



PERSONNEL COMMISSION MINUTES

Regular Meeting, Wednesday, August 21, 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 12:02 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 nine eligibility lists for approval: Administrative Assistant II, Class Scheduling Specialist, Community College Police Officer, Community College Police Recruit, Disabled Student Services Assistant, Enrollment Services Specialist, Grounds Equipment Operator, Lead Events, Technician, and Professional Development Coordinator. Recruitments are anticipated to be completed prior to our next regular Personnel Commission meeting for five additional classifications.

Cyclical Classification Studies

Personnel Commission staff is bringing forward today for approval requests for five classification revisions, which include one classification consolidation and four salary re-allocations. 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 is bringing forward today for a first reading proposed changes to Chapter 3, Section 3.2.8, which covers procedures for addressing management changes to job duties.

Staff News

I want to welcome our new provisional Personnel Specialist, Tatiana Morrison. Tatiana comes to us from the City of Santa Monica Human Resources Department. She is currently assisting us with coordinating different parts of our final interview process, conducting salary studies, assisting with recruitments, and taking care of long-needed revisions to some of our forms.

III. COMMENTS AND INFORMATIONAL REPORTS

Recognition of Employee Longevity: August 2019

(*Present to Receive Acknowledgement)

10 YEARS

Michael Roberts, Journeyman Trade-Plumbing, Maintenance

Robert Myers, Campus Counsel, shared that, “Mike Roberts is the current CSEA President and he is employed by the District as a Plumber. He has a great sense of humor and is a hard working employee. He is a great person to have working in CSEA standing up for the rights of employees. I want to commend him for his extraordinary service to Santa Monica College.”

Tre’Shawn Hall-Baker, Interim Dean of Human Resources, spoke on behalf of the Human Resources department, “We enjoy working with Mike Roberts. He is a great leader, and a wonderful collaborator. Thank you for your service.”

20 YEARS

Cherry Aquino, Accountant, Fiscal Services

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- A. Comments from Vice President of Human Resources – NONE
- B. Comments from CSEA Chapter 36 Representative – NONE
- C. Comments from Management Association President – NONE
- D. Comments from Personnel Commission Staff – NONE
- E. Public Comments (non-actionable comments from those in attendance) – None
- F. Comments by Personnel Commissioners - NONE

IV. AGENDA REPORTS – MAJOR ITEMS OF BUSINESS

#	ITEM	Page
1	Amendment to Rules and Regulations of the Classified Service: Chapter 3 – First Reading Merit Rule 3.2.8: Change in Job Duties	7
2	Extension of Eligibility Lists: <ul style="list-style-type: none"> • Accounting Specialist • Lead Library Assistant – Circulation 	9
3	Request for Approval of Retitle and Classification Revisions: Construction Systems Supervisor to Construction Maintenance Supervisor	11
4	Request for Approval of Retitle, Classification Revisions and Salary Reallocation: Mechanical Systems/Energy Management Supervisor to Facilities Maintenance Supervisor	17
5	Request for Approval of Retitle and Classification Revisions and Salary Reallocation: Student Services Specialist – EOPS to EOPS Specialist	25
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7	Request for Approval of Retitle, Classification Revisions and Salary Reallocation: Student Services Specialist-Financial Aid to Financial Aid & Scholarships Specialist; Abolish Student Services Specialist-Scholarships	42
8	Ratification of Extension and Working Out of Class Assignments	54

V. CONSENT AGENDA

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

#	ITEM	Page
9	Ratification of Eligibility Lists: <ul style="list-style-type: none"> • Administrative Assistant II • Class Scheduling Specialist • Community College Police Officer (Lateral/Academy Graduate) • Community College Police Officer Recruit • Disabled Student Services Assistant • Enrollment Services Specialist • Grounds Equipment Operator • Lead Events Technician • Professional Development Coordinator 	58
10	Ratification of Limited Term Assignments	59
11	Examination Schedule: <ul style="list-style-type: none"> • Administrative Assistant III (Confidential) • Athletic Equipment Specialist • Campus Safety Officer • Recycling Program Specialist • Senior Career Services Advisor • Senior Online Learning Specialist • Senior Research Analyst • Skilled Maintenance Worker II 	60
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VI. PUBLIC COMMENTS TO CLOSED SESSION ITEMS

VII. ADJOURN TO CLOSED SESSION

Consideration of examination appeal concerning Professional Development Coordinator position [pursuant to Government Code Section 54957 (b)(1)]

VIII. ADJOURN AT _____ P.M.

Next regularly scheduled meeting: Wednesday, September 18, 2019 at 12:00 p.m.

AGENDA REPORT NO. 1

SUBJECT: **AMENDMENT TO RULES AND REGULATIONS OF THE CLASSIFIED SERVICE - CHAPTER 3 – FIRST READING**
MERIT RULE 3.2.8: CHANGE IN JOB DUTIES
(Note: No formal action will be taken at this meeting.)

DATE: August 21, 2019

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

Proposed changes to Chapter 3: Merit Rule 3.2.8 is attached for a first reading. Recommendations were developed with input from the Merit Rules Advisory Committee. Goals of these changes include clarifying the process hiring managers must adhere to when requesting substantial changes in job duties for classified staff under their oversight.

Rule 3.2 GENERAL CLASSIFICATION RULES

(Education Code Sections 88004, 88009, 88010, 88081, 88087, 88095, 88104.5)

3.2.8 ~~REORGANIZATION OF POSITIONS~~ CHANGE IN JOB DUTIES

- ~~A. Reorganization of a position shall be defined as a management initiated change in organization, staffing, and/or work distribution resulting in the assignment or change of a substantial part of the regular duties or responsibilities of a position.~~
- ~~B. Whenever the immediate supervisor proposes to reorganize a position, he/she shall prepare a Position Description Questionnaire (PDQ) specifying the new duties to be assigned and/or the duties to be changed. He/she shall submit the PDQ for all required administrative approval signatures. A copy shall be sent immediately to the Director of Classified Personnel.~~
- ~~C. Upon administrative approval the Director of Classified Personnel shall conduct a review of the proposed addition(s) and/or change(s) to the duties of the position in order to determine if the position should be allocated to a different class.~~
- ~~D. The Director of Classified Personnel shall base his/her determination on the following factors:~~
 - ~~1. Whether the overall addition and/or change of duties represents a major change in the level of responsibility of the position.~~
 - ~~2. Whether the addition and/or change of duties is significant enough to require a substantial change in the qualification requirements of the position.~~

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- ~~E. The Director of Classified Personnel shall report his/her findings to the immediate supervisor and the appropriate administrative staff. If he/she determines that the change constitutes a reorganization, and the change is administratively approved, the proposed reorganization shall be presented to the Board of Trustees to approve the abolishment of the old position and the establishment of a new position. The Director of Classified Personnel shall then prepare a recommendation to the Personnel Commission for classification of the position as described above in Rule 3.2.5.~~
- ~~F. Reorganized positions shall be filled through regular competitive examination procedures. Incumbents of reorganized positions who are not appointed to the new position may be eligible to exercise transfer or bumping rights as provided in Rule 13.3.~~

- A. It is the immediate supervisor's responsibility to maintain the employee's duties and responsibilities consistent with the employee's class description. Management shall not change a substantial part of the regular duties of a position without prior approval by the Personnel Commission.
- B. If the District proposes substantial changes in job duties, such proposals shall be reported in writing to the Director of Classified Personnel on the appropriate Personnel Commission form for further study and classification.
- C. Positions that change substantially as a result of gradual accretion of additional job duties over a period of two years may qualify for reclassification under Merit Rule 3.3.
- D. Incumbents of reclassified positions who have not completed two or more years of continuous service in their position may fill the reclassified position only after passing a qualifying examination prescribed by the Personnel Commission for the higher classification. Incumbents of such positions who are not successful in the examination process may be subject to transfer, bumping, or layoff, as provided in Merit Rule 13.3.
- E. Substantial changes in job duties of an employee that are temporary should be addressed through the Working Out of Class process, as provided in Merit Rule 3.2.10.

AGENDA REPORT NO. 2

SUBJECT: **EXTENSION OF ELIGIBILITY LISTS:**
• **ACCOUNTING SPECIALIST**
• **LEAD LIBRARY ASSISTANT - CIRCULATION**

DATE: August 21, 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 as indicated below:

Classification	Original Expiration Date	Current Expiration Date	Number of Candidates on List	Number of Ranks on List	Proposed Expiration Date
Accounting Specialist	3/7/2019	9/7/2019	16	7	3/7/2020
Lead Library Assistant – Circulation	6/6/2019	9/6/2019	14	6	12/6/2019

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 shown above.

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DISPOSITION BY THE COMMISSION

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

SECONDED BY: Barbara Greenstein
ABSTENTIONS: 0

Amendments/Comments

Motion was passed.

AGENDA REPORT NO. 3

SUBJECT: REQUEST FOR APPROVAL OF RETITLE AND CLASSIFICATION REVISIONS: CONSTRUCTION SYSTEMS SUPERVISOR TO CONSTRUCTION MAINTENANCE SUPERVISOR

DATE: August 21, 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 Construction Systems Supervisor. As part of the cyclical review process, we are reviewing classifications in the Facilities, Trades and Maintenance Department. The Construction Systems Supervisor plans, supervises, schedules, coordinates and/or inspects the work of contractors, subcontractors and skilled maintenance and journey-level trades workers in the construction, repair, alteration, remodeling, roofing, flooring, paving, and painting of District facilities.

The Construction Systems Supervisor was established in December 1979. The most recent revision to this classification was in December 2006 as part of the Hay Study. The last revision was approved at the completion of the Hay Study on 12/07/06. Personnel Commission is currently recruiting to fill the permanent vacancy.

METHODOLOGY

This study was scheduled in the cyclical review calendar for 2017-18. The previous incumbent was invited to participate in a class study orientation on May 2, 2018, 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 May 23, 2018. Classification studies for Facilities were placed on hold until leadership changes were solidified. Personnel Commission staff met with Devin Starnes, Director of Facilities Maintenance and Operations to review the current classification description and determine if the duties, minimum qualifications, and knowledge, skills, and abilities listed still accurately reflect the expectations of the job.

Distinguishing characteristics were modified to delineate this classification from related roles, and duties were added, removed and modified to more accurately reflect the responsibilities of this classification. Mr. Starnes was requested to complete a duty analysis worksheet by rating the frequency and criticality of each duty in the current class description.

A job evaluation and an external salary study of public agencies with positions that have comparable duties and responsibilities was conducted. A comprehensive salary survey was conducted to determine current salary ranking as compared to the labor market.

RESULTS

Based on the data gathered, a retitle and other 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 as well as showing how an incumbent could potentially promote up within the classifications. Proposed classification revisions were not found to be sufficient to alter salary allocation. Results were reviewed with Department leadership, Business Services, Human Resources, and the Executive Vice President.

RECOMMENDATION

It is recommended that the Personnel Commission approve the proposed retitle and revisions to the Construction Systems Supervisor classification description.

DISPOSITION BY THE COMMISSION

Amendments/Comments

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

Motion was passed.

Santa Monica Community College District
Personnel Commission

Construction ~~Systems~~ Maintenance Supervisor

CONCEPT OF THE CLASS

~~The position in this classification~~ Under general direction, this position plans, supervises, schedules, coordinates, and inspects the work of skilled maintenance workers, journey-level construction trades workers, general contractors, and sub contractors involved in the construction, repair, alteration, remodeling, roofing, flooring, paving, and painting of various District buildings and structures ~~on campus~~.

DISTINGUISHING CHARACTERISTICS

The Construction Maintenance Supervisor plans, supervises, schedules, coordinates and/or inspects the work of contractors, subcontractors and skilled maintenance and journey-level trades workers in the construction, repair, alteration, remodeling, roofing, flooring, paving, and painting District facilities.

The Facilities Maintenance Supervisor plans supervises, schedules, coordinates, and/or inspects the work of contractors, subcontractors and skilled maintenance, and journey-level trades workers in plumbing, metal work, HVAC, and electrical trades.

The Assistant Director of Facilities Maintenance directs the District's facilities maintenance, construction, remodeling, utilities, and mechanical and energy management services.

ESSENTIAL DUTIES

Plans, supervises and assigns work orders to construction crew; assists in selection, training and evaluation of construction crew workers; provides technical information and literature and recommends professional/technical and personal development training for staff.

Confers with work order requester and inspects site to clarify request; assess feasibility of work order.

Estimates cost of material; contacts vendors to gather price and product information.

Participates in job walks for bid proposals for roofing, painting, flooring, concrete, contract remodels and other related projects; coordinates, schedules and inspects approved work to ensure conformance to district and governmental codes, standards and specifications for projects under a specific dollar amount; submits proposal to supervisor for approval and processing.

Follows up and supervises construction-related correction of any areas on District facilities determined to be unsafe by government inspectors (e.g., OSHA, EPA, Fire Department).

Works with the Assistant Director of Facilities Maintenance ~~agement~~ and consultants to establish specifications for state deferred maintenance projects; serves as College representative for inspection and supervision of general contractors and sub-contractors performing construction and repairs that are not under DSA guidelines.

Prepares estimates for building remodeling or alterations works and submits to the Assistant Director of Facilities Maintenance ~~agement~~.

Confers with Chief of Police, Assistant Director of Facilities Maintenance ~~agement~~, department heads, and locksmith to recommend electronic hardware for doors, assisting in establishing access and security through key control and procedures.

Maintains accurate records and database of alterations and repairs; assesses and maintains current database on schedule for all campus roofs, flooring, and interior and exterior painting.

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Oversees and coordinates asbestos abatement projects; supervises in-house asbestos abatement program, equipment and other support for asbestos-related activities.

Assists in reviewing and controlling the maintenance construction budget; prepares annual budget requests for equipment and supplies for each trade supervised.

Responds to emergency calls, if needed, inspects site for damage and makes necessary repairs or contacts trades worker or contractor to correct problem.

May be required to perform the full range of duties of journey-level carpenter, painter, and locksmith positions as needed, if journey-level staff members are unavailable to respond to emergency service requests as authorized by applicable collective bargaining agreements.

Attends seminars for professional and personal development; stays abreast of developments in the construction field.

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 Maintenance agement.

Supervision Exercised:

The position in this classification exercises direct supervision over Skilled Maintenance Workers (to include Skilled Maintenance Worker II), Journeyman Trades, and other staff as assigned skilled maintenance and construction trade employees.

KNOWLEDGE, SKILLS AND ABILITIES

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.~~

Effective supervisory techniques, including hiring, work delegation and scheduling, staff development and training, performance evaluations, and carrying out meaningful corrective and disciplinary action

~~Knowledge of the m~~ Methods, materials and equipment used in carpentry, painting and locksmithing.

~~Knowledge of the t~~ Techniques used in cabinetmaking, concrete, drywall, stucco, glazing, roofing, flooring and ceiling work.

~~Knowledge of b~~ Building code requirements.

~~Knowledge of e~~ Computer programs such as Excel, Word, Outlook, and computerized maintenance work order systems

~~Knowledge of e~~ Effective record keeping techniques.

~~Knowledge of b~~ Basic safety work practices

~~Knowledge of e~~ Current sources and costs of construction trades materials

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Ability to:

~~F~~ollow and carryout oral and written instructions-

~~A~~bility to ~~p~~lan, organize, supervise and coordinate the activities of a crew of journey-level construction trades employees-

~~A~~bility to ~~i~~nspect work to determine compliance to standards and specifications

~~A~~bility to ~~e~~stimate needed materials, supplies and time required to complete projects

~~A~~bility to ~~r~~ead and work from drawings and blueprints

~~A~~bility to ~~e~~stablish and maintain effective working relationships with other staff, faculty, administrators, managers, students and outside contractors and vendors-

~~A~~bility to ~~t~~ake responsibility for improving the effectiveness of others

~~A~~bility to ~~e~~ffectively monitor a budget and allocate monetary resources appropriately

Communicate effectively, both orally and in writing

Stay abreast of technology changes and adapt to new technologies

Role model exceptional internal and external customer service

Establish and maintain effective working relationships with college administrators, managers, faculty, staff, students, vendors, and contractors in a diverse, multicultural, and multi-ethnic educational environment

~~A~~bility to ~~r~~ead and write at a level appropriate to perform the duties of the classification

~~A~~bility to ~~m~~odel communications and interactions that respect and include all individuals with diverse languages, abilities, religions, and cultures

MINIMUM QUALIFICATIONS

Education Requirement:

Graduation from high school or GED equivalent. Completion of a technical school or ~~A~~ssociate's ~~D~~egree or equivalent with a major in the construction trades, or a closely related field is desirable.

Experience Requirement:

Three ~~(3)~~ years of progressively responsible journey-level experience in construction, including at least one ~~(1)~~ year of experience leading or supervising a crew of journey-level construction trades workers.

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~~ ~~v~~alid ~~C~~lass ~~C~~ ~~C~~alifornia driver's license.

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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 Work 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 regularly required to stand, walk, crouch, bend, and kneel. The employee is occasionally required to lift, carry, push, or pull up to ~~75~~25 pounds. While performing the duties of this job, the noise level in the work environment is usually quiet but may be moderately loud. Employee may be required to work indoors or outdoors, with exposure to the elements, including damp conditions. Employee may occasionally be exposed to chemicals, solvents, paint, dust, grease/oil, fumes, high places, electrical and mechanical hazards, vehicular traffic, vibration, moving mechanical parts, airborne particles or blood borne pathogens, asbestos or PCB's. Must be available to respond to emergency calls after normally scheduled working hours as needed.

CLASS DETAIL

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

FLSA Status: Exempt

Personnel Commission Approval Date: 12/13/79

Class History: Construction Systems Supervisor

Revision Date(s): 11/13/85; 12/02/87; 7/18/07; 7/15/09, 9/16/15, Hay Study, 12/7/06, 08/21/19

AGENDA REPORT NO. 4

SUBJECT: REQUEST FOR APPROVAL OF RETITLE, CLASSIFICATION REVISIONS AND SALARY REALLOCATION: MECHANICAL SYSTEMS & ENERGY MANAGEMENT SUPERVISOR TO FACILITIES MAINTENANCE SUPERVISOR

DATE: August 21, 2019

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

BY: Karen Monzon, Personnel Analyst

BACKGROUND

Attached for your approval is a retitle, class description revisions and salary reallocation for **Mechanical Systems & Energy Management Supervisor.**

As part of the cyclical review process, we are reviewing classifications in the Facilities, Trades and Maintenance departments. This classification plans, supervises and oversees the activities and operations of the Facilities Maintenance department, which includes the mechanical trades and skilled maintenance staff.

The Mechanical Systems & Energy Management Supervisor position was first established on 07/19/84. The last revision was approved at the completion of the Hay Study on 12/07/06, which included a title change to include overseeing Energy Management. Personnel Commission is currently recruiting to fill the permanent vacancy.

METHODOLOGY

This study was scheduled in the cyclical review calendar for 2017-18. The previous incumbent was invited to participate in a class study orientation on May 2, 2018, 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 May 23, 2018. Classification studies for Facilities were placed on hold until leadership changes were solidified. Personnel Commission staff met with Devin Starnes, Director of Facilities Maintenance and Operations to review the current classification description and determine if the duties, minimum qualifications, and knowledge, skills, and abilities listed still accurately reflect the expectations of the job.

Distinguishing characteristics were modified to delineate this classification from related roles, and duties were added, removed and modified to more accurately reflect the responsibilities of this classification. Mr. Starnes was requested to complete a duty analysis worksheet by rating the frequency and criticality of each duty in the current class description.

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A job evaluation and an external salary study of public agencies with positions that have comparable duties and responsibilities was conducted. A comprehensive salary survey was conducted to determine current salary ranking as compared to the labor market.

RESULTS

Based on the data gathered, revisions to the classification description, and a retitle to **Facilities Maintenance Supervisor**, are being proposed to clarify responsibilities, requirements and distinguishing characteristics. These changes serve to clarify essential duties and KSAs (knowledge, skills and abilities), and properly distinguish this classification from other related classifications within the series.

A comprehensive survey of comparable agencies was conducted. Market survey results with strong to moderate matches are presented below.

AGENCY	CLASS TITLE	MIN	MAX	MEDIAN	STUDENT FTE	GF REVENUE ACTUAL
Santa Monica College	Mechanical Systems and Energy Management Supervisor	\$6,524	\$7,930	\$7,227	10,785	\$204M
Foothill DeAnza CCD	Maintenance Supervisor	\$6,525	\$8,753	\$7,639	9,421	\$259M
Long Beach City College	Facilities Maintenance Manager	\$7,344	\$10,006	\$8,675	9,282	\$162M
Pasadena City College	Facilities Services Supervisor	\$6,582	\$7,267	\$6,925	11,279	\$186M
Santa Barbara City College	Maintenance Supervisor	\$6,074	\$7,401	\$6,738	6,882	\$120M
Ventura County CCD	Maintenance and Operations Supervisor	\$5,391	\$7,491	\$6,441	13,111	\$202M
	Average	\$6,383	\$8,184	\$7,283		
	25th Percentile	\$6,074	\$7,401	\$6,738		
	50th Percentile	\$6,525	\$7,491	\$7,008		
	75th Percentile	\$6,582	\$8,753	\$7,668		
	80th Percentile	\$6,734	\$9,004	\$7,869		
	90th Percentile	\$7,039	\$9,505	\$8,272		
	SMC % RANK	49.90%	58.60%	60.50%		
	SMC Differences From AVG	2%	-3%	-1%		
	SMC Differences From MED	0%	6%	3%		

SALARY REALLOCATION

The salary survey revealed that Santa Monica College pays this classification at the 61st percentile. Key factors in determining survey comparability involved knowledge required, complexity, decision making, and scope and effect of the job.

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Salary reallocation is recommended from **Range M15 (\$6,524 to \$7,930 per month)** to **Range M17 (\$6,850 to \$8,326 per month)** on the Classified Management Salary Schedule, a 5% increase. This range is justified since it meets the College's goal to target base median salary at or above the 70th percentile, while ensuring that salary is aligned with other related classifications. One range lower would place salary below the 70th percentile ranking as compared to the market median.

The recommended salary places ranking at the 73rd percentile as compared to the market median, which will enable the College to attract and retain qualified candidates with the required technical knowledge. Salary reallocation for this classification is recommended given market standing and internal comparisons within the occupational series. Salary recommendations and classification changes were sent for review to management, Human Resources, Business Services, and the Executive Vice President.

CLASS TITLE	MIN	MAX	RANGE	% DIFFERENCE BETWEEN LEVELS
Director of Facilities Management & Operations	\$10,374	\$12,610	M34	27.62%
Assistant Director of Facilities Management	\$8,129	\$9,880	M24	18.67%
Facilities Maintenance Supervisor <i>(Retitled & Reallocated)</i>	\$6,850	\$8,326	M17	5.00%
Construction Maintenance Supervisor (Retitled)*	\$6,524	\$7,930	M15	22.54%
All Journey Trades**	\$5,324	\$6,470	39	

*Subsequent agenda report

**Pending cyclical review

RECOMMENDATION

It is recommended that the Personnel Commission approve the proposed retitle, revisions and salary reallocation to the Mechanical Systems & Energy Management Supervisor.

FROM: Mechanical Systems & Energy Management Supervisor
M15 (\$6,524 to \$7,930 per month)

TO: Facilities Maintenance Supervisor
M17 (\$6,850 to \$8,326 per month)

DISPOSITION BY THE COMMISSION

MOTION MADE BY: Barbara Greenstein
AYES: 5 NAYS: 0

SECONDED BY: Joy Abbott
ABSTENTIONS: 0

Amendments/Comments

Motion was passed.

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~~Mechanical Systems & Energy Management~~ Facilities Maintenance
Supervisor

CONCEPT OF THE CLASS

Under ~~direct general~~ supervision, this position plans, supervises, assesses, and evaluates the activities and operations of the Facilities Maintenance department which includes ~~coordinates, schedules and inspects the work of general and~~ skilled maintenance and ~~journey-level~~ mechanical trades workers involved in the installation, repair and maintenance of a variety of equipment related to the plumbing, metal work, heating, ventilation and air conditioning (HVAC), and electrical trades; The incumbent inspects the work of contractors and; recommends and implements energy management and preventive maintenance practices for campus equipment and facilities, to ensure a safe learning environment.

DISTINGUISHING CHARACTERISTICS

The Facilities Maintenance Supervisor plans supervises, schedules, coordinates, and/or inspects the work of contractors, subcontractors and skilled maintenance, and journey-level trades workers in plumbing, metal work, HVAC, and electrical trades.

The Construction Maintenance Supervisor plans, supervises, schedules, coordinates and/or inspects the work of contractors, subcontractors and skilled maintenance and journey-level trades workers in the construction, repair, alteration, remodeling, roofing, flooring, paving, and painting District facilities.

The Assistant Director of Facilities Maintenance directs the District's facilities maintenance, construction, remodeling, utilities, and mechanical and energy management services.

ESSENTIAL DUTIES

~~Documents~~ Selects, trains, supervises and evaluates staff performance; reviews work for accuracy and completion of assigned duties, and imposes corrective or disciplinary action if necessary.

~~Assists in selection, training and evaluation of assigned employees.~~

Uses computerized building automation systems (BAS) to operate, monitor and adjust HVAC equipment.

~~Reviews or prepares, approves, prioritizes, records, assigns and distributes works orders; determines feasibility of request; estimates needed manpower and equipment; follows up on work order backlogs~~

~~Coordinates, schedules, and inspects approved work for projects to ensure conformance to codes, standards, and specifications; submits proposals for related projects to supervisor for approval and processing.~~

~~Ensures~~ Plans, supervises, assigns, and coordinates the District's maintenance work activities, are carried out ensuring completion and confirm to ~~according to the~~ project scope, specifications, budget, and established timelines.

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Makes periodic and final inspections of work performed by staff and contractors to ensure applicable District and governmental safety, structural and code requirements are met.

Manages preventative maintenance program for campus equipment, including maintaining accurate records and databases.

Manages energy management program for mechanical systems; reviews and studies technological development related to energy management and conservation; recommends and implements energy management practices or programs.

Monitors and controls expenditures in order to ensure project costs remain within established budget.

Assists in reviewing and controlling the maintenance mechanical budget; ~~prepares annual budget requests for equipment and supplies;~~ reviews and approves budget request for equipment and supplies.

Maintains contact with contractors or vendors; arranges job-walks for bid proposals for HVAC, plumbing, electrical and metal, contract remodels, and other related projects.

Coordinates, ~~s~~Supervises, and follows up on the correction of conditions and facilities that have been determined unsafe.

Maintains accurate records of electrical, plumbing, HVAC, and other mechanical maintenance and repair work, including timekeeping, equipment inventory, material purchases, and personnel actions.

~~Determines and specifies needed tools, supplies and equipment; contacts vendors to obtain price and product information; makes recommendation for purchases to supervisor and prepares and submits requisitions; prepares annual budget requests for tools, equipment and supplies for each trade supervised~~

~~Conducts research and prepares reports and other written materials as needed~~

Prepares recommendations to the Assistant Director of Facilities Maintenance with Estimated costs of materials, hours of labor, and cost of building equipment repair/replacement for scheduled maintenance; gathers bids and product information from contractors/vendors for projects; ~~gathers price and product information from vendors; Prepares recommendations to the Director of Facilities Management.~~

Provides ongoing training to maintenance and skilled HVAC, mechanical, electrical, and plumbing trades workers; prepares and conducts, or recommends training sessions related to safety, technical skills and personal development;

~~Assists in the selection of skilled maintenance and journey-level trades workers~~

Participates in training programs and attends seminars for professional and personal development; stays abreast of changes in code requirements and other development related to the HVAC, mechanical, electrical, plumbing, and fire/life-safety fields.

May be required to perform the full range of duties of journey-level ~~HVAC, mechanical, electrical, and plumbing positions as needed, if journey-level~~ staff members, if staff are unavailable to respond to emergency service requests as authorized by applicable collective bargaining agreements.

Responds to emergency calls if needed, inspects site for damage, coordinates for necessary repairs, and completes follow-up on issues.

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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 direction from the Assistant Director of Facilities Maintenance Management.

Supervision Exercised:

General supervision is exercised over the classifications of Skilled Maintenance Workers, and Journey-level man Trades, or and other staff as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

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~~

Effective supervisory techniques, including hiring, work delegation and scheduling, staff development and training, performance evaluations, and carrying out meaningful corrective and disciplinary action

~~Knowledge of methods, terms, techniques, materials, and equipment used in HVAC, plumbing, metal work, and electrical trades and fire/life-safety systems~~

~~Knowledge of energy management and conservation practices~~

Computer programs, systems and applications related to assigned work, such as Excel, Word, and computerized maintenance work order systems, and energy management systems

~~Knowledge of mechanical, electrical, plumbing, fire-life/safety and HVAC safety and code requirements~~

~~Knowledge of effective record keeping techniques~~

~~Knowledge of basic safety work practices~~

~~Knowledge of current sources and costs of mechanical trades materials~~

~~Skill using word processing, E-mail, and other processing software and databases specific to the trade~~

Ability to:

~~follow and carryout oral and written instructions~~

Ability to plan, organize, supervise, schedule, and coordinate the work and activities of a crew of journey-level trades employees

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~~Ability to r~~Repair service and maintain HVAC, mechanical, electrical, plumbing, and fire-life/safety equipment

~~Ability to i~~Inspect work to determine compliance to standards and specifications

~~Ability to e~~Estimate needed materials, supplies and time required to complete projects

~~Ability to r~~Read and work from drawing and blueprints

~~Ability to k~~Keep accurate records and prepare reports

~~Ability to t~~Take responsibility for improving the effectiveness of others

~~Ability to e~~Effectively monitor a budget and allocate monetary resources appropriately

~~Ability to e~~Ensure completion of projects within budget and adhering to specifications

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

Stay abreast of technology changes and adapt to new technologies

Role model exceptional internal and external customer service

Establish and maintain effective working relationships with college administrators, managers, faculty, staff, students, vendors, and contractors in a diverse, multicultural, and multi-ethnic educational environment

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

~~Ability to model communications and interactions that respect and include all individuals and their languages, abilities, religions, and cultures~~

MINIMUM QUALIFICATIONS

Education Requirement:

A high-school diploma or equivalent. Completion of a technical school or ~~an A~~associate's ~~D~~degree ~~or equivalent~~ with a major in the mechanical trades or a closely related field is desirable.

Experience Requirement:

Three ~~(3)~~ years of progressively responsible experience in mechanical trades, including experience with HVAC systems over 25 tons, electricity, plumbing, ~~welding~~, or fire-life/safety systems. ~~—Must have included including~~ at least one ~~(1)~~ year of experience leading or supervising staff involved in the mechanical trades.

Licensure and/or Certification:

~~Possession of a A~~ valid ~~Class C California~~ driver's license.

Special Requirement:

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

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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 Work 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 regularly required to stand, walk, crouch, bend, and kneel. The employee is occasionally required to lift, carry, push, or pull up to ~~75~~25 pounds. While performing the duties of this job, the noise level in the work environment is usually quiet but may be moderately loud. Employee may be required to work indoors or outdoors, with exposure to the elements, including damp conditions. Employee may occasionally be exposed to chemicals, solvents, paint, dust, grease/oil, fumes, high places, electrical and mechanical hazards, vehicular traffic, vibration, moving mechanical parts, airborne particles or blood borne pathogens, asbestos or PCB's. Must be available to respond to emergency calls after normally scheduled working hours as needed.

CLASS DETAIL

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

FLSA Status: Exempt

Personnel Commission Approval Date: ~~12/13/79~~ 12/07/06, 07/18/07, 10/17/07

Class History: Mechanical Systems Supervisor; Mechanical Systems/Energy Management Supervisor

Revision Date(s): 7/19/84; 11/13/85; 12/02/87; Hay Classification Study, 12/07/06, 07/18/07, 10/17/07; 11/19/08, 8/20/14; 08/21/19

AGENDA REPORT NO. 5

SUBJECT: REQUEST FOR APPROVAL OF RETITLE AND CLASSIFICATION REVISIONS AND SALARY REALLOCATION: STUDENT SERVICES SPECIALIST - EOPS TO EOPS SPECIALIST

DATE: August 21, 2019

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

BY: José Guzmán, Personnel Analyst
John Linke, Supervising Personnel Analyst

BACKGROUND

Attached for your approval is the retitle and class description revision for **Student Services Specialist - EOPS**.

As part of the cyclical review process, we are reviewing Student Services Specialist classifications in Extended Opportunity Programs & Services (EOPS). EOPS is a state and college funded program designed to support the enrollment, retention, graduation, and transfer of students with economic, linguistic and educational challenges as defined by Title V.

The EOP&S Program Specialist classification was originally created in April 1989 and retitled to Student Services Specialist - EOPS in November 2006. It has been revised twice since it was retitled. The most recent and significant revision was approved in March 2015, which added duties for the newly created Guardian Scholars Program. There are currently two permanent incumbents in this classification. The proposed updates will not adversely affect the incumbents.

METHODOLOGY

This study was scheduled in the cyclical review calendar for 2017-18. Incumbents from the Student Services Specialist-EOPS classification, as well as CSEA were invited to participate in a class study orientation on March 28, 2018, to discuss the purpose of the study, methodology, timelines, possible outcomes and implications, and frequently asked questions. Incumbents were requested to complete a Position Description Questionnaire (PDQ) by April 18, 2018. The submitted PDQs were reviewed with the EOPS/CARE Supervisor, Debra Locke. One job audit was requested by the only incumbent at that time, Student Services Specialist-EOPS, Christina Fuller. Commission staff subsequently conducted this job audit to obtain additional input.

Personnel Commission staff met with Debra Locke, EOPS/CARE Supervisor to discuss the class description. In addition, the supervisor was requested to complete a duty analysis worksheet by rating the frequency and criticality of each duty in the current class description. The Department requested revisions to the classification concept and duties. Additionally, changes were made to the level of supervision exercised, knowledge and abilities required, and minimum qualifications, in order to clarify the classification's responsibility for providing knowledge and guidance to others, as well as job-related knowledge, skills, and requirements.

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Distinguishing characteristics were modified to delineate this classification from related roles, and duties were added, removed and modified to more accurately reflect the nature and scope of work assigned to this classification. Classification revisions were sent for review to CSEA, the Vice President, Business Services, Human Resources, 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.

RESULTS

Based on the data gathered, a retitle and revisions to the class description are being proposed. These changes serve to clarify the class concept and essential duties assigned, distinguishing characteristics, level of supervision, and KSAs (knowledge, skills, and abilities), and align minimum qualifications with industry standards for positions of comparable scope and level of responsibility.

A comprehensive survey of comparable agencies was conducted and yielded several strong to moderate matches as indicated below, with some variability in assigned functions but with comparable levels of responsibility.

AGENCY	CLASS TITLE	MIN	MAX	MEDIAN*	STUDENT FTE	GF REVENUE ACTUAL
Santa Monica College	Student Services Specialist-EOPS	\$4,272	\$5,193	\$4,733	10,785	\$204M
Cerritos CCD	EOPS Specialist	\$4,608	\$5,542	\$5,075	7,851	\$126M
El Camino College	Student Services Specialist	\$4,637	\$5,949	\$5,293	8,481	\$155M
Foothill-De Anza CCD	EOPS Specialist	\$4,136	\$5,527	\$4,831	8,944	\$267M
Glendale Community College	Student Services Technician	\$4,542	\$5,796	\$5,169	5,826	\$126M
Long Beach CCD	EOPS Program Specialist	\$4,195	\$5,166	\$4,680	8,727	\$169M
Mt. San Antonio CCD	EOPS Specialist	\$3,372	\$4,304	\$3,838	13,083	\$241M
North Orange County CCD	Student Services Specialist	\$4,325	\$5,242	\$4,784	17,401	\$275M
Ventura CCD	EOPS/CARE Technician	\$3,728	\$5,154	\$4,441	12,249	\$215M
	Average	\$4,193	\$5,335	\$4,764		
	25th Percentile	\$4,034	\$5,163	\$4,598		
	50th Percentile	\$4,260	\$5,385	\$4,822		
	75th Percentile	\$4,558	\$5,606	\$5,082		
	80th Percentile	\$4,581	\$5,695	\$5,138		
	90th Percentile	\$4,617	\$5,842	\$5,229		
	SMC % RANK	51.30%	33.60%	35.70%		
	SMC Differences From AVG	2%	-3%	-1%		
	SMC Differences From MED	0%	-4%	-2%		

**The midpoint or 50th percentile of data; a calculation that is not as susceptible to extreme high or low values in a dataset, as compared to the average. Due to variability in the number of steps per range in comparable agencies, the median provides a more accurate comparison between agencies.*

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The current salary for Student Services Specialist - EOPS is \$4,272 to \$5,193 per month (Classified Employee Salary Schedule, Range 30). In this survey, 65% of the cases presented were above the current median salary for this classification at SMC.

SALARY ALLOCATION

It is recommended that the salary for Student Services Specialist - EOPS be reallocated to Range 33 on the Classified Employee Salary Schedule (\$4,599 to \$5,590 per month). Reallocating the salary to Range 33 would place the Student Services Specialist – EOPS at the 74th percentile. This range is justified given that it meets the College's goal to target base median salary at or above the 70th percentile, while ensuring that salary is aligned with other related classifications. One range lower would place salary below the 70th percentile ranking as compared to the market median. The results of this study have been sent to the incumbents, Department leadership, CSEA, Business Services, Human Resources, and Executive Vice President.

CLASS TITLE	MIN	MAX	RANGE
EOPS/CARE Supervisor	\$6,524	\$7,930	M15
Senior EOPS Specialist (PROPOSED)*	\$4,829	\$5,869	35
EOPS Specialist (PROPOSED)	\$4,599	\$5,590	33
Student Services Assistant	\$3,783	\$4,599	25
Student Services Clerk	\$3,431	\$4,171	21

**Proposed in subsequent agenda item.*

STUDENT SERVICES SPECIALIST CLASSIFICATIONS	MIN	MAX	RANGE
Senior Academic Records Evaluator	\$4,946	\$6,012	36
Senior Online Learning Services Specialist	\$4,946	\$6,012	36
Senior Veterans resource Specialist	\$4,946	\$6,012	36
Supplemental Instruction Coordinator	\$4,946	\$6,012	36
Senior EOPS Specialist	\$4,829	\$5,869	35
Curriculum Specialist	\$4,710	\$5,726	34
International Student Services Specialist*	\$4,710	\$5,726	34
Outreach & Recruitment Specialist	\$4,710	\$5,726	34
Program Specialist	\$4,710	\$5,726	34
Transfer & Articulation Specialist	\$4,710	\$5,726	34
Academic Records Evaluator	\$4,599	\$5,590	33
EOPS Specialist	\$4,599	\$5,590	33
Financial Aid & Scholarships Specialist*	\$4,599	\$5,590	33
Senior Enrollment Services Specialist	\$4,486	\$5,453	32
Veterans Resource Specialist	\$4,486	\$5,453	32
Enrollment Services Specialist	\$4,272	\$5,193	30
Online Learning Services Specialist	\$4,272	\$5,193	30

**Pending review*

RECOMMENDATION

It is recommended that the Commission approve the retitle, proposed revisions and salary reallocation for the Student Services Specialist - EOPS classification description.

FROM: Student Services Specialist-EOPS
\$4,272 to \$5,193 per month (Classified Employee Salary Schedule Range 30)

To: EOPS Specialist
\$4,599 to \$5,590 per month (Classified Employee Salary Schedule Range 33)

DISPOSITION BY THE COMMISSION

Amendments/Comments

MOTION MADE BY: Lawrence Leone
SECONDED BY: Deborah Jansen
AYES: 5
NAYS: 0
ABSTENTIONS: 0

Commissioner Jansen commented that the classification title used in the retitle for Student Services Specialist-EOPS is similar to the titles used prior to the Hay Study.

Carol Long, Director of Classified Personnel, stated that it is a coincidence and not intentional.

Motion was passed.

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Student Services Specialist—EOPS Specialist

CONCEPT OF THE CLASS

Under general supervision, positions in this classification perform a variety of complex and specialized duties within pertaining to determining and monitoring student eligibility, outreach and implementation of the EOPS student services area programs, including CARE, Guardian Scholars, and DREAM programs.

DISTINGUISHING CHARACTERISTICS

The EOPS Specialist is distinguished from other student services classifications by the nature or work and specialized knowledge required in the assigned area. This classification is further distinguished from the Student Services Assistant and Student Services Clerk classifications by the level, variety, and complexity of work, independence of action and responsibility for decisions, and level of supervision received.

The Senior EOPS Student Services Specialist serves as a lead worker and monitors and directs the work of permanent and temporary staff in the daily operation and implementation of programs under the administered by the EOPS/CARE office. a student services department or program. Incumbents are specialist in their functional area and exercise a higher degree of responsibility and independent judgment.

The Student Services Specialist class performs complex and specialized duties relating to the preparation and implementation of student services and programs. Incumbents are expected to be a specialist in their functional area and have prior work experience in the specific functional area.

The Student Services Assistant class performs moderately difficult clerical duties in support of an assigned student services area. In large offices, incumbents may be responsible for the completion of a functional phase of clerical work necessary in the assigned student services area.

The Student Services Clerk class provides a variety of general and routine clerical duties for student services departments and programs. Incumbents are generally assigned to the front counter and are the first point of contact for students in their respective student services area. These positions are distinguished from the Administrative Clerk classification in that positions assigned to the Student Services Clerk classification are required to obtain a breadth of knowledge in their respective department, necessary to assist students at the front counter.

ESSENTIAL DUTIES

Facilitates and coordinates the activities of the EOPS, CARE, DREAM and/or Guardian Scholars programs.

Creates, maintains, monitors, and updates confidential student records, student data bank, and historical program database.

Monitors student eligibility and issues book, transportation, and meal vouchers to eligible students participating in Department program services.

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Plans, facilitates and participates in EOPS workshops in order to disseminate information regarding program resources and to help students acclimate to campus life.

Performs a variety of intake services, and makes referrals, as necessary, to academic counselors, therapists, instructors, and community agencies.

Provides specialized information to students, staff, and the public on available resources; and District, Federal and State procedures relating to the assigned student services area.

Maintains and updates website and social media specific to assigned area within the function; updates area information including content and format to ensure accuracy and usefulness.

Contributes and assists in Draftings agenda and organizinges advisory committee meetings twice aeach year.

Serves as a contact liaison for other ~~with other~~ colleges, governmental agencies, ~~and~~ firms, and at resource fairs regarding disadvantaged students eligible for services under one or more EOPS programs.

Stays abreast of updated or new student services rules, regulations, and policies relating to assigned student services area and communicates changes to others.

Performs general administrative duties; ~~types~~ prepares correspondences, memos, and other materials.

Resolves complex problems and issues presented by ~~Student Services Assistants or Clerks, other~~ department staff, students, counselors, faculty, and other members of the College community.

~~Evaluates student files and MIS data and makes the determination on student eligibility for awarding of grants, processes and certifies applications and eligibility for services; monitors student eligibility throughout the year.~~

Performs correction and control of more complex errors in student files and student aid reports to ensure their accuracy.

Assists in the training of student services staff, temporary employees, and student workers.

Assist in Preparinges statistical data for reports in compliance with State, Federal, and District reports requirements; compiles and maintains data as needed for program grant proposals.

Assists in Draftings annual state budget and grant requests for the EOPS, CARE, and/or Guardian assigned program Scholars programs and monitors expenditures throughout the budget year.

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, but may provide specialized knowledge and guidance to other staff, faculty and student workers. Serves as specialist in assigned area providing

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~~specialized knowledge and guidance to others, which can include student assistants, coworkers, and other District staff. There is no supervision of other classified positions.~~

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Federal, State and local laws, regulations, grant requirements, and procedural guidelines pertaining to assigned student program

District policy, departmental resources and administrative practices and procedures

~~Knowledge of p~~olicies and objectives of assigned program

Unique needs and challenges of students served by assigned programs

~~Knowledge of California Educational Code.~~

~~Knowledge of Title V.~~

~~Knowledge of Family Educational Rights and Privacy Act.~~

~~Knowledge of personal e~~Computer applications based software programs that support this level of work, including word processing, spreadsheet, presentation graphics, and data management applications.

~~Knowledge of e~~Customer service practices.

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

Ability to:

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

~~Ability to interpret, communicate, and apply laws, regulations, and District policies and procedures particularly as they relate to assigned area of responsibility.~~

Exercise awareness, tact and empathy in dealing with sensitive student concerns

~~Ability to pay attention to detail~~ Attend to detailed information and make accurate calculations and assessments when analyzing and correcting complex errors in student records.

~~Ability to a~~ccess financial aid systems to process on-line loan applications and locate student financial aid history.

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

~~Ability to t~~rain and provide work direction guidance to others

Communicate effectively, both orally and in writing

Stay abreast of technology changes and adapt to new technologies

Role model exceptional internal and external customer service

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

~~Ability to organize, plan, and implement a variety of tasks simultaneously.~~

~~Ability to analyze situations and adopt an effective course of action~~

~~Ability to e~~Compile and analyze data

~~Ability to establish~~Organize and maintain specialized files and confidentiality of student information accurate records

~~Ability to follow complex written and oral instructions~~

~~Ability to work independently with minimal supervision~~

~~Ability to maintain effective working relationships with students, staff, external contacts, and the general public.~~

~~Ability to e~~Complete work in a fast-paced environment with multiple interruptions and distractions.

~~Ability to e~~Collaborate with other student services areas.

~~Ability to maintain confidential employee files.~~

~~Ability to provide sensitivity and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students and staff.~~

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

~~Ability to establish and maintain cooperative working relationships with employees, students, and members of the public.~~

MINIMUM QUALIFICATIONS

Education Requirement:

-Associate's degree or equivalent from an accredited university or college.

Experience Requirement:

~~Four (4)~~Two (2) year's of experience ~~in performing progressively specialized and complex student services or social services, affairs and/or financial aid service~~ duties that require knowledge of federal and state regulations.

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.

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WORKING ENVIRONMENT AND PHYSICAL DEMANDS

Disclosure:

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

Normal Office Environment:

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

CLASS DETAIL

Job Family: Student Services (Non Classroom)

FLSA Status: Non-exempt

Personnel Commission Approval Date: 4/89, ~~08/20/08, 3/18/15~~

Class History: EOP&S Program Specialist, Student Services Specialist – EOPS, EOPS Specialist

Revision Date(s): 11/16/06, 08/20/08, 3/18/15, 8/21/19

AGENDA REPORT NO. 6

SUBJECT: REQUEST FOR APPROVAL OF RETITLE AND CLASSIFICATION REVISIONS AND SALARY REALLOCATION: SENIOR STUDENT SERVICES SPECIALIST – EOPS/CARE TO SENIOR EOPS SPECIALIST

DATE: August 21, 2019

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

BY: José Guzmán, Personnel Analyst
John Linke, Supervising Personnel Analyst

BACKGROUND

Attached for your approval is the retitle and class description revision for **Senior Student Services Specialist – EOPS/CARE**.

As part of the cyclical review process, we are reviewing Student Services Specialist classifications in Extended Opportunity Programs & Services (EOPS). EOPS is a state and college funded program designed to support the enrollment, retention, graduation, and transfer of students with economic, linguistic and educational challenges as defined by Title V. The Senior Student Services Specialist – EOPS/CARE classification was originally created in May 2012 and has not been revised or updated since it was established. There are no incumbents in this classification.

METHODOLOGY

This study was scheduled in the cyclical review calendar for 2017-18. Student Services Specialist incumbents and CSEA were invited to participate in a class study orientation on March 28, 2018, to discuss the purpose of the study, methodology, timelines, possible outcomes and implications, and frequently asked questions. Incumbents were requested to complete a Position Description Questionnaire (PDQ) by April 18, 2018. Commission staff did not receive any PDQs for the Senior classification since this classification was vacant.

Personnel Commission staff met with Debra Locke, EOPS/CARE Supervisor to discuss the class description. In addition, the supervisor was requested to complete a duty analysis worksheet by rating the frequency and criticality of each duty in the current class description. The Department requested revisions to the classification concept and duties. Additionally, changes were made to the level of supervision exercised, knowledge and abilities required, and minimum qualifications, in order to clarify the classification's responsibility for providing knowledge and guidance to others, as well as job-related knowledge, skills, and requirements. Distinguishing characteristics were modified to delineate this classification from related roles, and duties were added, removed and modified to more accurately reflect the nature and scope of work assigned to this classification. Classification revisions were sent for review to CSEA,

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Department leadership, Business Services, Human Resources, 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.

RESULTS

Based on the data gathered, a retitle and revisions to the class description are being proposed. These changes serve to clarify the class concept and essential duties assigned, distinguishing characteristics, level of supervision, and KSAs (knowledge, skills, and abilities), and align minimum qualifications with industry standards for positions of comparable scope and level of responsibility.

An external salary study of public agencies with similar positions was conducted. However, sufficient market data was not available, due to a variation in scope and responsibility. Comparable matches were below the 5 match threshold necessary to complete and publish a survey. Salary recommendation is being determined based on internal alignment.

SALARY ALLOCATION

It is recommended that the salary for Senior Student Services Specialist – EOPS/CARE be reallocated to Range 35 on the Classified Employee Salary Schedule (\$4,829 to \$5,869 per month). Reallocating the salary to Range 35 for the Senior Student Services Specialist – EOPS/CARE would result in a 7.65% increase. Since the salary for the lower level Student Services Specialist-EOPS is being recommended for increase from Range 30 to Range 33, it is necessary to align the Senior role to maintain internal alignment. Based on job analysis findings, this role is slightly higher in job factors such as knowledge required and scope & effect of work, when compared to the Specialist; therefore, a 5% differential between the levels is justified and would ensure internal alignment within the department and between other related student services classifications. The results of this study have been sent to the incumbents, Department leadership, CSEA, Business Services, Human Resources, and Executive Vice President.

CLASS TITLE	MIN	MAX	RANGE
EOPS/CARE Supervisor	\$6,524	\$7,930	M15
Senior EOPS Specialist (PROPOSED)	\$4,829	\$5,869	35
EOPS Specialist (PROPOSED)*	\$4,599	\$5,590	33
Student Services Assistant	\$3,783	\$4,599	25
Student Services Clerk	\$3,431	\$4,171	21

**Proposed in previous agenda item.*

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STUDENT SERVICES SPECIALIST CLASSIFICATIONS	MIN	MAX	RANGE
Senior Academic Records Evaluator	\$4,946	\$6,012	36
Senior Online Learning Services Specialist	\$4,946	\$6,012	36
Senior Veterans resource Specialist	\$4,946	\$6,012	36
Supplemental Instruction Coordinator	\$4,946	\$6,012	36
Senior EOPS Specialist	\$4,829	\$5,869	35
Curriculum Specialist	\$4,710	\$5,726	34
International Student Services Specialist*	\$4,710	\$5,726	34
Outreach & Recruitment Specialist	\$4,710	\$5,726	34
Program Specialist	\$4,710	\$5,726	34
Transfer & Articulation Specialist	\$4,710	\$5,726	34
Academic Records Evaluator	\$4,599	\$5,590	33
EOPS Specialist	\$4,599	\$5,590	33
Financial Aid & Scholarships Specialist*	\$4,599	\$5,590	33
Senior Enrollment Services Specialist	\$4,486	\$5,453	32
Veterans Resource Specialist	\$4,486	\$5,453	32
Enrollment Services Specialist	\$4,272	\$5,193	30
Online Learning Services Specialist	\$4,272	\$5,193	30

**Pending review*

RECOMMENDATION

It is recommended that the Commission approve the retitle, proposed revisions and salary reallocation for the Senior Student Services Specialist – EOPS/CARE classification description.

**FROM: Senior Student Services Specialist-EOPS/CARE
\$4,486 to \$5,453 per month (Classified Employee Salary Schedule Range 32)**

**TO: Senior EOPS Specialist
\$4,829 to \$5,869 per month (Classified Employee Salary Schedule Range 35)**

DISPOSITION BY THE COMMISSION

Amendments/Comments

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

Motion was passed.

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Senior Student Services Specialist — EOPS/CARE Senior EOPS Specialist

CONCEPT OF THE CLASS

Under general supervision, positions in this classification perform lead work Provides assistance to the Dean and supervisor in the daily operation of the Extended Opportunity Program Services/ Cooperative Agencies Resources for Education (EOPS/CARE) Office EOPS student services area, including CARE, Guardian Scholars, and DREAM programs.

DISTINGUISHING CHARACTERISTICS

The Senior Student Services Specialist — EOPS Specialist/CARE class serves as a lead worker and monitors and directs the work of permanent and temporary staff in the daily operation and implementation of programs administered by of the EOPS/CARE office. Incumbents are specialists in their functional area and exercise a higher degree of responsibility and independent judgment to resolve problems and improve work processes.

The Student Services Specialist — EOPS Specialist class performs complex and specialized duties relating to the preparation and implementation of programs administered by the EOPS office. within the EOPS/CARE area such as analyzing educational needs and awarding aid in compliance with Federal and State regulations and institutional policies and procedures or facilitating and coordinating an EOPS/CARE program. Incumbents are expected to be a specialist in their EOPS/CARE area and have prior work experience in the specific functional area. Incumbents are expected to resolve complex problems and issues presented by Student Services Assistants or Clerks, staff, students, counselors, faculty and other members of the College community. At this level, correction and control of more complex errors in student records are performed to ensure accuracy.

The Student Services Assistant class performs moderately difficult clerical duties in support of an assigned student services area. In large offices, incumbents may be responsible for the completion of a functional phase of clerical work necessary in the assigned student services area.

The Student Services Clerk class provides a variety of general and routine clerical duties for student services departments and programs. Incumbents are generally assigned to the front counter and are the first point of contact for students in their respective student services area. These positions are distinguished from the Administrative Clerk classification in that positions assigned to the Student Services Clerk classification are required to obtain a breadth of knowledge in their respective department, necessary to assist students at the front counter.

ESSENTIAL DUTIES

Serves as the lead worker for the EOPS/CARE department staff, and serves as staff's first line of support on escalated issues.

Assists Director and Supervisor in the day-to-day monitoring of EOPS/CARE, Guardian Scholars and programs as assigned.

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Disseminates and monitors adherence to ~~EOPS/CARE~~departmental policies, procedures, and requirements. Oversees the ~~EOPS/CARE~~ eligibility process for assigned programs.

Ensures accuracy of information provided by student services staff ~~by phone, in person, e-mail, or correspondence~~; receives, records, and maintains ISIS for accuracy and completeness; corrects data entry errors made by staff into the EOPS/CARE data systems.

Assists Director and Supervisor in monitoring fiscal budgets for EOPS/CARE and Guardian Scholars. ~~Corrects data entry errors made by staff into the EOPS/CARE data systems, spot checks the work of staff and monitors individual productivity and efficiency~~

Answers inquiries and provides information in person or e-mail to students, faculty, staff, and the public on District, Federal, and State procedures relating to the EOPS/CARE student service area.

Plans, facilitates and participates in EOPS workshops in order to disseminate information regarding program resources and to help students acclimate to campus life.

Oversees the scanning and imaging process in EOPS/CARE.

Performs general administrative duties, types correspondence, memos, and other material, updates forms as needed.

Updates the EOPS/CARE webpage when appropriate.

Assists in the training of ~~student services~~departmental staff and temporary employees ~~in the EOPS/CARE office~~.

Mediates and resolves complex problems and issues presented by EOPS/CARE staff, other staff, students, counselors, faculty, and other members of the College community.

Updates necessary forms and procedures as needed.

Stays abreast of updated or new ~~EOPS/CARE~~ rules, regulations, and policies relating to ~~EOPS/CARE~~assigned programs and communicates changes to others.

Assists in the preparation and finalizing of ~~Prepares and finalizes~~ statistical data for Federal, State, and/or District reports.

Assist in drafting annual state budget and grant requests for the EOPS, CARE, DREAM and/or Guardian Scholars programs and monitors expenditures throughout the budget year.

Assists with ~~Overseeings~~ the hiring and distribution of work to student workers.

Performs other related duties as requested or assigned.

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

~~Serves as staff's line of support on all EOPS/CARE issues~~

SUPERVISION

Level of Supervision Received

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

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Level of Supervision Exercised

Positions in this classification do not supervise classified staff, but do serve in a lead worker capacity, providing training and work direction to student services staff and temporary employees.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Federal, State and local laws, regulations, grant requirements, and procedural guidelines pertaining to assigned student program

District policy, departmental resources and administrative practices and procedures

Knowledge of the California Educational Code and Title 5 regulations

Knowledge of the Family Educational Rights and Privacy Act

Unique needs and challenges of students served by assigned programs

Knowledge of personal Computer applications based software programs that support this level of work, including word processing, spreadsheet, presentation graphics, and data management applications

Knowledge of Customer service practices

English usage, vocabulary, spelling, grammar, and punctuation

Ability to:

Ability to Train and provide work direction to others, including training others in the specialized software specific to assigned area of responsibility

Ability to Organize, set priorities, work independently, and exercise sound independent judgment within areas of assigned responsibility, recognize limits of authority and refer serious or complex problems to supervisor

Ability to Interpret, communicate, and apply, explain, and reach sound conclusions in accordance with applicable laws, regulations, and District policies and procedures, particularly as they relate to assigned area of responsibility

Ability to Attend to detailed information pay attention to detail and make accurate calculations and assessments when analyzing and correcting complex errors in student records

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

Communicate effectively, both orally and in writing

Exercise awareness, tact and empathy in dealing with sensitive student concerns

Access financial aid systems to process on-line loan applications and locate student financial aid history

Ability to Complete work in a fast-paced environment with multiple interruptions and distractions

Ability to Collaborate with other student services areas

Ability to Organize and maintain specialized files and confidentiality of student information files

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Stay abreast of technology changes and adapt to new technologies

Role model exceptional internal and external customer service

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.

~~Ability to write reports, correspondence, and informational materials~~

~~Ability to organize, plan, and implement a variety of tasks simultaneously~~

~~Ability to maintain effective working relationships with students, staff, external contacts, and the general public~~

~~Ability to provide sensitivity and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students and staff~~

MINIMUM QUALIFICATIONS

Education Requirement:

~~AA~~Associate's degree or ~~2 years of college level coursework or~~ equivalent. A ~~B~~achelor's degree is desirable.

Experience Requirement:

~~Five (5)~~Three (3) years of experience ~~in performing progressively specialized and complex student services~~ or social services duties that require knowledge of Federal and State regulations, ~~including at least one (1) year providing work direction to students or temporary staff.~~ Related experience working with disadvantaged or underrepresented populations and experience providing work direction to other staff is desirable.

Education/Experience Equivalency:

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

Licensure and/or Certification:

None.

WORKING ENVIRONMENT AND PHYSICAL DEMANDS

Disclosure:

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

Normal Office Environment:

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

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CLASS DETAIL

Job Family: Student Services (Non Classroom)
FLSA Status: Non-exempt
Personnel Commission Approval Date: 5/16/12
Class History: Senior Student Services Specialist – EOPS/CARE, [Senior EOPS Specialist](#)
Revision Date(s): [8/21/19](#)

AGENDA REPORT NO. 7

SUBJECT: REQUEST FOR APPROVAL OF RETITLE, CLASSIFICATION REVISIONS AND SALARY REALLOCATION: STUDENT SERVICES SPECIALIST – FINANCIAL AID TO FINANCIAL AID & SCHOLARSHIPS SPECIALIST; ABOLISH STUDENT SERVICES SPECIALIST-SCHOLARSHIPS

DATE: August 21, 2019

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

BY: August Faustino, Personnel Analyst

BACKGROUND

Attached for your approval is the retitle, class description revision and salary reallocation for **Student Services Specialist – Financial Aid**.

As part of the cyclical review process, we are reviewing classifications in the Student Services Specialist job discipline. Classifications within the student services area play a pivotal role in ensuring that students receive the services and resources to achieve their personal, career and educational objectives. The Financial Aid & Scholarship Office helps students achieve their educational objectives through the administration of federal, state and institutional aid programs.

The current Student Services Specialist- Financial Aid classification was originally titled Financial Aid Technician when it was created in June 1977. Since then, several revisions have been made, new related classifications created in Financial Aid and later consolidated during the Hay Study, when the Student Service Specialist-Financial Aid was first proposed. Most recently in October 2009, all Specialist roles in Financial Aid were consolidated to the Student Services Specialist –Financial Aid classification, with the exception of Student Services Specialist - Scholarships.

There are currently seven permanent incumbents in the Student Services Specialist-Financial Aid classification. The proposed updates will not adversely affect the incumbents. As requested by the District, Student Services Specialist-Scholarships is proposed to be consolidated with Student Services Specialist – Financial Aid. Student Services Specialist-Scholarships has been vacant since 2017.

METHODOLOGY

This study was scheduled in the cyclical review calendar for 2017-18. Incumbents from the Student Services Specialist – Financial Aid classification, as well as CSEA, were invited to participate in a class study orientation on March 28, 2018, to discuss the purpose of the study, methodology, timelines, possible outcomes and implications, and frequently asked questions.

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Incumbents were originally requested to complete Position Description Questionnaires (PDQs) by April 18, 2018. In May 2018, incumbents were notified that this class study, along with other multiple incumbent Student Services Specialist classifications were being placed on hold until the cyclical review for single incumbent Student Services Specialists were completed. Incumbents were contacted again to continue with the cyclical review process on October 22, 2018 and given until November 12, 2018 to submit PDQs. The submitted PDQs were reviewed with the former Associate Dean, Financial Aid and Scholarships, William Bloom and Teresita Rodriguez, Vice President, Enrollment Development. Commission staff subsequently conducted job audits to obtain additional input from the incumbents.

Personnel Commission staff met with Stacy Neal, Financial Aid Supervisor, and Teresita Rodriguez, Vice President, Enrollment Development to discuss the class descriptions. In addition, the supervisor 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 technical responsibilities of this classification. Classification revisions and proposed consolidation was sent for review to CSEA, Business Services, Human Resources 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.

RESULTS

Based on the data gathered, a retitle and revisions to the class description are being proposed. These changes serve to clarify the class concept and broaden essential duties, in addition to updating distinguishing characteristics, level of supervision, and KSAs (knowledge, skills, and abilities), and aligning minimum qualifications with industry standards for positions of comparable scope and level of responsibility.

A comprehensive survey of comparable agencies was conducted and yielded several strong to moderate matches as indicated below, with some variability in assigned functions but with comparable levels of responsibility.

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AGENCY	CLASS TITLE	MIN	MAX	MEDIAN
Santa Monica College	Student Services Specialist- Financial Aid	\$4,272	\$5,193	\$4,733
Contra Costa CCD	Financial Aid Specialist	\$4,061	\$4,947	\$4,504
Glendale Community College	Financial Aid Technician	\$4,542	\$5,796	\$5,169
Long Beach City College	Financial Aid Advisor	\$4,683	\$5,771	\$5,227
Los Angeles CCD	Financial Aid Technician	\$4,445	\$5,507	\$4,976
Mt. San Antonio College	Financial Aid Specialist	\$4,411	\$5,630	\$5,021
State Center CCD	Financial Aid Specialist	\$4,360	\$5,363	\$4,862
Ventura County CCD	Financial Aid Specialist	\$4,157	\$5,731	\$4,944
	Average	\$4,379.84	\$5,535.05	\$4,957.44
	25th Percentile	\$4,258.50	\$5,435.00	\$4,846.75
	50th Percentile	\$4,411.33	\$5,630.09	\$5,020.71
	75th Percentile	\$4,493.26	\$5,751.00	\$5,122.13
	80th Percentile	\$4,522.22	\$5,763.00	\$5,142.61
	90th Percentile	\$4,598.11	\$5,781.10	\$5,189.61
	SMC % RANK	26.10%	9.80%	10.60%
	SMC Differences From AVG	-3%	-7%	-5%
	SMC Differences From MED	-3%	-8%	-6%

**The midpoint or 50th percentile of data; a calculation that is not as susceptible to extreme high or low values in a dataset, as compared to the average. Due to variability in the number of steps per range in comparable agencies, the median provides a more accurate comparison between agencies.*

The current salary range for Student Services Specialist – Financial Aid is \$4,272 to \$5,193 per month (Classified Employee Salary Schedule, Range 30). In this survey, 90% of the cases presented were above the current median salary for this classification at SMC.

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SALARY ALLOCATION

It is recommended that the salary be reallocated to Range 33 (\$4,599 to \$5,590 per month), a 7.65% increase. The proposed range is justified given that it meets the College's goal to target base median salary at or above the 70th percentile. One range lower would place salary below the 70th percentile ranking as compared to the market median.

The proposed increase would place the median salary for this classification at the 77th percentile compared to the market median. The results of the study have been sent to the incumbents, Department leadership, CSEA, Business Services, Human Resources, and the Executive Vice President.

CLASS TITLE	MIN	MAX	RANGE	% DIFF BETWEEN LEVELS
Financial Aid Supervisor	\$6,524	\$7,930	M15	41.86%
Financial Aid and Scholarships Specialist (Retitled & Reallocated)	\$4,599	\$5,590	33	21.57%
Student Services Specialist—Scholarships*	\$4,272	\$5,193	30	12.93%
Student Services Assistant	\$3,783	\$4,599	25	10.26%
Student Services Clerk	\$3,431	\$4,171	21	

**Proposed to be abolished.*

STUDENT SERVICES SPECIALIST CLASSIFICATIONS	MIN	MAX	RANGE
Senior Academic Records Evaluator	\$4,946	\$6,012	36
Senior Online Learning Services Specialist	\$4,946	\$6,012	36
Senior Veterans resource Specialist	\$4,946	\$6,012	36
Supplemental Instruction Coordinator	\$4,946	\$6,012	36
Curriculum Specialist	\$4,710	\$5,726	34
Outreach & Recruitment Specialist	\$4,710	\$5,726	34
Program Specialist	\$4,710	\$5,726	34
Transfer & Articulation Specialist	\$4,710	\$5,726	34
Academic Records Evaluator	\$4,599	\$5,590	33
Financial Aid & Scholarships Specialist	\$4,599	\$5,590	33
Senior Enrollment Services Specialist	\$4,486	\$5,453	32
Veterans Resource Specialist	\$4,486	\$5,453	32
Enrollment Services Specialist	\$4,272	\$5,193	30
Online Learning Services Specialist	\$4,272	\$5,193	30

RECOMMENDATION

It is recommended that the Commission approve the proposed retitle, revisions and salary reallocation for the Student Services Specialist – Financial Aid classification description and abolish the Student Services Specialist-Scholarships.

**FROM: Student Services Specialist-Financial Aid
\$4,272 to \$5,193 per month (Classified Employee Salary Schedule Range 30)**

**To: Financial Aid and Scholarships Specialist
\$4,599 to \$5,590 per month (Classified Employee Salary Schedule Range 33)**

DISPOSITION BY THE COMMISSION

Amendments/Comments

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

Motion was passed.

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Financial Aid & Scholarships Student Services Specialist –Financial Aid

CONCEPT OF THE CLASS

Under general supervision, positions in this classification perform complex and specialized duties within the financial aid and scholarships student services area.

DISTINGUISHING CHARACTERISTICS

~~The Senior Student Services Specialist serves as a lead worker and monitors and directs the work of permanent and temporary staff in a student services department or program. Incumbents are specialists in their functional area and exercise a higher degree of responsibility and independent judgment.~~

The Student Services Financial Aid & Scholarships Specialist class performs complex and specialized duties relating to the preparation and implementation of student services in financial aid and scholarshipsand programs. Incumbents are expected to be a specialist in their functional area and have prior work experience in financial aid~~the specific functional area.~~

The Financial Aid & Scholarships Specialist is distinguished from lower level student services classifications by the level, variety, complexity, and specialization of work, independence of action, responsibility for decisions, and level of supervision received.

~~The Student Services Assistant class performs moderately difficult clerical duties in support of an assigned student services area. In large offices, incumbents may be responsible for the completion of a functional phase of clerical work necessary in the assigned student services area.~~

~~The Student Services Clerk class provides a variety of general and routine clerical duties for student services departments and programs. Incumbents are generally assigned to the front counter and are the first point of contact for students in their respective student services area. These positions are distinguished from the Administrative Clerk classification in that positions assigned to the Student Services Clerk classification are required to obtain a breadth of knowledge in their respective department, necessary to assist students at the front counter.~~

ESSENTIAL DUTIES

All Financial Aid positions:

Depending upon assignment, duties may include any of the following:

Interprets, applies and Aensures compliance with Title IV Federal regulations in addition and to State regulations related to financial aid programs; ~~in regards to delivery of funds to students;~~ maintains and ensures confidentiality of student documents and records.

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Provides information and assistance to students, staff and the public regarding available financial aid programs, such as grants, loans, scholarships, Federal Work Study, and student employment processing.

~~Reviews and e~~Evaluates and processes financial aid applications and forms to determine ; ~~determines~~ eligibility for financial aid programs; performs need analysis and packages financial aid awards in accordance with federal, state and local guidelines; ~~federal and state grant and loan programs to assist student needs; gathers additional information;~~

~~r~~Reviews and verifies submitted documents for accuracy; ~~such as court documents, income tax returns, student transcriptions and other documentation; verifies additional eligibility requirements such as USCIS immigration status and Selective Service System registration status;~~ requests, routes and maintains all documentation and records as mandated by state, federal or District guidelines and regulations~~federally regulated~~; conducts follow-up review of aid award for adjustments or verification of continued eligibility.

Coordinates assigned major financial aid program(s), including Federal Work Study, student loans, student employment, Cal Grants, Chafee grants, other grant programs, and scholarships.

Processes ~~es~~ all non-work study employment requests and terminates assignments as applicable; ~~-~~collects ~~Completes~~ student employment paperwork, completes applicable sections and forwards to Human Resources for processing.

Exercises professional judgment within federal guidelines and office policies to determine appropriate financial aid eligibility for students in special circumstances.

Evaluates and R~~e~~views student academic progress and advises student of the appeal process; ~~P~~articipates in committees to evaluate student financial aid appeals and/or loan reviews ~~committees.~~

~~Reconciles federal grant programs.~~

Meets with students ~~by telephone or in-person~~ for financial aid counseling ~~advising~~ appointments; provides assistance to students in the financial aid application process; ~~interviews~~ corresponds with students and parents regarding application status and submitted documentation ~~discrepancies~~; explains financial aid policies, procedures, and regulations.; ~~informs student on the implications of probation and suspension; advises students on repayment and collection procedures for financial assistance/educational benefits programs and student loans.~~

Participates in student in-reach/outreach activities both on campus and off campus; conducts student orientation as needed for financial assistance/educational benefits.

~~Awards financial aid packages in accordance with federal, state, and local guidelines and develops individual student budgets for cost of attendance/sends revised award letters due to adjustment~~

Serves as a technical resource in assigned program area to identify, clarify and resolve highly complex issues, and provides information and responds to program inquiries from District departments, students and the public, such as eligibility requirements and loan counseling.

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Processes outside scholarship through the SMC Foundation or auxiliary services as applicable; maintains records of outside scholarships and facilitates the distribution of funds through established processes; participates in and assists in the coordination of the annual scholarship award ceremony.

Reconciles ~~assigned Cal Grant Program and/or Federal Work-Study financial aid P~~ program expenditures with fiscal staff and systems specialist as required.

Collects, pPrepares and finalizes statistical data for required procedural and regulatory Federal, State, and/or District reportings.

Investigates and resolves student hold records; determines reasons for hold and assists students to resolve the situation for hold to be removed.

Maintains and updates ~~loan portion of~~ the Financial Aid and Scholarship websites to ensure accuracy and usefulness.

Assists at the front counter and answers department calls as requested.

~~Assists non-resident students with postponements.~~

~~Answers inquires and provides information to students, faculty, staff, and the public on District, Federal, and State procedures relating to financial aid.~~

~~Resolves complex problems and issues presented by Student Services Assistants or Clerks, other staff, students, counselors, faculty, and other members of the College community.~~

~~Stays abreast of updated or new student services rules, regulations, and policies relating to financial aid.~~

~~Performs correction and control of more complex errors in student files and student aid reports to ensure their accuracy.~~

~~Performs general administrative duties; types correspondences, memos, and other material. Performs all computer data entry, runs other electronic tasks. (such as tracking, packaging, awarding, certification, etc) and analysis as required to maintain students' eligibility status.~~

~~Maintains current knowledge of a variety of complex regulation requirements and policies related to Financial Aid.~~

~~Performs all technical and clerical tasks and procedures to process students' award/certification status for financial assistance/educational benefits.~~

~~Learns and applies emerging technologies as necessary to perform duties in an efficient, organized and timely manner.~~

Additional Duties when assigned to Financial Aid Awards

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~~Processes electronic financial aid applications and~~

~~Performs “return of Title IV Aid” calculations and determines overpayment status~~

~~Additional Duties when assigned to Grants & Work Study~~

~~Evaluates and determines student eligibility for Cal Grant funds.~~

~~Confirms student employment applicants are eligible to work under the Federal Work Study (FWS) program. Converts current eligible student employees to the FWS program. processes increases in FWS allocation and terminates ineligible FWS student workers from the program~~

~~Additional Duties when assigned to Loans~~

~~Facilitates the processing, monitoring, and payback of student/parent loans; assists students with completing the online Master Promissory Note (MPN); Certifies and awards loans, receives student and parent loan checks, forwards checks to Bursar’s Office if student enrolled, returns checks to lender if student is no longer eligible; monitors loan payback programs, proactively contacts students/former students before loans go into default to provide loan counseling and/or support services to prevent students/former students from defaulting on loans conducts Loan Entrance Interviews and Loan Exit Interviews. Facilitate the ongoing development of electronic systems to support and streamline the delivery of loans.~~

~~Reconciles reports for various programs such as Federal Family Education Loan Program and Direct Loan Funds.~~

~~Serves as the Financial Aid liaison with Finance for any loan program as required.~~

~~Assists lenders/guarantors with skip tracing~~

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 from an assigned administrator, the employee receives assignments and is expected to carry them through to completion with substantial independence.

Supervision Exercised:

Serves as specialist in assigned area, providing specialized knowledge and guidance to others, which can include student assistants, coworkers, and other District staff, faculty and student workers. There is no supervision of Positions in this classification do not supervise other classified positions.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

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~~f~~Financial aid rules, regulations, policies, and procedures to comply with federal, state, and local laws-

~~Knowledge of California Educational Code; Knowledge of Title IV; Knowledge of Family Educational Rights and Privacy Act (FERPA); Federal Student Aid Handbook.~~

-

Objectives and technical aspects of financial aid programs and activities

~~Knowledge of personal c~~Computer ~~based software~~ applications and programs that support this level of work, including word processing financial aid databases, information systems, spreadsheet, presentation ~~graphics,~~ and data management tools-.
-

~~Knowledge of~~ Principles, techniques and processes for providing customer service practices

Administrative practices and procedures, including record keeping and filing practices and procedures

-

~~Skill in detail orientation.~~

Ability to:

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

~~i~~Interpret, ~~communicate, and~~ apply, explain and reach sound decisions in accordance with applicable laws and -, regulations, and District policies and procedures ~~particularly as they relate to assigned area of responsibility.~~

~~Ability to p~~Pay attention to detail and make accurate calculations and assessments when analyzing and correcting complex errors in student records-

~~Ability to a~~Access financial aid systems to process on-line loan applications and locate student financial aid history-

~~Ability to write reports, correspondence, and informational materials.~~

Communicate effectively, both orally and in writing

~~Ability to organize, plan, and implement a variety of tasks simultaneously.~~

~~Ability to maintain effective working relationships with students, staff, external contacts, and the general public.~~

~~Ability to C~~complete work with multiple interruptions and distractions-

~~Ability to collaborate with other student services areas.~~

Understand detailed technical knowledge and procedural requirements for assigned program.

~~Ability to~~ Organize and maintain specialized files and confidentiality of employee and student files ~~information.~~

Stay abreast of technology changes and adapt to new technologies

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

Ability to Provide sensitivity and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students and staff.

Role model exceptional internal and external customer service

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

MINIMUM QUALIFICATIONS

Education Requirement:

~~Graduation from high school or evidence of~~ Associate's degree or equivalent from an accredited college or university. A bachelor's degree is desirable. educational proficiency plus an AA degree or 2 years of college level coursework or equivalent.

Experience Requirement:

~~Four (4)~~ Two (2) year's experience ~~in performing progressively specialized and complex work related to~~ financial aid ~~service duties~~ that requires s knowledge of federal and state regulations.

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

Special Requirement:

Some positions may be required to work flexible or alternative work schedule that may include nights.

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.

Busy 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

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required to stand and walk. ~~The employee is regularly required to lift, carry, push, or pull up to 25 pounds.~~ Offices are high traffic with regular interruptions (phones, students, staff, other personnel, the public, etc). The noise level can be moderate to high.

CLASS DETAIL

Job Family: Student Services (Non Classroom)

FLSA Status: Non-exempt

Personnel Commission Approval Date: 10/21/09

Class History: Revision Date(s): 8/21/19

AGENDA REPORT NO. 8

SUBJECT: **RATIFICATION OF WORKING OUT OF CLASS ASSIGNMENTS**

DATE: August 21, 2019

TO: Members of the Personnel Commission

FROM: Karen Monzon, Personnel Analyst

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

I. New Working out of Class Assignment

Name/Permanent Class	WOC Assignment*	Dates	Reason	Other
Raul Chris Amesquita/ Administrative Assistant I	Recycling Program Specialist – <i>less than 50%</i>	07/18/19-09/20/19	Additional Duties	

Name/Permanent Class	WOC Assignment*	Dates	Reason	Other
Cindy Ordaz/ Administrative Assistant I	Administrative Assistant II	08/12/19-01/12/20	Incumbent on leave	

II. Correction to Extension to Existing Working out of Class Assignments

Name/Permanent Class	WOC Assignment*	Dates of Initial Assignment	CORRECTION
Derrick Davis/Custodian	Custodial Operations Supervisor	07/05/19-10/05/19	07/05/19 – 08/06/19

Name/Permanent Class	WOC Assignment*	Dates of Initial Assignment	CORRECTION
Sara Eazell/ Administrative Assistant I	AAll/Academic Affairs	07/01/19-12/31/19	07/01/19-08/15/19

**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

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

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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.

RECOMMENDATION

It is recommended that the Personnel Commission approve the requests for working out-of-class for the appropriate stipend as indicated under subdivision a of CSEA, Chapter 36, Article 11.7.3.b. (above).

DISPOSITION BY THE COMMISSION

MOTION MADE BY:	Lawrence Leone	SECONDED BY:	Joy Abbott
AYES:	5	NAYS:	0
		ABSTENTIONS:	0

Amendments/Comments

Motion was passed.

V. CONSENT AGENDA

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

#	ITEM	Page
9	Ratification of Eligibility Lists: <ul style="list-style-type: none"> • Administrative Assistant II • Class Scheduling Specialist • Community College Police Officer (Lateral/Academy Graduate) • Community College Police Officer Recruit • Disabled Student Services Assistant • Enrollment Services Specialist • Grounds Equipment Operator • Lead Events Technician • Professional Development Coordinator 	58
10	Ratification of Limited Term Assignments	59
11	Examination Schedule: <ul style="list-style-type: none"> • Administrative Assistant III (Confidential) • Athletic Equipment Specialist • Campus Safety Officer • Recycling Program Specialist • Senior Career Services Advisor • Senior Online Learning Specialist • Senior Research Analyst • Skilled Maintenance Worker II 	60
12	Approval of Minutes	61
13	Advisory Item: Appointments to Limited Term Positions	62
14	Advisory Item: Appointments to Provisional Assignments	63
15	Advisory Item: Reinstatement Lists	64
16	Classification & Compensation Status Report – Information Only	65
17	Recruitment & Examination Status Report – Information Only	68

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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AGENDA REPORT NO. 9

SUBJECT: **RATIFICATION OF ELIGIBILITY LISTS**

DATE: August 21, 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
Administrative Assistant II	Merged Promotional and Open Competitive	8	21	07/17/20
Class Scheduling Specialist	Promotional	7	7	08/14/20
Community College Police Officer (Lateral/Academy Graduate)	Merged Promotional and Open Competitive	0	1	07/31/20
Community College Police Officer Recruit	Merged Promotional and Open Competitive	3	10	07/31/20
Disabled Student Services Assistant	Merged Promotional and Open Competitive	0	16	07/21/20
Enrollment Services Specialist	Merged Promotional and Open Competitive	2	4	07/18/20
Grounds Equipment Operator	Merged Promotional and Open Competitive	0	8	07/24/20
Lead Events Technician	Merged Promotional and Open Competitive	0	6	08/08/20
Professional Development Coordinator	Merged Promotional and Open Competitive	1	9	08/08/20

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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AGENDA REPORT NO. 10

SUBJECT: **RATIFICATION OF LIMITED TERM ASSIGNMENTS**

DATE: August 21, 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
Customer Service Assistant (5 part-time positions)	Bookstore	08/19/19- 09/20/19
Customer Service Assistant (4 part-time positions)	Bookstore	08/19/19- 11/27/19
Personnel Specialist (1 part-time position)	Personnel Commission	07/24/19- 12/31/19
Sign Language Interpreter III (1 part-time position)	Disabled Students Center	07/01/19- 06/30/20

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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AGENDA REPORT NO. 11

SUBJECT: **EXAMINATION SCHEDULE**

DATE: August 21, 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
Administrative Assistant III (Confidential)	Promotional	3 weeks
Athletic Equipment Specialist	Merged Promotional and Open Competitive	3 weeks
Campus Safety Officer	Merged Promotional and Open Competitive	3 weeks
Recycling Program Specialist	Merged Promotional and Open Competitive	3 weeks
Senior Career Services Advisor	Promotional	3 weeks
Senior Online Learning Specialist	Merged Promotional and Open Competitive	3 weeks
Senior Research Analyst	Promotional	3 weeks
Skilled Maintenance Worker II	Promotional	3 weeks

DISPOSITION BY THE COMMISSION

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

Amendments/Comments

Motion was passed.

AGENDA REPORT NO. 12

SUBJECT: **APPROVAL OF MINUTES**

DATE: August 21, 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 – July 17, 2019
Special Meeting – August 5, 2019

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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AGENDA REPORT NO. 13

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

DATE: August 21, 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
Beck, Michael	Customer Service Assistant	Bookstore	08/19/19-09/20/19	05/16/18
Brinkley, Tanisha	Customer Service Assistant	Bookstore	08/19/19-09/20/19	05/16/18
Nwonwu, Vergie	Customer Service Assistant	Bookstore	08/19/19-09/20/19	05/16/18
Murray, Jake	Customer Service Assistant	Bookstore	08/19/19-09/20/19	05/16/18
Robles Jr., Jose	Customer Service Assistant	Bookstore	08/19/19-09/20/19	05/16/18
Carter, Ashlie	Customer Service Assistant	Bookstore	08/19/19-11/27/19	05/16/18
English, Kara	Customer Service Assistant	Bookstore	08/19/19-11/27/19	05/16/18
Lemon, Curly	Customer Service Assistant	Bookstore	08/19/19-11/27/19	05/16/18
Ramirez, David	Customer Service Assistant	Bookstore	08/19/19-11/27/19	05/16/18
Morrison, Tatiana	Personnel Specialist	Personnel Commission	07/24/19-12/31/19	06/19/19
Lagunas, Crystal	Sign Language Interpreter III	Disabled Students Center	07/01/19-06/30/20	07/06/09

*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. 14

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

DATE: August 21, 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*
Gallego, Luis	Administrative Assistant II	PCAL	07/01/19-08/30/19
Novo, Angel	Administrative Clerk	Human Resources	07/01/19-08/30/19
Haskell, Susan	Laboratory Technician – Art	Art	08/15/19-12/31/19
Chang, Cindy	Sign Language Interpreter III	Disabled Students Center	07/01/19-06/30/20
Newsome, Mary	Sign Language Interpreter III	Disabled Students Center	07/01/19-06/30/20
Wiskow, Michael	Theatre Technical Specialist	Facilities	09/01/19-06/30/20

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

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AGENDA REPORT NO. 15

SUBJECT: **ADVISORY ITEM: REINSTATEMENT LISTS**

DATE: August 21, 2019

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

The Personnel Commission is advised that the following individual is being added to the Reinstatement list(s) as specified below:

Name	List Classification	Resignation Date	Reinstatement Effective Dates (39 months from resignation date)
Daniel Berumen	Research Analyst	7/19/2019	7/20/2019 to 10/20/2022
Daniel Berumen	Senior Research Analyst	7/19/2019	7/20/2019 to 10/20/2022
Sherri Himmelstein	Buyer II	12/31/2018	1/01/2019 to 3/31/2022

Reference: Merit Rule 15.2.1 Reinstatement

A permanent employee who resigned in good standing may be reinstated in a vacant position in his/her former class and status within 39 months of last date of paid service. He/she may also be reinstated in a vacant position in a lower related class, if qualified, or in limited-term status in the same or lower class. Such reinstatement is discretionary with the appointing authority.

AGENDA REPORT NO. 16

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

DATE: August 21, 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
Human Resources Specialist	OV	Revisions	Multiple	NA	NA	07/31/19	Agenda	08/21/19
Construction Systems Supervisor	KM	Cyclical	Single	05/23/18	NA	02/08/19	Agenda	08/21/19
Mechanical Systems and Energy Management Supervisor	KM	Cyclical	Single	05/23/18	NA	07/08/19	Agenda	08/21/19
Senior Student Services Specialist-EOPS/CARE	AG/JL	Cyclical	None	4/18/2018*	NA	07/31/19	NA	08/21/19
Senior Student Services Specialist-International	AF/JG	Cyclical	Single	4/18/2018*	02/14/19	07/25/19	Incumbent	08/21/19
Student Services Specialist-EOPS	AG/JL/JG	Cyclical	Multiple	4/18/2018*	01/15/19	07/31/19	Incumbent	08/21/19
Student Services Specialist-Financial Aid	AF/JG	Cyclical	Multiple	11/12/2018*	12/7-12/17	06/13/19	Agenda	08/21/19
Student Services Specialist-International Students	AF/JG	Cyclical	Multiple-7	4/18/2018*	1/15-2/7	07/25/19	Incumbent	08/21/19
Student Services Specialist-Scholarships	AF	Cyclical	None	4/18/2018*		06/13/19	Agenda	08/21/19
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	
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/OV	Cyclical	None	4/18/2018*	NA			
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			
Director of Financial Aid	AG/AF	New Class	Single	NA				
Personnel Specialist	OV	Cyclical	None	02/02/18	NA			
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					
Recycling Program Specialist	KM	Cyclical	Single					
<i>*Extension</i>								

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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	None	NA	NA			
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	NA			
<i>*Extension</i>								

AGENDA REPORT NO. 17

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

DATE: August 21, 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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Recruitment and Examination Status Report

Classification	Assig	FOC	VAC	Opened	Closed	Written	T & E	Perf.	QAI	E-List	Ratif.
Administrative Assistant II	AF	MPO		4/15/19	5/3/19	5/18/19		6/8/19	6/28, 7/10	7/18/19	8/21/19
Assistant Director Facilities Maintenance		MPO	1	6/21/19	7/22/19						
Buyer II	JL	MPO	2	4/1/19	7/26/19						
Career Education Specialist	JL	MPO		7/26/19	8/16/19						
Class Scheduling Specialist	JL	P	1	6/20/19	7/11/19				7/30, 8/7/19	8/15/19	8/21/19
Clinical Placement Specialist	OV	MPO	1	7/25/19	8/14/19						
Community College Police Dispatcher	KM	MPO	1	6/3/19	6/21/19	6/29/19			8/16/19		
Community College Police Officer (Lateral/Academy Graduate)	KM/JG	MPO		3/12/19	4/1/19			5/19/19	7/11/19	8/1/19	8/21/19
Community College Police Officer Recruit	KM/JG	MPO		3/12/19	4/1/19	4/13/19		5/19/19	7/11/19	8/1/19	8/21/19
Controller	AF/JL	MPO	1	6/24/19	7/22/19	NA					
Custodian	KM	O		4/29/19	5/17/19				7/9, 7/19, 8/23		
Director of Facilities Finance	AF/JL	MPO	1	7/2/19	7/31/19						
Director of Network Services	JL	MPO	1	8/6/19	8/26/19						
Disabled Student Services Assistant	OV	MPO		4/15/19	5/3/19	5/18/19		6/8/19	7/12/19	7/22/19	8/21/19
Grounds Equipment Operator	JG	MPO	2	5/2/19	5/22/19			7/10/19		7/25/19	8/21/19
Human Resources Analyst-Employee & Labor Relations (Confidential)	JL	MPO	1	2/13/19	8/6/19						
Lead Events Technician	JG	MPO	1	4/24/19	5/15/19		6/19/19		7/23/19	8/9/19	8/21/19
Mechanical Systems and Energy Management Supervisor	KM	MPO	1	7/3/19	8/2/19						
Professional Development Coordinator	OV/CL	MPO	1	5/7/19	5/29/19		7/22/19		8/1/19	8/9/19	8/21/19
Student Services Specialist-Admissions & Records	JL	MPO		4/25/19	5/15/19		6/20/19		7/11/19	7/19/19	8/21/19
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.
Theater Technical Specialist	JG	MPO	Temp							

Upcoming Recruitments

Classification	Assigned	FOC	VAC
Administrative Assistant III (Confidential)		P	1
Administrative Clerk		MPO	
Athletic Equipment Specialist		MPO	
Campus Safety Officer		MPO	
Chief Director of Business Services		MPO	1
Construction Systems Supervisor	KM	MPO	1
Costume Designer		MPO	1
Financial Aid Specialist		P	1
Groundskeeper/Gardener	JG	O	
Lead Custodian	KM	MPO	
Outreach and Recruitment Specialist	AF	MPO	
Recycling Program Specialist		MPO	1
Senior Career Services Advisor		P	
Senior Online Learning Specialist		MPO	1
Senior Research Analyst		P	
Sign Language Interpreter III		MPO	
Skilled Maintenance Worker II		P	
Student Communications Coordinator		MPO	1
Theater Technical Specialist		MPO	Temp.
Items in bold are pending approval by the Personnel Commission.			
*Pending approval by the Board of Trustees			

VI. PUBLIC COMMENTS TO CLOSED SESSION ITEMS

The candidate provided a summary of their appeal regarding the Professional Development Coordinator examination.

VII. ADJOURN TO CLOSED SESSION

Consideration of examination appeal concerning Professional Development Coordinator position [pursuant to Government Code Section 54957 (b)(1)]

VIII. ADJOURN AT 12:21 P.M.

The Personnel Commission granted the appeal and directed the corrective action to be taken to ensure that the Training and Experience Evaluation component of the examination is redone for all persons who failed this component and had timely submitted additional materials which were not considered.

DISPOSITION BY THE COMMISSION

Amendments/Comments

The motion to adjourn to closed session was passed.

MOTION MADE BY:	Deborah Jansen
SECONDED BY:	Lawrence Leone
AYES:	5
NAYS:	0
ABSTENTIONS:	0

The next regular Personnel Commission meeting is scheduled for:
Wednesday, September 18, 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, August 21, 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.