



PERSONNEL COMMISSION AGENDA

Special Meeting, Friday, August 30, 2019, at 8:30 a.m.

Board Room, Business Building Room 117, 1900 Pico Blvd., Santa Monica, CA 90405

Distribution List for Personnel Commission Announcements, Agendas and Minutes

DEPARTMENTS: PLEASE POST	ADMINISTRATORS and MANAGERS	PRESIDENT/SUPERINTENDENT and SENIOR STAFF
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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

**Santa Monica College Personnel Commission
AGENDA of Special Meeting, August 30, 2019**

Board Room, Business Building, Room 117, 1900 Pico Blvd., Santa Monica, CA 90405

Any public records, which can be disclosed, related to an open session item on the agenda and distributed to the Personnel Commissioners less than 72 hours prior to the meeting, are available for public inspection in the Personnel Commission Office, 2714 Pico Blvd, Santa Monica, during normal business hours.

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

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

PUBLIC SESSION: 8:30 A.M.

I. ORGANIZATIONAL FUNCTIONS

A. Call to Order _____ a.m.

B. Roll Call

Commissioner	Present	Absent
Commissioner Metoyer, Chair		
Commissioner Abbott, Vice-Chair		
Commissioner Greenstein		
Commissioner Jansen		
Commissioner Leone		

II. Public Comments (non-actionable comments from those in attendance)

III. AGENDA REPORTS – MAJOR ITEMS OF BUSINESS

#	ITEM	Page
1	Approval of Advanced Step Placement: Case Management Coordinator	4
2	Ratification of Extension and Corrections to Working Out of Class and Limited Term Assignments	5
3	Examination Schedule: <ul style="list-style-type: none"> • Construction Maintenance Supervisor • Senior Buyer 	8

IV. ADJOURN AT _____ A.M.

Next regularly scheduled meeting: Wednesday, September 18, 2019 at 12:00 p.m.

AGENDA REPORT NO. 1

SUBJECT: **APPROVAL OF ADVANCED STEP PLACEMENT:
CASE MANAGEMENT COORDINATOR**

DATE: August 30, 2019

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

It is requested that the Personnel Commission approve an initial salary placement for Juliana Carranza, Case Management Coordinator at **Range 41, Step D** on the Classified Salary Schedule.

The Minimum Qualifications for this position require four years of professional level experience and a Bachelor's degree. This candidate possesses a Masters in Social Work (MSW), an LCSW certification, and eight years of professional level experience in a related field.

Merit Rule 12.2.4 B (4) Salary on Employment

The maximum initial salary placement is the third step on the salary schedule, unless approval for higher initial salary placement is granted by the Personnel Commission, Superintendent/President, and the appropriate appointing authority. In order to be considered for initial salary placement above Step C, candidates must have more than four (4) additional years of training and experience beyond the years indicated in the class qualifications, and two or more of the criteria listed in 12.2.4.B.3. must be present.

DISPOSITION BY THE COMMISSION

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

Amendments/Comments

AGENDA REPORT NO. 2

SUBJECT: RATIFICATION OF EXTENSION AND CORRECTIONS TO WORKING OUT OF CLASS AND LIMITED TERM ASSIGNMENTS

DATE: August 30, 2019

TO: Members of the Personnel Commission

FROM: Karen Monzon, Personnel Analyst

It is recommended that the Personnel Commission approve the following working out of class assignments.

I. Extension of Assignment

Name/Permanent Class	WOC Assignment*	Dates of Initial Assignment	EXTENSION
Alanna Brooke/ Administrative Assistant I	Administrative Assistant II	06/05/19-08/23/19	08/24/19 – 10/10/19

Name/Permanent Class	WOC Assignment*	Dates of Initial Assignment	EXTENSION
Bronwyn Webber-Gregg/ Administrative Assistant II	Clinical Placement Specialist	06/04/19-08/31/19	09/01/19 – 10/04/19

Name/Permanent Class	WOC Assignment*	Dates of Initial Assignment	EXTENSION
Jose Guzman/ Personnel Technician	Personnel Analyst	06/10/19-08/02/19	08/03/19 – 09/20/19

**Unless otherwise noted, WOC assignments are paid at 100%.*

II. Correction to Existing Assignments

Name/Permanent Class	WOC Assignment*	Dates of Initial Assignment	CORRECTION
Raul Chris Amesquita/ Administrative Assistant I	Recycling Program Specialist (50%)	07/18/19-09/20/19	06/17/19 – 09/20/19

**Unless otherwise noted, WOC assignments are paid at 100%.*

Santa Monica College Personnel Commission
AGENDA of Special Meeting, August 30, 2019

Name/Permanent Class	WOC Assignment* <u>Substitute Limited Term Assignment</u>	Dates of Initial Assignment	CORRECTION
Cindy Ordaz/ Administrative Assistant I	Administrative Assistant II/ Facilities Maintenance and Operations	08/12/19-01/12/20	08/12/19-01/12/20 (<u>Substitute Limited Term Assignment</u>)

**Unless otherwise noted, WOC assignments are paid at 100%.*

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

3.2.10

A. CONCEPT OF WORKING OUT OF CLASSIFICATION

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

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

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

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

11.7 Work out of Classification

11.7.1 Definition:

**Santa Monica College Personnel Commission
AGENDA of Special Meeting, August 30, 2019**

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

11.7.3 Compensation:

- a. In the event that an employee is assigned duties at a higher classification as defined above and those duties make up at least fifty percent (50%) of the employee's daily assignments, the employee salary shall be adjusted as set forth in Section 11.4.1.
- b. If those duties make up less than fifty percent (50%) of the employee's daily assignment, the District shall pay the employee equal to one half (1/2) of the stipend that would have been paid under sub division a (above)

11.4 Salary on Promotion

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

RECOMMENDATION

It is recommended that the Personnel Commission approve the extensions and corrections to the requests for working out-of-class for the appropriate stipend as indicated under subdivision a of CSEA, Chapter 36, Article 11.7.3.b. (above).

DISPOSITION BY THE COMMISSION

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

Amendments/Comments

Santa Monica College Personnel Commission
AGENDA of Special Meeting, August 30, 2019

AGENDA REPORT NO. 3

SUBJECT: **EXAMINATION SCHEDULE**

DATE: August 30, 2019

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

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

Class Title	Field of Competition	Time
Construction Maintenance Supervisor	Promotional	3 weeks
Senior Buyer	Promotional	3 weeks

DISPOSITION BY THE COMMISSION

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

Amendments/Comments

Santa Monica College Personnel Commission
AGENDA of Special Meeting, August 30, 2019

IV. ADJOURN AT _____ A.M.

DISPOSITION BY THE COMMISSION

Amendments/Comments

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

The next regular Personnel Commission meeting is scheduled for:
Wednesday, September 18, 2019 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 Friday, August 30, 2019, Special Meeting of the Santa Monica College Personnel Commission was posted on the official District website and bulletin boards, no later than 24 hours prior to the date and time of this meeting.