

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: Eleasa 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 HSS: Carolyn Baugh Institutional Research: International Education Center: Ana Jara KCRW: Latino Center: Maria Martinez Madison: Gail Johnson Maintenance/Operations: Kasey Garland Malibu: Angela Bice Math Village: Kristina Fukuda Media Center: L. Nakamura Modern Language: Travis Grant Music: Lori Geller Outreach & Recruitment: Giselle Gradilla Payroll: Ian Fraser Science: Ingrid Cardwell Student Life: Amelia Trejo Superintendent/Presidents Office: L. Kilian STEM: Vanan Yahnian Theater Arts: W& ED/Bundy: Tricia Ramos</p>	<p>ADMINISTRATORS AND MANAGERS Emeritus: Guadalupe Salgado Noncredit Programs: Scott Silverman Facilities: Dennis Biddle HR: Tre'Shawn Hall-Baker Info Tech: Calvin Madlock IEC: N. Pressian Instructional Technology: Maintenance: Terry Kamibayashi Operations: Darryl Gray Felicia Hudson Robert Villanueva Receiving: Lisa Davis Supplemental Instruction: Wendi DeMorst SMCPA: Susan Hudelson</p>	<p>SUPERINTENDENT/PRESIDENT AND SENIOR STAFF Superintendent/President: Kathryn Jeffery Executive VP: VP Academic Affairs: VP Business/Admin: Chris Bonvenuto VP Enroll. Services: T. Rodriguez VP Human Resources: Sherri Lee-Lewis VP Student Affairs: M. Tuitasi Senior Director Government Relations & Institutional Communications: Don Girard Community Relations: Kiersten Elliott Public Information: Grace Smith PUBLIC POSTING LOCATION Online: www.smc.edu EMPLOYEE ORGANIZATIONS CSEA Labor Rep.: Caden Stearns CSEA Chapter Pres.: Cindy Ordaz CSEA Chapter 1st V.P.: Martha Romano CSEA Chapter 2nd V.P.: Kennisha Green CSEA Chief Job Steward: Lee Peterson CSEA Treasurer: Dagmar Gorman CSEA Secretary: Judith Mosher CSEA Chief Development Officer: Luis Martin CSEA Communications Officer: SMC POA President: Officer Cadena Management Association: Scott Silverman IF YOU NEED AN ACCOMMODATION Written requests for disability-related modifications or accommodations that are needed in order to participate in the Commission meeting are to be directed to the Personnel Commission Office as soon in advance of the meeting as possible. Revised 11/16/2023</p>
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Public Session: 12:00 p.m.

- I. Organizational Functions
 - a. Call to Order
 - b. Roll Call

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

- c. Director's Report
- d. Public Comments: Non-Actionable Items from those in attendance.
 - i. Recognition of Employee Longevity-December 2023

5 YEARS

Alvaro De La Cruz, Laboratory Technician-Life Science, Life Science

Abigail Orosz, International Student Services Specialist, International Education Center

Zhan Que, Instructional Assistant-Math, Supplemental Instruction

10 YEARS

Kristina Fukuda, Administrative Assistant I, Math

- e. Comments from the Vice President of Human Resources
- f. Comments from the CSEA Chapter 36 Representative
- g. Comments from the Management Association President
- h. Comments from the Personnel Commission Staff
- i. Comments from the Personnel Commissioners

II. Agenda Reports: Major Items of Business

Report Number	Subject	Page Number
1	Election of Personnel Commission Officers for 2024	4
2	Approval Request-Personnel Commission Office Closure During Santa Monica College Winter Holiday Break	5
3	Second Reading of Amendment to Rules and Regulations of the Classified Service: Chapter 11, Section 11.14.1	6
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5	Classification Revisions, Retitle and Salary Reallocation: Music Equipment Assistant to Music Technical Assistant	10
6	Request for Approval to Abolish Four Classifications: Academic Computing Instructional Specialist – CMD Instructional Technology Services Manager Instructional Technology Services Manager-Entertainment Technology Technology Logistics Manager	19
7	Continuation of Consideration of Appeal for Position Classification Study: Senior Veterans Resource Specialist	21

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

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IV. Adjournment

Agenda Report Number	1
Subject	Election of Personnel Commission Officers for 2024
Date	December 20, 2023
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

BACKGROUND

The Personnel Commission elects its officers for the following year in December of each year. Officers to be elected are Chair and Vice Chair.

RECOMMENDATION

It is recommended that the Personnel Commission elect its Chair and Vice Chair for 2024.

ELECTION OF OFFICERS: CHAIR - 2024

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

ELECTION OF OFFICERS: VICE CHAIR - 2024

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

Agenda Report Number	2
Subject	Approval Request-Personnel Commission Office Closure During Santa Monica College Winter Holiday Break
Date	December 20, 2023
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

It is requested that the Personnel Commission approve the closing of its office from Friday, December 22, 2023 through Monday, January 1, 2024 in observance of the winter holiday break. All Santa Monica College Offices will be closed during this time.

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

Agenda Report Number	3
Subject	Second Reading of Amendment to Rules and Regulations of the Classified Service: Chapter 11, Section 11.14.1
Date	December 20, 2023
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

Proposed changes to Chapter 11: Merit Rules Section 11.14.1 is attached for a Second Reading.

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

Rule 11.14

Rule 11.14 HOLIDAY PAY (EDUCATION CODE SECTIONS 88203, 88204,
88205, 88205.5, 88206, 79020, 79022.1318)

Paid holiday provisions for unit members are contained in Article 8 of the District/CSEA Contract.

11.14.1

PAID HOLIDAYS

~~A.~~ A. ~~All regular classified employees not covered by a bargaining unit agreement shall be entitled to paid holidays designated on the Board approved District calendar.~~

~~All regular classified employees shall be entitled to the following paid holidays, which occur during their assigned work years, subject to the provisions of Rule~~

~~11.4.2:~~

~~1. Legal Holidays~~

~~July 4~~

~~The first Monday in September Labor Day~~

~~*September 9 Admissions Day~~

~~*November 11 Veterans' Day~~

~~Thanksgiving Day~~

~~December 25~~

~~January 1~~

~~The third Monday in January Martin~~

~~Luther King Day~~

~~*February 12 Lincoln's Day~~

~~*The third Monday in February President's Day~~

~~*The last Monday in May Memorial Day~~

~~2. Board Approved Holidays~~

~~In addition to the legal holidays listed above, in the CSEA Bargaining Agreement and on the District calendar, all regular classified employees shall be granted five additional paid holidays as designated on the official District calendar adopted each year prior to the beginning of the fiscal year.~~

B3. Specially Declared Holidays

Regular classified employees shall also be entitled to any other paid holidays required by State or Federal law, pay for all other holidays appointed by the President or the Governor of this State or the Governing Board as provided in Education Code Sections 79020, 79022 or 4318.

~~B. The District may designate other days during the year as holidays in lieu of any of the holidays marked with an asterisk (*) in Part A 1 of the Rule, provided that:~~

~~1. The in lieu holidays are scheduled in such a way as to provide for at least a 3 day weekend.~~

~~2. The in lieu holidays are designated prior to the beginning of the fiscal year.~~

~~The District reserves the right to designate other days during the year as holidays to which classified employees are entitled, provided that such designated in lieu days will provide for at least a three day weekend. The holidays, as designated by the District, may be different days for different employees or groups of employees.~~

~~C. Pay for the holiday shall be the same pay that the employee would have received had the day not been a holiday.~~

~~D. Regular classified employees who have voluntarily selected a work pattern of a 10 hour day/40 hour workweek or a 9 hour day/80 hour biweekly workweek shall receive pay for eight hours on the holiday and shall be required to utilize vacation leave or compensatory time for the remaining hours of the work day.~~

~~CE. Regular classified employees who are required to work on a holiday shall be paid: Pay for confidential employees and police sergeants who work on holidays shall be one-and-a-half times the regular rate of pay times the number of hours worked, plus the regular rate of pay for this holiday.~~

~~1. At their regular overtime rate (time and one-half) for all hours worked on the holiday, and;~~

~~2. The regular pay for the holiday.~~

~~The total pay shall equal double time and one-half.~~

~~Compensatory time off may also be provided.~~

Agenda Report Number	4
Subject	First Reading of Amendment to Rules and Regulations of the Classified Service: Chapter 11, Section 11.4.2 No Action To Be Taken
Date	December 20, 2023
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

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

11.4.2

IMMEDIATE FAMILY DEFINED

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

Agenda Report Number	5
Subject	Classification Revisions, Retitle and Salary Reallocation: Music Equipment Assistant to Music Technical Assistant
Date	December 20, 2023
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	Olga Gorman Vasquez, Personnel Analyst

BACKGROUND

Attached for your approval are the classification revisions for **Music Equipment Assistant**.

As scheduled on the annual cyclical study calendar, Commission staff are reviewing the Instructional Assistance classifications. The Music Equipment Assistant provides technical assistance to instrumental ensembles and instrumental technique classes in the Music Department by setting up, breaking down, organizing, and maintaining the musical instruments and equipment for classes, rehearsals, concerts, and various musical performances. The Santa Monica College Music Department provides students who wish to explore and expand their knowledge, performance skills and appreciation of music through a program that includes applied and group music instruction, history, vocal and instrumental ensembles, theory, and musicianship intended to serve music majors, general education transfer students, vocationally oriented students, and the community.

The Music Equipment Assistant was established in January 1996. This classification was last revised in January 2008. There is currently one incumbent in this classification. The proposed changes will not adversely affect the incumbent.

METHODOLOGY

This study was scheduled in the cyclical review calendar for 2022-2023. The incumbent from the Music Equipment Assistant classification, as well as CSEA, were invited to participate in a class study orientation on May 10, 2023, to discuss the purpose of the study, methodology, timelines, possible outcomes and implications, and frequently asked questions. The incumbent was requested to complete a Position Description Questionnaire (PDQ) by June 2, 2023.

Personnel Commission staff met with Sasha King, Dean of Academic Affairs, and Brian Driscoll, Music Department Chair, to discuss the classification description. In addition, the supervisors were requested to complete a duty analysis worksheet by rating the frequency and criticality of each duty in the current class description. Distinguishing characteristics were added to clarify related roles within the occupational series, and duties were added to more accurately reflect responsibilities assigned to this classification. The knowledge, skills and abilities section were updated with standardized language.

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

RESULTS

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

A comprehensive survey of comparable agencies was conducted. Sufficient market data was not available to utilize the percentile ranking method of salary placement. Comparable agencies did not have an equivalent role in nature and level of responsibilities. Salary allocation is recommended using internal alignment with the existing and comparable classifications assigned to Music.

SALARY REALLOCATION

It is recommended that the Music Equipment Assistant be reallocated from Range 24 on the Classified Employee Salary Schedule to Range 27, a 7.7% increase. The proposed increase would align the salary for this classification with other classifications within the same job discipline. Based on job evaluation data, the Music Equipment Assistant is comparable to other recently reviewed Music classifications in factors such as complexity, knowledge required, scope & effect and nature & purpose of contacts. However, the Accompanist – Music is a professional classification requiring formal study and training in music, while the Music Technical Assistant is a paraprofessional classification providing technical support and does not require formal training. Therefore, a salary differential of 10% is recommended between the two classifications. The following chart shows related classifications in this job discipline and current salary allocation for each classification:

JOB TITLE	RANGE	MIN	MAX	% DIFF BETWEEN LEVELS
Accompanist – Music Performance	34	\$5,876	\$7,143	7.5%
Accompanist – Music	31	\$5,466	\$6,643	10.2%
<i>Music Technical Assistant (Proposed Retitle & Salary Reallocation)</i>	<i>27</i>	<i>\$4,958</i>	<i>\$6,026</i>	<i>7.7%</i>
<i>Music Equipment Assistant (Current)</i>	<i>24</i>	<i>\$4,604</i>	<i>\$5,596</i>	

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

RECOMMENDATION

It is recommended that the Commission approve the proposed class description revisions, retitle and salary reallocation for Music Equipment Assistant.

**FROM: Music Equipment Assistant
Range 24, Classified Employee Salary Schedule**

**TO: Music Technical Assistant
Range 27, 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**

Music ~~Equipment~~ Technical Assistant

CONCEPT OF THE CLASS

~~Positions in~~ Under general direction this classification ~~are~~ supports the Music Department by ~~responsible for~~ setting up, breaking down, organizing, and maintaining the musical instruments and equipment used for instrumental ensembles and instrumental technique classes, rehearsals, concerts, and various musical performances.

DISTINGUISHING CHARACTERISTICS

The Music Technical Assistant provides technical assistance to instrumental ensembles and instrumental technique classes in the Music Department.

The Accompanist - Music performs piano accompaniment duties for vocalists and musicians in classrooms or practice sessions.

ESSENTIAL DUTIES

~~Oversees the~~ sets up and breaks down of musical instruments and equipment used for instrumental ensembles and instrumental technique classes, rehearsals, concerts, and various musical performances.

~~Maintains~~ records of instrument inventory and items issued.

Prepares and issue music folders, scores, and tracks and controls usage.

Organizes, maintains, and files band and orchestra music in the music library.

Schedules and gives work direction to ushers at concerts, and various musical performances.

Serves as the house manager. Oversees and runs the box office, ensuring the smooth operations during the day of a concert, and musical performance.

~~Issues~~ and receives instruments, supplies and equipment to students.

Schedules the maintenance of musical instruments; performs minor maintenance and repair of musical instruments.

~~Advises the Music Department~~ assists in the purchase of athletic on music equipment and supply needs.

Maintains contact with vendors to provide up-to-date information on equipment, supplies, prices, and the latest trends in athletic music equipment.

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

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

Supervision Exercised

Positions in this classification do not supervise others.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Mission, objectives, goals, and service delivery requirements of assigned program

Instruments and equipment used in orchestra, band, and opera performance

Knowledge of music notation and terminology used in assigned area

Basic filing and record-keeping techniques

Storage and inventory methods

Library practices and procedures applicable to a music collection

Ability to:

~~read musical notation~~

Learn and perform physical labor for room set-up of room and stage arrangements

Perform basic equipment repair and maintenance

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

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

Work independently with minimal supervision

Meet schedules and timelines

Organize and maintain specialized files and confidentiality of student information

Communicate effectively, both orally and in writing

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

Stay updated on industry trends and technology changes and adapt to new work methods and technologies

Role model exceptional internal and external customer service

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

Establish and maintain cooperative effective working relationships with others, supporting a climate of anti-racism and mutual respect that values people of all backgrounds, demographics, and experiences those contacted in the course of work

MINIMUM QUALIFICATIONS

Education Requirement:

Graduation from high school or equivalent.

Experience Requirement:

Two (2)-years of experience setting up and maintaining musical instruments and equipment used for concerts, and various musical performances.

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 CONDITIONS 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.

Work Environment:

While performing the duties of this position employees must stoop, bend, stretch, and lift and carry objects weighing up to 50 pounds. The ability to stand for long periods of time is required.

CLASS DETAIL

Job Family:	Instructional Support (Student Services/Classroom)
FLSA Status:	Non-exempt
Personnel Commission Approval Date:	01/96
Class History:	Music Technical Assistant, Music Equipment Assistant
Revision Date(s):	11/09/06 Hay Study; 1/16/08; 12/20/23

**Santa Monica Community College District
Personnel Commission**

Music Technical Assistant

CONCEPT OF THE CLASS

Under general direction this classification supports the Music Department by setting up, breaking down, organizing, and maintaining the musical instruments and equipment used for instrumental ensembles and instrumental technique classes, rehearsals, concerts, and various musical performances.

DISTINGUISHING CHARACTERISTICS

The **Music Technical Assistant** provides technical assistance to instrumental ensembles and instrumental technique classes in the Music Department.

The **Accompanist - Music** performs piano accompaniment duties for vocalists and musicians in classrooms or practice sessions.

ESSENTIAL DUTIES

Sets up and breaks down of musical instruments and equipment used for instrumental ensembles and instrumental technique classes, rehearsals, concerts, and various musical performances.

Maintains records of instrument inventory and items issued.

Prepares and issue music folders, scores, and tracks and controls usage.

Organizes, maintains, and files band and orchestra music in the music library.

Schedules and gives work direction to ushers at concerts and various musical performances.

Serves as the house manager, oversees and runs the box office, ensuring the smooth operations during the day of a concert and musical performance.

Issues and receives instruments, supplies and equipment to students.

Schedules the maintenance of musical instruments; performs minor maintenance and repair of musical instruments.

Advises the Music Department on music equipment and supply needs.

Maintains contact with vendors to provide up-to-date information on equipment, supplies, prices, and the latest trends in music equipment.

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

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

Supervision Exercised

Positions in this classification do not supervise others.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Mission, objectives, goals, and service delivery requirements of assigned program

Instruments and equipment used in orchestra, band, and opera performance

Music notation and terminology used in assigned area

Basic filing and record-keeping techniques

Storage and inventory methods

Library practices and procedures applicable to a music collection

Ability to:

Learn and perform physical labor for room set-up and stage arrangements

Perform basic equipment repair and maintenance

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

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

Work independently with minimal supervision

Meet schedules and timelines

Organize and maintain specialized files and confidentiality of student information

Communicate effectively, both orally and in writing

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

Stay updated on industry trends and technology changes and adapt to new work methods and technologies

Role model exceptional internal and external customer service

Demonstrate a commitment to 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:

Graduation from high school or equivalent.

Experience Requirement:

Two years of experience setting up and maintaining musical instruments and equipment used for concerts, and various musical performances.

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 CONDITIONS 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.

Work Environment:

While performing the duties of this position employees must stoop, bend, stretch, and lift and carry objects weighing up to 50 pounds. The ability to stand for long periods of time is required.

CLASS DETAIL

Job Family:	Instructional Support (Student Services/Classroom)
FLSA Status:	Non-exempt
Personnel Commission Approval Date:	01/96
Class History:	Music Technical Assistant, Music Equipment Assistant
Revision Date(s):	11/09/06 Hay Study; 1/16/08; 12/20/23

Agenda Report Number	6
Subject	Request for Approval to Abolish Four Classifications: Academic Computing Instructional Specialist – CMD Instructional Technology Services Manager Instructional Technology Services Manager-Entertainment Technology Technology Logistics Manager
Date	December 20, 2023
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	John Linke, Supervising Personnel Analyst

BACKGROUND

At the request of Information Technology management, Personnel Commission staff have been participating in a reorganization of the IT department’s user support function. As part of this change, IT management has requested creation of one new management classification and two new represented classifications. During the process of creating these new classifications, Commission staff noted the following:

- Significant overlap between the new IT User Support Manager and the existing Instructional Technology Services Manager and Instructional Technology Services Manager – Entertainment Technology, which have been vacant since the incumbents retired in September 2020 and June 2023, respectively.
- Significant overlap between the new Information Technology Support Specialist and the existing Academic Computing Instructional Specialist – CMD, which has been vacant since May 2010.
- The IT department reported that they no longer intend to use the Technology Logistics Manager, as higher-level IT managers have absorbed the duties of this role since the incumbent retired in December 2017.

See listing of management classifications in Information Technology below:

CLASS TITLE	RANGE	MIN	MAX
Chief Director of IT	A21	\$16,830	\$18,556
Director of Network Services	A15	\$14,539	\$16,029
Director of Management Information Systems	A15	\$14,539	\$16,029
Information Systems Security Officer	M31	\$11,114	\$13,509
Management Information System (MIS) Manager	M31	\$11,114	\$13,509
IT User Support Manager	M29	\$10,585	\$12,866
Network Services Manager	M28	\$10,333	\$12,560
Network Communications Manager	M20	\$8,501	\$10,333
Instructional Technology Services Manager (proposed for abolishment)	M20	\$8,501	\$10,333
Instructional Technology Services Manager - Entertainment Technology (proposed for abolishment)	M20	\$8,501	\$10,333
Technology Logistics Manager (proposed for abolishment)	M13	\$7,165	\$8,709

A list of classifications within the Information Technology Support Specialist series are also provided below:

JOB TITLE	RANGE	MIN	MAX
Director of Network Services	A15	\$14,539	\$16,029
IT User Support Manager	M29	\$10,585	\$12,866
IT User Systems Administrator	49	\$8,479	\$10,306
Senior Information Technology Support Specialist	41	\$6,975	\$8,479
Information Technology Support Specialist	37	\$6,327	\$7,690
Academic Computing Instructional Specialist – CMD (proposed for abolishment)	35	\$6,026	\$7,324

There are currently no eligibility lists or reemployment lists for these classifications. This proposal was sent for review to CSEA for the represented classification, Department leadership, Business Services, Human Resources, and the College Superintendent/President.

RECOMMENDATION

It is recommended that the Personnel Commission approve abolishing the Instructional Technology Services Manager, Instructional Technology Services Manager – Entertainment Technology, Technology Logistics Manager, and Academic Computing Instructional Specialist – CMD classifications.

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

Agenda Report Number	7
Subject	Continuation of Consideration of Appeal for Position Classification Study: Senior Veterans Resource Specialist
Date	December 20, 2023
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

The Personnel Commission initially heard the appeal of a position classification study for Senior Veterans Resource Specialist at our regular meeting on September 20, 2023. At the meeting on September 20, Commissioners requested the Director of the Personnel Commission to present a written report outlining all steps taken by Personnel Commission staff in reviewing this position study request. This item was agendaized again on October 12, 2023. This agenda item was pulled, and a motion was made to table the "Consideration of Appeal" until a time and date to meet could be agreed upon by all parties.

The Commissioners, current incumbent, and CSEA have been sent a report outlining all steps taken during our review of the Senior Veterans Resource Specialist position and classification, justification for denying the position reclassification request, and recommendations for appropriate next steps. Commissioners were requested to review this material, and determine if all procedures were followed correctly, or if there is cause for a different outcome.

Merit Rule 3.2.5 Interpretation of Classification Descriptions

3.2.5 INTERPRETATION OF CLASSIFICATION DESCRIPTIONS

A. The classification descriptions and their various parts shall be interpreted according to the following rules:

2. The description for each classification is considered as a whole in determining the class to which any position shall be allocated, giving consideration not to isolated clauses, phrases, or words, apart from their context but to the general duties, responsibilities, specific tasks, and qualification requirements as affording a picture of the positions included in the class. A classification is deemed appropriate when it describes eighty (80) percent of the duties and responsibilities assigned to a position.

Merit Rule 3.3 Reclassification

3.3.3 RECLASSIFICATION ANALYSIS

A determination of whether a reclassification is appropriate will be based on an analysis of the duties and responsibilities currently assigned to the position. The analysis will assess:

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

3.3.5 RECLASSIFICATION REVIEWS

- A. Within fifteen (15) calendar days from receipt of a reclassification request, the Director of Classified Personnel shall provide the employee with written acknowledgement indicating the general expected time schedule for the review of the position.
- B. Personnel Commission staff will review all pertinent documentation. If needed, this review will also include a site visit and/or interview with the incumbent and supervisor to identify actual duties assigned and performed; and additional reviews of work flow, work environment, work products, and any related documents.

Merit Rule 16.1 Complaint Procedures for Classified Personnel

16.1.1 PURPOSE OF THE COMPLAINT PROCEDURE

- F. The Complaint Procedure is the medium through which permanent classified employees may bring complaints arising out of alleged violations of the Merit Rules.

16.1.3 GENERAL PROCEDURES

D. Complaints within the jurisdiction of the Commission shall be investigated by the Director of Classified Personnel. Appropriate action shall be taken in response to the complaint. The Director of Classified Personnel shall provide the Commission with a report of any action taken on a complaint.

G. The resolution of a complaint by either the Director of Classified Personnel or the Commission shall be final and there shall be no further appeal or review.

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

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

Report Number	Subject	Page Number
8	Ratification of Limited Term Assignments	25
9	Appointments to Limited Term Positions	26
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11	Examination Schedule	29
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13	Extension of Eligibility Lists	31
14	Ratification of Eligibility Lists	33
15	Personnel Commission Project Status Report	34

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

Agenda Report Number	8
Subject	Ratification of Limited Term Assignments
Date	December 20, 2023
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
Mail Services Worker I	Procurement, Contracts & Logistics	12/01/2023 - 06/28/2024
Accompanist-Music	Emeritus	10/19/2023 - 12/31/2023
Administrative Assistant I	Dance	10/16/2023 - 12/21/2023
Administrative Assistant I	ESL	10/16/2023 - 12/21/2023
Bookstore Clerk/Cashier	Bookstore	01/02/2024 - 06/30/2024
Bookstore Clerk/Cashier	Bookstore	01/02/2024 - 06/30/2024
Bookstore Clerk/Cashier	Bookstore	01/02/2024 - 06/30/2024
Bookstore Clerk/Cashier	Bookstore	01/02/2024 - 06/30/2024
Bookstore Clerk/Cashier	Bookstore	01/02/2024 - 06/30/2024
Bookstore Clerk/Cashier	Bookstore	01/02/2024 - 06/30/2024
Bookstore Clerk/Cashier	Bookstore	01/02/2024 - 06/30/2024
Customer Services Assistant	Bookstore	01/02/2024 - 06/30/2024
Customer Services Assistant	Bookstore	01/02/2024 - 06/30/2024
Customer Services Assistant	Bookstore	01/02/2024 - 06/30/2024
Customer Services Assistant	Bookstore	01/02/2024 - 06/30/2024
Customer Services Assistant	Bookstore	01/02/2024 - 06/30/2024
Customer Services Assistant	Bookstore	01/02/2024 - 06/30/2024
Customer Services Assistant	Bookstore	01/02/2024 - 06/30/2024
Customer Services Assistant	Bookstore	01/02/2024 - 06/30/2024
Customer Services Assistant	Bookstore	01/02/2024 - 06/30/2024
Customer Services Assistant	Bookstore	01/02/2024 - 06/30/2024

Agenda Report Number	9
Subject	Appointments to Limited Term Positions
Date	December 20, 2023
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
Erik Miles	Mail Services Worker I	Procurement, Contracts & Logistics	12/01/2023 - 06/28/2024	3/15/2023
Timothy Leon	Accompanist-Music	Emeritus	10/19/2023 - 12/31/2023	9/6/2022
Daniel Ponce	Administrative Assistant I	Dance	10/16/2023 - 12/21/2023	7/17/2023
Daniel Ponce	Administrative Assistant I	ESL	10/16/2023 - 12/21/2023	7/17/2023
Meyuma Abdulhafiz	Bookstore Clerk/Cashier	Bookstore	01/02/2024 - 06/30/2024	12/15/2004
Tony Chang	Bookstore Clerk/Cashier	Bookstore	01/02/2024 - 06/30/2024	6/18/2008
Lucy Garcia	Bookstore Clerk/Cashier	Bookstore	01/02/2024 - 06/30/2024	3/8/1999
Jose Lopez	Bookstore Clerk/Cashier	Bookstore	01/02/2024 - 06/30/2024	7/8/2011
Donna Micas	Bookstore Clerk/Cashier	Bookstore	01/02/2024 - 06/30/2024	2/21/2007
Ester Pabst	Bookstore Clerk/Cashier	Bookstore	01/02/2024 - 06/30/2024	9/14/2009
Alan Thielking	Bookstore Clerk/Cashier	Bookstore	01/02/2024 - 06/30/2024	8/26/1992
Michael Beck	Customer Services Assistant	Bookstore	01/02/2024 - 06/30/2024	5/16/2018
Ashlie Carter	Customer Services Assistant	Bookstore	01/02/2024 - 06/30/2024	5/16/2018
Kara English	Customer Services Assistant	Bookstore	01/02/2024 - 06/30/2024	5/16/2018

Vergie Nwonwu	Customer Services Assistant	Bookstore	01/02/2024 - 06/30/2024	5/16/2018
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*Not to exceed 960 hours or, in case of an appointment in lieu of an absent employee, is not to exceed the authorized absence of that employee.

Reference Merit Rule 7.4.3 (A) –Eligibility for Appointment

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

Agenda Report Number	10
Subject	Appointments to Provisional Assignments
Date	December 20, 2023
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*
Yichun Li	Theatre Technical Specialist	Facilities	11/22/2023- 06/30/2024
Sean Nelson	Theatre Technical Specialist	Facilities	01/02/2024 - 06/30/2024
Shelby Stanclif	Theatre Technical Specialist	Facilities	01/02/2024 - 06/30/2024
Nicole Jaja	Theatre Technical Specialist	Facilities	01/02/2024 - 06/30/2024
Sebastian Artola	Tutoring Coordinator-English & Humanities	Supplemental Instruction	12/4/2023 - 06/30/2024
Kyle Smith	Events Assistant	SMC Performing Arts Center	11/05/2023- 06/30/2024
Jennifer Beatty	Events Assistant	SMC Performing Arts Center	12/18/2023-6/30/2024
Christopher Kang	Events Assistant	SMC Performing Arts Center	12/01/2023 - 06/30/2024
Emma Ward	Theatre Arts Operations Assistant	Theatre Arts	12/01/2023 - 01/04/2024
Jimmy Buentello	Customer Services Assistant	Bookstore	01/02/2024 - 06/30/2024
Paul Aninyei	Customer Services Assistant	Bookstore	01/02/2024 - 06/30/2024
Angelic Trujeque	Customer Services Assistant	Bookstore	01/02/2024 - 06/30/2024
Andrew Berney	Laboratory Technician-Art	Art	01/02/2024 - 06/30/2024
Darren Frale	Laboratory Technician-Art	Art	01/02/2024 - 06/30/2024
Myles Freedman	Laboratory Technician-Art	Art	01/02/2024 - 06/30/2024
Susan Haskell	Laboratory Technician-Art	Art	01/02/2024 - 06/30/2024
Todd Kobashi	Laboratory Technician-Art	Art	01/02/2024 - 06/30/2024
Julia Britt	Personnel Analyst	Personnel Commission	07/03/2023-02/02/2024

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

Agenda Report Number	11
Subject	Examination Schedule
Date	December 20, 2023
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
Associate Programmer Analyst	Merged Promotional and Open Competitive	3 weeks
Community College Police Captain	Merged Promotional and Open Competitive	3 weeks
Student Judicial Affairs Specialist	Merged Promotional and Open Recruitment	3 weeks

Agenda Report Number	12
Subject	Ratification of Meeting Minutes
Date	December 20, 2023
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

1. Regular Meeting Minutes – 11/15/2023
2. Special Meeting Minutes – 11/30/2023

Agenda Report Number	13
Subject	Extension of Eligibility Lists
Date	December 20, 2023
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

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

Classification	Original Expiration Date	Current Expiration Date	Number of Candidates on List	Number of Ranks on List	Proposed Expiration Date
Accountant (Promotional)	1/3/2024	1/3/2024	2	2	7/3/2024
Accounting Manager – Foundation	1/10/2024	1/10/2024	5	4	4/10/2024
Costume Designer	1/2/2024	1/2/2024	5	4	4/2/2024
Custodian	10/24/2023	12/24/2023	15	5	4/24/2024
Director of Marketing and Communications	6/15/2023	12/15/2023	5	5	3/15/2024
Enrollment Services Specialist	10/5/2023	1/5/2024	3	3	4/5/2024
EOPS Specialist (Promotional)	2/28/2023	12/31/2023	5	4	2/29/2024
International Student Services Specialist	1/4/2024	1/4/2024	5	4	4/4/2024
Laboratory Technician – Life Science	1/3/2024	1/3/2024	4	4	2/3/2024
Research and Planning Analyst	1/3/2024	1/3/2024	3	2	7/3/2024
Student Services Assistant (Promotional)	1/12/2024	1/12/2024	4	4	4/12/2024

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

Merit Rule 6.2.3 (C) Duration of Eligibility List

6.2.3 (C)

B. An eligibility list may be extended by the Personnel Commission for one or more periods, not to exceed a total of two years from the time the list was first established. The personnel Director shall base his/her recommendation for extension of an eligibility list on the following factors:

1.a sufficient number of available eligibles remain to fill expected future vacancies;

- 2.the composition of the list reflects appropriate representation of ethnic minorities, underrepresented groups, or non-traditional candidates;
- 3.the field of competition in the occupational area has not changed dramatically.

RECOMMENDATION

It is recommended that the Personnel Commission approve extending the eligibility list(s) shown above.

Agenda Report Number	14
Subject	Ratification of Eligibility Lists
Date	December 20, 2023
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

Class Title	Field of Competition	Promotional	Total On List	Expiration Date
Instructional Assistant - Math	Merged Promotional & Open Competitive	0	3	12/17/2024
Supplemental Instruction Coordinator	Merged Promotional & Open Competitive	1	10	12/18/2024

Agenda Report Number	15
Subject	Personnel Commission Project Status Report
Date	December 20, 2023
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

Recruitment

Title	Assigned to	Open Date	Close Date	1st Test Part	Agenda Date
Irrigation Systems Specialist					
Senior Information Technology Support Specialist	JL				
Campus Safety Officer	JG	1/27/2023	9/12/2023	10/14/2023	6/21/2023
Community College Police Dispatcher	JG	10/20/2022			
Construction Maintenance Manager	JL	9/5/2023	9/25/2023		
Custodial Operations Manager	JL				
Grounds Manager	JL				
IT User Systems Administrator	JL	11/30/2023	12/20/2023		
Mechanical Systems Manager	JL				
Community College Police - Lateral	JG	10/30/2023	11/20/2023		
Director of Sustainability	JB	9/8/2023	9/28/2023	11/2/2023	
HR Analyst - Employee & Labor Relations	JL				
Instructional Assistant - Math	TM	9/12/2023	10/6/2023	10/28/2023	12/20/2023
Laboratory Technician - Fashion	JB				
Professional Development Coordinator	JL				
Supplemental Instruction Coordinator	OV	10/13/2023	11/2/2023	11/6/2023	12/20/2023
Lead Custodian	TM				
Emergency and Safety Coordinator					
Event Scheduling Specialist	TM				
Events Assistant	TM	10/20/2021			
Mail Services Worker I	TM				
Police Recruit	JG				
Program Specialist	OV	12/21/2023	1/22/2024		
Senior Financial Aid and Scholarships Specialist	OV	12/21/2023	1/22/2024		
Senior Grounds Equipment Operator	JG				
Skilled Maintenance Worker II	TM				
Theatre Arts Program Assistant	AF	12/4/2023	1/2/2024		
Theatre Technical Specialist (Cont.)	TM	10/15/2021			
Web Content Developer					

Classification and Compensation

Title	Progress	Type of Request	Assigned to	PDQ	Date Completed
Administrative Assistant II	Development	Position Review	AF		
Administrative Assistant III	Stakeholder Review	Cyclical Review	AF	11/18/2022	11/16/2023
Administrative Assistant III - Confidential	Stakeholder Review	Cyclical Review	AF	11/18/2022	11/16/2023
Administrative Assistant IV-Confidential	Stakeholder Review	Cyclical Review	AF	11/18/2022	11/16/2023
Career Education Specialist	Stakeholder Review	Cyclical Review	OV	11/15/2022	2/1/2023
DSPS Specialist	Stakeholder Review	Description Revision	JL		11/25/2022
Executive Coordinator - District & BOT - Confidential	Stakeholder Review	Cyclical Review	AF	11/18/2022	11/16/2023
Grounds Equipment Operator	Development	Position Review	KM		
Information Systems Administrator	Stakeholder Review	Position Review	JL	9/13/2023	
Instructional Media Specialist	Research & Planning	Position Review	OV	10/11/2023	
Professional Development Coordinator	Post Approval	Description Revision	JL		11/8/2023
Program Coordinator - Community & Contract Ed	Research & Planning	Cyclical Review	OV	1/25/2022	
Senior Veterans Resource Specialist	Appeal	Position Review	OV	1/17/2023	2/9/2023
Instructional Technology Services Manager	PC Agenda	Cyclical Review	JL		12/7/2023
Instructional Technology Services Manager - Entertainment Technology	PC Agenda	Cyclical Review	JL		12/7/2023
Academic Computing Laboratory Specialist - CMD	PC Agenda	Cyclical Review	JL	11/3/2023	12/7/2023
Accounting Specialist	Upcoming	Salary Reallocation	AF	4/18/2023	
Administrative Assistant I	Upcoming	Position Review	AF	10/16/2023	
Costume Designer	Upcoming	Cyclical Review	JG		
Curriculum Specialist	Upcoming	Position Review	AF	11/20/2023	
Dance Production Specialist	Upcoming	Cyclical Review	JG		
Director of Facilities Programming	Upcoming	Cyclical Review	JG		
Disabled Student Services Assistant	Stakeholder Review	Cyclical Review	JB	6/2/2023	
Events Assistant	Upcoming	Cyclical Review	JG		
Film Production Coordinator	Stakeholder Review	Cyclical Review	JB	9/27/2023	12/6/2023
Instructional Assistant - English	Development	Cyclical Review	JB	6/2/2023	
Instructional Assistant - ESL	Development	Cyclical Review	JB	6/2/2023	
Instructional Assistant - Learning Disabilities	Development	Cyclical Review	JB	6/2/2023	
Instructional Assistant - Math	Development	Cyclical Review	JB	6/2/2023	
Lead Theater Technician	Upcoming	Cyclical Review	JG		
Music Equipment Assistant	PC Agenda	Cyclical Review	OV	6/2/2023	10/25/2023
Network Communications Manager	Upcoming	Salary Reallocation	JL		
Planetarium Staff Administrator	Upcoming	Cyclical Review	JG		
Production Manager	Upcoming	Cyclical Review	JG		
Senior Technology/ User Support Specialist	Upcoming	Cyclical Review	JL	11/3/2023	
Stage Construction Technician	Upcoming	Cyclical Review	JG		
Stage Construction Technician - Sound	Upcoming	Cyclical Review	JG		
Stage Construction Technician -Lighting	Upcoming	Cyclical Review	JG		
Stage Design Technician	Upcoming	Cyclical Review	JG		
Technology Logistics Manager	PC Agenda	Description Revision	JL		12/7/2023
Theater Technician	Upcoming	Cyclical Review	JG		
Theatre Technical Director	Upcoming	Cyclical Review	JG		
Theatre Technical Specialist	Upcoming	Cyclical Review	JG		
Tutoring Coordinator - Business	Upcoming	Cyclical Review	OV	10/13/2023	
Tutoring Coordinator - English & Humanities	Upcoming	Cyclical Review	OV	10/13/2023	
Tutoring Coordinator - Learning Disabilities	Upcoming	Cyclical Review	OV	7/20/2023	
Tutoring Coordinator - Math	Upcoming	Cyclical Review	OV	10/13/2023	
Tutoring Coordinator - Modern Language	Upcoming	Cyclical Review	OV	10/13/2023	
Tutoring Coordinator - Science	Upcoming	Cyclical Review	OV	10/13/2023	

IV. Adjournment

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

Weekday	Month	Day	Year	Time	Venue
Wednesday	January	17	2024	12:00 p.m.	Board Room/ Business Bldg. Room 117
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 December 20, 2023, Regular Meeting of the Santa Monica College Personnel Commission was posted on the Official District Website no later than 72 hours prior to the date and time of this meeting.