Regular Meeting, Wednesday, September 16, 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

<table>
<thead>
<tr>
<th>DEPARTMENTS: PLEASE POST</th>
<th>ADMINISTRATORS and MANAGERS</th>
<th>PRESIDENT/SUPERINTENDENT and SENIOR STAFF</th>
</tr>
</thead>
<tbody>
<tr>
<td>3400 Airport/SBDC: Sasha King</td>
<td>Instructional Technology: Joshi John</td>
<td>Interim Superintendent/President: Jeff Shimizu</td>
</tr>
<tr>
<td>Academic Affairs: Rebecca Weiland</td>
<td>Emeritus: Gita Runkle</td>
<td>Executive VP: VP Academic Affairs: Georgia Lorenz</td>
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<tr>
<td>Accounts Payable: Cristina Hamblet</td>
<td>Facilities: Bruce Wyban</td>
<td>VP Business/Admin: R. Isomoto</td>
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<tr>
<td>AET: Rasheedah Watts</td>
<td>HR: Sherri Lee-Lewis</td>
<td>VP Enroll. Services: T. Rodriguez</td>
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<tr>
<td>Admissions &amp; Records: Esau Tovar</td>
<td>Info Mgmt:</td>
<td>VP Human Resources: Marcia Wade</td>
</tr>
<tr>
<td>African American Center: Sherri Bradford</td>
<td>Int. Ed. Center: D. Kinsella</td>
<td>VP Student Affairs: M. Tuitasi</td>
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<tr>
<td>Airport: Athletics: K. Stallings</td>
<td>Maintenance:</td>
<td>Senior Director Government Relations &amp; Institutional Communications: Don Girard</td>
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<tr>
<td>Auxiliary Services: Ofelia Meza</td>
<td>Operations:</td>
<td>Community Relations: Kiersten Elliott</td>
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<tr>
<td>Bookstore: David Dever</td>
<td>Anthony Barlow</td>
<td>Public Information: Grace Smith</td>
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<tr>
<td>Bundy: Beverly Redd-Walker</td>
<td>Courtney Pierce</td>
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<tr>
<td>Business Department: P. Murray</td>
<td>Receiving: R. Jauregui</td>
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<tr>
<td>Campus Police Office: Jennifer Jones</td>
<td>Supplemental Instruction: Wendi DeMorst</td>
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<tr>
<td>Community Education: Michelle King</td>
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<tr>
<td>Counseling Office: Laurie Guglielmo</td>
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<tr>
<td>Custodian Time Clock: Raymond Bruce</td>
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<tr>
<td>Disabled Students Center: Nick Mata</td>
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<tr>
<td>Early Childhood Ed.: L. Manson</td>
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<td>Emeritus College: V. Rankin-Scales</td>
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<tr>
<td>English Dept.: Joanne Laurence</td>
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<td>EOP&amp;S: R. Thomas-Green</td>
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<tr>
<td>ESL Office: Pam Nemeth</td>
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<td>Events Office: Joy Bice</td>
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<tr>
<td>Faculty Association: Mitra Moassessi</td>
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<td>Financial Aid Office: T. Thomas</td>
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<tr>
<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>KCRRW: 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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<tr>
<td>HSS: Carolyn Baugh</td>
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<td>Library: R. Furuyama</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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<tr>
<td>Modern Language: Jeanne Laurie</td>
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<tr>
<td>Music: Lori Geller</td>
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<tr>
<td>Madison: Gail Johnson</td>
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<td>Payroll: Ian Fraser</td>
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<tr>
<td>Science: Ingrid Cardwell</td>
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<td>School Relations Outreach: Trena Johnson</td>
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<tr>
<td>Student Life: Amelia Trejo</td>
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<tr>
<td>Superintendent/Presidents Office: L. Kilian</td>
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<tr>
<td>STEM: Vanan Yahnian</td>
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<tr>
<td>Theater Arts: Judy Louff</td>
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<td>W&amp;ED/Bundy: Tricia Ramos</td>
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<td>ADMINISTRATORS and MANAGERS</td>
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<td>PUBLIC POSTING LOCATIONS</td>
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<td>2714 Pico: exterior display box</td>
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<tr>
<td>Library for Public Posting (1)</td>
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<tr>
<td>Library for Archives (2)</td>
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<tr>
<td>Mailroom</td>
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<td>SMC Personnel Commission Office</td>
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<td>SMC Human Resources</td>
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<td>Staff Lounge</td>
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<td>EMPLOYEE ORGANIZATIONS</td>
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<tr>
<td>CSEA Labor Rep.: M. Espinoza</td>
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<tr>
<td>CSEA Chapter Pres.: R. Hnilo</td>
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<tr>
<td>CSEA Chapter 1st V.P.: Robert Villanueva</td>
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<tr>
<td>CSEA Chief Job Steward:</td>
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<td>CSEA Corresponding. Sec’y:</td>
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<tr>
<td>CSEA Recording Sec’y: C. Lagunas</td>
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<td>SMC POA President: – Officer Cadena</td>
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<tr>
<td>Mgmt Assoc: G. Brown/B. Dammer</td>
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</tbody>
</table>

Revised 9/10/15

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

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

ADDRESSING THE PERSONNEL COMMISSION

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

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

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

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

General Public Comments

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

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

Agenda Items

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

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

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

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

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

Reference: Merit Rule 2.2.8
Government Code sections 54954.2, 54954.3, 54957.9
Any public records, which can be disclosed, related to an open session item on the agenda and distributed to the Personnel Commissioners less than 72 hours prior to the meeting, are available for public inspection in the Personnel Commission Office, 2714 Pico Blvd., Santa Monica, during normal business hours.

Any individual or group may address the Personnel Commission during the Comments—Public Forum segment of the meeting regarding any item that is within the Commission’s subject matter jurisdiction. However, the Commission will not take action on any item that is not on this agenda.

Any individual may appear at the Commission meeting to respectfully testify in support of or opposition to any item being presented to the Commissioners for consideration. Individuals wishing to address items to the Commissioners should complete a Request to Address the Personnel Commission card (green form) prior to the start of the meeting.

PUBLIC SESSION: 12:00 P.M.

I. ORGANIZATIONAL FUNCTIONS

A. Call to Order _______ p.m.

B. Roll Call

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

C. Approval of Minutes

<table>
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<tr>
<th>Special Meeting – August 27, 2015</th>
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<tbody>
<tr>
<td>Regular Meeting – August 19, 2015</td>
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<tr>
<td>Regular Meeting – April 16, 2014</td>
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<tr>
<td>Regular Meeting – February 19, 2014</td>
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<tr>
<td>Regular Meeting – January 15, 2014</td>
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<tr>
<td>Regular Meeting – December 18, 2013</td>
</tr>
<tr>
<td>Regular Meeting – October 16, 2013</td>
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</tbody>
</table>

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: September 2015

5 YEARS
Michelle Aragon, Administrative Assistant I, Health Sciences
Eloisa Davis-Ludlow, Student Services Clerk, Welcome Center
Brent Heximer, Administrative Assistant II, Personnel Commission
Debra Knox, Human Resources Specialist, Human Resources Services
Heather Memarian, Employee Benefits Support Technician, Human Resources Services
Ishmael Shabazz, Network Administrator, Network Services
Yvonne Tang, Administrative Assistant II, Workforce & Economic Development
Rachelle Thomas-Green, Administrative Assistant I, EOPS
Robert Villanueva, Receiving, Stockroom & Delivery Worker, Purchasing/Receiving/Mail

10 YEARS
Domingo Gonzalez, Custodian, Operations
Irin Darryl Gray, Lead Custodian, Operations
Ann Le, Accountant, Fiscal Services
Silvia Rosales Rivera, Custodian, Operations
Mukhorn Sin, Custodian, Operations
Jenia Soufian, Payroll Specialist, Fiscal Services

25 YEARS
Audrey Morris, Tutoring Coordinator – Learning Disabilities, Disabled Students Center

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

<table>
<thead>
<tr>
<th>#</th>
<th>ITEM</th>
<th>Page</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Annual Report – Personnel Commission</td>
<td>6</td>
</tr>
<tr>
<td>2</td>
<td>Amendment to Rules &amp; Regulations of the Classified Service – Chapter 15 – Second Reading – Merit Rule 15.1.1 F., Resignation and Retirement – General Provisions</td>
<td>9</td>
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<tr>
<td>3</td>
<td>New Class Description: Buyer I</td>
<td>10</td>
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<tr>
<td>4</td>
<td>New Class Description &amp; Salary Allocation: EOPS/CARE Supervisor</td>
<td>17</td>
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<tr>
<td>5</td>
<td>Ratification of Extension of Provisional Working Out of Class Assignment: Karen Monzon</td>
<td>24</td>
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<tr>
<td>6</td>
<td>Ratification of Provisional Working Out of Class Assignment: Denise Henninger</td>
<td>26</td>
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<td>7</td>
<td>Ratification of Provisional Working Out of Class Assignment: Kerry Dawson</td>
<td>28</td>
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<td>8</td>
<td>Request to Certify From Alternate Eligibility List: Administrative Assistant I</td>
<td>30</td>
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<tr>
<td>9</td>
<td>Request to Certify From Alternate Eligibility List: Classification &amp; Compensation Manager</td>
<td>32</td>
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<td>10</td>
<td>Revisions to Class Description: Construction Systems Supervisor</td>
<td>33</td>
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<tr>
<td>11</td>
<td>Acceleration Rate: Registered Nurse – Health Services</td>
<td>38</td>
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<td>12</td>
<td>Revisions to Class Description: Stage Construction Technician – Lighting</td>
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<tr>
<td>13</td>
<td>Revisions to Class Description &amp; Title Change: From Painter to Journeyman Trade - Painter</td>
<td>44</td>
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<td>14</td>
<td>Examination Schedule</td>
<td>49</td>
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<tr>
<td></td>
<td>• Buyer I</td>
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<td></td>
<td>• Construction Systems Supervisor</td>
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<td>• EOPS/CARE Supervisor</td>
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<td>• Groundskeeper/Gardener</td>
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<td>• Laboratory Technician – Life Science</td>
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<td>• Stage Construction Technician – Lighting</td>
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<td>• Web Services Coordinator</td>
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<td>15</td>
<td>Ratification of Eligibility Lists</td>
<td>50</td>
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<tr>
<td>16</td>
<td>Ratification of Limited Term Assignments</td>
<td>51</td>
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<tr>
<td>17</td>
<td>Recruitment &amp; Examination Status Report – Information Only</td>
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<td>18</td>
<td>Advisory Item: Appointments to Limited Term Positions</td>
<td>54</td>
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<tr>
<td>19</td>
<td>Advisory Item: Appointments to Provisional Assignments</td>
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<tr>
<td>20</td>
<td>Seniority List – Programmer Analyst IV</td>
<td>56</td>
</tr>
<tr>
<td>21</td>
<td>Extension of Eligibility List – Supervising Personnel Analyst</td>
<td>58</td>
</tr>
</tbody>
</table>

**IV. ADJOURN AT _______ P.M.**

Next regularly scheduled meeting: Wednesday, October 21, 2015 at 12:00 p.m.
AGENDA REPORT NO. 1

SUBJECT: ANNUAL REPORT – PERSONNEL COMMISSION

DATE: September 16, 2015

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

Attached for your review is the proposed Personnel Commission annual report.

The Director of Classified Personnel is required by Education Code Section 88086 to prepare an annual report of the Commission's activities for approval by the Commission. After Commission approval, the report is forwarded to the Board of Trustees.

RECOMMENDATION

It is recommended that the Personnel Commission approve the proposed annual report for Fiscal Year 2014 - 2015.

DISPOSITION BY THE COMMISSION

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

Amendments/Comments
SANTA MONICA COLLEGE

Santa Monica College's main campus is set on 38-acres less than two miles from the beach. It is a two year community college accredited by the Western Association of Schools and Colleges. It opened in 1929 with 1,530 students and has now grown to a thriving campus with approximately 34,000 students and offerings in more than 80 fields of study.

Santa Monica College is known for its academic excellence. The College is a leader among the state's 112 community colleges in transferring students to the University of California, University of Southern California and other four-year campuses and boasts one of the largest international student populations of any community college in the nation, with approximately 3,300 students from more than 100 countries.

Santa Monica College regularly invites members of the community to take advantage of a wealth of affordable cultural and recreational offerings, including concerts, plays, art and photo shows, and lectures.

PERSONNEL COMMISSION WEBSITE

For additional information regarding the Personnel Commission please visit our website. Our website contains useful information including meeting schedules, agendas, minutes, rules, classification descriptions and current job openings.

http://www.smc.edu/personnelcommission

THANK YOU

The Commission Staff wholeheartedly thanks the numerous District employees, other agency employees and community members who assisted us by serving as panel members on our examination panels. Your assistance is invaluable to the recruitment process and is greatly appreciated.
THE MERIT SYSTEM AT SMC

The Merit System was first adopted at Santa Monica College by the Board of Education in May 1938, as part of the Santa Monica City Schools. The purpose of the merit system is to ensure that classified employees are recruited, selected, promoted, and retained without favoritism or prejudice, and solely on the basis of merit and fitness.

The merit system applies only to classified (non-teaching) employees, which make up approximately one quarter of Santa Monica College’s workforce. The Merit System is administered by the Personnel Commission.

The Personnel Commission at Santa Monica College consists of a five-member body, and is responsible for guaranteeing that employment, retention and promotion for all Classified employees are based on Merit System principles. The Commissioners are private citizens who must be a registered voter and resident of Santa Monica or Malibu, and known adherents to the merit principle.

BASIC PRINCIPLES OF THE MERIT SYSTEM

- Recruitment from all segments of society and advancement on the basis of relative ability, knowledge, and skill under fair and open competition
- Fair and equitable treatment in all personnel management matters without regard to politics or protected status, and with proper regard for individual privacy and constitutional rights
- High standards of integrity and conduct and concern for the public interest
- Equal pay for work of equal value
- Efficient and effective use of the work force
- Protection of employees from arbitrary action, personal favoritism, or political coercion
- Protection of employees against reprisal for lawful disclosures of information

ABOUT US

The Personnel Commission establishes and amends Personnel Commission rules that are binding on the District as a whole; conducts classification studies; recommends salary adjustments; conducts all classified recruitment and selection processes; establishes procedures for transfers; interprets rules and regulations pertaining to the administration of the merit system; and considers appeals for disciplinary actions.

The Personnel Commission staff at Santa Monica College is committed to providing these services in a manner which is client oriented, professionally based, and in conjunction with the goals of the governing board.

CLASSIFIED ACTIONS

Fiscal Year 2014-15

<table>
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<tr>
<th>Action</th>
<th>2013-14</th>
<th>2014-15</th>
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<td>Exams announced</td>
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<tr>
<td>Total number of applicants:</td>
<td>4,229</td>
<td>4,946</td>
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<tr>
<td>Percentage of online applications:</td>
<td>98%</td>
<td>100%</td>
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<tr>
<td>Eligibility Lists:</td>
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<td>54</td>
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<tr>
<td>Number of eligibles on lists:</td>
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<td>405</td>
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<td>Reinstatement lists:</td>
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<td>New class specifications:</td>
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<td>Revised class specifications:</td>
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<td>Appointments (new hires):</td>
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<td>Promotional appointments:</td>
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<td>Working Out of Class:</td>
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<td>Limited Term appointments:</td>
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<td>Provisional appointments:</td>
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<td>Seniority Lists:</td>
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<td>Salary Studies:</td>
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<td>Position Allocations:</td>
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<td>Rule Changes:</td>
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EMPLOYEES RECOGNIZED FOR LONGEVITY 2014-2015

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<th>Years</th>
<th>Name</th>
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<td>Barry, Barnaby</td>
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<td>Corsilla, Warren</td>
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<td>Adams, Deborah</td>
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<td>Aquino, Cherry</td>
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<td>Addeha, Thomas</td>
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<td>5</td>
<td>Albano, Rosa</td>
</tr>
</tbody>
</table>

AGENDA of Regular Meeting, September 16, 2015

Santa Monica College Personnel Commission Annual Report 2014-2015

Guercio, Joanne  Rosa, Lisa
Barry, Barnaby  Cardwell, Ingrid
Corsilla, Warren  Crigger, Michael
Adams, Deborah  Belfan, Ernest
Aquino, Cherry  Cabrera, Gustavo
Henry, Rudy  Hudson, Felicia
Jones, Jennifer  Kabre, Myron
Locke, Debra  Loomis, Brant
Rankin-Scales, Viven  Redd-Walker, Beverly
Tigner, Christina  Selby, Stuart
Castellanos, Jose  Cassell, Robert
Dias, Veronica  Dye, Steven
Huber, Teresa  Hino, Robert
Mancini, Pamela  Mench, Michelle
Zelaya, Luis  Muñoz, Carmen
AGENDA REPORT NO. 2

SUBJECT: AMENDMENT TO RULES AND REGULATIONS OF THE CLASSIFIED SERVICE – CHAPTER 15 – SECOND READING
MERIT RULE 15.1.1 F., RESIGNATION AND RETIREMENT – GENERAL PROVISIONS

DATE: September 16, 2015

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

Proposed changes to Chapter 15: Merit Rule 15.1.1 F., are attached for a second reading.

Recommendations were developed with input from the District, CSEA, Campus Counsel, and the Merit Rules Advisory Committee. Goals of these changes include eliminating language which is not in compliance with current laws.

The remaining sections of Chapter 15 will be brought back to the Personnel Commission at a later date.

15.1.1 F. RESIGNATION AND RETIREMENT (EDUCATION CODE SECTION 88201)

   F. The minimum age for retirement shall be 50 provided that the retiring employee shall meet all the eligibility requirements of Public Employees the applicable retirement system. There shall be no compulsory retirement age for classified employees. subject to the following provisions:

   1. Upon reaching age 70, each classified employee shall submit a certification of mental and physical fitness from his/her physician as a condition of continued employment. The certification shall be subject to approval by the Director of Health Services.

   2. The employee must continue to receive a satisfactory job performance evaluation each year, as provided in Rule 10.1.

DISPOSITION BY THE COMMISSION

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

Amendments/Comments
AGENDA REPORT NO. 3

SUBJECT: NEW CLASS DESCRIPTION: BUYER I

DATE: September 16, 2015

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

BY: Michael Cool, Supervising Personnel Analyst

Attached for your approval is a new classification description for Buyer I.

The Personnel Commission Office has been requested by the Director of Purchasing, Cynthia Moore, to create a new classification to assist with the procurement of basic supplies, equipment, and services.

BACKGROUND

The Purchasing Department consists of one Administrative Assistant I, two Buyer II’s, and the Director of Purchasing. In addition to the Purchasing Department, Auxiliary services and KCRW perform some purchasing functions, but essentially all of the procurement for the District is performed by the Buyer II incumbents. The Buyer II classification performs highly responsible, professional purchasing duties related to the evaluation and awarding of bids, and purchasing of a wide range of materials, supplies and equipment. This includes everything from basic office supplies, to specialized equipment and services. Given the flat organizational structure of the Purchasing Department, and the wide range of duties performed by the Buyer II classification, the Director of Purchasing is seeking a lower level classification to assist with less complex procurement functions.

There was previously a Buyer I classification within the Purchasing Department; however, this classification was re-titled as Course Materials Buyer and is now supervised by the Bookstore Manager under Auxiliary Services. The focus of the Course Materials Buyer, even before the classification was re-titled, has always been procurement of course materials, specialized departmental supplies, and retail merchandise for the college bookstore.

METHODOLOGY

Personnel Commission staff have had ongoing discussions with Cynthia Moore, Director of Purchasing, regarding the role of the new classification. The purpose of these discussions was to define and clarify the parameters of the proposed classification, and to make an initial recommendation as to whether the 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. Interviews and informal meetings have also been conducted with the incumbent Buyer II’s in which additional information on duties and responsibilities was also ascertained. Following discussion and a review of similar job classifications from other agencies, the Buyer II job description served as the foundation for the proposed Buyer I classification. The concept of the class was modified, and the essential duties, and the knowledge, skills, and abilities (KSA’s)
were lowered. Reporting relationships were defined, and recommendations for minimum qualifications were discussed and compared with the Buyer II and the Course Materials Buyer classifications. Once the duties were finalized, the class description was created by Personnel Commission staff and then reviewed by Ms. Moore.

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

When a vacancy is later authorized, Personnel Commission staff will conduct further meetings with Ms. Moore 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. The incumbent in this classification will perform routine duties related to the acquisition of supplies, equipment and services in accordance with applicable laws, District regulations and department policies, procedures and guidelines.

In conducting an external salary review, many similar classifications were identified at other public educational institutions. However, some positions needed to be eliminated from the salary comparison because there was a large difference in either the minimum qualifications or the essential duties. Ultimately, six external classifications were included.

<table>
<thead>
<tr>
<th>District/Agency</th>
<th>Title</th>
<th>Min. Annual</th>
<th>Max. Annual</th>
</tr>
</thead>
<tbody>
<tr>
<td>Santa Monica College</td>
<td>Buyer I (Proposed)</td>
<td>$51,084.00</td>
<td>$62,100.00</td>
</tr>
<tr>
<td>Cal State System</td>
<td>Buyer I</td>
<td>$39,516.00</td>
<td>$61,032.00</td>
</tr>
<tr>
<td>Citrus College</td>
<td>Buyer</td>
<td>$43,350.48</td>
<td>$58,093.80</td>
</tr>
<tr>
<td>Ventura County Community College District</td>
<td>Purchasing Assistant</td>
<td>$38,904.00</td>
<td>$53,688.00</td>
</tr>
<tr>
<td>Long Beach Community College District</td>
<td>Assistant Buyer</td>
<td>$42,705.72</td>
<td>$52,512.96</td>
</tr>
<tr>
<td>Cerritos College</td>
<td>Buyer I</td>
<td>$42,660.00</td>
<td>$51,180.00</td>
</tr>
<tr>
<td>San Bernardino Community College District</td>
<td>Purchasing Technician</td>
<td>$36,588.00</td>
<td>$44,472.00</td>
</tr>
</tbody>
</table>

Average: $42,115.46, $54,725.54

25th percentile: $39,210.00, $51,846.48

50th percentile: $42,660.00, $53,688.00

75th percentile: $43,028.10, $59,562.90

80th percentile: $43,221.53, $60,444.36

90th percentile: $46,443.89, $61,459.20

SMC PERCENT RANK: 100%
INTERNAL SALARY ALIGNMENT

<table>
<thead>
<tr>
<th>Position</th>
<th>Range</th>
<th>Min</th>
<th>Max</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director of Purchasing</td>
<td>M24</td>
<td>$92,844.00</td>
<td>$112,848.00</td>
</tr>
<tr>
<td>Buyer II</td>
<td>41</td>
<td>$62,100.00</td>
<td>$75,492.00</td>
</tr>
<tr>
<td>Buyer I (proposed)</td>
<td>33</td>
<td>$51,084.00</td>
<td>$62,100.00</td>
</tr>
<tr>
<td>Course Materials Buyer</td>
<td>33</td>
<td>$51,084.00</td>
<td>$62,100.00</td>
</tr>
</tbody>
</table>

It is recommended that the salary for Buyer I be allocated to Range 33 on the Classified Salary Schedule ($4,257 to $5,175). Salary allocation was recommended considering the external market and internal alignment. The goal was to recommend a competitive salary, while ensuring that the proposed range was aligned with other related classifications at the District.

RECOMMENDATION

Personnel Commission staff is requesting approval of Buyer I as a new classification, and recommending that the salary be set at Classified Salary Schedule Range 33 ($4,257 to $5,175).

DISPOSITION BY THE COMMISSION

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

Amendments/Comments
Santa Monica Community College District
Personnel Commission
Buyer I

CONCEPT OF THE CLASS

Positions in this classification perform routine duties related to the acquisition of supplies, equipment and services in accordance with applicable laws, District regulations and department policies, procedures and guidelines.

DISTINGUISHING CHARACTERISTICS

The Buyer I performs work that is typically limited in scope and generally confined to routine purchasing/expediting activities. Work assignments are well defined by process guidelines.

The Buyer II performs highly responsible, professional purchasing duties related to the evaluation and awarding of bids, and purchasing of a wide range of materials, supplies and equipment that requires independent judgment and a thorough knowledge of procurement principles and practices.

ESSENTIAL DUTIES

Receives, reviews and processes purchase requisitions for basic materials, equipment, supplies and services; prioritizes requisitions considering urgency of request and delivery time; assists in verifying that requisitions are in compliance with pertinent laws, regulations and codes and District/Purchasing Department policies and standards; ensures order parameters are clear and understood; assists in resolving issues and/or discrepancies; determines sources of materials, equipment supplies and services; verifies cost information; coordinates deadline schedules with staff and faculty to ensure timely deliveries.

Within level of authority, assists higher level staff in the development of Requests for Proposal (RFP's), Requests for Quotes (RFQ's), and Invitations for Bids (IFB's); works with department requestors to draft proposal specifications and to remove vendor specific impediments to competition; assists in determining that all applicable legal and contractual provisions are included to safeguard the District's interests; communicates with vendors, coordinates pre-bid meetings as necessary, and prepares and distributes RFP, RFQ and IFB schedules, proposal documentation and advertising announcements; works on bidders lists and other informational requirements; verifies licensing and references.

Establishes positive communications with assigned department representatives to assist them in defining their purchasing needs and options and to obtain needed supplies, equipment and/or services; explains District purchasing policies and procedures to department representatives.

Drafts purchase order terms and conditions and interacts with appropriate District staff to ensure District needs are met; Assists in ensuring routine purchase orders are complete and accurate and comply with applicable legal requirements and District and department regulations, policies and procedures; monitors and evaluates purchase order compliance.

Establishes, develops and maintains positive relationships with outside vendors and sales representatives; interviews vendors to evaluate products and services; coordinates vendor demonstrations; estimates costs for fund encumbrance; educates vendors and sales representatives on District purchasing policies and procedure;

Ensures vendor conformance by conferring with Accounts Payable and the Warehouse.

Confers with other purchasing staff members to maintain up-to-date sources of supplies and commodities; assists in creating and maintaining lists of vendors, professional associations, advertising sources and other categories to support the purchasing process.
Assist in researching, assessing and identifying new or better sources of supply for products and services as needed.

Assists in the administration of contracts of low to moderate complexity according to contract laws, District regulations and department policies and procedures.

Assists in the development and maintenance of the District purchasing calendar to ensure seasonal and annual deadlines, purchases and contract renewals.

Prepares specified correspondence, records, files and reports related to purchasing activities.

Assists in the preparation of contracts and maintenance agreements.

Attends workshops and vendor shows and open houses

Learns and applies emerging technologies and advances as necessary to perform duties in an efficient organized and timely manner.

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.

Accesses and inputs relevant data in the employee/applicant database tracking system.

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**

*Level of Supervision Received*
Positions in this classification receive general supervision from the Director of Purchasing.

*Level of Supervision Exercised*
Positions in this classification do not supervise others.

**KNOWLEDGE, SKILLS AND ABILITIES**

*Knowledge of:*

Purchasing principles, practices and procedures

Rules and regulations governing purchasing procedures in California Community Colleges

Public Contract Code and contract codes relating to purchasing

Filing and record keeping practices.

Terms of sale.
Working knowledge of functions such as receiving, accounts payable and accounting as they relate to the purchasing process.

Knowledge of and proficiency in the operation and use of personal computers utilizing word processing, spreadsheet, and database management software programs and Internet browser, websites, and e-mail.

**Skill in:**

- Interpretation and application of department policies and procedures.
- Strong interpersonal skills to effectively carry out the essential functions of the classification.
- Oral communication skills to effectively perform the essential functions of the classification.
- Writing skills to effectively perform the essential functions of the classification.

**Ability to:**

- Demonstrate sound judgment in purchasing materials, services and equipment.
- Clearly and positively communicate policies and procedures to all levels inside and outside the District.
- Quickly and effectively make mathematical calculations involving comparing, analyzing, and tracking cost data.
- Work effectively with the purchasing group and other campus constituencies.
- Assist in the preparation, analysis and evaluation of bid proposals, purchase requisitions, specifications and other purchasing-related documents.
- Assist in the administration of the bidding process.
- Learn, understand, interpret, explain and apply applicable laws and codes.
- Perform product comparisons and assist in analyzing technical data.
- Keep accurate financial records as they relate to purchasing.
- Exercise tact and diplomacy in dealing with sensitive and complex issues and situations.
- Establish and maintain cooperative working relationships with the campus constituents, contractors, suppliers and the general public.
- Set priorities, manage time and work in fast-paced and busy environment with multiple tasks and interruptions.
- Work on many simultaneous assignments with close attention to detail.
- Meet deadlines and to effectively handle conflicting and/or changing deadlines.
- Interpret and follow oral and written instructions

- Manage confidential information.
- Effectively utilize integrated financial systems, such as Peoplesoft, used by the District
Effectively utilize desktop applications utilized by the Purchasing Department such as Microsoft Office Suite.

Maintain currency regarding business trends and market changes.

### MINIMUM QUALIFICATIONS

**Education Requirement:**
Associates degree or equivalent.

**Experience Requirement:**
One (1) year of experience purchasing materials, supplies and/or equipment in a competitive bidding setting, or in the processing or administration of contracts, service agreements, or leases.

**Education/Experience Equivalency:**
Additional experience beyond the minimum required may substitute for the educational requirement on a year-for-year basis.

One of the following certificates may substitute for the education and/or experience requirements:

- Certified Professional Public Buyer (CPPB) issued by the Universal Public Purchasing Certification Council (UPPCC)
- Certified Public Procurement Officer (CPPO) issued by the Universal Public Purchasing Certification Council (UPPCC)
- Certified Professional Supply Chain Management (CPSM) issued by the Institute for Supply Management (ISM)

**Licensure and/or Certification:**
A valid Class "C" California driver's license.

### 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.

While performing the duties of this job the employee is regularly required to sit, use hands to keyboard, type, or handle materials, and talk 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 with or without assistance and with or without the use of devices or equipment used to aide the lifting process. While performing the duties of this job, the noise level in the work environment is usually quiet.

### CLASS DETAIL

**Job Family:** Fiscal Services / Business Administration

**FLSA Status:** Non-exempt

**Personnel Commission Approval Date:** 09/16/2015

**Class History:** NEW CLASS
AGENDA REPORT NO. 4

SUBJECT: NEW CLASS DESCRIPTION & SALARY ALLOCATION FOR: EOPS/CARE SUPERVISOR

DATE: September 16, 2015

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

BACKGROUND

Attached for your approval is a new classification description and salary allocation for EOPS/CARE Supervisor.

The Personnel Commission has been requested to create a new classification to assist the Director of Special Projects with staff supervision and daily oversight of operations within the EOPS (Extended Opportunity Programs and Services) and CARE (Cooperative Agencies Resources for Education) Programs.

The Director of Special Projects currently oversees the EOPS, CARE, CalWORKS, and Guardian Scholars Programs. The EOPS Program supports the enrollment, retention, graduation and transfer of students who are challenged by language, social, economic, and educational disadvantages by providing additional services to qualified students in areas of counseling, tutoring, financial assistance, transferring to a four-year institution, and priority registration. CARE and CalWORKS (California Work Opportunities and Responsibilities to Kids) provide similar assistance to meet the unique needs of students who are single parents. Eligible students can receive assistance with academic and personal counseling, education planning, vocational assessment, child care assistance, financial aid, and assistance with finding employment. The Guardian Scholars Program provides similar support for former foster youth. Each of these programs is funded through the State of California.

The State of California requires all EOPS programs receiving state funds to have a full-time director, or a full-time assistant director or coordinator who is designated to administer the program in conjunction with, or in the absence of a full-time director.

METHODOLOGY

Personnel Commission staff met with Nick Mata, Director of Special Programs 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, a list of job duties was created, along with a list of knowledge, skills, and abilities (KSA’s). Reporting relationships were defined, and recommendations for minimum requirements were discussed and compared with other classifications within this series.

Once the duties were finalized, the class description was created by Personnel Commission staff and then reviewed by Nick Mata. 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 appropriate alignment.
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, degree of decision-making authority, nature and purpose of contacts, and consequence of error. An individual in this position will supervise Student Services Specialists and support staff; and provide operational planning and direction to ensure compliance with state laws and funding requirements, and District policies and regulations. In addition, the incumbent will exercise independent decision-making on sensitive issues affecting student outcomes, quality of services to these students, and District resources.

SALARY ALLOCATION – EXTERNAL MARKET REVIEW

In conducting an external salary survey, comparisons were selected based on similarity of duties; including the scope of responsibility and level of knowledge required to perform the assigned duties. Specifically, classifications selected for comparison were those that performed in an assistant director or supervisory role over one or more programs within EOPS. Fourteen local community colleges were surveyed, but comparable classifications were only found in nine of these agencies.

<table>
<thead>
<tr>
<th>AGENCY</th>
<th>TITLE</th>
<th>MIN</th>
<th>MAX</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cerritos College</td>
<td>EOPS Assistant Director</td>
<td>$94,008</td>
<td>$118,248</td>
</tr>
<tr>
<td>El Camino College</td>
<td>Assistant Director of EOPS and CalWORKS</td>
<td>$90,337</td>
<td>$105,793</td>
</tr>
<tr>
<td>North Orange County Community College District</td>
<td>Manager, EOPS</td>
<td>$84,458</td>
<td>$106,867</td>
</tr>
<tr>
<td><strong>Santa Monica Community College District</strong></td>
<td><strong>EOPS/CARE Supervisor (Proposed)</strong></td>
<td><strong>$74,508</strong></td>
<td><strong>$90,552</strong></td>
</tr>
<tr>
<td>Ventura County Community College District</td>
<td>Student Success and Support Services Supervisor</td>
<td>$68,304</td>
<td>$94,776</td>
</tr>
<tr>
<td>San Diego Community College</td>
<td>Student Services Supervisor II</td>
<td>$64,513</td>
<td>$95,265</td>
</tr>
<tr>
<td>Citrus College</td>
<td>EOPS/CARE Supervisor</td>
<td>$55,824</td>
<td>$74,808</td>
</tr>
<tr>
<td>Long Beach City College</td>
<td>EOPS Program Coordinator</td>
<td>$55,334</td>
<td>$68,220</td>
</tr>
<tr>
<td>Los Angeles Community College District</td>
<td>Student Services Specialist (*Supervisory position at LACCD)</td>
<td>$54,390</td>
<td>$67,379</td>
</tr>
<tr>
<td>San Bernardino Community College</td>
<td>Coordinator, Student Success Services and Programs</td>
<td>$53,004</td>
<td>$64,416</td>
</tr>
<tr>
<td>Glendale Community College</td>
<td>No Comparable Position</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Orange Coast College</td>
<td>No Comparable Position</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pasadena City College</td>
<td>No Comparable Position</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Santa Barbara City College</td>
<td>No Comparable Position</td>
<td></td>
<td></td>
</tr>
<tr>
<td>State Center Community College District</td>
<td>No Comparable Position</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

|                      | **average**                    | $69,840 | $89,085 |
|                      | **25th percentile**            | $55,456 | $69,867 |
|                      | **50th percentile**            | $66,408 | $94,926 |
|                      | **75th percentile**            | $82,901 | $103,161|
|                      | **80th percentile**            | $85,634 | $106,008|
|                      | **90th percentile**            | $90,704 | $108,005 |
|                      | **SMC PERCENT RANK**           | 66.60%  | 55.50%  |
**SALARY ALLOCATION – INTERNAL COMPARISONS**

The table below illustrates the current salary allocation for EOPS/CARE Supervisor in comparison to other internal classifications.

<table>
<thead>
<tr>
<th>Santa Monica College Classifications</th>
<th>MIN</th>
<th>MAX</th>
<th>REPORTS TO:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director of Special Projects</td>
<td>$123,014</td>
<td>$142,606</td>
<td>Vice President of Student Affairs</td>
</tr>
<tr>
<td>Deaf and Hard of Hearing Supervisor</td>
<td>$78,228</td>
<td>$95,076</td>
<td>Associate Dean of Instructional and Student Programs</td>
</tr>
<tr>
<td><strong>EOPS/CARE Supervisor (Proposed)</strong></td>
<td>$74,508</td>
<td>$90,552</td>
<td><strong>Director of Special Projects</strong></td>
</tr>
<tr>
<td>Financial Aid Supervisor</td>
<td>$74,508</td>
<td>$90,552</td>
<td>Associate Dean of Financial Aid</td>
</tr>
<tr>
<td>Admissions and Records Supervisor</td>
<td>$67,572</td>
<td>$82,140</td>
<td>Dean of Enrollment Services</td>
</tr>
<tr>
<td>Assessment Center Supervisor</td>
<td>$65,988</td>
<td>$80,208</td>
<td>Dean of Enrollment Services</td>
</tr>
<tr>
<td>Senior Student Services Specialist – EOPS/CARE</td>
<td>$49,860</td>
<td>$60,600</td>
<td>EOPS/CARE Supervisor</td>
</tr>
</tbody>
</table>

The proposed salary range for EOPS/CARE Supervisor is Range M15 on the Classified Management Salary Schedule ($74,508 to $90,552). The salary range we are proposing falls slightly above the mid-point and average salary range of the classifications listed as external comparisons. The Deaf and Hard of Hearing Supervisor manages the Deaf and Hard of Hearing Services program; oversees all permanent, temporary, and contract Sign Language Interpreters, and manages scheduling all Interpreters to ensure all students who require these services are covered for all classes and related events. The remaining internal supervisory classifications listed report to an academic administrator, supervise multiple permanent classified staff, and oversee daily operations of one or more programs that fall under the supervision of the assigned academic administrator.

**RECOMMENDATION**

It is recommended that the Commission approve the attached new class description and salary allocation for EOPS/CARE Supervisor.

**DISPOSITION BY THE COMMISSION**

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

Amendments/Comments
CONCEPT OF THE CLASS

Under general direction, this position plans, manages, evaluates and oversees the daily operations of the EOPS, CARE and Guardian Scholars Program, and ensures compliance with federal and state regulations, and District policies & procedures. This position serves as the primary coordinator of the CARE program, supervises the EOPS program in the absence of the Director of Special Programs, and provides oversight for the Guardian Scholars Program in collaboration with the Director of Special Programs.

DISTINGUISHING CHARACTERISTICS

Under the direction of the Vice President of Student Affairs, the Director of Special Programs plans, organizes, and directs staff, activities, and operations related to the EOPS/CARE Program, Guardian Scholars Program, and the CalWORKs Program.

The EOPS/CARE Supervisor provides training, guidance, and supervision to staff members assigned to the EOPS and CARE programs. This position serves as the primary coordinator of the CARE program, supervises the EOPS program in the absence of the Director of Special Programs, and provides oversight for the Guardian Scholars Program in collaboration with the Director of Special Programs.

The Senior Student Services Specialist-EOPS/CARE provides assistance to the Director of Special Programs in the Extended Opportunity Program Services/Cooperative Agencies Resources for Education (EOPS/CARE) Office. This position serves as a lead worker and monitors and directs the work of permanent and temporary staff in the daily operation of the EOPS/CARE office. Incumbents are specialists in their functional area and exercise a higher degree of responsibility and independent judgment to resolve problems and improve work processes.

ESSENTIAL DUTIES

Plans, organizes, coordinates, and supervises the day-to-day operations of staff assigned to the EOPS and CARE programs to ensure efficient delivery of services to students, faculty, staff and the community at large.

Assists in the coordination of EOPS and CARE services to students to include program intake and orientation, counseling and advising, peer mentoring, transfer assistance, and related follow-up activities.

Supervises and evaluates the performance of assigned program staff and student workers; participates in the appointment of new classified personnel and student workers.

Ensures compliance and accuracy within state policy regulations; monitors compliance with department guidelines.

Develops and recommends modifications to work processes in response to regulation changes.

Compiles and analyzes data related to program participation and evaluation.

Develops work processes which facilitate attainment of established program goals and objectives; recommends program policies and procedural changes as needed.
Provides and coordinates training for assigned classified staff; works with employees to correct deficiencies; implements disciplinary procedures as needed
Oversees the maintenance of effective student databases for the EOPS and CARE programs

Conducts EOPS and CARE workshops for college students; provides direct, in-depth information to potential applicants

Assists and advises students in matters related to EOPS and CARE, book vouchers and grants; explains application procedures, regulations, and policies

Communicates with faculty, staff, representatives of state and federal agencies, other educational institutions, and others to coordinate programs and activities

Assists in the preparation and administration of the annual program budgets; maintains program budget and records of expenditures when assigned; provides input and recommendations regarding staffing, equipment and supplies

Participates in submitting the annual program plan and related budgets to the State Chancellor’s Office

Monitors student enrollment and academic progress to determine continued eligibility; informs students of denial or approval of EOPS and CARE eligibility; informs students in they are placed on probation or suspension, or if they have been terminated from the EOPS/CARE Programs

Attends EOPS and CARE workshops as required. Represents EOPS and CARE at appropriate meetings and committees

Collaborates with the Financial Aid Office regarding the awarding of grants and services to EOPS and CARE participants

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

Superior Received:
Under general supervision from the Director of Special Programs, the employee receives assignments and is expected to carry them through to completion with substantial independence.

Supervision Exercised:
Positions in this classification supervise assigned classified staff and student workers within the EOPS, CARE, and Guardian Scholars Program.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:
Federal and state laws and state regulations related to EOPS and CARE programs, including District procedures for applying for program services and determining eligibility

Santa Monica Community College mission and philosophy

Modern office and records management practices

Principles of training and supervision
Database tracking methods

Budget preparation and administration

Oral and written communication skills, using correct English usage, spelling, grammar, and vocabulary

Operations of equipment and various software programs including student information systems, word processing, database management and spreadsheet computer applications

Basic principles and practices of fiscal, statistical and administration research, and report preparation

**Ability to:**
Interpret and apply state rules and regulations pertaining to the EOPS and CARE programs

Ensure federal, state, and District regulations, policies, and procedures are followed and maintained

Prepare and deliver presentations pertaining to EOPS and CARE

Determine EOPS and CARE eligibility

Supervise, mentor and evaluate assigned staff and student assistants

Prepare and administer budgets

Communicate effectively both orally and in writing

Establish and maintain cooperative and effective working relationships with others

Work cooperatively with other departments, offices, and outside agencies

Analyze situations accurately and adopt an effective course of action

Operate modern office equipment and use word processing, spreadsheet, and database software effectively

Meet schedule and project timelines

Work independently with minimal direction

Relate effectively to people of varied academic, cultural and socio-economic background using tact, diplomacy and courtesy

**Demonstrated sensitivity to and understanding of** the diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds of community college students and employees.

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**MINIMUM QUALIFICATIONS**

**Education Requirement:**
Bachelor’s degree or equivalent from an accredited university or college. A Masters degree, preferably in Counseling, Education, Social Sciences, or a related area is desirable.

**Experience Requirement:**
Three years of progressively responsible experience within a college student services program, working predominantly with ethnic minorities or persons handicapped by language, social or economic disadvantages.

**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
FLSA Status: Exempt
Personnel Commission Approval Date: 09/16/2015
Class History: NEW CLASS
AGENDA REPORT NO. 5

SUBJECT: RATIFICATION OF EXTENSION OF PROVISIONAL WORKING OUT OF CLASS ASSIGNMENT: KAREN MONZON

DATE: September 16, 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:

<table>
<thead>
<tr>
<th>Name</th>
<th>Assignment</th>
<th>Length of Previous Assignment</th>
<th>Length of Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>Karen Monzon</td>
<td>Supervising Personnel Analyst</td>
<td>8/10/2015 to 9/18/2015 50% (30 working days)</td>
<td>9/21/2015 to 11/25/2015 100% (48 working days) Not to exceed 90 working days total</td>
</tr>
</tbody>
</table>

BACKGROUND

Michael Cool, the current Supervising Personnel Analyst resigned from the District, effective 8/31/2015. The Personnel Commission has requested approval to open recruitment and run an examination to replace this position. The Personnel Commission is requesting Karen Monzon continue to work out of class as a Supervising Personnel Analyst on provisional status, until a permanent replacement can be selected. Karen Monzon is currently employed by Santa Monica College as a Personnel Analyst, in permanent status.

Duties assigned which are at the level of Supervising Personnel Analyst will now assume more than 50% of Karen Monzon’s daily assignments.

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

3.2.10

A. CONCEPT OF WORKING OUT OF CLASSIFICATION

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

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

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

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

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

RECOMMENDATION

Karen Monzon has been assigned additional duties currently at the level of Supervising Personnel Analyst, during the period of time between 8/10/2015 through 11/25/2015. These duties will now make up more than fifty percent (50%) of her daily assignments. Therefore, it is recommended that the Personnel Commission approve the request to extend her working out-of-class for one hundred percent (100%) of the stipend, not to exceed 90 working days, or until a permanent replacement is hired.

DISPOSITION BY THE COMMISSION

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

Amendments/Comments
AGENDA REPORT NO. 6

SUBJECT: RATIFICATION OF PROVISIONAL WORKING OUT OF CLASS ASSIGNMENT: DENISE HENNINGER

DATE: September 16, 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>Denise Henninger</td>
<td>Deaf and Hard of Hearing Services Supervisor</td>
<td>8/19/2015 to 12/22/2015 Not to exceed 90 working days</td>
</tr>
</tbody>
</table>

BACKGROUND

The current Deaf and Hard of Hearing Services Supervisor is on leave. The Disabled Students Program is requesting approval for Denise Henninger to work out of class as the Deaf and Hard of Hearing Services Supervisor on provisional status, until the permanent incumbent returns from leave. Denise Henninger is currently employed by Santa Monica College as a Sign Language Interpreter III, in permanent status.

There is not a current, active eligibility list for Deaf and Hard of Hearing Services Supervisor.

Duties assigned which are at the level of Deaf and Hard of Hearing Services Supervisor will assume more than 50% of Denise Henninger’s daily assignments.

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

3.2.10

A. CONCEPT OF WORKING OUT OF CLASSIFICATION

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

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

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

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

RECOMMENDATION

Denise Henninger has been assigned additional duties currently at the level of Deaf and Hard of Hearing Services Supervisor, during the period of time between 8/19/2015 through 12/22/2015. These duties will make up more than fifty percent (50%) of her daily assignments. Therefore, it is recommended that the Personnel Commission approve the request for working out-of-class for one hundred percent (100%) of the stipend.

DISPOSITION BY THE COMMISSION

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

Amendments/Comments
AGENDA REPORT NO. 7

SUBJECT: RATIFICATION OF PROVISIONAL WORKING OUT OF CLASS ASSIGNMENT: KERRY DAWSON

DATE: September 16, 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>Kerry Dawson</td>
<td>Athletic Equipment Specialist</td>
<td>8/31/2015 to 12/23/2015 Not to exceed 90 working days</td>
</tr>
</tbody>
</table>

BACKGROUND

One of the current Athletic Equipment Specialists has separated from the District. The Athletics Department is requesting approval for Kerry Dawson to work out of class as an Athletics Equipment Specialist on provisional status, until a permanent replacement can be appointed. Kerry Dawson is currently employed by Santa Monica College as an Athletics Activities Assistant, in permanent status.

There is not a current, active eligibility list for Athletics Equipment Specialist, but a new recruitment and examination have been approved by the Personnel Commission.

Duties assigned which are at the level of Athletic Equipment Specialist will assume more than 50% of Kerry Dawson’s daily assignments.

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

3.2.10

A. CONCEPT OF WORKING OUT OF CLASSIFICATION

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

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

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

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

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

RECOMMENDATION

Kerry Dawson has been assigned additional duties currently at the level of Athletics Equipment Specialist, during the period of time between 8/31/2015 through 12/23/2015. These duties will make up more than fifty percent (50%) of his daily assignments. Therefore, it is recommended that the Personnel Commission approve the request for working out-of-class for one hundred percent (100%) of the stipend.

DISPOSITION BY THE COMMISSION

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

Amendments/Comments
AGENDA REPORT NO. 8

SUBJECT: REQUEST TO CERTIFY FROM ALTERNATE ELIGIBILITY LIST: ADMINISTRATIVE ASSISTANT I

DATE: September 16, 2015

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

BY: Olga Vasquez, Personnel Technician

BACKGROUND

The District has approved filling two vacant positions for Administrative Assistant I (Range 26, $3,590 to $4,363). Future vacancies are anticipated. There is not an active eligibility list for this classification. The Administrative Assistant I classification performs a wide variety of office support and clerical duties and activities of a generalized nature in support of an assigned department or functional area.

Recruitment was recently completed for Administrative Assistant II, resulting in 21 candidates placing on the one year eligibility list, established on August 10, 2015. The Personnel Commission staff will be filling three Administrative Assistant II vacancies immediately.

In lieu of conducting an open recruitment for the Administrative Assistant I classification, the Personnel Commission Staff is requesting the Commission's approval to use the current Administrative Assistant II eligibility list to fill the vacant Administrative Assistant I positions, in accordance with Merit Rule 6.3.13. We are requesting to use this list to fill any vacancies which may occur during the next six months.

The duties of the Administrative Assistant II classification include substantially all of the duties of the Administrative Assistant I classification, and the necessary skills and knowledge for Administrative Assistant I were adequately tested in the examination for Administrative Assistant II.

Merit Rule 6.3.13 states the following:

A. If there is no eligibility list for the class in which a vacancy occurs, certification may be made from a list for another class at the same or a higher salary level provided:

1. The duties and qualifications of the class for which the examination was given include substantially all of the duties of the position to be filled.

2. The Personnel Commission finds that the use of the list is in the best interest of the District and that the necessary skills and knowledge were adequately tested in the examination.
RECOMMENDATION

It is recommended the Commission approve the use of the Administrative Assistant II eligibility list to certify eligible(s) to future Administrative Assistant I vacancies which may occur in the next six months.

DISPOSITION BY THE COMMISSION
Amendments/Comments

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

SUBJECT: REQUEST TO CERTIFY FROM ALTERNATE ELIGIBILITY LIST: CLASSIFICATION AND COMPENSATION MANAGER

DATE: September 16, 2015

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

BACKGROUND

The Personnel Commission has received approval to fill a part-time permanent vacancy for Classification and Compensation Manager. There is not an active eligibility list for this classification; however, an eligibility list was established for Supervising Personnel Analyst on March 21, 2014 and was recently extended until September 20, 2015. This eligibility list initially resulted in three ranks. Two ranks remain on this list.

The duties of the Supervising Personnel Analyst classification include substantially all of the duties of the Classification and Compensation Manager classification, and the necessary skills and knowledge for Classification and Compensation Manager were adequately tested at the appropriate level in the examination for Supervising Personnel Analyst.

Merit Rule 6.3.13 states the following:

A. If there is no eligibility list for the class in which a vacancy occurs, certification may be made from a list for another class at the same or a higher salary level provided:

1. The duties and qualifications of the class for which the examination was given include substantially all of the duties of the position to be filled.

2. The Personnel Commission finds that the use of the list is in the best interest of the District and that the necessary skills and knowledge were adequately tested in the examination.

RECOMMENDATION

It is recommended the Commission approve the use of the Supervising Personnel Analyst eligibility list to certify eligible(s) to the Classification and Compensation Manager vacancy.

DISPOSITION BY THE COMMISSION

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

Amendments/Comment
AGENDA REPORT NO. 10

SUBJECT: REVISIONS TO CLASS DESCRIPTION: CONSTRUCTION SYSTEMS SUPERVISOR

DATE: September 16, 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 Construction Systems Supervisor. The District has approved filling the vacancy that was created with the retirement of the previous incumbent. Prior to opening a recruitment to fill this vacancy, the Director of Facilities Management reviewed the current class description in order to determine if duties, minimum qualifications, and knowledge, skills, and abilities listed still accurately reflected the expectations of the job.

Additional follow-up meetings are planned with the Director of Facilities Management to finalize job analysis data for the development of the examination plan documentation, testing materials, and evaluation standards.

RESULTS

Minor revisions were recommended to the job duties; knowledge, skills, and abilities; minimum requirements; and the reporting relationship. Most of these changes were in line with the most recent revisions made to the Mechanical Systems and Energy Management Supervisor class description. These changes were not found to be sufficient to alter the salary allocation.

The previous class description indicated that incumbents must have “four (4) years of progressively responsible journey-level experience in construction, including at least one (1) year of experience supervising a crew of journey-level construction trades workers”. Current management believes that three years of previous experience is more appropriate and in line with what is required for the Mechanical Systems and Energy Management Supervisor. In addition, current management believes that requiring previous supervisory experience is unnecessarily restrictive. Previous experience in a lead capacity would be sufficient for this level.

Additional duties were added or clarified to reflect expectations for budget monitoring, record-keeping, and performance management.

RECOMMENDATIONS

It is recommended that the Commission approve the attached revisions to the classification description for Construction Systems Supervisor.
DISPOSITION BY THE COMMISSION

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

Amendments/Comments
Santa Monica Community College District
Personnel Commission
Construction Systems Supervisor

CONCEPT OF THE CLASS

The position in this classification plans, supervises, schedules, coordinates and inspects the work of skilled maintenance workers, journey-level construction trades workers, general contractors, and sub contractors involved in the construction, repair, alteration, remodeling, roofing, flooring, paving, and painting of various buildings and structures on campus.

ESSENTIAL DUTIES

Plans, supervises and assigns work orders to construction crew; assists in selection, training and evaluation of construction crew workers; provides technical information and literature and recommends professional/technical and personal development training for staff.

Confers with work order requester and inspects site to clarify request; assess feasibility of work order.

Estimates cost of material; gathers bids from contractors/vendors; contacts vendors to gather price and product information.

Contacts contractors or vendors, arranges Participates in job walks for bid proposals for roofing, painting, flooring, concrete, contract remodels and other related projects; coordinates, schedules and inspects approved work to ensure conformance to district and governmental codes, standards and specifications for projects under a specific dollar amount; submits proposal to supervisor for approval and processing.

Follows up and supervises construction-related correction of any areas on District facilities determined to be unsafe by government inspectors (e.g., OSHA, EPA, Fire Department).

Works with Director of Maintenance- Facilities Management and consultants to establish specifications for state deferred maintenance projects; serves as College representative for inspection and supervision of general contractors and sub contractors performing construction and repairs that are not under DSA guidelines.

Prepares estimates for building remodeling or alterations works and submits to Maintenance Manager Director of Facilities Management.

Confers with Chief of Police, Director of Maintenance- Facilities Management, department heads, and locksmith to recommend electronic hardware for doors, assisting in establishing access and security through key control and procedures.

Maintains accurate records and database of alterations and repairs; assesses and maintains current database on schedule for all campus roofs, flooring, and interior and exterior painting.

Oversees and coordinates asbestos abatement projects; supervises in-house asbestos abatement program, equipment and other support for asbestos-related activities.

Assists in reviewing and controlling the maintenance construction budget; prepares annual budget requests for equipment and supplies for each trade supervised.

Responds to emergency calls, if needed, inspects site for damage and makes necessary repairs or contacts trades worker or contractor to correct problem.

May be required to perform the full range of duties of journey-level carpenter, painter, and locksmith positions as needed, if journey-level staff members are unavailable to respond to emergency service requests as authorized by applicable collective bargaining agreements.
Attends seminars for professional and personal development; stays abreast of developments in the construction field.

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:**
This position receives general supervision from the Director of Maintenance Facilities Management.

**Supervision Exercised:**
The position in this classification exercises direct supervision over Skilled Maintenance Workers (to include Skilled Maintenance Worker II), Journeyman Trades, and other staff as assigned.

### KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of supervisory principles and practices sufficient to be able to delegate responsibility and assignments to subordinate personnel

Knowledge of employee development principles and practices

Knowledge of supervisory principles and practices sufficient to be able to establish and implement subordinates' performance evaluation programs, handle grievances and when necessary, impose discipline.

Knowledge of the methods, materials and equipment used in carpentry, painting and locksmithing.

Knowledge of the techniques used in cabinetmaking, concrete, drywall, stucco, glazing, roofing, flooring and ceiling work.

Knowledge of building code requirements.

Knowledge of computer programs such as Excel, Word, Outlook, and computerized maintenance work order systems

Knowledge of effective record keeping techniques.

Knowledge of basic safety work practices

Knowledge of current sources and costs of construction trades materials

Ability to follow and carryout oral and written instructions.

Ability to plan, organize, supervise and coordinate the activities of a crew of journey-level construction trades employees.

Ability to inspect work to determine compliance to standards and specifications

Ability to estimate needed materials, supplies and time required to complete projects

Ability to read and work from drawings and blueprints

Ability to establish and maintain effective working relationships with other staff, faculty, administrators, managers, students and outside contractors and vendors.

Skill using word processing, E-mail, and other processing software and databases specific to the trade.

Ability to take responsibility for improving the effectiveness of others

Ability to effectively monitor a budget and allocate monetary resources appropriately

Ability to read and write at a level appropriate to perform the duties of the classification

Ability to model communications and interactions that respect and include all individuals with diverse languages, abilities, religions, and cultures
## MINIMUM QUALIFICATIONS

**Education Requirement:**
Graduation from high school or GED equivalent. Completion of a technical school or Associate’s Degree with a major in the construction trades, or a closely related field is desirable.

**Experience Requirement:**
Four (4) Three (3) years of progressively responsible journey-level experience in construction, including at least one (1) year of experience leading or supervising a crew of journey-level construction trades workers.

**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:**
Valid Class C California driver’s license.

## 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 Work Environment:**
While performing the duties of this job, the employee frequently works indoors and outdoors. When work is performed outdoors, there may be full exposure to the elements. 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 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 to moderate. 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 regularly required to stand, walk, crouch, bend, and kneel. The employee is occasionally required to lift, carry, push, or pull up to 75 pounds. While performing the duties of this job, the noise level in the work environment is usually quiet but may be moderately loud. Employee may be required to work indoors or outdoors, with exposure to the elements, including damp conditions. Employee may occasionally be exposed to chemicals, solvents, paint, dust, grease/oil, fumes, high places, electrical and mechanical hazards, vehicular traffic, vibration, moving mechanical parts, airborne particles or blood borne pathogens, asbestos or PCB’s. Must be available to respond to emergency calls after normally scheduled working hours as needed.

## CLASS DETAIL

**Job Family:** Trades/Facilities/Maintenance

**FLSA Status:** Exempt

**Personnel Commission Approval Date:** 12/7/06

**Class History:** Construction Systems Supervisor

**Revision Date(s):** Hay Study, 12/7/06, 7/18/07; 7/15/09, 9/16/15
AGENDA REPORT NO. 11

SUBJECT: ACCELERATED HIRING RATE – REGISTERED NURSE – HEALTH SERVICES

DATE: September 16, 2015

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

It is recommended that the Personnel Commission approve the following recruitment for an accelerated hiring rate at Range 48 – Step E on the Classified Salary Schedule, in accordance with Merit Rule 12.2.4C.

Registered Nurse – Health Services

The Commission previously approved an accelerated hiring rate at Step E in September of 2011, and in May of 2008 when the last two Registered Nurse – Health Services recruitments were undertaken. In 2008, there was a shortage of nurses. In today’s labor market there is no longer a shortage and not all new nursing graduates are able to secure a position. However, at this time we believe it is still necessary to recruit at the top step of the range in order to attract highly qualified and experienced nurses to Santa Monica College. Both of these past recruitments resulted in only two candidates placing on the eligibility list.

If the Commission approves the accelerated hiring rate it will also be taken to the Board at their next regularly scheduled meeting for their approval. Since all current employees in this classification are on Step E, there will not be any additional costs to the College due to accelerating other employee steps.

Reference: Merit Rule 12.2.4 (C)

An accelerated hiring rate may be set prior to opening recruitment with the approval of the Board and the Personnel Commission and the Board of Trustees, at any step on the schedule of the class. Accelerated Hiring Rates may be utilized for classes where past recruitment efforts have indicated difficulty in recruiting at the first step. If an accelerated hiring rate is approved, all current employees in the class shall be advanced to that rate and shall begin a new cycle of step advancement.

DISPOSITION BY THE COMMISSION

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

Amendments/Comments
AGENDA REPORT NO. 12

SUBJECT: REVISIONS TO CLASS DESCRIPTION: STAGE CONSTRUCTION TECHNICIAN - LIGHTING

DATE: September 16, 2015

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

BY: José Guzmán, Personnel Technician

BACKGROUND

Attached for your approval is a revised classification description for Stage Construction Technician - Lighting. Initially the department management had requested the filling of the Events Technician position; however, after meeting with the Associate Dean of Facilities Programming it was determined that the duties were more appropriately allocated to the Stage Construction Technician - Lighting classification.

METHODOLOGY

A second meeting was held where the Associate Dean of Facilities Programming and a Lead Events Technician reviewed the current class description for Stage Construction Technician – Lighting to determine if the duties, minimum qualifications and knowledge, skills & abilities accurately reflected the expectations of the job.

RESULTS

Minor revisions were made which broaden the performance venues where the position may work. Originally the classification only mentioned the Theatre Arts Department, but the College has expanded its performance venues to include The Broad Stage and The Edye Second Space since the classification was last revised. Changes were made to the “Essential Duties” and “Supervision Exercised”, adding the responsibility of serving in a lead capacity over temporary employees and student workers. Additions were made to “Knowledge, Skills and Abilities” that included the ability to safely work in the theatre catwalk far above the stage area. The “Education Requirements” were broadened to include all majors related to theatre arts.

These changes were not found to be sufficient to alter the salary allocation.

RECOMMENDATIONS

It is recommended that the Commission approve the attached revisions to the classification specification for Stage Construction Technician - Lighting.
DISPOSITION BY THE COMMISSION

MOTION MADE BY:
SECONDED BY:
AYES:
NAYS:
ABSTENTION:

Amendments/Comments
CONCEPT OF THE CLASS

Positions in this classification perform skilled and technical duties related to the lighting needs of the Theatre Arts Department, Performing Arts Center and other college venues's productions.

ESSENTIAL DUTIES

Sets-up, constructs, installs, operates, and maintains the operation of stage, lighting and projection equipment.

Participates in the set-up, storage of stage lighting.

Maintains and repairs all equipment related to electrics and serves as the master electrician for all department productions.

Orders, stores, issues, receives, checks and inventories tools, equipment, supplies, and related equipment.

Assigns work to temporary employees and/or students in the use and operation of lighting equipment.

Maintains a record of expenditures for all materials purchased.

Works with directors and other technical staff in the various production phases.

Updates and maintains appropriate lighting documentations such as instrument schedules, channel lists, patch lists, and repertoire light plots.

May be required to design lights for some Theatre Arts productions.

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, but may serve in a lead capacity over other staff members.
KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of construction, and operation of stage scenery and stage equipment.

Knowledge of principles, practices, methods, techniques, materials, and equipment utilized in basic electricity and lighting.

Knowledge of recordkeeping and cost estimating.

Knowledge of stage production techniques.

Knowledge of lighting techniques.

Knowledge of construction, and operation of stage scenery and stage equipment.

Ability to install and set-up stage lighting.

Ability to use power hand tools and repair and maintain shop equipment and tools.

Ability to estimate material costs, and maintain project records, contact suppliers and work with vendors.

Ability to work under and meet strict time deadlines.

Ability to perform establish and maintain cooperative working relationships with those contacted in the course of work.

Ability to design lights for Theatre Arts productions, the Main Stage, the Broad Stage and other college performance venues.

Ability to work in elevated areas such as the theatre catwalk or in a lift.

Ability to safely operate a lift.

Skill in the use of power hand tools.

MINIMUM QUALIFICATIONS

Education Requirement:
Associate of Art’s degree with a major in theatre arts or a related technical field, and stage design and construction, including lighting.

Experience Requirement:
One (1) year of experience in use of lighting equipment

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

Licensure and/or Certification:
None
WORKING CONDITIONS AND PHYSICAL DEMANDS

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

Work Environment:
While performing the duties of this position employees must lift objects weighing up to 100 pounds and, use power tools. Employees are exposed to paint fumes, dust, and welding fumes and exposed to electrical wiring.

CLASS DETAIL

Job Family: Instructional Support

FLSA Status: Non-Exempt

Personnel Commission Approval Date: 07/16/08

Revision Date(s): 9/16/15
AGENDA REPORT NO. 13

SUBJECT: REVISIONS TO CLASS DESCRIPTION AND TITLE CHANGE: FROM PAINTER TO JOURNEYMAN TRADE - PAINTING

DATE: September 16, 2015
TO: Members of the Personnel Commission
FROM: Carol Long, Director of Classified Personnel
BY: José Guzmán, Personnel Technician

BACKGROUND
Attached for your approval is a revised classification description for Painter.

The Maintenance Department has received approval to fill an additional Painter position to complete the college’s multiple urgent maintenance needs.

METHODOLOGY
Prior to opening a recruitment to fill this vacancy, the Director of Facilities Management and incumbent Painter reviewed the current class description in order to determine if duties, minimum qualifications, and knowledge, skills, and abilities listed still accurately reflected the expectations of the job.

RESULTS
Most notably, the current title is being changed from Painter to Journeyman Trade – Painting in order to match the rest of the journey level classifications at the college. The Painter classification is the only journey level position not labeled as such, although it is a journey level position. The “Concept of the Class” has been updated to further define journey level work. A single change was made to the “Essential Duties” which removed work related to painting athletic courts. An addition was made to the “Knowledge, Skills, and Abilities” section to include knowledge of the South Coast Air Quality Air Management District rules and regulations. Finally an addition was made to the “Minimum Qualifications” to clarify that only experience in a commercial or industrial setting is relevant to the classification.

These changes were not found to be sufficient to alter the salary allocation.

RECOMMENDATIONS
It is recommended that the Commission approve the attached revisions to the classification specification for Painter.
DISPOSITION BY THE COMMISSION

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

Amendments/Comments
Journeyman Trade - Painter

CONCEPT OF THE CLASS

Positions in this classification perform journey to master level painting duties. Journey-level experience applies to a person who has completed an apprenticeship program or is an experienced worker, not a trainee, and is fully qualified and able to perform a specific trade without supervision.

ESSENTIAL DUTIES

Cleans, scrapes, brushes, caulks, patches, sands and prepares a variety of interior and exterior surfaces, equipment and facilities such as cabinets, walls, rooms, doors, window sashes and sills, fences, roofs, and metalwork, for undercoating, painting and finishing with various epoxies, paints, and finishes.

Applies paints using various methods and equipment, including use of sprayers, including spray guns, airless sprayer, and high volume low pressure (HVLP) spray guns, brushes, and rollers on a variety of surfaces such as wood, metal, aluminum, glass, plaster, brick, stucco, concrete and asphalt.

Works on projects that occur intermittently such as waterproofing buildings or walls, stenciling wording on roads, parking lots, equipment and signs; painting curbs; applying non-skid paints on stairs ramps, and floors. painting surfaced and lines on athletic courts.

Prepares work area, including erecting, rigging, and moving working scaffolds and ladders, and taping, sealing, covering or masking off unaffected areas.

Mixes various paint finishes with base, thinners and colors to match, coordinate or contrast colors, textures and consistencies of existing painted surfaces and structures.

Strips paint, if needed, sands and prepares new and used indoor and outdoor furniture for refinishing or painting with stains, varnishes, lacquers, or enamels.

Removes graffiti with solvents, graffiti removers or by repainting.

Estimates time and supplies needed to complete assignments.

Cleans and maintains work areas, tools, and equipment.

Completes assigned work orders, generates work orders as necessary.

Maintains inventory of materials and supplies and requests new or additional materials/supplies as needed.

Provides guidance and work direction to Skilled Maintenance Workers assigned to painting.

Assists in performing or performs other skilled maintenance duties as they relate to painting.

Cleans up and/or disposes of hazardous painting related materials, substances and chemicals specific to the painting trade.

Responds to emergency calls, if necessary.

Refers issues or problems to supervisor as appropriate.

Assists with scheduled preventative maintenance as it relates to painting

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**

Positions in this classification receive general supervision from the Construction Systems Supervisor with considerable latitude for the use of independent judgment in the application and practice of the trade. Work is usually reviewed upon completion for satisfactory performance.

**Supervision Exercised**

May serve in a lead capacity over a small crew as needed: providing direction to Skilled Maintenance Workers.

### KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of brush, roller, and spray-painting methods, procedures, techniques, tools, and materials.

Knowledge of preparation methods used for various surfaces to paint, reprint, finish or refinish.

Knowledge of application types and methods for various protective and decorative epoxies paints and finishes.

Knowledge of safe practices related to the use, application, and storage of paints and toxic painting materials.

Knowledge of safe practices related to the erection and use of ladders, rigging, and scaffolds.

Knowledge of the South Coast Air Quality Management District (SCAQMD) rules and regulations.

Ability to match colors and mix paints and other finishes to produce various colors.

Ability to apply paints and other finishes by brush, roller, or sprayer.

Ability to complete all steps of drywall compound and taping applications to achieve a uniform finish on new and repaired surfaces.

Ability to safely use equipment such as air sanders and spray guns.

Ability to clean, adjust, maintain, and make minor repairs to painting equipment.

Ability to diagnose and repair problems on damaged surfaces.

Ability to estimate time and materials needed.

Ability to interpret and follow oral and written instructions.

Ability to read and write at a level necessary to perform essential duties.

Ability to maintain accurate records.

Ability to perform basic mathematical computations, including calculations using fractions, percents and/or ratios.

Ability to work while wearing required personal safety equipment.

Ability to work independently.

Ability to meet deadlines.

Ability to be flexible.

Ability to provide work direction and training to assigned employees. Ability to establish and maintain effective working relationships with other staff, faculty, administrators, managers, students, and outside contractors and vendors.
Skill in performing journey level painting techniques.
Skill using, E-mail, and order processing software and databases specific to the trade.

**MINIMUM QUALIFICATIONS**

*Education Requirement:* Graduation from High School or GED equivalent.

*Experience Requirement:* Three years journey level painting experience in an industrial or commercial setting.

*Licenses and/or Certification:* Valid Class “C” California Driver’s license and acceptable driving record at time of appointment and throughout employment in this position.

**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 Work Environment:* While performing the duties of this job, the employee frequently works indoors and is exposed to outside weather conditions in a variety of positions, such as flat, vertical, horizontal, and overhead. When work is performed outdoors, there may be full exposure to the elements. Incumbents perform physical labor for extended periods requiring physical strength and endurance and use a variety of hand and power tools involving repetitive motion. Incumbents may work under damp conditions and grasp, crouch, sit, stand, walk on slippery and/or uneven surfaces, bend, crawl, kneel, stoop, pull, reach, push, twist, climb ladders and work on sloping surfaces; may grasp, drag, lift and carry items weighing 75 pounds or less and will do so with or without assistance, and with or without the aid of lifting devices. Incumbents must be able to work while wearing required personal safety equipment. Incumbents may be required to wear a respirator. Incumbents may be exposed to chemicals, solvents, paint, dust, grease/oil, fumes, electrical and mechanical hazards, vehicular traffic, vibration, and noise. The employee is occasionally exposed to moving mechanical parts; high, precarious places; airborne particles or blood borne pathogens, asbestos, or PCB’s, and is at risk of electrical shock. Incumbents must be able to meet the physical requirements of the class and have mobility, color and peripheral vision, hearing, and dexterity levels appropriate to the duties to be performed. Necessary Physical Requirement: Freedom from colorblindness

The noise level in the work environment is usually moderate and occasionally noisy and loud. Certain positions or assignments may require shift work and are subject to overtime and emergency call back.

**CLASS DETAIL**

*Job Family:* Trades/Facilities/Maintenance

*FLSA Status:* Non-exempt

*Personnel Commission Approval Date:* 12/07/06

*Class History:* Painter

*Revision Date(s):* Hay Study, 12/07/06, 7/18/07, 10/21/09, 11/18/09, 9/16/15
AGENDA REPORT NO. 14

SUBJECT:  EXAMINATION SCHEDULE

DATE:  September 16, 2015

TO:  Members of the Personnel Commission

FROM:  Carol Long, Director of Classified Personnel

BY:  José Guzmán, Personnel Technician

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

<table>
<thead>
<tr>
<th>Class Title</th>
<th>Field of Competition</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Buyer I</td>
<td>Merged Promotional &amp; Open Competitive</td>
<td>3 weeks</td>
</tr>
<tr>
<td>Construction Systems Supervisor</td>
<td>Promotional</td>
<td>3 weeks</td>
</tr>
<tr>
<td>EOPS/CARE Supervisor</td>
<td>Promotional</td>
<td>3 weeks</td>
</tr>
<tr>
<td>Groundskeeper/Gardener</td>
<td>Open Competitive</td>
<td>3 weeks</td>
</tr>
<tr>
<td>Laboratory Technician - Life Science</td>
<td>Merged Promotional &amp; Open Competitive</td>
<td>3 weeks</td>
</tr>
<tr>
<td>Stage Construction Technician - Lighting</td>
<td>Merged Promotional &amp; Open Competitive</td>
<td>3 weeks</td>
</tr>
<tr>
<td>Web Services Coordinator (Continuous Filing)</td>
<td>Merged Promotional &amp; Open Competitive</td>
<td>3 weeks</td>
</tr>
</tbody>
</table>

DISPOSITION BY THE COMMISSION

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

Amendments/Comments
**AGENDA REPORT NO. 15**

**SUBJECT:** RATIFICATION OF ELIGIBILITY LISTS  

**DATE:** September 16, 2015  

**TO:** Members of the Personnel Commission  

**FROM:** Carol Long, Director of Classified Personnel  

**BY:** José A. Guzmán, Personnel Technician

### Class Title

<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>Community College Police Officer – Lateral/Academy Graduate</td>
<td>Merged Promotional &amp; Open Competitive (Continuous)</td>
<td>0</td>
<td>10</td>
<td>08/30/16</td>
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<td>Human Resources Analyst – Employee &amp; Labor Relations</td>
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<td>09/09/16</td>
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<td>Journeyman Trade – Plumbing</td>
<td>Merged Promotional &amp; Open Competitive</td>
<td>1</td>
<td>9</td>
<td>09/07/16</td>
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<tr>
<td>Senior Student Services Specialist – Admissions &amp; Records</td>
<td>Merged Promotional &amp; Open Competitive</td>
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<td>Merged Promotional &amp; Open Competitive</td>
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</table>

### DISPOSITION BY THE COMMISSION

Amendments/Comments

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

SUBJECT: RATIFICATION OF LIMITED TERM ASSIGNMENTS

DATE: September 16, 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>
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<tr>
<th>Position Classification</th>
<th>Department</th>
<th>Effective Dates</th>
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<tbody>
<tr>
<td>Cash Receipts Clerk (1 part-time position)</td>
<td>Auxiliary Services</td>
<td>08/17/15-09/11/15</td>
</tr>
<tr>
<td>Groundskeeper/Gardener (1 full-time position)</td>
<td>Grounds</td>
<td>08/21/15-12/16/15</td>
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<tr>
<td>Instructional Assistant-English (4 part-time positions)</td>
<td>Supplemental Instruction</td>
<td>08/31/15-12/31/15</td>
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<tr>
<td>Instructional Assistant-Math (2 part-time positions)</td>
<td>Supplemental Instruction</td>
<td>08/31/15-12/31/15</td>
</tr>
<tr>
<td>Personnel Technician (1 part-time position)</td>
<td>Personnel Commission</td>
<td>08/31/15-12/18/15</td>
</tr>
<tr>
<td>Student Services Clerk (2 part-time positions)</td>
<td>Auxiliary Services</td>
<td>08/17/15-09/11/15</td>
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</table>

DISPOSITION BY THE COMMISSION

Amendments/Comments

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

SUBJECT: RECRUITMENT AND EXAMINATION STATUS REPORT – INFORMATION ONLY

DATE: September 16, 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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<td>Acad. Computing Instr. Specialist</td>
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<td>Bookstore Ops. Assist.</td>
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<td>8/27/15</td>
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<td>Class. &amp; Comp. Manager</td>
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<td>Cmty. Coll. Police Officer (Lateral)</td>
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<td>7/14/15</td>
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<td>7/31/15</td>
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<td>10/8/15</td>
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<td>KM/JG</td>
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<tr>
<td>Student Svcs. Specialist-EOPS</td>
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<td>Supervising Personnel Analyst</td>
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<td>Tutoring Coordinator – Science</td>
<td>CL/RL</td>
<td>MPO</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Web Services Coordinator</strong></td>
<td>AG/AH</td>
<td>MPO</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

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

*Pending approval by the Board of Trustees*
AGENDA REPORT NO. 18

SUBJECT: ADVISORY ITEM: APPOINTMENTS TO LIMITED TERM POSITIONS

DATE: September 16, 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>Starr, Stephanie</td>
<td>Cash Receipts Clerk</td>
<td>Auxiliary Services</td>
<td>08/17/15-09/11/15</td>
<td>09/19/14</td>
</tr>
<tr>
<td>Gutierrez, Gustavo</td>
<td>Groundskeeper/Gardener</td>
<td>Grounds</td>
<td>08/21/15-12/16/15</td>
<td>01/27/14</td>
</tr>
<tr>
<td>Edwards, Flor</td>
<td>Instructional Assistant-English</td>
<td>Supplemental Instruction</td>
<td>08/31/15-12/31/15</td>
<td>04/14/15</td>
</tr>
<tr>
<td>Fiesta, Melissa</td>
<td>Instructional Assistant-English</td>
<td>Supplemental Instruction</td>
<td>08/31/15-12/31/15</td>
<td>07/11/14</td>
</tr>
<tr>
<td>Johnson, Brieann</td>
<td>Instructional Assistant-English</td>
<td>Supplemental Instruction</td>
<td>08/31/15-12/31/15</td>
<td>04/14/15</td>
</tr>
<tr>
<td>Romano, Maria</td>
<td>Instructional Assistant-English</td>
<td>Supplemental Instruction</td>
<td>08/31/15-12/31/15</td>
<td>10/31/14</td>
</tr>
<tr>
<td>Manookian, Noel</td>
<td>Instructional Assistant-Math</td>
<td>Supplemental Instruction</td>
<td>08/31/15-12/31/15</td>
<td>04/03/15</td>
</tr>
<tr>
<td>Okonoboh, Barry</td>
<td>Instructional Assistant-Math</td>
<td>Supplemental Instruction</td>
<td>08/31/15-12/31/15</td>
<td>04/03/15</td>
</tr>
<tr>
<td>Danvenport Landou, Rosetta</td>
<td>Personnel Technician</td>
<td>Personnel Commission</td>
<td>08/31/15-12/18/15</td>
<td>01/07/15</td>
</tr>
<tr>
<td>Austin, Harald</td>
<td>Student Services Clerk</td>
<td>Auxiliary Services</td>
<td>08/17/15-09/11/15</td>
<td>01/23/15</td>
</tr>
<tr>
<td>Marcial, Christina</td>
<td>Student Services Clerk</td>
<td>Auxiliary Services</td>
<td>08/17/15-09/11/15</td>
<td>01/23/15</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. 19

SUBJECT: ADVISORY ITEM: APPOINTMENTS TO PROVISIONAL ASSIGNMENTS

DATE: September 16, 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>Doran-Sheeran, Patrick</td>
<td>Accompanist-Dance</td>
<td>Academic Affairs</td>
<td>09/01/15-12/31/15</td>
</tr>
<tr>
<td>Spilny, Valerie</td>
<td>Accompanist-Dance</td>
<td>Academic Affairs</td>
<td>09/01/15-12/31/15</td>
</tr>
<tr>
<td>Martinez, Ricardo</td>
<td>Athletic Trainer</td>
<td>Campus Police</td>
<td>08/24/15-11/13/15</td>
</tr>
<tr>
<td>Ozello, Anne</td>
<td>Athletic Trainer</td>
<td>Campus Police</td>
<td>08/24/15-11/13/15</td>
</tr>
<tr>
<td>Mascarenas, Robert</td>
<td>Athletics Equipment Specialist</td>
<td>Campus Police</td>
<td>08/13/15-11/13/15</td>
</tr>
<tr>
<td>Williams, Jesse</td>
<td>Athletics Equipment Specialist</td>
<td>Campus Police</td>
<td>08/13/15-11/13/15</td>
</tr>
<tr>
<td>Gonzalez, Arturo</td>
<td>Groundskeeper/Gardener</td>
<td>Grounds</td>
<td>08/21/15-12/23/15</td>
</tr>
<tr>
<td>Berney, Andrew</td>
<td>Laboratory Technician-Art</td>
<td>Academic Affairs</td>
<td>08/31/15-12/31/15</td>
</tr>
<tr>
<td>Fader, Stephen</td>
<td>Laboratory Technician-Art</td>
<td>Academic Affairs</td>
<td>08/31/15-12/31/15</td>
</tr>
<tr>
<td>Frale, Darren</td>
<td>Laboratory Technician-Art</td>
<td>Academic Affairs</td>
<td>08/31/15-12/31/15</td>
</tr>
<tr>
<td>Freedman, Myles</td>
<td>Laboratory Technician-Art</td>
<td>Academic Affairs</td>
<td>08/31/15-12/31/15</td>
</tr>
<tr>
<td>Kobashi, Todd</td>
<td>Laboratory Technician-Art</td>
<td>Academic Affairs</td>
<td>08/31/15-12/31/15</td>
</tr>
<tr>
<td>Martin, Esteban</td>
<td>Shuttle Driver</td>
<td>TRIO</td>
<td>07/15/15-12/31/15</td>
</tr>
<tr>
<td>Brown, Carla</td>
<td>Student Services Clerk</td>
<td>Auxiliary Services</td>
<td>08/17/15-09/11/15</td>
</tr>
<tr>
<td>Chavel, Sean</td>
<td>Student Services Clerk</td>
<td>Auxiliary Services</td>
<td>08/17/15-09/11/15</td>
</tr>
<tr>
<td>Lemke, Connie</td>
<td>Student Services Clerk</td>
<td>Auxiliary Services</td>
<td>08/17/15-09/11/15</td>
</tr>
<tr>
<td>Meserve, Pamela</td>
<td>Student Services Clerk</td>
<td>Auxiliary Services</td>
<td>08/17/15-09/11/15</td>
</tr>
<tr>
<td>Monzon, Ana</td>
<td>Student Services Clerk</td>
<td>Auxiliary Services</td>
<td>08/17/15-09/11/15</td>
</tr>
</tbody>
</table>

*Assignment ending dates may be adjusted as not to exceed 90 working days in a fiscal year
AGENDA REPORT NO. 20

SUBJECT: CERTIFICATION OF SENIORITY LIST: PROGRAMMER ANALYST IV

DATE: September 16, 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 Programmer Analyst IV.

This new classification was approved and staffed in December 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
"Programmer Analyst IV" Seniority List

Classification: Programmer Analyst IV
Range: 53
Monthly Base Salary Range as of July 1, 2014: $ 6936 to $ 8430
PC Certification Date: September 16, 2015
Review Period: August 21 to 28, 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 Programmer Analyst IV</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>Reyes, Arnulfo</td>
<td>12/10/2013</td>
<td>No</td>
<td></td>
<td>11/6/1995</td>
<td>12</td>
<td>40</td>
</tr>
</tbody>
</table>

Compiled by: Karen Monzon, Personnel Analyst
Approved by: Carol Long, Director of Classified Personnel
AGENDA REPORT NO. 21

SUBJECT: EXTENSION OF ELIGIBILITY LIST – SUPERVISING PERSONNEL ANALYST

DATE: September 16, 2015

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

The Personnel Commission Office is requesting that the eligibility list for Supervising Personnel Analyst be extended for an additional six months. The current eligibility list is scheduled to expire on September 20, 2015.

A recruitment for Supervising Personnel Analyst was conducted in 2014. The testing resulted in three eligible candidates. One of the candidates still remains on the list. The Personnel Commission staff believes there are a sufficient number of available eligibles remaining to fill any future vacancies anticipated for the next six months.

Merit Rule 6.2.3 (C) Duration of Eligibility List

6.2.3 (C)

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

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

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

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

RECOMMENDATION

It is recommended that the Personnel Commission approve extending the Supervising Personnel Analyst eligibility list until March 20, 2016.

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:
ABSTENTION:

The next regular Personnel Commission meeting is scheduled for:
Wednesday, October 21, 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, September 16, 2015, Regular Meeting
of the Santa Monica College Personnel Commission was posted on the official District
website and bulletin boards, no later than 72 hours prior to the date and time of this
meeting.