



PERSONNEL COMMISSION REGULAR MEETING MINUTES

VIRTUAL MEETING – WEDNESDAY, JUNE 17, 2020 at 12:00 P.M

<p>DEPARTMENTS:</p> <p>3400 Airport/SBDC: Sasha King Academic Affairs: Sharon Thomas Accounts Payable: Cristina Hamblet Admissions & Records: Esau Tovar African American Center: Sherri Bradford Athletics: Sandra Hernandez Auxiliary Services: Ofelia Meza Bundy: Beverly Redd-Walker Business Department: Peter Murray Campus Police Office: Jennifer Jones Campus Store: Jaime Recinos Career Services: Vicky Rothman Cashier's Office: Veronica Romo Center for Media & Design: Jamina Russell Community Education: Alice Meyering Counseling Office: Laurie Guglielmo Custodian Time Clock: Anthony Williams Disabled Students Center: Nathalie Laille Early Childhood Ed.: L. Manson Emeritus College: V. Rankin-Scales English Dept.: Martha Hall EOP&S: Nick Mata ESL Office: Jocelyn Alex Events Office: Yesenia Penate Faculty Association: Peter Morse Financial Aid Office: Stacy Neal Health Sciences: Bronwyn Webber-Gregg Health Office: Nancy Alfaro HSS: Carolyn Baugh Institutional Research: Trena Johnson International Education Center: Ana Jara KCRW: Cheryl Gee Latino Center: Maria Martinez Madison: Gail Johnson Maintenance/Operations: Anisha Fullard Math Village: Kristina Fukuda Media Center: L. Nakamura Modern Language: Travis Grant Music: Lori Geller Outreach & Recruitment: Will Taylor Payroll: Ian Fraser Science: Ingrid Cardwell Student Life: Amelia Trejo Superintendent/Presidents Office: L. Kilian STEM: Vanan Yahnian Theater Arts: Judy Louff W& ED/Bundy: Tricia Ramos</p>	<p>ADMINISTRATORS & MANAGERS</p> <p>Emeritus: Scott Silverman Facilities: Dennis Biddle HR: Tre'Shawn Hall-Baker Info Tech: Marc Drescher IEC: N. Pressian Instructional Technology: Joshi John Maintenance: Devin Starnes Terry Kamibayashi Operations: Anthony Barlow Derrick Davis Felicia Hudson Robert Villanueva Receiving: Lisa Davis Supplemental Instruction: Wendi DeMorst</p>	<p>PRESIDENT/SUPERINTENDENT & SENIOR STAFF</p> <p>Superintendent/President: Kathryn Jeffery Executive VP: VP Academic Affairs: Jennifer Merlic VP Business/Admin: Chris Bonvenuto VP Enroll. Services: T. Rodriguez VP Human Resources: Sherri Lee-Lewis VP Student Affairs: M. Tuitasi Senior Director Government Relations & Institutional Communications: Don Girard Community Relations: Kiersten Elliott Public Information: Grace Smith</p> <p>PUBLIC POSTING LOCATIONS</p> <p>2714 Pico: exterior display box Library for Public Posting (1) Library for Archives (2) Mailroom SMC Personnel Commission Office SMC Human Resources Staff Lounge</p> <p>EMPLOYEE ORGANIZATIONS</p> <p>CSEA Labor Rep.: Jessica Gonzalez CSEA Chapter Pres.: Mike Roberts CSEA Chapter 1st V.P.: Kennisha Green CSEA Chapter 2nd V.P.: Cindy Ordaz CSEA Chief Job Steward: Lee Peterson CSEA Corresponding Sec: Kristina Fukuda CSEA Recording Sec'y: Judith Mosher SMC POA President: – Officer Cadena Mgmnt Assoc: Eve Adler</p> <p style="text-align: right;">Revised</p> <p>IF YOU NEED AN ACCOMMODATION Written requests for disability-related modifications or accommodations that are needed in order to participate in the Commission meeting are to be directed to the Personnel Commission Office as soon in advance of the meeting as possible.</p>
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PUBLIC PARTICIPATION FOR VIRTUAL MEETINGS ADDRESSING THE PERSONNEL COMMISSION

During the COVID-19 (Coronavirus) Global Pandemic, the Personnel Commission will be conducting virtual public meetings using Zoom. Virtual meetings have been authorized by Executive Order N-25-20 issued by Governor Gavin Newsom and dated March 12, 2020, to reduce and minimize the risk of infection by “limiting attendance at public assemblies, conferences, or other mass events.” Zoom meetings will ensure public participation while at the same time complying with the Governor’s Stay at Home executive order and Los Angeles County’s Safer at Home order.

Members of the public may address the Personnel Commission **concerning any subject that lies within the jurisdiction of the Personnel Commission**. Public participation can occur in one of two ways. Members of the public can submit written comments to be read during the public meeting or they may speak during the Zoom meeting.

Individuals wishing to speak or submit written comments to be read at the Personnel Commission meeting shall send an email to Personnel_Commission@smc.edu, by no later than Wednesday, June 17, 2020, 10:00 a.m. The email should include the following information:

- Name
- Department (optional)
- Topic or Agenda Item # to be addressed
- Comments to be read (if submitting written comments)

Instructions for Speaking to the Commission through Zoom

Speakers may address any specific agenda item, or may provide general comments during the “Public Comments” period. When it is time for the speakers to address the Commission, their name will be called and the microphone on their Zoom account will be activated. A speaker’s Zoom Profile should match their real name to expedite this process. After the comment has been given, the microphone for the speaker’s Zoom profile will be muted.

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

1. 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.
2. 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.
3. 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.

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

For information regarding Personnel Commission Agenda/Minutes distribution, please contact Personnel Commission at (310) 434-4410.

**Santa Monica College Personnel Commission
MINUTES of Regular Meeting, June 17, 2020**

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/Group Chat 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.

PUBLIC SESSION: 12:00 p.m.

I. ORGANIZATIONAL FUNCTIONS

- A. Call to Order **12:05 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

Director of Personnel Commission Carol Long provided a report to Commissioners on the following topics:

Recruitment Activities

Most recruitment activities currently placed on hold.

Classification Studies

Personnel Commission staff continues cyclical classification studies, and addressing additional incoming requests. Classification revisions with no salary impact will move forward as normal.

Merit Rules Advisory Committee Update

If approved, Revisions to Section 12.2.8 will be formally adopted, and posted online.

III. COMMENTS AND INFORMATIONAL REPORTS

Recognition of Employee Longevity: May 2020

****Amended****

5 YEARS

- ❖ Raul C. Amesquita, Administrative Assistant I, Sustainability

30 YEARS

- ❖ Ofelia Meza, Administrative Assistant II, Auxiliary Services

Ms. Meza received recognition and praise from Vice President of Business & Administration Chris Bonvenuto, Dean of Education Enterprise Mitch Heskell and

Vice President of Human Resources Sherri Lee_Lewis for her valued service and representation of SMC.

Recognition of Employee Longevity: June 2020

5 YEARS

- ❖ Janet Tercero, Student Services Specialist, Latino Center

Senior Administrative Dean of Counseling, Retention & Student Wellness Brenda Benson spoke on behalf of Janet and what an important member she is of the team at the Latino Center. Co-worker Jocelyn Wynn was in attendance to support Ms. Tercero.

10 YEARS

- ❖ Rosa Albano, Accounting Specialist, Campus Store

Dean of Education Enterprise Mitch Heskell recognized Ms. Alba's proficiency and willingness to assist in a variety of matters with a positive attitude.

- ❖ Martha Daza-Whitfield, Student Services Assistant, Health Services
- ❖ Irma Haro, Accounting Manager, Fiscal Services

Vice President of Business & Administration Chris Bonvenuto, and Dean of Education Enterprise Mitch Heskell spoke on Ms. Haro's career history and ability to promote within the organization.

- ❖ Robert Hnilo, Painter, Maintenance

20 YEARS

- ❖ Johnny Kurokawa, Lead Laboratory Technician-Physiology/Microbiology/Biology, Life Science

Interim Director of Academic Affairs Edna Chavarry thanked and congratulated Mr. Kurokawa. Ms. Chavarry read several comments that were conveyed to her by staff in Mr. Kurokawa's Department about his commitment to work and how this makes for an exemplary learning environment.

35 YEARS

- ❖ Michael Chitgar, Senior Programmer Analyst, Management Information Systems

Vice President of Business & Administration Chris Bonvenuto, and Vice President of Human Resources Sherri Lee_Lewis recounted their history at the College with Mr. Chitgar and thanked him for his professionalism and ability to successfully complete his work.

A. Comments from Vice President of Human Resources

Vice President Sherri Lee Lewis congratulated all recipients of Longevity Recognition. VP Lewis also informed meeting attendees of the actions the College is taking to assist staff with processing the events associated with violence against Black Americans. Special thanks was given to Olga Vasquez for facilitating the Latin X affinity group for SMC Staff.

B. Comments from CSEA Chapter 36 Representative

C. Comments from Management Association President

D. Comments from Personnel Commission Staff

E. Public Comments (non-actionable comments from those in attendance)

F. Comments by Personnel Commissioners

Commissioner Lawrence Leone expressed his gratitude for the comments and acknowledgements heard during Item III of the PC Agenda.

Santa Monica College Personnel Commission
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IV. AGENDA REPORTS – MAJOR ITEMS OF BUSINESS

#	ITEM	Page
1	Request For Approval of Amendment to Rules and Regulations of the Classified Service. <ul style="list-style-type: none"> • Chapter XII, Merit Rule 12.2.8, Second Reading 	7
2	Personnel Commission 2020-2021 Calendar	8
3	Request to Certify from an Alternate Eligibility List: <ul style="list-style-type: none"> • Student Services Clerk 	9

V. CONSENT AGENDA

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

#	ITEM	Page
4	Approval of Minutes: <ul style="list-style-type: none"> • May 20, 2020 Regular Meeting 	11
5	Certification of Seniority List: <ul style="list-style-type: none"> • Professional Development Coordinator 	12
6	Extension of Eligibility List: <ul style="list-style-type: none"> • Accompanist-Performance • Administrative Assistant I • Administrative Assistant II • Assistant Director of Facilities Operations • Case Management Coordinator • Chief Director of Business Services • Director of Facilities Maintenance and Operations • Human Resources Specialist • Information Systems Security Officer • Instructional Assistant-ESL • Program Specialist • Student Services Specialist 	14
7	Request for Approval: Examination Schedule	16
8	Ratification of Limited Term Assignments	17
9	Advisory Items: Appointment to Limited Term Positions	18
10	Information Item: Classification & Compensation Status Report	19
11	Information Item: Recruitment & Examination Status Report	22

VI. ADJOURN

AGENDA REPORT NO. 1

SUBJECT: **AMENDMENT TO RULES AND REGULATIONS OF THE CLASSIFIED SERVICE - CHAPTER 12: SALARIES, OVERTIME PAY, AND BENEFITS – SECOND READING
MERIT RULE 12.2.8: SALARY ON PROMOTION**

DATE: June 17, 2020

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

Proposed changes to Chapter 12: Merit Rule 12.2.8, are attached for a second reading.

12.2.8 SALARY ON PROMOTION

- A. When an employee is promoted to a position on a higher salary range, ~~he/she/they~~ shall receive at least a one step (5%) salary increase, ~~but not less than the first step of the new salary range.~~
- B. If the amount of the first step of the new salary range is less than a one step salary increase, the employee shall be placed at the next higher step which will ensure a minimum of a one-step or 5% salary increase.
- C. A promotional employee may be granted Advanced Step Placement on the salary schedule upon recommendation of the Director of Classified Personnel.
 - 1. The Director of Classified Personnel shall base their recommendation to properly compensate a promotional employee for previous training, experience, and qualifications which greatly exceed the standard expectations of a new employee on entry into the classification, provided advanced step placement was not awarded at the time of initial hire within the same job family, or for previous promotions within the same job family.
 - 2. Advanced Step Placement for promotional employees shall otherwise be in accordance with Merit Rule 12.2.4.
- ~~D.~~ After promotion, an employee shall advance one step on the salary schedule after satisfactory completion ~~of six months~~ of a probationary period in the new class. This shall become the employee's new increment anniversary date.
- ~~E.~~ Thereafter, salary increment advancement shall be in accordance with Rule 12.2.5.

DISPOSITION BY THE COMMISSION

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

Amendments/Comments

Santa Monica College Personnel Commission
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AGENDA REPORT NO. 2

**SUBJECT: APPROVAL OF PERSONNEL COMMISSION MEETING SCHEDULE:
FISCAL YEAR 2020-2021**

DATE: June 17, 2020

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

It is recommended that the Personnel Commission approve the following scheduled meetings for Fiscal Year 2020-2021. Regular meetings will be held on the third Wednesday of each month at 12:00 noon in the Board Room, Business Building, Room 117.

Regular Meeting Dates	Regular Meeting Time	Meeting Location
Wednesday, July 15, 2020	12:00 PM / Noon	TBD
Wednesday, August 19, 2020	12:00 PM / Noon	TBD
Wednesday, September 16, 2020	12:00 PM / Noon	TBD
Wednesday, October 21, 2020	12:00 PM / Noon	TBD
Wednesday, November 18, 2020	12:00 PM / Noon	TBD
Wednesday, December 16, 2020	12:00 PM / Noon	TBD
Wednesday, January 20, 2021	12:00 PM / Noon	TBD
Wednesday, February 17, 2021	12:00 PM / Noon	TBD
Wednesday, March 17, 2021	12:00 PM / Noon	TBD
Wednesday, April 21, 2021	12:00 PM / Noon	TBD
Wednesday, May 19, 2021	12:00 PM / Noon	TBD
Wednesday, June 16, 2021	12:00 PM / Noon	TBD

Reference: Merit Rule 2.2.1 Regular Meetings

The Commission shall hold its regular meeting on the third Wednesday of each month. The Commission shall designate the time and place of the meetings on the Commission's official bulletin board. The Commission may meet at some other time or place, provided that at least 24 hours notice is given to commissioners, employees, and administration representatives. Notice shall be posted on the Commission's official bulletin board and shall also be given to newspapers who have filed written request for such notice.

DISPOSITION BY THE COMMISSION

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

Amendments/Comments

AGENDA REPORT NO. 3

SUBJECT: **REQUEST TO CERTIFY FROM ALTERNATE ELIGIBILITY LIST:**
• **STUDENT SERVICES CLERK**

DATE: June 17, 2020

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

BACKGROUND

There is an active eligibility list for Student Services Clerk which will expire on August 1, 2020. This list was established two years ago and therefore cannot be extended. The eligibility list for Student Services Assistant is valid until November 16, 2020. This eligibility list currently contains six candidates and five ranks.

The duties of the Student Services Clerk include a significant portion of the duties included in the Student Services Assistant classification, and the necessary skills and knowledge for Student Services Clerk were adequately tested in the examination for Student Services Assistant.

Merit Rule 6.3.13 states the following:

- A. If there is no eligibility list for the class in which a vacancy occurs, certification may be made from a list for another class at the same or a higher salary level provided:
 - 1. The duties and qualifications of the class for which the examination was given include substantially all of the duties of the position to be filled.
 - 2. The Personnel Commission finds that the use of the list is in the best interest of the District and that the necessary skills and knowledge were adequately tested in the examination.

RECOMMENDATION

It is recommended that the Commission approve the use of the Student Services Assistant eligibility list to certify eligible(s) to any current and upcoming vacancies for Student Services Clerk, provided that these vacancies cannot be filled as needed from the existing active list for Student Services Clerk.

DISPOSITION BY THE COMMISSION

MOTION MADE BY: Barbara Greenstein

SECONDED BY: Deborah Jansen

AYES: 5

NAYS: 0

ABSTENTIONS: 0

Amendments/Comments

CONSENT AGENDA

DISPOSITION BY THE COMMISSION

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

Amendments/Comments

Commissioner Joy Abbott made an initial motion to approve items 4 through 8 of the Consent Agenda. Counsel Robert Myers noted that Commissioner Abbott should revise her motion to include approval of items 8 through 11. Commissioner Abbott made an amended motion to approve items 4 through 11 of the Consent Agenda.

Santa Monica College Personnel Commission
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AGENDA REPORT NO. 4

SUBJECT: **APPROVAL OF MINUTES**

DATE: June 17, 2020

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 – May 20, 2020

AGENDA REPORT NO. 5

SUBJECT: **CERTIFICATION OF SENIORITY LIST**
DATE: June 17, 2020
TO: Members of the Personnel Commission
FROM: Carol Long, Director of Classified Personnel

As part of the continuing practice to update and maintain Seniority Lists for the District, we present for your approval the following seniority list mentioned below.

Professional Development Coordinator

It is recommended that the Personnel Commission certify the seniority list effective June 17, 2020.

13.1.4 SENIORITY LISTS

- A. Seniority lists shall be prepared or updated for each class as necessary. When each list is initially established, it shall be approved by the Personnel Director and certified by the Personnel Commission before it is used.
- B. When a seniority list is initially established or updated, the list shall be made available to the employee(s) for review during a five (5) working day period before it is approved. C. During the prescribed review period, an employee who believes that an error has been made on his/her seniority computation shall notify the Personnel Director, who shall review the computations together with any additional information provided by the employee. The Personnel Director shall determine if a recomputation is appropriate and present an appropriate recommendation for action by the Personnel Commission.
- D. Seniority lists that are maintained will be available for inspection in the Classified Personnel Department.

**Santa Monica College Personnel Commission
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"PROFESSIONAL DEVELOPMENT COORDINATOR" Seniority List

Classification: **Professional Development Coordinator**

Range: 45

Monthly Base Salary Range as of July 1, 2019: \$ 6475 to \$ 7871

PC Certification Date: June 17, 2020

Review Period: May 26 to June 1, 2020

EMPLOYEE NAME	SENIORITY BASE DATE (Date of Hire in Classification)	ADJUSTED DAYS and HOURS in CLASSIFICATION	DISTRICT HIRE DATE in PERMANENT STATUS	CURRENT MONTHS PER YEAR	CURRENT HOURS PER WEEK	CURRENT CLASSIFICATION IF NOT Professional Development Coordinator
Fernandez, Cyrus	11/18/2019	No	11/18/2019	12	40	

Edited By: Brent Heximer, AA II, PC

Compiled by: Karen Monzon, Personnel Analyst

Approved by: Carol Long, Director of Classified Personnel

Santa Monica College Personnel Commission
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AGENDA REPORT NO. 6

- SUBJECT: **EXTENSION OF ELIGIBILITY LISTS:**
- **ACCOMPANIST – PERFORMANCE**
 - **ADMINISTRATIVE ASSISTANT I**
 - **ADMINISTRATIVE ASSISTANT II**
 - **ASSISTANT DIRECTOR OF FACILITIES OPERATIONS**
 - **CASE MANAGEMENT COORDINATOR**
 - **CHIEF DIRECTOR OF BUSINESS SERVICES**
 - **DIRECTOR OF FACILITIES MAINTENANCE AND OPERATIONS**
 - **HUMAN RESOURCES SPECIALIST**
 - **INFORMATION SYSTEMS SECURITY OFFICER**
 - **INSTRUCTIONAL ASSISTANT – ESL**
 - **PROGRAM SPECIALIST**
 - **STUDENT SERVICES SPECIALIST**

DATE: June 17, 2020

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

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

Classification	Original Expiration Date	Current Expiration Date	Number of Candidates on List	Number of Ranks on List	Proposed Expiration Date
Accompanist – Performance	4/23/2020	6/23/2020	4	3	9/23/2020
Administrative Assistant I	5/5/2020	7/5/2020	20	10	9/5/2020
Administrative Assistant II	7/17/2020	7/17/2020	21	17	9/17/2020
Assistant Director of Facilities Operations	12/19/2019	6/19/2020	4	3	9/19/2020
Case Management Coordinator	7/2/2020	7/2/2020	5	4	10/2/2020
Chief Director of Business Services	2/5/2020	6/30/2020	5	4	9/30/2020
Director of Facilities Maintenance and Operations	4/1/2020	7/1/2020	3	3	10/1/2020
Human Resources Specialist	11/7/2019	7/7/2020	24	9	11/7/2020
Information Systems Security Officer	5/1/2020	7/1/2020	6	5	10/1/2020
Instructional Assistant – ESL	3/14/2020	6/14/2020	5	4	10/14/2020
Program Specialist	7/7/2020	7/7/2020	11	6	10/7/2020
Student Services Specialist	9/24/2019	7/18/2020	27	8	9/24/2020

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

Merit Rule 6.2.3 (C) Duration of Eligibility List

6.2.3 (C)

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

1. a sufficient number of available eligibles remain to fill expected future vacancies;
2. the composition of the list reflects appropriate representation of ethnic minorities, underrepresented groups, or non-traditional candidates;
3. the field of competition in the occupational area has not changed dramatically.

RECOMMENDATION

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

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AGENDA REPORT NO. 7

SUBJECT: **EXAMINATION SCHEDULE**

DATE: June 17, 2020

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
Carpenter	Promotional	3 weeks
Instructional Assistant-English	Promotional	3 weeks
Student Services Clerk	Promotional	3 weeks

Santa Monica College Personnel Commission
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AGENDA REPORT NO. 8

SUBJECT: RATIFICATION OF LIMITED TERM ASSIGNMENTS

DATE: June 17, 2020

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
Bookstore Clerk/Cashier (15 part-time positions)	Bookstore	05/26/20-06/30/20
Customer Service Assistant (4 part-time positions)	Bookstore	05/26/20-06/30/20

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AGENDA REPORT NO. 9

ADVISORY ITEM: APPOINTMENTS TO LIMITED TERM POSITIONS

DATE: June 17, 2020
 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
Abdulhafiz, Meymuna	Bookstore Clerk/Cashier	Bookstore	05/26/20-06/30/20	12/15/04
Abel, Teneka	Bookstore Clerk/Cashier	Bookstore	05/26/20-06/30/20	02/21/07
Ashby, Deanna	Bookstore Clerk/Cashier	Bookstore	05/26/20-06/30/20	12/15/04
Chang, Tony	Bookstore Clerk/Cashier	Bookstore	05/26/20-06/30/20	06/18/08
Eichen, John	Bookstore Clerk/Cashier	Bookstore	05/26/20-06/30/20	03/25/15
Garcia, Lucy	Bookstore Clerk/Cashier	Bookstore	05/26/20-06/30/20	03/08/99
Grau, Donald	Bookstore Clerk/Cashier	Bookstore	05/26/20-06/30/20	06/12/12
Lopez, Jose	Bookstore Clerk/Cashier	Bookstore	05/26/20-06/30/20	07/18/11
Lopez, Veronica	Bookstore Clerk/Cashier	Bookstore	05/26/20-06/30/20	03/25/15
Mehary, Mehret	Bookstore Clerk/Cashier	Bookstore	05/26/20-06/30/20	11/16/02
Micas, Donna	Bookstore Clerk/Cashier	Bookstore	05/26/20-06/30/20	02/21/07
Miles, Erik	Bookstore Clerk/Cashier	Bookstore	05/26/20-06/30/20	02/21/07
Pabst, Ester	Bookstore Clerk/Cashier	Bookstore	05/26/20-06/30/20	09/04/09
Pacheco, Wendy	Bookstore Clerk/Cashier	Bookstore	05/26/20-06/30/20	01/23/09
Thielking, Alan	Bookstore Clerk/Cashier	Bookstore	05/26/20-06/30/20	08/26/92
Beck, Michael	Customer Service Assistant	Bookstore	05/26/20-06/30/20	05/16/18
Brinkley, Tanisha	Customer Service Assistant	Bookstore	05/26/20-06/30/20	05/16/18
Nwonwu, Vergie	Customer Service Assistant	Bookstore	05/26/20-06/30/20	05/16/18
Robles Jr., Jose	Customer Service Assistant	Bookstore	05/26/20-06/30/20	05/16/18

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

Reference Merit Rule 7.4.3 (A) –Eligibility for Appointment

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

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AGENDA REPORT NO. 10

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

DATE: June 17, 2020

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.

See following page for information.

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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
Accountant	AF	Salary	Multiple	NA	NA	12/17/19	Senior Management	
Deaf and Hard of Hearing Services Supervisor	OV	Cyclical	Single	03/13/20	NA	06/02/20	Senior Management	
Human Resources Analyst - Employee & Labor Relations	JL	Cyclical	Multiple	02/02/18	09/19/18	11/21/19	Senior Management	
Human Resources Analyst - Leaves & Benefits	JL	Cyclical	Single	02/02/18	10/09/18	11/21/19	Senior Management	
Journeyman Trade-Electrical	KM	Cyclical	Single	05/09/18	NA	12/03/19	Senior Management	
Journeyman Trade-HVAC	KM	Cyclical	Multiple	05/09/18	NA	12/03/19	Senior Management	
Journeyman Trade-Plumbing	KM	Cyclical	Multiple	05/09/18	NA	12/03/19	Senior Management	
Journeyman Trade-Welding	KM	Cyclical	None	05/09/18	NA	12/03/19	Senior Management	
Personnel Analyst	AG/JL	Cyclical	Multiple	02/02/18	01/28/19	11/21/19	Senior Management	
Financial Aid Supervisor	AF	Reclass	Single	02/03/20	02/21/20	05/07/20	Senior Management	
Tutoring Coordinator	AF	Revisions	None	NA	NA	06/01/20	Bargaining Unit	
Administrative Assistant II	OV	Reclass	Single		01/08/20			
Events Technician	JG	Revisions	Multiple	NA	NA			
Instructional Technology Services Manager	JL/JG	Reclass	Single	NA	10/21/19			
Lead Events Technician	JG	Revisions	Multiple	NA	NA			
Network Communications Manager	JL	Revisions	Single	01/15/19	03/15/19			
Senior Student Services Specialist-Assessment Services	AG/OV	Cyclical	None	4/18/18*	NA			
Sign Language Interpreter I	JL/JG	Cyclical	None	NA	NA			
Sign Language Interpreter II	JL/JG	Cyclical	None	NA	NA			
Sign Language Interpreter III	JL/JG	Cyclical	Multiple	04/30/20	NA			
Sign Language Interpreter Trainee	JL/JG	Cyclical	None	NA	NA			
Campus Store Assistant Manager	AF	Reclass	Multiple	06/02/20				
Lead Library Assistant-Circulation	AF	Cyclical	Single	04/30/20				
Lead Library Assistant-Technical Services	AF	Cyclical	Single	04/30/20				
Library Assistant	AF	Cyclical	Single	04/30/20				
Research & Planning Analyst	OV	Cyclical	Single	04/30/20				
Research Assistant	OV	Cyclical	None	NA				
Senior Research Analyst	OV	Cyclical	Multiple	04/30/20				
Skilled Maintenance Worker	KM	Cyclical	Multiple	05/09/18				
Skilled Maintenance Worker II	KM	Cyclical	Multiple	05/09/18				
Accompanist-Dance	JG	Cyclical	None					
Accompanist-Performance	JG	Cyclical	Multiple					
Accompanist-Voice	JG	Cyclical	None					
Administrative Assistant I	KM/AF	Reclass	Single					
Instructional Technology Services Manager-Entertainment Technology	JL	Reclass	Single					
Student Services Clerk	KM/AF	Reclass	Single					
Student Services Specialist	OV	Cyclical	Multiple					
*Extension								

**Santa Monica College Personnel Commission
MINUTES of Regular Meeting, June 17, 2020**

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		Cyclical	Single	12/08/16	03/22/17	06/05/17	Incumbent	
Assistant Director of Human Resources		Cyclical	None	02/02/18				
Compliance Administrator/ Title IX Coordinator		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		Cyclical	None	NA	NA			
Human Resources Technician		Cyclical	Single	NA	NA			
<i>*Extension</i>								
CLASSIFICATION & COMPENSATION STATUS REPORT (Pending)								
CLASSIFICATION	ASSIGNED TO:	STUDY TYPE	# OF INCUMBENTS	PDQ DEADLINE	JOB AUDIT	STAKEHOLDER REVIEW	STAKEHOLDER STATUS	PC AGENDA
Career Services Advisor	OV	Revisions	Single					
Classification & Compensation Manager		Cyclical	Single	02/02/18				
Director of Classified Personnel		Cyclical	Single	02/02/18				
Senior Career Services Advisor	OV	Revisions	Multiple					
Supervising Personnel Analyst		Cyclical	Single	02/02/18				
Director of Grants		New Class						
Community Services Spec II (unclassified)	AF	New Class	Multiple					
<i>*Extension</i>								

Santa Monica College Personnel Commission
MINUTES of Regular Meeting, June 17, 2020

AGENDA REPORT NO. 11

SUBJECT: RECRUITMENT AND EXAMINATION STATUS REPORT – INFORMATION ONLY

DATE: June 17, 2020

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.

See below for information.

Upcoming Recruitments			
Classification	Assigned	FOC	VAC
Academic Records Evaluator	OV	P	Temp
Carpenter	KM	P	Temp
Instructional Assistant-English	JG	P	Temp
Student Services Clerk		P	Temp
Items in bold are pending approval by the Personnel Commission.			

On Hold											
Classification	Assig	FOC	VAC	Opened	Closed	Written	T & E	Perf.	QAI	E-List	Ratif.
Administrative Assistant I		PO									
Administrative Assistant II		PO									
Carpenter	KM	MPO	1	1/27/20	2/18/20						
Community College Police Dispatcher	KM	O	1	3/3/20	3/23/20						
Customer Service Assistant		PO									
Enterprise Business Services Clerk		PO									
Enterprise Business Supervisor	AF	P	1								
Instructional Assistant-English	JG	O	1	2/7/20	3/3/20						
Journeyman Trade-HVAC	KM	MPO	1	3/3/20	3/23/20						
Lead Custodian	KM	MPO									
Lead Receiving, Stockroom, and Delivery Worker		P	1								
Personnel Analyst		P									
Sign Language Interpreter III	JL	MPO									
Skilled Maintenance Worker II	KM	P									
Stage Construction Technician-Lighting	JG	MPO	1	3/5/20	3/25/20						
Theatre Technical Specialist	JG	MPO	Temp								

VI. Motion to adjourn meeting at 12:51 p.m.

DISPOSITION BY THE COMMISSION

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

Amendments/Comments

The next regular Personnel Commission meeting is scheduled for:
Wednesday, July 15, 2020

As required by law, this agenda for the Wednesday, June 17, 2020 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.