



# PERSONNEL COMMISSION AGENDA

**Special Meeting, Monday, August 5, 2019, at 6:00 p.m.**

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

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

<b>DEPARTMENTS: PLEASE POST</b>	<b>ADMINISTRATORS and MANAGERS</b>	<b>PRESIDENT/SUPERINTENDENT and SENIOR STAFF</b>
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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*

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*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: 6:00 P.M.**

**I. ORGANIZATIONAL FUNCTIONS**

A. Call to Order \_\_\_\_\_ p.m.

B. Roll Call

<b>Commissioner</b>	<b>Present</b>	<b>Absent</b>
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**

<b>#</b>	<b>ITEM</b>	<b>Page</b>
1	Request to Certify from Alternate Eligibility List for Grounds Worker	4
2	Request for Approval of Retitle and Classification Revisions: Director of Network Services & Telecommunications to Director of Network Services	5
3	Ratification of Limited Term and Working Out of Class Assignments	11

**IV. ADJOURN AT \_\_\_\_\_ P.M.**

**Next regularly scheduled meeting: Wednesday, August 21, 2019 at 12:00 p.m.**

**AGENDA REPORT NO. 1**

SUBJECT: **REQUEST TO CERTIFY FROM ALTERNATE ELIGIBILITY LIST FOR  
GROUNDS WORKER**

DATE: August 5, 2019

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

**BACKGROUND**

There is currently no active eligibility list for Grounds Worker. An eligibility list has recently been established for Grounds Equipment Operator. This eligibility list currently contains eight candidates and six ranks.

The duties of the Grounds Worker include a significant portion of the duties included on the Grounds Equipment Operator classification, and the necessary skills and knowledge for Grounds Worker were adequately tested in the examination for Grounds Equipment Operator.

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 Grounds Equipment Operator eligibility list to certify eligible(s) to any current and upcoming vacancies for Grounds Worker.

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**DISPOSITION BY THE COMMISSION**

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

Amendments/Comments

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**AGENDA REPORT NO. 2**

**SUBJECT: REQUEST FOR APPROVAL OF RETITLE AND CLASSIFICATION REVISIONS: DIRECTOR OF NETWORK SERVICES & TELECOMMUNICATIONS TO DIRECTOR OF NETWORK SERVICES**

DATE: August 5, 2019

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

BY: John Linke, Supervising Personnel Analyst

**BACKGROUND**

Attached for your approval is a revised classification description for Director of Network Services & Telecommunications. The Personnel Commission is preparing to administer a recruitment to fill one vacancy for this classification, and the Information Technology department has requested minor class description changes to clarify duties performed and scope of responsibility, update titles of assigned technology functions to reflect industry trends, and align minimum requirements with other director-level classifications within the College. Knowledge and ability statements were also updated to reflect new technologies and clarify management-level skills needed to perform this role, along with minor changes to the class title.

**METHODOLOGY**

Personnel Commission staff met with Marc Drescher, Chief Director of Information Technology, to review the current classification description and determine if the duties, minimum qualifications, and knowledge, skills, and abilities listed accurately reflect the expectations of the job. Proposed changes were reviewed by the Executive Vice President.

**RESULTS**

A minor change to the class title is being proposed given the interconnection and dependence of modern telecommunications on computer networks. Minor revisions to job duties and class concept are being recommended to reflect changes in assigned tasks and scope of responsibility, and to modernize outdated terminology to align with industry trends. Knowledge, skills and abilities were consolidated, added and clarified to reflect new technological developments in the networking field, and to depict the range of managerial and operational skills needed for this role. Finally, changes to the minimum requirements were made, including a change to require two years of supervisory experience; this adjustment will align this classification with other director-level classifications at the College, which typically require at least two years of supervisory experience.

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**RECOMMENDATIONS**

It is recommended that the Commission approve the attached revisions to the classification description for Director of Network Services & Telecommunications.

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**DISPOSITION BY THE COMMISSION**

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

Amendments/Comments

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Santa Monica Community College District  
Personnel Commission

Director of Network Services & Telecommunications

CONCEPT OF THE CLASS

Under general direction, ~~The position in this classification provides administrative direction for~~ directs and manages the District's network ~~services and telecommunications~~ technical support services, including enterprise computing and unified communications. ~~staff planning and performing analysis, designing, and implementing current and future network and telecommunication services and technology deployment.~~

ESSENTIAL DUTIES

Provides leadership and management to ensure reliable and efficient operations of assigned areas. ~~for Network Services, Telecommunications, and Technology Logistics.~~

Directs ~~a~~ Network and ~~systems~~ Technical sSupport Services staff in the design, implementation, administration, and maintenance of enterprise network and desktop support services.

Directs, plans, analyzes, and designs College network services, including local and wide area network, unified communications, and security systems; ~~M~~manages multifaceted technology projects, including determining project budget, timeline, and supervision of internal and external technical support services.

Collaborates with the Facilities Planning department to design technology infrastructure for new and existing buildings.

Implements and interprets policies and procedures developed by higher level administrators and senior management, and recommends the establishment or modification of policies and procedures.

Collaborates with IT security staff to ~~P~~plans, evaluates, and implements ~~s~~enhancements to the security of the College's complex network architecture; ~~develops designs and designs~~ adheres to network security standards and configurations.

Manages the design, implementation and maintenance of District network infrastructure, including virtual servers, storage, and applications.

Manages network operation and technology deployment tasks and ensures availability of critical services during and after business hours.

Evaluates current enterprise technology projects and services, and recommends effective and feasible solutions to the current and future needs of the College.

Plans, designs, and implements business continuity and disaster recovery, including colocation facility.

Manages budgets ~~for three cost centers~~, including resource planning, preparing budget recommendations, and monitoring expenditures.

Collects and prepares formal documentation related to systems utilization and performs capacity planning.

Establishes departmental policies and procedures to govern functions and deliverables and ensure the effectiveness of operations.

Resolves operational and procedural problems consistent with organizational directives.

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Develops, recommends, and implements staff training and development programs to provide opportunities for individual employee growth, continuity of work flow and long range development of employees.

May direct the activities of other information technology areas.

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 administrative direction from the Chief Director of Information Technology.

***Supervision Exercised:***

This position provides general supervision to information technology staff, including in Network Services, and Technical Support Services and other assigned IT areas. ~~staff. This position may provide direction to staff in other information technology areas, as assigned, to the following classifications: Technology Logistics Manager; Network Services Manager; Network Administrator, Network Analyst, Information Systems Administrator, Telecommunications Supervisor, Telecommunication Technician, Computer Support Specialist, and Switchboard Operator.~~

**KNOWLEDGE, SKILLS AND ABILITIES**

**Knowledge of:**

Principles and practices of supervision, including hiring, training, performance management and evaluation, and employee coaching and mentoring

~~Knowledge of Administrative management principles, practices, laws, and policies related to budgeting development and administration procedures and requirements sufficient to be able to administer a budget to accomplish network services and telecommunications objectives.~~

Emerging technologies, including cloud computing services and cloud deployment platforms

~~Knowledge of w~~Wired and wireless network architecture, voice/data communications and telephone systems.

~~Knowledge of s~~Server technology, web services, client/server technology, ~~network and telecommunication project management,~~ system operations, and support services operations.

Principles and best practices of network project planning and management

System and network design and administration in a College-wide environment, including required resilience, redundancy, and security to support District systems.

~~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 sufficient to be able to ensure the long range success of the organization by incorporating cross training, delegation, mentoring, job specific training, and other principles into the daily work of the network services and telecommunications operation.~~

~~Knowledge of supervisory principles and practices sufficient to be able to establish and implement subordinates' performance evaluation programs.~~



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~~Knowledge of supervisory principles and practices sufficient to be able to determine the most appropriate course of action to handle grievances and discipline for subordinate staff.~~

~~Knowledge of interviewing techniques sufficient to be able to select and hire appropriate personnel for positions or approve recommendations for subordinate supervisors.~~

**Ability to:**

Manage operations in a cost effective and efficient manner, which includes developing and implementing policies and procedures to meet organizational needs, and evaluating operational effectiveness

Create a positive work environment and ensure that clear, challenging and attainable goals are set for assigned groups and aligned with organizational objectives

Use advanced business data and organizational analysis to systematically identify and assess complex enterprise-wide issues and present potential solutions to departmental and District leadership

Coordinate work activities between departmental units and other campus groups; anticipate conditions, plan ahead, establish priorities, and organize and coordinate others to meet deadlines and schedules

Understand and analyze internal and external customers' immediate and long term needs to provide viable solutions and recommendations

Model professional integrity and ethics and deal quickly with breaches and misconduct

Stay abreast of new technologies, developments, and best practices in assigned areas of responsibility, and leverage this information to enhance program efficiency and effectiveness

~~Ability to c~~Communicate well-effectively, both orally and in writing, with technical and non-technical staff.

Maintain an open and approachable manner, and establish and maintain effective working relationships with District management, staff, students, the public and others encountered in the course of work, in a diverse, multicultural and multi-ethnic educational environment

~~Skill in exercising a high degree of initiative, judgment, discretion and decision-making to integrate organizational priorities, meet deadlines and achieve objectives.~~

~~Skill in analyzing work functions and developing methodologies to ensure effective completion of work assignments.~~

~~Skill in developing and implementing policies and procedures relative to the network services and telecommunications operation.~~

~~Skill in developing techniques and methodologies to resolve unprecedented problems or situations.~~

~~Skill in utilizing the principles and practices of effective and persuasive communication to elicit information, negotiate problems resolution, influence and solicit cooperation and seek and obtain support.~~

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~~Ability to maintain effective working relationships with administrators, managers, faculty, staff, student workers and outside contacts and vendors.~~

MINIMUM QUALIFICATIONS

**Education:**

Bachelor's degree in Business Administration, Data Communications, Computer Science or a closely related field. A master's degree in a related field is preferred.

**Experience:**

Five (5) years of professional level experience in ~~the~~ network services and telecommunication field, including two years of supervisory experience. ~~Three (3) years of which must have included responsibility for professional level experience~~ managing an enterprise network ~~or technology project~~ in a large scale, high demand networking environment is also required.

**Education/Experience Equivalency:**

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

**Licensure and/or Certification:**

~~None~~ Current professional certification in the areas of IT management and network administration is desirable.

WORKING ENVIRONMENT & PHYSICAL DEMANDS

**Disclosure:**

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

**Normal Office Environment:**

While performing the duties of this job the employee is regularly required to sit, use hands to keyboard, type, or handle materials, and talk and/or hear. The employee is occasionally required to stand and walk. ~~The employee is regularly required to 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:** Information Technology

**FLSA Status:** Exempt

**Personnel Commission Approval Date:** 11/30/06

**Class History:** Established March, 2004

**Revision Date(s):** Hay Study, November 30, 2006, 9/29/15, 8/05/19

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**AGENDA REPORT NO. 3**

**SUBJECT: RATIFICATION OF WORKING OUT OF CLASS AND LIMITED TERM ASSIGNMENTS**

DATE: August 5, 2019

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

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

**I. New Working out of Class Assignment**

<b>Name/Permanent Class</b>	<b>WOC Assignment*</b>	<b>Dates</b>	<b>Reason</b>	<b>Other</b>
Cleve Barton/ Academic Records Evaluator	Student Communications Coordinator	08/12/19-12/13/19	Vacancy	N/A

**II. Limited-Term Assignments**

<b>Name/Permanent Class</b>	<b>LT Assignment*</b>	<b>Dates</b>	<b>Reason</b>	<b>Other</b>
Nicholas Chambers/ Student Services Clerk	Administrative Assistant II	07/01/19-12/20/19	Incumbent on leave	N/A

<b>Name/Permanent Class</b>	<b>LT Assignment*</b>	<b>Dates</b>	<b>Reason</b>	<b>Other</b>
Anthony Williams/ Custodian	Lead Custodian	07/05/19-10/5/19	Incumbent on leave	N/A

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

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

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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.

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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.

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

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11.7 Work out of Classification

11.7.1 Definition:

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

11.7.3 Compensation:

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

11.4 Salary on Promotion

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

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**RECOMMENDATION**

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

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**DISPOSITION BY THE COMMISSION**

MOTION MADE BY:  
AYES:

SECONDED BY:  
NAYS:

ABSTENTIONS:

Amendments/Comments

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IV. ADJOURN AT \_\_\_\_\_ P.M.

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**DISPOSITION BY THE COMMISSION**

Amendments/Comments

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

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The next regular Personnel Commission meeting is scheduled for:  
Wednesday, August 21, 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 Monday, August 5, 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.**