,913 | $7,187 | M13
Accounts Payable Supervisor | Chief Director of Business Services | $6,063 | $7,369 | M14
Financial Aid Supervisor | Associate Dean, Financial Aid/Scholarships | $6,209 | $7,546 | M15

RECOMMENDATION

It is recommended that the Commission approve the new class description and salary allocation for Assessment Center Supervisor.

DISPOSITION BY THE COMMISSION

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

Amendments/Comments
Assessment Center Supervisor

CONCEPT OF THE CLASS

Under general direction, plans, manages, evaluates and oversees the daily operations of the Assessment Center, assists with the administration of the Student Success & Support Program (SSSP), and ensures compliance with federal and state regulations, and District policies & procedures.

DISTINGUISHING CHARACTERISTICS

The Assessment Center Supervisor provides day-to-day leadership for the Assessment Center, supervises the work of others, and participates in program review and strategic planning, including establishing program goals, evaluating program effectiveness, and leading process improvement initiatives.

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 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.

ESSENTIAL DUTIES

Oversees scheduling, administration, and coordination of a full range of assessment activities, in addition to scoring and interpretation of various tests

Supervises, trains, directs, and evaluates staff; participates in the recruitment and selection of new employees; works with staff to ensure a high performance, customer service-oriented work environment with supports achieving District objective and service expectations

Manages program reporting and accountability in unit outcomes, student test performance, time spent on testing, foot traffic, and other related measures; examines, analyzes and makes recommendations regarding student assessment administration

Oversees the work of technical staff to ensure compliance with all applicable policies, procedures, laws, regulations, and department guidelines; ensures thorough and accurate data and information

Develops and maintains procedures for appropriate security of test materials and results
Serves as the key contact for the student assessment needs of the District, working as a liaison for various departments, such as Outreach, International Students, Disabled Students, Mathematics, Nursing, Chemistry, and English as a Second Language

Collaborates with Deans, SSSP faculty leaders and Institutional Research on matters concerning assessment center policies, operating procedures, program goals, student success evaluation, test validity, reliability and security, and the oversight of testing platforms

Assists in the development of programs and services to prepare students for placement testing

Explains and advises students and assists staff in matters related to test administration, scoring and interpretation

Responds to complaints about assessment placements, rules and procedures; researches and takes or recommends action to resolve student issues

Participates in the development and preparation of the department budget; monitors and assures program expenditures are within allocated budgets; proposes budget changes

Maintains current knowledge of federal, state and District rules, regulations, policies and procedures related to testing

Maintains cooperative working relationships with campus departments and personnel, governmental agencies, and other colleges and universities concerning Assessment Center operations

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:**
General supervision is received from the Dean of Enrollment Services.

**Supervision Exercised:**
This position supervises Assessment Center staff and student workers.

**KNOWLEDGE, SKILLS AND ABILITIES**

**Knowledge of:**

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

Assessment & testing practices and procedures including computer adaptive testing, scoring, interpretation, recording & reporting of standardized test results, and ethical standards
Applicable rules, regulations, policies and laws related to college assessment testing

Research methods and analysis techniques, including complex statistical analysis, educational testing and measurement including consequential validity, cut score validity and predictive validity

Basic budgeting practices and procedures

Recordkeeping practices and procedures

Correct English usage, grammar, spelling, punctuation and vocabulary

Testing tools, equipment, instruments and software used in a college testing environment

Modern office practice and procedures.

Effective analytical and report writing techniques.

Interpersonal skills requiring tact, patience and diplomacy.

**Ability to:**

Plan, supervise, lead and integrate the work of the Assessment Center.

Effectively interpret and apply federal, and State testing regulations, procedures.

Communicate effectively both orally and in written form.

Assemble and analyze data, prepare reports and make appropriate recommendations to college officials and government agencies.

Exercise sound independent judgment within general policy guidelines.

Establish and maintain effective working relationships with others.

Ability to demonstrate sensitivity to and understanding of multi-cultural, diverse environments and college students from diverse academic, socioeconomic, cultural, and ethnic backgrounds.

Operate a computer and appropriate office equipment.

**MINIMUM QUALIFICATIONS**

**Education Requirement:**
A Bachelor’s degree from an accredited college or university with a major in Behavioral Science or closely related field is required. A Master’s degree is preferred.

**Experience Requirement:**
Three years of progressively responsible experience in academic assessment, including one year of lead or supervisory experience.
Education/Experience Equivalency:
Experience and/or education of the same kind, level and amount as required in the minimum qualifications may be substituted on a year-for-year basis.

Licensure and/or Certification:
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.

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 sit, 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:  Exempt

Personnel Commission Approval Date: 10/15/2014

Class History:  None

Revision Date(s):  None
AGENDA REPORT NO. 2

SUBJECT: AMENDMENT TO RULES AND REGULATIONS OF THE CLASSIFIED SERVICE - CHAPTER 7 – FIRST READING
MERIT RULE 7.4, LIMITED-TERM (TEMPORARY) APPOINTMENTS
(Note: No formal action will be taken at this meeting.)

DATE: October 15, 2014

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

Proposed changes to Chapter 7: Merit Rule 7.4 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 correcting and updating terminology, bringing the parameters of this rule more in line with applicable State laws.

Rule 7.4 LIMITED-TERM (TEMPORARY) APPOINTMENTS
(EDUCATION CODE SECTION 88105)

7.4.1 LIMITED-TERM POSITIONS DEFINED

A. Positions established to perform duties which are not expected to exceed six months in one fiscal year shall be designated as temporary limited-term positions.

B. Positions established to replace temporarily absent employees, shall be designated as substitute limited-term positions.

7.4.2 PROCEDURE FOR ESTABLISHMENT OF LIMITED-TERM POSITIONS

A. When a temporary or substitute limited-term position is established, the appointing authority shall notify the Personnel Director of Classified Personnel in writing of the hours, starting date, and probable length of the assignment. Establishment of limited-term positions shall be subject to ratification by the Board of Trustees at their next regular meeting.

B. Substitute limited-term appointment may be made for the duration of the absence of a regular employee but need not be for the full duration of the absence. The appointment may be in the same class as that of the absent employee or the duties may be reduced in level and the appointment may be made in a lower class. The duration of the appointment shall not exceed the authorized dates of absence of the regular employee.
C. **Limited-term positions shall be classified by the Personnel Director subject to ratification by the Personnel Commission at their regular meeting. The Director of Classified Personnel shall place Limited Term positions on the Personnel Commission agenda as an advisory item.**

### 7.4.3 ELIGIBILITY FOR APPOINTMENT

A. Limited-term appointments shall be made from eligibility lists and employment lists in accordance with procedures for regular appointments.

B. If an eligible is appointed from an eligibility list to a temporary or substitute limited-term position, he/she shall continue to be eligible for limited-term appointments in the same or a lower related class after the eligibility list has expired. The same privilege of continued eligibility shall apply to a former employee who has resigned in good standing and who accepts a limited-term appointment within 39 months after resignation. The names of such persons shall be ranked in order of seniority on a special list used for limited-term appointments and shall be certified before the current eligibility list is used.

C. When no eligible is available to accept a limited-term position, the Personnel Director of Classified Personnel is authorized to certify applicants or candidates for provisional appointment, per Rule 7.2.

### 7.4.4 COMPENSATION

A. When a regular employee is given a limited-term appointment in a second class in lieu of all or part of his/her regular appointment, the rate of pay shall be determined as follows:

1. For assignments at a higher salary range, see Rule 12.2.8.
2. For assignments at the same salary range, see Rule 12.2.12.
3. For assignments at a lower range, see Rule 12.2.9.

B. A former regular employee who accepts a limited-term assignment within 39 months after resignation shall be placed at the step of the salary range closest to his/her last regular rate of pay. This salary step shall be applicable to all future limited-term appointments of that employee in that class until he/she loses eligibility.

C. All other limited-term employees including a former employee who accepts assignment to a new classification shall be paid at the hiring rate for regular appointments in the class.
7.4.5 RIGHTS AND BENEFITS

A. Regular employees who are serving in limited-term assignments while retaining regular status in another class shall continue to earn and be granted all the rights and benefits of a regular employee.

B. Except as provided in Paragraphs C and D below, all other limited-term employees shall be granted only those benefits provided by law.

C. Limited-term employees initially hired for a continuous assignment of three months or more shall be granted illness leave on the basis of one day per month of service, as provided to regular employees in Rule 11.3, and shall be entitled to enroll in the District’s Health and Welfare Benefit Plan as specified in Rule 12.1.1, effective from the first month of employment.

D. Commencing in 7/1/85, employees serving in classes designated as seasonal, shall be granted step advancement as follows:
   1. Advancement to Step B after serving 120 days (6 months) in the class;
   2. Advance to subsequent steps after an additional 2 years 240 days for each step advancement (240 days).

E. The classes designated as seasonal and approved for step advancement are:
   - Registration and Information Clerk, 07/01/85
   - Registration and Enrollment Coordinator, 07/01/85
   - Bookstore Clerk/Cashier, 07/01/85
   - Lead Registration and Information Clerk, 01/23/01

F. No seniority or credit toward completion of probation shall accrue from service in a limited-term appointment, except as provided in Paragraph A above.

G. Seasonal employees who have advanced to Step B or above and who are hired into a higher level seasonal classification listed in Paragraph E above, shall receive at least a one step salary increase as provided in Merit Rule 12.2.8.

7.4.6 TERMINATION OF APPOINTMENT

A. A limited-term appointment may be terminated at the end of an assigned shift at the discretion of the appointing authority.
B. A limited-term employee may be terminated without cause and his/her name may be removed from an eligibility list as specified in Rule 6.3.8. When the appointing authority dismisses a limited-term employee, the Personnel Director of Classified Personnel shall be notified in writing of the cause for dismissal. The Personnel Director of Classified Personnel shall investigate the matter, and may remove the limited-term employee's name from the list if his/her findings support the action. He/she shall notify the employee of the decision. The Personnel Director of Classified Personnel's action shall be subject to appeal to the Personnel Commission.
AGENDA REPORT NO. 3

SUBJECT: AMENDMENT TO RULES AND REGULATIONS OF THE CLASSIFIED SERVICE - CHAPTER 11 – FIRST READING
MERIT RULE 11.10.6, LIMITED-TERM (TEMPORARY) APPOINTMENTS
(Note: No formal action will be taken at this meeting.)

DATE: October 15, 2014

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

Proposed changes to Chapter 11: Merit Rule 11.10.6 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 bringing the parameters of this rule in line with AB1522.

11.10.6 SICK LEAVE FOR TEMPORARY EMPLOYEES (LABOR CODE SECTION 246).

A. This rule shall apply to any employee not covered by other provisions of this Chapter governing sick leave.

B. An employee who, on or after July 1, 2015, works 30 or more days within a year from the commencement of employment is entitled to paid sick days as specified in this rule.

C. An employee shall accrue paid sick days at the rate of one hour per every 30 hours worked from the commencement of employment or July 1, 2015, whichever is later. No employee shall be allowed to have an accrual of more than 48 hours of sick leave.

D. An employee shall be entitled to use accrued paid sick days beginning on the 90th day of employment, after which day the employee may use paid sick days as they are accrued.

E. Upon the oral or written request of an employee, an employer shall provide paid sick days for the following purposes: (1) Diagnosis, care, or treatment of an existing health condition of, or preventive care for, an employee or an employee’s family member. (2) For an employee who is a victim of domestic violence, sexual assault, or stalking, the purposes described in subdivision (c) of Section 230 and subdivision (a) of Section 230.1 of the Labor Code.

F. No compensation shall be paid to an employee for accrued, unused paid sick days upon termination, resignation, retirement, or other separation from employment.

G. If an employee separates and is rehired within one year from the date of separation, previously accrued and unused paid sick days shall be reinstated. The employee shall be entitled to use those previously accrued and unused paid sick days and to accrue additional paid sick days upon rehiring.
AGENDA REPORT NO. 4

SUBJECT: RATIFICATION OF PROVISIONAL WORKING OUT OF CLASS ASSIGNMENT:
          JOSHUA CASILLAS

DATE:       October 15, 2014

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>Joshua Casillas</td>
<td>Senior Student Services Specialist – Assessment Services</td>
<td>8/14/14 to 9/10/14 Not to exceed 90 working days</td>
</tr>
</tbody>
</table>

BACKGROUND

The Senior Student Services Specialist – Assessment Services who is working this assignment
in permanent status was scheduled to be out of the office from 8/14/14 through 9/10/14. Joshua
Casillas has been asked to cover the duties normally assigned to the Senior Specialist in his
absence. Mr. Casillas is a permanent employee of the District, currently assigned as a Student
Services Specialist in the Assessment Office. These additional duties will occupy more than
50% of Mr. Casillas’ daily assignments.

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

- Providing work direction to the Student Services Assistant, Student Services Clerk, and
  student workers assigned to Assessment Services.

- Scheduling work assignments for staff, monitoring and reviewing the work of technical
  staff to ensure accuracy and compliance with all applicable state and federal policies
  and regulations.

- Overseeing the proctoring services at the college.

- Maintaining communications with Team Leaders, Deans, Associate Deans, Directors,
  and relevant other parties.
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)

RECOMMENDATION

Mr. Casillas has been assigned additional duties at the level of Senior Student Services Specialist – Assessment Services, during the period of time between 8/14/2014 through 9/10/2014. These duties will make up more than fifty percent (50%) of his daily assignments. Therefore, it is recommended that the Personnel Commission approve the request for working out-of-class for one hundred percent (100%) of the stipend as indicated under subdivision a of CSEA, Chapter 36, Article 11.7.3.b. (above).

DISPOSITION BY THE COMMISSION

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

Amendments/Comments
AGENDA REPORT NO. 5

SUBJECT: APPROVAL OF PROVISIONAL WORKING OUT OF CLASS ASSIGNMENT: MICHAEL ROBERTS

DATE: October 15, 2014

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>Michael Roberts</td>
<td>Custodial Operations Supervisor</td>
<td>10/13/2014 to 2/13/2015</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Not to exceed 90 working days</td>
</tr>
</tbody>
</table>

BACKGROUND

Additional assistance is needed in the oversight of custodial operations, to help cover a high workload in this area. Michael Roberts has been asked to cover duties at this level, on a temporary basis. Mr. Roberts is a permanent employee of the District, currently assigned as a Journeyman Trade - Plumber. These additional duties will assume more than 50% of Mr. Roberts’ daily assignments.

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

- Plan, organize, supervise, and coordinate the activities of the night shift custodial staff.
- Convey instructions and department expectations and standards to custodial crews. Communicate with various staff regarding activities impacting custodial services 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

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)
RECOMMENDATION

Mr. Roberts has been assigned additional duties at the level of Custodial Operations Supervisor during the period of time between 10/13/2014 through 2/13/2015. These duties will make up more than fifty percent (50%) of his daily assignments. Therefore, it is recommended that the Personnel Commission approve the request for working out-of-class for one hundred percent (100%) of the stipend as indicated under subdivision a of CSEA, Chapter 36, Article 11.7.3.b. (above).

DISPOSITION BY THE COMMISSION

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

Amendments/Comments
AGENDA REPORT NO. 6

SUBJECT: EXTENSION OF PROVISIONAL WORKING OUT OF CLASS ASSIGNMENT: ALLYN HAWES

DATE: October 15, 2014

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>Previous Dates</th>
<th>Length of Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allyn Hawes</td>
<td>Journeyman Trade – Plumber</td>
<td>2/24/14 – 6/25/14 (87 days)</td>
<td>10/13/2014 to 2/13/2015 Not to exceed 90 working days within a fiscal year Not to exceed 90 working days within a 180 day period</td>
</tr>
</tbody>
</table>

The tables below illustrate the number of working out of class days which Allyn Hawes has accumulated on a monthly basis, and in each possible 180 day period, during the time period shown above:

<table>
<thead>
<tr>
<th>February 24 – February 28, 2014</th>
<th>4 days</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 2014</td>
<td>21 days</td>
</tr>
<tr>
<td>April 2014</td>
<td>22 days</td>
</tr>
<tr>
<td>May 2014</td>
<td>22 days</td>
</tr>
<tr>
<td>June 2014</td>
<td>18 days</td>
</tr>
<tr>
<td>July 2014</td>
<td>0 days</td>
</tr>
<tr>
<td>August 2014</td>
<td>0 days</td>
</tr>
<tr>
<td>September 2014</td>
<td>0 days</td>
</tr>
<tr>
<td>October 2014</td>
<td>15 days</td>
</tr>
<tr>
<td>November 2014</td>
<td>20 days</td>
</tr>
<tr>
<td>December 2014</td>
<td>23 days</td>
</tr>
<tr>
<td>January 2015</td>
<td>22 days</td>
</tr>
<tr>
<td>February 1 – February 13, 2015</td>
<td>10 days</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>180 day periods</th>
<th>Days Working out of Class</th>
</tr>
</thead>
<tbody>
<tr>
<td>February 24 – August 24, 2014</td>
<td>87</td>
</tr>
<tr>
<td>March 1 – September 1, 2014</td>
<td>83</td>
</tr>
<tr>
<td>April 1 – October 1, 2014</td>
<td>63</td>
</tr>
<tr>
<td>May 1 – November 1, 2014</td>
<td>56</td>
</tr>
<tr>
<td>June 1 – December 1, 2014</td>
<td>76</td>
</tr>
<tr>
<td>July 1, 2014 – January 1, 2015</td>
<td>59</td>
</tr>
<tr>
<td>August 1, 2014 – February 1, 2015</td>
<td>81</td>
</tr>
<tr>
<td>September 1, 2014 – March 1, 2015</td>
<td>90</td>
</tr>
</tbody>
</table>
BACKGROUND

Additional assistance is needed in the oversight of custodial operations, to help cover a high workload in this area. Michael Roberts has been asked to cover duties at this level, on a temporary basis. Mr. Roberts is a permanent employee of the District, currently assigned as a Journeyman Trade - Plumber. These additional duties will assume more than 50% of Mr. Roberts’ daily assignments.

Allyn Hawes has been asked to take on another working out of class assignment at the level of Journeyman Trade – Plumber, to cover this area while Michael Roberts is working out of class as a Custodial Operations Supervisor. Allyn Hawes is a permanent employee of the District, currently assigned as a Skilled Maintenance Worker II. These additional duties will assume more than 50% of Mr. Hawes’ daily assignments.

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

- Install, maintain, and repair fixtures, fittings, valves, pumps and pipes related to the potable and waste water systems, natural gas, air oxyacetylene, sewage (waste treatment tanks), roof and storm drains, and hot water/steam heating collection and distribution systems.

- Perform routine inspection of campus facilities for damaged, clogged, malfunctioning or leaking pipes, valves, gauges, spouts, fixtures, sinks, showers, drains, toilets, faucets, ovens, stoves, dishwashers, garbage disposals and pumps. Make necessary repairs as required.

- Monitor and repair natural gas, domestic, and industrial water supply and drain lines (pressure and waste outlets); faucets, valves, fixtures and leaks in plumbing systems; steam lines, roof drains, heat return and main water lines of heating and cooling systems; gas, electric and open flame boilers and water heaters; circulating pumps and mixing valves.

- Use and operate various tools and equipment used in plumbing and pipefitting, such as pipe threaders, soldering torches, and drain cleaning tools.

- Respond to emergency calls on a 24-hour basis and troubleshoot to locate the problem if not readily apparent.

Mr. Hawes’ working-out-of-class assignment has and will continue to make up more than 50% of his daily responsibilities.

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

3.2.10

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

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

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

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

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

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

11.7 Work out of Classification

11.7.1 Definition:

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

11.7.3 Compensation:

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

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

Mr. Hawes has been assigned additional duties at the level of Journeyman Trade - Plumber during the period of time between 10/13/2014 through 2/13/2015. These duties will make up more than fifty percent (50%) of his daily assignments. Therefore, it is recommended that the Personnel Commission approve the request for working out-of-class for one hundred percent (100%) of the stipend as indicated under subdivision a of CSEA, Chapter 36, Article 11.7.3.b. (above).

DISPOSITION BY THE COMMISSION

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

Amendments/Comments
AGENDA REPORT NO. 7

SUBJECT:  EXTENSION OF PROVISIONAL WORKING OUT OF CLASS ASSIGNMENT: JOSE GUZMAN

DATE:       October 15, 2014
TO:         Members of the Personnel Commission
FROM:       Carol Long, Director of Classified Personnel

It is recommended that the Personnel Commission approve the following extension of a provisional working out of class assignment at 50%:

<table>
<thead>
<tr>
<th>Name</th>
<th>Assignment</th>
<th>Previous Dates</th>
<th>Length of Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>José Guzmán</td>
<td>Personnel Technician</td>
<td>3/27/14 – 6/6/14</td>
<td>10/6/14 – 11/24/14 Not to exceed 36 additional working days</td>
</tr>
<tr>
<td></td>
<td></td>
<td>6/7/14 – 7/30/14</td>
<td></td>
</tr>
</tbody>
</table>

José Guzmán previously served in a working out of class assignment during the period of time in which the previous permanent incumbent assigned to the Personnel Technician position, Karen Monzon, was out on jury duty. Karen Monzon has been promoted to a Personnel Analyst position. We are planning to open recruitment this week for Personnel Technician. We would like to request approval for José Guzmán to work out of class again during the recruitment and testing process, to cover some of the Personnel Technician responsibilities.

These duties take up less than 50% of Mr. Guzmán’s weekly assignments.

Mr. Guzmán is currently assigned to the Personnel Commission as a permanent employee in the Personnel Specialist classification.

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

- Performing specialized and administrative procedures involved in the recruitment, examination, salary allocation, and assignment of classified employees; including assisting with desk audits, salary research, test development, and examination revisions
- Screening applications for classified positions to ensure that applicants meet minimum entrance qualifications for employment

Mr. Guzmán’s working-out-of-class assignment makes up less than 50% of his daily responsibilities.
Merit Rule 3.2.10 Working Out of Class (Education Code Section 88010, 88087)

3.2.10

A. Concept of Working Out of Class

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 Provisional Assignments (Education Code Section 88106, 88107, 88108)

7.2.1

C. Notwithstanding the provisions of paragraphs A and B above, the Personnel Commission may extend the 90-working-day provisional appointment for a period not to exceed 36 additional working days provided 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

11.7.3 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**

Mr. Guzmán has been assigned additional duties at the level of Personnel Technician. These duties make up less than fifty percent (50%) of this employee’s daily assignments. Therefore, it is recommended that the Personnel Commission approve Mr. Guzmán’s working out-of-class assignment, for fifty percent (50%) of the stipend.

---

**DISPOSITION BY THE COMMISSION**

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

Amendments/Comments
AGENDA REPORT NO. 8

SUBJECT: RATIFICATION OF ELIGIBILITY LISTS

DATE: October 15, 2014

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

BY: José A. Guzmán, Personnel Specialist

<table>
<thead>
<tr>
<th>Class Title</th>
<th>Field of Competition</th>
<th>Promotional</th>
<th>Total On List</th>
<th>Expiration Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Assistant III</td>
<td>Promotional then Open</td>
<td>4</td>
<td>9</td>
<td>10/07/15</td>
</tr>
<tr>
<td>Administrative Assistant III - Confidential</td>
<td>Promotional then Open</td>
<td>5</td>
<td>10</td>
<td>10/07/15</td>
</tr>
<tr>
<td>Cash Receipts Clerk</td>
<td>Merged Promotional &amp; Open Competitive</td>
<td>0</td>
<td>15</td>
<td>09/29/15</td>
</tr>
<tr>
<td>Community College Police Officer (Lateral/ Academy Graduate)</td>
<td>Merged Promotional &amp; Open Competitive</td>
<td>0</td>
<td>11</td>
<td>10/09/15</td>
</tr>
</tbody>
</table>

DISPOSITION BY THE COMMISSION

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

Amendments/Comments
AGENDA REPORT NO. 9

SUBJECT: EXAMINATION SCHEDULE

DATE: October 15, 2014

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

BY: José A. Guzmán, Personnel Specialist

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

<table>
<thead>
<tr>
<th>Class Title</th>
<th>Field of Competition</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assessment Center Supervisor*</td>
<td>Merged Promotional &amp; Open Competitive</td>
<td>3 weeks</td>
</tr>
<tr>
<td>Bookstore Sales Clerk</td>
<td>Open Competitive</td>
<td>3 weeks</td>
</tr>
</tbody>
</table>

*pending approval by the Board of Trustees

DISPOSITION BY THE COMMISSION

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

Amendments/Comments
AGENDA REPORT NO. 10

SUBJECT: RATIFICATION OF LIMITED TERM ASSIGNMENTS

DATE: October 15, 2014

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

BY: José A. Guzmán, Personnel Specialist

The Personnel Commission is requested to ratify the classification of the following Limited Term positions pursuant to Section [7.4.2(C)] of the Rules and Regulations of the Classified Service of the Santa Monica Community College District:

<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>09/29/14-12/21/14</td>
</tr>
<tr>
<td>(4 part-time positions)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Disabled Student Services Assistant</td>
<td>Disabled Student Centers</td>
<td>09/15/14-10/31/14</td>
</tr>
<tr>
<td>(1 part-time position)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instructional Assistant-English</td>
<td>Academic Affairs</td>
<td>09/15/14-03/13/15</td>
</tr>
<tr>
<td>(1 part-time position)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instructional Assistant-ESL</td>
<td>ESL</td>
<td>09/10/14-12/31/14</td>
</tr>
<tr>
<td>(1 part-time position)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instructional Assistant-ESL</td>
<td>ESL</td>
<td>09/16/14-03/13/15</td>
</tr>
<tr>
<td>(1 part-time position)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

DISPOSITION BY THE COMMISSION

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

Amendments/Comments
AGENDA REPORT NO. 11

SUBJECT: ADVISORY ITEM: APPOINTMENTS TO LIMITED TERM POSITIONS

DATE: October 15, 2014

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

BY: José A. Guzmán, Personnel Specialist

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

<table>
<thead>
<tr>
<th>Candidate</th>
<th>Position</th>
<th>Department</th>
<th>Duration*</th>
<th>Eligible List Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pabst, Ester</td>
<td>Bookstore Clerk/Cashier</td>
<td>Bookstore</td>
<td>09/29/14-12/21/14</td>
<td>09/04/09</td>
</tr>
<tr>
<td>Pacheco, Wendy</td>
<td>Bookstore Clerk/Cashier</td>
<td>Bookstore</td>
<td>09/29/14-12/21/14</td>
<td>01/23/09</td>
</tr>
<tr>
<td>Portillo, William</td>
<td>Bookstore Clerk/Cashier</td>
<td>Bookstore</td>
<td>09/29/14-12/21/14</td>
<td>04/01/13</td>
</tr>
<tr>
<td>Valadez, Jorge</td>
<td>Bookstore Clerk/Cashier</td>
<td>Bookstore</td>
<td>09/29/14-12/21/14</td>
<td>01/23/09</td>
</tr>
<tr>
<td>Van Norton, Brian</td>
<td>Disabled Student Services</td>
<td>Disabled Students</td>
<td>09/15/14-10/31/14</td>
<td>08/04/14</td>
</tr>
<tr>
<td>Hoch, Marilyn</td>
<td>Instructional Assistant-ESL</td>
<td>ESL</td>
<td>09/16/14-03/13/15</td>
<td>01/27/14</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. 12

SUBJECT:  ADVISORY ITEM: APPOINTMENTS TO PROVISIONAL ASSIGNMENTS

DATE:  October 15, 2014

TO:  Members of the Personnel Commission

FROM:  Carol Long, Director of Classified Personnel

BY:  José A. Guzmán, Personnel Specialist

The Personnel Commission is advised that the following persons have been appointed to the following 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>Hong, Jina</td>
<td>Academic Secretary</td>
<td>Academic Senate</td>
<td>08/18/14-09/12/14</td>
</tr>
<tr>
<td>Cortes, Dalia</td>
<td>Administrative Assistant I</td>
<td>Student Judicial Affairs</td>
<td>07/14/14-01/14/15</td>
</tr>
<tr>
<td>Martinez, Jose</td>
<td>Administrative Clerk</td>
<td>Kinesiology</td>
<td>09/30/14-12/31/14</td>
</tr>
<tr>
<td>Clark, Jacob</td>
<td>Instructional Assistant-English</td>
<td>Academic Affairs</td>
<td>07/07/14-11/28/14</td>
</tr>
<tr>
<td>Horton, Trishana</td>
<td>Instructional Assistant-English</td>
<td>Academic Affairs</td>
<td>07/07/14-11/28/14</td>
</tr>
<tr>
<td>Runje, Lillian</td>
<td>Instructional Assistant-English</td>
<td>English</td>
<td>09/12/14-12/31/14</td>
</tr>
<tr>
<td>Viltz, Whitney</td>
<td>Instructional Assistant-English</td>
<td>English</td>
<td>09/11/14-12/31/14</td>
</tr>
<tr>
<td>Borgardt, Marianne</td>
<td>Instructional Assistant-ESL</td>
<td>ESL</td>
<td>09/29/14-12/31/14</td>
</tr>
<tr>
<td>Cancell, Joseph</td>
<td>Registered Nurse-Health Services</td>
<td>Health Services</td>
<td>09/09/14-12/12/14</td>
</tr>
<tr>
<td>Nikol, Tom</td>
<td>Senior Graphic Designer</td>
<td>Marketing</td>
<td>09/12/14-06/30/15</td>
</tr>
<tr>
<td>Forsyth, Phoenix</td>
<td>Stage Construction Technician</td>
<td>Theatre Arts</td>
<td>08/06/14-10/31/14</td>
</tr>
<tr>
<td>Romo, Olivia</td>
<td>Student Services Clerk</td>
<td>Library</td>
<td>09/30/14-11/02/14</td>
</tr>
</tbody>
</table>

*Assignment ending dates may be adjusted as not to exceed 90 working days in a fiscal year
AGENDA REPORT NO. 13

SUBJECT: RECRUITMENT AND EXAMINATION STATUS REPORT — INFORMATION ONLY

DATE: October 15, 2014

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

BY: José A. Guzmán, Personnel Specialist

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

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

<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>Administrative Asst. 3</td>
<td>MC</td>
<td>PO</td>
<td>5/5/14</td>
<td>5/23/14</td>
<td>6/20/14</td>
<td>7/18/14</td>
<td>9/22/14</td>
<td>10/8/14</td>
<td>10/15/14</td>
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<td></td>
</tr>
<tr>
<td>Admin. Asst. 3-Confidential</td>
<td>MC</td>
<td>PO</td>
<td>5/5/14</td>
<td>5/23/14</td>
<td>6/20/14</td>
<td>7/18/14</td>
<td>9/22/14</td>
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<td>10/15/14</td>
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<td>Assessment Center Sup.</td>
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</tr>
<tr>
<td>Assist. Dir. of Fac. Planning</td>
<td>MC</td>
<td>MPO</td>
<td>1</td>
<td>10/1/14</td>
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</tr>
<tr>
<td>Bookstore Sales Clerk</td>
<td>KM</td>
<td>O</td>
<td></td>
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<tr>
<td>Buyer 2</td>
<td>MC</td>
<td>MPO</td>
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<td>Cash Receipts Clerk</td>
<td>KM</td>
<td>MPO</td>
<td>1</td>
<td>7/2/14</td>
<td>7/25/14</td>
<td>8/9/14</td>
<td>09/18/2014</td>
<td>9/29/14</td>
<td>10/15/14</td>
<td></td>
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<td>Cmty. Coll. Police Sergeant</td>
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<td>MPO</td>
<td></td>
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<tr>
<td>Instructional Assist.-English</td>
<td>KM</td>
<td>O</td>
<td>2</td>
<td>Continuous</td>
<td>08/19/14</td>
<td></td>
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<td>10/17/14</td>
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<tr>
<td>Instructional Assist.-ESL</td>
<td></td>
<td>O</td>
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<td>Instructional Assist.-Math</td>
<td>KM</td>
<td>O</td>
<td>2</td>
<td>Continuous</td>
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<td>10/17/14</td>
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<td>Instructional Tech. Svcs. Mgr.</td>
<td>CL</td>
<td>MPO</td>
<td>1</td>
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<tr>
<td>Mech. Sys. &amp; E. Mgmt. Sup.</td>
<td>AG</td>
<td>MPO</td>
<td>1</td>
<td>9/30/14</td>
<td>10/20/14</td>
<td></td>
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</tr>
<tr>
<td>Network Administrator</td>
<td>MC</td>
<td>MPO</td>
<td>1</td>
<td>6/9/14</td>
<td>6/27/14</td>
<td></td>
<td>9/24/14</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Personnel Technician</td>
<td>MC</td>
<td>PO</td>
<td></td>
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<td>Prog. Analyst I</td>
<td>MC</td>
<td>MPO</td>
<td>1</td>
<td>5/28/14</td>
<td>7/23/14</td>
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<td>10/2/14</td>
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<tr>
<td>Sign Language Interpreter 3</td>
<td>KM</td>
<td>MPO</td>
<td>1</td>
<td>1/22/14</td>
<td>3/7/14</td>
<td></td>
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</tr>
<tr>
<td>Skilled Maint. Worker</td>
<td></td>
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<tr>
<td>Skilled Maint. Worker 2</td>
<td></td>
<td></td>
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<td></td>
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</tr>
<tr>
<td>Student Services Clerk</td>
<td>MC/5Z</td>
<td>MPO</td>
<td>9/4/14</td>
<td>9/25/14</td>
<td></td>
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</tr>
<tr>
<td>Stu. Svcs. Specialist-Intl.</td>
<td>KM</td>
<td>MPO</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Stu. Svcs. Special.-Welcome</td>
<td>KM</td>
<td>MPO</td>
<td>1</td>
<td>7/1/14</td>
<td>8/12/14</td>
<td>9/22-9/24</td>
<td></td>
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<tr>
<td>Theater Technical Specialist</td>
<td>JG</td>
<td>O</td>
<td>As needed</td>
<td>8/4/08</td>
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<tr>
<td>Web Cont. &amp; Soc. Media Mgr.</td>
<td></td>
<td>MPO</td>
<td>1</td>
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</tr>
</tbody>
</table>

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

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

VI. ADJOURN TO CLOSED SESSION
Consideration of examination appeal concerning Student Services Assistant position [pursuant to Government Code Section 54957 (b)(1)]

VII. ADJOURN MEETING AT _______ P.M.

DISPOSITION BY THE COMMISSION

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

Amendments/Comments

The next regular Personnel Commission meeting is scheduled for:
Wednesday, November 19, 2014 at 12 PM in the Santa Monica College Board Room, Business Building, Room 117 at 1900 Pico Blvd, Santa Monica, California.

As required by law, this agenda for the Wednesday, October 15, 2014, Regular Meeting of the Santa Monica College Personnel Commission was posted at or before 12:00 pm on Friday, October 10, 2014 on the official District bulletin boards and website.