

Santa Monica College Personnel Commission
Regular Meeting Agenda
March 15, 2023
12:00 p.m.

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Santa Monica College Personnel Commission
 Regular Meeting Agenda
 March 15, 2023
 12:00 p.m.

<p>DEPARTMENTS: PLEASE POST 3400 Airport/SBDC: Sasha King Academic Affairs: Sharon Thomas Accounts Payable: Cherry Aquino Admissions & Records: Esau Tovar African American Center: Sherri Bradford Athletics: Theresa Tang Auxiliary Services: Ofelia Meza Bundy: Beverly Redd-Walker Business Department: Peter Murray Campus Police Office: Jennifer Jones Campus Store: Elease Juarez Career Services: Vicky Rothman Cashier's Office: Veronica Romo Center for Media & Design: Community Education: Counseling Office: Jocelyn Avella Custodian Time Clock: Anthony Williams Disabled Students Center: Nathalie Laille Early Childhood Ed.: L. Manson Emeritus Department: V. Rankin-Scales English Dept.: Martha Hall EOP&S: Nick Mata ESL Office: Jocelyn Alex Events Office: Faculty Association: Peter Morse Financial Aid Office: Sandra Hernandez Health Sciences: Clarenda Stephens Health Office: Nancy Alfaro HSS: Carolyn Baugh Institutional Research: International Education Center: Ana Jara KCRW: Latino Center: Maria Martinez Madison: Gail Johnson Maintenance/Operations: Kasey Garland Malibu: Angela Bice Math Village: Kristina Fukuda Media Center: L. Nakamura Modern Language: Travis Grant Music: Lori Geller Outreach & Recruitment: Giselle Gradilla Payroll: Ian Fraser Science: Ingrid Cardwell Student Life: Amelia Trejo Superintendent/Presidents Office: L. Kilian STEM: Vanan Yahnian Theater Arts: Judy Louff W& ED/Bundy: Tricia Ramos</p>	<p>ADMINISTRATORS AND MANAGERS Emeritus: Guadalupe Salgado Noncredit Programs: Scott Silverman Facilities: Dennis Biddle HR: Tre'Shawn Hall-Baker Info Tech: Marc Drescher IEC: N. Pressian Instructional Technology: Maintenance: Terry Kamibayashi Operations: Justin Carter Darryl Gray Felicia Hudson Robert Villanueva Receiving: Lisa Davis Supplemental Instruction: Wendi DeMorst</p>	<p>SUPERINTENDENT/PRESIDENT AND SENIOR STAFF Superintendent/President: Kathryn Jeffery Executive VP: VP Academic Affairs: VP Business/Admin: Chris Bonvenuto VP Enroll. Services: T. Rodriguez VP Human Resources: Sherri Lee-Lewis VP Student Affairs: M. Tuitasi Senior Director Government Relations & Institutional Communications: Don Girard Community Relations: Kiersten Elliott Public Information: Grace Smith</p> <p>PUBLIC POSTING LOCATION Online: www.smc.edu</p> <p>EMPLOYEE ORGANIZATIONS CSEA Labor Rep.: Ciera Chilton CSEA Chapter Pres.: Cindy Ordaz CSEA Chapter 1st V.P.: Martha Romano CSEA Chapter 2nd V.P.: Kennisha Green CSEA Chief Job Steward: Lee Peterson CSEA Treasurer: Dagmar Gorman CSEA Secretary: Judith Mosher CSEA Chief Development Officer: Luis Martin CSEA Communications Officer: SMC POA President: Officer Cadena Management Association: Scott Silverman</p> <p>IF YOU NEED AN ACCOMMODATION Written requests for disability-related modifications or accommodations that are needed in order to participate in the Commission meeting are to be directed to the Personnel Commission Office as soon in advance of the meeting as possible.</p> <p>Revised 2/13/2023</p>
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PUBLIC PARTICIPATION FOR VIRTUAL MEETINGS

During the COVID-19 (Coronavirus) Global Pandemic, the Board of Trustees has determined in accordance with Government Code Section 54953 that as a result of the ongoing emergency that meeting in person would present imminent risks to the health and safety of the attendees at public meetings. The Zoom format used for College public meetings ensures public participation and provides an opportunity for the public to directly address the body. Members of the public have the right to request to make public comments until such time as the public comment period is over. Members of the public may address the Committee and public participation can occur in one of two ways. Members of the public can submit written comments to be read during the public meeting or they may speak during the Zoom meeting.

Individuals wishing to speak or submit written comments to be read at the meeting are requested to send an email to personnel_commission@smc.edu, by no later than 11:30 a.m. on Wednesday, March 15, 2023. The email should include the following information:

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

Instructions for Speaking to the Commission through Zoom

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

Five minutes is allotted to each speaker per topic. If there are more than four speakers on any topic or item, the Commission reserves the option of limiting the time for each speaker. A speaker's time may not be transferred to another speaker.

Each speaker is limited to one presentation per specific agenda item before the Commission, and to one presentation per Commission meeting on non-agenda items.

Five minutes is allotted to each speaker per topic for general public comments. The speaker must adhere to the topic. Individuals wishing to speak during the Public Comments will be called upon during Public Comments.

Any person who disrupts, disturbs, or otherwise impedes the orderly conduct of any meeting by uttering loud, threatening, or abusive language or engaging in disorderly conduct, shall, at the discretion of the presiding officer or majority of the Committee, be requested to be orderly and silent and/or removed from the meeting.

No action may be taken on items of business not appearing on the agenda.

Reference: Merit Rule 2.2.8
Government Code sections 54954.2, 54954.3, 54957.9

Public Session: 12:00 p.m.

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

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

- c. Director's Report
- d. Public Comments: Non-Actionable Items from those in attendance.
 - i. Recognition of Employee Longevity-March 2023

5 YEARS

Frank Basile, Accompanist-Music Performance, Music

Nahum Campos, Custodian, Operations

Ana Sandoval, Custodian, Operations

David Vasquez Rosales, Custodian, Operations

25 YEARS

Steven Johnston, Electrician, Maintenance

Amelia Trejo, Administrative Assistant II, Student Life

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

II. Agenda Reports: Major Items of Business

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3	Request to Reschedule the Regular Personnel Commission Meeting for April	6
4	Request for Approval of Campus Safety Classification Revisions Per SB960	7
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6	Revisions to Class Description and Salary Reallocation: Web Content Developer	11
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III. Consent Agenda: All items to be considered and approved in one motion unless removed by a Commissioner for discussion

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10	Appointments to Provisional Assignments	27
11	Examination Schedule: <ul style="list-style-type: none"> • Director of Management Information Systems • Instructional Assistant -Learning Disabilities • Senior Financial Aid & Scholarships Specialist 	28
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14	Ratification of Eligibility Lists: <ul style="list-style-type: none"> • Assistant Director of Human Resources- Employee and Labor Relations • Basic Needs Project Assistant 	34
15	Extension of Eligibility Lists: <ul style="list-style-type: none"> • Accountant (Promotional) • Accounting Manager (Promotional) • Accounting Technician (Promotional) • Associate Programmer Analyst • Carpenter • Instructional Assistant-English • Lead Theater Technician • Research and Planning Analyst 	35
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IV. Adjournment

Agenda Report Number	1
Subject	Second Reading of Amendment to Rules and Regulations of the Classified Service – Chapter 12: Merit Rules Section 12.2.14
Date	March 15, 2023
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

Proposed changes to Chapter 12: Merit Rules Section 12.2.14 are attached for a Second 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 line with the applicable bargaining agreements.

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

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

Agenda Report Number	2
Subject	First Reading of Amendment to Rules and Regulations of the Classified Service – Chapter 7: Merit Rules Section 7.4.4 No Action to Be Taken
Date	March 15, 2023
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

Proposed changes to Chapter 7: Merit Rules Section 7.4.4 is 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.

7.4.4 COMPENSATION

- A. When a regular employee is given a limited-term appointment in a second class in lieu of all or part of ~~his/her~~their regular appointment, the rate of pay shall be determined as follows:
1. For assignments at a higher salary ~~range~~, see Rule 12.2.7 (Salary on Promotion).
 2. For assignments at the same ~~salary range or lower salary~~, see Rule ~~12.2.12~~ employees shall be placed on receive the same salary range and step as their current permanent assignment.
 - ~~3. For assignments at a lower range, see Rule 12.2.9-12.2.8 (Salary on Demotion). Represented employees shall follow the provisions of their applicable collective bargaining agreement.~~

Agenda Report Number	3
Subject	Request to Reschedule the Regular Personnel Commission Meeting for April
Date	March 15, 2023
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

The Southern California Public Management Association – HR (SCPMA-HR) has scheduled their 2023 Annual Training 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. Carol Long and Amy Gurjian are also scheduled to present at this conference late Wednesday morning.

At the Special Personnel Commission Meeting on March 1, 2023, the Personnel Commission approved rescheduling the regular meeting from April 19 to April 26, 2023. Due to a change in schedule, we are requesting that the Personnel Commission approve rescheduling the regular Personnel Commission meeting in April as follows:

FROM:

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

TO:

Tuesday, April 18, 2023, 12:00 p.m.

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

Agenda Report Number	4
Subject	Request for Approval of Campus Safety Classification Revisions Per SB960
Date	March 15, 2023
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	Amy Gurjian, Classification and Compensation Manager

BACKGROUND

SB 960 amended Section 1031 of the Government Code and repealed Section 1031.5 for peace officers in California, which required citizenship or permanent residency with eligibility for citizenship as a minimum standard.

According to the amended minimum standard stated in the current Government Code Section 1031, employees declared by law to be peace officers are required to *be legally authorized to work in the United States under federal law*.

Peace officers are defined in Section 830 of the Penal Code and include duly sworn members of a community college police department, per Section 72330 of the Education Code.

Personnel Commission staff worked with the Chief of Police to revise the current Campus Safety descriptions to meet this new requirement. The following classified jobs must minimally meet standards set for peace officers:

-
- *Chief of Police*
 - *Community College Police Captain*
 - *Community College Police Sergeant*
 - *Community College Police Officer (Lateral/Academy Graduate)*
 - *Community College Police Recruit*
-

Personnel Commission staff recommends:

1. Removal of the following requirement currently stated in the Community College Police Captain, Sergeant, Police Officer (Lateral/Academy Graduate), and Police Recruit classification descriptions:

- *A United States citizen or a permanent resident alien who is eligible for and has applied for citizenship*

2. Addition of the following statement as a requirement in the Chief of Police, Community College Police Captain, Sergeant, Police Officer (Lateral/Academy Graduate), and Police Recruit classification descriptions:

- *Legally authorized to work in the United States under federal law*

Further review of these descriptions will be conducted during the cyclical review process currently in progress. Recommended changes have been sent for review to Campus Safety management, incumbents, union partners, Business Services, Human Resources, and executive leadership.

RECOMMENDATION

It is recommended that the Commission approve the minimum requirement change to the Campus Safety job classifications as described.

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

Agenda Report Number	5
Subject	Request for Approval of Campus Safety Classification Revisions Per Title 5
Date	March 15, 2023
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	Amy Gurjian, Classification and Compensation Manager

BACKGROUND

In compliance with recent revisions to Title 5 of the California Code of Regulations related to Campus Climate and Public Safety (sections 59700-59704), changes in job requirements are recommended to existing public safety descriptions to meet the following new regulation:

District recruiting materials must prominently indicate that applicants for a campus public safety personnel position will be required to demonstrate a commitment to diversity, equity, and inclusion principles. The evaluation of public safety personnel during their term of employment shall include consideration of the employee's commitment to these principles and to their contributions to student success. Section 59704 (b)

Per Section 59701 (l):

“Public safety personnel” means campus police and security officers, and other first responders, including mental health and social services workers, crisis counsellors, dispatchers, and others employed to provide related services on a community college district campus, including related support staff.

Personnel Commission staff worked with the Chief of Police to revise the current Campus Safety descriptions to meet this new requirement. The following classified jobs are currently listed in the Campus Safety job discipline and meet the definition above for public safety personnel:

-
- | | |
|---|--|
| <ul style="list-style-type: none"> • Chief of Police • Community College Police Captain • Community College Police Sergeant • Community College Police Officer (Lateral/Academy Graduate) • Emergency and Safety Coordinator • Community College Police Recruit | <ul style="list-style-type: none"> • Senior Community College Police Dispatcher • Community College Police Dispatcher • Police Services Assistant • Senior Campus Safety Officer • Campus Safety Officer • Community College Parking Enforcement Officer |
|---|--|
-

Personnel Commission staff recommends the addition of the following ability statement to all the above-mentioned classification descriptions to meet the requirement of the new regulation:

- *Ability to demonstrate a commitment to diversity, equity, and inclusion principles*

Recommended change has been sent for review to Campus Safety management, incumbents, union partners, Business Services, Human Resources, and executive leadership.

Commission staff is currently working with the District's EEO Advisory Committee to finalize ability statements related to DEIA efforts for all classified jobs.

RECOMMENDATION

It is recommended that the Commission approve the above-mentioned ability statement to be added to all Campus Safety classification descriptions.

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

Agenda Report Number	6
Subject	Revisions to Class Description and Salary Reallocation: Web Content Developer
Date	March 15, 2023
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	Karen Monzon, Personnel Analyst

BACKGROUND

Attached for your approval are the classification revisions for **Web Content Developer**.

As scheduled on the annual cyclical study calendar, Commission staff is reviewing the classifications in Public Relations & Marketing, and Social Media.

The Santa Monica College Web and Social Media Office provides technical and informational support for the College's affiliated social media sites. The Web Content Developer classification is responsible for writing, editing, developing and maintaining information on the College's website.

The Web Content Developer was established in June 1977. There have been several revisions to this classification, the most recent being in 2006 as part of the Hay Study. There are currently no incumbents in the classification.

METHODOLOGY

This study was scheduled in the cyclical review calendar for 2022-2023. CSEA, was invited to participate in a class study orientation to discuss the purpose of the study, methodology, timelines, possible outcomes and implications, and frequently asked questions.

Personnel Commission staff met with Don Girard, Senior Director, Government Relations/Institutional Communications and Paul Trautwein, Director of Web and Social Media Strategy, to discuss the class description. In addition, Mr. Trautwein was requested to complete a duty analysis worksheet by rating the frequency and criticality of each duty in the current class description. Distinguishing characteristics were added to clarify related roles within the occupational series, and duties were added to more accurately reflect responsibilities assigned to this classification. The knowledge, skills and abilities section were updated with standardized language.

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

Additionally, a job evaluation and an external salary study of public agencies with positions that have comparable duties and responsibilities was conducted. Salary data

was gathered based on the comparison of positions with the level of duties and responsibilities most similar to the subject position.

RESULTS

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

The salary survey is comprised of six matches that fall into the strong or moderate category. The comparable agencies listed below have similar roles to the Web Content Developer class. Agencies that do not have a comparable classification to ours are not included. Typically, when a match was not found it was due to the level of duty complexity, organizational structure or the scope of the position.

AGENCY	JOB TITLE	MIN	MAX	MEDIAN
Santa Monica College	Web Content Developer	\$4,670	\$5,675	\$5,173
Contra Costa CCD	Web Application Developer	\$5,427	\$6,613	\$6,020
Long Beach City College	Web Developer I	\$5,503	\$6,788	\$6,145
Mt. San Antonio College	Web Developer	\$4,846	\$6,184	\$5,515
North Orange County CCD	Web Content Specialist	\$5,216	\$6,294	\$5,755
Riverside CCD	Web Applications Technician	\$6,103	\$7,427	\$6,765
Ventura County CCD	Web Developer	\$5,512	\$7,601	\$6,557
	Average	\$5,434	\$6,818	\$6,126
	25th Percentile	\$5,269	\$6,374	\$5,821
	50th Percentile	\$5,465	\$6,700	\$6,083
	75th Percentile	\$5,510	\$7,267	\$6,145
	80th Percentile	\$5,512	\$7,427	\$6,557
	90th Percentile	\$5,808	\$7,514	\$6,640
	SMC % RANK	0%	0%	0%
	SMC Difference From AVG	-16.4%	-20.1%	-18.4%
	SMC Difference From MED	-17.0%	-18.1%	-17.6%

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

Currently, this classification is at Classified Salary Range 27 (\$4,670 to \$5,675 per month). In this survey, current market standing at the lowest percentile. It is recommended that Web Content Developer be reallocated to Range 36 (\$5,814 to \$7,067 per month) which would bring the classification up to the 74th percentile. This is justified given that it meets the College’s goal to target base median salary at or above

the 70th percentile; one range lower would place market standing at the 67th percentile. This will serve to establish a competitive salary to attract and retain qualified candidates, while ensuring that the proposed ranges is aligned with other classifications within the Web classification series. Cyclical review results have been sent for review to CSEA, Department Management, Business Services, Human Resources, and executive leadership.

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

JOB TITLE	MIN	MAX	RANGE	%DIFF BETWEEN LEVELS
Director of Web and Social Media Strategy	\$9,551	\$11,609	M30	32%
Web Services Coordinator	\$7,244	\$8,804	45	25%
Web Content Developer (Proposed Salary)	\$5,814	\$7,067	36	

RECOMMENDATION

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

FROM: \$4,670 to \$5,675 per month
Classified Employee Salary Schedule, Range 27

TO: \$5,814 to \$7,067 per month
Classified Employee Salary Schedule, Range 36

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

**Santa Monica Community College District
Personnel Commission
Web Content Developer**

CONCEPT OF THE CLASS

The position Under general direction, positions in this classification ~~is~~ are responsible for writing, editing, developing and maintaining information on the College's ~~Internet and Intranet site~~ website and any other future projects for external and internal development. This position coordinates with graphic designers and college departments to oversee the accuracy and quality of the college's web site.

DISTINGUISHING CHARACTERISTICS

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

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

ESSENTIAL DUTIES

Creates, styles, proofs, organizes and posts HTML documents and images to the college's website using various software applications to effectively, efficiently, and timely meet departmental and college needs.

Determines most effective tools and techniques in creation of HTML documents and images for posting.

Coordinates with graphic designers, administration, and department supervisors to prepare, schedule, and post Web page documents and images for promotion of college divisions, departments, programs, and administration for use by students, faculty, staff, administration, and the general public.

Updates information and appropriate links on the college's site and keeps current with related resources and search engines.

Assures access viability to web posted documents and images, and assures federal and technical standards for web-based protocols and cross platform usability.

Supports, troubleshoots problems, and upgrades Macintosh computers, scanners, printers, and software for the department.

Researches and keeps up-to-date on best practices in technology, hardware, and software used to produce work product for the department.

Advises and assists student workers with technical problems in performing their work within the department.

~~Maintains a positive, helpful, constructive attitude and working relationship with administration, faculty, staff, and the public.~~

Performs other related duties as requested or assigned.

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

SUPERVISION

Level of Supervision Received:

Under general supervision, ~~from the Director of Marketing and with direction from Marketing Design Analyst, the employee~~ receives assignments and is expected to carry them through completion with substantial independence.

Level of Supervision Exercised:

The positions in this classification do not supervise other classified positions. May coordinate the work of student workers in accomplishing assigned tasks.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Methods and techniques of preparing and coordinating online material and printed publications-

Techniques used to create and edit HTML and CSS, and working knowledge of programs such as Dreamweaver, Photoshop, BBEdit (or a similar web coding application), Illustrator, and InDesign

~~Techniques used to create and edit HTML coding and working knowledge of programs such as Dreamweaver, Photochop, BBEdit, Fireworks or Image Ready, and QuarkXpress.~~

Methods and techniques of public relations, technical, marketing and advertising copy-

Research, writing, and review techniques-

Correct English usage, grammar, spelling, punctuation, and vocabulary-

College organization, operations, policies, and objectives-

Applicable sections of laws that govern web-based products and posting-

Technical aspects in the field of specialty-

Word processing and spreadsheet programs-

Ability to:

Communicate effectively, both orally and in writing-

Create and produce web-based materials using a range of media, methods, techniques, and equipment-

Work independently, and understand and follow oral and written directions-

Meet schedules and timelines, and organize and plan work accordingly-

~~Multi task duties.~~

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

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

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

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

Stay updated on 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

Skills in:

~~The utilization of specified computerized web design programs.~~

~~Strong interpersonal skills and the ability to effectively communicate with a wide range of individuals and constituencies in a diverse community.~~

Computer and Equipment Skills:

~~Proficient ability in the use of personal computers (primarily Macintosh system), word processing, database management, presentation software and spreadsheet use and experience with multiple formats of web based technology. Ability to use telephone, facsimile machine, copy machine, printers, scanning devices, calculator and general office equipment. Ability to learn specialized computer applications used by the department.~~

MINIMUM QUALIFICATIONS

Education Requirement:

~~Associate's degree or equivalent in graphic design, multimedia, or a related field with a strong focus in computer media and web based technology.~~

Experience Requirement:

~~Two (2) years of recent professional level work experience using computers to in web content development and maintenance, design, develop, and produce graphics, web designs, and original electronic media documents, and communication, technology, or publications with an emphasis on using technology and writing.~~

Education/Experience Equivalency:

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

Licensure and/or Certification:

None

WORKING ENVIRONMENT & 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 26 pounds.~~ While performing the duties of this job, the noise level in the work environment is usually quiet.

CLASS DETAIL

Job Family:

Community Outreach

FLSA Status:

Non-exempt

Personnel Commission Approval Date:

06/77-11/30/2006

Class History:

Publication Specialist

Revision Date(s):

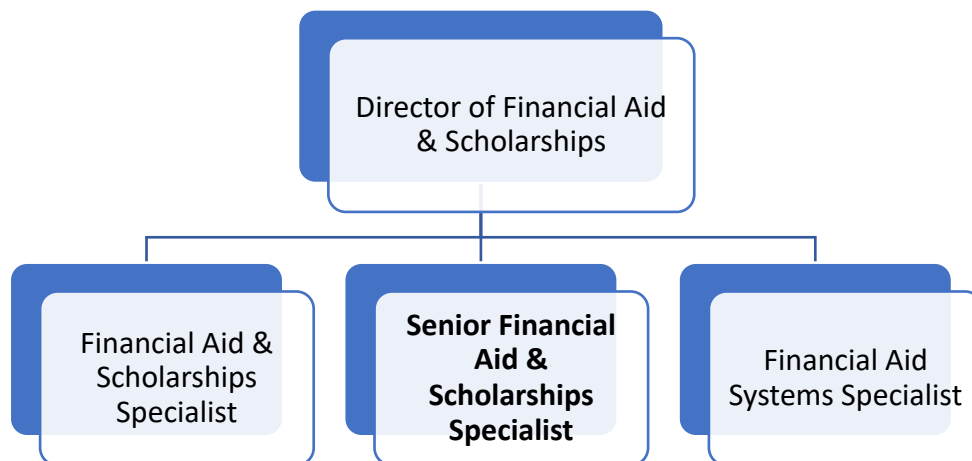
08/29/79; 11/84 03/18/82; 04/19/95; Hay Study, November 30, 2006; 03/15/23

Agenda Report Number	7
Subject	New Class Description and Salary Allocation: Senior Financial Aid & Scholarships Specialist
Date	March 15, 2023
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	August Faustino, Personnel Analyst

BACKGROUND

Attached for your approval is a new class description and salary allocation for **Senior Financial Aid & Scholarships Specialist**.

This new classification will perform lead work in the daily operation of the Financial Aid and Scholarships Office, monitoring compliance with federal and state regulations and daily processing operations. It will report to the Director of Financial Aid & Scholarships.



METHODOLOGY

Personnel Commission staff worked with Tracie Hunter, Associate Dean of Financial Aid & Scholarships to develop this new role. Discussions took place to define and clarify the parameters of the proposed classification, and to make an initial recommendation as to whether the proposed job duties fit into an existing classification, or if a recommendation for a new classification was warranted. Following discussion and review of job duties submitted and labor market research, a list of job duties was finalized, along with a list of knowledge, skills, and abilities (KSAs). Reporting relationships were defined, and recommendations for minimum requirements were discussed and compared with other classifications within this occupational series.

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

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

RESULTS

Key factors in determining that a new classification should be established involved the scope of responsibilities, knowledge required for the position, scope and effect of work, level of complexity, nature and purpose of contacts in the course of work, and level of decision-making. The individual selected for this position will:

- Provide lead work direction, training and guidance to financial aid staff.
- Interpret and explain complex federal and state regulations related to awarding, disbursing and reconciling aid for all financial aid programs.
- Review work of assigned staff for completeness, accuracy and compliance.

A comprehensive salary survey of 16 comparable agencies was conducted to examine industry trends and determine current salary ranking. The survey yielded several strong to moderate matches as indicated below, with some variability in assigned functions but with comparable levels of responsibility.

AGENCY	JOB TITLE	MIN	MAX	MEDIAN*	STUDENT COUNT	GF REVENUE ACTUAL
Santa Monica College	Senior Financial Aid & Scholarships Specialist	\$5,675	\$6,899	\$6,287	41,108	\$244M
Contra Costa CCD	Financial Aid Specialist, Lead	\$5,703	\$6,948	\$6,326	49,807	\$278M
El Camino College	Financial Aid Advisor	\$5,216	\$6,706	\$5,961	30,933	\$182M
Foothill De Anza CCD	Coordinator, Financial Aid	\$5,608	\$7,511	\$6,560	59,046	\$280M
North Orange County CCD	Financial Aid Coordinator	\$5,460	\$6,588	\$6,024	68,150	\$321M
Riverside CCD	Senior Financial Aid Advisor	\$5,289	\$6,442	\$5,866	60,591	\$350M
	Average	\$5,455	\$6,839	\$6,147		
	25th Percentile	\$5,289	\$6,588	\$5,961		
	50th Percentile	\$5,460	\$6,706	\$6,024		
	75th Percentile	\$5,608	\$6,948	\$6,326		
	80th Percentile	\$5,627	\$7,061	\$6,372		
	90th Percentile	\$5,665	\$7,286	\$6,466		
	SMC % RANK	92.6%	69.9%	71.8%		
	SMC Difference From AVG	3.9%	0.9%	2.2%		
	SMC Difference From MED	3.8%	2.8%	4.2%		

**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*

SALARY ALLOCATION

It is recommended that the salary be allocated to Range 35 (\$5,675 to \$6,899 per month) on the Classified Employee Salary Schedule, at the 72nd percentile ranking when compared to the market median. Salary allocation is justified given that it meets the College’s goal to target base median salary at or above the 70th percentile; one range lower would place market standing at the 59th percentile. The goal was to recommend a competitive salary to attract, motivate and retain qualified candidates through effective promotional paths.

Please see salary data for jobs in Financial Aid & Scholarships and student services roles.

JOBS IN OCCUPATIONAL SERIES	RANGE	MIN	MAX	% DIFF BETWEEN LEVELS
Director of Financial Aid & Scholarships	M28	\$9,096	\$11,056	37%
Financial Aid Supervisor	M15	\$6,621	\$8,048	17%
Senior Financial Aid & Scholarships Specialist (Proposed)	35	\$5,675	\$6,899	5%
Financial Aid and Scholarships Specialist	33	\$5,405	\$6,570	

STUDENT SERVICES JOBS	RANGE	MIN	MAX
Senior Academic Records Evaluator	36	\$5,814	\$7,067
Senior Online Learning Services Specialist	36	\$5,814	\$7,067
Senior Veterans Resource Specialist	36	\$5,814	\$7,067
Senior Student Services Specialist-International	36	\$5,814	\$7,067
Senior EOPS Specialist	35	\$5,675	\$6,899
Senior Financial Aid & Scholarship Specialist (Proposed)	35	\$5,675	\$6,899
International Student Services Specialist	34	\$5,537	\$6,730
Academic Records Evaluator	33	\$5,405	\$6,570
EOPS Specialist	33	\$5,405	\$6,570
Financial Aid & Scholarships Specialist	33	\$5,405	\$6,570
Senior Enrollment Services Specialist	32	\$5,273	\$6,410
Veterans Resource Specialist	32	\$5,273	\$6,410
Enrollment Services Specialist	30	\$5,022	\$6,105
Online Learning Services Specialist	30	\$5,022	\$6,105

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

RECOMMENDATION

It is recommended that the Commission approve the new class description and salary allocation for Senior Financial Aid & Scholarships Specialist.

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

**Santa Monica Community College District
Personnel Commission**

Senior Financial Aid and Scholarships Specialist

CONCEPT OF THE CLASS

Under general supervision, positions in this classification perform lead work in the daily operation of the Financial Aid and Scholarships Office, specifically monitoring compliance with federal and state regulations and daily processing operations.

DISTINGUISHING CHARACTERISTICS

The **Senior Financial Aid and Scholarships Specialist** leads, trains and reviews work in the daily operation of the Financial Aid and Scholarships Office, monitors compliance and performs related work in the delivery of student services.

The **Financial Aid & Scholarships Specialist** performs complex and specialized duties relating to the preparation and implementation of student services in financial aid and scholarships. Incumbents are expected to be a specialist in their functional area and have prior work experience in financial aid.

The **Financial Aid Supervisor** provides supervision in the Financial Aid and Scholarships Office and ensures compliance with federal and state regulations, and institutional policies and procedures.

ESSENTIAL DUTIES

Provides lead work direction and guidance to financial aid staff; assists department leadership in coordinating workflow and day-to-day operations.

Interprets and explains complex federal and state regulations related to awarding, disbursing and reconciling aid for all financial aid programs.

Assigns departmental work to financial aid staff members; monitors work for completeness, accuracy and compliance.

Trains current and new staff on financial aid office policies, procedures, and departmental operations.

Serves as a contact liaison with internal and external departments requiring financial aid assistance.

Continuously conducts quality assurance reviews of financial aid applications to ensure consistent accuracy and compliance.

Organizes, develops and conducts in-reach and out-reach financial aid presentations to provide scholarship and financial aid program information to prospective and current students.

Responds to complex inquiries from students, staff, counselors and faculty regarding financial aid policies and procedures.

Exercises professional judgment within federal guidelines to determine appropriate financial aid eligibility for the most complex eligibility, dependency and appeal cases.

Regularly reviews and audits financial aid program account reconciliations to ensure accuracy.

Assists with daily processing of financial aid applications and forms; determines eligibility and packages financial aid and scholarships.

Assists financial aid management with internal policy and procedure documentation.

Performs other related duties as requested or assigned.

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

SUPERVISION

Level of Supervision Received

Under general supervision from the Director of Financial Aid and Scholarships, this classification is expected to perform job duties through to completion with substantial independence.

Level of Supervision Exercised

Positions in this classification do not supervise other classified staff but serve in a lead worker capacity, providing training and work direction to student services staff, temporary employees and student workers.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Financial aid rules, regulations, policies, and procedures to comply with federal, state, and local laws

Objectives and technical aspects of financial aid programs and activities

Computer applications and programs that support this level of work, including financial aid databases, information systems, spreadsheet, presentation, and data management tools

District policy, departmental resources and administrative practices and procedures

Principles, techniques and processes for providing customer service practices

Administrative practices and procedures, including record keeping and filing practices and procedures

Effective formats for correspondence and other written materials

Basic mathematics

Data collection and comprehensive reporting methods, techniques, and procedures

Ability to:

Plan, 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

Pay attention to detail and make accurate calculations and assessments when analyzing and correcting complex errors in student records

Access financial aid systems to process on-line loan applications and locate student financial aid history

Organize and maintain specialized files and confidentiality of student information

Make arithmetical calculations accurately

Train and provide work direction to others

Recognize limits of authority and refer serious or complex problems to the immediate supervisor

Demonstrate sensitivity and understanding of the diverse challenges and needs faced by students

Communicate effectively, both orally and in writing

Stay updated on 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:

An associate's degree or equivalent.

Experience Requirement:

Three years of experience performing work related to financial aid that requires knowledge of federal and state regulations.

Education/Experience Equivalency:

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

Licensure and/or Certification:

None.

WORKING ENVIRONMENT AND PHYSICAL DEMANDS

Disclosure:

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

Normal Office Environment:

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 occasionally required to lift, carry, push, or pull up to 10 pounds. While performing the duties of this job, the noise level in the work environment is usually quiet.

CLASS DETAIL

Job Family:	Student Services (Non-Classroom)
FLSA Status:	Non-exempt
Personnel Commission Approval Date:	
Class History:	New Class
Revision Date(s):	

I. Consent Agenda: All items to be considered and approved in one motion unless removed by a Commissioner for discussion

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15	Extension of Eligibility Lists: <ul style="list-style-type: none"> • Accountant (Promotional) • Accounting Manager (Promotional) • Accounting Technician (Promotional) • Associate Programmer Analyst • Carpenter • Instructional Assistant-English • Lead Theater Technician • Research and Planning Analyst 	35
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Disposition by the Committee	
Motion Made By	
Seconded By	
Ayes	
Nays	
Abstentions	
Amendments/Comments	

Agenda Report Number	8
Subject	Ratification of Limited Term Assignments
Date	March 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
Administrative Assistant II (1 full-time position)	Community & Academic Relations	02/16/23-06/30/23
Student Services Clerk (1 full-time position)	Risk Management	03/01/23-06/30/23
Laboratory Technician-Life Science (1 part-time position)	Life Science	03/08/23-06/30/23

Agenda Report Number	9
Subject	Appointments to Limited Term Positions
Date	March 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
Mock, Hannah	Administrative Assistant II	Community & Academic Relations	02/16/23-06/30/23	11/16/22
Graham-Howard, Kimi	Student Services Clerk	Risk Management	03/01/23-06/30/23	12/15/21
Pang, Mabel	Laboratory Technician-Life Science	Life Science	03/08/23-06/30/23	01/18/23

*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	10
Subject	Appointments to Provisional Assignments
Date	March 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*
Carbone, John	Accompanist-Dance	Dance	01/01/23-06/30/23
Plotking, Alla	Accompanist-Dance	Dance	01/01/23-06/30/23
Soro, Gnenemon	Accompanist-Dance	Dance	01/01/23-06/30/23
Sow, Malick	Accompanist-Dance	Dance	01/01/23-06/30/23
Ter-Avanesova, Nonna	Accompanist-Dance	Dance	01/01/23-06/30/23
Ramos, Blanca	Graphic Designer	Marketing	02/21/23-06/30/23
Bruner Jr., Randy	Mail Services Worker I	Procurement, Contracts & Logistics	02/08/23-05/25/23
Velasquez, Ana	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	11
Subject	Examination Schedule: <ul style="list-style-type: none"> • Director of Management Information Systems (MIS) • Instructional Assistant-Learning Disabilities • Senior Financial Aid & Scholarships Specialist
Date	March 15, 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
Director of Management Information Systems (MIS)	Merged Promotional and Open Competitive	3 weeks
Instructional Assistant-Learning Disabilities	Merged Promotional and Open Competitive	3 weeks
Senior Financial Aid & Scholarships Specialist	Promotional	3 weeks

Agenda Report Number	12
Subject	Ratification of Substitute Limited Term Assignment
Date	March 15, 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 substitute limited term assignment(s).

I. Substitute Limited Term Assignment

Name/Permanent Class	Limited Term Assignment*	Dates of Current Assignment
Jorge Jimenez, Grounds Equipment Operator	Irrigation Specialist	3/6/2023 to 6/30/2023

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

***Pending PBAR approval.*

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

3.2.10

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. An employee may be required to perform other related duties consistent with the concept of the classification to which the position is assigned.

2. Classified employees shall not be required to perform duties and responsibilities which are not fixed and prescribed for their positions or are not consistent with the concept of the classification of their current position for any period of time which exceeds five (5) working days within a fifteen (15) calendar day period, or equivalent (i.e., four 10-hour working days within a fifteen (15) calendar day period) except as provided by this rule.

3. Working out of class assignments are designed for temporary situations and shall not be used to place an employee in a long-term or permanent assignment in a higher or different classification. No employee shall be assigned to work out of class beyond the time limits specified in Merit Rule 7.2 (Provisional Appointments) and Merit Rule 7.4 (Limited Term Appointments).

B. Procedure for Supervisor Requesting Approval for Working Out of Class

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

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

11.7 Work out of Classification

11.7.1 Definition:

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

11.7.3 Compensation:

- a. In the event that an employee is assigned duties at a higher classification as defined above and those duties make up at least fifty percent (50%) of the employee's daily assignments, the employee salary shall be adjusted as set forth in Section 11.4.1.
- b. If those duties make up less than fifty percent (50%) of the employee's daily assignment, the District shall pay the employee equal to one half (1/2) of the stipend that would have been paid under sub division a (above)

11.4 Salary on Promotion

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

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

7.4.1 LIMITED TERM POSITIONS DEFINED

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

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

7.4.2 PROCEDURE FOR ESTABLISHMENT OF LIMITED-TERM POSITIONS

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

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

7.4.3 ELIGIBILITY FOR APPOINTMENT

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

RECOMMENDATION

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

Agenda Report Number	13
Subject	Certification of Seniority List: Health Sciences Learning Lab Specialist
Date	March 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 list for approval:

HEALTH SCIENCES LEARNING LAB SPECIALIST

It is recommended that the Personnel Commission certify the seniority list effective March 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.

"HEALTH SCIENCES LEARNING LAB SPECIALIST" Seniority List

Classification: **Health Sciences Learning Lab Specialist**

Range: 40

Monthly Base Salary Range as of July 1, 2022: \$ 6410 to \$ 7791

PC Certification Date: March 15, 2023

Review Period: February 23 to March 1, 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 Health Sciences Learning Lab Specialist
Poy, Teresa Lim	8/16/2022	No	8/16/2022	11	40	

Edited By: Brent Heximer, AA II, PC

Compiled by: Karen Monzon, Personnel Analyst

Approved by: Carol Long, Director of the Personnel Commission

Updated: February 23, 2023

Agenda Report Number	14
Subject	Ratification of Eligibility Lists: <ul style="list-style-type: none"> • Assistant Director of Human Resources- Employee and Labor Relations • Basic Needs Project Assistant
Date	March 15, 2023
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

Classification	Field of Competition	Promotional	Total on List	Expiration Date
Assistant Director of Human Resources- Employee and Labor Relations	Promotional	2	2	3/14/2024
Basic Needs Project Assistant	Merged Promotional & Open	0	8	3/5/2024

Agenda Report Number	15
Subject	Extension of Eligibility Lists: <ul style="list-style-type: none"> • Accountant (Promotional) • Accounting Manager (Promotional) • Accounting Technician (Promotional) • Associate Programmer Analyst • Carpenter • Instructional Assistant-English • Lead Theater Technician • Research and Planning Analyst
Date	March 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
Accountant (Promotional)	1/3/2023	4/3/2023	2	2	7/3/2023
Accounting Manager (Promotional)	4/18/2023	4/18/2023	2	2	7/18/2023
Accounting Technician (Promotional)	4/4/2023	4/4/2023	2	2	7/4/2023
Associate Programmer Analyst	3/30/2023	3/30/2023	7	4	6/30/2023
Carpenter	4/12/2023	4/12/2023	6	5	7/12/2023
Instructional Assistant-English	4/18/2023	4/18/2023	11	8	6/18/2023
Lead Theater Technician	4/18/2023	4/18/2023	5	3	7/18/2023
Research and Planning Analyst	1/3/2023	4/3/2023	4	3	7/3/2023

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 personnel Director shall base his/her recommendation for extension of an eligibility list on the following factors:

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

RECOMMENDATION

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

Agenda Report Number	16
Subject	Personnel Commission Project Status Report
Date	March 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	3/15/2023
Campus Safety Officer	JG	1/27/2023	2/17/2023	3/25/2023	12/21/2022
Chief Director of IT	JL	2/16/2023	3/9/2023		
Community College Police Dispatcher	KM	10/20/2022			
Grounds Equipment Operator	JG	10/21/2022	12/2/2022	3/23/2023	
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	2/15/2023
Plumber	KM				
Stage Construction Technician	JG	2/15/2023	3/15/2023		
Transportation Operations Coordinator	AF				
Buyer II					
Instructional Assistant - Learning Disabilities	OV				
Disabled Student Services Assistant	OV	1/12/2023	2/2/2023	3/9/2023	
DSPS Specialist	OV	1/12/2023	2/2/2023	2/13/2023	
Emergency and Safety Coordinator					
EOPS Specialist	OV	1/17/2023	2/6/2023	2/21/2023	3/1/2023
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		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	Development	11/18/2022	
Administrative Assistant III - Confidential	Cyclical Review	AF	Development	11/18/2022	
Administrative Assistant IV-Confidential	Cyclical Review	AF	Development	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		
Campus Store Manager	Salary Reallocation	JB	Research & Planning		
Career Education Specialist	Cyclical Review	OV	Stakeholder Review	11/15/2022	2/1/2023
Chief of Police	Cyclical Review	KM	Upcoming		
Community College Parking Enforcement Officer	Cyclical Review	JG	Research & Planning		
Community College Police Captain	Cyclical Review	KM	Upcoming		
Community College Police Dispatcher	Cyclical Review	JG	Research & Planning		
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	
Community College Police Sergeant	Cyclical Review	KM	Upcoming		
Director of Facilities Programming	New Class	KM	Hold		9/8/2022
Director of Sustainability	New Class		Upcoming		
DSPS Specialist	Description Revision	JL	Stakeholder Review		11/25/2022
Emergency and Safety Coordinator	Cyclical Review	JB	Research & Planning		
Enrollment Coach	New Class		Upcoming		
Event Scheduling Specialist	New Class	TM	Stakeholder Review	2/4/2022	3/8/2023
Executive Coordinator - District & BOT - Confidential	Cyclical Review	AF	Development	11/18/2022	
Instructional Designer	Description Revision	JB	Upcoming		
IT Manager	New Class	JL	Development		
Media and Reprographic Services Manager	Description Revision		Upcoming		
Payroll Specialist	Position Review	JB	Stakeholder Review	11/14/2022	2/7/2023
Police Services Assistant	Cyclical Review	JG	Research & Planning		
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	PC Agenda	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	Appeal	1/17/2023	2/9/2023
Web Content Developer	Cyclical Review	KM	PC Agenda		2/23/2023
Workforce & Economic Development Project Assistant	Cyclical Review	OV	Research & Planning	1/5/2022	

IV. Adjournment

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

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

As required by law, the agenda for the March 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.