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**Administrative Regulation**  
Chapter 7 – Human Resources

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**AR 7230 CLASSIFIED EMPLOYEES**

**Selection Process for District Appointments to the Personnel Commission**

The Santa Monica Community College District Personnel Commission consists of five members, two of which are District positions appointed by the Board of Trustees.

**Recruitment of Applicants**

All candidates will be requested to provide evidence that they meet the standard of (1) registered voters, (2) residents within the District, and (3) shall be known adherents of the principle of the merit system, meaning a person who by nature of his/her prior public or private service has given evidence that he/she supports the concept of employment, continuance in employment, in service promotional opportunities, and other related matters on the basis of merit and fitness. A background check will be conducted on all applicants prior to the actual interview date.

A marketing effort will be implemented during the recruitment period to increase the number of applicants. At least three weeks will be spent on active recruitment in order to assure a strong pool of applicants. Advertising will include notification of the recruitment to the Santa Monica community, local press, industry, community groups and business organizations.

No member of the governing board of any college district or county board of education will be eligible for appointment as a member of the Commission nor will a Commissioner be an employee of the District during his/her terms of service.

Applications will be sent to the Board of Trustees. The Board may choose to appoint a subcommittee to review and recommend candidates for the Board to consider or bring the candidates directly to the Board

**References:**

Education Code Sections 88003, 88004, 88009, and 88013

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