



# PERSONNEL COMMISSION REGULAR MEETING AGENDA

VIRTUAL MEETING – WEDNESDAY, JUNE 17, 2020 at 12:00 P.M  
**Hardcopy Distribution only at 2714 Pico: Exterior Display Box**

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

During the COVID-19 (Coronavirus) Global Pandemic, the Personnel Commission will be conducting virtual public meetings using Zoom. Virtual meetings have been authorized by Executive Order N-25-20 issued by Governor Gavin Newsom and dated March 12, 2020, to reduce and minimize the risk of infection by “limiting attendance at public assemblies, conferences, or other mass events.” Zoom meetings will ensure public participation while at the same time complying with the Governor’s Stay at Home executive order and Los Angeles County’s Safer at Home order.

Members of the public may address the Personnel Commission **concerning any subject that lies within the jurisdiction of the Personnel Commission**. Public participation can occur in one of two ways. Members of the public can submit written comments to be read during the public meeting or they may speak during the Zoom meeting.

Individuals wishing to speak or submit written comments to be read at the Personnel Commission meeting shall send an email to [Personnel\\_Commission@smc.edu](mailto:Personnel_Commission@smc.edu), by no later than Wednesday, June 17, 2020, 10:00 a.m. The email should include the following information:

- Name
- Department (optional)
- Topic or Agenda Item # to be addressed
- Comments to be read (if submitting written comments)

### Instructions for Speaking to the Commission through Zoom

Speakers may address any specific agenda item, or may provide general comments during the “Public Comments” period. When it is time for the speakers to address the Commission, their name will be called and the microphone on their Zoom account will be activated. A speaker’s Zoom Profile should match their real name to expedite this process. After the comment has been given, the microphone for the speaker’s Zoom profile will be muted.

All public comments will be subject to the general rules set forth below.

1. 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.
2. 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.
3. 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.

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*

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

**Santa Monica College Personnel Commission  
AGENDA of Regular Meeting, June 17, 2020**

*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/Group Chat 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.

**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: May 2020**

**\*\*Amended\*\***

**5 YEARS**

- ❖ Raul C. Amesquita, Administrative Assistant I, Sustainability

**30 YEARS**

- ❖ Ofelia Meza, Administrative Assistant II, Auxiliary Services

**Recognition of Employee Longevity: June 2020**

**5 YEARS**

- ❖ Janet Tercero, Student Services Specialist, Latino Center

**10 YEARS**

- ❖ Rosa Albano, Accounting Specialist, Campus Store
- ❖ Martha Daza-Whitfield, Student Services Assistant, Health Services
- ❖ Irma Haro, Accounting Manager, Fiscal Services
- ❖ Robert Hnilo, Painter, Maintenance

**20 YEARS**

- ❖ Johnny Kurokawa, Lead Laboratory Technician-Physiology/Microbiology/Biology, Life Science

**35 YEARS**

- ❖ Michael Chitgar, Senior Programmer Analyst, Management Information Systems

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- 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**

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

| # | ITEM   | Page |
|---|--|------|
| 1 | Request For Approval of Amendment to Rules and Regulations of the Classified Service. <ul style="list-style-type: none"> <li>• Chapter XII, Merit Rule 12.2.8, Second Reading</li> </ul> | 6    |
| 2 | Personnel Commission 2020-2021 Calendar  | 7    |
| 3 | Request to Certify from an Alternate Eligibility List: <ul style="list-style-type: none"> <li>• Student Services Clerk</li> </ul>  | 8    |

**V.CONSENT AGENDA**

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

| #  | ITEM  | Page |
|----|---|------|
| 4  | Approval of Minutes: <ul style="list-style-type: none"> <li>• May 20, 2020 Regular Meeting</li> </ul>   | 10   |
| 5  | Certification of Seniority List: <ul style="list-style-type: none"> <li>• Professional Development Coordinator</li> </ul>   | 11   |
| 6  | Extension of Eligibility List: <ul style="list-style-type: none"> <li>• Accompanist-Performance</li> <li>• Administrative Assistant I</li> <li>• Administrative Assistant II</li> <li>• Assistant Director of Facilities Operations</li> <li>• Case Management Coordinator</li> <li>• Chief Director of Business Services</li> <li>• Director of Facilities Maintenance and Operations</li> <li>• Human Resources Specialist</li> <li>• Information Systems Security Officer</li> <li>• Instructional Assistant-ESL</li> <li>• Program Specialist</li> <li>• Student Services Specialist</li> </ul> | 13   |
| 7  | Request for Approval: Examination Schedule  | 15   |
| 8  | Ratification of Limited Term Assignments  | 16   |
| 9  | Advisory Items: Appointment to Limited Term Positions   | 17   |
| 10 | Information Item: Classification & Compensation Status Report   | 18   |
| 11 | Information Item: Recruitment & Examination Status Report   | 21   |

**VI.ADJOURN**

Santa Monica College Personnel Commission  
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**AGENDA REPORT NO. 1**

SUBJECT: **AMENDMENT TO RULES AND REGULATIONS OF THE CLASSIFIED SERVICE - CHAPTER 12: SALARIES, OVERTIME PAY, AND BENEFITS – SECOND READING  
MERIT RULE 12.2.8: SALARY ON PROMOTION**

DATE: June 17, 2020

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

Proposed changes to Chapter 12: Merit Rule 12.2.8, are attached for a second reading.

12.2.8 SALARY ON PROMOTION

- A. When an employee is promoted to a position on a higher salary range, ~~he/she/they~~ shall receive at least a one step (5%) salary increase, ~~but not less than the first step of the new salary range.~~
- B. If the amount of the first step of the new salary range is less than a one step salary increase, the employee shall be placed at the next higher step which will ensure a minimum of a one-step or 5% salary increase.
- C. A promotional employee may be granted Advanced Step Placement on the salary schedule upon recommendation of the Director of Classified Personnel.
  - 1. The Director of Classified Personnel shall base their recommendation to properly compensate a promotional employee for previous training, experience, and qualifications which greatly exceed the standard expectations of a new employee on entry into the classification, provided advanced step placement was not awarded at the time of initial hire within the same job family, or for previous promotions within the same job family.
  - 2. Advanced Step Placement for promotional employees shall otherwise be in accordance with Merit Rule 12.2.4.
- ~~D.~~ After promotion, an employee shall advance one step on the salary schedule after satisfactory completion ~~of six months~~ of a probationary period in the new class. This shall become the employee's new increment anniversary date.
- ~~E.~~ Thereafter, salary increment advancement shall be in accordance with Rule 12.2.5.

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**DISPOSITION BY THE COMMISSION**

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

Santa Monica College Personnel Commission  
AGENDA of Regular Meeting, June 17, 2020

Amendments/Comments

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**AGENDA REPORT NO. 2**

**SUBJECT: APPROVAL OF PERSONNEL COMMISSION MEETING SCHEDULE:  
FISCAL YEAR 2020-2021**

DATE: June 17, 2020

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

It is recommended that the Personnel Commission approve the following scheduled meetings for Fiscal Year 2020-2021. Regular meetings will be held on the third Wednesday of each month at 12:00 noon in the Board Room, Business Building, Room 117.

| <b>Regular Meeting Dates</b>  | <b>Regular Meeting Time</b> | <b>Meeting Location</b> |
|-------------------------------|-----------------------------|-------------------------|
| Wednesday, July 15, 2020      | 12:00 PM / Noon             | TBD                     |
| Wednesday, August 19, 2020    | 12:00 PM / Noon             | TBD                     |
| Wednesday, September 16, 2020 | 12:00 PM / Noon             | TBD                     |
| Wednesday, October 21, 2020   | 12:00 PM / Noon             | TBD                     |
| Wednesday, November 18, 2020  | 12:00 PM / Noon             | TBD                     |
| Wednesday, December 16, 2020  | 12:00 PM / Noon             | TBD                     |
| Wednesday, January 20, 2021   | 12:00 PM / Noon             | TBD                     |
| Wednesday, February 17, 2021  | 12:00 PM / Noon             | TBD                     |
| Wednesday, March 17, 2021     | 12:00 PM / Noon             | TBD                     |
| Wednesday, April 21, 2021     | 12:00 PM / Noon             | TBD                     |
| Wednesday, May 19, 2021       | 12:00 PM / Noon             | TBD                     |
| Wednesday, June 16, 2021      | 12:00 PM / Noon             | TBD                     |

Reference: Merit Rule 2.2.1 Regular Meetings

The Commission shall hold its regular meeting on the third Wednesday of each month. The Commission shall designate the time and place of the meetings on the Commission's official bulletin board. The Commission may meet at some other time or place, provided that at least 24 hours notice is given to commissioners, employees, and administration representatives. Notice shall be posted on the Commission's official bulletin board and shall also be given to newspapers who have filed written request for such notice.

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**DISPOSITION BY THE COMMISSION**

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

Amendments/Comments

**AGENDA REPORT NO. 3**

SUBJECT: **REQUEST TO CERTIFY FROM ALTERNATE ELIGIBILITY LIST:**  
• **STUDENT SERVICES CLERK**

DATE: June 17, 2020

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

**BACKGROUND**

There is an active eligibility list for Student Services Clerk which will expire on August 1, 2020. This list was established two years ago and therefore cannot be extended. The eligibility list for Student Services Assistant is valid until November 16, 2020. This eligibility list currently contains six candidates and five ranks.

The duties of the Student Services Clerk include a significant portion of the duties included in the Student Services Assistant classification, and the necessary skills and knowledge for Student Services Clerk were adequately tested in the examination for Student Services Assistant.

Merit Rule 6.3.13 states the following:

- A. If there is no eligibility list for the class in which a vacancy occurs, certification may be made from a list for another class at the same or a higher salary level provided:
  - 1. The duties and qualifications of the class for which the examination was given include substantially all of the duties of the position to be filled.
  - 2. The Personnel Commission finds that the use of the list is in the best interest of the District and that the necessary skills and knowledge were adequately tested in the examination.

**RECOMMENDATION**

It is recommended that the Commission approve the use of the Student Services Assistant eligibility list to certify eligible(s) to any current and upcoming vacancies for Student Services Clerk, provided that these vacancies cannot be filled as needed from the existing active list for Student Services Clerk.

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**DISPOSITION BY THE COMMISSION**

MOTION MADE BY:  
SECONDED BY:



AYES:  
NAYS:  
ABSTENTIONS:  
Amendments/Comments

# CONSENT AGENDA

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**DISPOSITION BY THE COMMISSION**  
Amendments/Comments

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

Santa Monica College Personnel Commission  
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**AGENDA REPORT NO. 4**

SUBJECT:    **APPROVAL OF MINUTES**

DATE:        June 17, 2020

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 – May 20, 2020**

**AGENDA REPORT NO. 5**

SUBJECT: **CERTIFICATION OF SENIORITY LIST**  
DATE: June 17, 2020  
TO: Members of the Personnel Commission  
FROM: Carol Long, Director of Classified Personnel

As part of the continuing practice to update and maintain Seniority Lists for the District, we present for your approval the following seniority list mentioned below.

**Professional Development Coordinator**

It is recommended that the Personnel Commission certify the seniority list effective June 17, 2020.

**13.1.4 SENIORITY LISTS**

- A. Seniority lists shall be prepared or updated for each class as necessary. When each list is initially established, it shall be approved by the Personnel Director and certified by the Personnel Commission before it is used.
- B. When a seniority list is initially established or updated, the list shall be made available to the employee(s) for review during a five (5) working day period before it is approved. C. During the prescribed review period, an employee who believes that an error has been made on his/her seniority computation shall notify the Personnel Director, who shall review the computations together with any additional information provided by the employee. The Personnel Director shall determine if a recomputation is appropriate and present an appropriate recommendation for action by the Personnel Commission.
- D. Seniority lists that are maintained will be available for inspection in the Classified Personnel Department.

**Santa Monica College Personnel Commission  
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**"PROFESSIONAL DEVELOPMENT COORDINATOR" Seniority List**

Classification: **Professional Development Coordinator**

Range: 45

Monthly Base Salary Range as of July 1, 2019: \$ 6475 to \$ 7871

PC Certification Date: June 17, 2020

Review Period: May 26 to June 1, 2020

| EMPLOYEE NAME    | SENIORITY BASE DATE<br>(Date of Hire in<br>Classification) | ADJUSTED DAYS<br>and HOURS in<br>CLASSIFICATION | DISTRICT HIRE DATE in<br>PERMANENT STATUS | CURRENT<br>MONTHS<br>PER YEAR | CURRENT<br>HOURS<br>PER WEEK | CURRENT CLASSIFICATION IF NOT<br><b>Professional Development<br/>Coordinator</b> |
|------------------|--|---|---|-------------------------------|------------------------------|--|
| Fernandez, Cyrus | 11/18/2019   | No  | 11/18/2019                                | 12                            | 40                           |  |

Edited By: Brent Heximer, AA II, PC

Compiled by: Karen Monzon, Personnel Analyst

Approved by: Carol Long, Director of Classified Personnel

Santa Monica College Personnel Commission  
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**AGENDA REPORT NO. 6**

- SUBJECT:     **EXTENSION OF ELIGIBILITY LISTS:**
- **ACCOMPANIST – PERFORMANCE**
  - **ADMINISTRATIVE ASSISTANT I**
  - **ADMINISTRATIVE ASSISTANT II**
  - **ASSISTANT DIRECTOR OF FACILITIES OPERATIONS**
  - **CASE MANAGEMENT COORDINATOR**
  - **CHIEF DIRECTOR OF BUSINESS SERVICES**
  - **DIRECTOR OF FACILITIES MAINTENANCE AND OPERATIONS**
  - **HUMAN RESOURCES SPECIALIST**
  - **INFORMATION SYSTEMS SECURITY OFFICER**
  - **INSTRUCTIONAL ASSISTANT – ESL**
  - **PROGRAM SPECIALIST**
  - **STUDENT SERVICES SPECIALIST**

DATE:           June 17, 2020

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> |
|---|---------------------------------|--------------------------------|-------------------------------------|--------------------------------|---------------------------------|
| Accompanist – Performance                         | 4/23/2020                       | 6/23/2020                      | 4                                   | 3                              | 9/23/2020                       |
| Administrative Assistant I                        | 5/5/2020                        | 7/5/2020                       | 20                                  | 10                             | 9/5/2020                        |
| Administrative Assistant II                       | 7/17/2020                       | 7/17/2020                      | 21                                  | 17                             | 9/17/2020                       |
| Assistant Director of Facilities Operations       | 12/19/2019                      | 6/19/2020                      | 4                                   | 3                              | 9/19/2020                       |
| Case Management Coordinator                       | 7/2/2020                        | 7/2/2020                       | 5                                   | 4                              | 10/2/2020                       |
| Chief Director of Business Services               | 2/5/2020                        | 6/30/2020                      | 5                                   | 4                              | 9/30/2020                       |
| Director of Facilities Maintenance and Operations | 4/1/2020                        | 7/1/2020                       | 3                                   | 3                              | 10/1/2020                       |
| Human Resources Specialist                        | 11/7/2019                       | 7/7/2020                       | 24                                  | 9                              | 11/7/2020                       |
| Information Systems Security Officer              | 5/1/2020                        | 7/1/2020                       | 6                                   | 5                              | 10/1/2020                       |
| Instructional Assistant – ESL                     | 3/14/2020                       | 6/14/2020                      | 5                                   | 4                              | 10/14/2020                      |
| Program Specialist                                | 7/7/2020                        | 7/7/2020                       | 11                                  | 6                              | 10/7/2020                       |
| Student Services Specialist                       | 9/24/2019                       | 7/18/2020                      | 27                                  | 8                              | 9/24/2020                       |

**Santa Monica College Personnel Commission**  
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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.

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**Merit Rule 6.2.3 (C) Duration of Eligibility List**

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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.

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**AGENDA REPORT NO. 7**

**SUBJECT: EXAMINATION SCHEDULE**

**DATE:** June 17, 2020

**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> |
|---------------------------------|-----------------------------|-------------|
| Carpenter                       | Promotional                 | 3 weeks     |
| Instructional Assistant-English | Promotional                 | 3 weeks     |
| Student Services Clerk          | Promotional                 | 3 weeks     |

Santa Monica College Personnel Commission  
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**AGENDA REPORT NO. 8**

**SUBJECT: RATIFICATION OF LIMITED TERM ASSIGNMENTS**

**DATE:** June 17, 2020

**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> |
|---|-------------------|------------------------|
| Bookstore Clerk/Cashier<br>(15 part-time positions)   | Bookstore         | 05/26/20-06/30/20      |
| Customer Service Assistant<br>(4 part-time positions) | Bookstore         | 05/26/20-06/30/20      |



Santa Monica College Personnel Commission  
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**AGENDA REPORT NO. 9**

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

DATE: June 17, 2020  
 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.

| Candidate           | Position                   | Department | Duration*         | Eligible List Date |
|---------------------|----------------------------|------------|-------------------|--------------------|
| Abdulhafiz, Meymuna | Bookstore Clerk/Cashier    | Bookstore  | 05/26/20-06/30/20 | 12/15/04           |
| Abel, Teneka        | Bookstore Clerk/Cashier    | Bookstore  | 05/26/20-06/30/20 | 02/21/07           |
| Ashby, Deanna       | Bookstore Clerk/Cashier    | Bookstore  | 05/26/20-06/30/20 | 12/15/04           |
| Chang, Tony         | Bookstore Clerk/Cashier    | Bookstore  | 05/26/20-06/30/20 | 06/18/08           |
| Eichen, John        | Bookstore Clerk/Cashier    | Bookstore  | 05/26/20-06/30/20 | 03/25/15           |
| Garcia, Lucy        | Bookstore Clerk/Cashier    | Bookstore  | 05/26/20-06/30/20 | 03/08/99           |
| Grau, Donald        | Bookstore Clerk/Cashier    | Bookstore  | 05/26/20-06/30/20 | 06/12/12           |
| Lopez, Jose         | Bookstore Clerk/Cashier    | Bookstore  | 05/26/20-06/30/20 | 07/18/11           |
| Lopez, Veronica     | Bookstore Clerk/Cashier    | Bookstore  | 05/26/20-06/30/20 | 03/25/15           |
| Mehary, Mehret      | Bookstore Clerk/Cashier    | Bookstore  | 05/26/20-06/30/20 | 11/16/02           |
| Micas, Donna        | Bookstore Clerk/Cashier    | Bookstore  | 05/26/20-06/30/20 | 02/21/07           |
| Miles, Erik         | Bookstore Clerk/Cashier    | Bookstore  | 05/26/20-06/30/20 | 02/21/07           |
| Pabst, Ester        | Bookstore Clerk/Cashier    | Bookstore  | 05/26/20-06/30/20 | 09/04/09           |
| Pacheco, Wendy      | Bookstore Clerk/Cashier    | Bookstore  | 05/26/20-06/30/20 | 01/23/09           |
| Thielking, Alan     | Bookstore Clerk/Cashier    | Bookstore  | 05/26/20-06/30/20 | 08/26/92           |
| Beck, Michael       | Customer Service Assistant | Bookstore  | 05/26/20-06/30/20 | 05/16/18           |
| Brinkley, Tanisha   | Customer Service Assistant | Bookstore  | 05/26/20-06/30/20 | 05/16/18           |
| Nwonwu, Vergie      | Customer Service Assistant | Bookstore  | 05/26/20-06/30/20 | 05/16/18           |
| Robles Jr., Jose    | Customer Service Assistant | Bookstore  | 05/26/20-06/30/20 | 05/16/18           |

\*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.

Santa Monica College Personnel Commission  
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***Reference Merit Rule 7.4.3 (A) –Eligibility for Appointment***

*Limited term appointments shall be made from eligibility lists and employment lists in accordance with procedures for regular appointments.*

**AGENDA REPORT NO. 10**

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

DATE: June 17, 2020

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.

See following page for information.

**Santa Monica College Personnel Commission  
AGENDA of Regular Meeting, June 17, 2020**

| CLASSIFICATION & COMPENSATION STATUS REPORT (In Process)           |              |            |                 |              |           |                    |                    |           |
|--|--------------|------------|-----------------|--------------|-----------|--------------------|--------------------|-----------|
| CLASSIFICATION   | ASSIGNED TO: | STUDY TYPE | # OF INCUMBENTS | PDQ DEADLINE | JOB AUDIT | STAKEHOLDER REVIEW | STAKEHOLDER STATUS | PC AGENDA |
| Accountant   | AF           | Salary     | Multiple        | NA           | NA        | 12/17/19           | Senior Management  |           |
| Deaf and Hard of Hearing Services Supervisor                       | OV           | Cyclical   | Single          | 03/13/20     | NA        | 06/02/20           | Senior Management  |           |
| Human Resources Analyst - Employee & Labor Relations               | JL           | Cyclical   | Multiple        | 02/02/18     | 09/19/18  | 11/21/19           | Senior Management  |           |
| Human Resources Analyst - Leaves & Benefits                        | JL           | Cyclical   | Single          | 02/02/18     | 10/09/18  | 11/21/19           | Senior Management  |           |
| Journeyman Trade-Electrical  | KM           | Cyclical   | Single          | 05/09/18     | NA        | 12/03/19           | Senior Management  |           |
| Journeyman Trade-HVAC  | KM           | Cyclical   | Multiple        | 05/09/18     | NA        | 12/03/19           | Senior Management  |           |
| Journeyman Trade-Plumbing  | KM           | Cyclical   | Multiple        | 05/09/18     | NA        | 12/03/19           | Senior Management  |           |
| Journeyman Trade-Welding   | KM           | Cyclical   | None            | 05/09/18     | NA        | 12/03/19           | Senior Management  |           |
| Personnel Analyst  | AG/JL        | Cyclical   | Multiple        | 02/02/18     | 01/28/19  | 11/21/19           | Senior Management  |           |
| Financial Aid Supervisor   | AF           | Reclass    | Single          | 02/03/20     | 02/21/20  | 05/07/20           | Senior Management  |           |
| Tutoring Coordinator   | AF           | Revisions  | None            | NA           | NA        | 06/01/20           | Bargaining Unit    |           |
| Administrative Assistant II  | OV           | Reclass    | Single          |              | 01/08/20  |                    |                    |           |
| Events Technician  | JG           | Revisions  | Multiple        | NA           | NA        |                    |                    |           |
| Instructional Technology Services Manager                          | JL/JG        | Reclass    | Single          | NA           | 10/21/19  |                    |                    |           |
| Lead Events Technician   | JG           | Revisions  | Multiple        | NA           | NA        |                    |                    |           |
| Network Communications Manager                                     | JL           | Revisions  | Single          | 01/15/19     | 03/15/19  |                    |                    |           |
| Senior Student Services Specialist-Assessment Services             | AG/OV        | Cyclical   | None            | 4/18/18*     | NA        |                    |                    |           |
| Sign Language Interpreter I  | JL/JG        | Cyclical   | None            | NA           | NA        |                    |                    |           |
| Sign Language Interpreter II                                       | JL/JG        | Cyclical   | None            | NA           | NA        |                    |                    |           |
| Sign Language Interpreter III                                      | JL/JG        | Cyclical   | Multiple        | 04/30/20     | NA        |                    |                    |           |
| Sign Language Interpreter Trainee                                  | JL/JG        | Cyclical   | None            | NA           | NA        |                    |                    |           |
| Campus Store Assistant Manager                                     | AF           | Reclass    | Multiple        | 06/02/20     |           |                    |                    |           |
| Lead Library Assistant-Circulation                                 | AF           | Cyclical   | Single          | 04/30/20     |           |                    |                    |           |
| Lead Library Assistant-Technical Services                          | AF           | Cyclical   | Single          | 04/30/20     |           |                    |                    |           |
| Library Assistant  | AF           | Cyclical   | Single          | 04/30/20     |           |                    |                    |           |
| Research & Planning Analyst  | OV           | Cyclical   | Single          | 04/30/20     |           |                    |                    |           |
| Research Assistant   | OV           | Cyclical   | None            | NA           |           |                    |                    |           |
| Senior Research Analyst  | OV           | Cyclical   | Multiple        | 04/30/20     |           |                    |                    |           |
| Skilled Maintenance Worker   | KM           | Cyclical   | Multiple        | 05/09/18     |           |                    |                    |           |
| Skilled Maintenance Worker II                                      | KM           | Cyclical   | Multiple        | 05/09/18     |           |                    |                    |           |
| Accompanist-Dance  | JG           | Cyclical   | None            |              |           |                    |                    |           |
| Accompanist-Performance  | JG           | Cyclical   | Multiple        |              |           |                    |                    |           |
| Accompanist-Voice  | JG           | Cyclical   | None            |              |           |                    |                    |           |
| Administrative Assistant I   | KM/AF        | Reclass    | Single          |              |           |                    |                    |           |
| Instructional Technology Services Manager-Entertainment Technology | JL           | Reclass    | Single          |              |           |                    |                    |           |
| Student Services Clerk   | KM/AF        | Reclass    | Single          |              |           |                    |                    |           |
| Student Services Specialist  | OV           | Cyclical   | Multiple        |              |           |                    |                    |           |
| <i>*Extension</i>  |              |            |                 |              |           |                    |                    |           |

**Santa Monica College Personnel Commission  
AGENDA of Regular Meeting, June 17, 2020**

| <b>CLASSIFICATION &amp; COMPENSATION STATUS REPORT (On Hold)</b> |                     |                   |                        |                     |                  |                           |                           |                  |
|--|---------------------|-------------------|------------------------|---------------------|------------------|---------------------------|---------------------------|------------------|
| <b>CLASSIFICATION</b>  | <b>ASSIGNED TO:</b> | <b>STUDY TYPE</b> | <b># OF INCUMBENTS</b> | <b>PDQ DEADLINE</b> | <b>JOB AUDIT</b> | <b>STAKEHOLDER REVIEW</b> | <b>STAKEHOLDER STATUS</b> | <b>PC AGENDA</b> |
| 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               |                           |                           |                  |
| Human Resources Technician                                       |                     | Cyclical          | Single                 | NA                  | NA               |                           |                           |                  |
| <i>*Extension</i>  |                     |                   |                        |                     |                  |                           |                           |                  |
| <b>CLASSIFICATION &amp; COMPENSATION STATUS REPORT (Pending)</b> |                     |                   |                        |                     |                  |                           |                           |                  |
| <b>CLASSIFICATION</b>  | <b>ASSIGNED TO:</b> | <b>STUDY TYPE</b> | <b># OF INCUMBENTS</b> | <b>PDQ DEADLINE</b> | <b>JOB AUDIT</b> | <b>STAKEHOLDER REVIEW</b> | <b>STAKEHOLDER STATUS</b> | <b>PC AGENDA</b> |
| Career Services Advisor  | OV                  | Revisions         | Single                 |                     |                  |                           |                           |                  |
| Classification & Compensation Manager                            |                     | Cyclical          | Single                 | 02/02/18            |                  |                           |                           |                  |
| Director of Classified Personnel                                 |                     | Cyclical          | Single                 | 02/02/18            |                  |                           |                           |                  |
| Senior Career Services Advisor                                   | OV                  | Revisions         | Multiple               |                     |                  |                           |                           |                  |
| Supervising Personnel Analyst                                    |                     | Cyclical          | Single                 | 02/02/18            |                  |                           |                           |                  |
| Director of Grants   |                     | New Class         |                        |                     |                  |                           |                           |                  |
| Community Services Spec II (unclassified)                        | AF                  | New Class         | Multiple               |                     |                  |                           |                           |                  |
| <i>*Extension</i>  |                     |                   |                        |                     |                  |                           |                           |                  |

Santa Monica College Personnel Commission  
AGENDA of Regular Meeting, June 17, 2020

**AGENDA REPORT NO. 11**

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

**DATE:** June 17, 2020

**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.

See below for information.

| Upcoming Recruitments   |          |     |      |
|---|----------|-----|------|
| Classification  | Assigned | FOC | VAC  |
| Academic Records Evaluator                                      | OV       | P   | Temp |
| Carpenter   | KM       | P   | Temp |
| <b>Instructional Assistant-English</b>                          | JG       | P   | Temp |
| <b>Student Services Clerk</b>                                   |          | P   | Temp |
| Items in bold are pending approval by the Personnel Commission. |          |     |      |

| On Hold  |       |     |      |         |         |         |       |       |     |        |        |
|--|-------|-----|------|---------|---------|---------|-------|-------|-----|--------|--------|
| Classification                                 | Assig | FOC | VAC  | Opened  | Closed  | Written | T & E | Perf. | QAI | E-List | Ratif. |
| Administrative Assistant I                     |       | PO  |      |         |         |         |       |       |     |        |        |
| Administrative Assistant II                    |       | PO  |      |         |         |         |       |       |     |        |        |
| Carpenter                                      | KM    | MPO | 1    | 1/27/20 | 2/18/20 |         |       |       |     |        |        |
| Community College Police Dispatcher            | KM    | O   | 1    | 3/3/20  | 3/23/20 |         |       |       |     |        |        |
| Customer Service Assistant                     |       | PO  |      |         |         |         |       |       |     |        |        |
| Enterprise Business Services Clerk             |       | PO  |      |         |         |         |       |       |     |        |        |
| Enterprise Business Supervisor                 | AF    | P   | 1    |         |         |         |       |       |     |        |        |
| Instructional Assistant-English                | JG    | O   | 1    | 2/7/20  | 3/3/20  |         |       |       |     |        |        |
| Journeyman Trade-HVAC                          | KM    | MPO | 1    | 3/3/20  | 3/23/20 |         |       |       |     |        |        |
| Lead Custodian                                 | KM    | MPO |      |         |         |         |       |       |     |        |        |
| Lead Receiving, Stockroom, and Delivery Worker |       | P   | 1    |         |         |         |       |       |     |        |        |
| Personnel Analyst                              |       | P   |      |         |         |         |       |       |     |        |        |
| Sign Language Interpreter III                  | JL    | MPO |      |         |         |         |       |       |     |        |        |
| Skilled Maintenance Worker II                  | KM    | P   |      |         |         |         |       |       |     |        |        |
| Stage Construction Technician-Lighting         | JG    | MPO | 1    | 3/5/20  | 3/25/20 |         |       |       |     |        |        |
| Theatre Technical Specialist                   | JG    | MPO | Temp |         |         |         |       |       |     |        |        |

**VI. Motion to adjourn.**

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**DISPOSITION BY THE COMMISSION**

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

Amendments/Comments

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The next regular Personnel Commission meeting is scheduled for:  
Wednesday, July 15, 2020

**As required by law, this agenda for the Wednesday, June 17, 2020 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.**