



**PERSONNEL COMMISSION
SPECIAL MEETING MINUTES
Monday, June 27, 2022 at 4:00 p.m.**

****VIRTUAL MEETING****

<p>DEPARTMENTS: PLEASE POST 3400 Airport/SBDC: Sasha King Academic Affairs: Sharon Thomas Accounts Payable: Cherry Aquino Admissions & Records: Esau Tovar African American Center: Sherri Bradford Athletics: Nichelle Monroe Auxiliary Services: Ofelia Meza Bundy: Beverly Redd-Walker Business Department: Peter Murray Campus Police Office: Jennifer Jones Campus Store: Elesee Juarez Career Services: Vicky Rothman Cashier's Office: Veronica Romo Center for Media & Design: M. Calvento Community Education: Alice Meyering Counseling Office: Angela Valentine 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: Sandra Hernandez Health Sciences: Clarendia Stephens Health Office: Nancy Alfaro HSS: Carolyn Baugh Institutional Research: International Education Center: Ana Jara KCRW: Latino Center: Maria Martinez Madison: Gail Johnson Maintenance/Operations: K. Garland 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 and MANAGERS</p> <p>Emeritus: Scott Silverman Facilities: Dennis Biddle HR: Tre'Shawn Hall-Baker Info Tech: Marc Drescher IEC: N. Pressian Instructional Technology: Maintenance: Devin Starnes Terry Kamibayashi Operations: Anthony Barlow Justin Carter Felicia Hudson Robert Villanueva Receiving: Lisa Davis Supplemental Instruction: Wendi DeMorst</p>	<p>PRESIDENT/SUPERINTENDENT and SENIOR STAFF</p> <p>Superintendent/President: Kathryn Jeffery Executive VP: VP Academic Affairs: Bradley Lane 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 Online: www.smc.edu</p> <p>EMPLOYEE ORGANIZATIONS</p> <p>CSEA Labor Rep.: Ciera Chilton CSEA Chapter Pres.: CSEA Chapter 1st V.P.: Cindy Ordaz CSEA Chapter 2nd V.P.: Kennisha Green CSEA Chief Job Steward: Lee Peterson CSEA Treasurer: Dagmar Gorman CSEA Secretary: Judith Mosher CSEA Chief Development Officer: Luis Martin CSEA Communications Officer: James Stevenson SMC POA President: Officer Cadena Management Association: Susan Fila</p> <p align="right">Revised 5-25-2022</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>
---	---	--

PUBLIC PARTICIPATION FOR VIRTUAL MEETINGS

During the COVID-19 (Coronavirus) Global Pandemic, the Board of Trustees has determined in accordance with Government Code Section 54953 that as a result of the ongoing emergency that meeting in person would present imminent risks to the health and safety of the attendees at public meetings. The Zoom format used for College public meetings ensures public participation and provides an opportunity for the public to directly address the body. Members of the public have the right to request to make public comments until such time as the public comment period is over. Members of the public may address the Committee and 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 meeting are requested to send an email to personnel_commission@smc.edu, by no later than 3:00 p.m. on Monday, June 27, 2022. 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.

- 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.
- 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 by uttering loud, threatening, or abusive language or engaging in disorderly conduct, shall, at the discretion of the presiding officer or majority of the Committee, 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

PUBLIC SESSION: 4:00 p.m.

I. ORGANIZATIONAL FUNCTIONS

A. Call to Order **4:01 p.m.**

B. Roll Call

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

C. Public Comments (Non Actionable Comments from those in attendance):

No Comments

II. AGENDA REPORTS – MAJOR ITEMS OF BUSINESS

Item #		Page
1	POSITION RECLASSIFICATION: NETWORK ADMINISTRATOR TO NETWORK ENGINEER	4
2	REQUEST FOR APPROVAL OF CLASSIFICATION REVISIONS AND SALARY REALLOCATION: WEB SERVICES COORDINATOR	6
3	RATIFICATION OF PROVISIONAL WORKING OUT OF CLASS AND INTERNAL LIMITED TERM ASSIGNMENTS	17
4	RATIFICATION OF ELIGIBILITY LISTS: <ul style="list-style-type: none"> • DIRECTOR OF MARKETING AND COMMUNICATIONS • INSTRUCTIONAL ASSISTANT-MATH 	20
5	EXAM SCHEDULE: <ul style="list-style-type: none"> • ADMINISTRATIVE ASSISTANT I • ADMINISTRATIVE ASSISTANT II • CUSTODIAN 	21
6	ADVISORY ITEM: REINSTATEMENT LIST	22

III. ADJOURNMENT

Agenda Report No.	1
Subject	POSITION RECLASSIFICATION: NETWORK ADMINISTRATOR TO NETWORK ENGINEER
Date	June 27, 2022
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	John Linke, Supervising Personnel Analyst

BACKGROUND

The Personnel Commission has been requested to conduct a position study for Ernesto Barba, who is currently a Network Administrator in the Information Technology department. A reclassification study was initiated to gather additional details and timelines for higher level work assigned to determine if a reclassification is warranted. Mr. Barba has been in the Network Administrator classification since February 2015.

METHODOLOGY

Mr. Barba submitted a Request for Reclassification form to the Personnel Commission on April 21, 2022, and subsequently submitted a PDQ that details the duties currently performed. Personnel Commission staff interviewed Mr. Barba and Matthew Kiaman, Director of Network Services, to gather additional details about the nature and level of duties assigned and performed, as well as the timeframe during which these duties were performed.

ANALYSIS

Key factors assessed when studying a position or classification include the knowledge required for the position, level of complexity, scope of responsibility, nature and purpose of contacts, degree of decision-making authority, and consequence of error.

A review of the documents submitted by the incumbent, as well as follow-up conversations with the incumbent and IT management indicate that the target position regularly serves in a lead capacity over District IT staff and vendors involved in network infrastructure projects, and plans, designs and manages highly complex, enterprise-wide network infrastructure projects and related systems. Specific assignments at this level include replacement of the District's firewall, enhancing the District's network capacity by redesigning existing systems, and lead responsibility for designing the Early Childhood Lab School's network.

FINDINGS

- Mr. Barba qualifies for reclassification because his position is required to lead and administer highly specialized and complex activities related to the design, oversight, and maintenance of critical, enterprise-wide network systems. The duties of this position carry with them a high consequence of error, require highly specialized knowledge of systems design and administration, and are performed with substantial independence. Duties are required to support normal department and District operations and cannot be absorbed by other staff members.
- Based on information gathered from the incumbent and his supervisors, Mr. Barba has been assigned to perform these duties through gradual accretion for at least two years.

- Based on the duties assigned and the knowledge, skills and abilities required, the Network Engineer classification encompasses the majority of the incumbent’s essential duties in terms of knowledge, complexity, scope and effect of work, decision making, and nature and purpose of contacts. In contrast to the Network Administrator, which serves as a journey-level individual contributor, the Network Engineer is a lead role that is primarily responsible for overseeing and coordinating the work of lower-level technical staff, and performing the most specialized, highly complex network services activities.

Applicable Rules:

- In order to qualify for reclassification, the change in duties and responsibilities must occur through a gradual accretion of duties and not occasioned by the sudden assignment of wholly new duties. (Merit Rule 3.3.1.B (3))
- Merit Rule 3.3.2 defines gradual accretion of duties as “occurring over two (2) or more years of regular service.”
- Determination as to whether gradual accretion has occurred will be based on the date the incumbent began the performance of the newly acquired duties and responsibilities, and clear and convincing evidence of the employee’s continuing performance of the added duties and responsibilities. (Merit Rule 3.3.3 (B)(C))
- At least two (2) years must elapse before another request for reclassification can be initiated for the same position. (Merit Rule. 3.3.4.G)
- Changes in classification and salary resulting from the permanent reclassification of a position shall be effective no later than the first day of the month following the date on which the Personnel Commission takes action to approve reclassification of the position, provided the employee is eligible to be reclassified with his/her position without examination. (Merit Rule 3.3.7A(1))

RECOMMENDATION

It is recommended that the Commission reclassify Mr. Barba’s position from a Network Administrator to Network Engineer, with a reclassification effective date of July 1, 2022.

Disposition by the Commission	
Motion made by:	Lawrence Leone
Seconded by:	Barbara Greenstein
Ayes:	4
Nays:	0
Abstentions:	0
Amendments/Comments	

Agenda Report No.	2
Subject	REQUEST FOR APPROVAL OF CLASSIFICATION REVISIONS AND SALARY REALLOCATION: WEB SERVICES COORDINATOR
Date	June 27, 2022
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	Karen Monzon, Personnel Analyst

BACKGROUND

Attached for your approval are the classification revisions for **Web Services Coordinator**.

As scheduled on the annual cyclical study calendar, Commission staff is reviewing the classifications for Web Services Coordinator, which reports to the Marketing department.

Commission staff worked with Don Girard, Senior Director, Government Relations/Institutional Communications, to update the Web Services Coordinator classification as attached. Minor revisions are recommended. The Web Services Coordinator develops and maintains programs and content pages to support internet services on the District's website. Orientations were conducted with the former incumbent who was recently promoted to Director of Web and Social Media Strategies. Meetings were held with management to understand duties and required responsibilities. In addition, a comprehensive salary survey of 16 comparable agencies was completed. There is currently one new permanent employee assigned to this classification. The proposed changes will not adversely affect the status of the incumbent.

METHODOLOGY

This study was scheduled in the cyclical review calendar for 2021-2022. CSEA, was invited to participate in a class study orientation to discuss the purpose of the study, methodology, timelines, possible outcomes and implications, and frequently asked questions.

Personnel Commission staff met with Don Girard, Senior Director, Government Relations/Institutional Communications and Paul Trautwein, Director of Web and Social Media Strategies, to discuss the class description. In addition, Mr. Trautwein 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 added to clarify related roles within the occupational series, and duties were added to more accurately reflect responsibilities assigned to this classification. The knowledge, skills and abilities section was updated with standardized language. Additionally, revisions are proposed to the minimum qualifications related to the education requirement. Experience in an educational institution was added as highly desirable.

Classification revisions were sent for review to CSEA, Department management, Business Services, Human Resources and executive leadership.

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

RESULTS

Based on the data gathered, revisions to the class description are being proposed to include a more accurate description of the work performed.

The salary survey is comprised of five matches that fall into the strong or moderate category. Most comparable agencies have similar roles to the Web Services Coordinator classification; however, many of the more limited matches are used more broadly, or, have overlapping duties that don't allow them to be a good match. The job factor levels of these matches listed below were found to be similar to our own. Agencies that do not have a comparable classification to ours are not included. Typically, when a match was not found it was due to the level of duty complexity, organizational structure or the scope of the position.

AGENCY	JOB TITLE	MIN	MAX	MEDIAN
Santa Monica College	Web Services Coordinator	\$6,411	\$7,793	\$7,102
Contra Costa CCD	Web Administrator	\$7,374	\$8,984	\$8,179
Glendale College	Web Coordinator	\$6,104	\$7,791	\$6,947
Long Beach City College	Web Developer I	\$5,164	\$6,370	\$5,767
Mount San Antonio College	Web Content Specialist	\$6,472	\$8,260	\$7,366
Riverside CCD	Web Applications Technician	\$5,671	\$6,900	\$6,286
State Center CCD	Web Content Engineer	\$5,798	\$7,130	\$6,464
	Average	\$6,097	\$7,572	\$6,835
	25th Percentile	\$5,703	\$6,958	\$6,330
	50th Percentile	\$5,951	\$7,460	\$6,706
	75th Percentile	\$6,380	\$8,143	\$7,261
	80th Percentile	\$6,472	\$8,260	\$7,366
	90th Percentile	\$6,923	\$8,622	\$7,772
	SMC % RANK	77%	60%	67%
	SMC Differences From AVG	4.90%	2.83%	3.76%
	SMC Differences From MED	7%	4%	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.*

It is recommended that Web Services Coordinator be reallocated to Classified Salary Range 45 (\$6,574 to \$7,990) per month which would bring it to the 76th percentile. This will serve to establish a competitive salary to attract and retain qualified candidates, while ensuring that the proposed range is aligned with other classifications within the Web classification series.

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

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

CLASS TITLE	REPORTS TO	MINIMUM	MAXIMUM	RANGE	% DIFF BETWEEN LEVELS
Director of Web and Social Media Strategies	Senior Director, Government Relations/Institutional Communications	\$9,551	\$11,609	M30	45.38%
Web Services Coordinator*	Director of Web and Social Media Strategies	\$6,574	\$7,990	45	55.12%
Web Content Developer	Director of Web and Social Media Strategies	\$4,238	\$5,151	27	

*Proposed

RECOMMENDATION

It is recommended that the Commission approve the proposed class description revisions and salary reallocation for Web Services Coordinator.

FROM: **\$6,411 to \$7,793 per month**
(Classified Employee Salary Schedule Range 44)

TO: **\$6,574 to \$ 7,990 per month**
(Classified Employee Salary Schedule Range 45)

Disposition by the Commission	
Motion made by:	Deborah Jansen
Seconded by:	Barbara Greenstein
Ayes:	4
Nays:	0
Abstentions:	0
Amendments/Comments	

**Santa Monica Community College District
Personnel Commission**

Web Services Coordinator

CONCEPT OF THE CLASS

Under general supervision, the position in this classification uses knowledge of current Web programming languages and content management tools to develop and maintain programs and content pages to support internet services on the District's World Wide Web sites and provides users with technical support as needed.

DISTINGUISHING CHARACTERISTICS

The **Director of Web and Social Media Strategy** classification is responsible for strategic planning, development, execution, and implementation of the College's website and online publications, and for user training.

The **Web Services Coordinator** uses knowledge of current Web programming languages and content management tools to develop and maintain programs and content pages to support internet services on the College's websites and provides users with technical support as needed.

The **Web Content Developer** classification writes, edits, and develops information on the College's website.

ESSENTIAL DUTIES

Coordinates, manages, and maintains the District's social media presence.

Coordinates and works with ~~other~~ Information Technology staff to ensure components within web sites are integrated effectively and comply with technology standards within the overall technology infrastructure.

Manages the distribution of content through our various media channels, including social media.

Coordinates, designs, updates, maintains, and modifies content structure, content pages, and software applications on ~~the World Wide Web~~ the college web-sites.

~~Installs, configures, and supports Internet software, including Web service related software applications.~~

Develops and designs user-friendly content using effective Search Engine Optimization techniques.

Provides technical support for users ~~of online instructional tools and other on~~ web content management tools.

Writes new web content and edits web content for accuracy, editing and proofread new content before publication.

Monitors, reviews, and ensures access viability to web posted documents and images based on federal and technical standards for web-based protocols and cross platform usability; ensures Section 508 compliance for website accessibility

Maintains current knowledge of internal technology, web development industry standards, and web development regulations, and federal accessibility standards.

Responds to all incoming inquiries regarding websites, and email messages to the Webmaster account, by implementing ~~automated~~ tools, replying directly, or forwarding to other departments or individuals as appropriate.

Collaborates with other departments and team members to brainstorm subjects for creative content.

Serves as liaison for the Information Technology team to coordinate the development and implementation of the website's content management projects, and provides ongoing support, including problem solving and web functionality.

Analyzes performance indicators and web traffic and determines the effectiveness of created content.

Participates in the recruitment, hiring and training of new 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.

SUPERVISION

Supervision Received

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

Supervision Exercised

Positions in this classification do not supervise others.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of
-HTML and other current Internet programming languages

~~Knowledge of~~ Internet site content management tools

~~Knowledge of w~~Web authoring and design tools

~~Knowledge of~~ Database accessing language

~~Knowledge of c~~Computer operating systems

~~Knowledge of~~ Internet architecture and web server technology

~~Knowledge of~~ Internet and web services software, and commonly used Internet browsers

~~Knowledge of~~ Internet theory, terms, functional operations and procedures

~~Knowledge of~~ Internet accessibility legal requirements and accessible design strategies

~~Knowledge of c~~Computer network (LAN) operations

~~Knowledge of c~~Computer graphics, text editing, scanning, and other office automation software

Ability to:

~~c~~Coordinate and manage website development projects

~~Ability to c~~Consult with management and staff in a professional manner, helping to define, design and implement new applications, and improve existing ones

~~Ability to c~~Coordinate and post web content and objects to the World Wide Web

~~Ability to t~~Troubleshoot and resolve a variety of web site linkage, access and related operational problems

~~Ability to t~~Troubleshoot and resolve a variety of computer hardware, software and peripheral equipment related operational problems.

~~Ability to r~~Research and prepare recommendations regarding web site usage, page design and content

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

~~Ability to use e~~ffectively use multimedia and graphical software and tools

~~Ability to u~~nderstand the role of the Management Information Services department in the development of online administrative web services and coordinate efforts when appropriate

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

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

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

Organize and maintain specialized files and confidentiality of employee and student information

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

MINIMUM QUALIFICATIONS

Education Requirement:

Associate of Arts Degree in Computer Science, Graphic Design, Web Design, or closely related field. A Bachelor' degree in the above stated disciplines is preferred.

Experience Requirement:

Three years of experience developing, maintaining, and supporting Internet and Intranet services on a large and complex World Wide Web site. [Experience in an educational institution is highly desirable.](#) ~~Higher educational institution website coordinator experience is preferred.~~

Education/Experience Equivalency:

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

WORKING ENVIRONMENT AND PHYSICAL DEMANDS

Disclosure:

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

Normal Office Environment:

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

CLASS DETAIL

~~Job Family:~~ [Information Technology](#) [Community Outreach](#)

~~FLSA Status:~~ Non-exempt

~~Personnel Commission Approval Date:~~ 11/30/06

~~Revision Date(s):~~ Hay Study, November 30, 2006; July 15, 2015

~~Class History:~~ Internet Web Services Coordinator

Job Family:

FLSA Status:

Personnel Commission Approval Date:

Revision Date(s):

Class History:

Community Outreach

Non-exempt

11/30/06

Hay Study, November 30, 2006; July 15, 2015

Internet Web Services Coordinator

**Santa Monica Community College District
Personnel Commission**

Web Services Coordinator

CONCEPT OF THE CLASS

Under general supervision, the position in this classification uses knowledge of current Web programming languages and content management tools to develop and maintain programs and content pages to support internet services on the District's World Wide Web sites and provides users with technical support as needed.

DISTINGUISHING CHARACTERISTICS

The **Director of Web and Social Media Strategy** classification is responsible for strategic planning, development, execution, and implementation of the College's website and online publications, and for user training.

The **Web Services Coordinator** uses knowledge of current Web programming languages and content management tools to develop and maintain programs and content pages to support internet services on the College's websites and provides users with technical support as needed.

The **Web Content Developer** classification writes, edits, and develops information on the College's website.

ESSENTIAL DUTIES

Coordinates, manages, and maintains the District's social media presence.

Coordinates and works with Information Technology staff to ensure components within websites are integrated effectively and comply with technology standards within the overall technology infrastructure.

Manages the distribution of content through our various media channels, including social media.

Coordinates, designs, updates, maintains, and modifies content structure, content pages, and software applications on the college websites.

Develops and designs user-friendly content using effective Search Engine Optimization techniques.

Provides technical support for users on web content management tools.

Writes new web content and edits web content for accuracy, editing and proofread new content before publication.

Monitors, reviews, and ensures access viability to web posted documents and images based on federal and technical standards for web-based protocols and cross platform usability; ensures Section 508 compliance for website accessibility.

Maintains current knowledge of internal technology, web development industry standards and web development regulations, and federal accessibility standards.

Responds to all incoming inquiries regarding websites, and email messages to the Webmaster account, by implementing tools, replying directly, or forwarding to other departments or individuals as appropriate.

Collaborates with other departments and team members to brainstorm subjects for creative content.

Serves as liaison for the Information Technology team to coordinate the development and implementation of the website's content management projects, and provides ongoing support, including problem solving and web functionality.

Analyzes performance indicators and web traffic and determines the effectiveness of created content.

Participates in the recruitment, hiring and training of new 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.

SUPERVISION

Supervision Received

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

Supervision Exercised

Positions in this classification do not supervise others.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

HTML and other current Internet programming languages

Internet site content management tools

Web authoring and design tools

Database accessing language

Computer operating systems

Internet architecture and web server technology

Internet and web services software, and commonly used Internet browsers

Internet theory, terms, functional operations and procedures

Internet accessibility legal requirements and accessible design strategies

Computer network (LAN) operations

Computer graphics, text editing, scanning, and other office automation software

Ability to:

Coordinate and manage website development projects

Consult with management and staff in a professional manner, helping to define, design and implement new applications, and improve existing ones

Coordinate and post web content and objects to the World Wide Web

Troubleshoot and resolve a variety of web site linkage, access and related operational problems

Troubleshoot and resolve a variety of computer hardware, software and peripheral equipment related operational problems.

Research and prepare recommendations regarding web site usage, page design and content

Communicate effectively both orally and in writing

Effectively use multimedia and graphical software and tools

Understand the role of the Management Information Services department in the development of online administrative web services and coordinate efforts when appropriate

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

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

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

Organize and maintain specialized files and confidentiality of employee and student information

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

MINIMUM QUALIFICATIONS

Education Requirement:

Associate of Arts Degree in Computer Science, Graphic Design, Web Design, or closely related field. A Bachelor' degree in the above stated disciplines is preferred.

Experience Requirement:

Three years of experience developing, maintaining, and supporting Internet and Intranet services on a large and complex World Wide Web site. Experience in an educational institution is highly 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.

WORKING ENVIRONMENT AND PHYSICAL DEMANDS

Disclosure:

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

Normal Office Environment:

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

CLASS DETAIL

<i>Job Family:</i>	Community Outreach
<i>FLSA Status:</i>	Non-exempt
<i>Personnel Commission Approval Date:</i>	11/30/06
<i>Revision Date(s):</i>	Hay Study, November 30, 2006; July 15, 2015
<i>Class History:</i>	Internet Web Services Coordinator

Agenda Report No.	3
Subject	RATIFICATION OF PROVISIONAL WORKING OUT OF CLASS AND INTERNAL LIMITED TERM ASSIGNMENTS
Date	June 27, 2022
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

It is recommended that the Personnel Commission approve the following working out of class internal limited term assignment(s).

I. Working Out of Class Assignment (Provisional):

Name/ Permanent Class	Provisional WOC Assignment*	Dates of Assignment
August Faustino, Personnel Analyst	Classification and Compensation Manager	7/14/2022 to 7/29/2022

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

II. Extension to Substitute Limited Term Assignment:

Name/ Permanent Class	Substituted Limited Term Assignment	Dates of Current Assignment	Extended Dates
Mario Samano, Skilled Maintenance Worker II	HVAC Mechanic	3/14/2022 to 6/14/2022	6/15/2022 to 7/15/2022

**Merit Rule 3.2.10 Working Out of Class
(Education Code Section 88010, 88087, 88106 - 88108)**

3.2.10 CONCEPT OF WORKING OUT OF CLASSIFICATION

1. Each classified employee shall be required to perform the duties of the position approved by the Board and classified by the Personnel Commission for the class to which he or she is assigned. An employee may be required to perform other related duties consistent with the concept of the classification to which the position is assigned.
2. Classified employees shall not be required to perform duties and responsibilities which are not fixed and prescribed for their positions or are not consistent with the concept of the classification of their current position for any period of time which exceeds five (5) working days within a fifteen (15) calendar day period, or equivalent (i.e., four 10-hour working days within a fifteen (15) calendar day period) except as provided by this rule.
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).

Procedure for Supervisor Requesting Approval for Working Out of Class

3. The Director of Classified Personnel will advise the Office of Human Resources of the findings and shall present those findings, including the recommended pay differential, to the Personnel Commission for approval. Confirmation of this approval shall then be sent by the Personnel Commission to the Supervisor and the employee, and forwarded to the Board of Trustees for final approval.

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

11.7 Work out of Classification

11.7.1 Definition:

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

11.7.3 Compensation:

a. In the event that an employee is assigned duties at a higher classification as defined above and those duties make up at least fifty percent (50%) of the employee's daily assignments, the employee salary shall be adjusted as set forth in Section 11.4.1.

b. If those duties make up less than fifty percent (50%) of the employee's daily assignment, the District shall pay the employee equal to one half (1/2) of the stipend that would have been paid under sub division a (above)

11.4 Salary on Promotion

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

Merit Rule 7.4 Limited Term (Temporary) Appointments (Education Code Section 88105)

7.4.1 LIMITED TERM POSITIONS DEFINED

Positions established to perform duties which are not expected to exceed six months in one fiscal year shall be designated as temporary limited-term positions.

Positions established to replace temporarily absent employees shall be designated as substituted limited-term positions.

7.4.2 PROCEDURE FOR ESTABLISHMENT OF LIMITED-TERM POSITIONS

When a temporary or substitute limited-term position is established, the appointing authority shall notify the Director of Classified Personnel in writing of the hours, starting date, and probably length of the assignment. Establishment of limited-term positions shall be subject to ratification by the Board of Trustees at their next regular meeting.

Substitute limited-term appointments may be made for the duration of the absence of a regular employee but need not be for the full duration of the absence. The appointment may be in the same class as that of the absent employee or the duties may be reduced in level and the appointment may be made in a lower class. The duration of the appointment shall not exceed the authorized dates of absence of the regular employee.

7.4.3 ELIGIBILITY FOR APPOINTMENT

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

RECOMMENDATION

It is recommended that the Personnel Commission approve the requests for working out of class and limited term assignments for the appropriate stipend as indicated under the above applicable sections of CSEA, Chapter 36, Article 11.7, and Merit Rules 3.2.10 and 7.4.

Disposition by the Commission	
Motion made by:	Lawrence Leone
Seconded by:	Barbara Greenstein
Ayes:	4
Nays:	0
Abstentions:	0
Amendments/Comments	

Agenda Report No.	4
Subject	RATIFICATION OF ELIGIBILITY LISTS: <ul style="list-style-type: none"> • DIRECTOR OF MARKETING AND COMMUNICATIONS • INSTRUCTIONAL ASSISTANT-MATH
Date	June 27, 2022
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	Jose Guzman, Personnel Analyst

Class Title	Field of Competition	Promotional	Total On List	Expiration Date
Director of Marketing and Communications	Merged Promotional & Open Competitive	1	6	6/15/2023
Instructional Assistant – Math	Promotional & Open Competitive	0	8	6/23/2023

Disposition by the Commission	
Motion made by:	Barbara Greenstein
Seconded by:	Lawrence Leone
Ayes:	4
Nays:	0
Abstentions:	0
Amendments/Comments	

Agenda Report No.	5
Subject	EXAMINATION SCHEDULE: <ul style="list-style-type: none"> • ADMINISTRATIVE ASSISTANT I • ADMINISTRATIVE ASSISTANT II • CUSTODIAN
Date	June 27, 2022
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	Jose Guzman, Personnel Analyst

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

Class Title	Field of Competition	Time
Administrative Assistant I	Promotional and Open Competitive	3 weeks
Administrative Assistant II	Merged Promotional & Open Competitive	3 weeks
Custodian	Open Competitive	3 weeks

Disposition by the Commission	
Motion made by:	Deborah Jansen
Seconded by:	Barbara Greenstein
Ayes:	4
Nays:	0
Abstentions:	0
Amendments/Comments	

Agenda Report No.	6
Subject	ADVISORY ITEM: REINSTATEMENT LIST
Date	June 27, 2022
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

The Personnel Commission is advised of the following requests for placement on the Reinstatement List as specified below.

Name	Classification	Resignation Date	Reinstatement Effective Dates
Armineh Gurjian	Classification and Compensation Manager	2/11/2022	February 12, 2022 to May 11, 2025
Sheldon Morley	Administrative Assistant II	12/31/2021	January 1, 2022 to March 31, 2025

Rule 15.2 REINSTATEMENT (EDUCATION CODE SECTION 88128)
15.2.1 GENERAL PROCEDURES

- A. 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 the 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.

- B. Reinstatement of a former employee shall have the following effects:
 - 1. If the employee is reinstated to a permanent position in his/her former class or a lower related class, he/she shall be restored all the rights, benefits, and burdens of a classified employee.
 - 2. Restoration of salary in accordance with Section 13 of Rule 12.2.

III. MEETING ADJOURNED at 4:05 p.m.

Disposition by the Commission	
Motion made by:	Deborah Jansen
Seconded by:	Lawrence Leone
Ayes:	4
Nays:	0
Abstentions:	0
Amendments/Comments	

As required by law, this agenda for the Monday, June 27, 2022 Regular Meeting of the Santa Monica College Personnel Commission was posted on the official District website no later than 24 hours prior to the date and time of this meeting.

Day	Month	Date	Year	Time	Venue
Monday, June 27, 2022 at 4:00PM Special Meeting via Zoom					
Wednesday	July	20	2022	12:00PM	ONLINE
Wednesday	August	17	2022	12:00PM	ONLINE
Wednesday	September	21	2022	12:00PM	ONLINE
Wednesday	October	19	2022	12:00PM	ONLINE
Wednesday	November	16	2022	12:00PM	ONLINE
Wednesday	December	21	2022	12:00PM	ONLINE
Wednesday	January	18	2023	12:00PM	TBD
Wednesday	February	15	2023	12:00PM	TBD
Wednesday	March	15	2023	12:00PM	TBD
Wednesday	April	19	2023	12:00PM	TBD
Wednesday	May	17	2023	12:00PM	TBD
Wednesday	June	21	2023	12:00PM	TBD