

Santa Monica College Personnel Commission  
Regular Meeting Agenda  
January 18, 2023  
12:00 p.m.

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Santa Monica College Personnel Commission  
 Regular Meeting Agenda  
 January 18, 2023  
 12:00 p.m.

<p><b>DEPARTMENTS: PLEASE POST</b>          3400 Airport/SBDC: Sasha King          Academic Affairs: Sharon Thomas          Accounts Payable: Cherry Aquino          Admissions &amp; Records: Esau Tovar          African American Center: Sherri Bradford          Athletics:          Auxiliary Services: Ofelia Meza          Bundy: Beverly Redd-Walker          Business Department: Peter Murray          Campus Police Office: Jennifer Jones          Campus Store: Elease Juarez          Career Services: Vicky Rothman          Cashier's Office: Veronica Romo          Center for Media &amp; Design: Maria Calvento          Community Education:          Counseling Office: Jocelyn Avella          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&amp;S: Nick Mata          ESL Office: Jocelyn Alex          Events Office: Yesenia Penate          Faculty Association: Peter Morse          Financial Aid Office: Sandra Hernandez          Health Sciences: Clarenda Stephens          Health Office: Nancy Alfaro          HSS: Carolyn Baugh          Institutional Research:          International Education Center: Ana Jara          KCRW:          Latino Center: Maria Martinez          Madison: Gail Johnson          Maintenance/Operations: Kasey Garland          Math Village: Kristina Fukuda          Media Center: L. Nakamura          Modern Language: Travis Grant          Music: Lori Geller          Outreach &amp; Recruitment: Janet Kleinman          Payroll: Ian Fraser          Science: Ingrid Cardwell          Student Life: Amelia Trejo          Superintendent/Presidents Office: L. Kilian          STEM: Vanan Yahnian          Theater Arts: Judy Louff          W&amp; ED/Bundy: Tricia Ramos</p>	<p><b>ADMINISTRATORS AND MANAGERS</b>          Emeritus: Scott Silverman          Facilities: Dennis Biddle          HR: Tre'Shawn Hall-Baker          Info Tech: Marc Drescher          IEC: N. Pressian          Instructional Technology:          Maintenance:          Terry Kamibayashi          Operations:          Anthony Barlow          Justin Carter          Darryl Gray          Felicia Hudson          Robert Villanueva          Receiving: Lisa Davis          Supplemental Instruction:          Wendi DeMorst</p>	<p><b>SUPERINTENDENT/PRESIDENT AND SENIOR STAFF</b>          Superintendent/President: Kathryn Jeffery          Executive VP:          VP Academic Affairs:          VP Business/Admin: Chris Bonvenuto          VP Enroll. Services: T. Rodriguez          VP Human Resources: Sherri Lee-Lewis          VP Student Affairs: M. Tuitasi          Senior Director Government Relations &amp; Institutional Communications: Don Girard          Community Relations: Kiersten Elliott          Public Information: Grace Smith</p> <p><b>PUBLIC POSTING LOCATION</b>          Online: <a href="http://www.smc.edu">www.smc.edu</a></p> <p><b>EMPLOYEE ORGANIZATIONS</b>          CSEA Labor Rep.: Ciera Chilton          CSEA Chapter Pres.: Cindy Ordaz          CSEA Chapter 1st V.P.: Martha Romano          CSEA Chapter 2nd V.P.: Kennisha Green          CSEA Chief Job Steward: Lee Peterson          CSEA Treasurer: Dagmar Gorman          CSEA Secretary: Judith Mosher          CSEA Chief Development Officer:          Luis Martin          CSEA Communications Officer:          SMC POA President: Officer Cadena          Management Association:</p> <p><b>IF YOU NEED AN ACCOMMODATION</b>          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> <p>Revised 1/4/2023</p>
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Public Session: 12:00 p.m.

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

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

- c. Director’s Report
- d. Public Comments-Non-Actionable Items from those in attendance.
  - i. Recognition of Employee Longevity – January 2023

1. 10 YEARS

Alan Kuykendall, Interim Assistant Director of Human Resources,  
Human Resources

2. 25 YEARS

Christine Lea Miller, Instructional Media Specialist,  
Distance Education

Frederick Young, Mail Services Worker II, PCAL

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

## II. Agenda Reports – Major Items of Business

Report Number	Subject	Page Number
1	Second Reading of Amendment to Rules and Regulations of the Classified Service – Chapter 13: Seniority, Layoff, Displacement and Reemployment, Section 13.2 through 13.4 & Chapter 5, Section 5.2.9 Evaluation of Training and Experience [9-7-2022 meeting of the Merit Rules Advisory Committee]	3
2	New Class Description & Salary Allocation: Laboratory Technician-Fashion	11
3	Request for Approval of Classification Revisions, Salary Reallocation and Retitle: Assistant Director of Human Resources to Assistant Director of Human Resources-Employee and Labor Relations	17
4	Request for Approval of Classification Revisions and Salary Reallocation: Laboratory Technician-Broadcast Digital Media	28

## III. Consent Agenda - (All items will be considered and approved in one motion unless removed by a Commissioner for discussion.)

Report Number	Subject	Page Number
5	Approval of Meeting Minutes	40
6	Ratification of Internal Limited Term Assignments and Working Out of Class Assignments	41
7	Ratification of Eligibility Lists	46
8	Request for Reinstatement	47
9	Ratification of Limited Term Assignments	48
10	Advisory Item: Appointments to Limited Term Assignments	49
11	Advisory Item: Appointments to Provisional Assignments	51
12	Examination Schedule	52
13	Personnel Commission Project Status Report	53

## IV. Adjournment

Agenda Report Number	1
Subject	Second Reading of Amendment to Rules and Regulations of the Classified Service – Chapter 13: Seniority, Layoff, Displacement and Reemployment, Section 13.2 through 13.4 & Chapter 5, Section 5.2.9 Evaluation of Training and Experience [from the 9-7-2022 meeting of the Merit Rules Advisory Committee]
Date	January 18, 2023
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

5.2.9 EVALUATION OF TRAINING AND EXPERIENCE

- A. If the evaluation is structured so that minimal judgment is exercised, such as the review of minimum requirements, one evaluator may be used.
- B. If a part of the examination includes a is-a scored evaluation of the applicants' training and experience based solely on application materials, the evaluation shall be individually and independently conducted by at least two members of a committee other than the oral interview panel.

## Rule 13.2

## LAYOFF PROCEDURES (EDUCATION CODE SECTIONS 88127, 88017, 88117)

## 13.2.1

## PROCEDURES FOR LAYOFF OF PERMANENT EMPLOYEES

~~A.~~ ~~A.~~ The Board may lay off employees in accordance with the provisions of the Education Code, because of lack of work, lack of funds, or the abolition, reclassification or reorganization of positions. In the event of layoff, the order of layoff within the class shall be determined by length of service. The employee who has been employed the shortest time in the class plus higher ~~related~~ classes shall be laid off first. Classified employees who have been laid off shall have the right of reemployment in the reverse order of layoff. The ~~Personnel Director of the Personnel Commission~~ shall prepare a layoff list by class and it shall be certified at a regular or special meeting of the Personnel Commission. The list shall be used in carrying out all applicable rules in regard to layoff.

B. When the Board of Trustees determines that classified employees must be laid off and has approved the positions and services or programs which are to be eliminated, the ~~District Personnel Administrator/College Superintendent/President or designee~~ shall notify the employees affected and the ~~Personnel Director of the Personnel Commission~~ of the effective date of layoff and the Board approval date. The ~~Personnel Administrator shall utilize the approved layoff list approved by the Personnel Commission shall be utilized in effecting determining the employees subject to all layoffs under these Rules. The District shall follow the procedures laid out in the Education Code. The following procedures shall apply:~~

~~1.~~ Employees who are to be laid off shall be given at least a ~~45-60~~ calendar day notice prior to the effective date of the layoff.

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~~Permanent employees whose services will not be required for the ensuing fiscal year shall be given written notice stating the reasons for layoff, no later than March 15<sup>th</sup>;~~

~~23. Employees who are to be laid off due to the expiration of a specially funded program, shall be given a notice not less than 45 60 calendar days prior to the expiration date of the program.~~

Section 13.2.1.B.3

34.C. In addition to information required by the Education Code, The the notices to employees informing of impending layoffs shall include:

- a. the effective date of the layoff;
- b1. the employee's displacement (bumping and voluntary reduction) rights;
- e2. the employee's reemployment rights;
- 43. the employee's benefit entitlement, unemployment compensation rights and promotional testing preference.

~~e. notification of the employee's right to submit a written request for a hearing to determine if there is cause for not rehiring the employee for the following fiscal year.~~

~~45. The Board of Trustees may waive the 45 60 calendar day notification procedures for layoff due to lack of funds only in the event of an actual and existing financial inability to pay classified employee salaries.~~

~~56D. When the assigned work year and/or the assigned hours of a position must be reduced, or when a position is reclassified to a lower level, the employee regularly assigned to the position shall be given the opportunity to elect a voluntary demotion or voluntary reduction in order to remain in the position. This demotion or reduction shall be in lieu of layoff.~~

~~67. Whenever a limited term assignment exists in the same class in which a regular employee is to be laid off, the regular employee shall be offered the limited term assignment. If the regular employee accepts it, the limited term employee shall be terminated.~~

~~Section 13.2.2~~

~~13.2.2 PROCEDURES FOR LAYOFF OF PROBATIONARY EMPLOYEES~~

~~A. Probationary employees may be laid off at any time without regard to the minimum 45/60 day notice listed in Rule 13.2.1; however, the District shall make every effort to provide probationary employees the same minimum notification that is provided to permanent employees.~~

~~MRC appx. 9-20-04~~

Rule 13.3

Rule 13.3

DISPLACEMENT (BUMPING) RIGHTS

13.3.1

DISPLACEMENT RIGHTS FOR PERMANENT EMPLOYEES

- A. Displacement shall be defined as the replacement of ~~a junior an~~ employee by an employee with more seniority in the same class.
- B. Permanent classified employees who are laid off may exercise displacement rights in their class or in any other class with the same or lower maximum salary in which they hold seniority credit greater than an incumbent. The employee who is displaced shall be the one with the least total seniority in the class (plus equal and higher classes). The following rules shall apply in determining displacement rights:
  1. In cases of reclassification, reorganization, or abolishment of position, or in cases where the employee is promoted and subsequently disqualified during probation, an incumbent's seniority in the class shall be computed as stated in Rule 13.1.2.
  2. An employee may displace only that employee within ~~his/her~~their class who has the least seniority in the class plus higher classes.
  3. When an employee displaces into a class having positions which are full time, part time and/or assigned to different yearly assignments (greater than or less than current assignment), ~~(such as 12, 11, 10, 9 month or school year or 157 days per year assignments)~~; the employee shall be placed in that position with the next most comparable assignment. Decreases in assigned time shall be processed in accordance with Rule 9.6.3.



Section 13.3.1.B.4

4. If an employee waives the opportunity to displace within his/her/their own class, the employee may follow these procedures in any equal or lower class in which he/she/they holds seniority credit greater than the least senior incumbent, or the employee may be placed on a reemployment list.
  5. When an employee exercises displacement rights into a lower class, the employee(s) shall receive credit for accumulated seniority in all related higher classes.
  6. Each employee shall respond to the Personnel Director of the Personnel Commission within one week after notification of layoff whether or not the employee will exercise displacement into his/her/their own regular class or any other class in which seniority is held.
  7. A permanent classified employee may displace a non-permanent employee in the same class. No regular employee shall be laid off from any position while temporary (limited-term) employees are assigned to positions in the same class, unless the regular employee declines the temporary assignment.
  - 7.8. Displacement into a lower class under this Rule shall be considered a voluntary demotion which shall qualify the employee for Y-rate salary placement under Rule 12.2.9.
- C  
No regular employee shall be laid off from any position while temporary (limited term) employees are assigned to positions in the same class, unless the regular employee declines the temporary assignment.

Section 13.3.2

13.3.2

RIGHTS OF NON-PERMANENT EMPLOYEES

- A. Probationary employees ~~who are laid off shall~~ hold no displacement rights but may be restored to their former place on eligibility list(s) from which they were appointed provided the list(s) have not expired.
- B. All other employees without permanency in the classified service, shall hold no displacement rights and may be terminated at the end of their work shift without regard to the notification procedures of Rule

13.2.

~~C. No regular employoo shall be laid off from any position while temporary (limited term) employees are assigned to positions in the same class, unless the regular employoo declines the temporary assignment.~~

## Rule 13.4

## Rule 13.4

## REEMPLOYMENT

## 13.4.1

REEMPLOYMENT RIGHTS OF PERMANENT EMPLOYEES  
(EDUCATION CODE SECTIONS 88117, 88127)

- A. A permanent employee after having had the opportunity to exercise all rights guaranteed under this policy who must be laid off shall be placed on a preferential 39 month reemployment list. Reemployment in the first opening occurring in the class in which layoff has taken place shall be in the reverse order of seniority. The following procedures shall apply:
1. A laid off employee on a reemployment list may decline three (3) offers of reemployment in ~~his/hers/their~~ former class. After the third refusal no additional offers need be made and the employee shall be considered unavailable until ~~he/she/they~~ indicates otherwise.
  2. If a laid off employee is on an eligibility list at the time of layoff, ~~he/she/they~~ shall remain on the list until ~~he/she/they are -is-~~ placed, or the list is terminated, whichever occurs first.
  3. Laid off employees on reemployment lists shall be eligible to compete in promotional examinations for which they qualify.
  4. Laid off employees shall not accumulate seniority in the class while on the reemployment list.
-

Section 13.4.1.B

- B. For purposes of this Rule the term, "reemployment list" shall mean a list of names of persons who have been laid off from permanent positions by reason of lack of work, lack of funds, or abolishment or reclassification of positions, or other reasons specified in these Rules, and who are eligible for reemployment without examination in their former class, arranged in order of their right to reemployment.
- C. An employee who has accepted a demotion in order to remain in ~~his/her~~their position in lieu of layoff has the right to be reemployed without examination, in accordance with ~~his/her~~their seniority in a vacant position in the employee's former class for 63 months after demotion provided that same tests of fitness still apply. Intervening assignments to other classes shall not abrogate this right.
- D. Upon reemployment the District shall restore to the employee all the rights, benefits and burdens of permanent employment in the class for which ~~he/she/they are/is~~ reemployed. Salary placement shall be determined according to Rule 12.2.13.

13.4.2

REEMPLOYMENT OF PROBATIONARY EMPLOYEES

- A. Probationary employees who are reemployed after layoff into their former class from the appropriate eligibility list shall be credited for the time served as part of their probationary period.

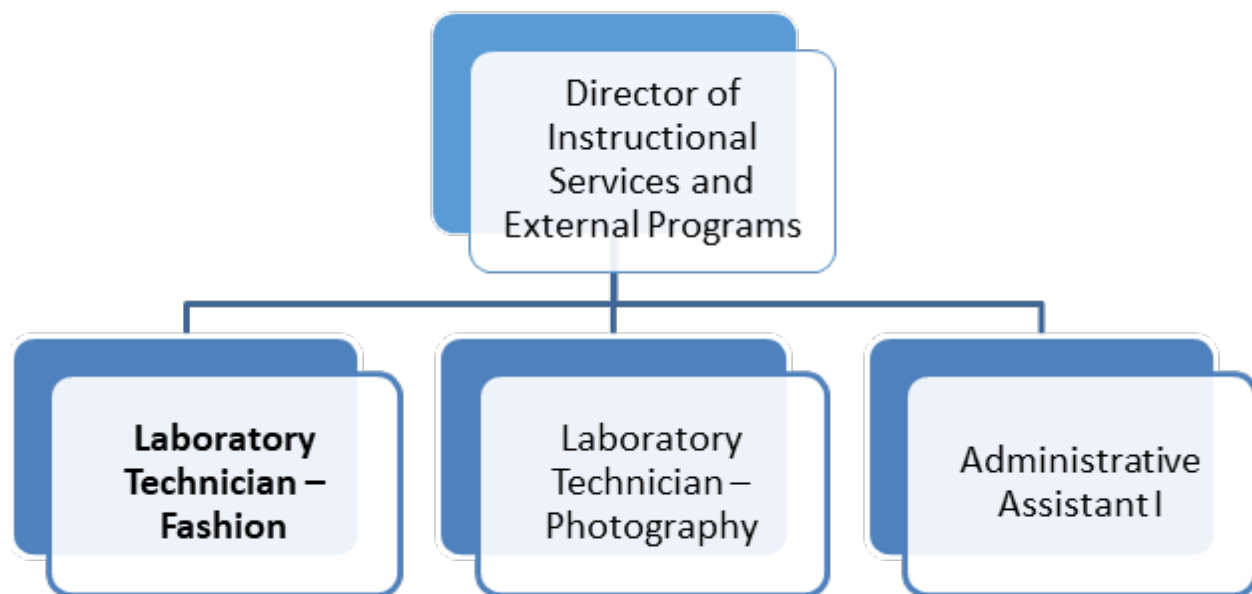
Disposition by the Committee	
Motion Made By	
Seconded By	
Ayes	
Nays	
Abstentions	
Amendments/Comments	

Agenda Report Number	2
Subject	New Class Description & Salary Allocation: Laboratory Technician-Fashion
Date	January 18, 2023
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	Julia Britt, Personnel Technician

**BACKGROUND**

Attached for your approval is a new classification description and salary allocation for **Laboratory Technician – Fashion**.

Academic Affairs has requested the creation of a new classification that will support the Fashion Department’s Industrial Sewing and Digital Tukatech® Laboratory. This new role will report to the Director of Instructional Services and External Programs.



**METHODOLOGY**

Personnel Commission staff discussed this new role with Maral Hyeler, Director of Instructional Services and External Programs, and Josh Sanseri, Chair of the Photography/Fashion department. Discussions took place to define and clarify the parameters of the proposed classification, and to make an initial recommendation as to whether the proposed job duties fit into an existing classification, or if further study was needed to assess the need for a new classification. Following discussion and review of job duties submitted and labor market research, a list of job duties was finalized, along

with a list of knowledge, skills, and abilities (KSAs). Reporting relationships were defined, and recommendations for minimum requirements were discussed and compared with other related classifications.

A job evaluation and external salary study were conducted to identify similar roles in comparable agencies. Internal comparisons were also reviewed in order to ensure that there is proper alignment with other instructional laboratory support classifications, and that duties were adequately distinguished from other related classifications. Once the duties were finalized, Commission staff prepared the class description and salary proposal and sent recommendations for review by senior leadership and CSEA.

Commission staff will conduct further meetings with Department management prior to opening recruitment, in order to gather and analyze documentation for developing an examination plan and creating test content.

## **RESULTS**

Key factors in determining the need for a new classification consist of the knowledge required for the position, scope and effect of work, level of complexity, nature and purpose of contacts in the course of work, and level of decision-making. Incumbents in this classification will:

- Apply knowledge of sewing machine operations and technology to demonstrate correct and safe operation of laboratory equipment, as well as clean, conduct safety checks, and inspect sewing laboratory equipment for minor repairs.
- Research, organize, and order appropriate supplies for equipment operation, teaching demonstrations, and students' use to ensure that the sewing laboratory is prepared and equipped to support instructional goals.

A comprehensive salary survey of 16 comparable agencies was conducted to examine industry trends and determine current salary ranking. Sufficient market data was not available to utilize the percentile ranking method of salary placement (i.e., at least 30% of surveyed jobs should be matched). Comparable agencies did not have a specialized role that matched the job purpose for Laboratory Technician – Fashion. As a result, salary allocation is recommended based on internal alignment.

## **SALARY ALLOCATION**

It is recommended that salary for the Laboratory Technician – Fashion be allocated to **Range 32 (\$4,784 to \$5,815 per month)** on the Classified Employees Salary Schedule. This recommendation serves to establish a competitive salary to attract and retain qualified candidates, while ensuring that the proposed range is aligned with other classifications that provide operational and instructional support to students and faculty in an instructional laboratory setting.

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

JOB TITLE	MIN	MAX	RANGE	% DIFFERENCE BETWEEN LEVELS
Lead Laboratory Technician – Life Science	\$5,151	\$6,261	35	0.00%
Lead Laboratory Technician – Art	\$5,151	\$6,261	35	7.67%
Laboratory Technician – Life Science	\$4,784	\$5,815	32	0.00%
<b>Laboratory Technician – Fashion</b>	<b>\$4,784</b>	<b>\$5,815</b>	<b>32</b>	<b>0.00%</b>
Laboratory Technician – Photography	\$4,784	\$5,815	32	0.00%
Lead Laboratory Technician – Chemistry*	\$4,784	\$5,815	32	0.00%
Laboratory Technician – Art	\$4,784	\$5,815	32	7.51%
Laboratory Technician – Chemistry*	\$4,450	\$5,409	29	0.00%
Laboratory Technician – Physics*	\$4,450	\$5,409	29	0.00%
Laboratory Technician – Broadcast Digital Media*	\$4,450	\$5,409	29	

\*Currently under review

The proposal for this new classification was sent for review to Department leadership, Business Services, Human Resources, CSEA, and the College Superintendent/President.

**RECOMMENDATION**

It is recommended that the Commission approve the attached new class description and salary allocation for Laboratory Technician – Fashion.

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

**Santa Monica Community College District  
Personnel Commission**

**Laboratory Technician - Fashion**

**CONCEPT OF THE CLASS**

Under general supervision, positions in this classification provide laboratory support and assist instructors and students in the Fashion Department's Industrial Sewing and Digital Tukatech® Lab.

**ESSENTIAL DUTIES**

Provides technical assistance to instructors and students in the Fashion Department's Industrial Sewing and Digital Tukatech® Lab to facilitate student learning.

Prepares equipment and materials for use by students in the lab; ensures equipment is assembled correctly and operated safely.

Demonstrates proper use and care of materials, equipment, supplies, and software to instructors and students to ensure proper operational and safety protocols are being followed.

Creates, organizes, and maintains various data information systems so that information is current, accurate and accessible.

Inspects instructional equipment for necessary repairs and maintenance; troubleshoots minor technical issues and maintenance needs, and refers complex issues to the appropriate party to ensure optimum performance of lab equipment for daily use.

Cleans machines, cutting tables, and workspaces; maintains recycling systems to keep the lab in a safe, clean, and orderly condition.

Conducts safety checks for irons, needle replacements, bobbin removal, and powers the machines off in order to prepare the lab for closing.

Researches, organizes, and orders appropriate supplies for equipment operation, teaching demonstrations, and students' use.

Assists students with basic assignment questions and fashion show needs, including the return of the final project pick-up.

Organizes and maintains the student sewing kits distribution system and the student locker management system.

Manages and organizes material donations for students to utilize for their projects.

Performs other related duties as requested or assigned.

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



**SUPERVISION*****Level of Supervision Received***

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

***Level of Supervision Exercised***

Positions in this classification do not supervise others. May provide training and work direction to student workers.

**KNOWLEDGE, SKILLS AND ABILITIES****Knowledge of:**

Methods, procedures, and practices used in sewing machine operations and equipment

Basic maintenance and repair of laboratory equipment

Safety procedures in the sewing laboratory

Inventory and ordering procedures

Basic record keeping techniques

Related digital software programs for pattern drafting

**Ability to:**

Demonstrate correct operation of instructional equipment in the lab, which includes industrial sewing machines, overlock sewing machines, pressing machines, and embroidery and grommet equipment

Communicate with students about proper and safe usage of sewing and digital lab equipment

Trouble-shoot problems relating to improper maintenance or use of sewing machines and equipment

Maintain laboratory equipment and materials in a clean and orderly condition

Maintain an appropriate learning environment in the lab

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

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

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

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 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:**

Completion of a technical school or associate's degree or equivalent with a major in the sewing trades, or a closely related field.

**Experience Requirement:**

Two years of professional experience working in a sewing lab and/or production facility equipped with industrial and digital machinery, which includes experience repairing industrial and digital equipment, drafting orders, and completing safety training. One year of experience cataloging and developing reference systems to organize materials is desirable.

**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:**

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:**

Positions in this classification are required to stand, walk, and reach for objects. The employee is regularly required to sit, use hands to keyboard, type, or handle materials, and talk/and or hear. The employee is frequently required to lift, carry, push or pull up to 30 pounds. While performing the duties of this job, the employee is also regularly required to bend and climb and is exposed to equipment, machinery, and dust.

**CLASS DETAIL**

<b>Job Family:</b>	Instructional Support (Student Services/Classroom)
<b>FLSA Status:</b>	Non-exempt
<b>Personnel Commission Approval Date:</b>	
<b>Class History:</b>	None
<b>Revision Date(s):</b>	None

Agenda Report Number	3
Subject	Request for Approval of Classification Revisions, Salary Reallocation and Retitle: Assistant Director of Human Resources to Assistant Director of Human Resources- Employee and Labor Relations
Date	January 18, 2023
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

## **BACKGROUND**

Attached for your approval are the classification revisions, salary reallocation and retitle for **Assistant Director of Human Resources**.

The Office of Human Resources is responsible for benefits administration, employee and labor relations and investigations, leaves administration, employment processing and records management, professional development, retirement benefits, and onboarding for all employees, in addition to recruitment for all academic employees. The Human Resources Department also administers the District's EEO plan and ensures compliance with Title IX, the Americans with Disabilities Act (ADA), and other federal and state anti-discrimination laws and matters pertaining to discrimination, harassment and sexual violence College-wide.

The Assistant Director of Human Resources classification was originally created in December 2009, and has not been revised since then. There are currently no incumbents in this classification.

## **METHODOLOGY**

This study was conducted in preparation for opening a recruitment. Personnel Commission staff worked with Sherri Lee-Lewis, Vice President of Human Resources, to review the existing class description. Revisions were made to classification duties. Additionally, the knowledge and abilities required were expanded and updated with standard language. The class concept, minimum qualifications, and distinguishing characteristics were modified to clarify the level and scope of work performed, and to delineate this classification from related roles. Revisions were sent for review to 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, a retitle with revisions to the class description is being proposed. These changes serve to clarify the class concept and essential duties performed, distinguishing characteristics, and KSAs (knowledge, skills, and abilities).

Given variability in scope of work assigned at comparable agencies, sufficient market data was not available for this role. Several prospective matches from other agencies had a broader scope of responsibilities such as leave of absences, full scope of employee relations and labor relations, recruitment, professional development, and broader diversity efforts. Given these differences in scope and classification structure a market survey is not available for this role.

Salary allocation was recommended based on comparisons with the Assistant Director of Human Resources – Compliance and Title IX, and the salary differential between the Director of Human Resources and Human Resources Analysts in Employee and Labor Relations. Based on job evaluation findings, the subject classification requires a higher level of decision-making authority and complexity of work as compared to the Human Resources Analysts. When compared to the Director of Human Resources, this role requires a narrower scope and effect of work.

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

<b>JOB TITLE</b>	<b>MIN</b>	<b>MAX</b>	<b>RANGE</b>	<b>% DIFF BETWEEN LEVELS</b>
Director of Human Resources	\$11,891	\$14,454	M39	21.55%
Assistant Director of Human Resources – Compliance and Title IX	\$9,783	\$11,891	M31	0.00%
<b><i>Assistant Director of Human Resources – Employee and Labor Relations (Proposed)</i></b>	<b>\$9,783</b>	<b>\$11,891</b>	<b>M31</b>	<b>5.00%</b>
<b><i>Assistant Director of Human Resources (Current)</i></b>	<b>\$9,317</b>	<b>\$11,325</b>	<b>M29</b>	<b>19.56%</b>
HR Analyst-Employee & Labor Relations (Confidential)	\$7,793	\$9,473	C52	2.40%
HR Analyst-Leaves & Benefits	\$7,610	\$9,248	51	0.00%
HR Analyst – Operations	\$7,610	\$9,248	51	15.76%
Professional Development Coordinator	\$6,574	\$7,990	45	7.66%
Employee Benefits Coordinator	\$6,106	\$7,422	42	

**SALARY ALLOCATION**

It is recommended that the salary be reallocated from **Range M29 (\$9,317 to \$11,325 per month) on the Classified Management Salary Schedule, to Range M31, (\$9,783 to \$11,891 per month)**, a 5% increase. This is recommended given the scope and effect of work, complexity of work and degree of decision making. The goal was to recommend a competitive salary to attract and retain qualified candidates, while ensuring that the proposed range is aligned with other related classifications. Cyclical review results have been sent to the incumbent, Business Services, Human Resources, and executive leadership.

**RECOMMENDATION**

It is recommended that the Commission approve the proposed retitle, class description revisions and salary reallocation for the Assistant Director of Human Resources- Employee and Labor Relations.

**FROM:**

**Assistant Director of Human Resources  
\$9,317 to \$11,325 per month  
(Classified Management Salary Schedule Range 29)**

**To:**

**Assistant Director of Human Resources – Employee and Labor Relations  
\$9,783 to \$11,891 per month  
(Classified Management Salary Schedule Range 31)**

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

**Santa Monica Community College District  
Personnel Commission**

**Assistant Director of Human Resources – Employee and Labor Relations**

**CONCEPT OF THE CLASS**

~~Under the general direction of the Vice President of Human Resources, this position provides leadership and centralized support for the District's employee and labor relations functions ensuring uniform and equitable application of policies, procedures and practices, management position performs professional and management functions of planning and coordinating the District's human resource management functions.~~

**DISTINGUISHING CHARACTERISTICS**

The Assistant Director of Human Resources – Employee and Labor Relations provides leadership and centralized support for the District's employee and labor relations functions, which includes performance management, disciplinary actions, collective bargaining, grievances, policy development, and other related areas.

The Assistant Director of Human Resources - Compliance and Title IX is responsible for providing leadership and centralized support for District compliance with all requirements under Title IX of the Educational Amendments Act of 1972, California Title 5 Regulations, and other federal and state anti-discrimination laws and matters pertaining to discrimination, harassment, and sexual violence. The incumbent is the designated Title IX Coordinator for the District.

The Human Resources Analyst – Employee and Labor Relations performs professional work in the areas of labor and employee relations, Title IX, Title 5, and corresponding workplace investigations.

**ESSENTIAL DUTIES**

~~The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.~~

~~Provides assistance and counseling to~~ Advises and guides managers and employees on matters, including those of ~~e-~~ highly confidential and sensitive nature, related to District policies, procedures and practices, contractual provisions, Education Code, and other applicable laws, rules and regulations.

Assumes primary responsibility for ~~the handling of~~ disciplinary matters; ~~Counselor~~ confers, meets and mediates discussions with managers, supervisors, and employees on District policies, practices, discipline, and performance; develops and oversees corrective action, performance improvement processes and documentation, evaluation matters.

Provides day-to-day leadership and works with staff to ensure a high performance, customer service-oriented work environment which supports achieving District objectives and service expectations; provides leadership and participates in programs and activities that promote a positive employee relations environment.

Investigates grievances or complaints filed under labor agreements or legislation, creates investigative plans, conducts notifications and witness interviews, makes determinations, and prepares written reports/responses; represents the District at classified disciplinary and grievance hearings.

~~May present. Develops and conducts training sessions related to employee and labor relations matters, programs such as new employee orientation or be asked to deliver certain segments of training programs.~~

Directs and participates in the preparation of staff reports, studies and analyses on related human resources management issues; ~~D~~develops and implements new or modified policies, programs, methods, and procedures ~~for the resolution of human resource and related management problems;~~ analyzes researches and presents findings and recommendations for changes in human resources policies and practices ~~to management and employee groups~~ to ensure compliance with related legislation, administrative decisions, regulations, policies, and practices.

Develops and coordinates the gathering and analysis of data used in contract negotiations; participates in negotiations and contract administration; interprets and ensures compliance with negotiated agreements, Memoranda of Understanding, Administrative Regulations and Board policies. ~~May act as the Chief Negotiator in the Vice President's absence or as assigned.~~

Selects, develops, supervises, and evaluates ~~subordinates assigned employees and oversees the selection, placement, training and supervision of other employees;~~ establishes goals, objectives, priorities, and performance standards.

Develops, plans, organizes, and manages activities related to assigned human resource programs which could include, but is not limited to, any of the following: labor and supervisor employee relations, and employee conduct, rights and grievances. ~~; employee relations; compensation; policy development and review; training and staff development; recruitment; employee benefits.~~

Assists the Vice President of Human Resources with strategic planning for the department and District; advises on project updates, issues and resolutions.

Supports and promotes compliance with the District's Staff Diversity/EEO Plan in various aspects of employment and education; encourages cultural and ethnic diversity in staffing, curriculum, programs and services.

Manages yearly State and Federal Employment posting requirements.

Participates in shared governance through service on planning and/or operations committees and task forces; attends Board of Trustees meetings and appropriate District, College and employee functions.

Assists in the preparation and monitoring of the human resources office budget.

Performs other related duties as requested or assigned.

~~Assists with the development and implementation of new or revised procedures, forms and systems.~~

~~Participates in the development, implementation and evaluation of personnel policies and programs.~~

~~Assists in implementing and maintaining compliance with federal, state and county mandates.~~

~~Uses technology to effect efficiencies and standardization.~~

~~Reviews and analyzes a variety of workplace issues impacting the District to continually maximize human resources.~~

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 by the Vice President of Human Resources or designee, the employee receives assignments and is expected to carry them through to completion with substantial independence.

***Supervision Exercised:***

Positions in this classification supervise assigned Human Resources staff which could consist of classified professional, technical or clerical positions in Human Resources.

**KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of:

Knowledge of current federal, state and local legislation, regulations, rules, and precedents pertaining to human resource management, public sector labor and supervisor employee relations and equal employment opportunity.

Principles of diversity, equity and inclusion

District policies, regulations and procedures, collective bargaining agreements, and Personnel Commission rules

Human resources principles, trends and best practices as applied to higher education

Coaching and change management techniques

Effective employee supervision, performance evaluation, training, and development techniques and practices

Fact finding methods and procedures

Ability to:

Plan, organize and manage employee and labor relations activities of the District; anticipate conditions, plan ahead, establish clear goals and priorities, maintain schedules, and meet deadlines

Apply and stay current with laws, rules, regulations, and policies affecting assigned operations; research, analyze, interpret, and explain legal codes and decisions, technical materials, and administrative policies, reports and directives

Ability to analyze complex and technical problems and provide appropriate resolutions, in accordance with applicable laws, bargaining unit agreements, rules, and regulations relating to labor and employee relations

Conduct comprehensive investigations with objective findings and recommendations related to law and legal precedence

Maintain confidential employee files

Ability to prepare and present training, performance and development programs/plans.

Ability to plan and prepare effective written reports and oral presentations.

Evaluate, recommend and implement District policies, procedures and protocols

Build relationships and establish collaborative partnerships throughout the District and with college community constituents

Ability to effectively supervise, train and motivate assigned staff subordinates.



Create a positive work environment and ensure that clear, challenging and attainable goals are set for assigned groups and aligned with organizational objectives

Maintain composure and focus with a high workload, competing and conflicting demands and sensitive situations

Stay current on technology changes and adapt to new technologies

Model professional integrity and deal quickly with breaches of misconduct

Travel to off-site locations to conduct investigations

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 foster a teamwork environment.~~

~~Ability to effectively manage workplace diversity issues in a diverse organization.~~

~~Ability to review and evaluate employees' job performance.~~

~~Ability to analyze trends and problems and to develop long-range plans.~~

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

~~Ability to provide leadership.~~

~~Ability to establish and maintain cooperative and effective working relationships.~~

~~Ability to deal with all levels of employees and the public.~~

~~Skill in oral and written communications with in a one-on-one and group context.~~

~~Skill in applying common sense and logic in decision making.~~

~~Ability to make effective presentations before groups and the public.~~

~~Ability to provide good customer service.~~

~~Ability to interpret and apply laws, policies and procedures.~~

~~Ability to effectively manage time, meet deadlines and achieve objectives.~~

~~Ability to 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 communicate well both orally and in writing.~~

**MINIMUM QUALIFICATIONS**

**Education Requirement:**

BA/BSA bachelor's degree in Hhuman Rresources, industrial relations, Eeducation, Bbusiness or public Aadministration, Ccommunication, or a related field.

**Experience Requirement:**

Five years of professional work experience in at least three HR/personnel management functions: i.e. labor relations; employee relations; compensation; policy development and review; training and staff development; recruitment; employee benefits and personnel research employee and labor relations, including one year of related lead or supervisory experience.

One year of supervisory experience in the field of Human Resources management which included 1) planning and directing the work of others; 2) assigning and reviewing their work; 3) advising them on difficult problem areas; 4) timing and scheduling their work; 5) training and developing of new employees; and disciplining them when necessary.

**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. A Master's degree in a related field may substitute for one year of professional work experience.

**Non-Qualifying Experience:**

~~Experience not primarily concerned with personnel work is not qualifying. For example, most work experience in a supervisory or managerial position requires responsibility for some personnel functions. However, if the dominant responsibility of the position is not concerned with a fundamental component of a structured personnel system (i.e., compensation, recruitment, labor relations, etc.), such experience is not considered qualifying.~~

~~Clerical or technical experience in a personnel program involving work which is limited to the application of personnel rules, regulations and procedures in support of the personnel functions described above is not qualifying.~~

Licensure and/or Certification:  
A valid driver's license.

**WORKING ENVIRONMENT & PHYSICAL DEMANDS**

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

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

**CLASS DETAIL**

**Job Family:** Human Resources  
**FLSA Status:** Exempt  
**Personnel Commission Approval Date:** 12/16/09  
**Class History:** None  
**Revision Date(s):**

**Santa Monica Community College District  
Personnel Commission**

**Assistant Director of Human Resources – Employee and Labor Relations**

**CONCEPT OF THE CLASS**

Under general direction, this position provides leadership and centralized support for the District's employee and labor relations functions ensuring uniform and equitable application of policies, procedures, and practices.

**DISTINGUISHING CHARACTERISTICS**

The **Assistant Director of Human Resources – Employee and Labor Relations** provides leadership and centralized support for the District's employee and labor relations functions, which includes performance management, disciplinary actions, collective bargaining, grievances, policy development, and other related areas.

The **Assistant Director of Human Resources - Compliance and Title IX** is responsible for providing leadership and centralized support for District compliance with all requirements under Title IX of the Educational Amendments Act of 1972, California Title 5 Regulations, and other federal and state anti-discrimination laws and matters pertaining to discrimination, harassment, and sexual violence. The incumbent is the designated Title IX Coordinator for the District.

The **Human Resources Analyst – Employee and Labor Relations** performs professional work in the areas of labor and employee relations, Title IX, Title 5, and corresponding workplace investigations.

**ESSENTIAL DUTIES**

Advises and guides managers and employees on matters, including those of highly confidential and sensitive nature, related to District policies, procedures and practices, contractual provisions, Education Code, and other applicable laws, rules and regulations.

Assumes primary responsibility for handling disciplinary matters; confers, meets and mediates discussions with managers, supervisors, and employees on District policies, practices, discipline, and performance; develops and oversees corrective action, performance improvement processes and documentation.

Provides day-to-day leadership and works with staff to ensure a high performance, customer service-oriented work environment which supports achieving District objectives and service expectations; provides leadership and participates in programs and activities that promote a positive employee relations environment.

Investigates grievances or complaints filed under labor agreements or legislation, creates investigative plans, conducts notifications and witness interviews, makes determinations, and prepares written reports/responses; represents the District at classified disciplinary and grievance hearings.

Develops and conducts training sessions related to employee and labor relations matters.

Directs and participates in the preparation of staff reports, studies and analyses on related human resources management issues; develops and implements new or modified policies, programs, methods, and procedures; analyzes, researches and presents findings and recommendations for changes in human resources policies and practices to ensure compliance with related legislation, administrative decisions, regulations, policies, and practices.

Develops and coordinates the gathering and analysis of data used in contract negotiations; participates in negotiations and contract administration; interprets and ensures compliance with negotiated agreements, Administrative Regulations and Board policies.

Selects, develops, supervises, and evaluates assigned employees; establishes goals, objectives, priorities, and performance standards.

Develops, plans, organizes, and manages activities related to labor and supervisor employee relations, and employee conduct, rights and grievances.

Assists the Vice President of Human Resources with strategic planning for the department and District; advises on project updates, issues and resolutions.

Supports and promotes compliance with the District's EEO Plan in various aspects of employment and education; encourages cultural and ethnic diversity in staffing, curriculum, programs and services.

Manages yearly State and Federal Employment posting requirements.

Participates in shared governance through service on planning and/or operations committees and task forces; attends Board of Trustees meetings and appropriate District, College and employee functions.

Assists in the preparation and monitoring of the human resources office budget.

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 by the Vice President of Human Resources or designee, the employee receives assignments and is expected to carry them through to completion with substantial independence.

***Supervision Exercised:***

Positions in this classification supervise assigned Human Resources staff which could consist of classified professional, technical or clerical positions in Human Resources.

#### **KNOWLEDGE, SKILLS AND ABILITIES**

**Knowledge of:**

Current federal, state, and local legislation, regulations, rules, and precedents pertaining to public sector labor and supervisor employee relations

Principles of diversity, equity, and inclusion

District policies, regulations and procedures, collective bargaining agreements, and Personnel Commission rules

Human resources principles, trends and best practices as applied to higher education

Coaching and change management techniques

***Education/Experience Equivalency:***

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

***Licensure and/or Certification:***

A valid driver's license.

**WORKING ENVIRONMENT & PHYSICAL DEMANDS**

***Disclosure:***

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

***Normal Office Environment:***

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

**CLASS DETAIL**

Job Family:	Human Resources
FLSA Status:	Exempt
Personnel Commission Approval Date:	12/16/09
Class History:	None
Revision Date(s):	1/18/2023

Agenda Report Number	4
Subject	Request for Approval of Classification Revisions and Salary Reallocation: Laboratory Technician-Broadcast Digital Media
Date	January 18, 2023
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	Jose Guzman, Personnel Analyst

## **BACKGROUND**

Attached for your approval are the classification revisions and salary reallocation for **Laboratory Technician-Broadcast Digital Media**.

As part of the cyclical review process, we are reviewing classifications in the Laboratory Technician job discipline. The Laboratory Technician-Broadcast Digital Media offers laboratory/studio support and prepares equipment and supplies for projects and student productions within the Communications & Media Studies Department. The Communication & Media Studies Department offers diverse and comprehensive programs that provide students with many opportunities to learn, sharpen and apply real-world skills. They offer a range of education options, including Associate in Science degrees and certificate programs.

The Laboratory Technician-Broadcast Digital Media classification was established on November 9, 2006. This classification has been revised twice since its establishment. The most recent revision was approved in July 2021. There is currently one permanent incumbent in this classification. The proposed changes will not adversely affect the incumbent.

## **METHODOLOGY**

This study was scheduled in the cyclical review calendar for 2021-22. No incumbents for the Laboratory Technician-Broadcast Design Media classification were employed at the time. However, representatives from CSEA were invited to participate in a class study orientation on April 19, 2021, to discuss the purpose of the study, methodology, timelines, possible outcomes and implications, and frequently asked questions. All other Laboratory Technician incumbents were requested to complete Position Description Questionnaires (PDQs) by May 10, 2021.

Personnel Commission staff consulted with Patricia Ramos, Dean, Academic Affairs and Nancy Grass, Chair, Communication & Media Studies Department, to discuss the classification description. In addition, the supervisor and chair were requested to complete a duty analysis worksheet by rating the frequency and criticality of each duty

in the current class description. Description revisions proposed to clarify duties assigned and distinguishing characteristics.

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 data gathered, class description revisions are being proposed, to include a more accurate description of the work performed. Additional changes serve to clarify the distinguishing characteristics and essential duties.

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

## **SALARY REALLOCATION**

It is recommended that the salary for Laboratory Technician-Broadcast Digital Media be reallocated from **Range 29 of the Classified Employee Salary Schedule (\$4,450 to \$5,409 per month) to Range 32 (\$4,784 to \$5,815 per month), a 7.5% increase.** The proposed increase would align the salary for this classification with other classifications within the same job discipline. Based on job evaluation data, the Laboratory Technician-Broadcast Digital Media is comparable to recently reviewed and approved Laboratory Technician classifications in factors such as Complexity, Scope & Effect and Nature & Purpose of Contacts.

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

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

<b>JOB TITLE</b>	<b>MIN</b>	<b>MAX</b>	<b>RANGE</b>
Lead Laboratory Technician-Art	\$5,151	\$6,261	35
Lead Laboratory Technician-Chemistry*	\$4,784	\$5,815	32
Lead Laboratory Technician-Life Science	\$5,151	\$6,261	35
Laboratory Technician-Art	\$4,784	\$5,815	32
Laboratory Technician-Photography	\$4,784	\$5,815	32
<b>Laboratory Technician-Broadcast Digital Media (Proposed)</b>	<b>\$4,784</b>	<b>\$5,815</b>	<b>32</b>
Laboratory Technician-Chemistry*	\$4,450	\$5,409	29
Laboratory Technician-Life Science	\$4,784	\$5,815	32
Laboratory Technician-Physics*	\$4,450	\$5,409	29
<b>Laboratory Technician-Broadcast Digital Media (Current)</b>	<b>\$4,450</b>	<b>\$5,409</b>	<b>29</b>

*\*Pending approval*

**RECOMMENDATION**

It is recommended that the Commission approve the proposed classification description revisions and salary reallocation for the Laboratory Technician-Broadcast Digital Media.

**FROM:**

**\$4,450 to \$5,409 per month  
(Classified Employee Salary Range 29)**

**TO:**

**\$4,784 to \$5,815 per month  
(Classified Employee Salary Range 32)**

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



**Santa Monica Community College District  
Personnel Commission**

**Laboratory Technician - Broadcast Digital Media**

**CONCEPT OF THE CLASS**

Under general supervision positions in this classification provide laboratory support,- and assist instructors and students in the Broadcasting, Journalism, and Communication laboratories, studios and on-location productions.

**DISTINGUISHING CHARACTERISTICS**

The Laboratory Technician – Broadcast Digital Media provides laboratory support, and assists instructors and students in the Broadcasting, Journalism, and Communication labs, studios and with on-location production sites.

The Audio/Visual Equipment Technician performs duties related to maintaining, repairing, installing, adjusting, integrating and troubleshooting campus audio/visual equipment. Incumbents ensure that audio/visual equipment is in working order by performing preventative maintenance, training faculty on correct usage and repairing and replacing equipment as needed.

The Instructional Computer Lab Technician – Design & Media Technology provides laboratory monitoring and support and assists students and faculty in the application of design and digital media software programs.

**ESSENTIAL DUTIES**

Provides technical assistance to instructors and students in the operation of equipment used in video and audio production used in broadcasting, journalism, live content, communications and on-location filming, Broadcasting, Journalism, Communication labs, studios and with on-location productions.

Prepares equipment and materials for use by students in the laboratories; ensures equipment is assembled correctly, operated safely, and returned properly.

Demonstrates proper use and care of materials, equipment, supplies, and software to instructors and students.

Monitors the use of software by students in the editing laboratories and provides technical support to help complete projects.

Streams live events on social media platforms and student media websites for on-location productions.

Inspects, cleans, adjusts, maintains, and makes minor repairs on a variety of equipment; determines when repairs are necessary and schedules vendors to provide more complex repairs as needed; serves as a liaison with equipment services providers, vendors, and suppliers.

Consults with faculty on specific needs of supplies and equipment for the upcoming semester.

Researches, orders, receives, and stores all broadcasting supplies and equipment.

Offloads, stores and maintains media and ~~maintains~~ data records for post-production editing.

Serves as a liaison between ~~the~~ Broadcasting faculty and student editors during the post-production of projects.

Maintains a variety of records for inventory, purchasing, and repairs, including a detailed inventory of all media production equipment; may oversee procedures for issuing and receiving equipment and supplies ~~check-out and check-in~~ to students and instructors

Issues~~Checks-out~~ equipment and supplies to students and instructors.

Troubleshoots equipment problems during class and for on-location student film shoots.

Maintains the laboratories and stock room in a clean and orderly condition.

Interviews, selects, trains, and provides work direction ~~for~~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.

**SUPERVISION**

*Supervision Received*

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

*Supervision Exercised*

Provides guidance and work direction to student workers.

**KNOWLEDGE, SKILLS AND ABILITIES**

**Knowledge of:**

Methods, procedures, and equipment used in radio program production, video production, and television broadcasting

Sound and video editing and radio automation software

Federal Communications Commission regulations and procedures

Post-production digital editing workflows and media specifications

Basic broadcast engineering trends converging with Information Technology

Virtual and remote broadcasting production

PTZ cameras, 360/VR/AR and XR technology as it relates to broadcasting

Usage~~Use~~ and maintenance of high resolution digital cameras, lenses, video and audio recording systems

Techniques to record, mix, and edit ~~taped~~recorded and live programs

Basic maintenance used to repair laboratory equipment

Safety procedures in the media studios

High capacity media storage components and systems

Inventory and ordering procedures

Basic record keeping techniques

**Ability to:**

Use industry standard computer applications, software, programs, and standard office equipment

Live stream events and performances

Operate all equipment in broadcasting radio and ~~television~~TV studio control rooms, which includes the audio mixer, consoles, switcher, teleprompter, studio cameras, lighting panel and character generator ~~graphics~~

Explain usage of broadcasting materials, supplies and software to instructors and students

Trouble-shoot digital film technology, including cameras, monitors and picture/sound recorders

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

Meet deadlines and work in a fast-paced, detailed oriented environment with multiple interruptions

Communicate effectively, both orally and in writing

Role model exceptional internal and external customer service

Stay abreast of technology changes and adapt to new technologies

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

Maintain equipment and materials in a clean and orderly condition

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:***

Successful completion of ~~eighteen (18)~~ semester ~~units, hours~~ of college coursework in broadcasting, film production, or a closely related field.

***Experience Requirement:***

Two ~~(2)~~ years of professional experience working in a digital media setting such as a television and/or radio station, which includes experience producing and editing video/audio content, ~~taking inventory, and ordering supplies.~~

**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:**

None.

**WORKING CONDITIONS AND PHYSICAL DEMANDS**

**Disclosure:**

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

**Work Environment:**

While performing the duties of this job, the employee is regularly required to stoop, bend, crawl, kneel, stretch, climb ladders, ~~and~~ lift and carry objects weighing up to ~~twenty-five (25)~~ pounds. The ability to stand for long periods of time is also required. The employee may work indoors or outdoors. When work is performed outdoors, there may be full exposure to the elements.

**CLASS DETAIL**

<b>Job Family:</b>	Instructional Support (Student Services/Classroom)
<b>FLSA Status:</b>	Non-exempt
<b>Personnel Commission Approval Date:</b>	11/09/06
<b>Class History:</b>	Laboratory Technician – Broadcasting; Laboratory Technician – Art/Broadcasting/Commercial Photography; Laboratory Technician-Broadcasting/Electronic Media
<b>Revision Date(s):</b>	09/17/08, 07/21/21

**Santa Monica Community College District  
Personnel Commission**

**Laboratory Technician - Broadcast Digital Media**

**CONCEPT OF THE CLASS**

Under general supervision positions in this classification provide laboratory support, and assist instructors and students in the Broadcasting, Journalism, and Communication laboratories, studios and on-location productions.

**DISTINGUISHING CHARACTERISTICS**

The **Laboratory Technician – Broadcast Digital Media** provides laboratory support, and assists instructors and students in the Broadcasting, Journalism, and Communication labs, studios and with on-location production sites.

The **Audio/Visual Equipment Technician** performs duties related to maintaining, repairing, installing, adjusting, integrating and troubleshooting campus audio/visual equipment. Incumbents ensure that audio/visual equipment is in working order by performing preventative maintenance, training faculty on correct usage and repairing and replacing equipment as needed.

The **Instructional Computer Lab Technician – Design & Media Technology** provides laboratory monitoring and support and assists students and faculty in the application of design and digital media software programs.

**ESSENTIAL DUTIES**

Provides technical assistance to instructors and students in the operation of equipment used in video and audio production used in broadcasting, journalism, live content, communications and on-location filming.

Prepares equipment and materials for use by students in the laboratories; ensures equipment is assembled correctly, operated safely, and returned properly.

Demonstrates proper use and care of materials, equipment, supplies, and software to instructors and students.

Monitors the use of software by students in the editing laboratories and provides technical support to help complete projects.

Streams live events on social media platforms and student media websites for on-location productions.

Inspects, cleans, adjusts, maintains, and makes minor repairs on a variety of equipment; determines when repairs are necessary and schedules vendors to provide more complex repairs as needed; serves as a liaison with equipment services providers, vendors, and suppliers.

Consults with faculty on specific needs of supplies and equipment for the upcoming semester.

Researches, orders, receives, and stores all broadcasting supplies and equipment.

Offloads, stores and maintains media and data records for post-production editing.

Serves as a liaison between Broadcasting faculty and student editors during the post-production of projects.

Maintains a variety of records for inventory, purchasing, and repairs, including a detailed inventory of all media production equipment; may oversee procedures for issuing and receiving equipment and supplies to students and instructors

Issues equipment and supplies to students and instructors.

Troubleshoots equipment problems during class and for on-location student film shoots.

Maintains the laboratories and stock room in a clean and orderly condition.

Interviews, selects, trains, and provides work direction 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.

#### SUPERVISION

##### *Supervision Received*

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

##### *Supervision Exercised*

Provides guidance and work direction to student workers.

#### KNOWLEDGE, SKILLS AND ABILITIES

##### Knowledge of:

Methods, procedures, and equipment used in radio program production, video production, and television broadcasting

Sound and video editing and radio automation software

Federal Communications Commission regulations and procedures

Post-production digital editing workflows and media specifications

Basic broadcast engineering trends converging with Information Technology

Virtual and remote broadcasting production

PTZ cameras, 360/VR/AR and XR technology as it relates to broadcasting

Use and maintenance of high resolution digital cameras, lenses, video and audio recording systems

Techniques to record, mix, and edit recorded and live programs

Basic maintenance used to repair laboratory equipment

Safety procedures in the media studios

High capacity media storage components and systems

Inventory and ordering procedures

Basic record keeping techniques

**Ability to:**

Use industry standard computer applications, software, programs, and standard office equipment

Live stream events and performances

Operate all equipment in broadcasting radio and television studio control rooms, which includes the audio mixer, consoles, switcher, teleprompter, studio cameras, lighting panel and character generator

Explain usage of broadcasting materials, supplies and software to instructors and students

Trouble-shoot digital film technology, including cameras, monitors and picture/sound recorders

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

Meet deadlines and work in a fast-paced, detailed oriented environment with multiple interruptions

Communicate effectively, both orally and in writing

Role model exceptional internal and external customer service

Stay abreast of technology changes and adapt to new technologies

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

Maintain equipment and materials in a clean and orderly condition

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:***

Successful completion of 18 semester units of college coursework in broadcasting, film production, or a closely related field.

***Experience Requirement:***

Two years of professional experience working in a digital media setting such as a television and/or radio station, which includes experience producing and editing video/audio content

**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:**

None.

**WORKING CONDITIONS AND PHYSICAL DEMANDS**

**Disclosure:**

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

**Work Environment:**

While performing the duties of this job, the employee is regularly required to stoop, bend, crawl, kneel, stretch, climb ladders, lift and carry objects weighing up to 25 pounds. The ability to stand for long periods of time is also required. The employee may work indoors or outdoors. When work is performed outdoors, there may be full exposure to the elements.

**CLASS DETAIL**

<b>Job Family:</b>	Instructional Support (Student Services/Classroom)
<b>FLSA Status:</b>	Non-exempt
<b>Personnel Commission Approval Date:</b>	11/09/06
<b>Class History:</b>	Laboratory Technician – Broadcasting; Laboratory Technician – Art/Broadcasting/Commercial Photography; Laboratory Technician-Broadcasting/Electronic Media
<b>Revision Date(s):</b>	09/17/08, 07/21/21, 1/18/2023



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

Report Number	Subject	Page Number
5	Approval of Meeting Minutes	40
6	Ratification of Internal Limited Term Assignments and Working Out of Class Assignments	41
7	Ratification of Eligibility Lists	46
8	Request for Reinstatement	47
9	Ratification of Limited Term Assignments	48
10	Advisory Item: Appointments to Limited Term Assignments	49
11	Advisory Item: Appointments to Provisional Assignments	51
12	Examination Schedule	52
13	Personnel Commission Project Status Report	53

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

Agenda Report Number	5
Subject	Approval of Meeting Minutes
Date	January 18, 2023
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

1. Minutes from the December 21, 2022 Regular Meeting.

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

Agenda Report Number	6
Subject	Ratification of Internal Limited Term and Working Out of Class Assignments
Date	January 18, 2023
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

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

**Extension to Provisional Working out of Class Assignment**

Name/Permanent Class	Provisional WOC Assignment	Dates of Current Assignment	Extended Dates
Jerome Bruce, Shuttle Driver	Transportation Operations Coordinator	9/1/2022 to 12/31/2022	1/1/2023 to 2/15/2023
Kasiani Gountoumas, Nurse Practitioner	Health Center Supervisor	10/15/2022 to 2/3/2023	2/4/2023 to 3/15/2023
John Ibrahim, Property Clerk	Buyer II	9/15/2022 to 1/18/2023	1/19/2023 to 2/2/2023
Alan Kuykendall, Human Resources Analyst – Employee and Labor Relations (Confidential)	Assistant Director of Human Resources	9/1/2022 to 1/20/2023	1/21/2023 to 2/15/2023
Miguel Reyes, Information Systems Administrator	Instructional Technology Services Manager	10/18/2022 to 1/16/2023	1/17/2023 to 2/17/2023

**Substitute Limited Term Assignment**

Name/Permanent Class	Substitute Limited Term Assignment	Dates of Current Assignment
Miguel Reyes, Information Systems Administrator	Instructional Technology Services Manager – ET	2/18/2023 to 6/30/2023

**Extension to Substitute Limited Term Assignment**

Name/Permanent Class	Provisional WOC Assignment	Dates of Current Assignment	Extended Dates
Maisha Reid, Student Services Clerk	Administrative Assistant II	7/18/2022 to 12/20/2022	1/3/2023 to 2/28/2023

**3.2.10 WORKING OUT OF CLASS (Education Code Section 88010, 88087, 88105-88107)**

**A. Concept of Working Out of Classification**

1. Each classified employee shall be required to perform the duties of the position approved by the Board and classified by the Personnel Commission for the class to which he or she is assigned. Each 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) day calendar period).
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**

1. The supervisor shall request approval for an employee to work out of class when an employee is assigned to perform duties that are not allocated to the existing class. Requests shall be submitted to the Director of Classified Personnel on the approved form.
  - a. The request shall be submitted no later than ten (10) working days after the start of the assignment.
  - b. The request must contain a list of the newly assigned duties and must be approved by the supervisor, department head and the appropriate Vice President.
2. The Personnel Commission shall conduct a review of the newly assigned duties and shall determine whether they are at a higher range. The Director of Classified Personnel shall prepare a report of the findings, including the recommended pay differential, if any, for the temporary assignment.
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 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.

- Rule 7.4 LIMITED-TERM (TEMPORARY) APPOINTMENTS  
(EDUCATION CODE SECTION 88105)
- 7.4.1 LIMITED-TERM POSITIONS DEFINED
- A. 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.
  - B. Positions established to replace temporarily absent employees, shall be designated as substitute limited-term positions.
- 7.4.2 PROCEDURE FOR ESTABLISHMENT OF LIMITED-TERM POSITIONS
- A. 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 probable length of the assignment. Establishment of limited-term positions shall be subject to ratification by the Board of Trustees at their next regular meeting.
  - B. Substitute limited-term appointment 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.
  - C. The Director of Classified Personnel shall place Limited Term positions on the Personnel Commission agenda as an advisory item.
- 7.4.3 ELIGIBILITY FOR APPOINTMENT
- A. Limited-term appointments shall be made from eligibility lists and employment lists in accordance with procedures for regular appointments.
  - B. If an eligible is appointed from an eligibility list to a temporary or substitute limited-term position, he/she shall continue to be eligible for limited-term appointments in the same or a lower related class after the eligibility list has expired. The same privilege of continued eligibility shall apply to a former employee who has resigned in good standing and who accepts a limited-term appointment within 39 months after resignation. The names of such persons shall be ranked in order of seniority on a special list used for limited-term appointments and shall be certified before the current eligibility list is used.
  - C. When no eligible is available to accept a limited-term position, the Director of Classified Personnel is authorized to certify applicants or candidates for provisional appointment, per Rule 7.2.

**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.

Agenda Report Number	7
Subject	Ratification of Eligibility Lists: Academic Records Evaluator Accounting Manager International Student Services Specialist Laboratory Technician-Life Science Student Services Assistant
Date	January 18, 2023
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

Class Title	Field of Competition	Promotional	Total on List	Expiration Date
Academic Records Evaluator	Merged Promotional & Open Competitive	1	6	1/5/2024
Accounting Manager-Foundation	Merged Promotional & Open Competitive	2	5	1/10/2024
International Student Services Specialist	Merged Promotional & Open Competitive	0	6	1/4/2024
Laboratory Technician-Life Science	Merged Promotional & Open Competitive	0	4	1/3/2024
Student Services Assistant	Promotional	9	9	7/12/2023



Agenda Report Number	8
Subject	Request for Reinstatement
Date	January 18, 2023
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
Alice Meyering	“Administrative Assistant I” “Administrative Assistant II” “Program Coordinator-Community and Contract Education”	12/31/2022	1/1/2023 to 3/31/2026
Marisa Sandoval	“Program Specialist”	12/30/2022	12/31/2022 to 3/30/2026
William-Michael Taylor	“Administrative Assistant II” “Outreach and Recruitment Specialist”	6/30/2022	7/1/2022 to 9/30/2025

**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.

Agenda Report Number	9
Subject	Ratification of Limited Term Assignments
Date	January 18, 2023
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	Jose Guzman, Personnel Analyst

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

Position Classification	Department	Effective Dates
Accompanist-Music (2 part-time positions)	Music	01/03/23-06/30/23
Accompanist-Music Performance (5 part-time positions)	Music	01/03/23-06/30/23
Bookstore Clerk/Cashier (13 part-time positions)	Bookstore	01/03/23-06/30/23
Custodian (1 full-time position)	Operations	01/03/23-06/30/23
Customer Service Assistant (2 part-time positions)	Bookstore	01/03/23-06/30/23
Instructional Assistant-ESL (2 part-time positions)	ESL	01/01/23-06/30/23

Agenda Report Number	10
Subject	Advisory Item: Appointments to Limited Term Assignments
Date	January 18, 2023
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	Jose Guzman, Personnel Analyst

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

Candidate	Position	Department	Duration*	Eligible List Date
Berent, Richard	Accompanist-Music	Music	01/03/23-06/30/23	06/18/97
Gerhold, Thomas	Accompanist-Music	Music	01/03/23-06/30/23	08/08/01
Berent, Richard	Accompanist-Music Performance	Music	01/03/23-06/30/23	06/18/97
Chan, Oliver	Accompanist-Music Performance	Music	01/03/23-06/30/23	06/13/19
Gerhold, Thomas	Accompanist-Music Performance	Music	01/03/23-06/30/23	08/08/01
Nesteruk, Gary	Accompanist-Music Performance	Music	01/03/23-06/30/23	01/03/18
Tan, Barry	Accompanist-Music Performance	Music	01/03/23-06/30/23	09/06/22
Abdulhafiz, Meymuna	Bookstore Clerk/Cashier	Bookstore	01/03/23-06/30/23	08/26/92
Abel, Teneka	Bookstore Clerk/Cashier	Bookstore	01/03/23-06/30/23	02/21/07
Chang, Tony	Bookstore Clerk/Cashier	Bookstore	01/03/23-06/30/23	06/18/08
Eichen, John	Bookstore Clerk/Cashier	Bookstore	01/03/23-06/30/23	03/25/15
Garcia, Lucy	Bookstore Clerk/Cashier	Bookstore	01/03/23-06/30/23	03/08/99
Grau, Donald	Bookstore Clerk/Cashier	Bookstore	01/03/23-06/30/23	06/12/12
Lopez, Jose	Bookstore Clerk/Cashier	Bookstore	01/03/23-06/30/23	07/18/11
Lopez, Veronica	Bookstore Clerk/Cashier	Bookstore	01/03/23-06/30/23	03/25/15
Mehary, Mehret	Bookstore Clerk/Cashier	Bookstore	01/03/23-06/30/23	11/16/02
Micas, Donna	Bookstore Clerk/Cashier	Bookstore	01/03/23-06/30/23	02/21/07
Pabst, Ester	Bookstore Clerk/Cashier	Bookstore	01/03/23-06/30/23	09/04/09
Pacheco, Wendy	Bookstore Clerk/Cashier	Bookstore	01/03/23-06/30/23	01/23/09
Thielking, Alan	Bookstore Clerk/Cashier	Bookstore	01/03/23-06/30/23	08/26/92
Locke, Ghared	Custodian	Operations	01/03/23-06/30/23	11/16/22

Beck, Michael	Customer Service Assistant	Bookstore	01/03/23-06/30/23	05/16/18
Carter, Ashlie	Customer Service Assistant	Bookstore	01/03/23-06/30/23	05/16/18
Nwonwu, Vergie	Customer Service Assistant	Bookstore	01/03/23-06/30/23	05/16/18
Brown, Thomas	Instructional Assistant-ESL	ESL	01/01/23-06/30/23	10/05/12
Hoch, Marilyn	Instructional Assistant-ESL	ESL	01/01/23-06/30/23	02/04/14

\*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.*

Agenda Report Number	11
Subject	Advisory Item: Appointments to Provisional Assignments
Date	January 18, 2023
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	Jose Guzman, Personnel Analyst

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*
Chan, Oliver	Accompanist-Music	Music	01/03/23-06/30/23
McNaughton, Joellen	Accompanist-Music	Music	01/03/23-06/30/23
Nesteruk, Gary	Accompanist-Music	Music	01/03/23-06/30/23
Russell, Regan	Accompanist-Music	Music	01/03/23-06/30/23
McNaughton, Joellen	Accompanist-Music Performance	Music	01/03/23-06/30/23
Russell, Regan	Accompanist-Music Performance	Music	01/03/23-06/30/23
Cooper, Alexander	Costume Designer	Theatre Arts	01/01/23-06/30/23
Buentello, Jimmy	Customer Service Assistant	Bookstore	01/03/23-06/30/23
Berney, Andrew	Laboratory Technician-Art	Art	01/01/23-06/30/23
Frale, Darren	Laboratory Technician-Art	Art	01/01/23-06/30/23
Freedman, Myles	Laboratory Technician-Art	Art	01/01/23-06/30/23
Haskell, Susan	Laboratory Technician-Art	Art	01/01/23-06/30/23
Kobashi, Todd	Laboratory Technician-Art	Art	01/01/23-06/30/23
Bass, Edward	Stage Construction Technician-Lighting	Theatre Arts	01/01/23-06/30/23

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

Agenda Report Number	12
Subject	Examination Schedule
Date	January 18, 2023
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

<b>Class Title</b>	<b>Field of Competition</b>	<b>Time</b>
Assistant Director of Human Resources – Employee and Labor Relations	Promotional	3 Weeks
Laboratory Technician-Art	Promotional	3 Weeks
Laboratory Technician-Fashion	Merged Promotional Open and Competitive	3 Weeks
Stage Construction Technician	Merged Promotional Open and Competitive	3 Weeks

Agenda Report Number	13
Subject	Personnel Commission Project Status Report
Date	January 18, 2023
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

## Recruitment

Title	Assigned to	Open Date	Close Date	1st Test Part	Eligibility List
Academic Records Evaluator	OV	11/10/22	1/30/23	12/6/22	1/5/23
Accountant	AF				
Accounting Manager - Foundation	AF	9/14/22	10/4/22	12/19/22	1/10/23
Basic Needs Project Assistant	OV	11/10/22	12/5/22	12/6/22	
Buyer II					
Campus Safety Officer	JG	8/22/22	9/12/22	10/1/22	1/28/23
Chief Director of IT	JL				
Community College Police - Lateral	KM				
Community College Police Dispatcher	KM	10/20/22			
Community College Police Officer	JL				
Community College Police Sergeant	JL	7/14/22			
Costume Designer	JL	5/11/22	6/1/22		
Disabled Student Services Assistant	OV	1/12/23	2/2/23		
DSPS Specialist	OV	1/12/23	2/2/23		
Emergency and Safety Coordinator					
EOPS Specialist	OV				
Events Assistant	JG	10/20/21			
Grounds Equipment Operator	JG	10/21/22	12/2/22	1/20/23	
Human Resources Technician (Cont.)	CL	9/26/22	10/24/22		
Instructional Assistant - Learning Disabilities	OV				
Instructional Computer Lab Technician - Digital Photography	JL				12/15/22
International Student Services Specialist	OV	11/1/22	1/30/23	11/29/22	1/3/23
Laboratory Technician - Life Science	JG	10/5/22	10/25/22	12/16/22	1/4/23
Mail Services Worker II	JB	10/5/22	10/25/22	11/30/22	
Plumber	KM				
Skilled Maintenance Worker II	KM				
Student Services Assistant	OV	11/10/22	1/30/23	12/16/22	1/13/23
Theatre Technical Specialist (Cont.)	JG	10/15/21			
Transportation Operations Coordinator	AF				

### Classification and Compensation

Title	Type of Request	Assigned to	Progress	PDQ	Date Completed
Accounts Payable Supervisor	Description Revision	AF	Research & Planning	10/18/2022	
Administrative Assistant I	Cyclical Review	AF	Stakeholder Review	4/30/2022	10/27/2022
Administrative Assistant II	Cyclical Review	AF	Stakeholder Review	4/30/2022	10/27/2022
Administrative Assistant III	Cyclical Review	AF	Upcoming	11/18/2022	
Administrative Assistant III- Confidential	Cyclical Review	AF	Upcoming	11/18/2022	
Administrative Assistant IV-Confidential	Cyclical Review	AF	Upcoming	11/18/2022	
Administrative Clerk	Cyclical Review	AF	Stakeholder Review	4/30/2022	10/27/2022
Assistant Director - IT	New Class	JL	Upcoming		
Assistant Director of Human Resources	Description Revision	CL	Development		
Budget Technician	Position Review	AF	Development	9/26/2022	
Campus Safety Officer	Cyclical Review	JG	Research & Planning	1/13/2023	
Career Education Specialist	Cyclical Review	OV	Research & Planning	11/15/2022	1/6/2023
Chief Director of Information Technology	Description Revision	JL	Research & Planning		
Community College Parking Enforcement Officer	Cyclical Review	JG	Research & Planning	1/13/2023	
Community College Police Dispatcher	Cyclical Review	JG	Research & Planning	1/13/2023	
Community College Police Officer (Lateral/Academy Graduate)	Cyclical Review	KM	Upcoming	1/13/2023	
Community College Police Recruit	Cyclical Review	KM	Upcoming	1/13/2023	
Director of Facilities Programming	New Class	KM	Hold		9/8/2022
DSPS Specialist	Description Revision	JL	Development		
Emergency and Safety Coordinator	Cyclical Review	JB	Stakeholder Review		
Enrollment Coach	New Class		Upcoming		
Executive Coordinator- District & BOT	Cyclical Review	AF	Upcoming	11/18/2022	
Laboratory Technician - Broadcast Digital Media	Cyclical Review	JG	PC Agenda	5/10/2021	12/12/2022
Laboratory Technician - Chemistry	Cyclical Review	JG	Stakeholder Review	5/10/2021	10/31/2022
Laboratory Technician - Fashion	New Class	JB	Stakeholder Review	8/26/2022	
Laboratory Technician - Physics	Cyclical Review	JG	Stakeholder Review	5/10/2021	10/31/2022
Lead Laboratory Technician - Chemistry	Cyclical Review	JG	Stakeholder Review	5/10/2021	10/31/2022
Mail Services Worker I	Description Revision		Upcoming		
Payroll Specialist	Position Review	JB	Research & Planning	11/14/2022	
Platform Specialist	New Class	TM	Research & Planning	2/4/2022	
Police Services Assistant	Cyclical Review	JG	Research & Planning	1/13/2023	
Program Coordinator - Community & Contract Ed	Cyclical Review	OV	Hold		
Program Coordinator - Emeritus	Cyclical Review	OV	Research & Planning		
Program Coordinator - Workforce & Economic Development	Cyclical Review	OV	Research & Planning		
Senior Campus Safety Officer	Cyclical Review	JG	Research & Planning		
Senior Community College Police Dispatcher	Cyclical Review	JG	Research & Planning		
Senior Financial Aid Specialist	New Class	AF	Stakeholder Review	7/29/2022	12/8/2022
Senior Grounds Equipment Operator	New Class	KM	Stakeholder Review		11/9/2022
Senior Veterans Resource Specialist	Position Review	OV	Research & Planning		
Web Content Developer	Cyclical Review	KM	Development		
Workforce & Economic Development Project Assistant	Cyclical Review	OV	Research & Planning		



V. Adjournment

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

Day	Month	Date	Year	Time	Venue
Wednesday	February	15	2023	12:00 p.m.	Online
Wednesday	March	15	2023	12:00 p.m.	Online
Wednesday	April	19	2023	12:00 p.m.	TBD
Wednesday	May	17	2023	12:00 p.m.	TBD
Wednesday	June	21	2023	12:00 p.m.	TBD

As required by law, the agenda for the January 18, 2023 Regular Meeting of the Santa Monica College Personnel Commission was posted on the Official District Website no later than 72 hours prior to the date and time of this meeting.