



# PERSONNEL COMMISSION AGENDA

**Regular Meeting, Wednesday, October 16, 2019, 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

<b>DEPARTMENTS: PLEASE POST</b>	<b>ADMINISTRATORS and MANAGERS</b>	<b>PRESIDENT/SUPERINTENDENT and SENIOR STAFF</b>
<p>3400 Airport/SBDC: Sasha King Academic Affairs: Sharon Thomas Accounts Payable: Cristina Hamblet Admissions &amp; Records: Esau Tovar African American Center: Sherri Bradford Athletics: Sandra Hernandez Auxiliary Services: Ofelia Meza Bundy: Beverly Redd-Walker Bursar's Office: Veronica Romo Business Department: Peter Murray Campus Police Office: Jennifer Jones Campus Store: Jaime Recinos Career Services: Vicky Rothman Center for Media &amp; Design: Jamina Russell Community Education: Michelle King Counseling Office: Laurie Guglielmo Custodian Time Clock: Anthony Williams Disabled Students Center: Stephanie Schlatter Early Childhood Ed.: L. Manson Emeritus College: V. Rankin-Scales English Dept.: EOP&amp;S: Nick Mata ESL Office: Janet Harclerode Events Office: Joy Bice Faculty Association: Peter Morse Financial Aid Office: Stacy Neal Health Sciences: Bronwyn Webber-Gregg Health Office: Nancy Alfaro HSS: Carolyn Baugh Institutional Research: Trena Johnson International Students Center: Ana Jara KCRW: Cheryl Gee Latino Center: Maria Martinez Letters &amp; Science: Madison: Gail Johnson Maintenance/Operations: Anisha Fullard Math Village: Mitra Moassessi Media Center: L. Nakamura Modern Language: Jeanette Santana Music: Lori Geller Outreach &amp; Recruitment: Will Taylor Payroll: Ian Fraser Science: Ingrid Cardwell Student Life: Amelia Trejo Student Success Initiatives: Superintendent/Presidents Office: L. Kilian STEM: Vanan Yahnian Theater Arts: Judy Louff W&amp; ED/Bundy: Tricia Ramos</p>	<p>Emeritus: Scott Silverman Facilities: Dennis Biddle HR: Tre'Shawn Hall-Baker Info Tech: Marc Drescher IEC: Denise Kinsella Instructional Technology: Joshi John Maintenance: Devin Starnes Operations:     Anthony Barlow     Derrick Davis     Felicia Hudson     Robert Villanueva Receiving: Lisa Davis Supplemental Instruction: Wendi DeMorst</p>	<p>Superintendent/President: Kathryn Jeffery Executive VP: Elaine Polachek VP Academic Affairs: Jennifer Merlic VP Business/Admin: Chris Bonvenuto VP Enroll. Services: T. Rodriguez VP Human Resources: Sherri Lee-Lewis VP Student Affairs: M. Tuitasi Senior Director Government Relations &amp; Institutional Communications: Don Girard Community Relations: Kiersten Elliott Public Information: Grace Smith</p> <p><b>PUBLIC POSTING LOCATIONS</b></p> <p>2714 Pico: exterior display box Library for Public Posting (1) Library for Archives (2) Mailroom SMC Personnel Commission Office SMC Human Resources Staff Lounge</p> <p><b>EMPLOYEE ORGANIZATIONS</b></p> <p>CSEA Labor Rep.: Jessica Gonzalez CSEA Chapter Pres.: Mike Roberts CSEA Chapter 1<sup>st</sup> V.P.: Cindy Ordaz CSEA Chapter 2<sup>nd</sup> V.P.: Miguel Reyes CSEA Chief Job Steward: Darrell Heximer CSEA Corresponding. Sec'y: CSEA Recording Sec'y: Kennisha Green SMC POA President: – Officer Cadena Mgmnt Assoc: C. Bonvenuto</p> <p style="text-align: right;">Revised 8/27/19</p> <p><b>IF YOU NEED AN ACCOMMODATION</b> 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.</p>

## 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 Regular Meeting, October 16, 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: 12:00 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. REPORT – DIRECTOR OF CLASSIFIED PERSONNEL**

**III. COMMENTS AND INFORMATIONAL REPORTS**

**Recognition of Employee Longevity: October 2019**

**5 YEARS**

**Leyla Arenas, Student Services Clerk, International Education Center**

**Aaron De La Torre, EOPS Specialist, EOPS**

**10 YEARS**

**Judith Mosher, Tutoring Coordinator-Math, Math**

**20 YEARS**

**Myron Kabwe, Academic Computing Instructional Specialist,  
Learning Resources Center**

**25 YEARS**

**Alma Nevarez, Enrollment Services Specialist, Admissions & Records**

**Poonam Pant, Academic Records Evaluator, Admissions & Records**

**30 YEARS**

**Raymond Martin, Network Communications Technician III,  
Technical Support Services**

**45 YEARS**

**Lisa Rose, Executive Coordinator-District & Board of Trustees-Confidential,  
Superintendent/President's Office**

**A. Comments from Vice President of Human Resources**

**B. Comments from CSEA Chapter 36 Representative**

**C. Comments from Management Association President**

**D. Comments from Personnel Commission Staff**

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

**F. Comments by Personnel Commissioners**

**IV. AGENDA REPORTS – MAJOR ITEMS OF BUSINESS**

#	ITEM	Page
1	Amendment to Rules and Regulations of the Classified Service: Chapter 3 – Second Reading Merit Rule 3.3.1: Reclassification of Positions Merit Rule 3.3.2: Definition of Gradual Accretion Merit Rule 3.3.3: Reclassification Analysis Merit Rule 3.3.4: Requests for Reclassification Merit Rule 3.3.5: Reclassification Reviews	6
2	Request for Approval of Retitle and Classification Revisions: Journeyman Trade-Carpentry to Carpenter	9
3	Request for Approval of Retitle and Classification Revisions: Journeyman Trade-Locksmithing to Locksmith	15
4	Request for Approval of Retitle and Classification Revisions: Journeyman Trade-Painting to Painter	20
5	Request for Approval of Classification Revisions and Salary Reallocation: Director of Financial Aid and Scholarships	26
6	Ratification of Working Out of Class and Limited Term Assignments and Extensions	33
7	Extension of Eligibility Lists: <ul style="list-style-type: none"> <li>• Human Resources Specialist</li> <li>• Laboratory Technician-Life Science</li> </ul>	36

**V. CONSENT AGENDA**

(All items will be considered and approved in one motion unless removed by a Personnel Commissioner for discussion.)

#	ITEM	Page
8	Ratification of Eligibility Lists: <ul style="list-style-type: none"> <li>• Clinical Placement Specialist</li> <li>• Controller</li> <li>• Facilities Maintenance Supervisor</li> <li>• Professional Development Coordinator</li> <li>• Senior Research Analyst</li> </ul>	39
9	Ratification of Limited Term Assignments	40
10	Examination Schedule: <ul style="list-style-type: none"> <li>• Student Communications Coordinator</li> </ul>	41
11	Approval of Minutes	42
12	Advisory Item: Appointments to Limited Term Positions	43
13	Advisory Item: Appointments to Provisional Assignments	44
14	Advisory Item: Reinstatement Lists	45
15	Classification & Compensation Status Report – Information Only	46
16	Recruitment & Examination Status Report – Information Only	49

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

Next regularly scheduled meeting: Wednesday, November 20, 2019 at 12:00 p.m.

**AGENDA REPORT NO. 1**

**SUBJECT: AMENDMENT TO RULES AND REGULATIONS OF THE CLASSIFIED SERVICE - CHAPTER 3: RECLASSIFICATION – SECOND READING  
MERIT RULE 3.3.1: RECLASSIFICATION OF POSITIONS  
MERIT RULE 3.3.2: DEFINITION OF GRADUAL ACCRETION  
MERIT RULE 3.3.3: RECLASSIFICATION ANALYSIS  
MERIT RULE 3.3.4: REQUESTS FOR RECLASSIFICATION  
MERIT RULE 3.3.5: RECLASSIFICATION REVIEWS**

DATE: October 16, 2019

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

Proposed changes to Chapter 3: Merit Rule 3.3 are attached for a second reading. If approved by the Personnel Commission, these revisions will be formally adopted into our Merit Rules.

Recommendations were developed with input from the Merit Rules Advisory Committee. Goals of these changes include clarifying the reclassification process and increasing transparency for both management and staff who are participating in this process.

Rule 3.3 RECLASSIFICATION (Education Code Section 88104, [88104.5](#), [88076](#), [88081](#))

3.3.1. Reclassification of Positions

- A. The basis for reclassification of a position shall be the gradual accretion or growth of duties and not a sudden change occasioned by a reorganization or the assignment of completely new duties and responsibilities.
- B. To qualify for reclassification, the change in duties and responsibilities must:
  - 1. Affect a significant portion of the duties and responsibilities of the position;
  - 2. Be so significant as to clearly warrant a change in the title and qualification requirements needed to perform the duties of the position;
  - 3. Occur through a gradual accretion of duties and not occasioned by the sudden assignment of wholly new duties.
- C. Recommendations as to gradual accretion will be made by the Director of Classified Personnel. The Personnel Commission shall be the final approving authority.
- D. The supervisor shall contact the Director of Classified Personnel prior to making any sudden or permanent change in the duties of a classified employee.

3.3.42 DEFINITION OF GRADUAL ACCRETION (~~Education Code 88104 amended~~)

Gradual accretion of duties is the change over time in the duties and responsibilities of a position ~~and not those occasioned by a sudden addition or deletion of duties.~~ which have a substantial impact on job factors such as knowledge required, decision-making authority, complexity of work, consequence of error, or nature and purpose of contacts with others during the course of work. For purposes of these Rules, gradual accretion of duties must occur over two (2) or more years of regular service, and not be occasioned by a sudden addition or deletion of duties.

3.3.53 RECLASSIFICATION ANALYSIS (~~Education Code 88081~~)

A ~~D~~etermination as to of whether ~~gradual accretion has occurred~~ a reclassification is appropriate will be based on an analysis of the duties and responsibilities currently assigned to the position. ~~The analysis will consist of a review of the old Position Description Questionnaire (PDQ) compared to the new one submitted with the reclassification request.~~ The analysis will assess:

- A. The nature and scope of each identified change in duties and responsibilities.
- B. The date the incumbent began the performance of the newly acquired duties and responsibilities.
- C. Clear and convincing evidence of the employee's continuing performance of the added duties and responsibilities.
- D. The extent to which the new added duties and responsibilities are more not accurately defined by ~~a different classification than the one in which the position currently resides~~ the existing classification.
- E. If added duties and responsibilities are not incorporated within an existing classification, creation of a new classification may be appropriate.

3.3.64 REQUESTS FOR RECLASSIFICATION

- A. Requests for reclassification of an existing position shall be submitted in writing to the Director of Classified Personnel on a form provided by the Personnel Commission.
- B. The supervisor, the employee, ~~or~~ the collective bargaining unit representing employees in positions in the subject classification, or the Personnel Commission may initiate a request.
- C. The written request shall include a statement indicating the reason(s) the supervisor and/or the employee feel the reclassification is justified.
- D. A completed Position Description Questionnaire (PDQ) showing the new duties and responsibilities must accompany the request.
- E. Incumbents whose positions are reclassified must meet the minimum requirements of the new classification in order to be reclassified with the position.

F. Reclassification may become moot if the out-of-class duties are removed from the position. and the employee is compensated for the higher level duties performed as indicated in the Working Out of Class procedures, if applicable Compensation for the higher level duties performed may be confirmed through the Working Out of Class procedures.

E.G. At least two (2) years must elapse from the time the decision is finalized before another request for reclassification can be initiated for the same position.

### 3.3.75 RECLASSIFICATION REVIEWS

A. Within fifteen (15) calendar days from receipt of a reclassification request, the Director of Classified Personnel shall provide the employee with written acknowledgement indicating the general expected time schedule for the audit review of the position.

~~B. The audit of the position shall be conducted according to the procedures approved by the Director of Classified Personnel and shall include the appropriate steps of the process listed in Rule 3.2.8, Review of Positions.~~

B. Personnel Commission staff will review all pertinent documentation. If needed, this review will also include a site visit and/or interview with the incumbent and supervisor to identify actual duties assigned and performed; and additional reviews of work flow, work environment, work products, and any related documents.

---

#### DISPOSITION BY THE COMMISSION

MOTION MADE BY:

SECONDED BY:

AYES:

NAYS:

ABSTENTIONS:

Amendments/Comments

---



**AGENDA REPORT NO. 2**

**SUBJECT: REQUEST FOR APPROVAL OF RETITLE AND CLASSIFICATION REVISIONS: JOURNEYMAN TRADE – CARPENTRY TO CARPENTER**

DATE: October 16, 2019

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

BY: Karen Monzon, Personnel Analyst

**BACKGROUND**

Attached for your approval are classification revisions for Journeyman Trade - Carpentry. As part of the cyclical review process, we are reviewing classifications in the Facilities, Trades and Maintenance Department. Incumbents in this classification perform the full range of journey level building maintenance and construction tasks associated with performing finish and rough carpentry in the renovation, remodeling, and/or new construction of District facilities.

The Journeyman Trade - Carpentry was established in June 1977. The most recent revision to this classification was in December 2006 as part of the Hay Study. There is currently one incumbent in this classification.

**METHODOLOGY**

This study was scheduled in the cyclical review calendar for 2017-18. At that time, the classification was vacant. Due to changes in Maintenance and Operations leadership, the study was placed on hold until a permanent Director was employed. To complete the study, Personnel Commission staff met with Devin Starnes, Director of Facilities Maintenance and Operations to review the current classification description and determine if the duties, minimum qualifications, and knowledge, skills, and abilities listed still accurately reflect the expectations of the job.

Distinguishing characteristics were modified to delineate this classification from related roles, and duties were added, removed and modified to more accurately reflect the responsibilities of this classification. Mr. Starnes was requested to complete a duty analysis worksheet by rating the frequency and criticality of each duty in the current class description.

A job evaluation and an external salary study of public agencies with positions that have comparable duties and responsibilities was conducted. The purpose of the salary study was to determine current salary ranking as compared to the labor market.

**RESULTS**

Based on the data gathered, a retitle and other revisions to the class description are being proposed, to include a more accurate depiction of the work assigned. These changes serve to clarify essential duties and KSAs (knowledge, skills and abilities), and properly distinguish this classification from other related roles. Proposed classification revisions were not found to be sufficient to alter salary allocation given market data. Results were sent for review to the incumbent, CSEA, Department leadership, Business Services, Human Resources, and the Executive Vice President.

**RECOMMENDATION**

It is recommended that the Personnel Commission approve the proposed retitle and revisions to the Journeyman Trade - Carpentry classification description.

---

**DISPOSITION BY THE COMMISSION**

**Amendments/Comments**

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

Santa Monica Community College District  
Personnel Commission

~~Journeyman Trade -- Carpentry~~ Carpenter

CONCEPT OF THE CLASS

Under general direction, Positions in this classification perform full range of journey ~~to master~~ level ~~general~~ building maintenance and construction tasks associated with performing finish and rough carpentry in the renovation, remodeling, and/or new construction of campus facilities.

DISTINGUISHING CHARACTERISTICS

The **Carpenter** classification performs a full range of journey level duties relating to renovating, remodeling, installing, and construction of finished or rough carpentry on District facilities.

The **Skilled Maintenance Worker** series performs a variety of general facilities construction, maintenance and repair tasks gradually progressing to advanced apprenticeship level. Work performed may be related to all trades, but differs by variety and complexity of skilled work, independence of action and level of supervision received.

ESSENTIAL DUTIES

Performs finish carpentry in the repair or completion of renovations, remodels and existing structures such as setting door jambs, and new constructions; installs interior and exterior moldings and trims; places or installs flooring, ceilings, and paneling; sets windows and installs glass; installs hardware such as hinges, ~~and~~ locks; hangs doors; ~~constructs stairs; laminates countertops~~ and installs bulletin boards.

Performs rough carpentry in constructing, repairing or renovating, remodeling or tearing down existing structures, and demolishing; lays out and sets frames and forms; installs insulation materials; installs metal lath; hangs and tapes drywall; repairs roofs; and constructs and installs fences and ramps.

Performs cabinet making duties; draws, designs, fabricates, modifies, installs, and repairs cabinets, counters, shelves and wall units, furniture and other custom and pre-made items and structures using various types of wood, pressboard, veneers, laminates, paneling and plastics.

Installs wall and ceiling insulation materials; installs drop ceilings; ~~M~~ may assist with the installation of air conditioners and air duct systems.

~~Performs concrete work including surveying and grading sidewalks, stairs and ramps; drills or breaks up existing concrete, if needed; constructs and sets forms; and mixes, pours and finishes concrete.~~

Retrofits structures or items in new, remodeled or renovated facilities to meet District standards.

Responds to emergency calls and makes necessary repairs; troubleshoots problem areas and makes necessary reports.

Makes and installs signs, name plates and plaques.

Applies, repairs, and replaces stucco and plaster.

Erects and works from scaffolds and ladders.

Maintains inventory of materials and supplies; picks up materials from vendors.

Reads and works from blueprints, plans and sketches.

Estimates and ensures most efficient usage of materials.

Santa Monica College Personnel Commission  
AGENDA of Regular Meeting, October 16, 2019

Collaborates with Construction ~~System~~ Facilities Supervisor, other trades persons, sub-contractors, and contractors on short- and long-term projects.

Cleans and maintains work area, tools and equipment.

Performs duties in a manner that meets District and governmental standards and code requirements.

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~~ Maintenance Supervisor.

**Supervision Exercised:**

Positions in this classification do not supervise classified staff, but May serve in a lead capacity over a small crew as needed.

**KNOWLEDGE, SKILLS AND ABILITIES**

**Knowledge of:**

~~t~~The methods, processes, materials, and hand and power tools used in rough and finish carpentry and cabinetmaking-

Applicable state codes and regulations

~~Knowledge of uniform building code requirements-~~

~~Knowledge of Cal OSHA requirements-~~

~~Knowledge of s~~Safe work practices-

~~Knowledge of p~~Properties and appropriate uses of various woods and materials used in carpentry work-

~~Knowledge of b~~Basic methods used in concrete flatwork-

~~Knowledge of b~~Basic roof repair methods-

~~Knowledge of b~~Basic math and geometry as they apply to carpentry-

~~Knowledge of t~~Techniques used in installing metal lath-

~~Knowledge of the b~~Basic techniques used in the application of stucco and plaster-

**Ability to:**

Perform full range of skilled carpentry work in the construction, repair and maintenance of District facilities, equipment and structures

~~d~~Draw designs and rough sketches for cabinets, shelves and other furnishings-

~~Ability to m~~Make accurate measurements and estimates of materials-

~~Ability to e~~Calculate figures and amounts such as fractions, discounts, proportions, percentages, area, circumference, and volume, and to apply concepts of basic algebra and geometry-

~~Ability to s~~Safely erect, climb and work from tall ladders and scaffolds-

~~Ability to u~~Use and care for equipment, hand and power tools used in the carpentry trade-

~~Ability to r~~Read and comprehend instructions, safety rules, policies and procedures, instruction manuals, read and interpret blueprints and schematics-

~~Ability to i~~Interpret and follow oral and written instructions-

~~Ability to p~~Prepare and -maintain accurate records and reports-

~~Ability to r~~Read and write at a level necessary to perform the duties of the class-

Santa Monica College Personnel Commission  
AGENDA of Regular Meeting, October 16, 2019

Organize, set priorities, meet deadlines, and exercise sound independent judgment within areas of assigned responsibility

Interpret, apply, explain and reach sound decisions in accordance with applicable laws and regulations, and District policies and procedures

Operate a computer using computer applications, programs and standard office equipment

Stay abreast of technology changes and adapt to new technologies

Role model exceptional internal and external customer service

~~Ability to e~~Establish and maintain effective working relationships with other staff, faculty, administrators, managers, students and outside contractors and vendors. District management, the public and others encountered in the course of work, in a diverse, multicultural and multi-ethnic educational environment

~~Ability to apply effective reasoning to identify problems, apply sound judgment and solve practical problems.~~

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

**MINIMUM QUALIFICATIONS**

***Education Requirement:***

Graduation from high school or GED equivalent.

Completion of an associate's degree or apprenticeship in carpentry is preferred.

***Experience Requirement:***

~~Three (3) year's journey level carpentry experience.~~

One year of journey level carpentry experience performing the full range of rough and finished skilled work.

Journey level is defined as skilled experience performing the full range of work assigned to a trade, after completing a recognized apprenticeship program or after at least four years of general experience in the trade.

***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:***

~~All employees in this class must have a valid Class "C" California driver's license and acceptable driving record at time of appointment and throughout employment in this position.~~

~~All employees in the class must have licensure at the journey level as a carpenter in the State of California or the ability to obtain licensure in the State of California within six (6) months of hire.~~

**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.

Santa Monica College Personnel Commission  
AGENDA of Regular Meeting, October 16, 2019

**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~~50 pounds or less and will do so with or without assistance, and with or without the aid of lifting devices. 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 are 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.

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~~Facilities, Trades & Maintenance

**FLSA Status:** Non-exempt

**Personnel Commission Approval Date:** ~~6/77~~ 12/07/06

**Class History:** Carpenter; Journeyman Trade - Carpentry

**Revision Date(s):** 10/87, Hay Study, 12/07/06; 10/16/19

**AGENDA REPORT NO. 3**

**SUBJECT: REQUEST FOR APPROVAL OF RETITLE AND CLASSIFICATION REVISIONS: JOURNEYMAN TRADE – LOCKSMITHING TO LOCKSMITH**

DATE: October 16, 2019

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

BY: Karen Monzon, Personnel Analyst

**BACKGROUND**

Attached for your approval are classification revisions for Journeyman Trade - Locksmithing. As part of the cyclical review process, we are reviewing classifications in the Facilities, Trades and Maintenance Department. Incumbents in this classification perform the full range of journey level duties related to the installation, repair and maintenance of the District's locking devises and systems.

The Journeyman Trade – Locksmithing classification was established in June 1977. Minor revisions have been approved with the most recent taking place in March 2018 which added duties related to electromechanical locking systems. There is currently one incumbent in this classification.

**METHODOLOGY**

This study was scheduled in the cyclical review calendar for 2017-18. At that time, the classification was vacant. Due to changes in Maintenance and Operations leadership, the study was placed on hold until a permanent Director was employed. To complete the study, Personnel Commission staff met with Devin Starnes, Director of Facilities Maintenance and Operations to review the current classification description and determine if the duties, minimum qualifications, and knowledge, skills, and abilities listed still accurately reflect the expectations of the job.

Distinguishing characteristics were modified to delineate this classification from related roles, and duties were added, removed and modified to more accurately reflect the responsibilities of this classification. Mr. Starnes was requested to complete a duty analysis worksheet by rating the frequency and criticality of each duty in the current class description.

A job evaluation and an external salary study of public agencies with positions that have comparable duties and responsibilities was conducted. The purpose of the salary study was to determine current salary ranking as compared to the labor market.

**RESULTS**

Based on the data gathered, a retitle and other revisions to the class description are being proposed, to include a more accurate depiction of the work assigned. These changes serve to clarify essential duties and KSAs (knowledge, skills and abilities), and properly distinguish this classification from other related roles. Proposed classification revisions were not found to be sufficient to alter salary allocation given market data. Results were sent for review to the incumbent, CSEA, Department leadership, Business Services, Human Resources, and the Executive Vice President.

**RECOMMENDATION**

It is recommended that the Personnel Commission approve the proposed retitle and revisions to the Journeyman Trade - Locksmithing classification description.

---

**DISPOSITION BY THE COMMISSION**

Amendments/Comments

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



Santa Monica Community College District  
Personnel Commission

~~Journeyman Trade – Locksmithing~~ Locksmith

CONCEPT OF THE CLASS

Under general supervision, Positions in this classification perform full range of journey to master level locksmith duties related to the installation, repair and maintenance of the District's locking devices and systems.

DISTINGUISHING CHARACTERISTICS

The Locksmith classification performs full range of journey level skilled locksmith work related to the installation, repair and maintenance of a variety of locks, key systems and devices to ensure the security of District's facilities, equipment and structures.

The Skilled Maintenance Worker series performs a variety of general facilities construction, maintenance and repair tasks gradually progressing to advanced apprenticeship level. Work performed may be related to all trades, but differs by variety and complexity of skilled work, independence of action and level of supervision received.

ESSENTIAL DUTIES

Devises, maintains, and repairs key systems for new buildings, remodels, and older interior and exterior locks.

Installs, repairs, adjust, and maintain electromechanical locking systems, cylinder and bit key locks, door closers, and hardware for panic devices, window securing devices, doors for the disabled and other securing devices.

Cuts, codes, and recodes keys for cylinders and locks for doors, cabinets, desks, equipment, file drawers and furniture; unlocks and re-keys locks where keys are not available; maintains thorough and accurate records of all issued keys to maintain key control.

Recommends appropriate hardware for installation ensuring compliance of local, state and federal laws.

~~Maintains a professional, helpful, constructive attitude and working relationship with the department supervisor, departmental employees, other District employees and the public.~~

Performs preventive maintenance by performing door closure adjustments and lubricating latches and hinges; periodically inspects secured campus equipment, buildings, and facilities for malfunctioning, broken or vandalized hardware so that security and safety are ensured.

Reviews and enforces College Master Key Ring procedures.

Confers with campus police to determine campus security, access needs, and policies.

Retrofits locks in new, remodeled or renovated facilities so that new key systems coordinates with existing ones and adheres to district standards.

Installs locks on alarms; recommends appropriate hardware and installs locks and other securing devices on campus equipment so that theft and vandalism are minimized or eliminated; ~~performs other locksmithing duties related to campus security matters.~~

Hangs doors; performs limited carpentry duties as assigned.

Records and maintains inventory of materials; prepares material and hardware purchase lists.

Responds to emergency calls.

Cleans and maintains work areas, tools, and equipment.

Performs other related duties as requested or assigned.

Santa Monica College Personnel Commission  
AGENDA of Regular Meeting, October 16, 2019

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~~ Maintenance Supervisor.

***Supervision Exercised***

~~None.~~ Positions in this classification do not supervise staff, but may serve in a lead capacity over a small crew as needed.

**KNOWLEDGE, SKILLS AND ABILITIES**

**Knowledge of:**

- ~~m~~ Methods, materials, tools, equipment and terms used in ~~locksmithing~~the locksmith trade.
- Applicable local, state and federal laws, codes and regulations
- ~~Knowledge of k~~ Key coding methods-
- ~~Knowledge of l~~ Low and line voltage electromechanical locking systems-
- ~~Knowledge of e~~ Electronic locking devices and programming of such devices
- ~~Knowledge of e~~ Electronic keys and access control devices
- ~~Knowledge of i~~ Integrated security systems
- ~~Knowledge of e~~ Computer software and equipment used in the ~~locksmithing~~ locksmith trade
- ~~Knowledge of v~~ Various types of ~~locksmithing~~lock devices, systems, hardware and their applications-
- ~~Knowledge of b~~ Basic carpentry-
- ~~Knowledge of m~~ Mathematics-
- ~~Knowledge of i~~ Industry standard safety practices as they relate to secured buildings-

**Ability to:**

- ~~Ability to m~~ Make keys using key-making machines-
- ~~Ability to r~~ Repair a variety of locks and related hardware
- ~~Ability to m~~ Maintain access control procedures and policies-
- ~~Ability to k~~ Keep thorough and accurate records-
- ~~Ability to s~~ Safely operate and care for hand and power tools used in the ~~locksmithing~~ locksmith trade-
- ~~Ability to i~~ Interpret and follow oral and written instructions-
- ~~Ability to r~~ Read and write at a level necessary to effectively perform the essential functions of the job
- ~~Ability to e~~ Effectively utilize computer systems, applications and programs applicable to the ~~locksmithing~~ locksmith trade
- ~~Ability to e~~ Estimate materials needed-
- Organize, set priorities, meet deadlines, and exercise sound independent judgment within areas of assigned responsibility
- Interpret, apply, explain and reach sound decisions in accordance with applicable laws and regulations, and District policies and procedures
- Stay abreast of technology changes and adapt to new technologies
- Role model exceptional internal and external customer service
- Operate a computer using computer application, programs and standard office equipment
- ~~Ability to e~~ Establish and maintain effective working relationships with ~~other staff, faculty, administrators, managers, students and outside contractors and vendors.~~District management, other encountered in the course of work, in a diverse, multicultural and multi-ethnic educational environment
- ~~Ability to learn general and specialized related software applications~~

Santa Monica College Personnel Commission  
AGENDA of Regular Meeting, October 16, 2019

~~Ability to work independent on day-to-day basis by using appropriate problem solving methods and techniques.~~

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

MINIMUM QUALIFICATIONS

**Education Requirement:**

Graduation from High School or GED equivalent.

Completion of an apprenticeship for locksmith is preferred.

**Experience Requirement:**

~~Three (3)~~ One years of journey level ~~locksmithing~~ experience performing the full range of skilled work as a locksmith.

Journey level is defined as skilled experience performing the full range of work assigned to a trade, after completing a recognized apprenticeship program or after at least four years of general experience in the trade.

**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:**

A valid 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 is exposed to outside weather conditions in a variety of positions, such as flat, vertical, horizontal, and overhead. 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 50 pounds or less and will do so with or without assistance, and with or without the aid of lifting devices. 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; airborne particles, asbestos, or PCB's, and may be 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.

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~~ Facilities, Trades & Maintenance

**FLSA Status:** Non-exempt

**Personnel Commission Approval Date:** ~~6/77; 12/07/06~~

**Class History:** Locksmith: Journeyman Trade - Locksmithing

**Revision Date(s):** 10/87, 12/07/06. Hay Study, 12/07/06, 3/02/18; 10/16/19

**AGENDA REPORT NO. 4**

**SUBJECT: REQUEST FOR APPROVAL OF RETITLE AND CLASSIFICATION REVISIONS: JOURNEYMAN TRADE – PAINTING TO PAINTER**

DATE: October 16, 2019

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

BY: Karen Monzon, Personnel Analyst

**BACKGROUND**

Attached for your approval are classification revisions for Journeyman Trade - Painting. As part of the cyclical review process, we are reviewing classifications in the Facilities, Trades and Maintenance Department. Incumbents in this classification perform the full range of journey level building painting duties for the preventative maintenance and beautification of the District.

The Journeyman Trade – Painting classification was established in June 1977. Minor revisions have been approved with the most recent taking place in September 2015, which changed the title of the classification. There are currently two incumbents in this classification.

**METHODOLOGY**

This study was scheduled in the cyclical review calendar for 2017-18. The incumbents were invited to participate in a class study orientation to discuss the purpose of the study, methodology, timelines, possible outcomes and implications, and frequently asked questions. The incumbents were requested to complete a Position Description Questionnaire (PDQ). Due to changes in Maintenance and Operations leadership, the study was placed on hold until a permanent Director was employed. Personnel Commission staff met with Devin Starnes, Director of Facilities Maintenance and Operations to review the current classification description and determine if the duties, minimum qualifications, and knowledge, skills, and abilities listed still accurately reflect the expectations of the job.

Distinguishing characteristics were modified to delineate this classification from related roles, and duties were added, removed and modified to more accurately reflect the responsibilities of this classification. Mr. Starnes was requested to complete a duty analysis worksheet by rating the frequency and criticality of each duty in the current class description.

A job evaluation and an external salary study of public agencies with positions that have comparable duties and responsibilities was conducted. The purpose of the salary study was to determine current salary ranking as compared to the labor market.

**RESULTS**

Based on the data gathered, a retitle and other revisions to the class description are being proposed, to include a more accurate depiction of the work assigned. These changes serve to clarify essential duties and KSAs (knowledge, skills and abilities), and properly distinguish this classification from other related roles. Proposed classification revisions were not found to be sufficient to alter salary allocation given market data. Results were sent for review to the incumbent, CSEA, Department leadership, Business Services, Human Resources, and the Executive Vice President.

**RECOMMENDATION**

It is recommended that the Personnel Commission approve the proposed retitle and revisions to the Journeyman Trade - Painting classification description.

---

**DISPOSITION BY THE COMMISSION**

Amendments/Comments

MOTION MADE BY:

SECONDED BY:

AYES:

NAYS:

ABSTENTIONS:

---

Santa Monica Community College District  
Personnel Commission

**Journeyman Trade – Painting Painter**

CONCEPT OF THE CLASS

Under general supervision, Positions in this classification perform full range journey to master level painting duties for the preventative maintenance and beautification of the District. 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.

**DISTINGUISHING CHARACTERISTICS**

The Painter classification performs a full range of journey level skilled work in painting, finishing and maintaining District facilities.

The Skilled Maintenance Worker series performs a variety of general facilities construction, maintenance and repair tasks gradually progressing to advanced apprenticeship level. Work performed may be related to all trades, but differs by variety and complexity of skilled work, independence of action and level of supervision received.

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 (HVLV) 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.

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 ~~S~~skilled ~~M~~maintenance ~~W~~workers assigned to painting.

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

Santa Monica College Personnel Commission  
AGENDA of Regular Meeting, October 16, 2019

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 Maintenance~~ 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:**

~~Positions in this classification do not supervise staff, but M~~ may serve in a lead capacity over a small crew as needed: ~~providing direction to Skilled Maintenance Workers.~~

**KNOWLEDGE, SKILLS AND ABILITIES**

**Knowledge of:**

~~Methods, materials, tools and equipment used in the painting trade~~

~~Applicable local, state and federal laws, codes and regulations~~

~~B~~Brush, roller, and spray-painting methods, procedures, techniques, tools, and materials-

~~Knowledge of p~~Preparation methods used for various surfaces to paint, reprint, finish or refinish-

~~Knowledge of a~~Application types and methods for various protective and decorative epoxies paints and finishes-

~~Knowledge of s~~Safe practices related to the use, application, and storage of paints and toxic painting materials-

~~Knowledge of s~~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:**

~~Perform full range of skilled painting work in the construction, repair and maintenance of District facilities, equipment and structures~~

~~m~~Match colors and mix paints and other finishes to produce various colors-

~~Ability to a~~Apply paints and other finishes by brush, roller, or sprayer-

~~Ability to e~~Complete all steps of drywall compound and taping applications to achieve a uniform finish on new and repaired surfaces-

~~Ability to s~~Safely use equipment such as air sanders and spray guns-

~~Ability to e~~Clean, adjust, maintain, and make minor repairs to painting equipment-

~~Ability to d~~Diagnose and repair problems on damaged surfaces-

~~Ability to e~~Estimate time and materials needed-

~~Ability to i~~Interpret and follow oral and written instructions-

~~Ability to r~~Read and write at a level necessary to perform essential duties-

~~Ability to m~~Maintain accurate records-

Santa Monica College Personnel Commission  
AGENDA of Regular Meeting, October 16, 2019

~~Ability to p~~Perform basic mathematical computations, including calculations using fractions, ~~percents~~  
~~percentages~~ and/or ratios-

~~Ability to w~~Work while wearing required personal safety equipment-

~~Ability to p~~Provide work direction and training to assigned employees-

Organize, set priorities, meet deadlines, and exercise sound independent judgment within areas of assigned responsibility

Interpret, apply, explain and reach sound decisions in accordance with applicable laws and regulations, and District policies and procedures

Operate a computer using computer application, programs and standard office equipment.

Stay abreast of technology changes and adapt to new technologies

Role model exceptional internal and external customer service

~~Ability to e~~Establish and maintain effective working relationships with ~~other District management, staff, faculty, administrators, managers, students, and outside contractors and vendors.~~the public and others encountered in the course of work, in a diverse, multicultural and multi-ethnic educational environment

~~Ability to work independently.~~

~~Ability to meet deadlines.~~

~~Ability to be flexible.~~

~~Skill using, E-mail, and order processing software and databases specific to the trade.~~

~~Skill in performing journey level painting techniques.~~

MINIMUM QUALIFICATIONS

**Education Requirement:**

~~Graduation from High School or GED equivalent.~~

Sufficient education to demonstrate the knowledge and abilities listed above. Completion of a certificate or apprenticeship in painting is preferred.

**Experience Requirement:**

~~Three years~~One year of journey level painting experience in an industrial or commercial setting performing the full range of skilled work in painting, finishing and maintaining facilities.

Journey level is defined as skilled experience performing the full range of work assigned to a trade, after completing a recognized apprenticeship program or after at least four years of general experience in the trade.

**Licensure and/or Certification:**

~~Valid Class "C" California D~~A valid 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.



Santa Monica College Personnel Commission  
AGENDA of Regular Meeting, October 16, 2019

**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~~50 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~~Facilities, Trades & Maintenance

**FLSA Status:** Non-exempt

**Personnel Commission Approval Date:** ~~6/77-12/07/06~~

**Class History:** Painter; Journeyman Trade – Painting

**Revision Date(s):** 10/87, Hay Study, 12/07/06, 7/18/07, 10/21/09, 11/18/09, 9/16/15; 10/16/19

**AGENDA REPORT NO. 5**

**SUBJECT: REQUEST FOR APPROVAL OF CLASSIFICATION REVISIONS AND SALARY REALLOCATION:  
DIRECTOR OF FINANCIAL AID AND SCHOLARSHIPS**

DATE: October 16, 2019

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

BY: August Faustino, Personnel Analyst

**BACKGROUND**

Attached for your approval are class description revisions and salary reallocation for **Director of Financial Aid and Scholarships**.

The Financial Aid and Scholarship Office helps students achieve their educational objectives through the administration of federal, state and institutional aid programs. Enrollment Development recently requested updates to the Director of Financial Aid and Scholarships classification. This classification plans, directs, administers, and manages the District's financial aid and scholarship programs in compliance with federal, state and local requirements. The Director of Financial Aid and Scholarships was originally created in September 1995 and has not been revised or updated since it was established. There are no incumbents in this classification.

The Director of Financial Aid and Scholarships will report to the Associate Dean, Financial Aid and Scholarships.

**METHODOLOGY**

Enrollment Development requested that the Director of Financial Aid and Scholarships classification be updated. Personnel Commission staff discussed this role with Teresita Rodriguez, Vice President, Enrollment Development. In addition, Ms. Rodriguez was requested to complete a duty analysis worksheet by rating the frequency and criticality of each duty in the current class description. The Department requested revisions to the duties, classification concept and supervision exercised. Additionally, changes were made to the knowledge and abilities required, and minimum qualifications. Classification revisions were reviewed with Enrollment Development, Business Services, Human Resources and the Executive Vice President.

Additionally, a job evaluation and an external salary survey was conducted to identify similar roles in comparable agencies. Salary data was gathered based on the comparison of positions with the level of duties and responsibilities most similar to the subject position.

Santa Monica College Personnel Commission  
AGENDA of Regular Meeting, October 16, 2019

**RESULTS**

Based on the data gathered, revisions to the class description are being proposed. These changes serve to clarify the class concept and update essential duties, level of supervision, and KSAs (knowledge, skills, and abilities), and aligning minimum qualifications with industry standards for positions of comparable scope and level of responsibility.

A comprehensive survey of comparable agencies was conducted and yielded several strong to moderate matches as indicated below, with some variability in assigned functions but with comparable levels of responsibility. The organizational structure of comparable agencies was taken into account when analyzing classifications at comparable agencies. The Director of Financial Aid and Scholarships will not be the primary administrator of the Financial Aid and Scholarships Office at SMC. Therefore, matches that reported to a higher level manager or administrator in the Financial Aid and Scholarships Office were included, those that reported to an administrator outside of the Financial Aid and Scholarships office were excluded.

AGENCY	JOB TITLE	MIN	MAX	MEDIAN
<b>Santa Monica College</b>	<b>Director of Financial Aid &amp; Scholarships</b>	<b>\$7,022</b>	<b>\$8,535</b>	<b>\$7,779</b>
El Camino College	Assistant Director, Financial Aid	\$9,127	\$10,581	<b>\$9,854</b>
Glendale College	Assistant Director Student Financial Aid	\$5,763	\$7,349	<b>\$6,556</b>
Long Beach City College	Deputy Director, Financial Aid	\$6,521	\$7,925	<b>\$7,223</b>
Mt. San Antonio College	Assistant Director, Financial Aid	\$9,874	\$10,980	<b>\$10,427</b>
Pasadena City College	Assistant Director, Financial Aid	\$8,075	\$12,256	<b>\$10,165</b>
Riverside CCD	Assistant Director, Student Financial Services	\$7,302	\$8,890	<b>\$8,096</b>
Santa Barbara City College	Director-Financial Aid	\$8,374	\$10,203	<b>\$9,289</b>
State Center CCD	Financial Aid Manager	\$7,120	\$8,756	<b>\$7,938</b>
	Average	\$7,769	\$9,617	\$8,693
	25th Percentile	\$6,970	\$8,548	\$7,759
	50th Percentile	\$7,688	\$9,547	\$8,617
	75th Percentile	\$8,562	\$10,681	\$9,622
	80th Percentile	\$8,826	\$10,820	\$9,823
	90th Percentile	\$9,351	\$11,363	\$10,357
	SMC % RANK	26%	25%	<b>25%</b>
	SMC Difference From AVG	-11%	-13%	-12%
	SMC Difference From MED	-9%	-12%	-11%

*\*The midpoint or 50th percentile of data; a calculation that is not as susceptible to extreme high or low values in a dataset, as compared to the average. Due to variability in the number of steps per range in comparable agencies, the median provides a more accurate comparison between agencies.*

The current salary range for Director of Financial Aid and Scholarships is \$7,022 to \$8,535 per month (Classified Management Salary Schedule, Range M18). In this survey, 75% of the cases presented were above the current median salary for this classification at SMC.

**SALARY ALLOCATION**

It is recommended that the salary be reallocated to Classified Management Salary Schedule, Range M28, \$8,962 to \$10,893 per month, a 28% increase. The proposed range is justified given that it meets the College’s goal to target base median salary at or above the 70th percentile. One range lower would place salary below the 70<sup>th</sup> percentile ranking as compared to the market median.

The proposed increase would place the median salary for this classification at the 75th percentile compared to the market median. The results of the study have been sent to the area Vice President, Business Services, Human Resources, and executive leadership.

CLASS TITLE	MIN	MAX	RANGE	%DIFFERENCE BETWEEN LEVELS
Associate Dean of Financial Aid & Scholarships	\$11,275	\$13,071	N/A	25.81%
<b>Director of Financial Aid &amp; Scholarships (Proposed)</b>	<b>\$8,962</b>	<b>\$10,893</b>	<b>M28</b>	<b>37.36%</b>
Financial Aid Supervisor	\$6,524	\$7,930	M15	5.79%
Financial Aid Systems Specialist	\$6,167	\$7,496	43	27.63%
Financial Aid & Scholarship Specialist	\$4,831	\$5,873	33	21.57%
Student Services Assistant	\$3,974	\$4,831	25	10.24%
Student Services Clerk	\$3,605	\$4,382	21	

**RECOMMENDATION**

It is recommended that the Commission approve the proposed revisions and salary reallocation for the Director of Financial Aid & Scholarships classification description.

**FROM: Director of Financial Aid and Scholarships**  
**\$7,022 to \$8,535 per month (Classified Management Salary Schedule Range M18)**

**To: Director of Financial Aid and Scholarships**  
**\$8,962 to \$10,893 per month (Classified Management Salary Schedule Range M28)**

---

**DISPOSITION BY THE COMMISSION**

Amendments/Comments

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

**Santa Monica Community College District  
Personnel Commission**

**Director of Financial Aid and Scholarships**

**CONCEPT OF THE CLASS**

Under general direction, ~~the position in this classification~~ plans, directs, organizes, administers, maintain, implement, and monitor and manages the District's financial aid and scholarship ~~award~~ programs to ensure timely processing of financial aid and scholarships and compliance with related federal, state and local requirements.

~~;~~ ~~to manage and monitor the financial aid and scholarship programs' effectiveness, auditability, operations, and workflow to assure; to oversee and perform financial aid need analysis, awarding and packaging; to evaluate office operations and make changes to improve efficiency and delivery of service to students; to supervise, train and provide work direction and guidance to assigned personnel; to maintain and oversee the maintenance of a variety of confidential records, lists and files related to financial aid and scholarship operations and activities; and to do related work as required.~~

**ESSENTIAL DUTIES**

Plans, organizes, administers, maintains, implements, and monitors the District's comprehensive financial aid and scholarship program in accordance with federal, state, and institutional policies; coordinates the institutional scholarship program ~~with Development Office, Business Services and community volunteers~~ coordinates and financial aid activities with ~~Computer services, Educational Opportunities Program and Services (EOP&S), Scholarship and other~~ appropriate college offices.

Maintains current knowledge of federal, state, and local rules, regulations, policies and procedures related to student loans, grants and aid programs; interprets and implements procedural changes as required; conducts staff meetings and distributes information and training materials; ~~provides training for the financial aid and scholarship staff on financial aid and scholarship issues.~~

Oversees and participates in performing financial aid need analysis and packaging; evaluates student financial aid applications for program eligibility; verifies application information; reviews supporting documentation and re-calculates financial need as required.

Develops the appropriate and necessary operating procedures to ensure program compliance for each component of the scholarship program: program publicity, scholarship application in-take process, and compliance with all regulations related to dissemination procedures.

Resolves difficult financial aid issues and cases and serves as chair on the Financial Aid Appeal Committee; interprets and assures compliance with applicable federal and state regulations and guidelines; evaluates special circumstances and adjusts financial aid eligibility using professional judgment as defined in federal regulations.;

Conducts research in the geographic area served by the college to determine cost of living expense for student budget.

~~Monitors funds to avoid any over expenditure and liability of the District; reconciles and completes grant program reports; participates in the preparation and administration of program funding for the student financial assistance budget; submits justification for budget items and monitors and controls expenditures; works cooperatively with auditors as required; provides leadership and supervision for furthering the automation of the financial aid and scholarship functions.;~~

Santa Monica College Personnel Commission  
AGENDA of Regular Meeting, October 16, 2019

Oversees the loan management program to include the development of skip-tracing for accounts with inaccurate addresses, contacts all students with loans who are not fulfilling payment requirements; maintains liaison with Business Services for reports and annual reconciliation of grant and loan program; administers the Book Emergency Loan Program.

~~Compiles information and data and prepares various financial aid reports for distribution to appropriate state and federal agencies, as required or requested; assists in the collection of data and the preparation of various reports necessary to obtain the level of funding available to the District for federal programs.~~

Selects, develops and conducts training, supervises, reviews work evaluates and corrects deficiencies, motivates, and, where necessary, recommends corrective discipline for financial aid and scholarship staff.

Monitors work flow, accomplishments and program effectiveness to assure efficiency and optimizes availability of financial aid and scholarship awards to eligible students.

~~Develops publications and other informational systems that will interpret the college's financial aid and scholarship programs to students, which includes writing procedural manuals for all financial aid and scholarship functions; updates and revises manual as needed.~~

Conducts financial aid and scholarship presentation to local high schools, community agencies and appropriate organizations; represents the District at various meetings, workshops, and conference related to Financial Aid & Scholarship programs.

Performs other related duties as 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 an assigned administrator.

***Supervision Exercised:***

This position exercises supervision over Financial Aid & Scholarship staff.

**KNOWLEDGE, SKILLS AND ABILITIES**

**Knowledge of:**

Financial aid and scholarship related rules, laws regulations, policies, and procedures to comply with federal, state, ~~and~~ local, and institutional requirements and regulations

Effective strategic planning, management and leadership principles

Effective employee supervision, evaluating, training, and development techniques and practices

~~Principles and practices of training and providing technical assistance;~~

~~General principles of organization, management and employee supervision & training; Research and interviewing techniques and methods;~~

Objectives and technical aspects of financial aid programs and activities

Santa Monica College Personnel Commission  
AGENDA of Regular Meeting, October 16, 2019

Effective research, analytical and report writing techniques;

Principles, techniques and processes for providing customer service practices

Budget preparation and control;

~~Word processing and spreadsheet software;~~

Computer applications and programs including financial aid databases, ~~and information processing~~ systems, spreadsheet, presentation and data management tools;

Effective customer service techniques

**Ability to:**

Plan, organize, direct, and administer a comprehensive program of student financial aid and scholarships

Assemble and analyze data, prepare reports, and make appropriate recommendations to District management ~~college officials;~~

~~Assemble, compile, analyze and verify data in preparation for written, graphic or tabular form reports;~~

Effectively interpret, ~~and~~ apply and explain financial aid and scholarship laws, regulations and procedures;

Provide leadership and direction of the financial aid and scholarship program

Effectively select, train, supervise, evaluate, and motivate financial aid and scholarship staff;

Analyze and evaluate existing financial aid and scholarship policies and programs and formulate appropriate recommendations for necessary improvements;

Anticipate conditions, plan ahead, establish priorities, and meet deadlines and schedules;

Effectively prepare and monitor a public agency budget; maintain proper accounting and budgetary controls;

Operate a computer using computer applications, programs and standard office equipment

Organize and maintain specialized ~~Administer the maintenance and upkeep of confidential records and files~~ and confidentiality of employee and student information;

~~Excellent oral and written communication skills~~

Communicate effectively, both orally and in writing in form;

Stay abreast of technology changes and adapt to new technologies

Role model exceptional internal and external customer service

~~Establish and maintain cooperative working relationships with school officials and administrators, classified staff and representatives of governmental agencies;~~

Santa Monica College Personnel Commission  
AGENDA of Regular Meeting, October 16, 2019

Establish and maintain cooperative working relationships with District management, staff, students, the public and others encountered in the course of work in in a diverse, multicultural and multi-ethnic educational environment.

MINIMUM QUALIFICATIONS

**Education Requirement:**

Bachelor's degree in Business Administration or related field from an accredited college or university.

**Experience Requirement:**

~~Four~~ Five years of progressively responsible experience in a student financial aid office with demonstrated knowledge and proficiency in related processing systems, rules, laws, regulations, and reporting, including three years of supervisory experience. ~~managing a comprehensive and diverse financial aid program.~~

**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 ~~required~~.

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. The employee is required to regularly visit construction sites with unpaved, uneven surfaces, excavations and construction work in progress. Hardhats, safety glasses and safety shoes are required. Walking on catwalks, scaffoldings and using ladders to reach upper floors may be necessary.~~ While performing the duties of this job, the noise level in the work environment is usually quiet to moderate, but occasionally can be noisy and loud.

CLASS DETAIL

**Job Family:** Student Services (Non-Classroom)

**FLSA Status:** Exempt

**Personnel Commission Approval Date:** 9/20/1995

**Class History:**

**Revision Date(s):** 10/17/2019



**AGENDA REPORT NO. 6**

**SUBJECT: RATIFICATION OF EXTENSION AND WORKING OUT OF CLASS ASSIGNMENTS**

**DATE:** October 16, 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 assignment(s).

**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>
Ernesto Barba/ Network Administrator	Network Engineer	09/20/19-12/24/19; 01/02/20-01/10/20	Additional Duties	Less than 50%

<b>Name/Permanent Class</b>	<b>WOC Assignment*</b>	<b>Dates</b>	<b>Reason</b>	<b>Other</b>
Donatas Bukauskas/ Instructional Assistant – Math	Tutoring Coordinator-Math	09/25/19-12/24/19	Additional Duties	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.

**Santa Monica College Personnel Commission  
AGENDA of Regular Meeting, October 16, 2019**

3. Working out of class assignments are designed for temporary situations and shall not be used to place an employee in a long-term or permanent assignment in a higher or different classification. No employee shall be assigned to work out of class beyond the time limits specified in Merit Rule 7.2 (Provisional Appointments) and Merit Rule 7.4 (Limited Term Appointments).
- B. Procedure for Supervisor Requesting Approval for Working Out of Class
3. The Director of Classified Personnel will advise the Office of Human Resources of the findings and shall present those findings, including the recommended pay differential, to the Personnel Commission for approval. Confirmation of this approval shall then be sent by the Personnel Commission to the Supervisor and the employee, and forwarded to the Board of Trustees for final approval.

---

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

---

11.7 Work out of Classification

11.7.1 Definition:

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

11.7.3 Compensation:

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

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 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:  
AYES:

SECONDED BY:  
NAYS:

ABSTENTIONS:

Amendments/Comments

---

**AGENDA REPORT NO. 7**

SUBJECT: **EXTENSION OF ELIGIBILITY LISTS:**  
• **HUMAN RESOURCES SPECIALIST**  
• **LABORATORY TECHNICIAN – LIFE SCIENCE**

DATE: October 16, 2019

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

The Personnel Commission Office is requesting that the following eligibility list(s) be extended as indicated below:

<b>Classification</b>	<b>Original Expiration Date</b>	<b>Current Expiration Date</b>	<b>Number of Candidates on List</b>	<b>Number of Ranks on List</b>	<b>Proposed Expiration Date</b>
Human Resources Specialist	11/7/2019	11/7/2019	24	9	5/7/2020
Laboratory Technician – Life Science	11/8/2019	11/8/2019	5	4	2/8/2020

The Personnel Commission staff believes there are a sufficient number of available eligibles remaining to fill any future vacancies anticipated until the new proposed expiration dates.

---

**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 eligibility list(s) shown above.

---

**DISPOSITION BY THE COMMISSION**

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

Amendments/Comments

---

**V. CONSENT AGENDA**

(All items will be considered and approved in one motion unless removed by a Personnel Commissioner for discussion.)

#	ITEM	Page
8	<b>Ratification of Eligibility Lists:</b> <ul style="list-style-type: none"> <li>• Clinical Placement Specialist</li> <li>• Controller</li> <li>• Facilities Maintenance Supervisor</li> <li>• Professional Development Coordinator</li> <li>• Senior Research Analyst</li> </ul>	39
9	<b>Ratification of Limited Term Assignments</b>	40
10	<b>Examination Schedule:</b> <ul style="list-style-type: none"> <li>• Student Communications Coordinator</li> </ul>	41
11	<b>Approval of Minutes</b>	42
12	<b>Advisory Item: Appointments to Limited Term Positions</b>	43
13	<b>Advisory Item: Appointments to Provisional Assignments</b>	44
14	<b>Advisory Item: Reinstatement Lists</b>	45
15	<b>Classification &amp; Compensation Status Report – Information Only</b>	46
16	<b>Recruitment &amp; Examination Status Report – Information Only</b>	49

---

**DISPOSITION BY THE COMMISSION**

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

Amendments/Comments

---

Santa Monica College Personnel Commission  
AGENDA of Regular Meeting, October 16, 2019

**AGENDA REPORT NO. 8**

SUBJECT: **RATIFICATION OF ELIGIBILITY LISTS**

DATE: October 16, 2019

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

BY: José A. Guzmán, Personnel Technician

<b>Class Title</b>	<b>Field of Competition</b>	<b>Promotional</b>	<b>Total On List</b>	<b>Expiration Date</b>
Clinical Placement Specialist	Merged Promotional & Open Competitive	1	3	10/29/20
Controller	Merged Promotional & Open Competitive	0	5	09/30/20
Facilities Maintenance Supervisor	Merged Promotional & Open Competitive	1	4	10/03/20
Professional Development Coordinator	Merged Promotional & Open Competitive	1	2	10/01/20
Senior Research Analyst	Promotional	1	1	04/03/20

Santa Monica College Personnel Commission  
AGENDA of Regular Meeting, October 16, 2019

**AGENDA REPORT NO. 9**

SUBJECT: **RATIFICATION OF LIMITED TERM ASSIGNMENTS**

DATE: October 16, 2019

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:

<b>Position Classification</b>	<b>Department</b>	<b>Effective Dates</b>
Administrative Assistant I (1 part-time position)	Academic Affairs	09/23/19- 12/01/19
Administrative Assistant I (1 part-time position)	Art	09/23/19- 12/01/19
Custodian (1 full-time position)	Operations	09/23/19- 03/16/20
Custodian (1 full-time position)	Operations	10/01/19- 03/16/20



Santa Monica College Personnel Commission  
AGENDA of Regular Meeting, October 16, 2019

**AGENDA REPORT NO. 10**

SUBJECT: **EXAMINATION SCHEDULE**

DATE: October 16, 2019

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:

<b>Class Title</b>	<b>Field of Competition</b>	<b>Time</b>
Student Communications Coordinator	Promotional	3 weeks

**AGENDA REPORT NO. 11**

SUBJECT: **APPROVAL OF MINUTES**

DATE: October 16, 2019

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

Approval of the minutes for the following meetings of the Santa Monica College Personnel Commission:

**Regular Meeting – September 18, 2019**

**Special Meeting – October 2, 2019**

Santa Monica College Personnel Commission  
AGENDA of Regular Meeting, October 16, 2019

**AGENDA REPORT NO. 12**

**SUBJECT: ADVISORY ITEM:  
APPOINTMENTS TO LIMITED TERM POSITIONS**

DATE: October 16, 2019

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.

<b>Candidate</b>	<b>Position</b>	<b>Department</b>	<b>Duration*</b>	<b>Eligible List Date</b>
Miller, Samuel	Administrative Assistant I	Academic Affairs	09/23/19-12/01/19	05/06/19
Miller, Samuel	Administrative Assistant I	Art	09/23/19-12/01/19	05/06/19
Abid, Michelle Hooper	Administrative Assistant II	Academic Affairs	09/23/19-12/31/19	07/18/19
Adams, Raymond	Custodian	Operations	09/23/19-03/16/20	09/06/19
Zetina, Marco	Custodian	Operations	10/01/19-03/16/20	09/06/19

\*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.*

Santa Monica College Personnel Commission  
AGENDA of Regular Meeting, October 16, 2019

**AGENDA REPORT NO. 13**

**SUBJECT:   ADVISORY ITEM:  
          APPOINTMENTS TO PROVISIONAL ASSIGNMENTS**

DATE:       October 16, 2019

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.

<b>Candidate</b>	<b>Position</b>	<b>Department</b>	<b>Duration*</b>
Halacy, Dylan	Accompanist-Dance	Dance	09/19/19-12/31/19
Hong, Meghan	Theatre Technical Specialist	Facilities	12/11/19-06/30/20
Macias, Matthew	Theatre Technical Specialist	Facilities	10/12/19-06/30/20

\*Assignment ending dates may be adjusted as not to exceed 90 working days in a fiscal year

Santa Monica College Personnel Commission  
AGENDA of Regular Meeting, October 16, 2019

**AGENDA REPORT NO. 14**

SUBJECT: **ADVISORY ITEM: REINSTATEMENT LISTS**

DATE: October 16, 2019

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

The Personnel Commission is advised that the following individual is being added to the Reinstatement list(s) as specified below:

<b>Name</b>	<b>List Classification</b>	<b>Resignation Date</b>	<b>Reinstatement Effective Dates (39 months from resignation date)</b>
Peter Cheng	Sign Language Interpreter III	7/12/2018	7/13/2018 to 10/12/2021

Reference: Merit Rule 15.2.1 Reinstatement

A permanent employee who resigned in good standing may be reinstated in a vacant position in his/her former class and status within 39 months of last date of paid service. He/she may also be reinstated in a vacant position in a lower related class, if qualified, or in limited-term status in the same or lower class. Such reinstatement is discretionary with the appointing authority.

**AGENDA REPORT NO. 15**

**SUBJECT: CLASSIFICATION AND COMPENSATION STATUS REPORT –  
INFORMATION ONLY**

DATE: October 16, 2019

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.

**Santa Monica College Personnel Commission  
AGENDA of Regular Meeting, October 16, 2019**

CLASSIFICATION & COMPENSATION STATUS REPORT (In Process)								
CLASSIFICATION	ASSIGNED TO:	STUDY TYPE	# OF INCUMBENTS	PDQ DEADLINE	JOB AUDIT	STAKEHOLDER REVIEW	STAKEHOLDER STATUS	PC AGENDA
Journeyman Trade-Carpentry	KM	Cyclical	Single	05/09/18	NA	10/03/19	Incumbent	10/16/19
Journeyman Trade-Locksmithing	KM	Cyclical	Single	05/09/18	NA	10/03/19	Incumbent	10/16/19
Journeyman Trade-Painting	KM	Cyclical	Multiple	05/09/18	NA	10/03/19	Incumbent	10/16/19
Senior Student Services Specialist-International	AF/JG	Cyclical	Single	4/18/2018*	02/14/19	07/25/19	Agenda	10/16/19
Student Services Specialist-DSPS	OV	Cyclical	Multiple	1/25/2019*	01/11/19	09/26/19	Agenda	10/16/19
Student Services Specialist-International Students	AF/JG	Cyclical	Multiple	4/18/2018*	1/15-2/7	07/25/19	Agenda	10/16/19
Human Resources Technician	OV	Salary	Single	NA	NA	07/31/19	Administrative Review	
Human Resources Specialist	OV	Revisions	Multiple	NA	NA	07/31/19	Administrative Review	
Human Resources Analyst - Employee & Labor Relations (Confidential)	JL	Cyclical	Multiple	02/02/18	09/19/18	04/18/19	Sr. Management	
Human Resources Analyst - Leaves & Benefits	JL	Cyclical	Single	02/02/18	10/09/18	04/18/19	Sr. Management	
Network Communications Manager	OV	Revisions	Single	01/15/19	03/15/19	07/03/19	Sr. Management	
Personnel Analyst	AG/JL	Cyclical	Single	02/02/18	01/28/19	04/18/19	Sr. Management	
Student Services Clerk	OV	Reclass	Single	06/21/19	07/18/19	09/10/19	Complete (no change)	
Director of Financial Aid	AG/AF	New Class	Single	NA	NA	10/08/19	Sr. Management	
Journeyman Trade-Electrical	KM	Cyclical	Single	05/09/18				
Journeyman Trade-HVAC	KM	Cyclical	Multiple	05/09/18				
Journeyman Trade-Plumbing	KM	Cyclical	Multiple	05/09/18				
Journeyman Trade-Welding	KM	Cyclical	None	05/09/18				
Administrative Assistant I	AF	Reclass	Single	09/30/19	10/11/19			
Accountant	AF	Salary	Multiple	NA	NA			
Personnel Specialist	OV	Cyclical	None	02/02/18	NA			
Personnel Technician	KM	Cyclical	Multiple	02/02/18	01/11/19			
Senior Student Services Specialist-Assessment Services	AG/OV	Cyclical	None	4/18/2018*	NA			
Student Services Specialist	OV	Cyclical	Multiple	4/18/2018*	10/10, 10/12/18 &			
Student Services Specialist-Welcome Center	AF	Cyclical	Multiple	4/18/2018*	NA			
Recycling Program Specialist	KM	Cyclical	Single	NA				
Skilled Maintenance Worker	KM	Cyclical	Multiple	05/09/18				
Skilled Maintenance Worker II	KM	Cyclical	Multiple	05/09/18				
Financial Aid Supervisor	AG	Reclass	Single					
Enterprise Business Supervisor	OV	New Class	None					
*Extension								

**Santa Monica College Personnel Commission  
AGENDA of Regular Meeting, October 16, 2019**

**CLASSIFICATION & COMPENSATION STATUS REPORT (Pending)**

CLASSIFICATION	ASSIGNED TO:	STUDY TYPE	# OF INCUMBENTS	PDQ DEADLINE	JOB AUDIT	STAKEHOLDER REVIEW	STAKEHOLDER STATUS	PC AGENDA
Career Services Advisor		Revisions	Single					
Senior Career Services Advisor		Revisions	Multiple					
Director of Classified Personnel		Cyclical	Single	02/02/18				
Classification & Compensation Manager		Cyclical	Single	02/02/18				
Supervising Personnel Analyst		Cyclical	Single	02/02/18				
<i>*Extension</i>								

**CLASSIFICATION & COMPENSATION STATUS REPORT (On Hold)**

CLASSIFICATION	ASSIGNED TO:	STUDY TYPE	# OF INCUMBENTS	PDQ DEADLINE	JOB AUDIT	STAKEHOLDER REVIEW	STAKEHOLDER STATUS	PC AGENDA
Course Materials Buyer		Cyclical	Single	12/08/16	03/22/17	06/05/17	Incumbent	
Assistant Director of Human Resources		Cyclical	None	02/02/18				
Compliance Administrator/ Title IX Coordinator		Cyclical	Single	02/02/18				
Director of Human Resources		Cyclical	Single	02/02/18				
Employee Benefits Coordinator		Cyclical	Single	02/02/18				
Employee Benefits Specialist		Cyclical	None	NA	NA			
<i>*Extension</i>								



**AGENDA REPORT NO. 16**

**SUBJECT: RECRUITMENT AND EXAMINATION STATUS REPORT –  
INFORMATION ONLY**

DATE: October 16, 2019

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.

Santa Monica College Personnel Commission  
AGENDA of Regular Meeting, October 16, 2019

<b>Recruitment and Examination Status Report</b>											
Classification	Assig	FOC	VAC	Opened	Closed	Written	T & E	Perf.	QAI	E-List	Ratif.
Administrative Assistant III-Confidential	CL	P	1	9/23/19	10/15/19						
Assistant Director Facilities Maintenance	CL	MPO	1	6/21/19	7/22/19		9/10/19				
Buyer II	CL	MPO	2	4/1/19	7/26/19				9/12/19		
Campus Safety Officer	JG	MPO		8/23/19	9/16/19	9/28/19					
Career Education Specialist	JG	MPO		7/26/19	8/16/19						
Clinical Placement Specialist	OV	MPO	1	7/25/19	8/14/19				9/13, 9/20	9/30/19	10/16/19
Construction Maintenance Supervisor	KM	P	1	8/30/19	9/29/19				10/22/19		
Controller	AF/JL	MPO	1	6/24/19	7/22/19	NA	8/29/19		9/20/19	10/1/19	10/16/19
Director of Network Services	CL/TM	MPO	1	8/6/19	8/26/19		10/3/19		10/10/19		
Facilities Maintenance Supervisor	KM	MPO	1	7/3/19	8/2/19				9/24/19		10/16/19
Financial Aid & Scholarships Specialist	AF	P	1	9/16/19	10/4/19						
Grounds Worker	JG	O	2	9/5/19	9/25/19						
Human Resources Analyst-Employee & Labor Relations (Confidential)	OV	MPO	1	2/13/19	8/6/19		10/9/19		10/22/19		
Outreach and Recruitment Specialist		MPO	1								
Professional Development Coordinator	OV	MPO	1	5/7/19	5/29/19		7/17, 9/16		8/1, 9/24	10/2/19	10/16/19
Senior Career Services Advisor	OV	P									
Senior Research Analyst	AG/TM	P	1	9/5/19	9/25/19		9/26/19			10/4/19	10/16/19
Sign Language Interpreter III		MPO									
Student Services Specialist-Welcome Center	CL	P	1	5/7/19	5/28/19						

<b>Continuous Recruitments</b>											
Classification	Assigned	FOC	VAC	Opened	Written	T & E	Perf.	QAI	E-List	Ratif.	
Theater Technical Specialist	JG	MPO	Temp								

<b>Upcoming Recruitments</b>			
Classification	Assigned	FOC	VAC
Administrative Clerk		MPO	
Administrative Assistant I		MPO	
Administrative Assistant II		P	
Athletic Equipment Specialist	JG	MPO	
Costume Designer		MPO	1
Instructional Assistant-Math	JG	O	
Lead Custodian	KM	MPO	
Receiving, Stockroom, and Delivery Worker		MPO	
Recycling Program Specialist		MPO	1
Senior Buyer		P	
Senior Online Learning Specialist	OV	MPO	1
Skilled Maintenance Worker II	KM	P	
<b>Student Communications Coordinator</b>	OV	P	1
Theater Technical Specialist		MPO	Temp.
<b>Items in bold are pending approval by the Personnel Commission.</b>			
*Pending approval by the Board of Trustees			

VI. ADJOURN AT \_\_\_\_\_ P.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, November 20, 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 Wednesday, October 16, 2019, 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.**