

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

+13462487799,,89802168458#,,,,*170714# US (Houston)

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: Clarenda 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: Jason Beardsley 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</p> <p>PUBLIC POSTING LOCATION Online: www.smc.edu</p> <p>EMPLOYEE ORGANIZATIONS CSEA Labor Rep.: Derek Eckstein CSEA Chapter Pres.: Cindy Ordaz CSEA Chapter 1st V.P.: Martha Romano CSEA Chapter 2nd V.P.: Kennisha Green CSEA Chief 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</p> <p>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.</p> <p>Revised 1/24/2024</p>
--	---	---

Public Session: 12:00 p.m.

A. Organizational Functions

1. Call to Order
2. Roll Call

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

B. Public Comments: Non-Actionable Items from those in attendance.

C. Agenda Reports: Major Items of Business

Report Number	Subject	Page Number
1	Classification Description Revisions and Salary Reallocation: Administrative Assistant III	3
2	Classification Description Revisions and Salary Reallocation: Administrative Assistant III-Confidential	15
3	Classification Description Revisions and Salary Reallocation: Administrative Assistant IV-Confidential	26
4	Classification Description Revisions and Salary Reallocation: Executive Coordinator-District and Board of Trustees-Confidential	39
5	Class Description Revisions: Grounds Manager	51
6	Class Description Revisions, Retitle, & Salary Reallocation: Network Communications Manager to IT Infrastructure Manager	60
7	Ratification of Limited Term Positions	72
8	Appointments to Limited Term Positions	73
9	Appointments to Provisional Assignments	74
10	Examination Schedule	75

D. Adjournment

Agenda Report Number	1
Subject	Classification Description Revisions and Salary Reallocation: Administrative Assistant III
Date	January 29, 2024
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	August Faustino, Personnel Analyst

BACKGROUND

Attached for your approval are the classification revisions for **Administrative Assistant III**.

As part of the cyclical review process, we are reviewing classifications in the Clerical & Administrative Support job discipline. The Administrative Assistant III performs a variety of complex clerical duties and provides executive level administrative support to a Vice President, Senior Staff or the Director of the Personnel Commission.

The Administrative Assistant III classification was established in 1984. It was revised in June of 1992 and in October 2006 as part of the Hay study. The most recent revision was approved in April of 2014. There are currently two permanent incumbents in this classification.

METHODOLOGY

This study was scheduled in the cyclical review calendar for Fiscal Year 2022-23. Incumbents and CSEA were invited to participate in a class study orientation on October 24 & 25, 2022, 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 November 30, 2022.

Personnel Commission staff consulted with department management to discuss the classification description. A duty analysis worksheet which rated the frequency and criticality of each duty in the current class description was completed. Additionally, revisions are proposed to clarify essential duties, distinguishing characteristics, concept of the class, minimum qualifications and KSAs (knowledge, skills and abilities) required for the job to more accurately reflect the nature of the work required.

Additionally, a job evaluation and an external salary survey 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 data gathered, class description revisions are being proposed, to include a more accurate description of the work performed. Additional changes serve to clarify the concept of the class, essential duties, KSAs (knowledge, skills and abilities) and minimum qualifications.

The salary survey of standard benchmark agencies was conducted. Salary data was gathered based on the comparison of positions with the level of duties and responsibilities most similar to Administrative Assistant III. The survey resulted in eight moderate to strong matches, which are identified and presented below.

AGENCY	JOB TITLE	MIN	MAX	MEDIAN	STUDENT COUNT	TOTAL EMPLOYEE FTE
Santa Monica College	Administrative Assistant III	\$5,876	\$7,143	\$6,510	37,693	1,266
Contra Costa CCD	Administrative Assistant, Senior	\$5,167	\$6,295	\$5,731	41,364	1,437
Foothill De Anza CCD	Executive Assistant	\$6,806	\$9,141	\$7,974	49,434	1,467
LACOE	Executive Assistant	\$5,789	\$7,188	\$6,489	NA	1,420
North Orange County CCD	Executive Assistant II	\$6,503	\$7,848	\$7,176	57,354	1,911
Pasadena City College	Administrative Assistant III	\$5,910	\$6,516	\$6,213	32,965	979
Riverside CCD	Administrative Assistant IV	\$6,049	\$7,365	\$6,707	43,105	1,732
Santa Barbara City College	Administrative Assistant III	\$5,260	\$6,408	\$5,834	22,639	679
State Center CCD	Executive Assistant	\$5,077	\$6,244	\$5,661	52,768	1,266
	Average	\$5,820	\$7,126	\$6,473		
	25th Percentile	\$5,237	\$6,380	\$5,808		
	50th Percentile	\$5,850	\$6,852	\$6,351		
	75th Percentile	\$6,163	\$7,486	\$6,824		
	80th Percentile	\$6,321	\$7,655	\$6,988		
	90th Percentile	\$6,594	\$8,236	\$7,415		
	SMC % RANK	53.1%	56.1%	58.5%		
	SMC Difference From AVG	1.0%	0.2%	0.6%		
	SMC Difference From MED	0.5%	4.1%	2.4%		

The current salary range for Administrative Assistant III is Range 34 on the Classified Employee Salary Schedule. In this survey, SMC is in the 58th median percentile compared to all benchmark agencies with comparable classifications; that is, 42% of market comparables were paid higher than the SMC classification.

SALARY ALLOCATION

It is recommended that the salary for Administrative Assistant III be reallocated from Range 34 to Range 39 on the Classified Employee Salary Schedule, a 13% increase. The proposed increase would place the median salary for this classification at the 88th percentile compared to the market median. While reallocation to a salary range lower than Range 39 could still meet the College’s goal of a base median salary at the 70th percentile it would increase the existing confidential differential. The District has determined that the confidential differential is one range, approximately 2.5%. In order to preserve the confidential differential, the AAIII-Confidential salary recommendation is utilized as an anchor for the salary allocation of Administrative Assistant III. Salary allocation for AAIII-Confidential is recommended based on its current percentile ranking within the market survey data. This recommendation also ensures that salary is reallocated above the 70th percentile.

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

The following chart shows related classifications in this job discipline and salary allocation for each classification:

CURRENT

JOB TITLE	RANGE	MIN	MAX	% DIFF BETWEEN LEVELS
Executive Coordinator-District & Board of Trustees-Confidential	C41	\$6,975	\$8,479	10.24%
Administrative Assistant IV-Confidential	C37	\$6,327	\$7,690	5.00%
Administrative Assistant III-Confidential	C35	\$6,026	\$7,324	2.55%
Administrative Assistant III	34	\$5,876	\$7,143	5.00%
Administrative Assistant II	32	\$5,596	\$6,803	10.24%
Administrative Assistant I	28	\$5,076	\$6,170	18.52%
Administrative Clerk	21	\$4,283	\$5,206	

PROPOSED

JOB TITLE	RANGE	MIN	MAX	% DIFF BETWEEN LEVELS
<i>Executive Coordinator-District & Board of Trustees-Confidential *</i>	<i>C46</i>	<i>\$7,875</i>	<i>\$9,572</i>	<i>10.24%</i>
<i>Administrative Assistant IV-Confidential*</i>	<i>C42</i>	<i>\$7,143</i>	<i>\$8,682</i>	<i>5.00%</i>
<i>Administrative Assistant III-Confidential*</i>	<i>C40</i>	<i>\$6,803</i>	<i>\$8,269</i>	<i>2.41%</i>
<i>Administrative Assistant III</i>	<i>39</i>	<i>\$6,643</i>	<i>\$8,075</i>	<i>18.71%</i>
Administrative Assistant II	32	\$5,596	\$6,803	10.24%
Administrative Assistant I	28	\$5,076	\$6,170	18.52%
Administrative Clerk	21	\$4,283	\$5,206	

**Proposed in a subsequent agenda item*

RECOMMENDATION

It is recommended that the Commission approve the proposed classification description revisions and salary reallocation for Administrative Assistant III as follows:

FROM: Range 34 – Classified Employee Salary Schedule

TO: Range 39 – Classified Employee Salary Schedule

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

**Santa Monica Community College District
Personnel Commission
Administrative Assistant III**

CONCEPT OF THE CLASS

Under general supervision, positions in the Administrative Assistant III classification perform a variety of complex secretarial-clerical duties and provide executive level paraprofessional administrative support to a Vice President, Senior Staff or the Director of Classified the Personnel Commission.

DISTINGUISHING CHARACTERISTICS

Positions in the Administrative Assistant III classification are part of a series of four (4) levels of Administrative Assistants. The Administrative Assistant III classification is the third level in the Administrative Assistant class series. The other classifications in this series are: Administrative Assistant I, Administrative Assistant II, and Administrative Assistant IV.

A class series is a progression of classifications whose specifications distinguish one level from the next by defined characteristics of the class.

Positions in the Administrative Assistant III classification perform a variety of complex clerical duties and provide executive level administrative support to a Vice President, Senior Staff or the Director of the Personnel Commission. Classification typically report to senior level District administrators.

Positions in this classification are distinguished from those at the Administrative Assistant I and II levels by the greater complexity and responsibility of the assignments received and increased independence with which the employee is expected to operate. Support provided at the Administrative Assistant III level involves dealing with sensitive, confidential, and complex issues of District wide impact, and regular interaction with senior staff members within the District. An incumbent in this classification is expected to exercise significantly more independent judgment and decision making. Positions at the Administrative Assistant III level require substantial knowledge of and interface within a specific operational area of ty and prior experience in a community college environment and/or municipal government. Work in this classification is performed with periodic to minimal supervision. The employee receives assignments and is expected to carry them through to completion with substantial independence. The incumbent is free from control or oversight while working. Work is usually reviewed upon completion for adequacy and compliance with instructions.

Positions in the Administrative Assistant I classification perform vocational level secretarial duties and provide administrative support for College management and faculty leaders in instructional, academic and support service functional areas.

Positions in the Administrative Assistant II classification perform advanced vocational, moderately complex secretarial-clerical duties and provide administrative support for Academic Deans or administrators working in off-campus facilities or in large, complex functional areas.

Positions in the Administrative Assistant IV – Confidential classification perform a variety of difficult and highly complex secretarial-clerical duties and provide executive level administrative support to the Superintendent/President. Support provided at the Administrative Assistant IV level involves handling sensitive, confidential, and complex issues of District wide impact and regular interaction with members of senior staff.

Positions in the administrative assistant series are distinguished by the scope of the supervisor's administrative and program responsibilities, level of independence, the knowledge required to effectively perform the job and the minimum experience and/or education necessary to be considered for employment.

ESSENTIAL DUTIES

Performs a wide variety of highly skilled administrative tasks independently; responds to correspondence relating to confidential and complex matters relating to the administrator's program responsibilities and District policies and procedures; resolves work problems involving administration, staff, or students.

Responds to questions, requests and complaints ~~either~~ by telephone, in writing or in person from students, staff and the public; provides information about services, resources, policies and procedures.

Interfaces with a broad range of internal and external contacts such as Board of Trustees members, Personnel Commission members, Community College Chancellor's office, other community college staff, government constituencies, and the public in order to answer questions or provide information.

Acts as a liaison between the administrator and District staff, students, community members and representatives from other agencies by coordinating activities and projects, conferring on matters requiring the administrator's input or action, and relaying the administrator's directives and instructions.

Schedules appointments, meetings and maintains calendar for assigned administrator-to-whom position reports.

Processes materials for department budgets; utilizes spreadsheets to maintain budget and organize records; monitors expenditures; makes travel and conference arrangements; submits conference attendance and expense/travel claims for payment, requisitions for supplies, printing and advertising; submits work orders and key requests.

Researches, complies, analyzes, and prepares technical documents and reports related to the assigned administrator's program responsibilities.

Develops and recommends procedures for the compilation, maintenance and presentation of data; maintains data used to assist in the determination of policies, procedures and programs.

Interprets and applies provisions of California statutes, District policies, and other complex materials to matters relating to administrator's program responsibilities and the administration of college programs and services.

Types, formats, edits and proofreads materials containing confidential and/or sensitive information related to the business operations of the assigned unit.

Electronically and manually records, prepares and submits~~Complete~~ departmental timesheets and absence forms for supervisor review and approval prior to ~~for staff and/or student workers and submitting to payroll department.~~

Creates, formats, and distributes ~~Prepares~~ meeting agendas, attends meetings and prepares minutes; assists in meeting and events preparations arranging for facilities, food services, parking, ~~mailing notifications~~ and contacting speakers. ~~Attends meetings, takes notes, transcribes and distributes minutes as necessary.~~

Participates in special projects relating to the administrator's program responsibilities.

Establishes and maintains effective working relationships with other community college staff, faculty, administrators, managers, students, and external contacts required in the course of work.

May orient, inform, guide ~~train~~ and provide work direction to assigned clerical staff.

May compile, format and publish agenda items for Board of Trustees or Personnel Commission agendas.

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:

Positions in this classification receive general supervision from a Vice President, eSenior Staff Level District administrators, an Associate Vice President, or the Director of the Classified Personnel Commission.

Level of Supervision Exercised:

Positions in this classification do not supervise any other classified positions. May provide work direction over to assigned clerical staff.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

~~e~~Rules, regulations, laws, and policies governing ~~e~~community college districts

~~Knowledge of Modern~~ office procedures and practices and equipment, including ~~filing systems, business forms, letter, and report writing~~

Records management practices and procedures including electronic filing practices

~~Knowledge of Computer~~ applications and programs that support this level of work including document creation and editing, software such as word processing, spreadsheets, database management, document scanning and web/video conferencing presentation programs, desktop publishing.

~~Knowledge of p~~Principles and techniques of public relations and customer service

~~Knowledge of Effective~~ public reception and telephone communication techniques

~~Knowledge of~~ English usage, vocabulary, spelling, grammar, and punctuation

~~Knowledge of b~~Basic budgetary processes and procedures

~~Knowledge of b~~Basic research methods

~~Knowledge of p~~Principles of training

Ability to:

~~p~~Perform complex administrative support and ~~secretarial-clerical~~ work independently with little direction

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

~~Ability to effectively utilize computer software to e~~Create and maintain files, manipulate data, format reports and publish final documents

Learn, gain proficiency and apply emerging office technology, and policies, procedures, and guidelines of a specific department or functional area

~~Ability to r~~Review, edit and proofread documents for completeness and accuracy

~~Ability to e~~Communicate effectively, both orally and in writing

~~Ability to m~~Maintain confidentiality of work

~~Ability to i~~Interpret, and apply and explain applicable federal, state and local laws, rules, regulations, and District laws and policies and procedures relevant to assigned area of responsibility

~~Ability to E~~xercise sound independent judgment to accurately analyze situations and, apply to identify problems and apply effective solutions

~~Ability to r~~Research and report on assigned topics

~~Ability to p~~Plan and coordinate committees, meetings special events, and programs

~~Ability to O~~rganize, set priorities and, manage time and work in a fast-paced and busy environment with multiple tasks and interruptions

Role model exceptional internal and external customer service

~~Ability to t~~Train and provide work direction to others

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

Ability to 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 students, other community college staff, faculty, administrators, managers, and external contacts required in the course of work

MINIMUM QUALIFICATIONS

Education Requirement:

An associate's degree or equivalent from an accredited college or university in Liberal Arts, Business Administration, Communications, Computer Information Systems, Secretarial-Clerical Studies, or a closely related field.

Experience Requirement:

Four (4) years of full time, paid, progressively responsible secretarial and administrative experience providing direct administrative support to an administrator or management level supervisor.

Experience providing direct administrative support to an executive level administrator is preferred.

Education/Experience Equivalency:

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

Licensure and/or Certification:

None.

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 sit, use hands to keyboard, type, or handle materials, and talk and/or hear. The employee is occasionally required to stand and walk. The employee is regularly required to lift, carry, push, or pull up to 25-10 pounds. While performing the duties of this job, the noise level in the work environment is usually quiet.

CLASS DETAIL

Job Family:	<u>Secretarial/Clerical</u>
FLSA Status:	Non-exempt
Personnel Commission Approval Date:	<u>11/84</u> October 25, 2006, October 17, 2007
Class History:	<u>Established 11/84 Administrative Assistant III/Administrative Assistant III-Steno: Administrative Assistant III</u>
Revision Date(s):	06/92; Revised , 10/25/06 (Hay Study), 10/17/07, 04/16/2014, <u>1/29/2024</u>

**Santa Monica Community College District
Personnel Commission**
Administrative Assistant III

CONCEPT OF THE CLASS

Under general supervision, positions in the **Administrative Assistant III** classification perform a variety of complex clerical duties and provide executive level administrative support to a Vice President, Senior Staff or the Director of the Personnel Commission.

DISTINGUISHING CHARACTERISTICS

Positions in the **Administrative Assistant III** classification perform a variety of complex clerical duties and provide executive level administrative support to a Vice President, Senior Staff or the Director of the Personnel Commission.

Positions in the **Administrative Assistant II** classification perform moderately complex clerical duties and provide administrative support for Academic Deans or administrators working in off-campus facilities or in large, complex functional areas.

Positions in the **Administrative Assistant IV – Confidential** classification perform a variety of difficult and highly complex clerical duties and provide executive level administrative support to the Superintendent/President.

Positions in the administrative assistant series are distinguished by the scope of the supervisor's administrative and program responsibilities, level of independence, the knowledge required to effectively perform the job and the minimum experience and/or education necessary to be considered for employment.

ESSENTIAL DUTIES

Performs a wide variety of highly skilled administrative tasks independently; responds to correspondence relating to confidential and complex matters relating to the administrator's program responsibilities and District policies and procedures; resolves work problems involving administration, staff, or students.

Responds to questions, requests and complaints by telephone, in writing or in person from students, staff and the public; provides information about services, resources, policies and procedures.

Interfaces with a broad range of internal and external contacts such as Board of Trustees members, Personnel Commission members, Community College Chancellor's office, other community college staff, government constituencies, and the public in order to answer questions or provide information.

Acts as a liaison between the administrator and District staff, students, community members and representatives from other agencies by coordinating activities and projects, conferring on matters requiring the administrator's input or action, and relaying the administrator's directives and instructions.

Schedules appointments, meetings and maintains calendar for assigned administrator.

Processes materials for department budgets; utilizes spreadsheets to maintain budget and organize records; monitors expenditures; makes travel and conference arrangements; submits conference attendance and expense/travel claims for payment, requisitions for supplies, printing and advertising; submits work orders and key requests.

Researches, complies, analyzes, and prepares technical documents and reports related to the assigned administrator's program responsibilities.

Develops and recommends procedures for the compilation, maintenance and presentation of data; maintains data used to assist in the determination of policies, procedures and programs.

Interprets and applies provisions of California statutes, District policies, and other complex materials to matters relating to administrator's program responsibilities and the administration of college programs and services.

Types, formats, edits and proofreads materials containing confidential and/or sensitive information related to the business operations of the assigned unit.

Electronically and manually records, prepares and submits departmental timesheets and absence forms for supervisor review and approval prior to submitting payroll.

Creates, formats, and distributes meeting agendas, attends meetings and prepares minutes; assists in meeting and events preparations arranging for facilities, food services, parking, notifications and contacting speakers.

Participates in special projects relating to the administrator's program responsibilities.

Establishes and maintains effective working relationships with other community college staff, faculty, administrators, managers, students, and external contacts required in the course of work.

May orient, inform, guide and provide work direction to assigned clerical staff.

May compile, format and publish agenda items for Board of Trustees or Personnel Commission agendas. 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:

Positions in this classification receive general supervision from a Vice President, Senior Staff or the Director of the Personnel Commission.

Level of Supervision Exercised:

Positions in this classification do not supervise other classified positions. May provide work direction to assigned clerical staff.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Rules, regulations, laws, and policies governing community college districts

Modern office procedures, practices and equipment

Records management practices and procedures including electronic filing practices

Computer applications and programs that support this level of work including document creation and editing, spreadsheets, data management, document scanning and web/video conferencing

Principles and techniques of public relations and customer service

Effective public reception and telephone communication techniques

English usage, vocabulary, spelling, grammar, and punctuation

Basic budgetary processes and procedures

Basic research methods

Principles of training

Ability to:

Perform complex administrative support and clerical work independently with little direction

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

Create and maintain files, manipulate data, format reports and publish final documents

Learn, gain proficiency and apply emerging office technology, and policies, procedures, and guidelines of a specific department or functional area

Review, edit and proofread documents for completeness and accuracy

Communicate effectively, both orally and in writing

Maintain confidentiality of work

Interpret, apply and explain applicable federal, state and local laws, rules, regulations, and District policies and procedures relevant to assigned area of responsibility

Exercise sound independent judgment to accurately analyze situations, identify problems and apply effective solutions

Research and report on assigned topics

Plan and coordinate committees, meetings special events, and programs

Organize, set priorities, manage time and work in a fast-paced and busy environment with multiple tasks and interruptions

Role model exceptional internal and external customer service

Train and provide work direction to others

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 from an accredited college or university in Liberal Arts, Business Administration, Communications, Computer Information Systems, Clerical Studies, or a closely related field.

Experience Requirement:

Four years of experience providing direct administrative support to an administrator or management level supervisor. Experience providing direct administrative support to an executive level administrator is preferred.

Education/Experience Equivalency:

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

Licensure and/or Certification:

None.

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 sit, use hands to keyboard, type, or handle materials, and talk and/or hear. The employee is occasionally required to stand and walk. The employee is regularly required to lift, carry, push, or pull up to 10 pounds. While performing the duties of this job, the noise level in the work environment is usually quiet.

CLASS DETAIL

<i>Job Family:</i>	Clerical
<i>FLSA Status:</i>	Non-exempt
<i>Personnel Commission Approval Date:</i>	11/84
<i>Class History:</i>	Administrative Assistant III/Administrative Assistant III-Steno; Administrative Assistant III
<i>Revision Date(s):</i>	06/92;, 10/25/06 (Hay Study), 10/17/07, 04/16/2014, 1/29/2024

Agenda Report Number	2
Subject	Classification Description Revisions and Salary Reallocation: Administrative Assistant III-Confidential
Date	January 29, 2024
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	August Faustino, Personnel Analyst

BACKGROUND

Attached for your approval are the classification revisions for **Administrative Assistant III-Confidential**.

As part of the cyclical review process, we are reviewing classifications in the Clerical & Administrative Support job discipline. The Administrative Assistant III-Confidential performs a variety of complex clerical duties and provides executive level administrative support to a Vice President or Senior Staff.

The Administrative Assistant III-Confidential classification was established in 1984. It was revised in June of 1992 and in October 2006 as part of the Hay study. The most recent revision was approved in April of 2014. There are currently four permanent incumbents in this classification.

METHODOLOGY

This study was scheduled in the cyclical review calendar for Fiscal Year 2022-23. Incumbents were invited to participate in a class study orientation on October 24 & 25, 2022, 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 November 30, 2022.

Personnel Commission staff consulted with department management to discuss the classification description. A duty analysis worksheet which rated the frequency and criticality of each duty in the current class description was completed. Additionally, revisions are proposed to clarify essential duties, distinguishing characteristics, concept of the class, minimum qualifications and KSAs (knowledge, skills and abilities) required for the job to more accurately reflect the nature of the work required.

Additionally, a job evaluation and an external salary survey 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 data gathered, class description revisions are being proposed, to include a more accurate description of the work performed. Additional changes serve to clarify the concept of the class, essential duties, KSAs (knowledge, skills and abilities) and minimum qualifications.

The salary survey of standard benchmark agencies was conducted. Salary data was gathered based on the comparison of positions with the level of duties and responsibilities most similar to Administrative Assistant III-Confidential. The survey resulted in nine moderate to strong matches, which are identified and presented below.

AGENCY	JOB TITLE	MIN	MAX	MEDIAN	STUDENT COUNT	TOTAL EMPLOYEE FTE
Santa Monica College	Administrative Assistant III-Confidential	\$6,026	\$7,324	\$6,675	37,693	1,266
El Camino College	Assistant to the Vice President	\$7,108	\$9,127	\$8,118	28,607	938
Foothill De Anza CCD	Executive Assistant, Business Services; Executive Assistant, HR & EEO	\$7,227	\$9,660	\$8,444	49,434	1,467
Glendale College	Administrative Assistant IV-Confidential	\$5,755	\$7,345	\$6,550	20,762	716
LACOE	Executive Assistant (Confidential)	\$6,078	\$7,547	\$6,813	NA	1,420
Long Beach City College	Executive Assistant	\$6,439	\$8,773	\$7,606	34,365	1,238
North Orange County CCD	Executive Assistant II (Confidential)	\$6,494	\$8,253	\$7,374	57,354	1,911
Pasadena City College	Administrative Assistant III (Confidential)	\$6,299	\$8,039	\$7,169	32,965	979
Santa Barbara City College	Administrative Assistant III-Confidential	\$6,407	\$7,806	\$7,106	22,639	679
State Center CCD	Executive Assistant - Confidential	\$5,771	\$7,097	\$6,434	52,768	1,266
	Average	\$6,398	\$8,183	\$7,290		
	25th Percentile	\$6,078	\$7,547	\$6,813		
	50th Percentile	\$6,407	\$8,039	\$7,169		
	75th Percentile	\$6,494	\$8,773	\$7,606		
	80th Percentile	\$6,740	\$8,915	\$7,811		
	90th Percentile	\$7,132	\$9,234	\$8,183		
	SMC % RANK	22.8%	11.4%	18.4%		
	SMC Difference From AVG	-6.2%	-11.7%	-9.2%		
	SMC Difference From MED	-6.3%	-9.8%	-7.4%		

The current salary range for Administrative Assistant III-Confidential is Range C35 on the Classified Confidential Salary Schedule. In this survey, SMC is in the 18th median percentile compared to all benchmark agencies with comparable classifications; that is, 82% of market comparables were paid higher than the SMC classification.

SALARY ALLOCATION

It is recommended that the salary for Administrative Assistant III-Confidential be reallocated from Range C35 to Range C40 on the Classified Confidential Salary Schedule, a 13% increase. The proposed increase would place the median salary for this classification at the 71st percentile compared to the market median. Salary reallocation is justified given that it meets the College’s goal to target base median salary at the 70th percentile. One range lower would place the salary below the 70th percentile ranking as compared to the market median.

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

The following chart shows related classifications in this job discipline and salary allocation for each classification:

CURRENT

JOB TITLE	RANGE	MIN	MAX	% DIFF BETWEEN LEVELS
Executive Coordinator-District & Board of Trustees-Confidential	C41	\$6,975	\$8,479	10.24%
Administrative Assistant IV-Confidential	C37	\$6,327	\$7,690	5.00%
Administrative Assistant III-Confidential	C35	\$6,026	\$7,324	2.55%
Administrative Assistant III	34	\$5,876	\$7,143	5.00%
Administrative Assistant II	32	\$5,596	\$6,803	10.24%
Administrative Assistant I	28	\$5,076	\$6,170	18.52%
Administrative Clerk	21	\$4,283	\$5,206	

PROPOSED

JOB TITLE	RANGE	MIN	MAX	% DIFF BETWEEN LEVELS
<i>Executive Coordinator-District & Board of Trustees-Confidential **</i>	<i>C46</i>	<i>\$7,875</i>	<i>\$9,572</i>	<i>10.24%</i>
<i>Administrative Assistant IV-Confidential**</i>	<i>C42</i>	<i>\$7,143</i>	<i>\$8,682</i>	<i>5.00%</i>
<i>Administrative Assistant III-Confidential</i>	<i>C40</i>	<i>\$6,803</i>	<i>\$8,269</i>	<i>2.41%</i>
<i>Administrative Assistant III*</i>	<i>39</i>	<i>\$6,643</i>	<i>\$8,075</i>	<i>18.71%</i>
Administrative Assistant II	32	\$5,596	\$6,803	10.24%
Administrative Assistant I	28	\$5,076	\$6,170	18.52%
Administrative Clerk	21	\$4,283	\$5,206	

**Proposed in a previous agenda item*

*** Proposed in a subsequent agenda item*

RECOMMENDATION

It is recommended that the Commission approve the proposed classification description revisions and salary reallocation for Administrative Assistant III-Confidential as follows:

FROM: Range C35 – Classified Confidential Salary Schedule

TO: Range C40 – Classified Confidential Salary Schedule

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

**Santa Monica Community College District
Personnel Commission**

Administrative Assistant III – Confidential

CONCEPT OF THE CLASS

Under general supervision, positions in the **Administrative Assistant III - Confidential** classification perform a variety of complex ~~secretarial~~ clerical duties and provide executive level ~~paraprofessional~~ administrative support to a Vice President or Senior Staff.

~~Administrative Assistant III~~ Positions designated as Confidential, in accord with Government Code 3562(d) and Educational Employment Relations Act (EERA) 3540.1(c) are required to develop or present management positions with respect to employer-employee relations or whose duties normally require access to confidential information that is used to contribute significantly to the development of management positions.

DISTINGUISHING CHARACTERISTICS

~~Positions in the Administrative Assistant III classification are part of a series of four (4) levels of Administrative Assistants. The Administrative Assistant III classification is the third level in the Administrative Assistant class series. The other classifications in this series are: Administrative Assistant I, Administrative Assistant II, and Administrative Assistant IV.~~

~~A class series is a progression of classifications whose specifications distinguish one level from the next by defined characteristics of the class.~~

~~Positions in the Administrative Assistant I classification perform vocational level secretarial duties and provide administrative support for College management and faculty leaders in instructional, academic and support service functional areas.~~

Positions in the **Administrative Assistant III** classification perform a variety of complex clerical duties and provide executive level administrative support to a Vice President, Senior Staff or the Director of the Personnel Commission.

~~typically report to senior level District administrators. Positions in this classification are distinguished from the Administrative Assistant II by the greater complexity and responsibility of the assignments received and increased independence with which the employee is expected to operate. Support provided at the Administrative Assistant III level involves handling sensitive, confidential, and complex issues of District wide impact, and regular interaction with senior administrative staff members within the District. An incumbent in this classification is expected to exercise significantly more independent judgment and decision making. Positions at the Administrative Assistant III level require substantial knowledge of and interface within a specific area of operation or specialty and prior experience in a community college environment and/or municipal government. Work in this classification is performed with periodic to minimal supervision. The employee receives assignments and is expected to carry them through to completion with substantial independence. The incumbent is free from control or oversight while working. Work is usually reviewed upon completion for adequacy and compliance with instructions. Administrative Assistant III Confidential positions in accord with Government Code 3562(d) and Educational Employment Relations Act (EERA) 3540.1(c) are required to develop or present management positions with respect to employer-employee relations or whose duties normally require access to confidential information that is used to contribute significantly to the development of management positions.~~

Positions in the **Administrative Assistant II** classification perform advanced vocational, moderately complex ~~secretarial~~ clerical duties and provide administrative support for Academic Deans or administrators working in off-campus facilities or in large, complex functional areas.

Positions in the **Administrative Assistant IV – Confidential** classification perform a variety of difficult and highly complex ~~secretarial~~ clerical duties and provide executive level administrative support to the Superintendent/President.

Positions in the administrative assistant series are distinguished by the scope of the supervisor's administrative and program responsibilities, level of independence, the knowledge required to effectively perform the job and the minimum experience and/or education necessary to be considered for employment.

ESSENTIAL DUTIES

Performs a wide variety of highly skilled administrative tasks independently; responds to correspondence relating to confidential and complex matters relating to the administrator's program responsibilities and District policies and procedures; resolves work problems involving administration, staff, or students.

Schedules appointments, meetings and maintains calendar for assigned administrator, ~~to whom position reports.~~

Processes materials for department budgets; utilizes spreadsheets to maintain budget and organize records; monitors expenditures; makes travel and conference arrangements; submits conference attendance and expense/travel claims for payment, requisitions for supplies, printing and advertising; submits work orders and key requests.

Types, formats, edits and proofreads materials containing confidential and/or sensitive information related to the business operations of the assigned unit.

Responds to questions, requests and complaints either by telephone, in writing or in person from students, staff and the public; provides information about services, resources, policies and procedures.

Interfaces with a broad range of internal and external contacts such as Board of Trustees members, Personnel Commission members, Community College Chancellor's office, other community college staff, government constituencies, and the public in order to answer questions or provide information.

Electronically and manually records, prepares and submits ~~Completes~~ departmental timesheets and absence forms for supervisor review and approval prior to ~~for staff and/or student workers and submits~~ submitting to payroll department.

Acts as a liaison between the administrator and District staff, students, community members and representatives from other agencies by coordinating activities and projects, conferring on matters requiring the administrator's input or action, and relaying the administrator's directives and instructions.

Creates, formats and distributes ~~Prepare~~ meeting agendas, attends meetings and prepares minutes; assists in meeting and events preparations arranging for facilities, food services, parking, ~~mailing notices~~ and contacting speakers. ~~Attends meetings, takes notes, transcribes and distributes as necessary.~~

Develops and recommends procedures for the compilation, maintenance and presentation of data; maintains data used to assist in the determination of policies, procedures and programs.

Researches, compiles, analyzes, and prepares technical documents and reports related to the assigned administrator's program responsibilities.

Interprets and applies provisions of California statutes, District policies, and other complex materials to matters relating to administrator's program responsibilities and the administration of college programs and services.

Participates in special projects relating to the administrator's program responsibilities.

May train and provide work direction to assigned clerical staff.

May compile, format and publish agenda items for Board of Trustees.

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:

Positions in this classification receive general supervision from a Vice President or Senior Staff.

Level of Supervision Exercised:

Positions in this classification do not supervise ~~any~~ other classified positions. May provide work direction ~~to over~~-assigned clerical staff.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

~~R~~ules, regulations, laws, and policies governing ~~e~~-community college districts

~~Knowledge of M~~odern office procedures ~~and~~ practices and equipment, including filing systems, business forms, letter, and report writing

Records management practices and procedures including electronic filing practices

~~Knowledge of C~~omputer applications and programs that support this level of work including document creation and editing, software such as word processing, spreadsheets, database management, document scanning and web/video conferencing presentation programs, desktop publishing.

~~Knowledge of P~~inciples and techniques of public relations and customer service

~~Knowledge of E~~ffective public reception and telephone communication techniques

~~Knowledge of E~~nglish usage, vocabulary, spelling, grammar, and punctuation

~~Knowledge of B~~asic budgetary processes and procedures

~~Knowledge of B~~asic research methods

~~Knowledge of P~~inciples of training

Ability to:

~~P~~erform complex administrative support and ~~secretarial-clerical~~ work independently with little direction

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

~~Ability to effectively utilize computer software to c~~reate and maintain files, manipulate data, format reports and publish final documents

Learn, gain proficiency and apply emerging office technology, policies, procedures and guidelines of a specific department or functional area

~~Ability to r~~Review, edit and proofread documents for completeness and accuracy

~~Ability to e~~ffectively communicate, both orally and in writing

~~Ability to m~~aintain confidentiality of work

~~Ability to i~~nterpret, ~~and~~ apply and explain applicable federal, state and local laws, rules, regulations, and District laws and policies and procedures relevant to assigned area of responsibility

~~Ability to E~~xercise sound independent judgment to accurately analyze situations ~~and apply to~~ identify problems and apply effective solutions

~~Ability to r~~Research and report on assigned topics

~~Ability to p~~lan and coordinate committees, meetings special events, and programs

~~Ability to O~~rganize, set priorities, ~~and~~ manage time and work in a fast-paced and busy environment with multiple tasks and interruptions

~~Ability to establish and maintain effective working relationships with students, other community college staff, faculty, administrators, managers, and external contacts required in the course of work.~~

~~Ability to train and provide work direction to others~~

~~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 from an accredited college or university in Liberal Arts, Business Administration, Communications, Computer Information Systems, Secretarial Clerical Studies, or a closely related field.~~

Experience Requirement:

~~Four (4) years of full-time, paid, progressively responsible secretarial and administrative experience providing direct administrative support to an administrator or management level supervisor.~~

~~Experience providing direct administrative support to an executive level administrator is preferred.~~

Education/Experience Equivalency:

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

Licensure and/or Certification:

None

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 sit, use hands to keyboard, type, or handle materials, and talk and/or hear. The employee is occasionally required to stand and walk. The employee is regularly required to lift, carry, push, or pull up to ~~25~~10 pounds. While performing the duties of this job, the noise level in the work environment is usually quiet.

CLASS DETAIL

Job Family:	Clerical
FLSA Status:	Non-exempt
Personnel Commission Approval Date:	11/84 <u>October 25, 2006, October 17, 2007</u>
Class History:	Established 11/84 <u>Administrative Assistant III/Administrative Assistant III-Steno; Administrative Assistant III-Confidential</u>
Revision Date(s):	06/92; Revised , 10/25/06 (Hay Study), 10/17/07, 04/16/2014, <u>1/29/2024</u>

**Santa Monica Community College District
Personnel Commission**

Administrative Assistant III – Confidential

CONCEPT OF THE CLASS

Under general supervision, positions in the **Administrative Assistant III - Confidential** classification perform a variety of complex clerical duties and provide executive level administrative support to a Vice President or Senior Staff.

Positions designated as **Confidential**, in accord with Government Code 3562(d) and Educational Employment Relations Act (EERA) 3540.1(c) are required to develop or present management positions with respect to employer-employee relations or whose duties normally require access to confidential information that is used to contribute significantly to the development of management positions.

DISTINGUISHING CHARACTERISTICS

Positions in the **Administrative Assistant III** classification perform a variety of complex clerical duties and provide executive level administrative support to a Vice President, Senior Staff or the Director of the Personnel Commission.

Positions in the **Administrative Assistant II** classification perform, moderately complex clerical duties and provide administrative support for Academic Deans or administrators working in off-campus facilities or in large, complex functional areas.

Positions in the **Administrative Assistant IV – Confidential** classification perform a variety of difficult and highly complex clerical duties and provide executive level administrative support to the Superintendent/President.

Positions in the administrative assistant series are distinguished by the scope of the supervisor's administrative and program responsibilities, level of independence, the knowledge required to effectively perform the job and the minimum experience and/or education necessary to be considered for employment.

ESSENTIAL DUTIES

Performs a wide variety of highly skilled administrative tasks independently; responds to correspondence relating to confidential and complex matters relating to the administrator's program responsibilities and District policies and procedures; resolves work problems involving administration, staff, or students.

Schedules appointments, meetings and maintains calendar for assigned administrator.

Processes materials for department budgets; utilizes spreadsheets to maintain budget and organize records; monitors expenditures; makes travel and conference arrangements; submits conference attendance and expense/travel claims for payment, requisitions for supplies, printing and advertising; submits work orders and key requests.

Types, formats, edits and proofreads materials containing confidential and/or sensitive information related to the business operations of the assigned unit.

Responds to questions, requests and complaints either by telephone, in writing or in person from students, staff and the public; provides information about services, resources, policies and procedures.

Interfaces with a broad range of internal and external contacts such as Board of Trustees members, Personnel Commission members, Community College Chancellor's office, other community college staff, government constituencies, and the public in order to answer questions or provide information.

Electronically and manually records, prepares and submits departmental timesheets and absence forms for supervisor review and approval prior to submitting payroll.

Acts as a liaison between the administrator and District staff, students, community members and representatives from other agencies by coordinating activities and projects, conferring on matters requiring the administrator's input or action, and relaying the administrator's directives and instructions.

Creates, formats and distributes meeting agendas, attends meetings and prepares minutes; assists in meeting and events preparations arranging for facilities, food services, parking, and contacting speakers.

Develops and recommends procedures for the compilation, maintenance and presentation of data; maintains data used to assist in the determination of policies, procedures and programs.

Researches, compiles, analyzes, and prepares technical documents and reports related to the assigned administrator's program responsibilities.

Interprets and applies provisions of California statutes, District policies, and other complex materials to matters relating to administrator's program responsibilities and the administration of college programs and services.

Participates in special projects relating to the administrator's program responsibilities.

May train and provide work direction to assigned clerical staff.

May compile, format and publish agenda items for Board of Trustees.

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:

Positions in this classification receive general supervision from a Vice President or Senior Staff.

Level of Supervision Exercised:

Positions in this classification do not supervise other classified positions. May provide work direction to assigned clerical staff.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Rules, regulations, laws, and policies governing community college districts. Modern office procedures, practices and equipment, Records management practices and procedures including electronic filing practices

Computer applications and programs that support this level of work including document creation and editing, spreadsheets, data management, document scanning and web/video conferencing Principles and techniques of public relations and customer service. Effective public reception and telephone communication techniques. English usage, vocabulary, spelling, grammar, and punctuation. Basic budgetary processes and procedures

Basic research methods. Principles of training

Ability to:

Perform complex administrative support and clerical work independently with little direction

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

Create and maintain files, manipulate data, format reports and publish final documents. Learn, gain proficiency and apply emerging office technology, policies, procedures and guidelines of a specific department or functional area

Review, edit and proofread documents for completeness and accuracy. Effectively communicate, both orally and in writing. Maintain confidentiality of work. Interpret, apply and explain applicable federal, state and local laws, rules, regulations, and District policies and procedures relevant to

assigned area of responsibility. Exercise sound independent judgment to accurately analyze situations identify problems and apply effective solutions. Research and report on assigned topics. Plan and coordinate committees, meetings special events, and programs. Organize, set priorities, manage time and work in a fast-paced and busy environment with multiple tasks and interruptions. Train and provide work direction to others

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 from an accredited college or university in Liberal Arts, Business Administration, Communications, Computer Information Systems, Clerical Studies, or a closely related field.

Experience Requirement:

Four years of experience providing direct administrative support to an administrator or management level supervisor. Experience providing direct administrative support to an executive level administrator is preferred.

Education/Experience Equivalency:

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

Licensure and/or Certification:

None

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 sit, use hands to keyboard, type, or handle materials, and talk and/or hear. The employee is occasionally required to stand and walk. The employee is regularly required to lift, carry, push, or pull up to 10 pounds. While performing the duties of this job, the noise level in the work environment is usually quiet.

CLASS DETAIL

Job Family:	Clerical
FLSA Status:	Non-exempt
Personnel Commission Approval Date:	11/84
Class History:	Administrative Assistant III/Administrative Assistant III-Steno; Administrative Assistant III-Confidential
Revision Date(s):	06/92; 10/25/06 (Hay Study), 10/17/07, 04/16/2014, 1/29/2024

Agenda Report Number	3
Subject	Classification Description Revisions and Salary Reallocation: Administrative Assistant IV-Confidential
Date	January 29, 2024
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	August Faustino, Personnel Analyst

BACKGROUND

Attached for your approval are the classification revisions for **Administrative Assistant IV-Confidential**.

As part of the cyclical review process, we are reviewing classifications in the Clerical & Administrative Support job discipline. The Administrative Assistant IV-Confidential performs a variety of highly complex clerical duties and provides executive level administrative support to the Superintendent/President.

The Administrative Assistant IV-Confidential classification was established in 1984. It was revised in March of 1996, June of 2000 and in October 2006 as part of the Hay study. The most recent revision was approved in July of 2016. There is one permanent incumbent in this classification.

METHODOLOGY

This study was scheduled in the cyclical review calendar for Fiscal Year 2022-23. The incumbent was invited to participate in a class study orientation on October 24 & 25, 2022, to discuss the purpose of the study, methodology, timelines, possible outcomes, implications, and frequently asked questions. The incumbent was asked to complete a Position Description Questionnaire by November 30, 2022.

Personnel Commission staff consulted with department management to discuss the classification description. A duty analysis worksheet which rated the frequency and criticality of each duty in the current class description was completed. Additionally, revisions are proposed to clarify essential duties, distinguishing characteristics, concept of the class, minimum qualifications and KSAs (knowledge, skills and abilities) required for the job to more accurately reflect the nature of the work required.

Additionally, a job evaluation and an external salary survey 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 data gathered, class description revisions are being proposed, to include a more accurate description of the work performed. Additional changes serve to clarify the concept of the class, essential duties, KSAs (knowledge, skills and abilities) and minimum qualifications.

The salary survey of standard benchmark agencies was conducted. Salary data was gathered based on the comparison of positions with the level of duties and responsibilities most similar to Administrative Assistant IV-Confidential. The survey resulted in eight moderate to strong matches, which are identified and presented below.

AGENCY	JOB TITLE	MIN	MAX	MEDIAN	STUDENT COUNT	TOTAL EMPLOYEE FTE
Santa Monica College	Administrative Assistant IV	\$6,327	\$7,690	\$7,009	37,693	1,266
Contra Costa CCD	Senior Executive Assistant	\$6,591	\$8,029	\$7,310	41,364	1,437
Long Beach City College	Executive Assistant to the Superintendent/President	\$7,333	\$9,991	\$8,662	34,365	1,238
Los Angeles CCD	Executive Assistant (Confidential)	\$6,178	\$7,654	\$6,916	157,089	4,459
Pasadena City College	Executive Assistant-President's Office	\$8,265	\$10,549	\$9,407	32,965	979
Riverside CCD	Executive Administrative Assistant	\$6,799	\$8,281	\$7,540	43,105	1,732
Santa Barbara City College	Executive Assistant in the Office of the Superintendent/President	\$6,566	\$8,987	\$7,777	22,639	679
State Center CCD	Executive Assistant to the President - Confidential	\$6,001	\$7,381	\$6,691	52,768	1,266
Ventura County CCD	Executive Assistant to the President (Confidential)	\$6,182	\$8,532	\$7,357	38,234	1,982
	Average	\$6,739	\$8,675	\$7,707		
	25th Percentile	\$6,181	\$7,935	\$7,212		
	50th Percentile	\$6,579	\$8,407	\$7,449		
	75th Percentile	\$6,933	\$9,238	\$7,998		
	80th Percentile	\$7,119	\$9,589	\$8,308		
	90th Percentile	\$7,613	\$10,158	\$8,886		
	SMC % RANK	33.9%	15.6%	17.6%		
	SMC Difference From AVG	-6.5%	-12.8%	-10.0%		
	SMC Difference From MED	-4.0%	-9.3%	-6.3%		

The current salary range for Administrative Assistant IV-Confidential is Range C37 on the Classified Confidential Salary Schedule. In this survey, SMC is in the 18th median percentile compared to all benchmark agencies with comparable classifications; that is, 82% of market comparables were paid higher than the SMC classification.

SALARY ALLOCATION

It is recommended that the salary for Administrative Assistant IV-Confidential be reallocated from Range C37 to Range C42 on the Classified Confidential Salary Schedule, a 13% increase. The proposed increase would place the median salary for this classification at the 74th percentile compared to the market median. Salary reallocation is justified given that it meets the College’s goal to target base median salary at the 70th percentile. One range lower would place the salary below the 70th percentile ranking as compared to the market median.

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

The following chart shows related classifications in this job discipline and salary allocation for each classification:

CURRENT

JOB TITLE	RANGE	MIN	MAX	% DIFF BETWEEN LEVELS
Executive Coordinator-District & Board of Trustees-Confidential	C41	\$6,975	\$8,479	10.24%
Administrative Assistant IV-Confidential	C37	\$6,327	\$7,690	5.00%
Administrative Assistant III-Confidential	C35	\$6,026	\$7,324	2.55%
Administrative Assistant III	34	\$5,876	\$7,143	5.00%
Administrative Assistant II	32	\$5,596	\$6,803	10.24%
Administrative Assistant I	28	\$5,076	\$6,170	18.52%
Administrative Clerk	21	\$4,283	\$5,206	

PROPOSED

JOB TITLE	RANGE	MIN	MAX	% DIFF BETWEEN LEVELS
<i>Executive Coordinator-District & Board of Trustees-Confidential **</i>	<i>C46</i>	<i>\$7,875</i>	<i>\$9,572</i>	<i>10.24%</i>
<i>Administrative Assistant IV-Confidential</i>	<i>C42</i>	<i>\$7,143</i>	<i>\$8,682</i>	<i>5.00%</i>
<i>Administrative Assistant III-Confidential*</i>	<i>C40</i>	<i>\$6,803</i>	<i>\$8,269</i>	<i>2.41%</i>
<i>Administrative Assistant III*</i>	<i>39</i>	<i>\$6,643</i>	<i>\$8,075</i>	<i>18.71%</i>
Administrative Assistant II	32	\$5,596	\$6,803	10.24%
Administrative Assistant I	28	\$5,076	\$6,170	18.52%
Administrative Clerk	21	\$4,283	\$5,206	

**Proposed in a previous agenda item*

*** Proposed in a subsequent agenda item*

RECOMMENDATION

It is recommended that the Commission approve the proposed classification description revisions and salary reallocation for Administrative Assistant IV-Confidential as follows:

FROM: Range C37 – Classified Confidential Salary Schedule

TO: Range C42 – Classified Confidential Salary Schedule

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

**Santa Monica Community College District
Personnel Commission**

Administrative Assistant IV - Confidential

CONCEPT OF THE CLASS

Under general supervision, a position in the Administrative Assistant IV-Confidential classification performs a variety of highly complex clerical duties and provides executive level administrative support to the Superintendent/President, in the performance of a variety of administrative details and public relations responsibilities.

Positions designated as Confidential, in accord with Government Code 3562(d) and Educational Employment Relations Act (EERA) 3540.1(c) are required to develop or present management positions with respect to employer-employee relations or whose duties normally require access to confidential information that is used to contribute significantly to the development of management positions.

DISTINGUISHING CHARACTERISTICS

Positions in the Administrative Assistant IV classification are part of a series of four (4) levels of Administrative Assistants. This classification is the fourth and highest level in the series. The other classifications in the series are: Administrative Assistant I; Administrative Assistant II; and Administrative Assistant III.

Positions at the Administrative Assistant IV-Confidential classification performs a variety of difficult and highly complex clerical duties and provides executive level administrative support report to the Superintendent/President. Positions in this classification are distinguished from those at the Administrative Assistant I and II levels by the greater complexity and responsibility of the assignments received and increased independence with which the employee is expected to perform. Support provided at the Administrative Assistant III and IV level involves dealing with sensitive, confidential, and complex issues of District wide impact, and regular interaction with members senior staff within the District. Positions at the III and IV level require substantial knowledge of and interface within a specific area of operation or specialty, and generally possess prior experience in a community college environment and/or municipal government. Positions at the Administrative Assistant IV level require a solid knowledge of District and Board policies and practices.

Positions in the Administrative Assistant III-Confidential classification perform a variety of complex clerical duties and provide executive level administrative support to a Vice President or Senior Staff, class perform a variety of complex secretarial duties and provide administrative support to senior level District administrators.

The Executive Coordinator-District & Board of Trustees-Confidential classification provides executive level administrative support to the Superintendent/President and the Board of Trustees. The position has primary responsibility for preparation of the Board of Trustees meeting agendas and related documents. Administrative Assistant IV—Confidential positions, in accordance with Government Code 3562(d) and Educational Employment Relations Act (EERA) 3540.1(c) are required to develop or present management positions with respect to employer-employee relations or whose duties normally require access to confidential information that is used to contribute significantly to the development of management positions.

Positions in the Administrative Assistant I classification perform and provide administrative support for College management and faculty leaders in instructional, academic and support service functional areas.

Positions in the Administrative Assistant II class perform advanced vocational, moderately complex secretarial duties and provide administrative support for Academic Deans or administrators working in off-campus facilities or in large, complex functional areas.

Positions in the administrative assistant series are distinguished by the scope of the supervisor's administrative and program responsibilities, level of independence, the knowledge required to effectively perform the job and the minimum experience and/or education necessary to be considered for employment.

ESSENTIAL DUTIES

Plans, coordinates, and oversees the administrative functions of the Office of the Superintendent/President.

Receives calls, emails, and visitors in a pleasant and helpful manner; responds to questions, requests and complaints ~~in with~~ sensitivity and cooperation ~~in with~~; screens ~~them~~ inquiries for urgency and nature of business; ~~and~~ exercises judgment in answering questions or referring them to the Superintendent/President, or appropriate District administrator.
~~Create students, staff and visitors;~~

Interprets and explains Board rules, regulations, adopted policies, and procedures to all levels of District personnel, representatives from other organizations and members of the public, speaking on behalf of the Superintendent/President and exercising judgment, tact, and discretion in these contacts.

Receives, sorts, reads, routes, and responds to mail as directed; identifies and refers matters of priority to the Superintendent/President; composes replies independently or from oral instructions.

~~Schedule appointments and organize~~ Maintains the Superintendent/President's calendar; schedules meetings and appointments with senior staff, students, staff, managers, college leadership groups, community representatives, and city, state and federal officials; ~~coordinates and schedule special projects and/or events~~

Coordinates travel and conference arrangements ~~for as needed~~ Superintendent/President and the Board of Trustees.
~~schedule meetings between the Superintendent/President and the leadership of various College and public constituencies~~

Plans, schedules and organizes special projects, programs, meeting, and/or events; including the design and distribution of invitations, flyers, conference materials and programs.

Attends and participates in meetings providing administrative support for various Presidential task forces, campus constituency groups and staff meetings; prepares meeting notices, agendas and minutes.

Prepares, plans, organizes, distributes and maintains a variety of complex administrative ~~and/or district~~ documents, including but not limited to such as the board policy manual, administrative regulations, collective bargaining contracts, calendar of meetings, organizational charts, publications, ~~Create, prepare, distribute and maintain~~ reports, board resolutions, charts, manuals, agendas and statistical documents.

Composes and distributes correspondence on a wide variety of issues, demonstrating a comprehensive understanding ~~requiring knowledge~~ of Santa Monica College policies, regulations, and procedures.

Monitors and reconciles the office budget; consults with the President/Superintendent regarding effective use of departmental funds; prepares requisitions, purchase orders, check requests, budget spreadsheets, and other accounting-related documents.

Researches, gathers background information and summarizes data to provide administrators with necessary information for reports or meetings.

May review and approve payroll records for designated personnel.
~~Maintain special confidential files~~

~~Organizes and maintains accurate and detailed constituency databases, files and records including a variety of confidential materials used to generate a variety of documents and materials~~

Trains and provides work direction to others as needed.

Assists the staff in the Superintendent/President's Office with work overflow in the absence of clerical staff.

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 from the Superintendent/President, the employee receives assignments and is expected to carry them through to completion with substantial independence.

Level of Supervision Exercised:

Positions in this classification serve in a lead worker capacity, providing training and work direction to permanent and temporary staff.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Rules, regulations, laws and policies governing ~~the~~ Community College Districts

District structure and organization, including the role of the Board of Trustees, administration, college governance groups, key personnel, and appropriate sources of information within the District

District vision, mission, goals, policies, procedures and practices

Modern office procedures and practices and equipment, including filing systems, business forms, letter and report writing

Records management practices and procedures including electronic filing practices

Computer software applications and programs that support this level of work including document creation and editing, such as word processing, spreadsheets, database management, document scanning, presentation programs, web/video conferencing and desktop publishing for creating, formatting, designing a variety of projects, including announcements, invitations, and public notices

Procedures involved in monitoring and processing budget-related items and payroll records

Principles and techniques of public relations and customer service

English usage, vocabulary, spelling, grammar and punctuation

Basic research methods

Principles of training

Ability to:

Perform complex administrative support work independently in a fast-paced environment handling multiple tasks while being with frequently interruptions

Exercise a high degree of tact, discretion and diplomacy in dealing/addressing with sensitive situations and concerned and/or upset groups and individuals, dissatisfied parties

Understand the inner workings and interrelationships of the organization, and how to get things done/accomplish objectives through formal channels and informal networks

~~Organize, set priorities and exercise~~ sound independent judgment ~~to~~ accurately analyze situations, identify problems, apply and formulate effective solutions
~~tasks with respect to importance and deadlines~~

Communicate clearly, concisely, tactfully and effectively, both orally and in writing

~~Ensure consistent accuracy and completeness by~~ attending to details

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

~~Organize and maintain specialized files and confidentiality~~

Adjust and adapt well to changes in assignments and evolving priorities

Research assigned topics ~~and create comprehensive and informative reports~~

Review, edit and proofread written documents for completeness and accuracy

Plan and coordinate committees, meetings, special events and programs

Understand and follow written and oral instructions

Train and provide work direction to others

~~Effectively utilize~~ Operate a computer ~~software using computer applications and programs to~~ create and maintain files, manipulate data, format detailed reports, and publish final documents

~~Compile, prepare and maintain detailed reports, manuals, and other official documents~~

~~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~~

~~Establish effective working relationships with others in a service-oriented environment serving a multi-cultural and multi-ethnic population~~

MINIMUM QUALIFICATIONS

Education Requirement:

~~An associate's degree or equivalent from an accredited college or university~~ in Liberal Arts, Business Administration, Communications, Computer Information Systems, ~~Secretarial-Clerical Studies~~, or a closely related field.

Experience Requirement:

Five (5) years of full-time, paid, progressively responsible secretarial and administrative experience providing administrative support to an administrator or management level supervisor. ~~Experience providing direct administrative support to an executive level administrator is preferred.~~

Education/Experience Equivalency:

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

Licensure and/or Certification:

None.

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 sit, use hands to keyboard, type, or handle materials, and talk and/or hear. The employee is occasionally required to stand and walk. The employee is regularly required to fit, carry, push, or pull up to ~~25~~10 pounds. While performing the duties of this job, the noise level in the work environment is usually quiet.

CLASS DETAIL

Job Family:	Clerical
FLSA Status:	Non-exempt
Personnel Commission Approval Date:	<u>11/84</u> October 25, 2006
Class History:	<u>P.C. Established 11/84 Administrative Assistant IV-Superintendent/President. Administrative Assistant IV-Confidential</u>
Revision Date(s):	Revised 03/27/96; 06/12/00; 10/06 (Hay Study), 07/16, <u>1/29/2024</u>

**Santa Monica Community College District
Personnel Commission**

Administrative Assistant IV - Confidential

CONCEPT OF THE CLASS

Under general supervision, a position in the **Administrative Assistant IV-Confidential** classification performs a variety of highly complex clerical duties and provides executive level administrative support to the Superintendent/President.

Positions designated as **Confidential**, in accord with Government Code 3562(d) and Educational Employment Relations Act (EERA) 3540.1(c) are required to develop or present management positions with respect to employer-employee relations or whose duties normally require access to confidential information that is used to contribute significantly to the development of management positions.

DISTINGUISHING CHARACTERISTICS

The **Administrative Assistant IV-Confidential** classification performs a variety of difficult and highly complex clerical duties and provides executive level administrative support to the Superintendent/President. .

Positions in the **Administrative Assistant III-Confidential** classification perform a variety of complex clerical duties and provide executive level administrative support to a Vice President or Senior Staff.

The **Executive Coordinator-District & Board of Trustees-Confidential** classification provides executive level administrative support to the Superintendent/President and the Board of Trustees. The position has primary responsibility for preparation of the Board of Trustees meeting agendas and related documents.

Positions in the administrative assistant series are distinguished by the scope of the supervisor's administrative and program responsibilities, level of independence, the knowledge required to effectively perform the job and the minimum experience and/or education necessary to be considered for employment.

ESSENTIAL DUTIES

Plans, coordinates, and oversees the administrative functions of the Office of the Superintendent/President.

Receives calls, emails, and visitors in a pleasant and helpful manner; responds to questions, requests and complaints with sensitivity and cooperation; screens inquiries for urgency and nature of business; exercises judgment in answering questions or referring them to the Superintendent/President, or appropriate District administrator.

Interprets and explains Board rules, regulations, adopted policies, and procedures to all levels of District personnel, representatives from other organizations and members of the public, speaking on behalf of the Superintendent/President and exercising judgment, tact, and discretion in these contacts.

Receives, sorts, reads, routes, and responds to mail as directed; identifies and refers matters of priority to the Superintendent/President; composes replies independently or from oral instructions.

Maintains the Superintendent/President's calendar; schedules meetings and appointments with senior staff, students, staff, managers, college leadership groups, community representatives, and city, state and federal officials.

Coordinates travel and conference arrangements for Superintendent/President and the Board of Trustees.

Plans, schedules and organizes special projects, programs, meeting, and/or events; including the design and distribution of invitations, flyers, conference materials and programs.

Attends and participates in meetings providing administrative support for various Presidential task forces, campus constituency groups and staff meetings; prepares meeting notices, agendas and minutes.

Prepares, plans, organizes, distributes and maintains a variety of complex administrative documents, including but not limited to the board policy manual, administrative regulations, collective bargaining contracts, calendar of meetings, organizational charts, publications, reports, board resolutions, charts, manuals, agendas and statistical documents.

Composes and distributes correspondence on a wide variety of issues, demonstrating a comprehensive understanding of Santa Monica College policies, regulations, and procedures.

Monitors and reconciles the office budget; consults with the President/Superintendent regarding effective use of departmental funds; prepares requisitions, purchase orders, check requests, budget spreadsheets, and other accounting-related documents.

Researches, gathers background information and summarizes data to provide administrators with necessary information for reports or meetings.

May review and approve payroll records for designated personnel.

Organizes and maintains accurate and detailed databases, files and records including a variety of confidential materials

Trains and provides work direction to others as needed.

Assists the staff in the Superintendent/President's Office with work overflow in the absence of clerical staff.

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 from the Superintendent/President, the employee receives assignments and is expected to carry them through to completion with substantial independence.

Level of Supervision Exercised:

Positions in this classification serve in a lead capacity, providing training and work direction to permanent and temporary staff.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Rules, regulations, laws and policies governing community college districts

District structure and organization, including the role of the Board of Trustees, administration, college governance groups, key personnel, and appropriate sources of information within the District

District vision, mission, goals, policies, procedures and practices

Modern office procedures, practices and equipment

Records management practices and procedures including electronic filing practices

Computer applications and programs that support this level of work including document creation and editing, spreadsheets, data management, document scanning, presentation programs, web/video conferencing and desktop publishing for creating, formatting, designing a variety of projects, including announcements, invitations, and public notices

Procedures involved in monitoring and processing budget-related items and payroll records

Principles and techniques of public relations and customer service

English usage, vocabulary, spelling, grammar and punctuation

Basic research methods

Principles of training

Ability to:

Perform complex administrative support work independently in a fast-paced environment handling multiple tasks with frequent interruptions

Exercise a high degree of tact, discretion and diplomacy in addressing sensitive situations and concerned and/or dissatisfied parties

Understand the inner workings and interrelationships of the organization, and how to accomplish objectives through formal channels and informal networks

Organize, set priorities and exercise sound independent judgment to accurately analyze situations, identify problems, apply and formulate effective solutions

Communicate clearly, concisely, tactfully and effectively, both orally and in writing

Ensure consistent accuracy and completeness by attending to details

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

Organize and maintain specialized files and confidentiality

Adjust and adapt well to changes in assignments and evolving priorities

Research assigned topics and create comprehensive and informative reports

Review, edit and proofread written documents for completeness and accuracy

Plan and coordinate committees, meetings, special events and programs

Understand and follow written and oral instructions

Train and provide work direction to others

Operate a computer using computer applications and programs to create and maintain files, manipulate data, format detailed reports, and publish final documents

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 from an accredited college or university in Liberal Arts, Business Administration, Communications, Computer Information Systems, Clerical Studies or a closely related field.

Experience Requirement:

Five years of experience providing administrative support to an administrator or management level supervisor. Experience providing direct administrative support to an executive level administrator is preferred.

Education/Experience Equivalency:

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

Licensure and/or Certification:

None.

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 sit, use hands to keyboard, type, or handle materials, and talk and/or hear. The employee is occasionally required to stand and walk. The employee is regularly required to fit, carry, push, or pull up to 10 pounds. While performing the duties of this job, the noise level in the work environment is usually quiet.

CLASS DETAIL

Job Family:	Clerical
FLSA Status:	Non-exempt
Personnel Commission Approval Date:	11/84
Class History:	Administrative Assistant IV-Superintendent/President; Administrative Assistant IV-Confidential
Revision Date(s):	03/27/96; 06/12/00; 10/06 (Hay Study), 07/16, 1/29/2024

Agenda Report Number	4
Subject	Classification Description Revisions and Salary Reallocation: Executive Coordinator-District and Board of Trustees-Confidential
Date	January 29, 2024
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	August Faustino, Personnel Analyst

BACKGROUND

Attached for your approval are the classification revisions for **Executive Coordinator-District and Board of Trustees-Confidential**.

As part of the cyclical review process, we are reviewing classifications in the Clerical & Administrative Support job discipline. The Executive Coordinator-District and Board of Trustees-Confidential coordinates the flow of information and documents between the Santa Monica Community College Board of Trustees and District Office and provides executive level administrative support to the Superintendent/President and members of the Board of Trustees.

The Executive Coordinator-District and Board of Trustees-Confidential classification was established in 1984. It was revised in May of 1992, June of 1995, February of 1996 and in October 2006 as part of the Hay study. There is one permanent incumbent in this classification.

METHODOLOGY

This study was scheduled in the cyclical review calendar for Fiscal Year 2022-23. The incumbent was invited to participate in a class study orientation on October 24 & 25, 2022, to discuss the purpose of the study, methodology, timelines, possible outcomes, implications, and frequently asked questions. The incumbent was asked to complete a Position Description Questionnaire by November 30, 2022.

Personnel Commission staff consulted with department management to discuss the classification description. A duty analysis worksheet which rated the frequency and criticality of each duty in the current class description was completed. Additionally, revisions are proposed to clarify essential duties, distinguishing characteristics, concept of the class, minimum qualifications and KSAs (knowledge, skills and abilities) required for the job to more accurately reflect the nature of the work required.

Additionally, a job evaluation and an external salary survey 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 data gathered, class description revisions are being proposed, to include a more accurate description of the work performed. Additional changes serve to clarify the concept of the class, essential duties, KSAs (knowledge, skills and abilities) and minimum qualifications.

The salary survey of standard benchmark agencies was conducted. Salary data was gathered based on the comparison of positions with the level of duties and responsibilities most similar to Executive Coordinator-District and Board of Trustees-Confidential. The survey resulted in five moderate to strong matches, which are identified and presented below.

AGENCY	JOB TITLE	MIN	MAX	MEDIAN	STUDENT COUNT	TOTAL EMPLOYEE FTE
Santa Monica College	Executive Coordinator-District & BOT (Confidential)	\$6,975	\$8,479	\$7,727	37,693	1,266
Contra Costa CCD	Executive Coordinator	\$5,971	\$7,275	\$6,623	41,364	1,437
Glendale College	Executive Assistant to the Superintendent/President and Board of Trustees	\$7,019	\$8,950	\$7,985	20,762	716
Long Beach City College	Senior Executive Assistant, Governing Board	\$7,822	\$10,658	\$9,240	34,365	1,238
Los Angeles CCD	Executive Assistant to the BOT	\$7,334	\$9,098	\$8,216	157,089	4,459
Riverside CCD	Executive Administrative Assistant, Office of the Chancellor/Board of Trustees	\$7,760	\$9,449	\$8,605	43,105	1,732
	Average	\$7,181	\$9,086	\$8,134		
	25th Percentile	\$7,019	\$8,950	\$7,985		
	50th Percentile	\$7,334	\$9,098	\$8,216		
	75th Percentile	\$7,760	\$9,449	\$8,605		
	80th Percentile	\$7,772	\$9,691	\$8,732		
	90th Percentile	\$7,797	\$10,174	\$8,986		
	SMC % RANK	23.9%	17.9%	20.2%		
	SMC Difference From AVG	-3.0%	-7.2%	-5.3%		
	SMC Difference From MED	-5.1%	-7.3%	-6.3%		

The current salary range for Executive Coordinator-District and Board of Trustees-Confidential is Range C41 on the Classified Confidential Salary Schedule. In this survey, SMC is in the 20th median percentile compared to all benchmark agencies with comparable classifications; that is, 80% of market comparables were paid higher than the SMC classification.

SALARY ALLOCATION

It is recommended that the salary for Executive Coordinator-District and Board of Trustees-Confidential be reallocated from Range C41 to Range C46 on the Classified Confidential Salary Schedule, a 13% increase. The proposed increase would place the median salary for this classification at the 80th percentile compared to the market median. Salary reallocation is justified given that it meets the College’s goal to target base median salary at the 70th

percentile. One range lower would place the salary below the 70th percentile ranking as compared to the market median.

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

The following chart shows related classifications in this job discipline and salary allocation for each classification:

CURRENT

JOB TITLE	RANGE	MIN	MAX	% DIFF BETWEEN LEVELS
Executive Coordinator-District & Board of Trustees-Confidential	C41	\$6,975	\$8,479	10.24%
Administrative Assistant IV-Confidential	C37	\$6,327	\$7,690	5.00%
Administrative Assistant III-Confidential	C35	\$6,026	\$7,324	2.55%
Administrative Assistant III	34	\$5,876	\$7,143	5.00%
Administrative Assistant II	32	\$5,596	\$6,803	10.24%
Administrative Assistant I	28	\$5,076	\$6,170	18.52%
Administrative Clerk	21	\$4,283	\$5,206	

PROPOSED

JOB TITLE	RANGE	MIN	MAX	% DIFF BETWEEN LEVELS
<i>Executive Coordinator-District & Board of Trustees-Confidential</i>	<i>C46</i>	<i>\$7,875</i>	<i>\$9,572</i>	<i>10.24%</i>
<i>Administrative Assistant IV-Confidential*</i>	<i>C42</i>	<i>\$7,143</i>	<i>\$8,682</i>	<i>5.00%</i>
<i>Administrative Assistant III-Confidential*</i>	<i>C40</i>	<i>\$6,803</i>	<i>\$8,269</i>	<i>2.41%</i>
<i>Administrative Assistant III*</i>	<i>39</i>	<i>\$6,643</i>	<i>\$8,075</i>	<i>18.71%</i>
Administrative Assistant II	32	\$5,596	\$6,803	10.24%
Administrative Assistant I	28	\$5,076	\$6,170	18.52%
Administrative Clerk	21	\$4,283	\$5,206	

**Proposed in a previous agenda item*

RECOMMENDATION

It is recommended that the Commission approve the proposed classification description revisions and salary reallocation for Executive Coordinator-District & Board of Trustees-Confidential as follows:

FROM: Range C41 – Classified Confidential Salary Schedule

TO: Range C46 – Classified Confidential Salary Schedule

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

**Santa Monica Community College District
Personnel Commission**

Executive Coordinator- District & Board of Trustees-Confidential

CONCEPT OF THE CLASS

Under general supervision, the position in the Executive Coordinator-District & Board of Trustees classification coordinates the flow of information and documents between the Santa Monica Community College Board of Trustees and District Office and provides executive level administrative support to the Superintendent/President and members of the Board of Trustees.

Positions designated as Confidential, in accord with Government Code 3562(d) and Educational Employment Relations Act (EERA) 3540.1(c) are required to develop or present management positions with respect to employer-employee relations or whose duties normally require access to confidential information that is used to contribute significantly to the development of management positions.

DISTINGUISHING CHARACTERISTICS

The Executive Coordinator-District & Board of Trustees-Confidential classification provides executive level administrative support to the Superintendent/President and the Board of Trustees. The position has primary responsibility for preparation of the Board of Trustees meeting agendas and related documents.

The Administrative Assistant IV-Confidential classification performs a variety of difficult and highly complex clerical duties and provides executive level administrative support to the Superintendent/President.

Positions in the administrative assistant series are distinguished by the scope of the supervisor's administrative and program responsibilities, level of independence, the knowledge required to effectively perform the job and the minimum experience and/or education necessary to be considered for employment.

ESSENTIAL DUTIES

Creates, prepares, distributes and maintain correspondence, reports, charts, manuals, agendas and other official and statistical documents on behalf of the Superintendent/~~and~~ Board of Trustees and District Planning and Advisory Council (DPAC).

Participates in agenda preparation meetings with senior staff; coordinates and supervises the preparation of the Board of Trustees agenda, minutes~~and~~, related background material and official records; reads, edits and compiles written material into resolutions for presentation at the Board of Trustees meeting; publishes the Board of Trustees agenda pursuant to the provisions of the Ralph M. Brown Act.

Attends Board of Trustee meetings, distributes materials, takes minutes, accepts and assumes custodial responsibility on behalf of the Board of Trustees for documents and materials submitted by speakers, presenters and others during Board of Trustee meetings, retreats, workshops, dialogs and other special meetings.

Provides administrative assistance to members of the Board of Trustees.

Takes and transcribes confidential and general dictation; composes correspondence, writes reports and bulletins; maintains special and confidential files, correspondence and administrative files.

Compiles, maintains and routinely reviews and updates Board of Trustees policies and administrative regulations.

Coordinates, plans, organizes, prepares and distributes materials for Board of Trustees; and Superintendent/President and District Planning and Advisory Council (DPAC).

Coordinates and establishes office procedures; coordinates office workflow, ensuring tasks are prioritized, deadlines are met and information is efficiently communicated.

Plans, develops and organizes special projects, programs and events; designs and distributes invitations, flyers, conference materials, and programs.

~~Compiles and maintains Board of trustees policies and administrative regulations~~

Serves as the coordinator for the District Planning and Advisory Council (DPAC); schedules, attends, facilitates and takes minutes for DPAC meetings; maintains DPAC scope and function; prepares semi-annual and annual DPAC reports for college wide distribution.

Annually or periodically reviews and updates District management organization charts, enrollment charges by legislative districts, calendar of meetings, and annual mandated cost reimbursement report.

Maintains and updates webpages for the Board of Trustees, District Planning and Advisory Council and the Board Policy Manual.

Assures all information distributed from and/or on behalf of the Superintendent/President and Board of Trustees has been reviewed and authorized by the respective parties.

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:

This position receives general supervision from the Superintendent/President.

Level of Supervision Exercised:

This position does not supervise others. ~~It~~ may provide lead work direction for other administrative and clerical positions in the Superintendent/President's office.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Rules, regulations, laws and policies governing community college districts

Modern office procedures, practices and equipment

Records management practices and procedures including electronic filing practices

Computer applications and programs that support this level of work including document creation and editing, spreadsheets, data management, document scanning, presentation programs and web/video conferencing

~~software applications used for formatting, composing, compiling and/or designing presentations, announcements, invitations, public notices, written correspondence, statistical reports, charts and graphs, and databases~~

English usage, vocabulary, spelling, grammar and punctuation

District structure and organization, including the role of the Board of Trustees, administration, college governance groups, key personnel, and appropriate sources of information within the District

Provisions of the Brown Act and the Public Records Act

Ability to:

~~Interpret and~~ apply and explain applicable laws and regulations and District rules policies and procedures

Perform complex administrative support work independently in a fast-paced environment handling multiple tasks with frequent interruptions

~~Ability to~~ Compile, prepare, and maintain detailed reports, ~~annuale~~, agendas and other official documents

~~Ability to~~ Coordinate programs, meetings and events for the Superintendent/President, members of the Board of Trustees and/or the District Planning and Advisory Council

~~Ability to~~ Set priorities, ~~and~~ manage time and work in fast-paced ~~and busy~~ environment with multiple tasks and interruptions

~~Ability to~~ Analyze accurately analyze situations, identify problems, apply sound judgment and formulate effective solutions

~~Ability to~~ Develop and coordinate the design, formatting and production of a variety of printed materials

Organize and maintain specialized files and confidentiality of information

~~Ability to~~ Review, edit and proofread written documents for completeness and accuracy

~~Ability to~~ participate in the planning and development of a variety of projects

Learn, gain proficiency and apply emerging office technology, and policies, procedures, and guidelines of a specific department or functional area

Exercise sound independent judgment within assigned areas of responsibility

~~Ability to~~ express oneself well both orally and in writing

Communicate clearly, concisely, tactfully and effectively, both orally and in writing

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

~~Ability to~~ establish and maintain effective working relationships with other staff, faculty, administrators, managers, students, and outside contractors and vendors

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 from an accredited college or university in Liberal Arts, Business Administration, Communications, Computer Information Systems, ~~Secretarial~~-Clerical Studies, or a closely related field.

Experience Requirement:

Five ~~(5)~~ years of full time, paid, progressively responsible secretarial and administrative experience providing direct administrative support to an administrator or management level supervisor. At least one year of direct administrative support experience must be for an executive level administrator.

Education/Experience Equivalency:

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

Licensure and/or Certification:

None.

WORKING ENVIRONMENT & PHYSICAL DEMANDS

Disclosure:

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

Normal Office Environment:

While performing the duties of this job the employee is regularly required to sit, use hands to keyboard, type, or handle materials, and talk and/or hear. The employee is occasionally required to stand and walk. The employee is regularly required to fit, carry, push, or pull up to ~~25~~10 pounds. While performing the duties of this job, the noise level in the work environment is usually quiet.

CLASS DETAIL

Job Family:	Secretarial/Clerical
FLSA Status:	Non- Ex empt
Personnel Commission Approval Date:	Established -11/84
Class History:	P-C. Established <u>Administrative Assistant IV to the Superintendent/President; Production Center Coordinator-Confidential; Coordinator; District and Board of Trustees Office; Executive Coordinator-District & Board of Trustees</u>
Revision Date(s):	Revised: 05/06/92; 06/14/95; 02/21/96; 10/06 Hay Study, <u>1/29/2024</u>

**Santa Monica Community College District
Personnel Commission**

Executive Coordinator- District & Board of Trustees-Confidential

CONCEPT OF THE CLASS

Under general supervision, the **Executive Coordinator-District & Board of Trustees** classification coordinates the flow of information and documents between the Santa Monica Community College Board of Trustees and District Office and provides executive level administrative support to the Superintendent/President and members of the Board of Trustees.

Positions designated as **Confidential**, in accord with Government Code 3562(d) and Educational Employment Relations Act (EERA) 3540.1(c) are required to develop or present management positions with respect to employer-employee relations or whose duties normally require access to confidential information that is used to contribute significantly to the development of management positions.

DISTINGUISHING CHARACTERISTICS

The **Executive Coordinator-District & Board of Trustees-Confidential** classification provides executive level administrative support to the Superintendent/President and the Board of Trustees. The position has primary responsibility for preparation of the Board of Trustees meeting agendas and related documents.

The **Administrative Assistant IV-Confidential** classification performs a variety of difficult and highly complex clerical duties and provides executive level administrative support to the Superintendent/President.

Positions in the administrative assistant series are distinguished by the scope of the supervisor's administrative and program responsibilities, level of independence, the knowledge required to effectively perform the job and the minimum experience and/or education necessary to be considered for employment.

ESSENTIAL DUTIES

Creates, prepares, distributes and maintain correspondence, reports, charts, manuals, agendas and other official and statistical documents on behalf of the Superintendent/President, Board of Trustees and District Planning and Advisory Council (DPAC).

Participates in agenda preparation meetings with senior staff; coordinates and supervises the preparation of the Board of Trustees agenda, minutes, related background material and official records; reads, edits and compiles written material into resolutions for presentation at the Board of Trustees meeting; publishes the Board of Trustees agenda pursuant to the provisions of the Ralph M. Brown Act.

Attends Board of Trustee meetings, distributes materials, takes minutes, accepts and assumes custodial responsibility on behalf of the Board of Trustees for documents and materials submitted by speakers, presenters and others during Board of Trustee meetings, retreats, workshops, dialogs and other special meetings.

Provides administrative assistance to members of the Board of Trustees.
Takes and transcribes confidential and general dictation; composes correspondence, writes reports and bulletins; maintains special and confidential files, correspondence and administrative files.

Compiles, maintains and routinely reviews and updates Board of Trustees policies and administrative regulations.

Coordinates, plans, organizes, prepares and distributes materials for Board of Trustees; Superintendent/President and District Planning and Advisory Council (DPAC).

Coordinates and establishes office procedures; coordinates office workflow, ensuring tasks are prioritized, deadlines are met and information is efficiently communicated.

Plans, develops and organizes special projects, programs and events; designs and distributes invitations, flyers, conference materials, and programs.

Serves as the coordinator for the District Planning and Advisory Council (DPAC); schedules, attends, facilitates and takes minutes for DPAC meetings; maintains DPAC scope and function; prepares semi-annual and annual DPAC reports for college wide distribution.

Annually or periodically reviews and updates District management organization charts, enrollment charges by legislative districts, calendar of meetings, and annual mandated cost reimbursement report.

Maintains and updates webpages for the Board of Trustees, District Planning and Advisory Council and the Board Policy Manual.

Assures all information distributed from and/or on behalf of the Superintendent/President and Board of Trustees has been reviewed and authorized by the respective parties.

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:

This position receives general supervision from the Superintendent/President.

Level of Supervision Exercised:

This position does not supervise others. It may provide lead work direction for other administrative and clerical positions in the Superintendent/President's office.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Rules, regulations, laws and policies governing community college districts

Modern office procedures, practices and equipment

Records management practices and procedures including electronic filing practices

Computer applications and programs that support this level of work including document creation and editing, spreadsheets, data management, document scanning, presentation programs and web/video conferencing

English usage, vocabulary, spelling, grammar and punctuation

District structure and organization, including the role of the Board of Trustees, administration, college governance groups, key personnel, and appropriate sources of information within the District

Provisions of the Brown Act and the Public Records Act

Ability to:

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

Perform complex administrative support work independently in a fast-paced environment handling multiple tasks with frequent interruptions

Compile, prepare, and maintain detailed reports, agendas and other official documents

Coordinate programs, meetings and events for the Superintendent/President, members of the Board of Trustees and/or the District Planning and Advisory Council

Set priorities, manage time and work in fast-paced environment with multiple tasks and interruptions

Accurately analyze situations, identify problems, apply sound judgment and formulate effective solutions

Develop and coordinate the design, formatting and production of a variety of printed materials

Organize and maintain specialized files and confidentiality of information

Review, edit and proofread written documents for completeness and accuracy

participate in the planning and development of a variety of projects

Learn, gain proficiency and apply emerging office technology, and policies, procedures, and guidelines of a specific department or functional area

Exercise sound independent judgment within assigned areas of responsibility

Communicate clearly, concisely, tactfully and effectively, both orally and in writing

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 from an accredited college or university in Liberal Arts, Business Administration, Communications, Computer Information Systems, Clerical Studies, or a closely related field.

Experience Requirement:

Five years of experience providing direct administrative support to an administrator or management level supervisor. At least one year of direct administrative support experience must be for an executive level administrator.

Education/Experience Equivalency:

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

Licensure and/or Certification:

None.

WORKING ENVIRONMENT & PHYSICAL DEMANDS

Disclosure:

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

Normal Office Environment:

While performing the duties of this job the employee is regularly required to sit, use hands to keyboard, type, or handle materials, and talk and/or hear. The employee is occasionally required to stand and walk. The employee is regularly required to fit, carry, push, or pull up to 10 pounds. While performing the duties of this job, the noise level in the work environment is usually quiet.

CLASS DETAIL

<i>Job Family:</i>	Clerical
<i>FLSA Status:</i>	Non-exempt
<i>Personnel Commission Approval Date:</i>	11/84
<i>Class History:</i>	Administrative Assistant IV to the Superintendent/President; Production Center Coordinator-Confidential; Coordinator, District and Board of Trustees Office; Executive Coordinator-District & Board of Trustees
<i>Revision Date(s):</i>	05/06/92; 06/14/95; 02/21/96; 10/06 Hay Study, 1/29/2024

Agenda Report Number	5
Subject	Class Description Revisions: Grounds Manager
Date	January 29, 2024
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	John Linke, Supervising Personnel Analyst

BACKGROUND

Attached for your approval is a revised classification description for Grounds Manager. This classification was created in June 2023 as part of a reorganization of the Facilities Maintenance & Operations department. The Personnel Commission is currently recruiting to fill one vacancy for this classification. Minor changes are being recommended to clarify the duties and scope of responsibility for this role. Additional minor changes are also being proposed to the knowledge, skills and abilities.

METHODOLOGY

Personnel Commission staff met with Dennis Biddle, Director of Facilities Operations, to review the current classification description and determine if the duties, minimum qualifications, and knowledge, skills, and abilities listed still accurately reflect the expectations of the job.

RESULTS

Revisions to job duties and knowledge, skills and abilities are being recommended to better define the scope of work performed by this role.

RECOMMENDATION

It is recommended that the Commission approve the attached revisions to the classification description for Grounds Manager.

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

**Santa Monica Community College District
Personnel Commission**

Grounds Manager

CONCEPT OF THE CLASS

Under general supervision, the Grounds Manager plans, manages and evaluates [activities](#) related to grounds maintenance, landscaping and irrigation work.

DISTINGUISHING CHARACTERISTICS

The **Grounds Manager** plans, supervises and coordinates the work of grounds staff.

The **Grounds Equipment Operator** performs duties that require the use of medium grounds and maintenance power equipment.

The **Director of Facilities Operations** classification oversees the District's Custodial and Grounds program which includes responsibility for planning, implementing, and monitoring program operations.

ESSENTIAL DUTIES

Oversees the day-to-day activities of the [custodial-grounds](#) staff, including training, scheduling and performance management.

Develops and implements comprehensive maintenance plans for outdoor areas, considering factors such as seasonal changes, plant growth, and specific maintenance needs.

Serves as point of contact and addresses stakeholders inquiries or complaints, providing updates on [custodial-grounds](#) services, and ensures that customer satisfaction is maintained.

Ensures compliance with all relevant health and safety regulations, developing and implementing safety protocols, trains staff on safety procedures addressing safety concerns or incidents promptly.

Establishes and implements a comprehensive quality control program to inspect District landscapes on a regular basis, identify deficiencies, implement corrective measures and apply lessons learned techniques to improve the skills of grounds staff through retraining and performance management.

Implements specialized landscape programs in the areas of integrated pest management, arboriculture (tree maintenance and management) and irrigation and water conservation.

Implements industry standard landscape maintenance procedures and provides clear guidelines for the care and maintenance of hardscape, landscape, parking lots, plant materials, trees and turf within the District.

Schedules interior and exterior pest and rodent control by in-house treatments applied by staff and/or treatments provided by contractors; maintains records and confers with city and state licensing officials regarding water and chemical pesticide use.

Coordinates, trains, and may assist staff in the use of pesticides for grounds and building interiors.

Oversees logistical support for the set up and clean up process before and after events and campus functions.

Coordinates with the Athletic department to maintain athletic venues; coordinates maintenance and scheduling of campus outdoor facilities with campus officials and outside agencies.

Designs, supervises, and may assist in the installation of sprinkler systems on campus; consults with major construction contractors prior to the commencement of their work to maintain the integrity of the irrigation system.

Prepares and implements budget for department operation, equipment, and special capital improvement projects; confers with various campus administrators on budget requests; purchases supplies and services; pays invoices.

Tracks expenses, identifying cost-saving opportunities, and making recommendations to optimize department's budget; field tests products; makes recommendations for purchase of products in bulk or for equipment assessing quality and cost effectiveness.

Contacts and coordinates with contractors to perform pressure washing, asphalt, concrete, fencing, landscaping, tree trimming, and parking lot striping.

Designs campus landscapes and coordinates the acquisition and planting of various plants for campus grounds; supervises planting, removal, replacement and pruning of trees, including high, hazardous trees.

Collaborates and confers with the recycling staff on recycling and waste streams of the college.

Performs other related duties as requested or assigned.

Examples of essential duties are descriptive and not restrictive in nature, and are generally listed in descending order of importance.

SUPERVISION

Supervision Received:

This position receives general supervision from the Director of Facilities Operations.

Supervision Exercised:

General supervision is exercised over assigned grounds staff.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Effective supervisory techniques including hiring, work scheduling and evaluation, motivation, training and imposition of corrective or disciplinary action

Tools, material, equipment, and standard practices of landscape design, gardening, and ground maintenance

Planting practices and the care of a wide variety of shrubs, hedges, trees, flowers, and lawns

Various types of soil, including preparation and fertilization

Plants adapted to the climate of the area, with particular knowledge of varieties suitable for campus landscaped areas

Plant diseases and indoor and outdoor pests and approved methods, chemicals, and materials used to control and eradicate pests

Budgeting practices, including techniques for estimating labor and materials costs

[Principles and practices of program development and administration](#)

Related computer applications and programs

Ability to:

Plan, organize, supervise, and coordinate campus grounds operations

Train, motivate, evaluate and inspect the work of grounds staff at multiple sites
Design landscapes and sprinkler systems
Use a variety of gardening hand tools and equipment
Safely operate a variety of power equipment and enforce safe work procedures
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
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
Understand internal and external customer immediate and long term needs to provide viable solutions and recommendations
Utilize organizational funds, material resources and staffing levels wisely and strategically
Maintain an open and approachable manner and easily build rapport with others
Create a positive work environment and ensure that clear, challenging and attainable goals are set for assigned groups and aligned with organizational objectives
Model professional integrity and ethics and deal quickly with breaches and misconduct
Use techniques of advanced business data and organizational analysis to systematically identify and assess complex enterprise-wide issues and present potential solutions to District leadership
Work with other departments in the planning and implementing of events and functions
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:

Graduation from high school or GED equivalent. Industry trade certifications and related coursework are desirable.

Experience Requirement:

Four years of experience in-a grounds operations, which includes experience in landscape and irrigation design and one year leading or supervising grounds maintenance work.

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.

A California Department of Pesticide Regulation Qualified Applicator Certificate or Qualified Applicator License in Landscape Maintenance must be obtained upon completion of the first 12 months of service in this classification. Must be available to respond to emergency calls after normally scheduled working hours as needed.

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.

Environment:

While performing the duties of this job the employee is regularly required to sit, use hands to keyboard, type, or handle materials, and talk and/or hear. The employee is occasionally required to stand and walk. The employee is regularly required to lift, carry, push, or pull up to 25 pounds. While performing the duties of this job, the employee is exposed to outside weather conditions.

CLASS DETAIL

<i>Job Family:</i>	Facilities Trades & Maintenance
<i>FLSA Status:</i>	Exempt
<i>Personnel Commission Approval Date:</i>	06/21/23, 1/29/24
<i>Class History:</i>	NoneNew-Class
<i>Revision Date(s):</i>	1/29/24

**Santa Monica Community College District
Personnel Commission**

Grounds Manager

CONCEPT OF THE CLASS

Under general supervision, the Grounds Manager plans, manages and evaluates activities related to grounds maintenance, landscaping and irrigation work.

DISTINGUISHING CHARACTERISTICS

The Grounds Manager plans, supervises and coordinates the work of grounds staff.

The Grounds Equipment Operator performs duties that require the use of medium grounds and maintenance power equipment.

The Director of Facilities Operations classification oversees the District's Custodial and Grounds program which includes responsibility for planning, implementing, and monitoring program operations.

ESSENTIAL DUTIES

Oversees the day-to-day activities of the grounds staff, including training, scheduling and performance management.

Develops and implements comprehensive maintenance plans for outdoor areas, considering factors such as seasonal changes, plant growth, and specific maintenance needs.

Serves as point of contact and addresses stakeholders inquiries or complaints, providing updates on grounds services, and ensures that customer satisfaction is maintained.

Ensures compliance with all relevant health and safety regulations, developing and implementing safety protocols, trains staff on safety procedures addressing safety concerns or incidents promptly.

Establishes and implements a comprehensive quality control program to inspect District landscapes on a regular basis, identify deficiencies, implement corrective measures and apply lessons learned techniques to improve the skills of grounds staff through retraining and performance management.

Implements specialized landscape programs in the areas of integrated pest management, arboriculture (tree maintenance and management) and irrigation and water conservation.

Implements industry standard landscape maintenance procedures and provides clear guidelines for the care and maintenance of hardscape, landscape, parking lots, plant materials, trees and turf within the District.

Schedules interior and exterior pest and rodent control by in-house treatments applied by staff and/or treatments provided by contractors; maintains records and confers with city and state licensing officials regarding water and chemical pesticide use.

Coordinates, trains, and may assist staff in the use of pesticides for grounds and building interiors.

Oversees logistical support for the set up and clean up process before and after events and campus functions.

Coordinates with the Athletic department to maintain athletic venues; coordinates maintenance and scheduling of campus outdoor facilities with campus officials and outside agencies.

Designs, supervises, and may assist in the installation of sprinkler systems on campus; consults with major construction contractors prior to the commencement of their work to maintain the integrity of the irrigation system.

Prepares and implements budget for department operation, equipment, and special capital improvement projects; confers with various campus administrators on budget requests; purchases supplies and services; pays invoices.

Tracks expenses, identifying cost-saving opportunities, and making recommendations to optimize department's budget; field tests products; makes recommendations for purchase of products in bulk or for equipment assessing quality and cost effectiveness.

Contacts and coordinates with contractors to perform pressure washing, asphalt, concrete, fencing, landscaping, tree trimming, and parking lot striping.

Designs campus landscapes and coordinates the acquisition and planting of various plants for campus grounds; supervises planting, removal, replacement and pruning of trees, including high, hazardous trees.

Collaborates and confers with the recycling staff on recycling and waste streams of the college.

Performs other related duties as requested or assigned.

Examples of essential duties are descriptive and not restrictive in nature, and are generally listed in descending order of importance.

SUPERVISION

Supervision Received:

This position receives general supervision from the Director of Facilities Operations.

Supervision Exercised:

General supervision is exercised over assigned grounds staff.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Effective supervisory techniques including hiring, work scheduling and evaluation, motivation, training and imposition of corrective or disciplinary action

Tools, material, equipment, and standard practices of landscape design, gardening, and ground maintenance

Planting practices and the care of a wide variety of shrubs, hedges, trees, flowers, and lawns

Various types of soil, including preparation and fertilization

Plants adapted to the climate of the area, with particular knowledge of varieties suitable for campus landscaped areas

Plant diseases and indoor and outdoor pests and approved methods, chemicals, and materials used to control and eradicate pests

Budgeting practices, including techniques for estimating labor and materials costs

Principles and practices of program development and administration

Related computer applications and programs

Ability to:

Plan, organize, supervise, and coordinate campus grounds operations

Train, motivate, evaluate and inspect the work of grounds staff at multiple sites

Design landscapes and sprinkler systems
Use a variety of gardening hand tools and equipment
Safely operate a variety of power equipment and enforce safe work procedures
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
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
Understand internal and external customer immediate and long term needs to provide viable solutions and recommendations
Utilize organizational funds, material resources and staffing levels wisely and strategically
Maintain an open and approachable manner and easily build rapport with others
Create a positive work environment and ensure that clear, challenging and attainable goals are set for assigned groups and aligned with organizational objectives
Model professional integrity and ethics and deal quickly with breaches and misconduct
Use techniques of advanced business data and organizational analysis to systematically identify and assess complex enterprise-wide issues and present potential solutions to District leadership
Work with other departments in the planning and implementing of events and functions
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:

Graduation from high school or GED equivalent. Industry trade certifications and related coursework are desirable.

Experience Requirement:

Four years of experience in grounds operations, which includes experience in landscape and irrigation design and one year leading or supervising grounds maintenance work.

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.

A California Department of Pesticide Regulation Qualified Applicator Certificate or Qualified Applicator License in Landscape Maintenance must be obtained upon completion of the first 12 months of service in this classification. Must be available to respond to emergency calls after normally scheduled working hours as needed.

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.

Environment:

While performing the duties of this job the employee is regularly required to sit, use hands to keyboard, type, or handle materials, and talk and/or hear. The employee is occasionally required to stand and walk. The employee is regularly required to lift, carry, push, or pull up to 25 pounds. While performing the duties of this job, the employee is exposed to outside weather conditions.

CLASS DETAIL

<i>Job Family:</i>	Facilities Trades & Maintenance
<i>FLSA Status:</i>	Exempt
<i>Personnel Commission Approval Date:</i>	06/21/23, 1/29/24
<i>Class History:</i>	None
<i>Revision Date(s):</i>	1/29/24

Agenda Report Number	6
Subject	Class Description Revisions, Retitle, & Salary Reallocation: Network Communications Manager to IT Infrastructure Manager
Date	January 29, 2024
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	John Linke, Supervising Personnel Analyst

BACKGROUND

Attached for your approval is a revised class description and salary reallocation for **Network Communications Manager**.

The incumbent submitted a request to review the current salary allocation for this classification. This classification was established in 1997 as Telecommunications Supervisor and has been revised two times since its creation, including a retitle to Network Communications Manager in 2015 during the cyclical classification study. The IT department is currently undergoing a reorganization to align their operations with the IT Master Plan, which has resulted in the creation of three new classifications (including one at the management level), abolishment of four obsolete classifications (including three at the management level), and the need to redefine existing roles that were impacted by the reorganization. The Personnel Commission has conducted a salary study to evaluate the current salary for Network Communications Manager and determine whether a salary reallocation is appropriate for this role. The department has requested duty revisions and a retitle to clarify the scope of work performed and ensure it accurately reflects the current organizational structure. Additional changes serve to clarify the concept of the class, distinguishing characteristics, KSAs (knowledge, skills and abilities), level of supervision received and exercised, and minimum qualifications.

METHODOLOGY

Personnel Commission staff worked with Matthew Kiaman, Director of Network Services, to review the current class description.

A job evaluation and external salary study were conducted to identify similar roles in comparable agencies. Internal comparisons were also reviewed to ensure that there is proper alignment with other classifications, and that duties were adequately distinguished from related classifications. Once changes to the duties were finalized, Commission staff prepared the revised class description and salary proposal and sent recommendations for review to senior leadership.

RESULTS

Based on the data gathered, revisions to the class description are being proposed to provide a more accurate description of the scope and nature of work performed. Changes serve to clarify the concept of the class, distinguishing characteristics, essential duties, KSAs (knowledge, skills and abilities), level of supervision received, and minimum qualifications.

A comprehensive salary survey of 16 comparable agencies was conducted to examine industry trends and determine proposed salary ranking.

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). Commission staff found that comparable agencies differed in organizational structure, variability of functions and nature of duties. For example, some agencies assigned a broader scope of responsibility to include oversight for both network and systems administration and infrastructure, or did not utilize a 1st level manager to oversee this work. As a result, salary allocation is recommended based on internal comparison of similar roles.

SALARY ALLOCATION

It is recommended that the salary be reallocated from **Range M20 to Range M29** on the Classified Management Salary Schedule. Based on job analysis findings, this role is comparable to the IT User Support Manager classification in terms of knowledge required and scope and impact of work performed on District operations. This classification is distinguished from the higher-level Director of Network Services, in that the latter role will have full managerial oversight over all functions within Network Services, including infrastructure, end user support, and systems and network administration; conversely, it is distinguished from lower-level technical roles by its enhanced scope of responsibility for planning, organizing and managing an enterprise-wide technology infrastructure program that meets the needs of all SMC students and staff. Please see salary data for jobs in the network services job discipline.

JOB TITLE	REPORTS TO	RANGE	MIN	MAX	% DIFF BETWEEN LEVELS
Chief Director of IT	Superintendent/President	A21	\$16,830	\$18,556	15.76%
Director of Network Services	Chief Director of IT	A15	\$14,539	\$16,029	0.00%
Director of Management Information Systems	Chief Director of IT	A15	\$14,539	\$16,029	30.82%
Information Systems Security Officer	Chief Director of IT	M31	\$11,114	\$13,509	0.00%
Management Information Systems Manager	Chief Director of IT	M31	\$11,114	\$13,509	5.00%
IT User Support Manager	Director of Network Services	M29	\$10,585	\$12,866	0.00%
<i>IT Infrastructure Manager (Proposed)</i>	<i>Director of Network Services</i>	<i>M29</i>	<i>\$10,585</i>	<i>\$12,866</i>	<i>2.44%</i>
Network Services Manager**	Director of Network Services	M28	\$10,333	\$12,560	21.55%
<i>Network Communications Manager (Current)</i>	<i>Director of Network Services</i>	<i>M20</i>	<i>\$8,501</i>	<i>\$10,333</i>	<i>0.26%*</i>
IT User Systems Administrator	IT User Support Manager	49	\$8,479	\$10,306	0.00%
Network Communications Technician III	Network Communications Manager	49	\$8,479	\$10,306	10.26%
Network Communications Technician II	Network Communications Manager	45	\$7,690	\$9,348	10.25%
Network Communications Technician I	Network Communications Manager	41	\$6,975	\$8,479	0.00%
Senior Information Technology Support Specialist	IT User Support Manager	41	\$6,975	\$8,479	10.24%
Information Technology Support Specialist	IT User Support Manager	37	\$6,327	\$7,690	

**Note salary compression between Network Communications Manager and Network Communications Technician III.*

***Pending review.*

Study results have been sent for review to the incumbent, Department leadership, Business Services, Human Resources, and the Superintendent/President.

RECOMMENDATION

It is recommended that the Commission approve the proposed retitle, class description revisions and salary reallocation for Network Communications Manager.

From: Network Communications Manager
Range M20 – Classified Management Salary Schedule

To: IT Infrastructure Manager
Range M29 – Classified Management Salary Schedule

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

**Santa Monica Community College District
Personnel Commission**

Network Communications Manager/IT Infrastructure Manager

CONCEPT OF THE CLASS

Under direction from the Director of Network Services, this position, The Network Communications Manager, manages, oversees, and supervises programs and activities related to the department responsible for the installation, maintenance, operation and repair of District information technology infrastructure, including voice, data, audio and video network communications systems

DISTINGUISHING CHARACTERISTICS

The Network Communications/IT Infrastructure Manager coordinates, manages and oversees the installation, and maintenance of the District's network information technology infrastructure, desktop computer, physical security, audio visual systems, and VoIP communications systems and applications.

The Network Services Manager leads, coordinates and manages the District's network infrastructure and security, Virtual Server architecture, Storage Area Network, and allocation of enterprise network services resources.

The IT User Support Manager plans and manages activities that facilitate District-wide end user access to personal computing hardware and cloud-based software applications through oversight of the IT help desk and management of related information systems.

The Director of Network Services & Telecommunications plans, directs, designs, and implements network communication services. The incumbent plans, and manages, and oversees the District's network and technical support services, including enterprise computing and unified communications technology plans.

ESSENTIAL DUTIES

Manages, oversees, and supervises the day-to-day operations of the Network Communications Technician staff, and Switchboard Operator staff.

Organizes, prioritizes and assigns requests for equipment information technology infrastructure installations and other network communications services; supervises network communications installations and repairs.

Ensures assigned staff provide timely support to campus police and maintain compliance with the California Law Enforcement Telecommunications System policies, procedures and practices (CLETS PPP).

Coordinates with Human Resources and Risk Management to ensure assigned staff complete safety trainings regularly.

Selects, develops and evaluates assigned personnel

Manages and coordinates network installation and upgrade of information technology infrastructure projects with Network Services, Facilities, and Maintenance Departments.

Manages the installation, maintenance, inventory, timely replacement and decommissioning of information technology infrastructure including uninterruptable power supplies (UPS's), audio visual infrastructure such as switchers, phones/dialers, cellular signal boosters, two-way radios and related repeaters and licenses, access control systems, emergency notification speakers and security cameras; coordinates with stakeholders and vendors as appropriate; determines scope and produces accurate project estimates of budget and time.

Meets and confers with college managers, faculty and staff regarding data and network communications needs; recommends technology purchases to various departments.

Reviews and approves proposed District building standards and specifications related to [network-information technology infrastructure](#) from Facilities Planning, regarding projects for new ~~7~~building construction and remodels; reviews architectural drawings and provides comments as needed.

[Maintains an accurate inventory of as-builts of copper and fiber cabling infrastructure.](#)

Participates in Emergency Preparedness, Facilities Planning, and other interdepartmental meetings, to provide support and input as needed.

Manages and maintains network communications department budget, establishes purchase orders, approves purchases and vendors, [and](#) requests budget transfers and augmentations.

[Audits, Orders and cancels 4District voice and datae circuits and services from external providers.](#)

[Directs and oversees Audits, plans for, and processes annual maintenance agreements related to support of District voice and data systems.](#)

Interfaces with a variety of vendors to procure phone and computer systems and supplies; recommends technology purchases to various departments; monitors quality of work and coordinates their activities.

Approves departmental time sheets, attendance records, time off request, and additional time worked, including any overtime.

Reviews and creates departmental procedures, schedules and system controls [in collaboration with the Director of Network Services.](#)

[Documents network communication systems configurations. Maintains documentation and inventory of information technology infrastructure, including cable plant](#)

Audits monthly phone bills and [CDR-call detail](#) records and notifies department managers of fraud and misuse.

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.

[Supervises and sets policies for use of helpdesk by staff.](#)

[Maintains and updates printed, online voice-activated campus phone directory.](#)

SUPERVISION

Level of Supervision Received

[Under direction from the Position is supervised by Director of Network Services & Telecommunications, the employee receives assignments and is expected to carry them through to completion with substantial independence.](#)

Level of Supervision Exercised

Positions [in this classification exercise general supervision over](#) ~~supervise~~ Network Communications Technician I, Network Communications Technician II, Network Communications Technician III, and Switchboard Operator positions.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Network communications systems and networking standards, principles and protocols [based on current practices](#)

Wide and local area teleprocessing networks used in voice and data processing

[Project management, program development and evaluation, including budget preparation and effective expenditure control methods](#)

Various computer hardware, software and operating systems

Design and installation of local and wide area networks

Recording systems, helpdesk and database applications

Troubleshooting techniques and principles

The capabilities of voice and data systems, local and wide area networks and personal computers

Current development and trends in Information Technology

Effective employee supervision, training, evaluation, and development techniques-principles and practices

Related laws, rules, regulations, policies, procedures, and bargaining unit provisions

Ability to:

Select, train, supervise and evaluate technical support staff

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

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

Understand internal and external customer immediate and long term needs to provide viable solutions and recommendations

Utilize organizational funds, material resources and staffing levels wisely and strategically

Maintain an open and approachable manner and easily build rapport with others

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

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

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

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

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

Guide and direct department staff, establish work schedules and duties, and set priorities

Diagnose complex operational problems, exercise sound judgement, and suggest corrective courses of action

Manage the troubleshooting of hardware, software and peripheral equipment malfunctions in a network and stand-alone environment utilizing both MAC's and PC's

~~Prepare and maintain accurate records of equipment, records of repairs, staff schedules and payroll information~~

~~Maintain effective working relationships with administrators, managers, faculty, staff, student workers and outside contacts and vendors~~

~~Communicate clearly and effectively, both orally and in writing~~

~~Provide sensitivity and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students, staff, and customers~~

~~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:

A bachelor's degree in ~~Business Administration, Public Administration, Computer Information Systems, Computer Science, Mathematics, Electronics Engineering, Information Technology~~ or a closely related field ~~from an accredited institution.~~

Experience Requirement:

Three ~~6~~ years of ~~progressively responsible work~~ technical experience ~~planning, coordinating and supervising the installation~~ installing and maintaining of a large scale network communications information technology infrastructure systems, which included one (4) year of which must have included supervision of experience leading or managing a technical support staff with responsibility for installation and maintenance of IT infrastructure.

Education/Experience Equivalency:

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

Licensure and/or Certification:

None

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 sit, use hands to keyboard, type, or handle materials, and talk and/or hear. The employee is occasionally required to stand and walk. The employee is regularly required to lift, carry, push, or pull up to 25 pounds. While performing the duties of this job, the noise level in the work environment is usually quiet.

CLASS DETAIL

Job Family:	Information Technology
FLSA Status:	Exempt
Personnel Commission Approval Date:	11/30/06, 12/16/15, <u>1/29/24</u>
Class History:	Telecommunications Supervisor, <u>Network Communications Manager</u>
Revision Date(s):	11/30/06, 12/16/15, <u>1/29/24</u>

**Santa Monica Community College District
Personnel Commission**

IT Infrastructure Manager

CONCEPT OF THE CLASS

Under direction from the Director of Network Services, this position manages, oversees, and supervises programs and activities related to the installation, maintenance, operation and repair of District information technology infrastructure, including voice, data, audio and video network communications systems

DISTINGUISHING CHARACTERISTICS

The **IT Infrastructure Manager** coordinates, manages and oversees the installation, and maintenance of the District's information technology infrastructure, physical security, audio visual systems, and communications systems.

The **IT User Support Manager** plans and manages activities that facilitate District-wide end user access to personal computing hardware and cloud-based software applications through oversight of the IT help desk and management of related information systems.

The **Director of Network Services** directs and manages the District's network and technical support services, including enterprise computing and unified communications.

ESSENTIAL DUTIES

Manages, oversees, and supervises the day-to-day operations of the Network Communications Technician staff, and Switchboard Operator staff.

Organizes, prioritizes and assigns requests for information technology infrastructure installations and other network communications services; supervises network communications installations and repairs.

Ensures assigned staff provide timely support to campus police and maintain compliance with the California Law Enforcement Telecommunications System policies, procedures and practices (CLETS PPP).
Coordinates with Human Resources and Risk Management to ensure assigned staff complete safety trainings regularly.

Selects, develops and evaluates assigned personnel

Manages and coordinates installation and upgrade of information technology infrastructure projects with Network Services, Facilities, and Maintenance Departments.

Manages the installation, maintenance, inventory, timely replacement and decommissioning of information technology infrastructure including uninterruptable power supplies (UPS's), audio visual infrastructure such as switchers, phones/dialers, cellular signal boosters, two-way radios and related repeaters and licenses, access control systems, emergency notification speakers and security cameras; coordinates with stakeholders and vendors as appropriate; determines scope and produces accurate project estimates of budget and time.

Meets and confers with college managers, faculty and staff regarding data and network communications needs; recommends technology purchases to various departments.

Reviews and approves proposed District building standards and specifications related to information technology infrastructure from Facilities Planning regarding projects for new building construction and remodels; reviews architectural drawings and provides comments as needed.

Maintains an accurate inventory of as-builts of copper and fiber cabling infrastructure. Participates in Emergency Preparedness, Facilities Planning, and other interdepartmental meetings to provide support and input as needed.

Manages and maintains network communications department budget, establishes purchase orders, approves purchases and vendors, and requests budget transfers and augmentations.

Audits, orders and cancels District voice and data circuits and services from providers.

Audits, plans for, and processes annual maintenance agreements related to support of District voice and data systems.

Interfaces with a variety of vendors to procure phone and computer systems and supplies; recommends technology purchases to various departments; monitors quality of work and coordinates their activities.

Approves departmental time sheets, attendance records, time off request, and additional time worked, including any overtime.

Reviews and creates departmental procedures, schedules and system controls in collaboration with the Director of Network Services.

Maintains documentation and inventory of information technology infrastructure, including cable plant
Audits monthly phone bills and call detail records and notifies department managers of fraud and misuse.

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 direction from the Director of Network Services, the employee receives assignments and is expected to carry them through to completion with substantial independence.

Level of Supervision Exercised

Positions in this classification exercise general supervision over Network Communications Technician I, Network Communications Technician II, Network Communications Technician III, and Switchboard Operator positions.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Network communications systems and networking standards, principles and protocols based on current practices

Wide and local area teleprocessing networks used in voice and data processing

Project management, program development and evaluation, including budget preparation and effective expenditure control methods

Various computer hardware, software and operating systems

Design and installation of local and wide area networks

Recording systems, helpdesk and database applications

Troubleshooting techniques and principles

The capabilities of voice and data systems, local and wide area networks and personal computers

Current development and trends in Information Technology

Employee supervision, training, evaluation, and development principles and practices

Related laws, rules, regulations, policies, procedures, and bargaining unit provisions

Ability to:

Select, train, supervise and evaluate technical support staff

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

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

Understand internal and external customer immediate and long term needs to provide viable solutions and recommendations

Utilize organizational funds, material resources and staffing levels wisely and strategically

Maintain an open and approachable manner and easily build rapport with others

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

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

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

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

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

MINIMUM QUALIFICATIONS

Education Requirement:

A bachelor's degree in Computer Information Systems, Electronics Engineering, Information Technology or a closely related field.

Experience Requirement:

Three years of technical experience installing and maintaining large scale information technology infrastructure systems, which included one year of experience leading or managing a technical support staff with responsibility for installation and maintenance of IT infrastructure.

Education/Experience Equivalency:

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

Licensure and/or Certification:

None

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 sit, use hands to keyboard, type, or handle materials, and talk and/or hear. The employee is occasionally required to stand and walk. The employee is regularly required to lift, carry, push, or pull up to 25 pounds. While performing the duties of this job, the noise level in the work environment is usually quiet.

CLASS DETAIL

<i>Job Family:</i>	Information Technology
<i>FLSA Status:</i>	Exempt
<i>Personnel Commission Approval Date:</i>	11/30/06, 12/16/15, 1/29/24
<i>Class History:</i>	Telecommunications Supervisor, Network Communications Manager
<i>Revision Date(s):</i>	11/30/06, 12/16/15, 1/29/24

Agenda Report Number	7
Subject	Ratification of Limited Term Assignments
Date	January 29, 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
Laboratory Technician-Life Sciences	Academic Affairs	1/2/2024-6/30/2024
Accompanist-Music Performance	Emeritus	1/2/2024-6/30/2024
Accompanist-Music Performance	Music	1/2/2024-6/30/2024
Accompanist-Music Performance	Music	1/2/2024-6/30/2024
Accompanist-Music Performance	Music	1/2/2024-6/30/2024
Student Services Clerk	Welcome Center	1/22/2024-6/30/2024

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

Agenda Report Number	8
Subject	Appointments to Limited Term Positions
Date	January 29, 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
Mabel Pang	Laboratory Technician-Life Sciences	Academic Affairs	1/2/2024-6/30/2024	1/18/2023
Timothy Leon	Accompanist-Music Performance	Emeritus	1/2/2024-6/30/2024	9/6/2022
Gary Nesteruk	Accompanist-Music Performance	Music	1/2/2024-6/30/2024	1/13/2018
Oliver Chan	Accompanist-Music Performance	Music	1/2/2024-6/30/2024	6/24/2019
Barry Tan	Accompanist-Music Performance	Music	1/2/2024-6/30/2024	9/6/2022
David Giammarco	Student Services Clerk	Welcome Center	1/22/2024-6/30/2024	8/30/2023

*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.

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

Agenda Report Number	9
Subject	Appointments to Provisional Assignments
Date	January 29, 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*
Sebastian Artola	Tutoring Coordinator- English & Humanities	Supplemental Instruction	12/4/2023-1/19/2024
Joellen Mc Naughton	Accompanist-Music	Music	1/2/2024-6/30/2024
Regan Russel	Accompanist-Music	Music	1/2/2024-6/30/2024
Oliver Chan	Accompanist-Music	Music	1/2/2024-6/30/2024
Gary Nesteruk	Accompanist-Music	Music	1/2/2024-6/30/2024
Barry Tan	Accompanist-Music	Music	1/2/2024-6/30/2024
Paul Martinez	Theatre Arts Operations Assistant	Theatre Arts Department	1/23/2024-2/29/2024

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

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

Agenda Report Number	10
Subject	Examination Schedule
Date	January 29, 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
Laboratory Technician-Life Sciences	Merged Promotional and Open Competitive	3 weeks

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

E.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 29, 2024, Special Meeting of the Santa Monica College Personnel Commission was posted on the Official District Website no later than 24 hours prior to the date and time of this meeting.