

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. Public Comments-Non-Actionable Items from those in attendance.

No Comments

II. Agenda Reports – Major Items of Business

Report Number	Subject	Page Number
1	Reschedule Regular April Personnel Commission Meeting	2
2	Request to Certify from Alternate Eligibility List: Mail Services Worker I	3
3	Ratification of Working Out of Class Assignments	4
4	Examination Schedule	7
5	Ratification of Eligibility List: EOPS Specialist (Promo)	8

III. Adjournment

Agenda Report Number	1
Subject	Reschedule Regular April Personnel Commission Meeting
Date	March 1, 2023
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

It is requested that the Personnel Commission approve rescheduling the Regular Personnel Commission Meeting in April as follows:

FROM: Wednesday, April 19, 2023, 12:00 p.m.

TO: Wednesday, April 26, 2023, 12:00 p.m.

The Southern California Public Management Association – HR (SCPMA-HR) has scheduled their spring conference in Long Beach for Wednesday, April 19, 2023. The Director of the Personnel Commission and multiple Personnel Commission staff members are scheduled to attend this conference.

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

Agenda Report Number	2
Subject	Request to Certify from Alternate Eligibility List: Mail Services Worker I
Date	March 1, 2023
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

BACKGROUND

An eligibility list has recently been established for Mail Services Worker II. This eligibility list currently contains four candidates and four ranks.

The duties of the Mail Services Worker I include a significant portion of the duties included in the Mail Services Worker II classification, and the necessary skills and knowledge for Mail Services Worker I were adequately tested in the examination for Mail Services Worker II.

Merit Rule 6.3.13 states the following:

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

RECOMMENDATION

It is recommended that the Commission approve the use of the eligibility list for Mail Services Worker II to certify eligible(s) to any current and upcoming vacancies for Mail Services Worker I.

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

Agenda Report Number	3
Subject	Ratification of Working Out of Class Assignments
Date	March 1, 2023
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

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

Extension to Provisional Working Out of Class Assignment

Name/Permanent Class	Provisional WOC Assignment	Dates of Current Assignment	Extended Dates
John Ibrahim, Property Clerk	Buyer II	9/15/2022 to 2/2/2023	2/3/2023 to 3/1/2023

Correction to Provisional Working Out of Class Assignment

FROM:

Name/Permanent Class	Provisional WOC Assignment	Dates of Current Assignment
Alan Kuykendall, Human Resources Analyst – Employee and Labor Relations (Confidential)	Assistant Director of Human Resources	9/1/2022 to 2/15/2023

TO:

Name/Permanent Class	Provisional WOC Assignment	Dates of Current Assignment
Alan Kuykendall, Human Resources Analyst – Employee and Labor Relations (Confidential)	Assistant Director of Human Resources	9/1/2022 to 2/7/2023

Name/Permanent Class	Provisional WOC Assignment	Dates of Current Assignment
Alan Kuykendall, Human Resources Analyst – Employee and Labor Relations (Confidential)	Assistant Director of Human Resources- Employee and Labor Relations	2/8/2023 to 3/17/2023

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

- A. Concept of Working Out of Classification
1. Each classified employee shall be required to perform the duties of the position approved by the Board and classified by the Personnel Commission for the class to which he or she is assigned. Each employee may be required to perform other related duties consistent with the concept of the classification to which the position is assigned.
 2. Classified employees shall not be required to perform duties and responsibilities which are not fixed and prescribed for their positions or are not consistent with the concept of the classification of their current position for any period of time which exceeds five (5) working days within a fifteen (15) calendar day period, or equivalent (i.e., four 10-hour working days within a fifteen (15) day calendar period).
 3. Working out of class assignments are designed for temporary situations and shall not be used to place an employee in a long-term or permanent assignment in a higher or different classification. No employee shall be assigned to work out of class beyond the time limits specified in Merit Rule 7.2 (Provisional Appointments) and Merit Rule 7.4 (Limited Term Appointments).
- B. Procedure for Supervisor Requesting Approval for Working Out of Class
1. The supervisor shall request approval for an employee to work out of class when an employee is assigned to perform duties that are not allocated to the existing class. Requests shall be submitted to the Director of Classified Personnel on the approved form.
 - a. The request shall be submitted no later than ten (10) working days after the start of the assignment.
 - b. The request must contain a list of the newly assigned duties and must be approved by the supervisor, department head and the appropriate Vice President.
 2. The Personnel Commission shall conduct a review of the newly assigned duties and shall determine whether they are at a higher range. The Director of Classified Personnel shall prepare a report of the findings, including the recommended pay differential, if any, for the temporary assignment.
 3. The Director of Classified Personnel will advise the Office of Human Resources of the findings and shall present those findings, including the recommended pay differential, to the Personnel Commission for approval. Confirmation of this approval shall then be sent by the Personnel Commission to the supervisor and the employee, and forwarded to the Board for final approval.

Agreement between Santa Monica Community College and CSEA, Chapter 36, Article 11**11.7 Work out of Classification****11.7.1 Definition:**

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

11.7.3 Compensation:

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

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

11.4 Salary on Promotion

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

RECOMMENDATION

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

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

Agenda Report Number	4
Subject	Examination Schedule: Buyer II
Date	March 1, 2023
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

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

Class Title	Field of Competition	Time
Buyer II	Promotional	3 weeks

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

Agenda Report Number	5
Subject	Ratification of Eligibility Lists: EOPS Specialist
Date	March 1, 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
EOPS Specialist	Promotional	7	7	8/31/2023

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

III. Adjournment 12:07 p.m.

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