



PERSONNEL COMMISSION MINUTES

Regular Meeting, Wednesday, July 17, 2019, at 12:00 p.m.

Board Room, Business Building Room 117, 1900 Pico Blvd., Santa Monica, CA 90405

Distribution List for Personnel Commission Announcements, Agendas and Minutes

DEPARTMENTS: PLEASE POST	ADMINISTRATORS and MANAGERS	PRESIDENT/SUPERINTENDENT and SENIOR STAFF
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PUBLIC PARTICIPATION

ADDRESSING THE PERSONNEL COMMISSION

Members of the public may address the Personnel Commission by oral presentation **concerning any subject that lies within the jurisdiction of the Personnel Commission** provided the requirements and procedures herein set forth are observed:

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

Five minutes is allotted to each speaker per topic. If there are more than four speakers on any topic or item, the Commission reserves the option of limiting the time for each speaker. A speaker's time may not be transferred to another speaker.

Each speaker is limited to one presentation per specific agenda item before the Commission, and to one presentation per Commission meeting on non-agenda items.

General Public Comments

- * The card to speak during Public Comments must be submitted to the recording secretary at the meeting **before** the Commission reaches the Public Comments section in the Agenda.
- * Five minutes is allotted to each speaker per topic for general public comments. The speaker must adhere to the topic. Individuals wishing to speak during the Public Comments will be called upon during Public Comments.

Agenda Items

- * The card to speak during Agenda Items must be submitted to the recording secretary at the meeting **before** the Commission reaches that specific item in the agenda.
- * Five minutes is allotted to each speaker per Agenda Item. The speaker must adhere to the topic. Individuals wishing to speak on a specific Agenda Item will be called upon at the time that the Commission reaches that item in the Agenda.

Exceptions: This time allotment does not apply to individuals who address the Personnel Commission at the invitation or request of the Commission or the Director of Classified Personnel.

2. Any person who disrupts, disturbs, or otherwise impedes the orderly conduct of any meeting of the Personnel Commission by uttering loud, threatening, or abusive language or engaging in disorderly conduct, shall, at the discretion of the presiding officer or majority of the Personnel Commission, be requested to be orderly and silent and/or removed from the meeting.

No action may be taken on items of business not appearing on the agenda.

Reference: *Merit Rule 2.2.8*

Government Code sections 54954.2, 54954.3, 54957.9

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Any public records, which can be disclosed, related to an open session item on the agenda and distributed to the Personnel Commissioners less than 72 hours prior to the meeting, are available for public inspection in the Personnel Commission Office, 2714 Pico Blvd, Santa Monica, during normal business hours.

Any individual or group may address the Personnel Commission during the Comments—Public Forum segment of the meeting regarding any item that is within the Commission’s subject matter jurisdiction. However, the Commission will not take action on any item that is not on this agenda.

Any individual may appear at the Commission meeting to respectfully testify in support of or opposition to any item being presented to the Commissioners for consideration. Individuals wishing to address items to the Commissioners should complete a *Request to Address the Personnel Commission* card (green form) prior to the start of the meeting.

PUBLIC SESSION: 12:00 P.M.

I. ORGANIZATIONAL FUNCTIONS

A. Call to Order 12:03 p.m.

B. Roll Call

Commissioner	Present	Absent
Commissioner Metoyer, Chair	X	
Commissioner Abbott, Vice-Chair	X	
Commissioner Greenstein	X	
Commissioner Jansen	X	
Commissioner Leone	X	

II. REPORT – DIRECTOR OF CLASSIFIED PERSONNEL

Carol Long, Director of Classified Personnel, reported the following;

Recruitment Activities

We are bringing forward today four eligibility lists for approval: Accompanist – Performance, Case Management Coordinator, Curriculum Specialist, and Program Specialist. Recruitments are anticipated to be completed prior to our next regular Personnel Commission meeting for ten additional classifications.

Cyclical Classification Studies

Personnel Commission staff is bringing forward today for approval requests for one new classification and one classification revision. In addition, we are bringing forward recommendations to abolish two management classifications in Facilities Services. We plan to continue completing remaining classifications within Facilities Operations, Business Services Management, Human Resources and additional Student Services departments.

Merit Rules Advisory Committee Update

The Merit Rules Advisory Committee did not meet during the month of July. Our next meeting is scheduled for Wednesday, August 7, 2019.

Staff News

I want to congratulate Karen Monzon for recently completing all the requirements for her Master's degree in Leadership and Organizational Development.

III. COMMENTS AND INFORMATIONAL REPORTS

Recognition of Employee Longevity: July 2019

5 YEARS

*Donatas Bukauskas, Instructional Assistant-Math, Math

*Christopher Gibson, Senior Research Analyst, Institutional Research

Endah Redjeki, Dance Production Specialist, Academic Affairs

10 YEARS

Matthew Wong, Network Communications Technician II, Telecommunications

25 YEARS

Jere Romano, Community College Police Sergeant, Campus Police

Robert Myers, Campus Counsel, shared that, "Sgt. Jere Romano is one of the finest officers in de-escalation. I have witnessed on a number of occasions how Jere efficiently deals with combative individuals. He uses his people skills to effectively deal with hostile situations. We are very lucky to have a Sergeant with his skills working at Santa Monica College."

A. Comments from Vice President of Human Resources

Sherry Lee-Lewis, Vice President of Human Resources, stated she is looking forward to attending more Personnel Commission meetings in the near future. Ms. Lee-Lewis shared that she was chosen as the permanent Vice President in the Human Resources department.

B. Comments from CSEA Chapter 36 Representative – NOT PRESENT

C. Comments from Management Association President – NOT PRESENT

D. Comments from Personnel Commission Staff - NONE

E. Public Comments (non-actionable comments from those in attendance)- NONE

F. Comments by Personnel Commissioners - NONE

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IV. AGENDA REPORTS – MAJOR ITEMS OF BUSINESS

#	ITEM	Page
1	Extension of Eligibility Lists: <ul style="list-style-type: none"> • Academic Records Evaluator • Director of Safety and Risk Management • Enterprise Business Services Clerk • Student Services Clerk 	6
2	New Class Description & Salary Allocation: Senior Buyer	8
3	Request for Approval of Abolishing Two Classifications: Director of Campus Operations and Director of Maintenance	15
4	Request for Approval of Revisions to Class Description: Grounds Supervisor	23
5	Ratification of Working Out of Class Assignments	29

V. CONSENT AGENDA

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

#	ITEM	Page
6	Ratification of Eligibility Lists: <ul style="list-style-type: none"> • Accompanist-Performance • Case Management Coordinator • Curriculum Specialist • Program Specialist 	34
7	Ratification of Limited Term Assignments	35
8	Examination Schedule: <ul style="list-style-type: none"> • Director of Network Services and Telecommunications 	36
9	Approval of Minutes	37
10	Advisory Item: Appointments to Limited Term Positions	38
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VI. ADJOURN AT _____ P.M.

Next regularly scheduled meeting: **Wednesday, August 21, 2019 at 12:00 p.m.**

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AGENDA REPORT NO. 1

SUBJECT: **EXTENSION OF ELIGIBILITY LISTS:**

- **ACADEMIC RECORDS EVALUATOR**
- **DIRECTOR OF SAFETY AND RISK MANAGEMENT**
- **ENTERPRISE BUSINESS SERVICES CLERK**
- **STUDENT SERVICES CLERK**

DATE: July 17, 2019

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

The Personnel Commission Office is requesting that the following eligibility lists be extended for an additional six months:

Classification	Original Expiration Date	Current Expiration Date	Number of Candidates on List	Number of Ranks on List	Proposed Expiration Date
Academic Records Evaluator	7/19/2019	7/19/2019	11	5	1/19/2020
Director of Safety and Risk Management	7/26/2019	7/26/2019	2	2	1/26/2020
Enterprise Business Services Clerk	7/19/2019	7/19/2019	18	9	1/19/2020
Student Services Clerk	8/1/2019	8/1/2019	53	11	2/1/2020

The Personnel Commission staff believes there are a sufficient number of available eligibles remaining to fill any future vacancies anticipated for the next six months.

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.

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RECOMMENDATION

It is recommended that the Personnel Commission approve extending the eligibility list shown above for an additional six months.

DISPOSITION BY THE COMMISSION

MOTION MADE BY: Joy Abbott
SECONDED BY: Deborah Jansen
AYES: 5
NAYS: 0
ABSTENTIONS: 0

Amendments/Comments

Motion was passed.

AGENDA REPORT NO. 2

SUBJECT: **NEW CLASS DESCRIPTION & SALARY ALLOCATION:
SENIOR BUYER**

DATE: July 17, 2019

TO: Members of the Personnel Commission

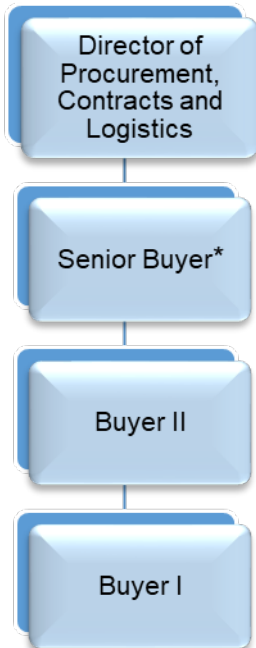
FROM: Carol Long, Director of Classified Personnel

BY: John Linke, Supervising Personnel Analyst

BACKGROUND

Attached for your approval is a new classification description and salary allocation for **Senior Buyer**.

The District has requested a new classification to provide advanced-journey level expertise in the areas of procurement and contract administration, and to assist with procurement department operations by providing lead direction and training to lower-level buyers. The Senior Buyer will report to the Director of Procurement, Contracts and Logistics.



**New classification*

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Cynthia Moore, Director of Procurement, Contracts and Logistics, requested a new classification to perform complex and specialized analytical duties pertaining to procurement and contract administration, and to provide lead direction and training to other buyers. Personnel Commission staff discussed this new role with Cynthia Moore to define and clarify the parameters of the proposed classification, and distinguish it from lower-level buyer classifications. A list of job duties was finalized, along with a list of knowledge, skills, and abilities (KSA's). Reporting relationships were defined, and recommendations for minimum requirements were discussed and compared with other classifications within this occupational series.

Once the duties were finalized, the class description was created by Personnel Commission staff and sent for review to senior leadership. An external salary study was conducted to identify similar roles in comparable agencies, and internal comparisons were reviewed to ensure proper alignment with, and delineation between, related classifications.

RESULTS

Key factors in determining that a new classification should be established include the scope of responsibilities, knowledge and experience required for the position, scope and effect of work, level of complexity, and consequence of error. The individual selected for this position will:

- Assign, monitor, review, and correct work performed by buyers, and analyze departmental activities and documents for compliance with district policies, laws and governmental rules and regulations.
- Review and process the more complex requisitions for the purchase of materials, supplies, equipment, and services, including maintenance-related construction projects.
- Evaluate requisitions and determine appropriate solicitation methods such as Requests for Proposals (RFPs), Invitations for Bids (IFBs), Requests for Quotations (RFQs), and Requests for Information (RFIs).
- Perform complex research through various methods to determine legality and conformance of proposed contracts (i.e. Education, Public Contract, Government, Labor codes, contractor's state license board, prevailing wage laws, etc.), and make recommendations based on outcome of research.

This classification requires extended knowledge of procurement and contract administration laws, policies and procedures to carry-out complex assignments and provide training and work direction to other buyers. The scope of responsibility and impact of this classification is significant, as it will be tasked with independently administering competitive bidding projects and managing contracts for projects with a broad scope of work and a high consequence of error, and assisting the Director with implementing and overseeing departmental operations and systems.

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A comprehensive survey of comparable agencies was conducted. Given significant variability in the structure of other organizations' procurement departments, the number of comparable job matches were limited. For example, fact-finding efforts revealed that that the closest job matches were often narrower in scope (e.g., responsible for procurement, but not contract administration), or lower in complexity (e.g., responsibility for more complex duties were assigned to the Director, while line-level classifications "assist" with performing duties under greater oversight) compared to the target classification. Additionally, some organizations utilized a management role to provide employee guidance and oversight, such as a 1st level supervisor or a Director, but did not employ a lead classification. Therefore, a market survey is not available for this role. Considering the limited availability of external market data, recommendations for salary placement are based on internal alignment considerations.

SALARY ALLOCATION

It is recommended that the salary for the Senior Buyer be allocated to Range 45 (\$6,162 to \$7,490 per month) on the Classified Employees Salary Schedule. The goal was to recommend a competitive salary to attract and retain qualified candidates, while ensuring that the proposed range is aligned with other related classifications. A review of internal classifications revealed that this classification is comparable to the existing Insurance and Risk Coordinator, currently allocated to Range 45, in that both are responsible for assisting with the monitoring and coordination of District-wide functions that have a high consequence of error, and require the application of specialized, professional-level knowledge to complete work assignments. The salary proposal for this new classification has been reviewed with executive leadership, Business Services and Human Resources.

CLASSIFICATION TITLE	REPORTS TO	MIN	MAX	RANGE
Director of Procurement, Contracts & Logistics	Chief Director of Business Services	\$9,880.00	\$12,010.00	M32
Asset Manager	Director of Procurement, Contracts & Logistics	\$6,688.00	\$8,129.00	M16
Senior Buyer (proposed)	Director of Procurement, Contracts & Logistics	\$6,162.00	\$7,490.00	45
Buyer II	Director of Procurement, Contracts & Logistics	\$5,590.00	\$6,793.00	41
Buyer I	Director of Procurement, Contracts & Logistics	\$4,599.00	\$5,590.00	33

RECOMMENDATION

It is recommended that the Commission approve the attached new class description and salary allocation for Senior Buyer.

DISPOSITION BY THE COMMISSION

MOTION MADE BY: Lawrence Leone
 AYES: 5 NAYS: 0

SECONDED BY: Barbara Greenstein
 ABSTENTIONS: 0

Amendments/Comments **Motion was passed.**

**Santa Monica Community College District
Personnel Commission**

Senior Buyer

CONCEPT OF THE CLASS

Under general supervision, the position in this classification performs complex and specialized analytical duties related to the procurement of supplies, equipment and services, and contract administration. In addition, the position provides lead direction and training to other buyers.

DISTINGUISHING CHARACTERISTICS

The **Senior Buyer** is the advanced-journey level classification within the Buyer series, and serves as the lead Buyer in the Procurement department. This classification is distinguished from lower-level Buyer classifications by its responsibility for providing training, guidance and work direction to lower-level staff, and assisting the Director of Procurement, Contracts and Logistics with implementing and overseeing departmental operations and systems. This classification is further distinguished by its responsibility for performing the full scope of complex professional procurement and contract administration duties with substantial independence.

The **Buyer II** performs highly responsible, professional purchasing duties related to the evaluation and awarding of bids, and purchasing of a wide range of materials, supplies and equipment that requires independent judgment and a thorough knowledge of procurement principles and practices.

The **Buyer I** performs work that is typically limited in scope and generally confined to routine purchasing/expediting activities. Work assignments are well defined by process guidelines.

ESSENTIAL DUTIES

Assigns, monitors, reviews, and corrects work performed by buyers, and analyzes departmental activities and documents for compliance with district policies, laws and governmental rules and regulations.

Reviews and processes the more complex requisitions for the purchase of materials, supplies, equipment, and services, including maintenance-related construction projects.

Evaluates requisitions and determines appropriate solicitation methods such as Requests for Proposals (RFPs), Invitations for Bids (IFBs), Requests for Quotations (RFQs), and Requests for Information (RFIs).

Acts as a point of contact with requesting department to review and revise terms and conditions of proposed contract language.

Performs complex research through various methods to determine legality and conformance of proposed contracts (i.e. Education, Public Contract, Government, Labor codes, contractor's state license board, prevailing wage laws, etc.); makes recommendations based on outcome of research.

Prepares, processes and administers contracts; reviews and evaluates contract provisions, and resolves irregularities and contractual terms that are unfavorable to the District; advises management on interpretation of contracts and agreements; investigates potential issues or complaints regarding contract administration, and provides guidance, assistance, and potential resolutions or remedies.

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Provides project administration for maintenance-related construction contracts and other public works projects, not including new construction; coordinates a wide-range of administrative processes to support procurement and contract administration, such as developing bid schedules and specifications, conducting job walks and bid conferences, recommending contract awards and ensuring the receipt of all required contractor documents, and serving as contract administrator during project execution.

Prepares, encumbers and approves purchase orders for preapproved amounts authorized by the District.

Prepares, develops, writes, and advises departments on preparing detailed and complex formal specifications for bids (IFBs) and proposals (RFPs); receives bids and proposals and conducts bid openings; tabulates, evaluates and analyzes data; organizes and leads evaluation committee processes; recommends award based on price and conformance to specifications.

Reviews and oversees the scoring and selection process to ensure that vendors receive a fair and equitable process that is in compliance with applicable legal codes.

Monitors developments in the field of Public Purchasing in California and recommends improvements to internal processes, policies and procedures.

Serves as a liaison between District staff, consultants, vendors, contractors, governmental agencies, and the public to facilitate a shared understanding of procurement policies and procedures, and to obtain information on products, services, or bid solicitations.

Conducts complex cost-price and total cost of ownership analysis and identifies potential cost savings.

Performs reference checks, interviews vendors and recommends award of contracts as required.

Develops and maintains a variety of records and files related to contracts, board materials and other purchasing and contracts information and materials.

Provides training and guidance to personnel and to the public as assigned; interprets and explains rules, regulations, policies, and procedures related to purchasing functions in accordance with established procedures; prepares training documentation and holds training sessions for District personnel.

Writes Board of Trustees agenda items for complex purchases and contract award recommendations.

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 Director of Procurement, Contracts & Logistics, the employee receives assignments and is expected to carry them through to completion with substantial independence.

Level of Supervision Exercised

The employee serves as a lead worker, providing training and work direction to Procurement staff.

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KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Principles of training and providing work direction

Principles, practices, rules and regulations related to public-sector procurement and contract development and administration, including competitive bidding procedures

California Public Contracts Code, Education Code, Government Code, Uniformed Commercial Code, District and departmental policies and procedures, and other legal codes and laws that apply to public agency and community college purchasing and public works projects

Current market conditions, types, and sources of supplies, materials, equipment, and services used in a community college district

Technical aspects of researching, comparing and purchasing district supplies, materials and equipment

Principles of English grammar, vocabulary and spelling

Computer programs that support this level of work, including the internet, Microsoft Office, and procurement and contract management systems.

Ability to:

Research, interpret, analyze, apply, explain, and reach sound decisions in accordance with facts and applicable laws, rules, regulations, legal contracts, and District policies and procedures

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

Communicate effectively, both orally and in writing, and explain procurement processes, laws, rules, and regulations to requesting departments clearly and concisely

Attend to highly detailed information while under pressure, and adapt to changing circumstances

Apply procurement concepts and practices to advise requesting departments on a variety of issues and recommend solutions

Facilitate meetings between stakeholder groups, such as district representatives and vendors

Remain current on new developments and best practices in the field of public purchasing in California

Model professional integrity and deal quickly and efficiently with breaches of misconduct

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

Organize and maintain specialized procurement files

Stay abreast of technology changes and adapt to new technologies

Role model exceptional internal and external customer service

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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:

Bachelor's degree from accredited college or university, preferably in business administration, public administration, accounting, or a related field.

Experience Requirement:

Three (3) years of technical procurement and contract administration experience, which includes at least two (2) years in a public sector competitive bidding environment. This experience must be within the procurement function of an organization. Experience with procurement and contract administration of complex facilities maintenance and public works projects is preferred.

Education/Experience Equivalency:

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

Licensure and/or Certification:

A valid driver license.

Certified Professional in Supply Management (CPSM) or similar certifications preferred.

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. While performing the duties of this job, the noise level in the work environment is usually quiet.

CLASS DETAIL

Job Family: Business Administration & Fiscal Services

FLSA Status: Non-Exempt

Personnel Commission Approval Date: 7/17/19

Class History: None

Revision Date(s): None

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AGENDA REPORT NO. 3

**SUBJECT: REQUEST FOR APPROVAL OF ABOLISHING TWO CLASSIFICATIONS:
DIRECTOR OF CAMPUS OPERATIONS (CC# 110373) AND
DIRECTOR OF MAINTENANCE (CC# 110346)**

DATE: July 17, 2019

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

BY: Amy Gurjian, Classification & Compensation Manager

BACKGROUND

As scheduled on the annual cyclical study calendar, Commission staff has been reviewing classifications in Facilities. Upon completion of classification reviews in management roles, Commission staff examined the need for the attached **Director of Campus Operations & Director of Maintenance** classifications.

The Maintenance & Operations management structure has changed since these classifications were last used. As a result, duties allocated to them are currently performed by the Director of Facilities Maintenance & Operations, Assistant Director of Facilities Maintenance (established in 2015) and Assistant Director of Facilities Operations (established in 2018). The Director of Campus Operations class has been vacant since 2013. The Director of Maintenance class has been vacant since 2014. See listing of management classifications in Facilities Maintenance & Operations below:

CLASS TITLE	MIN	MAX	RANGE
Director of Facilities Planning	\$10,374	\$12,610	M34
Director of Facilities Maintenance & Operations	\$10,374	\$12,610	M34
Assistant Director of Facilities Planning	\$8,326	\$10,120	M25
Assistant Director of Facilities Maintenance	\$8,129	\$9,880	M24
Assistant Director of Facilities Operations	\$8,129	\$9,880	M24
<i>Director of Maintenance</i>	<i>\$7,742</i>	<i>\$9,410</i>	<i>M22</i>
<i>Director of Campus Operations</i>	<i>\$7,373</i>	<i>\$8,962</i>	<i>M20</i>
Construction Systems Supervisor	\$6,524	\$7,930	M15
Mechanical Systems and Energy Management Supervisor	\$6,524	\$7,930	M15
Grounds Supervisor	\$5,503	\$6,688	M8
Custodial Operations Supervisor	\$5,367	\$6,524	M7

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There are currently no eligibility lists or reemployment lists for these classifications. This proposal was reviewed with Facilities, Human Resources, Business Services, and the Executive Vice President.

RECOMMENDATION

It is recommended that the Personnel Commission approve abolishing the Director of Campus Operations and Director of Maintenance classifications.

DISPOSITION BY THE COMMISSION

Amendments/Comments

MOTION MADE BY:	Barbara Greenstein
SECONDED BY:	Deborah Jansen
AYES:	5
NAYS:	0
ABSTENTIONS:	0

Motion was passed.

**Santa Monica Community College District
Personnel Commission**

Director of Campus Operations

CONCEPT OF THE CLASS

The position in this classification plans, coordinates, and directs the custodial operations, ground maintenance, and recycling programs of the District.

ESSENTIAL DUTIES

Manages subordinate staff; directly supervises subordinate supervisors; provides administrative review of performance planning and evaluation of general custodial operations, grounds, and recycling staff; delegates responsibility and authority to subordinate supervisors and staff.

Recommends hiring for the custodial and grounds departments personnel, in accordance with District procedures; trains, supervises, and evaluates subordinate supervisors and clerical staff.

Develops and justifies custodial and grounds operations budgets; recommends, reviews and controls budgetary expenditures and allocation of resources; manages the preparation and processing of custodial and grounds requisitions and materials, including equipment and services orders.

Administratively manages the process for intaking, evaluating, prioritizing, and assigning work orders for custodial and grounds services and ensures work completion.

Inspects work in progress to ensure compliance with college standards, building, health, safety, and education codes.

Oversees the scheduled servicing and corrective repair of custodial and grounds equipment and vehicles; generates reports on equipment status; executes an annual controlled facilities inspection program.

Determines custodial and grounds needs, assigns work, and coordinates work assignments between shifts as necessary.

Reviews architectural and engineering drawings for compliance with college needs.

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 direction from the Lead Director – Facilities/Maintenance.

Supervision Exercised:

This position provides direct general supervision to the following classifications: Custodial Operations Supervisor and Grounds Supervisor and indirect general supervision to the general custodial and grounds staff.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of methods, materials, and standards used in custodial, grounds and landscaping maintenance of buildings and grounds.

Knowledge of labor and materials costs for custodial, grounds, and landscaping activities.

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Knowledge of interviewing techniques sufficient to be able to select and hire appropriate personnel for positions or approve recommendations for subordinate supervisors.

Knowledge of supervisory principles and practices sufficient to be able to delegate responsibility and assignments to subordinate personnel.

Knowledge of employee development principles and practices.

Knowledge of supervisory principles and practices sufficient to be able to establish and implement subordinates' performance evaluation programs, handle grievances and when necessary, impose discipline.

Knowledge of accounting and budgeting procedures and requirements sufficient to effectively administer a budget to accomplish custodial and grounds maintenance objectives.

Knowledge of health and safety codes, education codes, pesticide regulations and other applicable federal, state, and local laws, regulations, procedures, and practices for custodial and landscaping.

Knowledge of personal computer based software programs that support this level of work, including word processing, spreadsheet, and data management.

Skill in exercising a high degree of initiative, judgment, discretion, and decision making to integrate organizational priorities, meet deadlines, and achieve objectives

Skill in analyzing work functions and developing methodologies to ensure effective completion of work assignments.

Skill in developing techniques and methodologies to resolve unprecedented problems or situations.

Ability to establish and maintain effective working relationships with a variety of staff at all levels of the college.

Ability to communicate well both orally and in writing.

MINIMUM QUALIFICATIONS

Education Requirement:

Bachelors Degree from an accredited college with a major in Business Management or a closely related field.

Experience Requirement:

Five (5) years of progressively responsible experience in a custodial, grounds, and landscaping work, preferably in multi-site operations, such as a multi campus K-12 or secondary school district, or grounds or office building locations, two (2) years of which must have included responsibility for supervising custodial and/or grounds crews.

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:

Valid class C Driver's License.

**Santa Monica College Personnel Commission
MINUTES of Regular Meeting, July 17, 2019**

WORKING ENVIRONMENT & PHYSICAL DEMANDS

Disclosure:

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

Normal Office Environment:

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

CLASS DETAIL

Job Family: Trades/Facilities/Maintenance

FLSA Status: Exempt

Personnel Commission Approval Date: December 7, 2006

Class History: Director of Maintenance and Operations

Revision Date(s): Hay Study, 12/07/06

**Santa Monica Community College District
Personnel Commission
Director of Maintenance**

CONCEPT OF THE CLASS

The position in this classification manages the programs for corrective and preventative maintenance and remodeling of campus facilities, equipment and vehicles. Coordinates, schedules and oversees College five-year Scheduled Maintenance and Hazardous Materials Abatement projects and special projects.

ESSENTIAL DUTIES

Receives maintenance requests for repair, replacement, preventative maintenance, and facilities remodeling; evaluates requests; supervises data input to generate and close work orders; assigns work orders to appropriate area for completion; verifies work orders are completed.

Plans, prepares, and implements the College five-year Scheduled Maintenance and Hazardous Substance Removal plans; compiles annual submittal and project bid documents; formulates the deferred maintenance plan.

Prepares and justifies budget for the Maintenance department; reviews and controls department expenditures; directs the preparation and processing of maintenance requisitions and annual orders of materials, equipment and services.

Defines standard of quality and quantity of work; inspects work in progress to check methods and ensure compliance with District standards, Building, Health & Safety and Education Codes and other applicable federal, state and local laws and regulations.

Assists in on-going physical inspection of District facilities, makes recommendations and generates work orders for necessary repairs, replacements and modifications to substandard facilities.

Oversees the scheduled servicing and corrective repair of maintenance equipment and vehicles; generates reports on equipment status, staff allocations, and service delivery levels.

Solicits bids for scheduled maintenance and hazardous materials projects; conducts job walks, bid opening and evaluation, makes recommendations and oversees project implementation; administers contracts after successful bid is awarded.

Reviews architectural and engineering drawing to optimize efficiency of utilities and comply with District needs for maintenance service and durability.

Oversees energy management and asbestos abatement programs, ensures that programs comply with District and governmental standards and codes; coordinates implementation of the Southern California Air Quality Management District (AQMD) regulations with regard to District equipment.

Hires, supervises, and evaluates subordinate supervisors; reviews technical and staff development materials and literature; recommends and approves training seminars for staff members.

Assigns work; coordinates work projects between various trades.

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 Chief Director of Facilities Management.

Santa Monica College Personnel Commission
MINUTES of Regular Meeting, July 17, 2019

Supervision Exercised:

This position provides direct supervision to the following classifications: Mechanical Systems/Energy Management Supervisor, Construction Systems Supervisor and Administrative Assistant I.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of the methods, materials and practices used by the building trades; knowledge of construction, HVAC, plumbing and electrical trades as they impact the repair, maintenance, and construction of buildings and facilities.

Knowledge of labor and materials costing for corrective and preventive maintenance activities.

Knowledge of safe working practices and procedures for maintenance personnel.

Knowledge of Air Quality Management District regulations related to District equipment.

Knowledge of computerized maintenance management/work order programs.

Knowledge of interviewing techniques sufficient to be able to select and hire appropriate personnel for positions or approve recommendations for subordinate supervisors.

Knowledge of supervisory principles and practices sufficient to be able to delegate responsibility and assignments to subordinate personnel; knowledge of employee development principles and practices; knowledge of supervisory principles and practices sufficient to be able to establish and implement subordinates' performance evaluation programs, handle grievances and when necessary, impose discipline.

Knowledge of budgeting procedures and requirements sufficient to be able to administer a budget to accomplish building, grounds, and site utilities maintenance objectives.

Knowledge of energy management and asbestos abatement programs governmental standards and codes.

Knowledge of personal computer based software programs that support this level of work, including word processing, spreadsheet, and data management.

Skill in exercising a high degree of initiative, judgment, discretion and decision-making to integrate organizational priorities, meet deadlines, and achieve objectives.

Skill in analyzing work functions and developing methodologies to ensure effective completion of work assignments.

Ability to estimate costs for remodel, hazardous abatement, and scheduled maintenance projects.

Ability to hire, train, supervise and evaluate subordinate supervisors.

Ability to coordinate special projects related to facilities building modifications and site utilities.

Ability to establish and maintain effective working relationships with a variety of staff at all levels of the college.

Ability to communicate well both orally and in writing.

MINIMUM QUALIFICATIONS

Education Requirement:

Bachelors degree in engineering, business administration or a related field from an accredited college or university.

**Santa Monica College Personnel Commission
MINUTES of Regular Meeting, July 17, 2019**

Experience Requirement:

Five (5) years of progressively responsible experience in diversified building construction and/or mechanical installation and maintenance work, preferably in a multi-site operations, such as a multi-campus K-12, secondary school district, college, university or office building and two (2) years of which must have included responsibility for supervising construction and/or mechanical and/or building maintenance crews.

Education/Experience Equivalency:

Two years of experience at the level of a Director of Maintenance or above may substitute for two years of the education requirement.

Current Santa Monica College employees may substitute two years of experience supervising multiple trades positions for two years of the education requirement.

Licensure and/or Certification:

Valid Class C California Driver's License.

WORKING ENVIRONMENT & PHYSICAL DEMANDS

Disclosure:

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

Normal 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: Trades/Facilities/Maintenance

FLSA Status: Exempt

Personnel Commission Approval Date: 12/07/06, 10/17/07, 11/14/07

Class History: Maintenance Director

Revision Date(s): 12/07/06, 10/17/07, 11/14/07

AGENDA REPORT NO. 4

**SUBJECT: REQUEST FOR APPROVAL OF REVISIONS TO CLASS
DESCRIPTION: GROUNDS SUPERVISOR**

DATE: July 17, 2019

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

BY: Karen Monzon, Personnel Analyst

BACKGROUND

Attached for your approval are classification revisions for Grounds Supervisor. As part of the cyclical review process, we are reviewing classifications in the Grounds Department. The Grounds Supervisor plans, supervises, and coordinates the work of the Grounds staff which includes the Irrigation Systems Specialist, Grounds Equipment Operator, and the Grounds Worker.

The Grounds Supervisor was established in October 1986. The most recent revision to this classification was in December 2006 as part of the Hay Study. There is currently one incumbent in the classification. The proposed changes will not adversely affect the current status of the incumbents.

METHODOLOGY

This study was scheduled in the cyclical review calendar for 2017-18. At that time, the former Grounds Supervisor participated in a class study orientation and submitted a Position Description Questionnaire (PDQ). A new permanent Grounds Supervisor has been in the classification since August 2018. Staff has been communicating with the current supervisor to complete the classification studies for the Grounds Department.

Personnel Commission staff met with Devin Starnes, Director of Facilities Maintenance & Operations to discuss the class description. In addition, Dennis Biddle, Assistant Director of Facilities Operations, was requested to complete a duty analysis worksheet by rating the frequency and criticality of each duty in the current class description. Distinguishing characteristics were modified to delineate this classification from related roles, and duties were added, removed and modified to more accurately reflect the knowledge required for of this classification. Classification revisions were sent for review to Mr. Starnes, Human Resources, Business Services, and the Executive Vice President.

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.

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RESULTS

Based on the data gathered, revisions to the class description are being proposed, to include a more accurate depiction of the work performed. These changes serve to clarify essential duties and KSAs (knowledge, skills and abilities), and properly distinguish this classification and display a clear promotional path within the occupational series. Proposed classification revisions were not found to be sufficient to alter salary allocation. Results were reviewed with the incumbent, Human Resources, Business Services, and Executive Vice President.

RECOMMENDATION

It is recommended that the Personnel Commission approve the proposed revisions to the Grounds Supervisor classification description.

DISPOSITION BY THE COMMISSION

MOTION MADE BY:	Joy Abbott	SECONDED BY:	Barbara Greenstein
AYES:	5	NAYS:	0
		ABSTENTIONS:	0

Amendments/Comments

Motion was passed.

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MINUTES of Regular Meeting, July 17, 2019

Santa Monica Community College District
Personnel Commission

Grounds Supervisor

CONCEPT OF THE CLASS

~~The position in this classification~~ Under general supervision, the Grounds Supervisor plans, supervises, and coordinates the grounds keeping ~~personnel and recycling personnel~~ in the performance of grounds maintenance, landscaping, and ~~irrigation recycling work on the college campus.~~

DISTINGUISHING CHARACTERISTICS

The Grounds Supervisor 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 Assistant Director of Facilities Operations plans, oversees, supervises, and manages the District's Custodial and Grounds programs.

ESSENTIAL DUTIES

Plans, supervises, schedules, trains and evaluates staff engaged in general grounds maintenance work, planting, trimming, mowing, watering, fertilizing and caring for shrubs, trees, plants and lawns; instructs grounds personnel in proper work methods and safety procedures.

Supervises various pest control operations performed either by grounds staff or contractors including eradication/removal of birds, rodents, cats and bees; 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.

Supervises and schedules 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.

Contacts, hires, and coordinates contractors performing 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.

Santa Monica College Personnel Commission
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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 Assistant Director of Facilities Operations. ~~Director of Campus Operations.~~

Supervision Exercised:

General supervision is exercised over ~~the following classifications: Recycling Program Specialist, Gardener / Equipment Operator, and Groundskeeper / Gardener~~ assigned grounds staff.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

~~e~~Effective supervisory techniques-

~~Knowledge of the t~~Tools, material, equipment, and standard practices of landscape design, gardening, and ground maintenance-

~~Knowledge of p~~Planting practices and the care of a wide variety of shrubs, hedges, trees, flowers, and lawns-

~~Knowledge of v~~Various types of soil, including preparation and fertilization-

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

~~Knowledge of p~~Plant diseases and indoor and outdoor pests and approved methods, chemicals, and materials used to control and eradicate-

~~Knowledge of b~~Budgeting practices, including techniques for estimating labor and materials costs-

Related computer applications and programs

~~Knowledge of personal computer based software programs that support this level of work, including word processing, spreadsheet, and data management~~

Ability to:

~~plan~~ Plan and supervise a program for campus grounds maintenance-

~~Ability to t~~Train and instruct subordinates in the proper performance of grounds maintenance work and pesticide use-

~~Ability to d~~Design landscapes and sprinkler systems-

~~Ability to u~~Use a variety of gardening hand tools and equipment-

~~Ability to s~~Safely operate a variety of power equipment and enforce safe work procedures-

~~Ability to c~~Communicate effectively both orally in writing-

~~Ability to w~~Work with other departments in the planning and implementing of events and functions-

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

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

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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 group and aligned with organizational objectives

Stay abreast of technology changes and adapt to new technologies

Model professional integrity and deal quickly with breaches of misconduct

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

Complete work order forms and other required documents

~~Maintain a positive, helpful, constructive attitude and work relationship with their supervisor, college staff, students, and the community~~

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.

Experience Requirement:

Three (3) years of experience in a grounds operation program, which included experience in landscape and irrigation design including one (1) year directing and leading staff performing 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 Class C California driver's license.~~

A valid California Department of Pesticide Regulation Qualified Applicator Certificate or Qualified Applicator License in Landscape Maintenance.

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.

~~Must be available to respond to emergency calls after normally scheduled working hours as needed.~~

Santa Monica College Personnel Commission
MINUTES of Regular Meeting, July 17, 2019

CLASS DETAIL

Job Family: ~~Trades/Facilities~~, Trades & ~~Maintenance~~

FLSA Status: Exempt

Personnel Commission Approval Date: 12/07/06

Class History: Established October, 1986

Revision Date(s): Hay Study, 12/07/06; 07/17/19

Santa Monica College Personnel Commission
MINUTES of Regular Meeting, July 17, 2019

AGENDA REPORT NO. 5

SUBJECT: RATIFICATION OF EXTENSION AND WORKING OUT OF CLASS ASSIGNMENTS

DATE: July 17, 2019

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

It is recommended that the Personnel Commission approve the following working out of class assignments.

I. New Working out of Class Assignments

Name/Permanent Class	WOC Assignment*	Dates	Reason	Other
Bronwyn Webber-Gregg/Administrative Assistant II	Clinical Placement Specialist	06/04/19-08/31/19	Vacancy	N/A

Name/Permanent Class	WOC Assignment*	Dates	Reason	Other
Derrick Davis/Custodian	Custodial Operations Supervisor	07/05/19-10/05/19	Additional duties	N/A

II. Extension to Existing Working out of Class Assignments

Name/Permanent Class	WOC Assignment	Dates of Initial Assignment	Reason	Extension
Alana Brooke/Administrative Assistant I	Administrative Assistant II/ Counseling	06/05/19-08/01/19	Additional duties	08/02/19-08/23/19

Name/Permanent Class	WOC Assignment	Dates of Initial Assignment	Reason	Extension
Jose Guzman/Personnel Technician	Personnel Analyst/Personnel Commission	06/10/19-08/02/19	Additional duties	08/03/19-08/23/19

Name/Permanent Class	WOC Assignment	Dates of Initial Assignment	Reason	Extension
Tymia Yancy/Workforce & Economic Development Project Assistant	Administrative Assistant II/CMD	06/17/19-07/31/19	Additional duties	08/01/19-08/23/19

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III. Extension to Limited-Term Assignments

Name/Permanent Class	LT Assignment	Dates of Initial Assignment	Reason	Extension
Felicia Hudson/ Custodian	Custodial Operations Supervisor	10/12/18-06/30/19	Vacancy	07/01/19-07/02/19

Name/Permanent Class	LT Assignment	Dates of Initial Assignment	Reason	Extension
Rebecca Weiland/ AAIII – Confidential	Human Resources Analyst – Employee & Labor Relations/HR	07/01/19-07/31/19	Vacancy	08/01/19-12/31/19

Name/Permanent Class	LT Assignment	Dates of Initial Assignment	Reason	Extension
Sharon Thomas/AAll	AAIII- Confidential/Academi c Affiars	07/01/19-07/31/19	Additional Duties	08/01/19-12/31/19

Name/Permanent Class	LT Assignment	Dates of Initial Assignment	Reason	Extension
Sara Eazell/AAl	AAll/Academic Affairs	07/01/19-07/31/19	Additional Duties	08/01/19-12/31/19

**Unless otherwise noted, WOC assignments are paid at 100%.*

Merit Rule 3.2.10 Working Out of Class (Education Code Section 88010, 88087)

3.2.10

A. CONCEPT OF WORKING OUT OF CLASSIFICATION

1. Each classified employee shall be required to perform the duties of the position approved by the Board and classified by the Personnel Commission for the class to which he or she is assigned. An employee may be required to perform other related duties consistent with the concept of the classification to which the position is assigned.

2. Classified employees shall not be required to perform duties and responsibilities which are not fixed and prescribed for their positions or are not consistent with the concept of the classification of their current position for any period of time which exceeds five (5) working days within a fifteen (15) calendar day period, or equivalent (i.e., four 10-hour working days within a fifteen (15) calendar day period) except as provided by this rule.

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

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

11.7 Work out of Classification

11.7.1 Definition:

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

11.7.3 Compensation:

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

11.4 Salary on Promotion

- 11.4.1 When an employee is promoted to a position in a higher salary range, he/she shall receive the next higher dollar amount above his/her present rate of pay, but not less than the minimum of the new salary range. If that amount is less than a one-step (5%) increase, the employee shall be placed at the next higher step over that authorized above.

Santa Monica College Personnel Commission
MINUTES of Regular Meeting, July 17, 2019

RECOMMENDATION

It is recommended that the Personnel Commission approve the requests for working out-of-class and extensions of limited term assignments for the appropriate stipend. (above).

DISPOSITION BY THE COMMISSION

MOTION MADE BY: Lawrence Leone
AYES: 5

SECONDED BY: Barbara Greenstein
ABSTENTIONS: 0

Amendments/Comments

Motion was passed.

Santa Monica College Personnel Commission
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V. CONSENT AGENDA

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

#	ITEM	Page
6	Ratification of Eligibility Lists: <ul style="list-style-type: none"> • Accompanist-Performance • Case Management Coordinator • Curriculum Specialist • Program Specialist 	34
7	Ratification of Limited Term Assignments	35
8	Examination Schedule: <ul style="list-style-type: none"> • Director of Network Services and Telecommunications 	36
9	Approval of Minutes	37
10	Advisory Item: Appointments to Limited Term Positions	38
11	Advisory Item: Appointments to Provisional Assignments	40
12	Classification & Compensation Status Report – Information Only	43
13	Recruitment & Examination Status Report – Information Only	46

DISPOSITION BY THE COMMISSION

MOTION MADE BY: Joy Abbott SECONDED BY: Deborah Jansen
 AYES: 5 NAYS: 0 ABSTENTIONS: 0

Amendments/Comments

Motion was passed.

Santa Monica College Personnel Commission
MINUTES of Regular Meeting, July 17, 2019

AGENDA REPORT NO. 6

SUBJECT: **RATIFICATION OF ELIGIBILITY LISTS**

DATE: July 17, 2019

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

BY: José A. Guzmán, Personnel Technician

Class Title	Field of Competition	Promotional	Total On List	Expiration Date
Accompanist-Performance	Merged Promotional and Open Competitive	0	4	06/23/20
Case Management Coordinator	Merged Promotional and Open Competitive	0	9	07/02/20
Curriculum Specialist	Promotional	1	1	07/02/20
Program Specialist	Merged Promotional and Open Competitive	1	11	07/07/20

DISPOSITION BY THE COMMISSION

MOTION MADE BY: Joy Abbott
AYES: 5 NAYS: 0

SECONDED BY: Deborah Jansen
ABSTENTIONS: 0

Amendments/Comments

Motion was passed.

Santa Monica College Personnel Commission
MINUTES of Regular Meeting, July 17, 2019

AGENDA REPORT NO. 7

SUBJECT: RATIFICATION OF LIMITED TERM ASSIGNMENTS

DATE: July 17, 2019

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

BY: José A. Guzmán, Personnel Technician

The Personnel Commission is requested to ratify the classification of the following Limited Term positions pursuant to Section [7.4.2(C)] of the Rules and Regulations of the Classified Service of the Santa Monica Community College District:

Position Classification	Department	Effective Dates
Accompanist-Performance (2 part-time positions)	Emeritus	07/01/19- 12/31/19
Accompanist-Performance (5 part-time positions)	Music	07/01/19- 12/31/19
Accompanist-Voice (2 part-time positions)	Music	07/01/19- 12/31/19
Administrative Assistant I (1 full-time position)	Academic Affairs	07/01/19- 12/31/19
Administrative Assistant I (1 part-time position)	Superintendent/ President's Office	07/01/19- 12/31/19
Assistant Director of Human Resources (1 part-time position)	Human Resources	07/01/19- 12/21/19
Bookstore Clerk/Cashier (7 part-time positions)	Bookstore	07/01/19- 09/20/19
Case Management Coordinator (1 full-time position)	Crisis Prevention	07/01/19- 08/23/19
Customer Service Assistant (1 full-time position)	Cashier's Office	07/01/19- 06/30/20
Enterprise Business Services Clerk (5 part-time positions)	Auxiliary Services	07/29/19- 08/02/19
Instructional Assistant-ESL (3 part-time positions)	ESL	07/01/19- 06/30/20
Instructional Assistant-Math (3 part-time positions)	Math	07/01/19- 12/31/19
Network Services Manager (1 full-time position)	Network Services	07/01/19- 12/27/19
Student Services Clerk (1 full-time position)	ISC	06/18/19- 06/30/19
Student Services Clerk (1 full-time position)	ISC	07/01/19- 12/31/19

Santa Monica College Personnel Commission
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DISPOSITION BY THE COMMISSION

MOTION MADE BY: Joy Abbott
AYES: 5 NAYS: 0

SECONDED BY: Deborah Jansen
ABSTENTIONS: 0

Amendments/Comments

Motion was passed.

Santa Monica College Personnel Commission
MINUTES of Regular Meeting, July 17, 2019

AGENDA REPORT NO. 8

SUBJECT: **EXAMINATION SCHEDULE**

DATE: July 17, 2019

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

BY: José Guzmán, Personnel Technician

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

Class Title	Field of Competition	Time
Director of Network Services and Telecommunications	Merged Promotional and Open Competitive	3 weeks

DISPOSITION BY THE COMMISSION

MOTION MADE BY: Joy Abbott SECONDED BY: Deborah Jansen
AYES: 5 NAYS: 0 ABSTENTIONS: 0

Amendments/Comments

Motion was passed.

Santa Monica College Personnel Commission
MINUTES of Regular Meeting, July 17, 2019

AGENDA REPORT NO. 9

SUBJECT: **APPROVAL OF MINUTES**

DATE: July 17, 2019

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

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

Regular Meeting – June 19, 2019

DISPOSITION BY THE COMMISSION

MOTION MADE BY: Joy Abbott SECONDED BY: Deborah Jansen
AYES: 5 NAYS: 0 ABSTENTIONS: 0

Amendments/Comments

Motion was passed.

Santa Monica College Personnel Commission
MINUTES of Regular Meeting, July 17, 2019

AGENDA REPORT NO. 10

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

DATE: July 17, 2019

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

BY: José A. Guzmán, Personnel Technician

The Personnel Commission is advised that the following persons have been appointed to the following Limited Term positions from certified eligibility lists pursuant to Section [7.4.3(A)] of the Rules and Regulations of the Classified Service of the Santa Monica Community College District.

Candidate	Position	Department	Duration*	Eligible List Date
Berent, Richard	Accompanist-Performance	Music	07/01/19-12/31/19	06/18/97
Chan, Oliver	Accompanist-Performance	Music	07/01/19-12/31/19	06/24/19
Cho, Sanghee	Accompanist-Performance	Music	07/01/19-12/31/19	06/24/19
Gerhold, Thomas	Accompanist-Performance	Emeritus	07/01/19-12/31/19	07/11/02
Gerhold, Thomas	Accompanist-Performance	Music	07/01/19-12/31/19	07/11/02
Nesteruk, Gary	Accompanist-Performance	Emeritus	07/01/19-12/31/19	01/03/18
Nesteruk, Gary	Accompanist-Performance	Music	07/01/19-12/31/19	01/03/18
Berent, Richard	Accompanist-Voice	Music	07/01/19-12/31/19	06/18/97
Gerhold, Thomas	Accompanist-Voice	Music	07/01/19-12/31/19	08/08/01
Hall, Martha	Administrative Assistant I	Academic Affairs	07/01/19-08/30/19	05/15/19
Muñoz, María	Administrative Assistant I	Superintendent/ President's Office	07/01/19-12/31/19	Retiree
Hudson Sr., Michael	Assistant Director of Human Resources	Human Resources	07/01/19-12/21/19	03/13/15
Ashby, Deanna	Bookstore Clerk/Cashier	Bookstore	07/01/19-09/20/19	12/15/04
Garcia, Lucy	Bookstore Clerk/Cashier	Bookstore	07/01/19-09/20/19	03/08/99
Lopez, Jose	Bookstore Clerk/Cashier	Bookstore	07/01/19-09/20/19	07/18/11
Miles, Erik	Bookstore Clerk/Cashier	Bookstore	07/01/19-09/20/19	02/21/07
Pabst, Ester	Bookstore Clerk/Cashier	Bookstore	07/01/19-09/20/19	09/04/09
Pacheco, Wendy	Bookstore Clerk/Cashier	Bookstore	07/01/19-09/20/19	01/23/09
Thielking, Alan	Bookstore Clerk/Cashier	Bookstore	07/01/19-09/20/19	08/26/92
Price, Janna	Case Management Coordinator	Crisis Prevention	07/01/19-08/23/19	07/03/19
Exum, Ellen	Customer Service Assistant	Cashier's Office	07/01/19-06/30/20	05/16/18
Greenhalgh, Colleen	Enterprise Business Services Clerk	Auxiliary Services	07/29/19-08/02/19	07/23/18
Nelli, Maria	Enterprise Business Services Clerk	Auxiliary Services	07/29/19-08/02/19	12/13/06
Reid, Maisha	Enterprise Business Services Clerk	Auxiliary Services	07/29/19-08/02/19	07/23/18

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Shine, Kevin	Enterprise Business Services Clerk	Auxiliary Services	07/29/19-08/02/19	07/23/18
Wilks, Susan	Enterprise Business Services Clerk	Auxiliary Services	07/01/19-06/30/20	07/23/18
Arsene, Cristina	Instructional Assistant-ESL	ESL	07/01/19-06/30/20	07/27/18
Brown, Thomas	Instructional Assistant-ESL	ESL	07/01/19-06/30/20	10/05/12
Hoch, Marilyn	Instructional Assistant-ESL	ESL	07/01/19-06/30/20	02/04/14
Lashchev, Yan	Instructional Assistant-Math	Math	07/01/19-12/31/19	02/12/19
Nakamura, Yuta	Instructional Assistant-Math	Math	07/01/19-12/31/19	02/12/19
Seifu, Nahom	Instructional Assistant-Math	Math	07/01/19-12/31/19	02/12/19
Dammer, Robert	Network Services Manager	Network Services	07/01/19-12/27/19	Retiree
Van Hemelrijck, Erin	Student Services Clerk	ISC	06/18/19-06/30/19	08/02/18
Van Hemelrick, Erin	Student Services Clerk	ISC	07/01/19-12/31/19	08/02/18

*Not to exceed six (6) months or, in case of an appointment in lieu of an absent employee, is not to exceed the authorized absence of that employee.

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.

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AGENDA REPORT NO. 11

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

DATE: July 17, 2019

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

BY: José A. Guzmán, Personnel Technician

The Personnel Commission is advised that the following persons have been appointed to the following provisional assignments, not to exceed 90 working days pursuant to Section 7.2 of the Rules and Regulations of the Classified Service of the Santa Monica Community College District.

Candidate	Position	Department	Duration*
Brundage, Kirk	Accompanist-Dance	Dance	07/01/19-12/31/19
Carbone, John	Accompanist-Dance	Dance	07/01/19-12/31/19
Muradyan, Ruzan	Accompanist-Dance	Dance	07/01/19-12/31/19
Osipova, Yelena	Accompanist-Dance	Dance	07/01/19-12/31/19
Plotkin, Alla	Accompanist-Dance	Dance	07/01/19-12/31/19
Soro, Gnenemon	Accompanist-Dance	Dance	07/01/19-12/31/19
Sow, Malick	Accompanist-Dance	Dance	07/01/19-12/31/19
Sparling, Miho	Accompanist-Dance	Dance	07/01/19-12/31/19
Ter-Avanesova, Nonna	Accompanist-Dance	Dance	07/01/19-12/31/19
Walker, Frederick	Accompanist-Dance	Dance	07/01/19-12/31/19
McNaughton, Joellen	Accompanist-Performance	Music	07/01/19-12/31/19
Chan, Oliver	Accompanist-Voice	Music	07/01/19-12/31/19
Cho, Sang Hee	Accompanist-Voice	Music	07/01/19-12/31/19
McNaughton, Joellen	Accompanist-Voice	Music	07/01/19-12/31/19
Nesteruk, Gary	Accompanist-Voice	Music	07/01/19-12/31/19
Martin, Christian	Administrative Assistant I	Student Life	07/01/19-08/30/19
Woodard, Porscha	Administrative Assistant I	Counseling	06/05/19-08/30/19
Grant, Travis	Administrative Assistant II	Financial Aid	07/01/19-12/31/19
Cooper, Alexander	Costume Designer	Theatre Arts	07/01/19-12/31/19
Woods, Christian	Costume Designer	Theatre Arts	07/01/19-12/31/19
Randolph, Avery	Custodian	Operations	06/10/19-10/04/19
Lopez, Pedro	Grounds Worker	Grounds	06/03/19-10/04/19
Mendoza, Jesus	Grounds Worker	Grounds	06/03/19-10/04/19
Morales Martine, Salomon	Grounds Worker	Grounds	07/02/19-10/02/19
Olivera Santos, Armando	Grounds Worker	Grounds	07/02/19-10/02/19

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Sanchez, Tristien	Grounds Worker	Grounds	06/03/19-10/04/19
Berney, Andrew	Laboratory Technician-Art	Art	07/01/19-12/31/19
Fader, Stephen	Laboratory Technician-Art	Art	07/01/19-12/31/19
Frале, Darren	Laboratory Technician-Art	Art	07/01/19-12/31/19
Freedman, Myles	Laboratory Technician-Art	Art	07/01/19-12/31/19
Kobashi, Todd	Laboratory Technician-Art	Art	07/01/19-12/31/19
Akoury, Thomas	Theatre Technical Specialist	Facilities	07/01/19-06/30/20
Amerman, Thomas	Theatre Technical Specialist	Facilities	07/01/19-06/30/20
Baker, Princella	Theatre Technical Specialist	Facilities	07/01/19-06/30/20
Berry-Donat, Elida	Theatre Technical Specialist	Facilities	07/01/19-06/30/20
Betts, John	Theatre Technical Specialist	Facilities	07/01/19-06/30/20
Blaisdell, Kerrie	Theatre Technical Specialist	Facilities	07/01/19-06/30/20
Braden, John	Theatre Technical Specialist	Facilities	07/01/19-06/30/20
Castaneda, Leticia	Theatre Technical Specialist	Facilities	07/01/19-06/30/20
Chapman-Moten, Taylor	Theatre Technical Specialist	Facilities	07/01/19-06/30/20
Fernandez, Daniel	Theatre Technical Specialist	Facilities	07/01/19-06/30/20
Fregoso, Nancy	Theatre Technical Specialist	Facilities	07/01/19-06/30/20
Garrity, Lucas	Theatre Technical Specialist	Facilities	07/01/19-06/30/20
Geller, Frances	Theatre Technical Specialist	Facilities	07/01/19-06/30/20
Gunderson, Michael	Theatre Technical Specialist	Facilities	07/01/19-06/30/20
Hellen-Lloyd, Jesse	Theatre Technical Specialist	Facilities	07/01/19-06/30/20
Hidalgo, Michael	Theatre Technical Specialist	Facilities	07/01/19-06/30/20
Hong, Meghan	Theatre Technical Specialist	Facilities	07/01/19-06/30/20
Johnson Jr., Duane	Theatre Technical Specialist	Facilities	07/01/19-06/30/20
Jones, Samuel	Theatre Technical Specialist	Facilities	07/01/19-06/30/20
Klinkenberg, Frans	Theatre Technical Specialist	Facilities	07/01/19-06/30/20
Knowles, Simon	Theatre Technical Specialist	Facilities	07/01/19-06/30/20
Lucio, Carlos	Theatre Technical Specialist	Facilities	07/01/19-06/30/20
Mark, Gabriel	Theatre Technical Specialist	Facilities	07/01/19-06/30/20
Mass, Benjamin	Theatre Technical Specialist	Facilities	07/01/19-06/30/20
Peyton, Timothy	Theatre Technical Specialist	Facilities	07/01/19-06/30/20
Pineda, Johnny A.	Theatre Technical Specialist	Facilities	07/01/19-06/30/20
Postly, Colin	Theatre Technical Specialist	Facilities	07/01/19-06/30/20
Price, Jamieson	Theatre Technical Specialist	Facilities	07/01/19-06/30/20
Reyes-Flores, Jonathan	Theatre Technical Specialist	Facilities	07/01/19-06/30/20
Richardson, Gary	Theatre Technical Specialist	Facilities	07/01/19-06/30/20
Shea, Teresa	Theatre Technical Specialist	Facilities	07/01/19-06/30/20
Snyder, John	Theatre Technical Specialist	Facilities	07/01/19-06/30/20
Sperry, Adam	Theatre Technical Specialist	Facilities	07/01/19-06/30/20
Sunami, Masahiko	Theatre Technical Specialist	Facilities	07/01/19-06/30/20
Talton, Daniel	Theatre Technical Specialist	Facilities	07/01/19-06/30/20
Tinell, Walter	Theatre Technical Specialist	Facilities	07/01/19-06/30/20
Tittle, Toby	Theatre Technical Specialist	Facilities	07/01/19-06/30/20

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Watanabe, Atsushi	Theatre Technical Specialist	Facilities	07/01/19-06/30/20
Weber, Angelea	Theatre Technical Specialist	Facilities	07/01/19-06/30/20

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

AGENDA REPORT NO. 12

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

DATE: July 17, 2019

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

BY: José A. Guzmán, Personnel Technician

This item is presented for the Commission's review—no action is required.

Please see next page.

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CLASSIFICATION & COMPENSATION STATUS REPORT (In Process)								
CLASSIFICATION	ASSIGNED TO:	STUDY TYPE	# OF INCUMBENTS	PDQ DEADLINE	JOB AUDIT	STAKEHOLDER REVIEW	STAKEHOLDER STATUS	PC AGENDA
Grounds Supervisor	KM	Cyclical	Single	10/27/17	12/11/17	02/04/19	Agenda	07/17/19
Senior Buyer	JL	New Class	Single	NA		05/22/19	Agenda	07/17/19
Construction Systems Supervisor	KM	Cyclical	Single	05/23/18		02/08/19	Sr. Management	
Human Resources Analyst - Employee & Labor Relations	JL	Cyclical	Multiple-2	02/02/18	09/19/18	04/18/19	Sr. Management	
Human Resources Analyst - Leaves & Benefits	JL	Cyclical	Single	02/02/18	10/09/18	04/18/19	Sr. Management	
Network Communications Manager	OV	Revisions	Single	01/15/19	03/15/19	07/03/19	Sr. Management	
Personnel Analyst	AG/JL	Cyclical	Single	02/02/18	01/28/19	04/18/19	Sr. Management	
Student Services Specialist-Financial Aid	AF/JG	Cyclical	Multiple	11/12/2018*	12/7-12/17	06/13/19	Incumbent	
Mechanical Systems and Energy Management Supervisor	KM	Cyclical	Single	05/23/18		07/08/19		
Student Services Specialist-Scholarships	AF	Cyclical	None	4/18/2018*		06/13/19		
Assistant Director Facilities Management	KM	Cyclical	Single	05/23/18	11/20/18			
Personnel Technician	KM	Cyclical	Multiple-3	02/02/18	01/11/19			
Senior Student Services Specialist-Assessment Services	AG/JL	Cyclical	None	4/18/2018*	02/15/19			
Senior Student Services Specialist-International	AF/JG	Cyclical	Single	4/18/2018*	02/14/19			
Student Services Clerk	OV	Reclass	Single	06/21/19	07/18/19			
Student Services Specialist	OV	Cyclical	Multiple-3	4/18/2018*	10/10, 10/12/18 &			
Student Services Specialist-DSPS	OV	Cyclical	Multiple	04/18/18	01/11/19			
Student Services Specialist-EOPS	AG/JL/JG	Cyclical	Single	4/18/2018*	01/15/19			
Student Services Specialist-International Students	AF/JG	Cyclical	Multiple-7	4/18/2018*	1/15-2/7			
Director of Financial Aid	AG/AF	New Class	Single	NA				
Personnel Specialist	OV	Cyclical	None	02/02/18				
Senior Student Services Specialist-EOPS/CARE	AG/JL	Cyclical	None	4/18/2018*				
Skilled Maintenance Worker	KM	Cyclical	Multiple	05/09/18				
Skilled Maintenance Worker II	KM	Cyclical	Multiple	05/09/18				
Student Services Assistant	OV	Reclass	Single	NA				
Student Services Specialist-Welcome Center	AF	Cyclical	Multiple	4/18/2018*				
Financial Aid Supervisor	AG	Reclass	Single					
Human Resources Specialist	OV	Revisions	Multiple					
Recycling Program Specialist	KM	Cyclical	Single					
*Extension								

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CLASSIFICATION & COMPENSATION STATUS REPORT (Pending)								
CLASSIFICATION	ASSIGNED TO:	STUDY TYPE	# OF INCUMBENTS	PDQ DEADLINE	JOB AUDIT	STAKEHOLDER REVIEW	STAKEHOLDER STATUS	PC AGENDA
Assistant Director of Human Resources		Cyclical	None	02/02/18				
Career Services Advisor		Revisions	Single	NA	NA			
Classification & Compensation Manager		Cyclical	Single	02/02/18				
Compliance Administrator/ Title IX Coordinator		Cyclical	Single	02/02/18				
Director of Classified Personnel		Cyclical	Single	02/02/18				
Director of Human Resources		Cyclical	Single	02/02/18				
Employee Benefits Coordinator		Cyclical	Single	02/02/18				
Employee Benefits Specialist	OV	Cyclical	Single	02/02/18	06/26/18			
Journeyman Trade-Carpentry	KM	Cyclical	Single	05/09/18				
Journeyman Trade-Electrical	KM	Cyclical	Single	05/09/18				
Journeyman Trade-HVAC	KM	Cyclical	Single	05/09/18				
Journeyman Trade-Locksmithing	KM	Cyclical	None	05/09/18				
Journeyman Trade-Painting	KM	Cyclical	Multiple	05/09/18				
Journeyman Trade-Plumbing	KM	Cyclical	Multiple	05/09/18				
Journeyman Trade-Welding	KM	Cyclical	None	05/09/18				
Senior Career Services Advisor		Revisions	Multiple	NA	NA			
Supervising Personnel Analyst		Cyclical	Single	02/02/18				
<i>*Extension</i>								

CLASSIFICATION & COMPENSATION STATUS REPORT (On Hold)								
CLASSIFICATION	ASSIGNED TO:	STUDY TYPE	# OF INCUMBENTS	PDQ DEADLINE	JOB AUDIT	STAKEHOLDER REVIEW	STAKEHOLDER STATUS	PC AGENDA
Course Materials Buyer	AF	Cyclical	Single	12/08/16	03/22/17	06/05/17	Incumbent	
Director of Marketing & Communications	AF	Revisions & Salary	None	NA	NA	10/16/17	Sr. Management	
Enterprise Business Supervisor	JL	Cyclical	None					
Student Services Specialist (Student Life)	OV	New Class	Single	NA				
<i>*Extension</i>								

AGENDA REPORT NO. 13

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

DATE: July 17, 2019

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

BY: José A. Guzmán, Personnel Technician

This item is presented for the Commission's review—no action is required.

Please see next page.

**Santa Monica College Personnel Commission
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Recruitment and Examination Status Report

Classification	Assig	FOC	VAC	Opened	Closed	Written	T & E	Perf.	QAI	E-List	Ratif.
Accompanist-Performance	JG	MPO	1	3/25/19	4/15/19		5/2/19	6/13/19		6/24/19	7/17/19
Administrative Assistant II	AF	MPO		4/15/19	5/3/19	5/18/19		6/8/19	6/28, 7/10		
Assistant Director Facilities Maintenance		MPO	1	6/21/19	7/22/19						
Case Management Coordinator	CL	MPO	1	3/28/19	4/26/19		5/13/19		6/18/19	7/3/19	7/17/19
Class Scheduling Specialist	JL	P	1	6/20/19	7/11/19						
Community College Police Dispatcher	KM	MPO	1	6/3/19	6/21/19	6/29/19			7/31/19		
Community College Police Officer (Lateral/Academy Graduate)	KM/JG	MPO		3/12/19	4/1/19			5/19/19	7/11/19		
Community College Police Officer Recruit	KM/JG	MPO		3/12/19	4/1/19	4/13/19		5/19/19	7/11/19		
Controller	AF/JL	MPO	1	6/24/19	7/22/19						
Curriculum Specialist	CL	P	1	6/4/19	6/24/19				6/25/19	7/3/19	7/17/19
Custodian	KM	O		4/29/19	5/17/19				7/9, 7/19		
Director of Facilities Finance	AF/JL	MPO	1	7/2/19	7/23/19						
Disabled Student Services Assistant	OV	MPO		4/15/19	5/3/19	5/18/19		6/8/19	7/12/19		
Grounds Equipment Operator	JG	MPO	2	5/2/19	5/22/19			7/10/19			
Lead Events Technician	JG	MPO	1	4/24/19	5/15/19		6/19/19		7/23/19		
Mechanical Systems and Energy Management Supervisor	KM	MPO	1	7/3/19	7/24/19						
Professional Development Coordinator	OV/CL	MPO	1	5/7/19	5/28/19						
Program Specialist	OV	MPO	1	4/15/19	5/3/19		6/6/19		6/26/19	7/8/19	7/17/19
Student Services Specialist-Admissions & Records	JL	MPO		4/25/19	5/15/19		6/20/19		7/11/19		
Student Services Specialist-Welcome Center	CL	P	1	5/7/19	5/28/19						

Continuous Recruitments

Classification	Assigned	FOC	VAC	Opened	Written	T & E	Perf.	QAI	E-List	Ratif.
Buyer II	JL/MW	MPO	2	4/1/19						
Human Resources Analyst-Employee & Labor Relations (Confidential)	JL	MPO	1	2/13/19						
Theater Technical Specialist	JG	MPO	Temp							

Upcoming Recruitments

Classification	Assigned	FOC	VAC
Administrative Clerk		MPO	
Chief Director of Business Services		MPO	1
Clinical Placement Specialist	OV	MPO	1
Construction Systems Supervisor	KM	MPO	1
Costume Designer		MPO	1
Director of Network Services and Telecommunications		MPO	1
Groundskeeper/Gardener	JG	O	
Lead Custodian	KM	MPO	
Outreach and Recruitment Specialist	AF	MPO	
Senior CTE Program Advisor-ICTE	JL	MPO	1
Sign Language Interpreter III		MPO	
Student Communications Coordinator		MPO	1
Student Services Specialist-Financial Aid		P	1
Theater Technical Specialist		MPO	Temp.
Items in bold are pending approval by the Personnel Commission.			
*Pending approval by the Board of Trustees			

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VI. ADJOURN AT 12:14 P.M.

DISPOSITION BY THE COMMISSION

Amendments/Comments

Motion to adjourn was passed.

MOTION MADE BY:	Lawrence Leone
SECONDED BY:	Barbara Greenstein
AYES:	5
NAYS:	0
ABSTENTIONS:	0

The next regular Personnel Commission meeting is scheduled for:
Wednesday, August 21, 2019 at 12 P.M. in the Santa Monica College Board Room,
Business Building, Room 117 at 1900 Pico Blvd, Santa Monica, California.

As required by law, this agenda for the Wednesday, July 17, 2019, Regular Meeting of the Santa Monica College Personnel Commission was posted on the official District website and bulletin boards, no later than 72 hours prior to the date and time of this meeting.