

Public Session: 12:00 p.m.

- I. Organizational Functions
 - a. Call to Order:12:01p.m.
 - b. Roll Call

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

- c. Director’s Report

Cyclical Classification Studies

Personnel Commission staff brought forward four classification revisions and one salary reallocation. Three of the revisions are part of the cyclical classification studies.

Staff currently reviewing 20 additional classification projects that are part of the ongoing cyclical studies. Outside of the cyclical studies, staff are conducting studies for 14 new classifications, one class revision, two salary allocation reviews, and four reclassification requests.

Recruitment

Personnel Commission presented two eligibility lists for approval: Community College Police Dispatcher, and Mail Services Worker II.

At the time of reporting, there were thirteen recruitments in process, ten upcoming, and two on hold.

Merit Rules Advisory Committee Update

The Merit Rules Advisory Committee submitted revisions to Merit Rule 11.14.1 A and 12.2.14. Revisions were recommended to replicate language in the new CSEA Collective Bargaining Agreement, and so that the actions could also be applied to classified management and classified confidential staff.

District Equity Audit

Personnel Commission staff members set up a work group to review current practices and determine how each area can better contribute to District DEI initiatives. The group is currently reviewing examples of best practices in other agencies, and making plans to review hiring data, in order to develop ways to address any shortcomings identified through the data collection and analysis process. Staff is also planning to bring recommendations for common language to add to all class descriptions, which set expectations of how staff should contribute to District DEI initiatives. This language will most likely fall into the Knowledge, Skills, and Abilities (KSA) section. The following Ability Statement is currently being used in all class descriptions reviewed during the cyclical studies: “Ability to 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”. The intention is to expand upon what is currently in place.

- d. Public Comments-Non-Actionable Items from those in attendance.
 - i. Recognition of Employee Longevity – February 2023

5 YEARS

Jennifer Benavides, Instructional Assistant-Learning Disabilities,
Disabled Students Center

10 YEARS

Diana Lui Fujita, Student Services Assistant, Financial Aid

25 YEARS

Jennifer Ferro, KCRW Radio Stations Director, KCRW
Vice Chair Abbot recognized Jennifer for 25 years with the College.

- e. Comments from the Vice President of Human Resources

Vice President Lewis gave a robust welcome to the Spring 2023 semester. She acknowledged and thanked longevity recipients and provided an update on the “mask mandate”. She thanked the Personnel Commission Staff for meeting the ever increasing demand of class studies and recognized the team’s initiatives in DEI.

- f. Comments from the CSEA Chapter 36 Representative

No Comments

- g. Comments from the Management Association President

No Comments

- h. Comments from the Personnel Commission Staff

No Comments

- i. Comments from the Personnel Commissioners

Vice Chair Abbott thanked Director Carol Long for representing the Personnel Commission with DEI consultants, Hotep.

II. Agenda Reports – Major Items of Business

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1	First Reading of Amendment to Rules and Regulations of the Classified Service – Chapter 11: Merit Rules Section 11.14.1 A and Chapter 12: Merit Rules Section 12.2.14 No Action to Be Taken	3
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III. Consent Agenda - (All items will be considered and approved in one motion unless removed by a Commissioner for discussion.)

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IV. Adjournment

Agenda Report Number	1
Subject	First Reading of Amendment to Rules and Regulations of the Classified Service – Chapter 11: Merit Rules Section 11.14.1 A and Chapter 12: Merit Rules Section 12.2.14 No Action to Be Taken
Date	February 15, 2023
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

Proposed changes to Chapter 11: Merit Rules Section 11.14.1 A and Chapter 12: Merit Rules Section 12.2.14 are attached for a First Reading.

Recommendations were developed with input from the Merit Rules Advisory Committee. Goals of these changes include updating and clarifying processes, and ensuring language is in compliance with the Education Code and applicable bargaining agreements.

11.14.1 PAID HOLIDAYS

- A. All regular classified employees shall be entitled to the following paid holidays, [as listed in the District calendar](#), which occur during their assigned work years, subject to the provisions of Rule 11.14.2.

- 1. Legal Holidays

- July 4

- The first Monday in September - Labor Day

- *September 9 - Admissions Day

- *November 11 - Veterans' Day

- Thanksgiving Day

- December 25

- January 1

- The third Monday in January - Martin Luther King Day

- *February 12 - Lincoln's Day

- *The third Monday in February - President's Day

- *The last Monday in May - Memorial Day [↗](#)

- [Juneteenth Day](#)

12.2.14 LONGEVITY PAY

~~A.~~—Each regular classified employee shall receive a salary increment in addition to their regular salary in recognition of completion of satisfactory and continuous service to the District. The increment shall be equal to a two range increase (approximately 5%) after completion of:

1. Five years ~~(Effective 7/1/80)~~
2. Ten years ~~(Effective 7/1/76)~~
3. Fifteen years ~~(Effective 3/1/64)~~
4. Twenty years ~~(Effective 7/1/81)~~
5. Twenty-five years ~~(Effective 10/1/77)~~
6. Thirty years ~~(Effective 7/1/78)~~
7. Thirty-five years
8. Forty years

Agenda Report Number	2
Subject	Revisions to Class Description: Chief Director of Information Technology
Date	February 15, 2023
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	John Linke, Supervising Personnel Analyst

BACKGROUND

Attached for approval is a revised classification description for Chief Director of Information Technology. The classification was created in July 2015 and has not been revised since its creation. The Personnel Commission will be recruiting to fill one upcoming vacancy for this classification. The Department requested minor additions to clarify the duties and scope of responsibility for this role. Additional minor changes are also being proposed to the reporting relationships, knowledge, skills and abilities, and minimum qualifications; changes to minimum qualifications serve to broaden the applicant pool and align this role with standard equivalency provisions.

METHODOLOGY

Personnel Commission staff met with Department and executive leadership to review the current classification description and determine if the duties, minimum qualifications, and knowledge, skills, and abilities listed still accurately reflect the expectations of the job.

RESULTS

Revisions to job duties are being recommended to refine the scope of work performed by this role. Additionally, reporting relationships are being clarified and minimum qualifications are being modified to align this role with standard equivalency conditions and allow for a broader, more diverse candidate pool. Description changes will not warrant salary reallocation. Revisions were sent for review to the incumbent, Business Services, Human Resources, and the Superintendent/President.

RECOMMENDATIONS

It is recommended that the Commission approve revisions to the classification description for Chief Director of Information Technology.

Disposition by the Committee	
Motion Made By	Joy Abbott
Seconded By	Barbara Greenstein
Ayes	5
Nays	0
Abstentions	0
Amendments/Comments	

**Santa Monica Community College District
Personnel Commission**

Chief Director of Information Technology

CONCEPT OF THE CLASS

Under ~~the general administrative direction of the Vice President of Enrollment Development~~, this position is responsible for planning, implementing, and maintaining college information systems to support academic activities, student services, and business operations; providing institution-wide leadership, consultation, and strategic direction for all information technology activities at the college, including planning, analysis, design, installation, and maintenance of systems, applications, networks, and communication systems within a large, multi-campus environment.

DISTINGUISHING CHARACTERISTICS

The Director of Management Information Systems directs and manages the integration and implementation of the college's information systems and databases.

The Director of Network Services directs and manages the District's network and technical support services, including enterprise computing and unified communications ~~and Telecommunications administration direction for the network services and telecommunications staff planning and performing analysis, designing, and implementing current and future network and telecommunication services and technology deployment.~~

ESSENTIAL DUTIES

Provides managerial direction and leadership in the development, refinement and implementation of the District's Information Technology plans, including implementation of cloud services, ~~and~~ virtual technology, and Enterprise Resource Planning (ERP) systems by articulating a clear vision of technology uses and benefits.

Provides day-to-day leadership and works with staff to ensure a high-performance, service-oriented work environment that aligns with the District's mission, objectives and values and supports the goals of the Technology Master Plan.

Ensures the delivery of quality technology and support through effective needs assessment, system design, and selection and implementation processes. Interacts with internal and external customers to define needs, evaluate operations, and enact improvements and enhancements.

Develops, maintains, and evaluates policies, procedures, standards, capacity, and infrastructure required to provide flexible and cost-effective information technology services that support quality instruction, efficient administrative processes, and internal and community access.

Establishes and maintains an effective and efficient organizational structure within Information Technology; establishes and communicates clear roles and responsibilities for Information Technology management staff.

Directs and oversees Information Technology workforce planning and performance management; establishes standards and reviews staff performance; selects, trains, and evaluates assigned staff

Leads, manages and participates in the development and implementation of technology security policies, standards and procedures to prevent the unauthorized use, disclosure, modification, loss or destruction of District data assets; directs activities to assess and ensure the integrity and

security of the District-wide IT infrastructure; directs the implementation of appropriate District-wide security incident notification procedures.

Ensures that District-wide technology standards are developed, followed, and regularly reviewed

Oversees the development and maintenance of a business continuity and disaster recovery plan in the event of an outage or failure of the systems

Directs and facilitates correction of any system failures, including root cause analysis

Reviews and approves systems, applications, and security specifications and standards for administrative and academic application networks and software

Researches alternative methods, designs, and programming concepts in an effort to keep the District at the forefront of technological advancement

Oversees and ensures that mandated records and reports to external oversight agencies are prepared and/or transmitted accurately, appropriately, and in a timely manner

Develops and monitors budgets and allocates resources within budget constraints to maximize resources

Maintains currency in the information technology field, including new emerging technologies by participating in organizations, committees, task forces, and special assignments

Anticipates, prevents, and resolves conflicts under areas of supervision.

Evaluates staff training and development needs, and provides training and educational opportunities for District personnel to maintain and upgrade technical skills to optimize service to users

Applies the terms and provisions of applicable collective bargaining agreements; state and federal laws; and District Board Policies and Administrative Procedures in personnel matters

Reviews and participates in the decision-making process for major contracts for technology systems and services.

Performs other related duties as requested or assigned

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

SUPERVISION

Supervision Received:

This position receives general administrative direction from the [Vice President of Enrollment Development Superintendent/President or designee](#).

Supervision Exercised:

The position in this classification exercises direct supervisory responsibility over assigned Directors and other classified managers within the Information Technology staff; and indirect supervisory responsibility over classified professional, technical and clerical positions within Information Technology operations.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Computer applications, operating systems, hardware, telecommunications, and complex LAN/WAN network infrastructure, and relational database systems implementation and operation

Best practices for development and implementation of operating policies procedures, and objectives for Information Technology

System design and development process, including requirements analysis, feasibility studies, software design, programming, pilot testing, installation, evaluation and operational management

System security controls, permissions and interoperability standards to ensure security and integrity of data and consistency ~~in computer software applications~~

Audio visual tools and web page development

Needs assessment methods

Project management practices

Strategies for developing, implementing and maintaining technology master plans

Methods for gathering and presenting general, statistical and technical data; research and reporting methods and procedures

Change management principles and practices

Budget development and expenditure tracking

Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and the development of department metrics and operational needs

Principles and practices of effective supervision and training

Ability to:

Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for District-wide Information Technology services

Provide administrative and professional leadership and direction to Information Technology staff and the District

Manage the technological interdependencies between the institution and instruction, student services, and support functions

Effectively translate user requirements into computer programs and systems

Act as a change agent to facilitate improvement in ongoing infrastructure and organizational structure

Align and maneuver organizational resources and internal politics to solve problems and accomplish goals

Facilitate group processes to clarify issues and reach consensus

Prepare and administer large and complex budgets; allocate limited resources in a cost effective manner

Lead, motivate, direct, train, and evaluate personnel; establish expectations and performance standards

Interpret, apply, explain and ensure compliance with rules, policies, procedures, and applicable Federal, State, local, and District-wide laws and regulations

Plan and prioritize work activities

Plan and manage multiple large-scale Information Technology projects simultaneously

Analyze situations accurately and adopt an effective course of action

Motivate, educate, and facilitate teams to produce quality materials within tight timeframes

Stay abreast of technology advances, trends and issues, and evaluate them for organizational relevance

Identify and meet the needs and expectations of internal and external customers, in order to ensure end user satisfaction

Demonstrate flexibility and creativity in accomplishing work and resolving issues

Communicate effectively orally and in writing

Demonstrate a commitment to diversity, equity, inclusion, and accessibility principles to meet the evolving needs of the college community

Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds of community college students and employees

Establish and maintain cooperative working relationships, contacts, and networks, regardless of differences in interest, perspectives, background and organizational level

MINIMUM QUALIFICATIONS

Education Requirement:

Bachelor's degree in Computer Science, Management Information Systems, or a closely related field is required. ~~A Masters degree in a related area is desirable.~~

Experience Requirement:

Seven years of recent professional experience in planning, developing and implementing complex, multi-vendor and multi-platform computer application services, four years of which is in a management capacity. Relevant work experience within a community college 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. Additional information technology management experience beyond the four years required may substitute for the required education on a year for year basis.

Licensure and/or Certification:

~~None~~ A valid driver license

WORKING ENVIRONMENT AND PHYSICAL DEMANDS

Disclosure:

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

Normal Office Environment:

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

CLASS DETAIL

<i>Job Family:</i>	Information Technology
<i>FLSA Status:</i>	Exempt
<i>Personnel Commission Approval Date:</i>	7/30/2015
<i>Class History:</i>	NEW CLASS <u>None</u>
<i>Revision Date(s):</i>	2/15/2023

**Santa Monica Community College District
Personnel Commission**

Chief Director of Information Technology

CONCEPT OF THE CLASS

Under general direction, this position is responsible for planning, implementing, and maintaining college information systems to support academic activities, student services, and business operations; providing institution-wide leadership, consultation, and strategic direction for all information technology activities at the college, including planning, analysis, design, installation, and maintenance of systems, applications, networks, and communication systems within a large, multi-campus environment.

DISTINGUISHING CHARACTERISTICS

The Director of **Management Information Systems** directs and manages the integration and implementation of the college's information systems and databases.

The Director of **Network Services** directs and manages the District's network and technical support services, including enterprise computing and unified communications.

ESSENTIAL DUTIES

Provides managerial direction and leadership in the development, refinement, and implementation of the District's Information Technology plans, including implementation of cloud services, virtual technology, and Enterprise Resource Planning (ERP) systems by articulating a clear vision of technology uses and benefits.

Provides day-to-day leadership and works with staff to ensure a high-performance, service-oriented work environment that aligns with the District's mission, objectives and values and supports the goals of the Technology Master Plan.
Ensures the delivery of quality technology and support through effective needs assessment, system design, and selection and implementation processes. Interacts with internal and external customers to define needs, evaluate operations, and enact improvements and enhancements.

Develops, maintains, and evaluates policies, procedures, standards, capacity, and infrastructure required to provide flexible and cost-effective information technology services that support quality instruction, efficient administrative processes, and internal and community access.

Establishes and maintains an effective and efficient organizational structure within Information Technology; establishes and communicates clear roles and responsibilities for Information Technology management staff.

Directs and oversees Information Technology workforce planning and performance management; establishes standards and reviews staff performance; selects, trains, and evaluates assigned staff

Leads, manages and participates in the development and implementation of technology security policies, standards and procedures to prevent the unauthorized use, disclosure, modification, loss or destruction of District data assets; directs activities to assess and ensure the integrity and security of the District-wide IT infrastructure; directs the implementation of appropriate District-wide security incident notification procedures.

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Evaluates staff training and development needs, and provides training and educational opportunities for District personnel to maintain and upgrade technical skills to optimize service to users

Applies the terms and provisions of applicable collective bargaining agreements; state and federal laws; and District Board Policies and Administrative Procedures in personnel matters

Reviews and participates in the decision-making process for major contracts for technology systems and services

Performs other related duties as requested or assigned

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

SUPERVISION

Supervision Received:

This position receives general administrative direction from the Superintendent/President or designee.

Supervision Exercised:

The position in this classification exercises direct supervisory responsibility over assigned Directors and other classified managers within the Information Technology staff; and indirect supervisory responsibility over classified professional, technical and clerical positions within Information Technology operations.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Computer applications, operating systems, hardware, telecommunications, and complex LAN/WAN network infrastructure, and relational database systems implementation and operation

Best practices for development and implementation of operating policies procedures, and objectives for Information Technology

System design and development process, including requirements analysis, feasibility studies, software design, programming, pilot testing, installation, evaluation and operational management

System security controls, permissions and interoperability standards to ensure security and integrity of data and consistency

Audio visual tools and web page development

Needs assessment methods

Project management practices

Strategies for developing, implementing and maintaining technology master plans

Methods for gathering and presenting general, statistical and technical data; research and reporting methods and procedures

Change management principles and practices

Budget development and expenditure tracking

Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and the development of department metrics and operational needs

Principles and practices of effective supervision and training

Ability to:

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Plan and manage multiple large-scale Information Technology projects simultaneously

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Stay abreast of technology advances, trends and issues, and evaluate them for organizational relevance

Identify and meet the needs and expectations of internal and external customers, in order to ensure end user satisfaction

Demonstrate flexibility and creativity in accomplishing work and resolving issues

Communicate effectively orally and in writing

Demonstrate a commitment to diversity, equity, inclusion, and accessibility principles to meet the evolving needs of the college community

Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds of community college students and employees

Establish and maintain cooperative working relationships, contacts, and networks, regardless of differences in interest, perspectives, background, and organizational level

MINIMUM QUALIFICATIONS

Education Requirement:

Bachelor’s degree in Computer Science, Management Information Systems, or a closely related field is required.

Experience Requirement:

Seven years of recent professional experience in planning, developing and implementing complex, multi-vendor and multi-platform computer application services, four years of which is in a management capacity. Relevant work experience within a community college 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:**

A valid driver license

WORKING ENVIRONMENT AND PHYSICAL DEMANDS

Disclosure:

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

Normal Office Environment:

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

CLASS DETAIL

Job Family:	Information Technology
FLSA Status:	Exempt
Personnel Commission Approval Date:	7/30/2015
Class History:	None
Revision Date(s):	2/15/2023

Agenda Report Number	3
Subject	Salary Reallocation: Events Assistant
Date	February 15, 2023
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

BACKGROUND

Attached for your approval is a request for salary reallocation for **Events Assistant**.

The Events Assistant classification was created on February 3, 2020, initially under the title of Usher. A comprehensive survey of comparable agencies was conducted in preparation of our recommendation for salary allocation. Sufficient market data was not available to utilize the percentile ranking method of salary placement (i.e., at least 30% of surveyed jobs needed to be matched). Comparable agencies did not have either an equivalent role or utilized higher-paying classifications to absorb the work as needed. Salary allocation was recommended at **Range 8 (Step A = \$15.37/Hourly)**, using 2018 Department of Labor starting salary data as presented for *Ushers, Lobby Attendants and Ticket Takers* in the Los Angeles-Long Beach-Anaheim Metro Area. Santa Monica College utilizes Events Assistants in temporary, on call, as needed capacity only; therefore, all temporary staff in this classification are paid at Step A.

Additional salary reallocation to **Range 10 (Step A = \$17.79/hourly)** was proposed on 6/15/2022 by the Personnel Commission, and approved by the Board of Trustees, to comply with the minimum wage increase within the City of Santa Monica.

On January 17, 2023, the Board of Trustees ratified a new collective bargaining contract with the California School Employees Association (CSEA), Chapter 36, for a term beginning on July 1, 2021, and ending on June 30, 2024. One of the provisions in the new contract involves eliminating salary ranges 6 through 13.

An increase is now being recommended for the **Events Assistant to Range 14 (Step A – \$19.61/Hourly)**, to bring us into compliance with the new contract.

Recommendations for salary reallocation were sent for review to department management, CSEA, Business Services, Human Resources, and executive leadership.

RECOMMENDATION

It is recommended that the Commission approve the proposed salary reallocation for Events Assistant as follows:

FROM: Events Assistant
\$17.79 per hour (Classified Salary Schedule – Range 10)

TO: Events Assistant
\$19.61 per hour (Classified Salary Schedule – Range 14)

Disposition by the Committee	
Motion Made By	Lawrence Leone
Seconded By	Debra Jansen
Ayes	5
Nays	0
Abstentions	0
Amendments/Comments	

Agenda Report Number	4
Subject	Class Description Revisions and Salary Reallocation: Laboratory Technician-Chemistry
Date	February 15, 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-Chemistry**.

As part of the cyclical review process, we are reviewing classifications in the Laboratory Technician job discipline. The Laboratory Technician-Chemistry offers laboratory support and prepares equipment and supplies for chemistry experiments and projects within the Physical Sciences Department. The mission of the Physical Sciences Department at Santa Monica College is to give students the best possible preparation in chemistry and physics, enabling them to transfer seamlessly to four-year institutions. In the Chemistry program students study the properties of matter, conduct experiments and make qualitative and quantitative analyses of many substances.

The Laboratory Technician-Chemistry classification was established on November 9, 2006. This classification has been revised several times since its establishment. The most recent revision was approved in September 2010. 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. The incumbent from the Laboratory Technician-Chemistry classification, as well as 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. The incumbent was requested to complete a Position Description Questionnaire (PDQ) by May 10, 2021.

Personnel Commission staff met with Dione Carter, Dean, Academic Affairs and Dr. Sehat Nauli, Chair, Physical Sciences 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. Additionally, revisions are proposed to clarify duties assigned, knowledge and abilities required for the job, and to more accurately reflect the nature of the work environment.

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 data gathered, class description revisions are being proposed, to include a more accurate description of the work performed. Additional changes serve to clarify the concept of the class, essential duties and KSAs (knowledge, skills and abilities).

A comprehensive survey of comparable agencies was conducted. The salary survey of standard benchmark organizations resulted in moderate to strong matches, which are identified and presented below, with some variability in assigned functions but with comparable levels of responsibility.

AGENCY	JOB TITLE	MIN	MAX	MEDIAN*
Santa Monica College	Laboratory Technician-Chemistry	\$4,903	\$5,959	\$5,431
Contra Costa CCD	Science Laboratory Technician	\$4,918	\$5,992	\$5,455
Foothill De Anza CCD	Laboratory Technician, Chemistry	\$5,354	\$7,167	\$6,261
Glendale College	Science Lab Tech	\$4,539	\$5,793	\$5,166
Long Beach City College	Chemistry Lab Specialist	\$5,090	\$6,273	\$5,682
Los Angeles CCD	Chemistry Laboratory Technician	\$4,917	\$6,092	\$5,505
North Orange County CCD	Laboratory Technician	\$4,987	\$6,009	\$5,498
Pasadena City College	Department Laboratory Technician II Chemistry	\$4,250	\$5,424	\$4,837
Riverside CCD	Laboratory Technician I	\$5,534	\$6,738	\$6,136
Santa Barbara City College	Laboratory Technician (Option Class)	\$4,885	\$5,952	\$5,418
Ventura County CCD	Instructional Lab Technician II - Chemistry	\$5,221	\$7,201	\$6,211
	Average	\$4,970	\$6,264	\$5,617
	25th Percentile	\$4,893	\$5,962	\$5,428
	50th Percentile	\$4,953	\$6,050	\$5,501
	75th Percentile	\$5,188	\$6,622	\$6,022
	80th Percentile	\$5,248	\$6,824	\$6,151
	90th Percentile	\$5,372	\$7,170	\$6,216
	SMC % RANK	28%	241%	26.0%
	SMC Differences From AVG	-1.4%	-5.1%	-3.4%
	SMC Differences From MED	-1.0%	-1.5%	-1.3%

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

The current salary range for Laboratory Technician-Chemistry is \$4,903 to \$5,959 per month (Classified Employee Salary Schedule, Range 29). In this survey, SMC is in the 26th median percentile compared to all benchmark agencies with comparable classifications; that is, 74% of market comparables were paid higher than the SMC classification.

SALARY REALLOCATION

It is recommended that the salary for Laboratory Technician-Chemistry be reallocated from Range 29 of the Classified Employee Salary Schedule (\$4,903 to \$5,959 per month) to Range 32 (\$5,273 to \$6,410 per month), a 7.5% increase. The proposed increase would place the median salary for this classification at the 73rd percentile compared to the market median. Salary reallocation is justified given that it meets the College’s goal to target base median salary at the 70th percentile. One range lower would place the salary below the 70th percentile ranking as compared to the market median.

Cyclical review results have been sent to the incumbent, 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:

CLASS TITLE	MIN	MAX	RANGE	% DIFFERENCE
Lead Laboratory Technician-Art	\$5,675	\$6,899	35	NA
Lead Laboratory Technician-Life Science	\$5,675	\$6,899	35	NA
Lead Laboratory Technician-Chemistry* (Proposed)	\$5,675	\$6,899	35	7.5%
Lead Laboratory Technician-Chemistry* (Current)	\$5,273	\$6,410	32	NA
Laboratory Technician-Life Science	\$5,273	\$6,410	32	NA
Laboratory Technician-Art	\$5,273	\$6,410	32	NA
Laboratory Technician-Broadcast Digital Media	\$5,273	\$6,410	32	NA
Laboratory Technician-Photography	\$5,273	\$6,410	32	NA
Laboratory Technician-Chemistry (Proposed)	\$5,273	\$6,410	32	NA
Laboratory Technician-Physics* (Proposed)	\$5,273	\$6,410	32	7.5%
Laboratory Technician-Chemistry (Current)	\$4,903	\$5,959	29	NA
Laboratory Technician-Physics* (Current)	\$4,903	\$5,959	29	NA

*See subsequent agenda items

RECOMMENDATION

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

FROM: \$4,903 to \$5,959 per month (Classified Employee Salary Range 29)

TO: \$5,273 to \$6,410 per month (Classified Employee Salary Range 32)

Disposition by the Committee	
Motion Made By	Barbara Greenstein
Seconded By	Lawrence Leone
Ayes	5
Nays	0
Abstentions	0
Amendments/Comments	

**Santa Monica Community College District
Personnel Commission**

Laboratory Technician—Chemistry

CONCEPT OF THE CLASS

Under general supervision Positions in this classification prepare equipment for experiments provide and provide laboratory support, ~~and assist to~~ instructors and students in the Physical Science Chemistry Laboratories.

DISTINGUISHING CHARACTERISTICS

The Laboratory Technician—Chemistry provides laboratory support, and assists instructors in the Chemistry Laboratories.

The Lead Laboratory Technician—Chemistry is distinguished from Laboratory Technician—Chemistry by serving as a lead worker for the Chemistry Laboratory Technicians—Chemistry in the Physical Science Department. The Lead Laboratory Technician delegates and oversees the work of Laboratory Technicians and student workers. The Lead Laboratory Technician is responsible for inventory control, ordering supplies ~~and equipment, and updating~~ and maintaining records.

ESSENTIAL DUTIES

Provides technical assistance and serves as initial contact for faculty, technicians, students and outside contacts.

Assist with the collection and disposal of chemical and other hazardous waste.

Assists with the ordering, receiving, storing and inventory of laboratory chemicals, supplies and equipment.

Sets-up equipment for ~~experiments for~~ laboratory experiments and classroom demonstrations.

Prepares reagents and chemical and noxious gas solutions for classroom use.

Consults with faculty on the specific needs of each experiment.

Inspects, maintains, calibrates, and performs minor repairs on a variety of laboratory equipment, and instruments.

Demonstrates proper use and care of laboratory materials, equipment, chemicals, and supplies to students.

Maintains laboratory and stock room in a clean and orderly condition.

Assists with the recruiting, selection and scheduling of student workers.

Assists the department chair in ensuring the smooth and safe operation of the chemistry laboratories.

Plans and oversees projects in consultation with the department chair and other faculty.

Assists the College's Safety Officer in implementing safety procedures in the chemistry laboratories and stockrooms.

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. Receives receive work direction from Lead Laboratory Technician—Chemistry.

Supervision Exercised

Positions in this classification do not supervise others, however, may provide work direction to student workers.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Principles, methods, and procedures used in general chemistry, organic chemistry, and biochemistry laboratories

Knowledge of supplies, materials, and equipment used in general chemistry, organic chemistry, and biochemistry laboratories

Knowledge of chemical reagents and solutions

Knowledge of basic maintenance, calibration, and repair of laboratory equipment

Knowledge of safety procedures in the laboratory

Knowledge of basic record keeping techniques

Ability to:

Communicate effectively both orally and in writing

Ability to follow instructions, policies and procedures

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

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

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

Stay abreast of technology changes and adapt to new technologies

Role model exceptional internal and external customer service

Ability to operate and explain laboratory equipment, chemicals, materials and supplies

Ability to interpret and properly apply methods, procedures, and regulations related to safety and proper waste disposal

~~Ability to m~~Measure, mix, and dispose of chemicals safely and properly

~~Ability to m~~Maintain laboratory equipment and materials in a clean and orderly condition

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

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

MINIMUM QUALIFICATIONS

Education Requirement:

Associate of Art's ~~D~~egree with a major in science, including courses in general chemistry and organic chemistry. A Bachelor's degree in ~~C~~hemistry is desirable.

Experience Requirement:

Two (2) years of recent work experience working in a ~~C~~hemistry laboratory, including preparing chemicals and solutions and setting up equipment for laboratory experiments and/or demonstrations.

Education/Experience Equivalency:

A Bachelor's degree in ~~C~~hemistry can be substituted for two years of work experience, if the coursework includes recent experience preparing chemicals and solutions and setting up equipment for laboratory experiments and/or demonstrations.

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:

~~Positions in this classification lift objects, bend, and stoop and are exposed to chemicals, fumes and hazardous materials. Employees must possess the ability to lift, carry, push and pull materials and objects weighing up to 25 pounds with the use of proper equipment. While performing the duties of this position employees must lift, carry, push and/or pull objects up to 25 pounds, bend and stoop, and are exposed to chemicals, and hazardous materials.~~

CLASS DETAIL

~~Job Family: Instructional Support (Student Services/Classroom)~~

~~FLSA Status: Non-exempt~~

~~Personnel Commission Approval Date: 11/09/06~~

~~Class History: Laboratory Technician - Biological Science
Laboratory Technician - Physical Science~~

~~Revision Date(s): Hay Study 11/09/06, 02/19/08, 09/15/10~~

<u>Job Family:</u>	<u>Instructional Support (Student Services/Classroom)</u>
<u>FLSA Status:</u>	<u>Non-exempt</u>
<u>Personnel Commission Approval Date:</u>	<u>11/09/06</u>
<u>Class History:</u>	<u>Laboratory Technician-Biological Science</u> <u>Laboratory Technician-Physical Science</u>
<u>Revision Date(s):</u>	<u>Hay Study 11/09/06, 02/19/08, 09/15/10</u>

**Santa Monica Community College District
Personnel Commission**

Laboratory Technician-Chemistry

CONCEPT OF THE CLASS

Under general supervision positions in this classification prepare equipment for experiments and provide laboratory support to instructors and students in the Chemistry laboratories.

DISTINGUISHING CHARACTERISTICS

The **Laboratory Technician-Chemistry** provides laboratory support and assists instructors in the chemistry laboratories.

The **Lead Laboratory Technician-Chemistry** is distinguished from Laboratory Technician-Chemistry by serving as a lead worker for the Laboratory Technician-Chemistry in the Physical Science Department. The Lead Laboratory Technician delegates and oversees the work of Laboratory Technicians and student workers. The Lead Laboratory Technician is responsible for inventory control, ordering supplies and maintaining records.

ESSENTIAL DUTIES

Provides technical assistance and serves as initial contact for faculty, technicians, students and outside contacts.

Assist with the collection and disposal of chemical and other hazardous waste.

Assists with the ordering, receiving, storing and inventory of laboratory chemicals, supplies and equipment.

Sets-up equipment for laboratory experiments and classroom demonstrations.

Prepares reagents and chemical and noxious gas solutions for classroom use.

Consults with faculty on the specific needs of each experiment.

Inspects, maintains, calibrates, and performs minor repairs on a variety of laboratory equipment, and instruments.

Demonstrates proper use and care of laboratory materials, equipment, chemicals, and supplies to students.

Maintains laboratory and stock room in a clean and orderly condition.

Assists with the recruiting, selection and scheduling of student workers.

Assists the department chair in ensuring the smooth and safe operation of the chemistry laboratories.

Plans and oversees projects in consultation with the department chair and other faculty.

Assists the College's Safety Officer in implementing safety procedures in the chemistry laboratories and stockrooms.

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. Receives receive work direction from Lead Laboratory Technician-Chemistry.

Supervision Exercised

Positions in this classification do not supervise others, however, may provide work direction to student workers.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Principles, methods, and procedures used in general chemistry, organic chemistry, and biochemistry laboratories

Supplies, materials, and equipment used in general chemistry, organic chemistry, and biochemistry laboratories

Chemical reagents and solutions

Basic maintenance, calibration, and repair of laboratory equipment

Safety procedures in the laboratory

Basic record keeping techniques

Ability to:

Communicate, effectively both orally and in writing

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

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

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

Stay abreast of technology changes and adapt to new technologies

Role model exceptional internal and external customer service

Operate and explain laboratory equipment, chemicals, materials and supplies

Interpret and properly apply methods, procedures, and regulations related to safety and proper waste disposal

Measure, mix, and dispose of chemicals safely and properly

Maintain laboratory 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:

Associate's degree with a major in science, including courses in general chemistry and organic chemistry. A Bachelor's degree in chemistry is desirable.

Experience Requirement:

Two (2) years of recent work experience working in a chemistry laboratory, including preparing chemicals and solutions and setting up equipment for laboratory experiments and/or demonstrations.

Education/Experience Equivalency:

A Bachelor's degree in chemistry can be substituted for two years of work experience, if the coursework includes recent experience preparing chemicals and solutions and setting up equipment for laboratory experiments and/or demonstrations.

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:

Positions in this classification lift objects, bend, stoop and are exposed to chemicals, fumes and hazardous materials. Employees must possess the ability to lift, carry, push and pull materials and objects weighing up to 25 pounds with the use of proper equipment.

CLASS DETAIL

Job Family:	Instructional Support (Student Services/Classroom)
FLSA Status:	Non-exempt
Personnel Commission Approval Date:	11/09/06
Class History:	Laboratory Technician-Biological Science Laboratory Technician-Physical Science
Revision Date(s):	Hay Study 11/09/06, 02/19/08, 09/15/10

Agenda Report Number	5
Subject	Class Description Revisions and Salary Reallocation: Lead Laboratory Technician-Chemistry
Date	February 15, 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 **Lead Laboratory Technician-Chemistry**.

As part of the cyclical review process, we are reviewing classifications in the Laboratory Technician job discipline. The Lead Laboratory Technician-Chemistry offers laboratory support, provides work direction and prepares equipment and supplies for chemistry experiments and projects within the Physical Sciences Department. The mission of the Physical Sciences Department at Santa Monica College is to give students the best possible preparation in chemistry and physics, enabling them to transfer seamlessly to four-year institutions. In the Chemistry program students study the properties of matter, conduct experiments and make qualitative and quantitative analyses of many substances.

The Lead Laboratory Technician-Chemistry classification was established on September 2010. This classification has not been revised since its establishment. 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. The Incumbent from the Lead Laboratory Technician-Chemistry classification, as well as 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. The incumbent was requested to complete a Position Description Questionnaire (PDQ) by May 10, 2021.

Personnel Commission staff met with Dione Carter, Dean, Academic Affairs and Dr. Sehat Nauli, Chair, Physical Sciences 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. Additionally, revisions are proposed to clarify duties assigned, knowledge and abilities required for the job, and to more accurately reflect the nature of the work environment.

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

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 Lead Laboratory Technician classifications.

SALARY REALLOCATION

It is recommended that the salary for Lead Laboratory Technician-Chemistry be reallocated from Range 32 of the Classified Employee Salary Schedule (\$5,273 to \$6,410 per month) to Range 35 (\$5,675 to \$6,899 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 Lead Laboratory Technician-Chemistry is comparable to recently reviewed and approved Lead Laboratory Technician classifications in factors such as Complexity, Scope & Effect and Nature & Purpose of Contacts.

Cyclical review results have been sent to the incumbent, 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:

CLASS TITLE	MIN	MAX	RANGE	% DIFFERENCE
Lead Laboratory Technician-Art	\$5,675	\$6,899	35	NA
Lead Laboratory Technician-Life Science	\$5,675	\$6,899	35	NA
Lead Laboratory Technician-Chemistry (Proposed)	\$5,675	\$6,899	35	7.5%
Lead Laboratory Technician-Chemistry (Current)	\$5,273	\$6,410	32	NA
Laboratory Technician-Life Science	\$5,273	\$6,410	32	NA
Laboratory Technician-Art	\$5,273	\$6,410	32	NA
Laboratory Technician-Broadcast Digital Media	\$5,273	\$6,410	32	NA
Laboratory Technician-Photography	\$5,273	\$6,410	32	NA
Laboratory Technician-Chemistry* (Proposed)	\$5,273	\$6,410	32	NA
Laboratory Technician-Physics* (Proposed)	\$5,273	\$6,410	32	7.5%
Laboratory Technician-Chemistry* (Current)	\$4,903	\$5,959	29	NA
Laboratory Technician-Physics* (Current)	\$4,903	\$5,959	29	NA

*See related agenda items

RECOMMENDATION

It is recommended that the Commission approve the proposed classification description revisions and salary reallocation for the Lead Laboratory Technician-Chemistry.

FROM: \$5,273 to \$6,410 per month (Classified Employee Salary Range 32)

TO: \$5,675 to \$6,899 per month (Classified Employee Salary Range 35)

Disposition by the Committee	
Motion Made By	Debra Jansen
Seconded By	Joy Abbott
Ayes	5
Nays	0
Abstentions	0
Amendments/Comments	

**Santa Monica Community College District
Personnel Commission**

Lead Laboratory Technician—Chemistry

CONCEPT OF THE CLASS

Under general supervision, positions in this classification provide/oversee the work direction to of the chemistry Laboratory Technicians—Chemistry in Physical Science Department. They assist with the operation of chemistry laboratories which includes inventory control of supplies and equipment, provide laboratory support, and assist/instruct and students in the Chemistry Laboratories.

DISTINGUISHING CHARACTERISTICS

Laboratory Technician—Chemistry provides laboratory support, and assists instructors in the Chemistry Laboratories.

The Lead Laboratory Technician—Chemistry is distinguished from Laboratory Technician—Chemistry by serving as a lead worker for the Chemistry Laboratory Technician—Chemistry in the Physical Science Department. The Lead Laboratory Technician delegates and oversees the work of Laboratory Technicians and student workers. The Lead Laboratory Technician is responsible for inventory control, ordering supplies and equipment, and update and maintain/ing records.

The Laboratory Technician—Chemistry provides laboratory support and assists instructors in the chemistry laboratories.

ESSENTIAL DUTIES

Provides guidance and work direction to the Laboratory Technician(e)—Chemistry.

Assists the Department Chair in ensuring the smooth and safe operation of the chemistry laboratories.

Plans and oversees projects in consultation with the Department Chair and other faculty.

Oversees all ordering, receiving, storing inventory and issuance of laboratory supplies, chemicals, and equipment; updates records to monitor Physical Science Department supply expenditures.

Prepares requisitions for purchases of equipment, supplies and materials.

Provides technical assistance and serves as initial contact for faculty, technicians, students and outside contacts.

Sets-up equipment for experiments for laboratory experiments and classroom demonstrations.

Prepares reagents, and chemical and noxious gas solutions for classroom use.

Consults with faculty on the specific needs of each experiment.

Inspects, maintains, calibrates, and performs minor repairs on a variety of laboratory equipment, and instruments.

Demonstrates proper use and care of laboratory materials, equipment, chemicals, and supplies to students.

Oversees the collection and disposal of chemicals s and other hazardous waste.

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

Recruits, selects, trains, schedules, prepares payroll for, and provides daily work direction to student workers; updates records and monitors the student worker budget for the department.

In consultation with faculty and staff, writes procedures to be used in the Cchemistry laboratory and stockroom.

Assists the College's Safety Officer in implementing safety procedures in the chemistry laboratories and stockrooms.

Performs other related duties as requested or assigned.

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

SUPERVISION

Supervision Received

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

Supervision Exercised

Positions in this classification do not supervise others; however, they provide ~~lead~~ work direction to duties ~~over the~~ Laboratory Technicians Chemistry and student workers.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

~~p~~Principles, methods, and procedures used in general chemistry, organic chemistry, and biochemistry laboratories

~~Knowledge of s~~Supplies, materials, and equipment used in general chemistry, organic chemistry, and biochemistry laboratories

~~Knowledge of i~~Inventory and ordering procedures

~~Knowledge of c~~Chemical reagents and solutions

~~Knowledge of b~~Basic maintenance, calibration, and repair of laboratory equipment

~~Knowledge of s~~Safety procedures in the laboratory

~~Knowledge of b~~Basic record keeping techniques

Ability to:

~~e~~Oversee and delegate work to others

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

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

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

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

Stay abreast of technology changes and adapt to new technologies

Role model exceptional internal and external customer service

~~Ability to w~~Write, update, and/or follow standard operating procedures in consultation with faculty and staff

~~Ability to e~~Operate and explain laboratory equipment, chemicals, materials and supplies

~~Ability to i~~Interpret and properly apply methods, procedures, and regulations related to safety and proper waste disposal

~~Ability to m~~Measure, mix, and dispose of chemicals safely and properly

~~Ability to m~~Maintain laboratory equipment and materials in a clean and orderly condition

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

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

MINIMUM QUALIFICATIONS

Education Requirement:

Bachelor's Degree with a major in Chemistry or Biochemistry.

Experience Requirement:

Two (2) years of professional or graduate-level experience working in a Chemistry or biochemistry laboratory.

Education/Experience Equivalency:

Two years, full-time graduate level work in a research chemistry/biochemistry laboratory may be substituted for the two years of professional experience in a chemical/biochemical laboratory.

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 position, employees must lift, carry, push and/or pull objects up to 25 pounds, bend and stoop, and are exposed to chemicals and hazardous materials. Positions in this classification lift objects, bend stoop and are exposed to chemicals, fumes and hazardous materials. Employees must possess the ability to lift, carry, push and pull materials and objects weighing up to 25 pounds with the use of proper equipment.~~

CLASS DETAIL

~~Job Family: Instructional Support (Student Services/Classroom)~~

~~FLSA Status: Non-exempt~~

~~Personnel Commission Approval Date: 09/15/10~~

~~Class History: _____~~

~~Revision Date(s): _____~~

<u>Job Family:</u>	<u>Instructional Support (Student Services/classroom)</u>
<u>FLSA Status:</u>	<u>Non-exempt</u>
<u>Personnel Commission Approval Date:</u>	<u>09/15/10</u>
<u>Class History:</u>	
<u>Revision Date(s):</u>	

**Santa Monica Community College District
Personnel Commission**

Lead Laboratory Technician-Chemistry

CONCEPT OF THE CLASS

Under general supervision, positions in this classification provide work direction to the Laboratory Technician-Chemistry in Physical Science Department. They assist with the operation of chemistry laboratories which includes inventory control of supplies and equipment, providing laboratory support, and assisting instructors and students.

DISTINGUISHING CHARACTERISTICS

The **Lead Laboratory Technician-Chemistry** is distinguished from Laboratory Technician-Chemistry by serving as a lead worker for the Laboratory Technician-Chemistry in the Physical Science Department. The Lead Laboratory Technician delegates and oversees the work of Laboratory Technicians and student workers. The Lead Laboratory Technician is responsible for inventory control, ordering supplies and maintaining records.

The **Laboratory Technician-Chemistry** provides laboratory support and assists instructors in the chemistry laboratories.

ESSENTIAL DUTIES

Provides guidance and work direction to the Laboratory Technician-Chemistry.

Assists the department chair in ensuring the smooth and safe operation of the chemistry laboratories.

Plans and oversees projects in consultation with the department chair and other faculty.

Oversees all ordering, receiving, storing inventory and issuance of laboratory supplies, chemicals, and equipment; updates records to monitor Physical Science Department supply expenditures.

Prepares requisitions for purchases of equipment, supplies and materials.

Provides technical assistance and serves as initial contact for faculty, technicians, students and outside contacts.

Sets-up equipment for laboratory experiments and classroom demonstrations.

Prepares reagents, chemical and noxious gas solutions for classroom use.

Consults with faculty on the specific needs of each experiment.

Inspects, maintains, calibrates, and performs minor repairs on a variety of laboratory equipment and instruments.

Demonstrates proper use and care of laboratory materials, equipment, chemicals, and supplies to students.

Oversees the collection and disposal of chemicals and other hazardous waste.

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

Recruits, selects, trains, schedules, prepares payroll for, and provides daily work direction to student workers; updates records and monitors the student worker budget for the department.

In consultation with faculty and staff, writes procedures to be used in the chemistry laboratory and stockroom.

Assists the College's Safety Officer in implementing safety procedures in the chemistry laboratories and stockrooms.

Performs other related duties as requested or assigned.

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

SUPERVISION

Supervision Received

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

Supervision Exercised

Positions in this classification do not supervise others; however, they provide work direction to the Laboratory Technician-Chemistry and student workers.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Principles, methods, and procedures used in general chemistry, organic chemistry, and biochemistry laboratories

Supplies, materials, and equipment used in general chemistry, organic chemistry, and biochemistry laboratories

Inventory and ordering procedures

Chemical reagents and solutions

Basic maintenance, calibration, and repair of laboratory equipment

Safety procedures in the laboratory

Basic record keeping techniques

Ability to:

Oversee and delegate work to others

Communicate, effectively both orally and in writing

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

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

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

Stay abreast of technology changes and adapt to new technologies

Role model exceptional internal and external customer service Write, update, and/or follow standard operating procedures in consultation with faculty and staff

Operate and explain laboratory equipment, chemicals, materials and supplies

Interpret and properly apply methods, procedures, and regulations related to safety and proper waste disposal

Measure, mix, and dispose of chemicals safely and properly

Maintain laboratory 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:

Bachelor's degree with a major in chemistry or biochemistry.

Experience Requirement:

Two (2) years of professional or graduate-level experience working in a chemistry or biochemistry laboratory.

Education/Experience Equivalency:

Two years, full-time graduate level work in a research chemistry/biochemistry laboratory may be substituted for the two years of professional experience in a chemical/biochemical laboratory.

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:

Positions in this classification lift objects, bend stoop and are exposed to chemicals, fumes and hazardous materials. Employees must possess the ability to lift, carry, push and pull materials and objects weighing up to 25 pounds with the use of proper equipment.

CLASS DETAIL

Job Family: Instructional Support (Student Services/classroom)

FLSA Status: Non-exempt

Personnel Commission Approval Date: 09/15/10

Class History:

Revision Date(s):

Agenda Report Number	6
Subject	Classification Description Revisions and Salary Reallocation: Laboratory Technician-Physics
Date	February 15, 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-Physics**.

As part of the cyclical review process, we are reviewing classifications in the Laboratory Technician job discipline. The Laboratory Technician-Physics offers laboratory support and prepares equipment and supplies for physics experiments and projects within the Physical Sciences Department. The mission of the Physical Sciences Department at Santa Monica College is to give students the best possible preparation in chemistry and physics, enabling them to transfer seamlessly to four-year institutions. In the Physics Program students study matter, energy, and the relationships between them and devise methods to apply laws and theories of physics to industry, medicine, and other fields.

The Laboratory Technician-Physics classification was established on November 9, 2006. This classification has been revised once since its establishment. The most recent revision was approved in November 2008. 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. The incumbents from the Laboratory Technician-Physics classification, as well as 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. The incumbent was requested to complete a Position Description Questionnaire (PDQ) by May 10, 2021.

Personnel Commission staff met with Dione Carter, Dean, Academic Affairs and Dr. Sehat Nauli, Chair, Physical Sciences 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. Additionally, revisions are proposed to clarify duties assigned, knowledge and abilities required for the job, and to more accurately reflect the nature of the work environment.

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

A comprehensive survey of comparable agencies was conducted. The salary survey of standard benchmark organizations resulted in moderate to strong matches, which are identified and presented below, with some variability in assigned functions but with comparable levels of responsibility.

AGENCY	JOB TITLE	MIN	MAX	MEDIAN*
Santa Monica College	Laboratory Technician-Physics	\$4,903	\$5,959	\$5,431
Cerritos College	Instructional Laboratory Technician III-Physics	\$5,386	\$6,478	\$5,932
Contra Costa CCD	Science Laboratory Technician	\$4,918	\$5,992	\$5,455
El Camino College	Lab Technician II	\$4,723	\$6,057	\$5,390
Glendale College	Science Lab Tech	\$4,539	\$5,793	\$5,166
Long Beach City College	Science Laboratory Equipment Technician	\$4,358	\$5,362	\$4,860
Los Angeles CCD	Physical Sciences Laboratory Technician	\$4,917	\$6,092	\$5,505
Mt. San Antonio College	Laboratory Technician I - Physical Science and Engineering	\$4,846	\$6,184	\$5,515
North Orange County CCD	Laboratory Technician	\$4,987	\$6,009	\$5,498
Pasadena City College	Department Laboratory Technician III - Physics/Laser	\$4,465	\$5,698	\$5,082
Riverside CCD	Laboratory Technician I	\$5,534	\$6,738	\$6,136
Santa Barbara City College	Laboratory Technician (Option Class)	\$4,885	\$5,952	\$5,418
State Center CCD	Science Laboratory Coordinator	\$5,078	\$6,245	\$5,661
Ventura County CCD	Instructional Lab Technician II - Physical and Applied Sciences	\$5,221	\$7,201	\$6,211
	Average	\$4,912	\$6,138	\$5,525
	25th Percentile	\$4,723	\$5,952	\$5,390
	50th Percentile	\$4,917	\$6,057	\$5,498
	75th Percentile	\$5,078	\$6,245	\$5,661
	80th Percentile	\$5,164	\$6,385	\$5,824
	90th Percentile	\$5,207	\$6,689	\$6,095
	SMC % RANK	46%	26%	36%
	SMC Differences From AVG	-0.2%	-3.0%	-1.7%
	SMC Differences From MED	-0.3%	-1.6%	-1.2%

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

The current salary range for Laboratory Technician-Physics is \$4,903 to \$5,959 per month (Classified Employee Salary Schedule, Range 29). In this survey, SMC is in the 36th median percentile compared to all benchmark agencies with comparable classifications; that is, 64% of market comparables were paid higher than the SMC classification.

SALARY REALLOCATION

It is recommended that the salary for Laboratory Technician-Physics be reallocated from Range 29 of the Classified Employee Salary Schedule (\$4,903 to \$5,959 per month) to Range 32 (\$5,273 to \$6,410 per month), a 7.5% increase. The proposed increase would place the median salary for this classification at the 71st percentile compared to the market median. Salary reallocation is justified given that it meets the College’s goal to target base median salary at the 70th percentile. One range lower would place the salary below the 70th percentile ranking as compared to the market median.

Cyclical review results have been sent to the incumbent, 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:

CLASS TITLE	MIN	MAX	RANGE	% DIFFERENCE
Lead Laboratory Technician-Art	\$5,675	\$6,899	35	NA
Lead Laboratory Technician-Life Science	\$5,675	\$6,899	35	NA
Lead Laboratory Technician-Chemistry* (Proposed)	\$5,675	\$6,899	35	7.5%
Lead Laboratory Technician-Chemistry* (Current)	\$5,273	\$6,410	32	NA
Laboratory Technician-Life Science	\$5,273	\$6,410	32	NA
Laboratory Technician-Art	\$5,273	\$6,410	32	NA
Laboratory Technician-Broadcast Digital Media	\$5,273	\$6,410	32	NA
Laboratory Technician-Photography	\$5,273	\$6,410	32	NA
Laboratory Technician-Chemistry* (Proposed)	\$5,273	\$6,410	32	NA
Laboratory Technician-Physics (Proposed)	\$5,273	\$6,410	32	7.5%
Laboratory Technician-Chemistry* (Current)	\$4,903	\$5,959	29	NA
Laboratory Technician-Physics (Current)	\$4,903	\$5,959	29	NA

*See subsequent agenda items

RECOMMENDATION

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

FROM: \$4,903 to \$5,959 per month (Classified Employee Salary Range 29)

TO: \$5,273 to \$6,410 per month (Classified Employee Salary Range 32)

Disposition by the Committee	
Motion Made By	Lawrence Leone
Seconded By	Joy Abbott
Ayes	5
Nays	0
Abstentions	0
Amendments/Comments	

**Santa Monica Community College District
Personnel Commission**

Laboratory Technician—Physics

CONCEPT OF THE CLASS

Under general supervision Positions in this classification prepare equipment for experiments and provide laboratory support to, and assist, instructors and students in the Physics Laboratories

DISTINGUISHING CHARACTERISTICS

The Laboratory Technician—Physics provides laboratory support, and assistance to instructors in the Physics Laboratories.

The Laboratory Technician-Chemistry provides laboratory support and assists instructors in the Chemistry Laboratories.

ESSENTIAL DUTIES

Sets-up equipment for experiments for laboratory and classroom demonstrations, including computer-based experiments and simulations as well as high voltage and high current equipment.

Inspects, maintains, calibrates, and performs minor repairs on a variety of laboratory equipment, instruments, computers, and computer-related sensors and interfaces.

Consults with faculty on specific needs of each experiment.

Conducts research to advise the department on the equipment and supplies to be ordered for use in laboratory experiments and demonstrations.

Demonstrates proper use and care of laboratory materials, equipment, computers, and supplies to students.

Maintains laboratories and stock-rooms in a clean and orderly condition.

Assists with the ordering, receiving, storing and inventory of laboratory chemicals, supplies and equipment.

Assists the department chair in ensuring the smooth and safe operation of the physics laboratories.

Plans and oversees projects in consultation with the department chair and other faculty.

Assists the College's Safety Officer in implementing safety procedures in the physics laboratories and stockrooms.

Trains, schedules and oversees the work of student workers.

Performs other related duties as requested or assigned.

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

SUPERVISION

Supervision Received

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

Supervision Exercised

Positions in this classification do not supervise others.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

~~p~~Principles, methods, and procedures used in general physics, modern physics, and introductory engineering laboratories

~~Knowledge of s~~Supplies, materials, and equipment used in general physics, modern physics, and introductory engineering laboratories

~~Knowledge of c~~Common computer software and hardware including the use of computer interfaces and digital sensors

~~Knowledge of b~~Basic maintenance, calibration, and repair of laboratory equipment and computers

~~Knowledge of s~~Safety procedures in the laboratory, especially as ~~it relates~~ to the use of high voltage and high current equipment

~~Knowledge of b~~Basic record keeping techniques

Ability to:

~~o~~Operate and explain the use of laboratory equipment, computers, materials and supplies

~~Ability to i~~Interpret and properly apply methods, procedures, and regulations related to safety

~~Ability to m~~Maintain laboratory equipment and materials in a clean and orderly condition

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

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

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

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

~~Ability to establish and maintain cooperative working relationships with those contacted in the course of work~~

MINIMUM QUALIFICATIONS

Education Requirement:

Associate of ~~Art's~~ ~~d~~ Degree with a major in science, including courses in calculus-based physics and introductory computer programming.

Experience Requirement:

Two (2) years of experience working in a scientific laboratory.

Education/Experience Equivalency:

Experience and/or education of the same kind, level ~~or~~ ~~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 position employees must lift objects, bend and stoop, and are exposed to chemicals and hazardous materials.~~

Positions in this classification lift objects, bend, stoop and are exposed to high voltage, chemicals, fumes and hazardous materials. Employees must possess the ability to lift, carry, push and pull materials and objects weighing up to 25 pounds with the use of proper equipment.

CLASS DETAIL

~~Job Family: Instructional Support (Student Services/Classroom)~~

~~FLSA Status: Non - exempt~~

~~Personnel Commission Approval Date: 11/09/06~~

~~Class History: Laboratory Technician – Biological Science~~

~~Laboratory Technician – Physical Science~~

~~Revision Date(s): Hay Study 11/09/06, 11/20/08~~

<u>Job Family:</u>	<u>Instructional Support (Student Services/Classroom)</u>
<u>FLSA Status:</u>	<u>Non-Exempt</u>
<u>Personnel Commission Approval Date:</u>	<u>11/09/06</u>
<u>Class History:</u>	<u>Laboratory Technician-Biological Science Laboratory Technician-Physical Science</u>
<u>Revision Date(s):</u>	<u>11/20/08</u>

**Santa Monica Community College District
Personnel Commission**

Laboratory Technician-Physics

CONCEPT OF THE CLASS

Under general supervision positions in this classification prepare equipment for experiments and provide laboratory support to instructors and students in the Physics Laboratories

DISTINGUISHING CHARACTERISTICS

The **Laboratory Technician-Physics** provides laboratory support and assistance in the Physics Laboratories.

The **Laboratory Technician-Chemistry** provides laboratory support and assists instructors in the Chemistry Laboratories.

ESSENTIAL DUTIES

Sets-up equipment for experiments for laboratory and classroom demonstrations, including computer-based experiments and simulations as well as high voltage and high current equipment.

Inspects, maintains, calibrates, and performs minor repairs on a variety of laboratory equipment, instruments, computers, and computer-related sensors and interfaces.

Consults with faculty on specific needs of each experiment.

Conducts research to advise the department on the equipment and supplies to be ordered for use in laboratory experiments and demonstrations.

Demonstrates proper use and care of laboratory materials, equipment, computers, and supplies to students.

Maintains laboratories and stockrooms in a clean and orderly condition.

Assists with the ordering, receiving, storing and inventory of laboratory chemicals, supplies and equipment.

Assists the department chair in ensuring the smooth and safe operation of the physics laboratories.

Plans and oversees projects in consultation with the department chair and other faculty.

Assists the College's Safety Officer in implementing safety procedures in the physics laboratories and stockrooms.

Trains, schedules and oversees the work of student workers.

Performs other related duties as requested or assigned.

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

SUPERVISION***Supervision Received***

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

Supervision Exercised

Positions in this classification do not supervise others.

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

Principles, methods, and procedures used in general physics, modern physics, and introductory engineering laboratories

Supplies, materials, and equipment used in general physics, modern physics, and introductory engineering laboratories

Common computer software and hardware including the use of computer interfaces and digital sensors

Basic maintenance, calibration, and repair of laboratory equipment and computers

Safety procedures in the laboratory, especially as it relates to the use of high voltage and high current equipment

Basic record keeping techniques

Ability to:

Operate and explain the use of laboratory equipment, computers, materials and supplies

Interpret and properly apply methods, procedures, and regulations related to safety

Maintain laboratory equipment and materials in a clean and orderly condition

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

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

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

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:

Associate of arts degree with a major in science, including courses in calculus-based physics and introductory computer programming.

Experience Requirement:

Two (2) years of experience working in a scientific laboratory.

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:

Positions in this classification lift objects, bend, stoop and are exposed to high voltage, chemicals, fumes and hazardous materials. Employees must possess the ability to lift, carry, push and pull materials and objects weighing up to 25 pounds with the use of proper equipment.

CLASS DETAIL

<i>Job Family:</i>	Instructional Support (Student Services/Classroom)
<i>FLSA Status:</i>	Non-Exempt
<i>Personnel Commission Approval Date:</i>	11/09/06
<i>Class History:</i>	Laboratory Technician-Biological Science Laboratory Technician-Physical Science
<i>Revision Date(s):</i>	11/20/08

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
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8	Certification of Seniority Lists: Director of Web and Social Media Strategy Enterprise Business Supervisor	50
9	Ratification of Eligibility Lists: Community College Police Dispatcher Mail Services Worker II	52
10	Extension of Eligibility Lists: Administrative Assistant III-Confidential Cosmetology Assistant Facilities Maintenance Supervisor Laboratory Technician-Broadcast Digital Media Lead Receiving, Stockroom and Delivery Worker Personnel Technician Tutoring Coordinator-Modern Languages	53
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13	Advisory Item: Appointments to Limited Term Assignments	57
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15	Examination Schedule	59
16	Personnel Commission Project Status Report	60

Disposition by the Committee	
Motion Made By	Debra Jansen
Seconded By	Joy Abbott
Ayes	5
Nays	0
Abstentions	0
Amendments/Comments	

Agenda Report Number	7
Subject	Approval of Meeting Minutes
Date	February 15, 2023
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

1. January 18, 2023 Regular Meeting.

Agenda Report Number	8
Subject	Certification of Seniority Lists
Date	February 15, 2023
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

As part of the continuing practice to update and maintain Seniority Lists for the District, we present the following seniority lists for approval:

Director of Web and Social Media Strategy

Enterprise Business Supervisor

It is recommended that the Personnel Commission certify the seniority list effective February 15, 2023.

13.1.4 SENIORITY LISTS

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

"DIRECTOR of WEB and SOCIAL MEDIA STRATEGY" Seniority List

Classification: **Director of Web and Social Media Strategy**

Range: M30

Monthly Base Salary Range as of July 1, 2020: \$ 9551 to \$ 11609

PC Certification Date: February 15, 2023

Review Period: January 25 to 31, 2023

EMPLOYEE NAME	SENIORITY BASE DATE (Date of Hire in Classification)	ADJUSTED DAYS and HOURS in CLASSIFICATION	DISTRICT HIRE DATE in PERMANENT STATUS	CURRENT MONTHS PER YEAR	CURRENT HOURS PER WEEK	CURRENT CLASSIFICATION IF NOT Director of Web & Social Media Strategy
Trautwein, Paul	1/19/2022	No	1/11/2016	12	40	

Edited By: Brent Heximer, AA II, PC

Compiled by: Karen Monzon, Personnel Analyst

Approved by: Carol Long, Director of the Personnel Commission

"ENTERPRISE BUSINESS SUPERVISOR" Seniority List

Classification: **Enterprise Business Supervisor**

Range: M 14

Monthly Base Salary Range as of July 1, 2020: \$ 6465 to \$ 7857

PC Certification Date: February 15, 2023

Review Period: January 25 to 31, 2023

EMPLOYEE NAME	SENIORITY BASE DATE (Date of Hire in Classification)	ADJUSTED DAYS and HOURS in CLASSIFICATION	DISTRICT HIRE DATE in PERMANENT STATUS	CURRENT MONTHS PER YEAR	CURRENT HOURS PER WEEK	CURRENT CLASSIFICATION IF NOT Enterprise Business Supervisor
Kalinec, Gustavo	1/19/2022	No	9/17/2018	12	40	

Reallocated from Classified Management Salary Range M12 to M14 at November 16, 2022, PC Meeting.

Approved at December 13, 2022, BOT Meeting. Effective Date: December 1, 2022

Edited By: Brent Heximer, AA II, PC

Compiled by: Karen Monzon, Personnel Analyst

Approved by: Carol Long, Director of the Personnel Commission

Updated: January 25, 2023

Agenda Report Number	9
Subject	Ratification of Eligibility Lists: Community College Police Dispatcher Mail Services Worker II
Date	February 15, 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
Community College Police Dispatcher	Merged Promotional/Open Competitive	0	2	1/31/2024
Mail Services Worker II	Merged Promotional/Open Competitive	0	4	2/15/2024

Agenda Report Number	10
Subject	Extension of Eligibility Lists: Administrative Assistant III-Confidential Cosmetology Assistant Facilities Maintenance Supervisor Laboratory Technician-Broadcast Digital Media Lead Receiving, Stockroom and Delivery Worker Personnel Technician Tutoring Coordinator-Modern Languages
Date	February 15, 2023
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

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

Classification	Original Expiration Date	Current Expiration Date	Number of Candidates on List	Number of Ranks on List	Proposed Expiration Date
Administrative Assistant III – Confidential	3/9/2023	3/9/2023	6	4	6/9/2023
Cosmetology Assistant	2/17/2023	2/17/2023	4	4	5/17/2023
Facilities Maintenance Supervisor	2/27/2023	2/27/2023	2	2	5/27/2023
Laboratory Technician – Broadcast Digital Media	2/23/2023	2/23/2023	5	3	5/23/2023
Lead Receiving, Stockroom and Delivery Worker	2/16/2023	2/16/2023	2	2	5/16/2023
Personnel Technician	2/22/2023	2/22/2023	2	2	5/22/2023
Tutoring Coordinator-Modern Languages	5/16/2022	2/23/2023	3	2	5/16/2023

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

Merit Rule 6.2.3
(C) Duration of Eligibility List
6.2.3 (C)

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

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

RECOMMENDATION

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

Agenda Report Number	11
Subject	Advisory Item: Request for Reinstatement
Date	February 15, 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
Maria Calavento	Administrative Assistant II	1/18/2023	1/19/2023 to 4/18/2026
Lorin Russell	Instructional Assistant-Learning Disabilities	1/20/2023	1/21/2023 to 4/20/2026

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	12
Subject	Ratification of Limited Term Assignments
Date	February 15, 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
Custodian (1 full-time position)	Operations	01/18/23-06/30/23

Agenda Report Number	13
Subject	Advisory Item: Appointments to Limited Term Assignments
Date	February 15, 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
Humphrey, Mamie	Custodian	Operations	01/18/23-06/30/23	11/16/22

*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	14
Subject	Advisory Item: Appointments to Provisional Assignments
Date	February 15, 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*
Buchinsky, Boyko	Events Assistant	SMC Performing Arts Center	01/18/23-06/30/23
Martin, Matthew	Stage Construction Technician	Theatre Arts	01/25/23-06/30/23
Marcial, Anthony	Student Services Clerk	Risk Management	02/01/23-06/30/23

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

Agenda Report Number	15
Subject	Examination Schedule
Date	February 15, 2023
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

Class Title	Field of Competition	Time
Accountant	Merged Promotional/Open Competitive	3 Weeks
Instructional Assistant-ESL	Merged Promotional/Open Competitive	3 Weeks

Agenda Report Number	16
Subject	Personnel Commission Project Status Report
Date	February 15, 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
Instructional Designer	JB				
Accountant	AF				
Basic Needs Project Assistant	OV	11/10/2022	12/5/2022	1/6/2023	
Campus Safety Officer	JG	1/27/2023	2/17/2023	3/4/2023	12/21/2022
Chief Director of IT	JL				
Community College Police Dispatcher	KM	10/20/2022			
Grounds Equipment Operator	JG	10/21/2022	12/2/2022	1/20/2023	
Plumber					
Community College Police - Lateral	KM				
Community College Police Sergeant	JL	7/14/2022			
Human Resources Technician (Cont.)	CL	9/26/2022	10/24/2022		
Mail Services Worker II	JB	10/5/2022	10/25/2022	11/30/2022	
Plumber	KM				
Stage Construction Technician	JG				
Transportation Operations Coordinator	AF				
Buyer II					
Instructional Assistant - Learning Disabilities	OV				
Disabled Student Services Assistant	OV	1/12/2023	2/2/2023		
DSPS Specialist	OV	1/12/2023	2/2/2023		
Emergency and Safety Coordinator					
EOPS Specialist	OV	1/17/2023	2/6/2023		
Events Assistant	JG	10/20/2021			
Skilled Maintenance Worker II	KM				
Theatre Technical Specialist (Cont.)	JG	10/15/2021			

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
Budget Technician	Position Review	AF	Development	9/26/2022	
Campus Safety Officer	Cyclical Review	JG	Research & Planning	1/13/2023	
Campus Store Manager	Salary Reallocation	JB	Research & Planning		
Career Education Specialist	Cyclical Review	OV	Stakeholder Review	11/15/2022	2/1/2023
Chief Director of Information Technology	Description Revision	JL	Stakeholder Review		
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	Research & Planning	2/3/2023	
Community College Police Recruit	Cyclical Review	KM	Research & Planning	2/3/2023	
Director of Facilities Programming	New Class	KM	Hold		9/8/2022
DSPS Specialist	Description Revision	JL	Stakeholder Review		11/25/2022
Emergency and Safety Coordinator	Cyclical Review	JB	Research & Planning		
Enrollment Coach	New Class		Upcoming		
Executive Coordinator - District & BOT - Confidential	Cyclical Review	AF	Upcoming	11/18/2022	
Instructional Designer	Description Revision	JB	Upcoming		
IT Manager	New Class	JL	Upcoming		
Laboratory Technician - Chemistry	Cyclical Review	JG	PC Agenda	5/10/2021	10/31/2022
Laboratory Technician - Physics	Cyclical Review	JG	PC Agenda	5/10/2021	10/31/2022
Lead Laboratory Technician - Chemistry	Cyclical Review	JG	PC Agenda	5/10/2021	10/31/2022
Payroll Specialist	Position Review	JB	Stakeholder Review	11/14/2022	2/7/2023
Platform Specialist	New Class	TM	Stakeholder Review	2/4/2022	
Police Services Assistant	Cyclical Review	JG	Research & Planning	1/13/2023	
Program Coordinator - Community & Contract Ed	Cyclical Review	OV	Research & Planning	1/25/2022	
Program Coordinator - Emeritus	Cyclical Review	OV	Research & Planning	1/26/2022	
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	1/17/2023	
Web Content Developer	Cyclical Review	KM	Development		
Workforce & Economic Development Project Assistant	Cyclical Review	OV	Research & Planning	1/5/2022	

V. Adjournment 12:21 p.m.

Disposition by the Committee	
Motion Made By	Lawrence Leone
Seconded By	Barbara Greenstein
Ayes	5
Nays	0
Abstentions	0
Amendments/Comments	

Day	Month	Date	Year	Time	Venue
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 February 15, 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.