

Santa Monica College Personnel Commission Meetings

Regular Meetings Occur Every 3rd Wednesday of the Month

Special Meetings Scheduled As Needed

Attend in Person:

1900 Pico Blvd, Business Room 117, Santa Monica Ca 90405

Attend Virtually:

<https://smc-edu.zoom.us/j/89802168458?pwd=YUI4TUV6dkF1MnUzWlRNRnhYMWpTUT09>

Call In:

One tap mobile :

+16694449171,,89802168458#,,,,*170714# US

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Telephone:

Webinar ID: 898 0216 8458

Passcode: 170714

+1 669 444 9171 US

+1 346 248 7799 US (Houston)

+1 719 359 4580 US

+1 720 707 2699 US (Denver)

+1 253 205 0468 US

+1 253 215 8782 US (Tacoma)

+1 646 931 3860 US

+1 689 278 1000 US

+1 301 715 8592 US (Washington DC)

+1 305 224 1968 US

+1 309 205 3325 US

+1 312 626 6799 US (Chicago)

+1 360 209 5623 US

+1 386 347 5053 US

+1 507 473 4847 US

+1 564 217 2000 US

+1 646 558 8656 US (New York)

International numbers available: <https://smc-edu.zoom.us/j/k5RqknxWU>

PUBLIC PARTICIPATION DURING PERSONNEL COMMISSION MEETINGS

Members of the public may address the 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.

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

- Generally, three minutes is allotted to each speaker per topic for general public comments or per agenda item.
- Individuals wishing to speak during Public Comments or on a specific item on the Consent Agenda will be called upon during Public Comments.
- Individuals wishing to speak on a specific item in Major Items of Business will be called upon at the time that the Board reaches that item in the agenda.
- 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.

Exceptions:

This time allotment does not apply to individuals who address the Commission at the invitation or request of the Commission.

Any person who disrupts, disturbs, or otherwise impedes the orderly conduct of any meeting of the 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 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.

Instructions for Submitting a Request to Speak at In-Person Meeting

Individuals wishing to speak to the Commissioners during the Personnel Commission meeting during Public Comments or regarding item(s) on the agenda must complete a request card with name, address, name of organization (if applicable) and the topic or item on which comment is to be made.

General Public Comments and Consent Agenda

- The request card to speak must be submitted to Tatiana Morrison, Personnel Technician, at the meeting before the Commission reaches the applicable section in the agenda.

Instructions for Submitting a Request to Speak at Zoom Webinar

The Zoom webinar format used by the Personnel Commission Zoom meetings ensure public participation and provide an opportunity for the public to directly address the legislative body.

Public participation can occur in one of two ways. Members of the public may speak during the public meeting, or they can submit written comments to be read during the public meeting.

Individuals wishing to speak directly to the Commission can do so in one of several ways:

It is recommended that individuals wishing to speak at the Personnel Commission meeting send an email to morrison_tatiana@smc.edu by 10:30 a.m. for the regular session starting at 12:00 p.m. The email should contain the subject line "Commission Meeting Comments" and include the following information in the body of the email:

- Name
- Address
- Name of organization (if applicable)
- Topic or Item: General Public Comments or Consent Agenda (indicate number/subject)

Alternatively, during the meeting and before public comments have ended, individuals may use the Q&A feature of the Zoom webinar to request to speak.

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 the name used to request to speak to expedite this process. After the comment has been given, the microphone for the speaker's Zoom profile will be muted.

Instructions for Submitting Written Comments

Individuals wishing to submit written comments to be read at the Personnel Commission Meeting should send an email to morrison_tatiana@smc.edu by 10:30 a.m. for the regular session starting at 12:00 p.m. The email should contain the following information:

- Name
- Address
- Name of organization (if applicable)
- Topic or Item (Item V for general comments or Consent Agenda (Item VIII)); for other items indicate the topic or specific item number
- Comment to be read

*Reference: Commission Policy Section 2350
Education Code Section 72121.5
Government Code Sections 54950 et seq*

<p>DEPARTMENTS: PLEASE POST Academic Affairs: Sharon Thomas Accounts Payable: Cherry Aquino Admissions & Records: Jackson Edwards African American Center: Sherri Bradford Athletics: Theresa Tang Auxiliary Services: Ofelia Meza Bundy: Beverly Redd-Walker Business Department: Peter Murray Campus Police Office: Jennifer Jones Campus Store: Eleaz Juarez Career Services: Vicky Rothman Cashier's Office: Veronica Romo Center for Media & Design: Angela Valentine Community & Academic Relations: Christina Marcial Community Education: Counseling Office: Allison Kosich Custodian Time Clock: Anthony Williams Disabled Students Center: Nathalie Laille Early Childhood Ed.: L. Manson Emeritus Department: V. Rankin-Scales English Dept.: Martha Hall EOP&S: Gina Brunell ESL Office: Jocelyn Alex Events Office: Vinnessa Cook Faculty Association: Peter Morse Financial Aid Office: Sandra Hernandez Health Sciences: Clarendia Stephens Health Office: Nancy Alfaro Human Resources: Yesenia Penate & Delia Padilla HSS: Carolyn Baugh Institutional Research: International Education Center: Ana Jara KCRW: Latino Center: Maria Martinez Madison: Gail Johnson Maintenance/Operations: Kasey Garland Malibu: Angela Bice Math Village: Kristina Fukuda Media Center: L. Nakamura Modern Language: Travis Grant Music: Lori Geller Outreach & Recruitment: Giselle Gradilla Payroll: Ian Fraser Science: Ingrid Cardwell Student Life: Amelia Trejo Superintendent/Presidents Office: L. Kilian STEM: Vanan Yahnian Theater Arts: W& ED/Bundy: Tricia Ramos</p>	<p>ADMINISTRATORS AND MANAGERS Emeritus: Guadalupe Salgado Noncredit Programs: Scott Silverman Facilities: Dennis Biddle HR: Tre'Shawn Hall-Baker Info Tech: Calvin Madlock IEC: N. Pressian Instructional Technology: Maintenance: Terry Kamibayashi Operations: Darryl Gray Felicia Hudson Robert Villanueva Receiving: Lisa Davis Supplemental Instruction: Wendi DeMorst SMCPA: Susan Hudelson</p>	<p>SUPERINTENDENT/PRESIDENT AND SENIOR STAFF Superintendent/President: Kathryn Jeffery Executive VP: VP Academic Affairs: 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 & Institutional Communications: Don Girard Community Relations: Kiersten Elliott Public Information: Grace Smith PUBLIC POSTING LOCATION Online: www.smc.edu EMPLOYEE ORGANIZATIONS CSEA Labor Rep.: Caden Stearns CSEA Chapter Pres.: Cindy Ordaz CSEA Chapter 1st V.P.: Martha Romano CSEA Chapter 2nd V.P.: Kennisha Green CSEA Chief Job Steward: Lee Peterson CSEA Job Steward: Jonathan Rosas CSEA Treasurer: Dagmar Gorman CSEA Secretary: Judith Mosher CSEA Chief Development Officer: Luis Martin CSEA Communications Officer: David Mendoza SMC POA President: Officer Cadena Management Association: Scott Silverman IF YOU NEED AN ACCOMMODATION 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. Revised 1/11/2024</p>
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- A. Public Session: 12:00 p.m.
- B. Organizational Functions
 - a. Call to Order
 - b. Roll Call

Commissioners	Present	Absent
Dr. Joseph Metoyer Jr., Chair		
Joy Abbott, Vice Chair		
Barbara Greenstein		
Deborah Jansen		
Lawrence Leone		

- C. Director’s Report
- D. Public Comments: Non-Actionable Items from those in attendance.
 - a. Recognition of Employee Longevity-January 2024

25 YEARS

Ronald Hernandez, Grounds Equipment Operator, Grounds
Waleed Nasr, Senior Technology User Support Specialist, Academic Computing

- E. Comments from the Vice President of Human Resources
- F. Comments from the CSEA Chapter 36 Representative
- G. Comments from the Management Association President
- H. Comments from the Personnel Commission Staff
- I. Comments from the Personnel Commissioners

- J. Agenda Reports: Major Items of Business

Report Number	Subject	Page Number
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- K. Consent Agenda: All items to be considered and approved in one motion unless removed by a Commissioner for discussion

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- L. Adjournment

Agenda Report Number	1
Subject	Second Reading of Amendment to Rules and Regulations of the Classified Service: Chapter 11, Section 11.4.2
Date	Wednesday, January 17, 2024
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

Proposed changes to Chapter 11: Merit Rules Section 11.4.2 is attached for a Second Reading. Recommendations were developed with input from the Merit Rules Advisory Committee. The goals of these changes include updating and clarifying processes, and ensuring language is in compliance with the current laws, internal policies and applicable bargaining agreements.

11.4.2 IMMEDIATE FAMILY DEFINED

- A. A member of the immediate family means the spouse, domestic partner, mother, father, step-parent, grandparent or grandchild of the employee or the spouse of the employee; the spouse, the son, the daughter, foster or adopted child, the son-in-law or daughter-in-law, brother or sister, brother-in-law, sister-in-law, either of the employee or the spouse or domestic partner of the employee, ~~or any person living in the immediate household of the employee.~~

Disposition by the Commission	
Motion Made By	
Seconded By	
Ayes	
Nays	
Abstentions	
Amendments/Comments	

Agenda Report Number	2
Subject	Correction to Request for Approval of Abolishing Four Classifications: Academic Computing Instructional Specialist-CMD
Date	January 17, 2024
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

BACKGROUND

At the previous Personnel Commission Meeting in December, Commissioners approved a request to abolish four classifications in Information Technology. Personnel Commission staff have been participating in a reorganization of the IT department’s user support function. As part of this change, IT management requested that we create one new management classification and two new represented classifications. During the process of creating these new classifications, Commission staff noted significant overlap between the new classifications and four of current classifications.

The initial recommendation was to abolish the following four classifications:

- Instructional Technology Services Manager
- Instructional Technology Services Manager – Entertainment Technology
- Technical Logistics Manager
- Academic Computing Laboratory Specialist – CMD

The title of Academic Computing Laboratory Specialist – CMD was listed incorrectly in this recommendation, which was initially posted as Agenda Item #5 for the Personnel Commission meeting on December 20, 2023.

RECOMMENDATION

It is recommended that the Personnel Commission approve the request to correct the title of this classification as follows:

FROM: Academic Computing Instructional Specialist – CMD

TO: Academic Computing Laboratory Specialist – CMD

Disposition by the Commission	
Motion Made By	
Seconded By	
Ayes	
Nays	
Abstentions	
Amendments/Comments	

Agenda Report Number	3
Subject	Position Reclassification: Administrative Assistant I to Administrative Assistant II
Date	January 17, 2024
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	August Faustino, Personnel Analyst

BACKGROUND

A request to conduct a position study for the Administrative Assistant I position in Special Programs was submitted to the Personnel Commission. A position study was initiated to determine if the current incumbent’s assigned duties and responsibilities are appropriately classified. The current incumbent, Gina Brunell has been an Administrative Assistant I in the Extended Opportunity Programs and Services (EOPS) and Special Programs since 2016. Special Programs consists of a variety of programs that are designed to enhance the student experience and assist students in achieving their personal, career and educational goals.

METHODOLOGY

The incumbent was asked to fill out a Position Description Questionnaire (PDQ). The submitted PDQ was received by the Commission Office on October 16, 2023 and reviewed. Personnel Commission staff met with the incumbent and with Debra Locke, Interim Dean, Special Programs to gather additional details about the nature and level of duties assigned and performed, as well as the timeframe during which these duties were performed.

ANALYSIS

Key factors assessed when studying a position or classification include the knowledge required for the position, level of complexity, scope of responsibility, nature and purpose of contacts and degree of decision-making authority. According to the position study, Gina Brunell provides administrative support to the Interim Dean of Special Programs. The incumbent previously supported the Director of Extended Opportunity Programs and Services (EOPS). Over time and through the gradual accreditation of duties more programs were developed and added to the Director’s responsibilities, which resulted in the incumbent serving as the primary administrative assistant to the Interim Dean as of June 2021. These duties involve scheduling and providing administrative support for meetings on ground and remotely, making arrangements for most new staff and faculty in Special Programs, completing payroll for most staff/faculty in most Special Programs, maintaining and tracking budget, preparing and processing requisitions and purchase requests in BEST system, responsibility for student equipment loan program, cap and gown voucher process, outreach at events, ordering supplies, creating department process guides and assisting the Dean with special projects.

FINDINGS

- Gina Brunell qualifies for reclassification because her position has expanded over time to encompass duties and responsibilities that are commensurate with a higher-level classification with substantial impact on scope/effect of work, level of independence, complexity, knowledge required to effectively perform the job, and the nature and purpose of contacts. These duties are required to support normal department and District operations and cannot be absorbed by other staff members.
- Based on information gathered from the incumbent and her supervisor, Gina Brunell has been assigned to perform these duties through gradual accretion for at least two years.
- Based on the duties assigned and the knowledge, skills and abilities required, the Administrative Assistant II classification encompasses the majority of the incumbent's essential duties in terms of knowledge, complexity, scope and effect of work, level of decision-making authority, and the nature and purpose of contacts.

Applicable Rules:

- In order to qualify for reclassification, the change in duties and responsibilities must occur through a gradual accretion of duties and not occasioned by the sudden assignment of wholly new duties. (Merit Rule 3.3.1.B (3))
- Merit Rule 3.3.2 defines gradual accretion of duties as "occurring over two (2) or more years of regular service."
- Determination as to whether gradual accretion has occurred will be based on the date the incumbent began the performance of the newly acquired duties and responsibilities, and clear and convincing evidence of the employee's continuing performance of the added duties and responsibilities. (Merit Rule 3.3.3 (B)(C))
- At least two (2) years must elapse before another request for reclassification can be initiated for the same position. (Merit Rule. 3.3.4.G)
- Changes in classification and salary resulting from the permanent reclassification of a position shall be effective no later than the first day of the month following the date on which the Personnel Commission takes action to approve reclassification of the position,

provided the employee is eligible to be reclassified with his/her position without examination. (Merit Rule 3.3.7A(1))

RECOMMENDATION

It is recommended that the Commission reclassify Gina Brunell’s position from an Administrative Assistant I to Administrative Assistant II, with a reclassification effective date of February 1, 2024.

Disposition by the Commission	
Motion Made By	
Seconded By	
Ayes	
Nays	
Abstentions	
Amendments/Comments	

Agenda Report Number	4
Subject	Classification Revisions: Film Production Coordinator
Date	January 17, 2024
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	Julia Britt, Personnel Analyst

BACKGROUND

Attached for your approval are the classification revisions for **Film Production Coordinator**.

As scheduled on the annual cyclical study calendar, Commission staff are reviewing the instructional assistance classifications. The Film Production Coordinator provides technical support for film production classes and on-location student film shoots, and is also responsible for the maintenance, inventory, and safe use of all film production equipment.

The Film Production Coordinator was established in August 2013. This classification has not been revised since its establishment. There is currently one incumbent in the classification.

METHODOLOGY

This study was scheduled in the cyclical review calendar for Fiscal Year 2022-23. The incumbent and CSEA were invited to participate in a class study orientation on September 6, 2023, to discuss the purpose of the study, methodology, timelines, possible outcomes, implications, and frequently asked questions. Incumbents were asked to complete a Position Description Questionnaire by September 27, 2023.

Personnel Commission staff consulted with Communications and Media Studies department leadership to discuss the classification description. In addition, the supervisor, Patricia Ramos, Dean of Academic Affairs, was requested to complete a duty analysis worksheet by rating the frequency and criticality of each duty in the current class description. Revisions are proposed to clarify duties assigned and knowledge and abilities required for the job to more accurately reflect the nature of the work required.

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

RESULTS

Based on the data gathered, revisions to the class description are being proposed to include a more accurate description of the work required. Additional changes serve to clarify the concept of the class, essential duties and KSAs (knowledge, skills, and abilities) and minimum qualifications.

A comprehensive survey of comparable agencies was conducted. Sufficient market data was not available to utilize the percentile ranking method of salary placement (i.e., at least 30% of surveyed jobs should be matched). Comparable agencies did not have an equivalent role in nature and level of responsibilities. As a result, salary allocation is recommended based on comparison of similar roles such as the Laboratory Technician - Broadcast Digital Media.

SALARY ALLOCATION

Salary recommendation was based on comparison with the Laboratory Technician - Broadcast Digital Media. No change in salary is recommended to maintain the current differential between these related roles, which is justified given the differences in level of knowledge required, complexity of work, scope and effect of work, and minimum qualifications.

The following chart shows related classifications and salary allocation for each classification:

JOB TITLE	RANGE	MIN	MAX	% DIFF BETWEEN LEVELS
<i>Film Production Coordinator</i>	41	\$6,975	\$8,479	24.64%
Laboratory Technician – Broadcast Digital Media	32	\$5,596	\$6,803	

Cyclical review results have been sent to the incumbent, CSEA, Department Management, Business Services, Human Resources, and executive leadership.

RECOMMENDATION

It is recommended that the Commission approve the proposed classification description revisions for Film Production Coordinator.

Disposition by the Commission	
Motion Made By	
Seconded By	
Ayes	
Nays	
Abstentions	
Amendments/Comments	

**Santa Monica Community College District
Personnel Commission**

Film Production Coordinator

CONCEPT OF THE CLASS

Under general supervision, positions in this classification provide technical support for film production classes and on-location student film shoots, ~~and~~ assume responsibility for maintenance, ~~and~~ inventory and safe use of all film production equipment, and coordinate film project logistics.

DISTINGUISHING CHARACTERISTICS

The Film Production Coordinator provides technical support for film production classes and on-location student film shoots, in addition to administrative duties related to film project logistics and equipment maintenance, transportation and maintenance.

The Laboratory Technician-Broadcast Digital Media provides laboratory support to instructors and students in the Broadcasting, Journalism, and Communication labs, studios and on-location production sites.

~~A~~ The Theatre Technical Director plans, oversees, coordinates, and provides technical direction for the various phases of theatre productions including set construction, lighting, props, costumes, and sound. This position also oversees front of house staff and coordinates the work of designers and technical crews to ensure the proper, safe, and timely set-up of stage settings and events.

~~A Multimedia Specialist – AET provides multimedia support and assistance to students, faculty and staff in a complex technical environment using computer graphics, video, text, images, audio, CAD and high-end animation and software in digital formats, and assists faculty in efforts to incorporate technology into a unique curriculum preparing students for a production environment.~~

~~A Media Services Coordinator schedules and coordinates the repair, use, distribution and maintenance of audio/visual equipment and other electronic media equipment; performs maintenance work on audio/visual equipment; and researches and purchase media center parts, supplies, and equipment.~~

ESSENTIAL DUTIES

Maintains a detailed inventory of all film production equipment; ~~o~~ oversees procedures for equipment checkout and check-in.

Inspects, cleans, adjusts, and makes minor repairs of a variety of film equipment; arranges; ~~Makee arrangements~~ for outside vendors to provide more complex equipment repairs as needed; ~~E~~ Ensures all film equipment is continually in proper working order.

Provides technical assistance to students and faculty during film production classes and on-location shoots to ensure film equipment is assembled correctly, operated safely, and broken down and returned to the equipment room properly by students.

Prepares and maintains laboratories for film production classes; ~~T~~ Trouble-shoots equipment problems during class and resolves problems as needed; ~~A~~ Addresses equipment operation problems on-location during student film shoots.

Creates safety plans addressing the use of film production equipment and governing the physical activities related to film production.

Liaisons with the Risk Management office to ensure student film shoots are addressing all workplace safety concerns and meeting the goal of reducing risk to the college when working off campus.

Supports a safe film production environment by monitoring student work and ensuring compliance with safety protocols and college regulations.

~~Coordinates logistics for extracurricular and interdisciplinary film projects.~~

Coordinates film production logistics for extracurricular and interdisciplinary film projects by arranging insurance and permits for off-campus film projects and liaising between students, faculty, and staff about production details.

Serves as a production coordinator, location manager and/or line producer for off-campus film shoots in order to ensure professional practices and facilitate student learning.

Operates a grip truck to transport equipment to and from specified filming locations using safety precautions and observing driving regulations at all times and as directed.

~~Organizes~~ ~~Supervises~~ the loading, transport, and unloading of film equipment to ensure appropriate safety procedures are followed.

Demonstrates proper usage of film equipment to students while on location, to ensure proper storage and safety protocols are being followed.

~~Ensures safe usage of film equipment when using local power sources. Ensures safe storage of film equipment when projects are running off-campus.~~

Maintains a variety of records and materials, including equipment manuals, shooting lab assignments, scripts, production workbooks, actor headshots and resumes, to assist with instructional activities, including inventories of film equipment, equipment manuals, shooting lab assignments, scripts, production workbooks, actor headshots and resumes, and instructional DVDs.

Provides support for the post-production of student film projects by managing media offloading and storage, maintaining records of all film data, and coordinating between the head of film production and student editors to complete production projects.

~~Manages media offloading and storage. Maintains records of all film data for post-production. Serves as a liaison between the head of film production and student editors during the post-production of student films.~~

Consults with the head of film production on specific equipment needs, including the development of grants, to purchase new equipment. Serves as a liaison with equipment service providers and suppliers. Researches, orders, and receives new film equipment as needed, researches, orders, and receives new film equipment from equipment service providers for production projects, teaching demonstrations, and students' use.

Interviews, selects, trains, and provides work direction to student workers.

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

Level of Supervision Received:

Under general supervision, the employee receives assignments and is expected to carry them through to completion with substantial independence.

Level of Supervision Exercised:

Serves as a specialist in assigned area providing specialized knowledge and guidance to others. Positions in this classification do not supervise, but may serve in a lead capacity to student workers.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Usage and maintenance of high-resolution digital cameras, prime lenses, and video and audio recording systems

~~Usage and maintenance of 4K RED technology and Panasonic AG-AF100 and AGAC00PJ systems~~

High-capacity media storage components and systems, including ~~RED~~ technology utilized in post-production

Film component interface cables

Filming methodology including directorial prep materials, set protocols and post-production workflow

Safety issues relating to loading, unloading, storage, and usage of film production equipment

Non-linear editing systems and media specifications, including Final Cut Pro and AVID, and media specifications used for post-production downloading

Ability to:

Trouble-shoot digital film technology, including cameras, monitors, picture, and sound recorders

Assemble, format, link, and operate digital film technology

Perform basic maintenance and repair of film production equipment

Perform basic recordkeeping as needed for ordering and inventorying film equipment, and for tracking insurance and warranties for specific equipment

Demonstrate initiative, and maintain focus on what needs to be accomplished

Show a high level of care and thoroughness when handling the details of the job

Maintain composure in the face of a high workload, competing or conflicting demands, and numerous interruptions and distractions

Recognize potential hazards on and around a film set, and ensure students and staff are appropriately prepared to operate all equipment safely

Handle complaints and disputes with composure and tact

Safely operate a non-commercial vehicle to transport related equipment

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

Interpret, apply, and explain applicable laws and regulations, and District policies and procedures

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

Communicate effectively, both orally and in writing

Stay updated on technology changes and adapt to new technologies

Role model exceptional internal and external customer service

Demonstrate knowledge of diversity, equity, inclusion, and accessibility principles and participate in related training

Establish and maintain effective working relationships with others, supporting a climate of anti-racism and mutual respect that values people of all backgrounds, demographics, and experiences

MINIMUM QUALIFICATIONS

Education Requirement:

~~Completion of a Bachelor's degree from an accredited college or university~~ An associate's degree or equivalent, including or in addition to at least two years of film school ~~from an accredited college~~ or trade school specializing in film production,

Experience Requirement:

Three ~~(3)~~ years of professional ~~Level~~ film production experience, serving in the role of production coordinator, line producer, unit production manager, ~~A~~ assistant ~~D~~ director, or equivalent. Experience ~~should preferably include~~ including film production, assistant directing, cinematography, and editing preferred.

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 ~~None~~

Special Requirements:

Must meet District requirements for operating a non-commercial vehicle to transport related equipment.

WORKING ENVIRONMENT AND 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 stoop, bend, crawl, kneel, stretch, climb ladders, and lift and carry objects weighing up to ~~twenty-five (25)~~ 30 pounds. The ability to stand for long periods of time is also required. The employee may work indoors or outdoors. When work is performed outdoors, there may be full exposure to the elements.

CLASS DETAIL

<i>Job Family:</i>	Instructional Support (Student Services/Classroom)
<i>FLSA Status:</i>	Non-exempt
<i>Personnel Commission Approval Date:</i>	8/21/2013
<i>Class History:</i>	<u>NEW CLASS</u> None
<i>Revision Date(s):</i>	<u>None</u> 1/17/2024

**Santa Monica Community College District
Personnel Commission**

Film Production Coordinator

CONCEPT OF THE CLASS

Under general supervision, positions in this classification provide technical support for film production classes and on-location student film shoots, assume responsibility for maintenance, inventory and safe use of all film production equipment, and coordinate film project logistics.

DISTINGUISHING CHARACTERISTICS

The **Film Production Coordinator** provides technical support for film production classes and on-location student film shoots, in addition to administrative duties related to film project logistics and equipment maintenance, transportation and maintenance.

The **Laboratory Technician-Broadcast Digital Media** provides laboratory support to instructors and students in the Broadcasting, Journalism, and Communication labs, studios and on-location production sites.

The **Theatre Technical Director** plans, oversees, coordinates, and provides technical direction for the various phases of theatre productions including set construction, lighting, props, costumes, and sound. This position also oversees front of house staff and coordinates the work of designers and technical crews to ensure the proper, safe, and timely set-up of stage settings and events.

ESSENTIAL DUTIES

Maintains a detailed inventory of all film production equipment; oversees procedures for equipment checkout and check-in.

Inspects, cleans, adjusts, and makes minor repairs of a variety of film equipment; arranges for outside vendors to provide more complex equipment repairs as needed; ensures all film equipment is continually in proper working order.

Provides technical assistance to students and faculty during film production classes and on-location shoots to ensure film equipment is assembled correctly, operated safely, and broken down and returned to the equipment room properly by students.

Prepares and maintains laboratories for film production classes; trouble-shoots equipment problems during class and resolves problems as needed; addresses equipment operation problems on-location during student film shoots.

Creates safety plans addressing the use of film production equipment and governing the physical activities related to film production.

Liaisons with the Risk Management office to ensure student film shoots are addressing all workplace safety concerns and meeting the goal of reducing risk to the college when working off campus.

Supports a safe film production environment by monitoring student work and ensuring compliance with safety protocols and college regulations.

Coordinates film production logistics for extracurricular and interdisciplinary film projects by arranging insurance and permits for off-campus film projects and liaising between students, faculty, and staff about production details.

Serves as a production coordinator, location manager and/or line producer for off-campus film shoots in order to ensure professional practices and facilitate student learning.

Operates a grip truck to transport equipment to and from specified filming locations using safety precautions and observing driving regulations at all times and as directed.

Organizes the loading, transport, and unloading of film equipment to ensure appropriate safety procedures are followed.

Demonstrates proper usage of film equipment to students while on location, to ensure proper storage and safety protocols are being followed.

Maintains a variety of records and materials, including equipment manuals, shooting lab assignments, scripts, production workbooks, actor headshots and resumes, to assist with instructional activities.

Provides support for the post-production of student film projects by managing media offloading and storage, maintaining records of all film data, and coordinating between the head of film production and student editors to complete production projects.

Consults with the head of film production on specific equipment needs, including the development of grants, to purchase new equipment; researches, orders, and receives new film equipment from equipment service providers for production projects, teaching demonstrations, and students' use.

Interviews, selects, trains, and provides work direction to student workers.

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

Level of Supervision Received:

Under general supervision, the employee receives assignments and is expected to carry them through to completion with substantial independence.

Level of Supervision Exercised:

Serves as a specialist in assigned area providing specialized knowledge and guidance to others. Positions in this classification do not supervise, but may serve in a lead capacity to student workers.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Usage and maintenance of high-resolution digital cameras, prime lenses, and video and audio recording systems

High-capacity media storage components and systems, including technology utilized in post-production

Film component interface cables

Filming methodology including directorial prep materials, set protocols and post-production workflow

Safety issues relating to loading, unloading, storage, and usage of film production equipment

Non-linear editing systems and media specifications, including Final Cut Pro and AVID, and media specifications used for post-production downloading

Ability to:

Trouble-shoot digital film technology, including cameras, monitors, picture, and sound recorders

Assemble, format, link, and operate digital film technology

Perform basic maintenance and repair of film production equipment

Perform basic recordkeeping as needed for ordering and inventorying film equipment, and for tracking insurance and warranties for specific equipment

Demonstrate initiative, and maintain focus on what needs to be accomplished

Show a high level of care and thoroughness when handling the details of the job

Maintain composure in the face of a high workload, competing or conflicting demands, and numerous interruptions and distractions

Recognize potential hazards on and around a film set, and ensure students and staff are appropriately prepared to operate all equipment safely

Handle complaints and disputes with composure and tact

Safely operate a non-commercial vehicle to transport related equipment

Organize, set priorities and exercise sound independent judgment within areas of assigned responsibility
Interpret, apply, and explain applicable laws and regulations, and District policies and procedures
Operate a computer using computer applications, programs and standard office equipment
Communicate effectively, both orally and in writing
Stay updated on technology changes and adapt to new technologies
Role model exceptional internal and external customer service
Demonstrate knowledge of diversity, equity, inclusion, and accessibility principles and participate in related training
Establish and maintain effective working relationships with others, supporting a climate of anti-racism and mutual respect that values people of all backgrounds, demographics, and experiences

MINIMUM QUALIFICATIONS

Education Requirement:

An associate's degree or equivalent, including or in addition to at least two years of film school or trade school specializing in film production.

Experience Requirement:

Three years of professional film production experience serving in the role of production coordinator, line producer, unit production manager, assistant director, or equivalent. Experience including film production, assistant directing, cinematography, and editing preferred.

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.

Special Requirements:

Must meet District requirements for operating a non-commercial vehicle to transport related equipment.

WORKING ENVIRONMENT AND 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 stoop, bend, crawl, kneel, stretch, climb ladders, and lift and carry objects weighing up to 30 pounds. The ability to stand for long periods of time is also required. The employee may work indoors or outdoors. When work is performed outdoors, there may be full exposure to the elements.

CLASS DETAIL

Job Family:	Instructional Support (Student Services/Classroom)
FLSA Status:	Non-exempt
Personnel Commission Approval Date:	8/21/2013
Class History:	None
Revision Date(s):	1/17/2024

Agenda Report Number	5
Subject	Position Reclassification: Grounds Equipment Operator to Irrigation Systems Specialist
Date	January 17, 2024
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	Amy Gurjian, Classification & Compensation Manager

BACKGROUND

In response to a reclassification request submitted for Jorge Jimenez’s position as Grounds Equipment Operator, a position study was initiated to determine if the incumbent’s assigned duties and responsibilities are appropriately classified. The incumbent was hired as a “Grounds Worker” in 2008. He promoted to Grounds Equipment Operator in 2019. The Grounds Department provides landscaping maintenance, irrigation oversight, grounds upkeep and cleaning, power washing, tree maintenance/trimming/pruning, and pest control services.

METHODOLOGY

Once the Reclassification Request Form was submitted, the incumbent was asked to fill out a Position Description Questionnaire. Personnel Commission staff met with the incumbent and their supervisor, Dennis Biddle, Director of Facilities Operations, to gather additional details about the nature and level of duties assigned and performed, as well as the timeframe during which these duties were performed.

ANALYSIS

Key factors assessed when studying a position or classification include the knowledge required for the position, level of complexity, scope of responsibility, nature and purpose of contacts, and degree of decision-making authority.

According to the position study, the incumbent has been performing pipefitting and irrigation work related to installing, diagnosing, inspecting, and repairing irrigation systems and controllers since 2018. In addition, the employee has been assigned several paid Working Out of Class assignments in the Irrigation Systems Specialist classification on the following dates: 01/02 to 05/04/18, 03/06 to 06/30/23, 07/01 to 07/31/23, and 08/01 to 11/30/23.

FINDINGS

- Jorge Jimenez qualifies for reclassification because his position has expanded over time to encompass duties and responsibilities that are commensurate with a higher-level classification with substantial impact on work complexity and knowledge required to effectively perform the job. These duties are required to support normal department and District operations and cannot be absorbed by other staff members without disrupting Department efficiency.
- Based on information gathered from the supervisor, Jorge Jimenez has been assigned to perform these duties through gradual accretion for at least two years.
- Based on the duties assigned and the knowledge, skills and abilities required, the Irrigation Systems Specialist classification encompasses the majority of the incumbent's duties and responsibilities.

Applicable Rules:

- In order to qualify for reclassification, the change in duties and responsibilities must occur through a gradual accretion of duties and not occasioned by the sudden assignment of wholly new duties. (Merit Rule 3.3.1.B (3))
- Merit Rule 3.3.2 defines gradual accretion of duties as "occurring over two (2) or more years of regular service."
- Determination as to whether gradual accretion has occurred will be based on the date the incumbent began the performance of the newly acquired duties and responsibilities, and clear and convincing evidence of the employee's continuing performance of the added duties and responsibilities. (Merit Rule 3.3.3 (B)(C))
- At least two (2) years must elapse before another request for reclassification can be initiated for the same position. (Merit Rule. 3.3.4.G)
- Changes in classification and salary resulting from the permanent reclassification of a position shall be effective no later than the first day of the month following the date on which the Personnel Commission takes action to approve reclassification of the position, provided the employee is eligible to be reclassified with his/her position without examination. (Merit Rule 3.3.7A(1))

RECOMMENDATION

It is recommended that the Commission reclassify Jorge Jimenez’s position from Grounds Equipment Operator to Irrigation Systems Specialist, with a reclassification effective date of February 1, 2024.

Disposition by the Commission	
Motion Made By	
Seconded By	
Ayes	
Nays	
Abstentions	
Amendments/Comments	

Agenda Report Number	6
Subject	Class Description Correction: Community College Police Officer Trainee
Date	January 17, 2024
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	José A. Guzmán, Personnel Analyst

BACKGROUND

Attached for your approval is the revised classification description for Community College Police Officer Trainee. This classification was recently revised during the cyclical study for the Campus Safety job discipline. In preparation for recruitment, Personnel Commission staff is proposing changes to the description to clarify the requirement to be enrolled in a Peace Officer Standards and Training (POST) certified academy. Personnel Commission staff worked with the Chief of Police to update the description. There are currently no incumbents in this classification.

RECOMMENDATIONS

It is recommended that the Commission approve the proposed revisions as presented.

Disposition by the Commission	
Motion Made By	
Seconded By	
Ayes	
Nays	
Abstentions	
Amendments/Comments	

**Santa Monica Community College District
Personnel Commission**

Community College Police Officer Trainee

CONCEPT OF THE CLASS

Under supervision, ~~positions in this classification are currently attending~~ attends or have graduated from a POST-certified ~~Police Academy in preparation for the potential role of Community College Police Officer.~~ Incumbents receive academy instruction and training in law enforcement and police methodology, which prepares the ~~m Trainee~~ for eligibility ~~to qualify~~ for the Community College Police Officer ~~position~~.

DISTINGUISHING CHARACTERISTICS

The Community College Police Officer Trainee is a non-sworn training-level classification for candidates seeking police training. A trainee will attend and must successfully complete a basic law enforcement training program at a District approved and POST-certified academy. Assignment to this class is limited to participation in and successful graduation from a basic law enforcement training academy.

The Community College Police Officer is the classification of sworn Police Officer for incumbents fully trained in peace officer duties, requiring successful completion of a basic law enforcement training program at a POST-certified academy. ~~POST~~

ESSENTIAL DUTIES

~~Attends~~ Enrolls full-time and actively participates in a POST-certified basic law enforcement training program ~~academy full-time~~, and ~~actively participates in~~ completes all required coursework, training, and instruction as required for successful ~~completion of and~~ graduation from the academy.

Actively participates in a rigorous academic and outdoor physical training program. Areas of instruction include, but are not limited to: basic principles of patrol procedures and criminal investigation; arrest, search, and seizure as applied to college police operations; police investigation including the collection of evidence, interviewing and interrogation of witnesses, follow-up and case preparation; preparation of reports as used by law enforcement; traffic procedures and patrol; report writing; firearms training and defensive tactics; safety in the operation and use of vehicles and equipment.

Participates in ongoing training to support the development of community policing practices.

Performs other related duties as requested or assigned.

SUPERVISION

Level of Supervision Received

General supervision is received from the Chief of Police or management designee. Day-to-day instruction, supervision, and training is received from academy instructors.

Level of Supervision Exercised

None.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Basic safety protocols, practices and procedures

Effective communication skills

Basic mathematic principles

Ability to:

Demonstrate a commitment to diversity, equity, inclusion, and accessibility principles and participate in related training

~~Demonstrate a commitment to diversity, equity, and inclusion principles~~

Learn law enforcement procedures pertaining to arrest, search and seizure, and rules of evidence

Learn laws and ordinances relating to theft, burglary, arson, malicious mischief and trespassing

Meet the demands of a rigorous physical training program and academic instruction program

Learn District ~~and College~~ rules and regulations regarding security, safety and conduct

Operate a motor vehicle safely and in accordance with all traffic laws and regulations

Interpret and follow oral and written instructions

Write clear and concise reports

Learn to interrogate suspects and interview complainants and witnesses

Respond quickly and efficiently in emergency situations

Exercise independent, sound judgment in evaluating situations and making decisions

Analyze situations and adopt an effective course of action

Perform duties under scheduled working conditions

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

Organize and maintain specialized files and confidentiality of employee and student information

Communicate effectively, both orally and in writing

Stay updated on technology changes and adapt to new technologies

Role model exceptional internal and external customer service

Establish and maintain effective working relationships with others, supporting a climate of anti-racism and mutual respect that values people of all backgrounds, demographics, and experiences

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

MINIMUM QUALIFICATIONS

Education Requirement:

High school diploma, GED certificate, or high school proficiency examination, or a two-year, four-year, or advanced degree from an accredited or approved college/university, as specified by POST. Coursework in administration of justice and police science is desirable.

Ability to successfully complete the prescribed course of basic law enforcement training at the POST-certified academy designated by the District.

Individuals who have successfully completed or graduated from a POST-certified academy or possess a valid POST certificate are not eligible for this position.

Experience Requirement:

None.

Special Requirements:

Must be free of any felony convictions or misdemeanor convictions involving domestic violence and [must](#) meet all other minimum selection standards of a peace officer as specified by POST.

Must be legally authorized to work in the United States under federal law.

Meet the District and POST medical and psychological standards for police officers, including hearing and vision requirements.

Must pass a thorough background investigation, in accordance with POST and District standards.

Must participate diligently in and complete all requirements for graduation from a basic law enforcement academy.

Licensure and/or Certification:

Possession of a valid driver's license.

Special Notice:

[The](#) Community College Police Officer Trainee is not a permanent position. Incumbents will be promoted to Community College Police Officer or released prior to the end of the one year probationary period.

~~Working Environment & Physical Demands~~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

In-classroom training and instruction is received, which requires sitting for extended periods of time, listening, speaking, and using hands to write. The candidate also participates in physical training which

includes physical endurance training as well as law enforcement tactics training, such as runs for extended periods of times, scale walls, firearm training, dummy drags, and other related activities as part of the curriculum. When working outdoors, may be exposed to the elements; may work under damp or dry conditions; crouch, walk, bend, reach, twist, drag, lift, and carry items weighing 45 pounds or more; prolonged sitting, standing, and grasping; run for extended times over various distances and conditions, such as pursuing a running suspect through yards and over fences and walls; observe and recognize people, activities, vehicles, street signs, environmental conditions from a reasonable distance during day or night; may be exposed to dust, chemicals, solvents, grease/oil, fumes, electrical, and mechanical hazards, vehicular traffic, vibration, and noise; meet the physical requirements of the class and have mobility, vision (including the ability to distinguish colors), speaking, hearing, dexterity, and use of both hands and legs appropriate to the duties to be performed, and the ability to push, pull, drag, and move individuals and/or others weighing 150 pounds or more.

CLASS DETAIL

<i>Job Family:</i>	Public Safety
<i>FLSA Status:</i>	Non-exempt
<i>Personnel Commission Approval Date:</i>	06/77
<i>Class History:</i>	Community College Police Trainee; Community College Police Officer Recruit
<i>Revision Date(s):</i>	06/79 , 10/24/90 , 03/27/02 , 10/20/10 , 02/17/16 , 03/15/23 , 08/16/23 , 01/17/24

**Santa Monica Community College District
Personnel Commission**

Community College Police Officer Trainee

CONCEPT OF THE CLASS

Under supervision, attends a POST-certified police academy in preparation for the potential role of Community College Police Officer. Incumbents receive academy instruction and training in law enforcement and police methodology, which prepares them for eligibility for the Community College Police Officer position.

DISTINGUISHING CHARACTERISTICS

The Community College Police Officer Trainee is a non-sworn training-level classification for candidates seeking police training. A trainee will attend and must successfully complete a basic law enforcement training program at a District approved and POST-certified academy. Assignment to this class is limited to participation in and successful graduation from a basic law enforcement training academy.

The Community College Police Officer is the classification of sworn Police Officer for incumbents fully trained in peace officer duties, requiring successful completion of a basic law enforcement training program at a POST-certified academy.

ESSENTIAL DUTIES

Enrolls full-time and actively participates in a POST-certified basic law enforcement training program and completes all required coursework, training, and instruction as required for successful graduation from the academy.

Actively participates in a rigorous academic and outdoor physical training program. Areas of instruction include, but are not limited to: basic principles of patrol procedures and criminal investigation; arrest, search, and seizure as applied to college police operations; police investigation including the collection of evidence, interviewing and interrogation of witnesses, follow-up and case preparation; preparation of reports as used by law enforcement; traffic procedures and patrol; report writing; firearms training and defensive tactics; safety in the operation and use of vehicles and equipment.

Participates in ongoing training to support the development of community policing practices.

Performs other related duties as requested or assigned.

SUPERVISION

Level of Supervision Received

General supervision is received from the Chief of Police or management designee. Day-to-day instruction, supervision, and training is received from academy instructors.

Level of Supervision Exercised

None.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Basic safety protocols, practices and procedures

Effective communication skills

Basic mathematic principles

Ability to:

Demonstrate a commitment to diversity, equity, inclusion, and accessibility principles and participate in related training

Learn law enforcement procedures pertaining to arrest, search and seizure, and rules of evidence

Learn laws and ordinances relating to theft, burglary, arson, malicious mischief and trespassing

Meet the demands of a rigorous physical training program and academic instruction program

Learn District rules and regulations regarding security, safety and conduct

Operate a motor vehicle safely and in accordance with all traffic laws and regulations

Interpret and follow oral and written instructions

Write clear and concise reports

Learn to interrogate suspects and interview complainants and witnesses

Respond quickly and efficiently in emergency situations

Exercise independent, sound judgment in evaluating situations and making decisions

Analyze situations and adopt an effective course of action

Perform duties under scheduled working conditions

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

Organize and maintain specialized files and confidentiality of employee and student information

Communicate effectively, both orally and in writing

Stay updated on technology changes and adapt to new technologies

Role model exceptional internal and external customer service

Establish and maintain effective working relationships with others, supporting a climate of anti-racism and mutual respect that values people of all backgrounds, demographics, and experiences

MINIMUM QUALIFICATIONS

Education Requirement:

High school diploma, GED certificate, or high school proficiency examination, or a two-year, four-year, or advanced degree from an accredited or approved college/university, as specified by POST. Coursework in administration of justice and police science is desirable.

Ability to successfully complete the prescribed course of basic law enforcement training at the POST-certified academy designated by the District.

Individuals who have successfully completed or graduated from a POST-certified academy or possess a valid POST certificate are not eligible for this position.

Experience Requirement:

None.

Special Requirements:

Must be free of any felony convictions or misdemeanor convictions involving domestic violence and must meet all other minimum selection standards of a peace officer as specified by POST.

Must be legally authorized to work in the United States under federal law.

Meet the District and POST medical and psychological standards for police officers, including hearing and vision requirements.

Must pass a thorough background investigation, in accordance with POST and District standards.

Must participate diligently in and complete all requirements for graduation from a basic law enforcement academy.

Licensure and/or Certification:

Possession of a valid driver's license.

Special Notice:

The Community College Police Officer Trainee is not a permanent position. Incumbents will be promoted to Community College Police Officer or released prior to the end of the one year probationary period.

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

In-classroom training and instruction is received, which requires sitting for extended periods of time, listening, speaking, and using hands to write. The candidate also participates in physical training which includes physical endurance training as well as law enforcement tactics training, such as runs for extended periods of times, scale walls, firearm training, dummy drags, and other related activities as part of the curriculum. When working outdoors, may be exposed to the elements; may work under damp or dry conditions; crouch, walk, bend, reach, twist, drag, lift, and carry items weighing 45 pounds or more; prolonged sitting, standing, and grasping; run for extended times over various distances and conditions, such as pursuing a running suspect through yards and over fences and walls; observe and recognize people, activities, vehicles, street signs, environmental conditions from a reasonable distance during day

or night; may be exposed to dust, chemicals, solvents, grease/oil, fumes, electrical, and mechanical hazards, vehicular traffic, vibration, and noise; meet the physical requirements of the class and have mobility, vision (including the ability to distinguish colors), speaking, hearing, dexterity, and use of both hands and legs appropriate to the duties to be performed, and the ability to push, pull, drag, and move individuals and/or others weighing 150 pounds or more.

CLASS DETAIL

<i>Job Family:</i>	Public Safety
<i>FLSA Status:</i>	Non-exempt
<i>Personnel Commission Approval Date:</i>	06/77
<i>Class History:</i>	Community College Police Trainee; Community College Police Officer Recruit
<i>Revision Date(s):</i>	06/79, 10/24/90, 03/27/02, 10/20/10, 02/17/16, 03/15/23, 08/16/23, 01/17/24

K. Consent Agenda: All items to be considered and approved in one motion unless removed by a commissioner for discussion.

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Disposition by the Commission	
Motion Made By	
Seconded By	
Ayes	
Nays	
Abstentions	
Amendments/Comments	

Agenda Report Number	7
Subject	Advisory Item: Request for Reinstatement
Date	January 17, 2024
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

The Personnel Commission is advised of the following requests for placement on the Reinstatement List as specified below.

Name	Classification	Resignation Date	Effective Dates
Luis Jauregui	Program Specialist, Student Services Specialist	11/7/2023	11/8/2023 to 2/7/2027

Rule 15.2 REINSTATEMENT (EDUCATION CODE SECTION 88128)

15.2.1 GENERAL PROCEDURES

A. 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 the 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.

B. Reinstatement of a former employee shall have the following effects:

1. If the employee is reinstated to a permanent position in his/her former class or a lower related class, he/she shall be restored all the rights, benefits, and burdens of a classified employee.
2. Restoration of salary in accordance with Section 13 of Rule 12.2.

Agenda Report Number	8
Subject	Ratification of Limited Term Assignments
Date	Wednesday, January 17, 2024
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

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:

Classification	Department	Effective Dates
HR Analyst-Employee and Labor Relations-Confidential	Human Resources	1/2/2024-6/30/2024
Stage Construction Technician	Theatre Arts	1/2/2024-6/30/2024
Instructional Assistant-ESL	ESL	1/2/2024-6/30/2024
Laboratory Technician-Life Science	Academic Affairs	1/2/2024-6/30/2024

Agenda Report Number	9
Subject	Appointments to Limited Term Positions
Date	Wednesday, January 17, 2024
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

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
Michael Hudson	HR Analyst-Employee and Labor Relations-Confidential	Human Resources	1/2/2024-6/30/2024	3/13/2015
Matthew Martin	Stage Construction Technician	Theatre Arts	1/2/2024-6/30/2024	6/21/2023
Thomas Brown	Instructional Assistant-ESL	ESL	1/2/2024-6/30/2024	10/15/2012
Mabel Pang	Laboratory Technician-Life Science	Academic Affairs	1/2/2024-6/30/2024	1/18/2023

*Not to exceed 960 hours 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.

Agenda Report Number	10
Subject	Appointments to Provisional Assignments
Date	Wednesday, January 17, 2024
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

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.

Candidate	Position	Department	Duration*
Buentello, Jimmy	Customer Services Assistant	Bookstore	01/02/2024- 06/30/2024
Brummer, Alison	Theatre Technical Specialist	SMC Performing Arts Center	07/10/2023- 12/31/2023
Govea, Jose	Theatre Technical Specialist	SMC Performing Arts Center	1/10/2024-6/30/2024
Carey, Daniel	Events Assistant	SMC Performing Arts Center	1/16/2024-6/30/2024
Ward, Patrice	Events Assistant	SMC Performing Arts Center	1/8/2024-6/30/2024
Carbone, John	Accompanist-Dance	Dance	1/2/2024-6/30/2024
Mallinger, Matthew	Accompanist-Dance	Dance	1/2/2024-6/30/2024
Plotkin, Alla	Accompanist-Dance	Dance	1/2/2024-6/30/2024
Soro, Gnenemon	Accompanist-Dance	Dance	1/2/2024-6/30/2024
Sow, Malik	Accompanist-Dance	Dance	1/2/2024-6/30/2024
Schallert, Jennifer	Costume Designer	Theatre Arts	1/2/2024-6/30/2024

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

Agenda Report Number	11
Subject	Examination Schedule
Date	Wednesday, January 17, 2024
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

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

Class Title	Field of Competition	Time
Grounds Manager	Promotional	3 weeks
Grounds Worker	Merged Promotional Open & Competitive	3 weeks
Personnel Analyst	Merged Promotional Open & Competitive	3 weeks

Agenda Report Number	12
Subject	Ratification of Meeting Minutes
Date	Wednesday, January 17, 2024
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

1. Regular Meeting Minutes – December 20, 2023

Agenda Report Number	13
Subject	Extension of Eligibility Lists
Date	Wednesday, January 17, 2024
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

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

Classification	Original Expiration Date	Current Expiration Date	Number of Candidates on List	Number of Ranks on List	Proposed Expiration Date
Enterprise Business Services Clerk (External List)	8/8/2023	2/8/2024	13	8	8/8/2024
Health Sciences Learning Lab Specialist	7/24/2023	1/24/2024	1	1	7/24/2024
Laboratory Technician – Life Science	1/3/2024	2/3/2024	4	4	4/3/2024
Media Resources Assistant	8/18/2023	2/18/2024	7	4	8/18/2024
Outreach and Recruitment Specialist (Promotional)	4/20/2023	1/20/2024	3	3	4/20/2024
Outreach and Recruitment Specialist (Open)	4/20/2023	1/20/2024	4	4	4/20/2024

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.

Agenda Report Number	14
Subject	Ratification of Eligibility Lists
Date	Wednesday, January 17, 2024
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

Class Title	Field of Competition	Promotional	Total On List	Expiration Date
Director of Sustainability	Merged Promotional Open and Competitive	0	4	1/7/2025

Agenda Report Number	15
Subject	Ratification of Working Out of Class and Limited Term Assignments
Date	January 17, 2024
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

It is recommended that the Personnel Commission approve the following working out of class and limited term assignment(s):

I. Extension to Provisional Working out of Class Assignment

Name/Permanent Class	Provisional WOC Assignment	Assignment Dates Previously Submitted	Extended Assignment Dates
Jorge Jimenez, Grounds Equipment Operator	*Irrigation Specialist	8/1/2023 to 11/30/2023	12/1/2023 to 12/21/2023 1/2/2024 to 1/24/2024

**Pending PBAR approval.*

**Merit Rule 3.2.10 Working Out of Class
(Education Code Section 88010, 88087, 88106 - 88108)**

A. CONCEPT OF WORKING OUT OF CLASSIFICATION

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

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.

Merit Rule 7.4 Limited Term (Temporary) Appointments (Education Code Section 88105)

7.4.1 LIMITED TERM POSITIONS DEFINED

Positions established to perform duties which are not expected to exceed six months in one fiscal year shall be designated as temporary limited-term positions.

Positions established to replace temporarily absent employees shall be designated as substituted limited-term positions.

7.4.2 PROCEDURE FOR ESTABLISHMENT OF LIMITED-TERM POSITIONS

When a temporary or substitute limited-term position is established, the appointing authority shall notify the Director of Classified Personnel in writing of the hours, starting date, and

probably length of the assignment. Establishment of limited-term positions shall be subject to ratification by the Board of Trustees at their next regular meeting.

Substitute limited-term appointments may be made for the duration of the absence of a regular employee but need not be for the full duration of the absence. The appointment may be in the same class as that of the absent employee or the duties may be reduced in level and the appointment may be made in a lower class. The duration of the appointment shall not exceed the authorized dates of absence of the regular employee.

7.4.3 ELIGIBILITY FOR APPOINTMENT

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

RECOMMENDATION

It is recommended that the Personnel Commission approve the requests for working out of class and limited term assignments for the appropriate stipend as indicated under the above applicable sections of CSEA, Chapter 36, Article 11.7, and Merit Rules 3.2.10 and 7.4.

Agenda Report Number	16
Subject	Personnel Commission Project Status Report
Date	Wednesday, January 17, 2024
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

Recruitment

Title	Assigned to	Open Date	Close Date	1st Test Part	Agenda Date
Irrigation Systems Specialist					
Senior Information Technology Support Specialist	LINKE_JOHN				
Campus Safety Officer	GUZMAN_JOSE	1/27/2023	9/12/2023	10/14/2023	6/21/2023
Community College Police Dispatcher	GUZMAN_JOSE	10/20/2022	12/15/2023	12/16/2023	
Construction Maintenance Manager	LINKE_JOHN	9/5/2023	9/25/2023		
Custodial Operations Manager	LINKE_JOHN				
Grounds Manager	LINKE_JOHN				
IT User Systems Administrator	LINKE_JOHN	11/30/2023	12/20/2023		
Mechanical Systems Manager	LINKE_JOHN				
CASE MANAGEMENT COORDINATOR	VASQUEZ_OLGA				
Community College Police - Lateral	GUZMAN_JOSE	10/30/2023	12/4/2023		
Director of Sustainability	BRITT_JULIA	9/8/2023	9/28/2023	11/2/2023	
HR Analyst - Employee & Labor Relations	LINKE_JOHN				
Instructional Assistant - Math	MORRISON_TATIANA	9/12/2023	10/6/2023	10/28/2023	12/20/2023
Laboratory Technician - Fashion	BRITT_JULIA				
Professional Development Coordinator	LINKE_JOHN				
Lead Custodian	FAUSTINO_AUGUST				
Emergency and Safety Coordinator					
Event Scheduling Specialist	MORRISON_TATIANA				
Events Assistant	MORRISON_TATIANA	10/20/2021			
Mail Services Worker I	MORRISON_TATIANA				
Police Recruit	GUZMAN_JOSE				
Program Specialist	VASQUEZ_OLGA	12/21/2023	1/22/2024		
Senior Financial Aid and Scholarships Specialist	VASQUEZ_OLGA	12/21/2023	1/22/2024		
Senior Grounds Equipment Operator	GUZMAN_JOSE				
Skilled Maintenance Worker II	MORRISON_TATIANA				
Theatre Arts Program Assistant	FAUSTINO_AUGUST	12/4/2023	1/2/2024		
Theatre Technical Specialist (Cont.)	MORRISON_TATIANA	10/15/2021			
Web Content Developer					

Classification and Compensation

Title	Progress	Type of Request	Assigned to	PDQ	Date Completed
Administrative Assistant II	Development	Position Review	FAUSTINO_AUGUST	2/2/2022	
Administrative Assistant III	Stakeholder Review	Cyclical Review	FAUSTINO_AUGUST	11/18/2022	11/16/2023
Administrative Assistant III - Confidential	Stakeholder Review	Cyclical Review	FAUSTINO_AUGUST	11/18/2022	11/16/2023
Administrative Assistant IV-Confidential	Stakeholder Review	Cyclical Review	FAUSTINO_AUGUST	11/18/2022	11/16/2023
Career Education Specialist	Stakeholder Review	Cyclical Review	VASQUEZ_OLGA	11/15/2022	2/1/2023
Case Management Coordinator	Research & Planning	Description Revision	VASQUEZ_OLGA		
Class Scheduling Specialist	Upcoming	Position Review		1/4/2024	
DSPS Specialist	Stakeholder Review	Description Revision	LINKE_JOHN		11/25/2022
Executive Coordinator - District & BOT - Confidential	Stakeholder Review	Cyclical Review	FAUSTINO_AUGUST	11/18/2022	11/16/2023
Grounds Equipment Operator	PC Agenda	Position Review	MONZON_KAREN		12/18/2023
Information Systems Administrator	Stakeholder Review	Position Review	LINKE_JOHN	9/13/2023	11/14/2023
Instructional Media Specialist	Research & Planning	Position Review	VASQUEZ_OLGA	10/11/2023	
Police Officer Trainee	PC Agenda	Description Revision	GUZMAN_JOSE		
Program Coordinator - Community & Contract Ed	Research & Planning	Cyclical Review	VASQUEZ_OLGA	1/25/2022	
Senior Veterans Resource Specialist	Appeal	Position Review	VASQUEZ_OLGA	1/17/2023	2/9/2023
Accounting Specialist	Upcoming	Salary Reallocation	FAUSTINO_AUGUST	4/18/2023	
Administrative Assistant I	PC Agenda	Position Review	FAUSTINO_AUGUST	10/16/2023	12/14/2023
Costume Designer	Upcoming	Cyclical Review	GUZMAN_JOSE	12/20/2023	
Curriculum Specialist	Upcoming	Position Review	FAUSTINO_AUGUST	11/20/2023	
Dance Production Specialist	Upcoming	Cyclical Review	GUZMAN_JOSE	12/20/2023	
Director of Facilities Programming	Upcoming	Cyclical Review	GUZMAN_JOSE	12/20/2023	
Disabled Student Services Assistant	Stakeholder Review	Cyclical Review	BRITT_JULIA	6/2/2023	12/13/2023
Events Assistant	Upcoming	Cyclical Review	GUZMAN_JOSE	12/20/2023	
Film Production Coordinator	PC Agenda	Cyclical Review	BRITT_JULIA	9/27/2023	12/6/2023
Human Resources Specialist	Upcoming	Salary Reallocation	LINKE_JOHN		
Instructional Assistant - English	Development	Cyclical Review	BRITT_JULIA	6/2/2023	
Instructional Assistant - ESL	Development	Cyclical Review	BRITT_JULIA	6/2/2023	
Instructional Assistant - Learning Disabilities	Development	Cyclical Review	BRITT_JULIA	6/2/2023	
Instructional Assistant - Math	Development	Cyclical Review	BRITT_JULIA	6/2/2023	
Lead Theater Technician	Upcoming	Cyclical Review	GUZMAN_JOSE	12/20/2023	
Network Communications Manager	Upcoming	Salary Reallocation	LINKE_JOHN		
Planetarium Staff Administrator	Upcoming	Cyclical Review	GUZMAN_JOSE	12/20/2023	
Production Manager	Upcoming	Cyclical Review	GUZMAN_JOSE	12/20/2023	
Senior Technology User Support Specialist	Upcoming	Cyclical Review	LINKE_JOHN	11/3/2023	
Stage Construction Technician	Upcoming	Cyclical Review	GUZMAN_JOSE	12/20/2023	
Stage Construction Technician - Sound	Upcoming	Cyclical Review	GUZMAN_JOSE	12/20/2023	
Stage Construction Technician -Lighting	Upcoming	Cyclical Review	GUZMAN_JOSE	12/20/2023	
Stage Design Technician	Upcoming	Cyclical Review	GUZMAN_JOSE	12/20/2023	
Theater Technician	Upcoming	Cyclical Review	GUZMAN_JOSE	12/20/2023	
Theatre Technical Director	Upcoming	Cyclical Review	GUZMAN_JOSE	12/20/2023	
Theatre Technical Specialist	Upcoming	Cyclical Review	GUZMAN_JOSE	12/20/2023	
Tutoring Coordinator - Business	Research & Planning	Cyclical Review	VASQUEZ_OLGA	10/13/2023	
Tutoring Coordinator - English & Humanities	Research & Planning	Cyclical Review	VASQUEZ_OLGA	10/13/2023	
Tutoring Coordinator - Learning Disabilities	Research & Planning	Cyclical Review	VASQUEZ_OLGA	7/20/2023	
Tutoring Coordinator - Math	Research & Planning	Cyclical Review	VASQUEZ_OLGA	10/13/2023	
Tutoring Coordinator - Modern Language	Research & Planning	Cyclical Review	VASQUEZ_OLGA	10/13/2023	
Tutoring Coordinator - Science	Research & Planning	Cyclical Review	VASQUEZ_OLGA	10/13/2023	

L. Adjournment

Disposition by the Commission	
Motion Made By	
Seconded By	
Ayes	
Nays	
Abstentions	
Amendments/Comments	

Weekday	Month	Day	Year	Time	Venue
Wednesday	February	21	2024	12:00 p.m.	Board Room/ Business Bldg. Room 117
Wednesday	March	20	2024	12:00 p.m.	Board Room/ Business Bldg. Room 117
Wednesday	April	17	2024	12:00 p.m.	Board Room/ Business Bldg. Room 117
Wednesday	May	15	2024	12:00 p.m.	Board Room/ Business Bldg. Room 117
Thursday	June	20	2024	12:00 p.m.	Board Room/ Business Bldg. Room 117

As required by law, the agenda for the January 17, 2024, Regular Meeting of the Santa Monica College Personnel Commission was posted on the Official District Website no later than 72 hours prior to the date and time of this meeting.