

Public Session: 12:00 p.m.

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

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

- c. Director's Report

Budget for 2023-2024

The Personnel Commission presented the budget for Fiscal Year 2023-2024 for a first reading.

The budget will be presented to the Board of Trustees on May 2, 2023, and then again at the next Personnel Commission meeting on May 17, 2023 for final approval.

Classification Studies

Staff presented three new classifications and one classification revision. Approval was requested for these revisions in preparation for upcoming recruitments; they are not part of the current cyclical classification studies. Cyclical classification studies are still in process. Orientations for the Instructional Assistant Job Discipline have started. Reviews are in process for Campus Police, Workforce and Economic Development, Career Education, Program Coordinators, and Administrative Support classifications.

Outside of the cyclical studies, staff is reviewing a reorganization in Facilities that is impacting multiple facilities and operations management classifications. Reviews outside of the cyclical studies include requests for 13 new classifications, four (5) position reclassifications, and three requests for salary reviews of individual positions (more on the way).

### Recruitment

The bulk of staff's time is still being spent completing recruitments and coordinating the final selection processes, particularly within our Administrative Assistant series and Student Services job family. Personnel Commission staff brought forward five eligibility lists for approval: Community College Police Sergeant, DSPS Specialist, Grounds Equipment Operator, Human Resources Technician (addition of names to existing list), and Transportation Operations Coordinator.

Additionally, staff has 12 recruitments in process, and 12 more recruitments upcoming.

### Merit Rules Advisory Committee Update

Merit Rule 7.4., which covers compensation for limited term appointments was brought forward for a second reading and approval.

### Out of Office

Director Long announced plans for presenting at the SCPMA-HR Conference in Long Beach on April 19, 2023, and attending the SIOP Conference on April 20, 21 and 22, 2023 with plans to return on Monday, May 1, 2023 following some personal time off.

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

### 5 YEARS

**Daniel Perdomo, Accounting Specialist, Fiscal Services**

### 15 YEARS

**Cindy Ordaz, Administrative Assistant II, Operations**

Kennisha Green and Martha Romano recognized Cindy for 15 years with the College.

### 25 YEARS

**Miguel Reyes, Information Systems Administrator, Academic Computing**

Kennisha Green, Matthew Kiaman, Rob Rudolph and Cindy Ordaz recognized Miguel for 25 years with the College.

- e. Comments from the Vice President of Human Resources  
No Comments.
- f. Comments from the CSEA Chapter 36 Representative  
CSEA Chapter 36 President, Cindy Ordaz, thanked Carol Long, Director of the Personnel Commission and Personnel Commission staff for their willingness to participate in a Q & A with CSEA members on April 6, 2023.

- g. Comments from the Management Association President  
Management Association President, Scott Silverman, recognized and thanked all staff for their support and collaboration.
- h. Comments from the Personnel Commission Staff  
No Comments.
- i. Comments from the Personnel Commissioners  
No Comments.

II. Agenda Reports: Major Items of Business

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1	Second Reading of Amendment to Rules and Regulations of the Classified Service – Chapter 7: Merit Rules Section 7.4.4	5
2	Personnel Commission Budget Fiscal Year 2023-2024: Presentation of the Initial Personnel Commission Budget for Fiscal Year 2023-2024. First Reading. (No Formal Action Will Be Taken At This Meeting)	6
3	New Class Description and Salary Allocation: IT User Support Manager	8
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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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13	Ratification of Meeting Minutes: February 15, 2023 March 1, 2023 March 15, 2023	49
14	Ratification of Eligibility Lists: Community College Police Sergeant DSPS Specialist Grounds Equipment Operator (Promo) Grounds Equipment Operator (Open) Human Resources Technician (Additions to Existing Eligibility List) Transportation Operations Coordinator (Promo)	50
15	Extension of Eligibility Lists: Administrative Assistant I Administrative Assistant II (Promo) Administrative Assistant II (Open) Community College Police Captain Cosmetology Assistant Grounds Worker Lead Custodian Lead Receiving, Stockroom and Delivery Worker Outreach and Recruitment Specialist (Open) Web Services Coordinator	51
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IV. Adjournment

Agenda Report Number	1
Subject	Second Reading of Amendment to Rules and Regulations of the Classified Service – Chapter 7: Merit Rules Section 7.4.4
Date	April 18, 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 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 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.~~

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

Agenda Report Number	2
Subject	Personnel Commission Budget Fiscal Year 2023-2024: Presentation of the Initial Personnel Commission Budget for Fiscal Year 2023-2024. First Reading. (No Formal Action Will Be Taken At This Meeting)
Date	April 18, 2023
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

Attached is the proposed budget for the operation of the Personnel Commission Office for Fiscal Year 2023-2024, submitted to the Personnel Commission for review and discussion by the Director of the Personnel Commission.

In accordance with Merit Rule 2.4.1 (A), the Director of the Personnel Commission shall prepare and submit to the Commission a proposed operating budget for the next ensuing fiscal year. The budget shall be submitted for a first reading no later than the appropriate Commission meeting in April.

**Summary**

The attached Personnel Commission budget for Fiscal Year 2023-24 reflects the following adjustments against the prior year’s budget:

- 19% increase in total salary and benefits due to the following changes:
  - Negotiated and Board approved salary increases for CSEA represented classifications
  - Mandatory increase in employee benefits
  - Increases in medical benefits for Personnel Commissioners as mandated by CalPERS
  - Mandatory step and column increases in salary
- 3.5% increase in Total Operating Expenses due to anticipated increases in software licensing

Overall, the Personnel Commission is requesting an 18.5% increase to our budget for Fiscal Year 2023-2024.

PERSONNEL COMMISSION BUDGET 2023-24

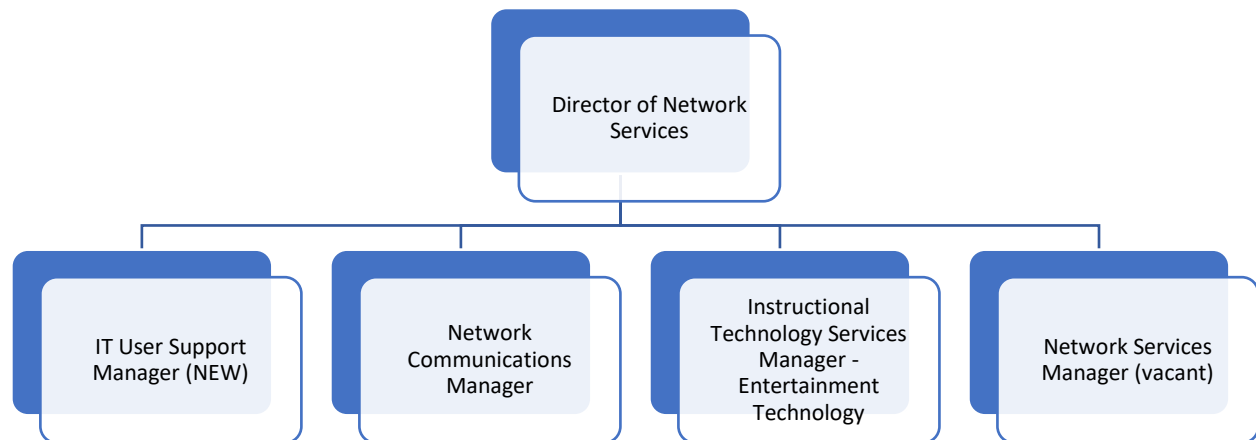
Description	Object	2022-23	2023-24	Difference	% Change	Remarks	
Administrative & Management	2110	\$ 464,868.00	\$ 449,061.00	\$ (15,807.00)	-3.4%	<i>Step and Column/Change in FTE Negotiated increases/Step and Column</i>	
Clerical	2120	\$ 570,899.00	\$ 747,510.00	\$ 176,611.00	30.9%		
Clerical Hourly (Temporary Staff)	2323	11,000.00	11,000.00	\$ -			
Clerical Overtime	2324	2,000.00	2,000.00	\$ -			
Personnel Commissioners	2380	7,725.00	7,725.00	\$ -			
Other Classified Hourly	2393	0.00	0.00	\$ -			
Benefits (Staff)	Various	\$ 526,981.00	\$ 668,498.00	\$ 141,517.00	26.9%		<i>CalPERS-Mandated CalPERS-Mandated</i>
Benefits (Commissioners)	Various	\$ 84,288.00	\$ 98,805.00	\$ 14,517.00	17%		
<b>Total Salary &amp; Benefits</b>		<b>\$ 1,667,761.00</b>	<b>\$ 1,984,599.00</b>	<b>\$ 316,838.00</b>	<b>19.0%</b>		
Supplies	4550	\$ 4,396.00	\$ 4,396.00	\$ -			<i>Increase NeoGov software license</i>
Mileage	5210	\$ 150.00	\$ 150.00	\$ -			
Conf./Training/Staff Development	5220	\$ 6,200.00	\$ 6,200.00	\$ -			
Meeting Reimbursements	5241	\$ -	\$ -	\$ -			
Meals/Catering for Raters	5242	\$ 2,000.00	\$ 2,000.00	\$ -			
Dues & Memberships	5310	\$ 5,500.00	\$ 5,500.00	\$ -			
Repairs & Equipment Maintenance	5650	\$ 400.00	\$ 400.00	\$ -			
Legal	5730	\$ 15,000.00	\$ 15,000.00	\$ -			
Off Campus Printing	5820	\$ -	\$ -	\$ -			
Advertising	5830	\$ 6,500.00	\$ 6,500.00	\$ -			
Software Licensing	5840	\$ 16,400.00	\$ 18,400.00	\$ 2,000.00			
Postage	5850	\$ -	\$ -	\$ -			
Other Contract Services	5890	\$ -	\$ -	\$ -			
<b>Total Operating Expenses</b>		<b>\$ 56,546.00</b>	<b>\$ 58,546.00</b>	<b>\$2,000.00</b>	<b>3.5%</b>		
<b>Total Budget</b>		<b>\$ 1,724,307.00</b>	<b>\$ 2,043,145.00</b>	<b>\$ 318,838.00</b>	<b>18.5%</b>		

Agenda Report Number	3
Subject	New Class Description and Salary Allocation: IT User Support Manager
Date	April 18, 2023
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	John Linke, Supervising Personnel Analyst

**BACKGROUND**

Attached for your approval is a new classification description and salary allocation for **IT User Support Manager**.

Information Technology has requested the creation of a new classification that will plan, organize, and manage College-wide end user technology support operations. These functions are currently being supervised by two separate managers within IT and are being consolidated under a single role to align operations with the IT Master Plan and enhance operational consistency across District sites. This new role will report to the Director of Network Services.





## METHODOLOGY

Personnel Commission staff discussed this new role with Matthew Kiaman, Director of Network Services and Marc Drescher, Chief Director of Information Technology. Discussions took place to define and clarify the parameters of the proposed classification, and to make an initial recommendation as to whether the proposed job duties fit into an existing classification, or if further study was needed to assess the need for a new classification. Following discussion and review of job duties submitted and labor market research, a list of job duties was finalized, along with a list of knowledge, skills, and abilities (KSAs). Reporting relationships were defined, and recommendations for minimum requirements were discussed and compared with other related classifications.

A job evaluation and external salary study were conducted to identify similar roles in comparable agencies. Internal comparisons were also reviewed to ensure proper alignment with, and delineation from, related IT classifications. Once the duties were finalized, Commission staff prepared the class description and salary proposal, and sent recommendations for review by senior leadership.

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

## RESULTS

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

- Direct the day-to-day operations of the IT help desk by monitoring related metrics and ensuring problem resolution to provide effective and customer focused support of District student and employee computing resources; forwards issues to other IT areas as appropriate.
- Manage the implementation and maintenance of servers and cloud-based applications related to end user computing.
- Administer the IT service management system and ensure service level agreements are being met.

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

AGENCY	JOB TITLE	MIN	MAX	MEDIAN*	STUDENT FTE	GF REVENUE ACTUAL
Santa Monica College	IT User Support Manager (proposed)	\$9,317	\$11,325	\$10,321	22,135	\$244M
City of Santa Monica	Client Services Supervisor	\$9,100	\$11,235	\$10,168	NA	\$320M
El Camino College	Technical Services Supervisor	\$8,907	\$11,538	\$10,223	16,062	\$182M
Los Angeles CCD	Technology Service Desk Manager	\$9,452	\$11,709	\$10,580	83,138	\$925M
Riverside CCD	Service Desk Manager	\$8,766	\$10,673	\$9,719	29,941	\$350M
Ventura County CCD	Technology Support Services Supervisor	\$7,160	\$9,934	\$8,547	26,232	\$245M
	Average	\$8,677	\$11,018	\$9,847		
	25th Percentile	\$8,766	\$10,673	\$9,719		
	50th Percentile	\$8,907	\$11,235	\$10,168		
	75th Percentile	\$9,100	\$11,538	\$10,223		
	80th Percentile	\$9,170	\$11,572	\$10,294		
	90th Percentile	\$9,311	\$11,641	\$10,437		
	<b>SMC % RANK</b>	<b>90.4%</b>	<b>57.4%</b>	<b>81.8%</b>		
	SMC Differences From AVG	6.9%	2.7%	4.6%		
	SMC Differences From MED	4.4%	0.8%	1.5%		

*\*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**

Based on external market data presented above, it is recommended that salary for the IT User Support Manager be allocated to **Range M29 (\$9,317 to \$11,325 per month)** on the Classified Management Salary Schedule, based on *current* SMC management pay ranges and market percentile ranking. This will place the median salary at the 81st percentile, which satisfies the District’s target of 70th percentile. Allocating the salary one range lower (Range M28, \$9,096 to \$11,056 per month) will result in a median salary at the 45th percentile, which is below the District’s 70th percentile target.



**Santa Monica Community College District  
Personnel Commission**

**IT User Support Manager**

**CONCEPT OF THE CLASS**

Under direction from the Director of Network Services, this position plans and manages programs and activities that support end user access to personal computing hardware and software resources. This position plans and oversees IT help desk operations, and manages and administers information systems to facilitate District-wide deployment, access, and maintenance of end user computing resources.

**DISTINGUISHING CHARACTERISTICS**

The **IT User Support Manager** plans and manages activities that facilitate District-wide end user access to personal computing hardware and cloud-based software applications through oversight of the IT help desk and management of related information systems.

The **Network Communications Manager** coordinates, manages and oversees the installation and maintenance of the District's communications infrastructure, physical security, audio visual systems, and VoIP communications systems and applications.

The **Network Services Manager** leads, coordinates and manages the District's network infrastructure and security, Virtual Server architecture, Storage Area Network, and allocation of enterprise network services resources.

**ESSENTIAL DUTIES**

Directs the day-to-day operations of the IT help desk by monitoring related metrics and ensuring problem resolution to provide effective and customer focused support of District student and employee computing resources; forwards issues to other IT areas as appropriate.

Manages the implementation and maintenance of servers and cloud-based applications related to end user computing.

Administers the IT service management system and ensures service level agreements are being met.

Manages complex, multi-faceted technological projects supporting end user computing, including technology replacement programs; determines project scope, timelines, design, and engineering.

Plans, designs, tests, implements, and maintains automated processes for end user account provisioning/deprovisioning to ensure appropriate and timely user access to applications and other technology resources.

Meet and confers with college managers, faculty, and staff to plan, procure, and deploy computing resources.

Implements and monitors security controls for technology endpoints to ensure security and software updates are applied regularly and conform with established security standards.

Manage department budget and requests budget transfers and augmentations. Develops cost estimates and budget forecasts for assigned area.

Assigns and reviews work, participates in new employee selection, discipline and termination, trains employees, and evaluates employee performance; approves departmental time sheets, attendance records, time off request, and additional time worked including any overtime.

Reviews and creates departmental procedures, schedules, and controls in collaboration with the Director of Network Services.

Maintains an accurate inventory of end user software and hardware; oversees disposal and decommissioning of hardware and software; coordinates annual license/support agreement renewals based on anticipated need.

Participates in Emergency Preparedness, Facilities Planning, and other interdepartmental activities, to provide support and input as needed.

May assist in reviewing proposed District building standards and specifications, and reviewing architectural drawings and providing comments as needed.

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 direction from the Director of Network Services, the employee receives assignments and is expected to carry them through to completion with substantial independence.

##### *Level of Supervision Exercised*

Positions in this classification exercise general supervision over assigned Information Technology staff.

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

##### **Knowledge of:**

Endpoint configuration methods for operating systems

Configuration management systems

Microsoft and Adobe applications

Information Technology Information Library (ITIL) methodology

Security controls and frameworks

Network-server architecture

Desktop and application virtualization

Open Systems Interconnection (OSI) model

Information Technology Service Management (ITSM) systems

Project management principles and practices

Budgeting procedures, as needed to maintain budgets, forecast departmental operating costs, and ensure sufficient funds to fulfill departmental objectives

Principles and practices of supervision and training

Inventory management, demand forecasting, inventory rotation, and auditing

Troubleshooting, testing, and diagnostic procedures, equipment, and software

District policies, fundamental employment laws, codes, and regulations including EEO, FLSA, FMLA, and Cal/OSHA and applicable provisions of collective bargaining agreements

**Ability to:**

Provide the full scope of employee supervision, provide constructive feedback related to work performance, advise staff on the use of paid time off, address employee complaints and grievances, and ensure adherence to disciplinary processes.

Plan, organize, schedule, and set work priorities for self and others, and exercise sound independent judgment to solve complex operational problems within areas of assigned responsibility

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

Assess, plan, organize, and improve departmental operations and service delivery methods

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

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

Communicate effectively, both orally and in writing

Stay 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:***

Bachelor's degree in Computer Science or a closely related field.

***Experience Requirement:***

Three years of technical experience providing end user hardware and software applications support in an environment with at least 250 users and 1000 endpoints. One year of experience leading or managing IT technical projects or teams is also required.

***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:***

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**

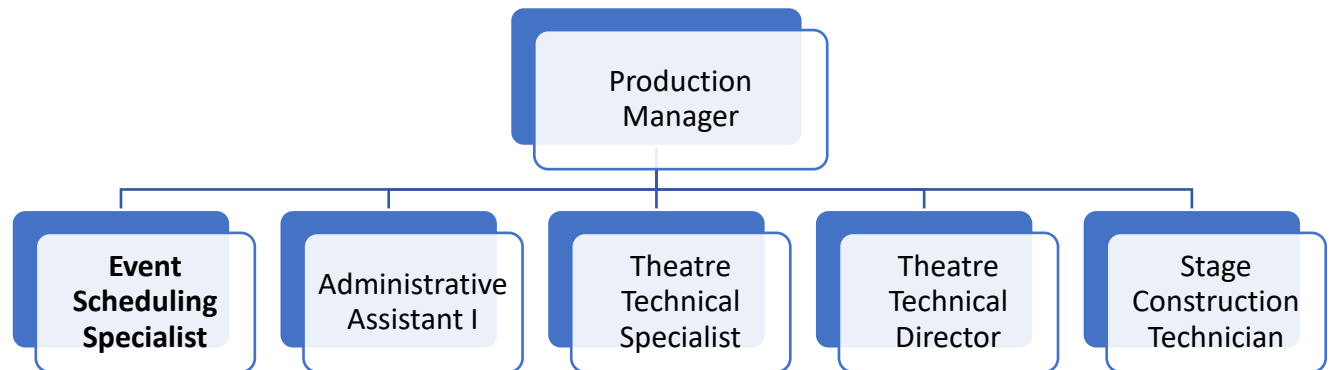
<b><i>Job Family:</i></b>	Information Technology
<b><i>FLSA Status:</i></b>	Exempt
<b><i>Personnel Commission Approval Date:</i></b>	4/18/2023
<b><i>Class History:</i></b>	None
<b><i>Revision Date(s):</i></b>	New Class

Agenda Report Number	4
Subject	New Class Description and Salary Allocation: Events Scheduling Specialist
Date	April 18, 2023
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	John Linke, Supervising Personnel Analyst & Tatiana Morrison, Personnel Technician

### BACKGROUND

Attached for your approval is a new class description and salary allocation for **Event Scheduling Specialist**.

Reporting to the Production Manager, this new classification will monitor and maintain the event scheduling database to support the rental and permitting of College facilities for non-academic purposes.



### METHODOLOGY

Personnel Commission staff worked with Rob Rudolph, Production Manager, 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 related classifications at the College.



An external salary study was conducted to identify similar roles in comparable agencies. A job evaluation was conducted, and internal comparisons were reviewed in order to ensure that there is proper alignment with other related classifications, and that duties are 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. Incumbents in this role will:

- Manage room requests using the event management system, request approval from authorized staff, and upon authorization, distribute approved permits to requestors; identify scheduling conflicts and provide alternate options for room availability.
- Liaise with vendors to develop or enhance the event management system and ensure that system functionality meets the operational needs of the department; establish schedule to maintain and synchronize data so that information is accurate and up to date.
- Provide on-going technical assistance to internal and external event management system users related to scheduling and procedures.

A comprehensive salary survey of 16 comparable agencies was conducted to examine industry trends and determine current salary ranking. No matches were found to be comparable to the scope of the proposed classification. The limit in comparable classifications was attributed to factors such as:

- Absence of a dedicated classification focused on monitoring and maintaining facilities usage outside of class scheduling.
- Significant focus on operational planning and implementation of events (e.g., ensuring adequate insurance, communicating, and collecting rental fees), in addition to receiving and facilitating the approval of event requests.

As a result, salary allocation is recommended based on internal alignment with similar roles at the College.

**SALARY ALLOCATION**

Based on job evaluation findings, this job is similar to the Class Scheduling Specialist in that it leverages comprehensive knowledge of specialized software systems to coordinate District-wide facility usage.

However, it differs from the Class Scheduling Specialist in terms of the level of analysis required to schedule and ensure facility availability for academic classes. Similar jobs paid lower than the newly proposed role require lower levels of decision-making authority and complexity of work.

See below comparison of jobs within the Performing Arts and Events job discipline. This job discipline is scheduled for cyclical reviews later this year.

JOB TITLE	MIN	MAX	RANGE	% DIFF BETWEEN LEVELS
Production Manager	\$8,048	\$9,783	M23	16.65%
Theatre Technical Director	\$6,899	\$8,385	43	10.26%
Lead Theater Technician	\$6,257	\$7,606	39	0.00%
Planetarium Staff Administrator	\$6,257	\$7,606	39	5.00%
Theatre Technical Specialist	\$5,959	\$7,244	37	5.00%
Stage Design Technician	\$5,675	\$6,899	35	5.00%
Costume Designer	\$5,405	\$6,570	33	0.00%
Stage Construction Technician	\$5,405	\$6,570	33	0.00%
Stage Construction Technician- Lighting	\$5,405	\$6,570	33	0.00%
Stage Construction Technician- Sound	\$5,405	\$6,570	33	0.00%
Theater Technician	\$5,405	\$6,570	33	4.99%
Dance Production Specialist	\$5,148	\$6,257	31	0.00%
<b><i>Event Scheduling Specialist (New)</i></b>	<b><i>\$5,148</i></b>	<b><i>\$6,257</i></b>	<b><i>31</i></b>	<b><i>51.46%</i></b>
Events Assistant	\$3,399	\$4,131	14	

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 Event Scheduling Specialist.

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

**Santa Monica Community College District  
Personnel Commission**

**Event Scheduling Specialist**

**CONCEPT OF THE CLASS**

Under general supervision, this position operates and maintains the District's event management system to facilitate the rental and permitting of College space for activities other than academic classes.

**DISTINGUISHING CHARACTERISTICS**

The **Event Scheduling Specialist** supports the rental and permitting of College facilities for non-academic purposes by performing technical duties related to the maintenance, operation, and scheduling of activities through the District's event management system.

The **Class Scheduling Specialist** works independently to perform complex technical duties related to the creation, revision, and publication of the schedule of classes, and serves as a functional expert for College-wide scheduling databases.

**ESSENTIAL DUTIES**

Manages room requests using the event management system, requests approval from authorized staff, and upon authorization, distributes approved permits to requestors; identifies scheduling conflicts and provides alternate options for room availability.

Reviews incoming event scheduling requests to ensure thoroughness of information provided and verify that requested facilities are appropriate for the size and needs of the event.

Obtains and imports academic class schedule information to ensure facilities reservations are up to date in the events management system.

Prepares reports regarding room usage and schedule changes while keeping staff, administrators and faculty informed.

Liaises with vendor to develop or enhance the event management system and ensure that system functionality meets the operational needs of the department; establishes schedule to maintain and synchronize data so that information is accurate and up to date.

Provides on-going technical assistance to internal and external event management system users related to scheduling and procedures.

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 an assigned manager, the employee receives assignments and is expected to carry them through to completion with substantial independence.

***Level of Supervision Exercised***

Positions in this classification do not supervise others.

**KNOWLEDGE, SKILLS, AND ABILITIES**

**Knowledge of:**

Applicable computer applications, including event management software, word processing, spreadsheets, and database management

Principles and techniques of customer service

District policies, the organization's structure, and function of various offices both on and off campus

**Ability to:**

Accurately work with, and recognize discrepancies or errors in, detailed information

Be timely and responsive in troubleshooting and resolving problems

Organize, prioritize, 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 updated on technology changes and adapt to new technologies

Provide 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:***

High school diploma or equivalent.

***Experience Requirement:***

Two years of experience entering and maintaining data in information systems.

***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 regularly 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:	Government Relations/Institutional Advancement
FLSA Status:	Exempt
Personnel Commission Approval Date:	4/18/2023
Class History:	None
Revision Date(s):	New Class

Agenda Report Number	5
Subject	Retitle: Instructional Designer to Instructional & Universal Designer
Date	April 18, 2023
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	Julia Britt, Personnel Technician

**BACKGROUND**

Attached for your approval is the revised classification description for Instructional Designer. This classification was recently established for Academic Affairs to support faculty and staff with instructional design expertise for the development and support of online courses. In preparation for recruitment, the department requested to change the title to meet industry practices. This study is not part of the cyclical review process.

**METHODOLOGY**

Personnel Commission staff discussed the current classification description with Tammara Whitaker, Interim Associate Dean of Online Services, and changes to the title were made. The revisions were sent for review to the senior leadership and CSEA. Further review of the classification description will be done during the cyclical review process.

**RECOMMENDATIONS**

It is recommended that the Commission approve the proposed revisions as presented.

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

**Santa Monica Community College District  
Personnel Commission**

**Instructional & Universal Designer**

**CONCEPT OF THE CLASS**

Under general supervision, positions in this classification work collaboratively with faculty and staff to provide responsive, innovative instructional, and accessibility design expertise for the development and support of online courses in line with the principles of Universal Design in Learning (UDL).

**DISTINGUISHING CHARACTERISTICS**

The **Instructional & Universal Designer** is responsible for creating, designing, and developing courses based on their knowledge of online pedagogy, learning science and technology. This classification is distinguished from other student services classifications by the nature of work and professional expertise in UDL principles and industry practices required to provide instructional design and accessibility guidance to faculty and staff.

The **Senior Online Learning Services Specialist** oversees and participates in the day-to-day activities of the Distance Education department and administers the use of the District's Course Management System (CMS).

The **Instructional Media Specialist** classification provides specialized technical multimedia support to faculty in distance education and web-enhanced on-campus courses.

**ESSENTIAL DUTIES**

Recommends to and consults with faculty on technical, equity-minded, and accessible pedagogical solutions as well as best practices that will serve desired course learning outcomes.

Supports the development, conversion, and maintenance of web-enhanced, hybrid, and online courses in accordance with accessibility standards.

Works collaboratively with faculty, designated staff, and administrators in the organization and coordination of professional development training and learning opportunities to promote effective practices for technology-mediated learning environments.

Supports faculty to investigate, adopt, and redesign courses with relevant Open Educational Resources (OER), Zero Textbook Cost materials, and appropriate instructional methods for online delivery of content that are consistent with accessibility regulations.

Maintains current knowledge of emerging instructional and multimedia technologies in relation to accessibility, and teaching and learning, and recommends implementation of new technologies to support student success.

Provide professional development, guidance, assistance, and technical support to faculty in the remediation of materials and courses to ensure copyright and accessibility compliance for online courses and digital content.

Assists with assessment efforts and creates documentation on internal procedures and prepares reports in order to measure progress of program goals and other relevant factors.



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

Coordinates systems related to faculty peer-review programs for online courses.

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 by the Associate Dean, Online Services, or assigned administrator, the employee receives assignments and is expected to carry them through to completion with substantial independence.

##### *Level of Supervision Exercised*

Positions in this classification do not supervise others. May provide work direction to program staff.

#### KNOWLEDGE, SKILLS AND ABILITIES

##### **Knowledge of:**

California Community College course design rubric, and equity-minded and UDL course design

Learning management systems, such as Canvas and related software and applications

Best practices, current and emerging trends in instructional design and instructional technologies

Principles, methods, and techniques for effective analysis of learning needs as it relates to course design and training development

Disability laws and accessibility guidelines, including Section 508 of the Rehabilitation Act of 1973, Americans with Disabilities Act (ADA), and Web Content Accessibility Guidelines (WCAG) 2.0 and 2.1 (A/AA), and UDL principles

##### **Ability to:**

Serve as a professional resource in UDL principles and industry practices required to provide instructional design and accessibility guidance to faculty and staff

Collaborate with others at an expert level to design, develop, and deliver effective faculty support programs, training, workshops, and resources

Troubleshoot and resolve related technology and system access issues, and other related distance education support

Research, analyze, report, and present technical information effectively

Operate computer equipment and applications, including web editing, database, spreadsheet applications, and HTML

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

Interpret, apply, explain, and ensure compliance applicable laws and regulations, and District policies and procedures

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

Communicate effectively, both orally and in writing

Stay abreast of technology changes and adapt to new technologies

Role model exceptional internal and external customer service

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

#### MINIMUM QUALIFICATIONS

***Education Requirement:***

A bachelor's degree from an accredited college or university in educational technology, instructional design or a related discipline.

***Experience Requirement:***

Three years of instructional design and development work in an educational setting.

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

**CLASS DETAIL**

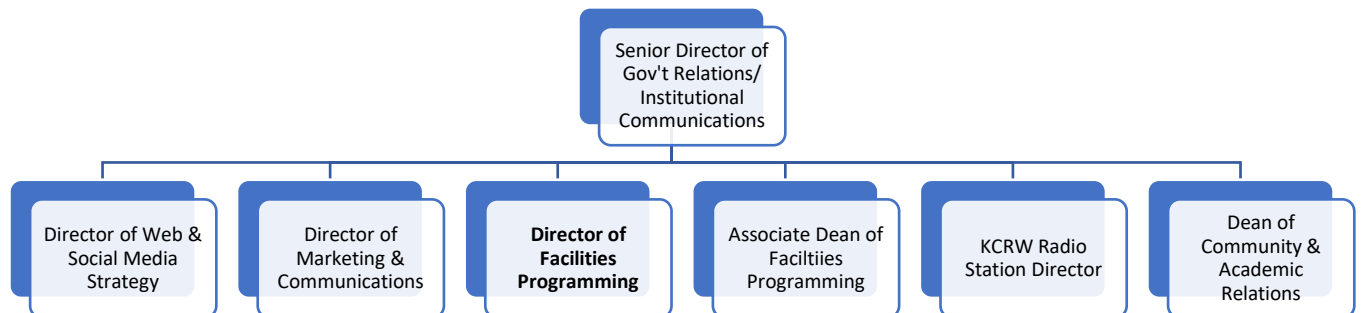
<i>Job Family:</i>	Student Services (Non-Classroom)
<i>FLSA Status:</i>	Non-exempt
<i>Personnel Commission Approval Date:</i>	11/16/22
<i>Class History:</i>	<del>None</del> <a href="#">4/18/2023</a>
<i>Revision Date(s):</i>	<del>None</del> <a href="#">4/18/2023</a>

Agenda Report Number	6
Subject	New Class Description and Salary Allocation: Director of Facilities Programming
Date	April 18, 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 is a new class description and salary allocation for **Director of Facilities Programming**.

Don Girard, Senior Director of Government Relations and Institutional Communications, recently requested to create this new classified management role to direct, oversee and coordinate with District entities and various organizations who plan special events, and to maximize use of College facilities for revenue generation purposes.



**METHODOLOGY**

Personnel Commission worked with Don Girard 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 a recruitment plan and creating talent assessment 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:

- Plan, organize, and manage a variety of annual and special events in support of the District's fundraising and outreach efforts; develop and prepare annual budgets assuring fiscal accountability; direct, manage and train staff and volunteers to assist with permitted events, establishing policies and procedures that promote high customer service standards.
- Market college facilities and enter into use agreements for revenue generating activities; prepare and review standardized contracts and agreements and other established legal instruments to safeguard District interests.
- Develop and maintain a system of policies and procedures for the use of District facilities by individuals and organizations; ensure compliance with all District policies and procedures.

A comprehensive salary survey of 16 comparable agencies was conducted to examine industry trends and determine current salary ranking.

Sufficient market data was not available to utilize the percentile ranking method of salary placement (i.e., at least 30% of surveyed jobs should be matched). Comparable agencies did not utilize a similar role or assigned much narrower scope of management responsibilities. As a result, salary recommendation is based on internal alignment within the job discipline and similar management roles.

**SALARY ALLOCATION**

It is recommended that the salary be allocated to Range M32 (\$10,029 to \$12,189 per month) on the Classified Management Salary Schedule.

Salary allocation was recommended considering internal comparison of the job discipline to attract, motivate and retain qualified candidates through effective promotional paths. Industry standard for the percentage difference between director and manager is 25% or higher.

JOB TITLE	MIN	MAX	RANGE	% DIFF BETWEEN LEVELS
Associate Dean, Facilities Programming	\$11,444	\$13,267	AA7	14.11%
<b><i>Director of Facilities Programming</i></b>	<b><i>\$10,029</i></b>	<b><i>\$12,189</i></b>	<b><i>M32</i></b>	<b><i>24.61%</i></b>
Production Manager	\$8,048	\$9,783	M23	

Internal comparison across management roles at the College was also considered. When analyzing job factors, higher paid management roles require higher level of knowledge, complexity and scope/impact of work. Please see comparison table below:

JOB TITLE	RANGE	MIN	MAX
KCRW Radio Station Director	A9	\$11,056	\$12,189
Director of Facilities Maintenance & Operations	M34	\$10,530	\$12,798
Director of Safety & Risk Management	M34	\$10,530	\$12,798
Controller	M32	\$10,029	\$12,189
Director of Budget	M32	\$10,029	\$12,189
Director of Facilities Finance	M32	\$10,029	\$12,189
<b><i>Director of Facilities Programming (NEW)</i></b>	<b><i>M32</i></b>	<b><i>\$10,029</i></b>	<b><i>\$12,189</i></b>
Director of Procurement, Contracts & Logistics	M32	\$10,029	\$12,189
Director of Auxiliary Services	M31	\$9,783	\$11,891
Director of the SMC Foundation	M30	\$9,551	\$11,609
Director of Marketing & Communications	M30	\$9,551	\$11,609
Director of Web and Social Media Strategy	M30	\$9,551	\$11,609

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

**RECOMMENDATION**

It is recommended that the Commission approve the new class description and salary allocation for Director of Facilities Programming.

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

**Santa Monica Community College District  
Personnel Commission**

**Director of Facilities Programming**

**CONCEPT OF THE CLASS**

Under general direction, the Director of Facilities Programming directs and works in coordination with District entities, support organizations, and others who plan special events for purposes of maximizing use of college facilities for revenue generating purposes. The Director is responsible for the guidance, direction, and policy formulation for event management and operations and other new sources of rental revenue.

**DISTINGUISHING CHARACTERISTICS**

The Director of Facilities Programming provides operational oversight and develops strategy for maximizing use of college facilities for revenue generation for the Facilities Programming Department. This position also liaises with Academic Affairs and performing arts departments to enhance performance programs and minimize conflicts.

The Production Manager directs and supervises the day-to-day operations related to public performances, special events, and non-instructional uses of District facilities for the Facilities Programming Department.

**ESSENTIAL DUTIES**

Plans, organizes, and manages a variety of annual and special events in support of the District's fundraising and outreach efforts, outlining funding needs, goals, promotions, procedures, evaluations, and other details involved with successful execution.

Interprets the District vision and support mission implementation by establishing and conducting strategic planning sessions and annual objectives based on long-term objectives of the Facilities Programming Department.

Markets college facilities and enters into use agreements for revenue generating activities.

Serves as principal liaison between users and the District community, making venue and parking arrangements for permitted events and ensures that special event programming has minimal impact to District activities, or the surrounding residential community.

Oversees master calendar for the Performing Arts Center.

Prepares and reviews standardized contracts and agreements and other established legal instruments to safeguard District interests.

Develops and prepares annual budgets assuring fiscal accountability; analyzes and reviews budgetary and financial data; controls and authorizes expenditures in accordance with established limitations; supervises financial reporting; oversees the completion of purchase orders and staff payroll; reviews sales reports and conducts analysis on profit center opportunities.

Directs, manages, and trains direct service staff and volunteers to assist with permitted events, establishing policies and procedures that promote high customer service standards.



Develops and maintains a system of policies and procedures for the use of District facilities by individuals and organizations; ensures compliance with all District policies and procedures.

Convenes and chairs facilities programming meetings with essential college operations and planning personnel; meets with administrators, faculty, staff, and event representatives to determine facilities and equipment needs; assesses feasibility of requests.

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**

This position receives general direction from the Senior Director, Government Relations, and Institutional Communications.

##### **Level of Supervision Exercised**

General supervision is exercised over all assigned staff.

#### KNOWLEDGE, SKILLS AND ABILITIES

##### **Knowledge of:**

Principles, practices, and techniques of planning and managing the operations and activities of community college facilities

Principles and practices of public administration for budgeting, effective expenditure control methods, purchasing, and maintenance of public records

Principles and practices of sound business communication and practices

District human resources policies and procedures and labor contract provisions

Effective strategic planning, management, and leadership principles

Effective leadership principles, employee motivation and team building

College facilities programming, practices, rules, laws, ordinances, and regulations

Effective employee supervision, evaluating, training, and development techniques and practices

Effective negotiation and representation techniques

Project management, program development and evaluation, including budget preparation and effective expenditure control methods

Collaborative and team building strategies to facilitate buy in from stakeholders

Organizational structures, shared governance philosophy, and administrative protocols

Principles and techniques of effective writing and editing as well as the fundamentals of composition, layout and production used in communications media

Public information channels and effective methods of disseminating information to target markets

Ability to:

Plan, organize and manage comprehensive program controls; anticipate conditions, plan ahead, establish clear goals and priorities, maintain schedules, and meet deadlines

Apply laws, rules, regulations and District policies affecting assigned operations; understand and interpreting legal codes, technical materials, and administrative policies, reports and directives

Effectively prepare and monitor a budget and maintain proper accounting and budgetary controls

Evaluate, develop and implement District policies, procedures and protocols

Use techniques of advanced business data and organizational analysis to systematically identify and assess complex enterprise-wide facilities programming issues and present potential solutions to District leadership

Understand internal and external customer immediate and long term needs to provide viable solutions and recommendations

Utilize organizational funds, material resources and staffing levels wisely and strategically

Maintain an open and approachable manner and easily build rapport with others

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

Maintain composure and focus with a high workload, competing and conflicting demands and multiple interruptions

Stay updated on technology changes and adapt to new technologies

Model professional integrity and deal quickly with breaches of misconduct

Lead, motivate, develop, and engage cross-functional teams to achieve excellence

Build collaborative relationships across the college and with community stakeholders

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 in public or business administration, management, or a related field.

**Experience Requirement:**

Five years of experience in facilities management overseeing college special events or large-scale, revenue-generating venues.

**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 regularly 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:	Community Outreach
FLSA Status:	Exempt
Personnel Commission Approval Date:	April 18, 2023
Class History:	New Classification
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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7	Certification of Seniority List: Associate Programmer Analyst	38
8	Ratification of Limited Term Assignments	40
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10	Appointments to Provisional Assignments	42
<del>11</del>	<del>Examination Schedule:                      Administrative Assistant II                      Director of Facilities Programming                      Events Scheduling Specialist (Promo)                      Program Specialist (Promo)                      Student Services Assistant (Promo)                      Student Services Clerk                      Student Services Specialist                      Veterans' Resource Specialist</del>	<del>43</del>
<del>12</del>	<del>Ratification of Working Out Of Class Assignments</del>	<del>45</del>
13	Ratification of Meeting Minutes: February 15, 2023 March 1, 2023 March 15, 2023	49
14	Ratification of Eligibility Lists: Community College Police Sergeant DSPS Specialist Grounds Equipment Operator (Promo) Grounds Equipment Operator (Open) Human Resources Technician (Additions to Existing Eligibility List) Transportation Operations Coordinator (Promo)	50
15	Extension of Eligibility Lists: Administrative Assistant I Administrative Assistant II (Promo) Administrative Assistant II (Open) Community College Police Captain Cosmetology Assistant Grounds Worker Lead Custodian Lead Receiving, Stockroom and Delivery Worker Outreach and Recruitment Specialist (Open) Web Services Coordinator	51
16	Personnel Commission Project Status Report	53

Disposition by the Committee	
Motion Made By	Joy Abbott
Seconded By	Deborah Jansen
Ayes	5
Nays	0
Abstentions	0
Amendments/Comments	Consent Agenda Report Items #11 and #12 were pulled, discussed, and moved separately.

Agenda Report Number	7
Subject	Certification of Seniority List: Associate Programmer Analyst
Date	April 18, 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:

**ASSOCIATE PROGRAMMER ANALYST**

It is recommended that the Personnel Commission certify the seniority list effective April 18, 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.

### "ASSOCIATE PROGRAMMER ANALYST" Seniority List

Classification: **Associate Programmer Analyst**

Range: 42

Monthly Base Salary Range as of July 1, 2022: \$ 6730 to \$ 8181

PC Certification Date: April 18, 2023

Review Period: March 24 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 <b>Associate Programmer Analyst</b>
Velazquez, Jose	5/2/2022	No	12/1/2015	12	40	
Aziz, Liza	7/18/2022	No	7/18/2022	12	40	

Edited By: Brent Heximer, AA II, PC

Compiled by: Karen Monzon, Personnel Analyst

Approved by: Carol Long, Director of the Personnel Commission

Updated: March 24, 2023

Agenda Report Number	8
Subject	Ratification of Limited Term Assignments
Date	April 18, 2023
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	Jose Guzman, Personnel Analyst

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

Position Classification	Department	Effective Dates
Student Services Clerk (1 full-time position)	Student Equity & Achievement Program	04/17/23-06/30/23



Agenda Report Number	9
Subject	Appointments to Limited Term Positions
Date	April 18, 2023
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	Jose Guzman, Personnel Analyst

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

Candidate	Position	Department	Duration*	Eligible List Date
Milano, David	Student Services Clerk	Student Equity & Achievement Program	04/17/23-06/30/23	07/20/16

\*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	April 18, 2023
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	Jose Guzman, Personnel Analyst

The Personnel Commission is advised that the following persons have been appointed to the following provisional assignments, not to exceed 90 working days pursuant to Section 7.2 of the Rules and Regulations of the Classified Service of the Santa Monica Community College District.

Candidate	Position	Department	Duration*
Belcher, Patricia	Events Assistant	SMC Performing Arts	03/27/23-06/30/23
Gulinelli, Jeni	Instructional Assistant- Learning Disabilities	Disabled Students Center	04/04/23-06/30/23
Inge, Sonja	Student Services Clerk	Student Services	04/20/23-06/30/23
Marcopulos, Zoi	Student Services Clerk	Student Services	04/18/23-06/30/23
Baroundeau, Shannon	Theatre Technical Specialist	SMC Performing Arts	05/08/23-06/30/23
Gasparich, Christina	Theatre Technical Specialist	SMC Performing Arts	04/11/23-06/30/23
Mori, Marika	Theatre Technical Specialist	SMC Performing Arts	04/01/23-06/30/23
Vancura, Andrea	Theatre Technical Specialist	SMC Performing Arts	04/05/23-06/30/23

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

Agenda Report Number	11
Subject	Examination Schedule: Administrative Assistant II Director of Facilities Programming Event Scheduling Specialist (Promo) Program Specialist (Promo) Student Services Assistant (Promo) Student Services Clerk Student Services Specialist Veterans' Resource Specialist
Date	April 18, 2023
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

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

Class Title	Field of Competition	Time
Administrative Assistant II	Merged Promotional, Open and Competitive	3 Weeks
Director of Facilities Programming	Promotional	3 Weeks
Event Scheduling Specialist	Promotional	3 Weeks
Program Specialist	Promotional	3 Weeks
Student Services Assistant	Promotional	3 Weeks
Student Services Clerk	Merged Promotional and Open Competitive	3 Weeks
Student Services Specialist	Promotional	3 Weeks
Veterans' Resource Specialist	Promotional	3 Weeks

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

Abstentions	0
Amendments/Comments	<p data-bbox="808 233 1430 661">Consent Agenda Report # 11 was pulled and discussed. Director Long asked the Commission for the ability to add an additional classification to the Examination Schedule. The classification was Director of MIS, which had gone before the Commission for Examination Schedule approval on March 15, 2023. Now Director Long requested that the same class title be added to the Examination Schedule as a “Promotional” Exam versus a “Merged Promotional and Open Competitive” Exam.</p> <p data-bbox="808 703 1430 892">The Commissioners did not approve this request and rather recommended a Special Meeting of the Personnel Commission to approve such change and with ample public notice.</p>

Agenda Report Number	12
Subject	Ratification of Working Out Of Class Assignments
Date	April 18, 2023
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

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

**Provisional Working out of Class Assignment**

Name/Permanent Class	Limited Term Assignment*	Dates of Current Assignment
Melvin Kennard, Student Services Assistant	Veterans Resource Specialist	<del>4/5/2023</del> 5/1/2023 to 6/30/2023
Robert Rudolph, Production Manager	Director of Facilities Programming	5/3/2023 to 6/30/2023
Luis Gallego, Receiving, Stockroom and Delivery Worker	Mail Services Worker II	4/16/2023 to 6/30/2023

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

Name/Permanent Class	Substituted Limited Term Assignment	Assignment Dates Previously Submitted	Extended Assignment Dates
Kasiani Gountoumas, Nurse Practitioner	Health Center Supervisor	10/15/2022 to 3/15/2023	3/16/2023 to 4/16/2023

**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 working out of class assignment requests for the appropriate stipend as indicated under the above applicable sections of CSEA, Chapter 36, Article 11.7, and Merit Rules 3.2.10 and 7.4

Disposition by the Committee	
Motion Made By	Lawrence Leone
Seconded By	Deborah Jansen

Ayes	5
Nays	0
Abstentions	0
Amendments/Comments	Consent Agenda Report # 12 was pulled and discussed. Director Long made a correction to the “Dates of Current Assignment” for Melvin Kennard. The Commissioners made a motion to accept the amended dates.



Agenda Report Number	13
Subject	Ratification of Meeting Minutes: February 15, 2023 March 1, 2023 March 15, 2023
Date	April 18, 2023
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

1. Regular Meeting Minutes-February 15, 2023
2. Special Meeting Minutes-March 1, 2023
3. Regular Meeting Minutes-March 15, 2023

















Emergency and Safety Coordinator	["Cyclical Review"]	JB	Development		
Event Scheduling Specialist	["New Class"]	TM	PC Agenda	2/4/2022	3/8/2023
Executive Coordinator - District & BOT - Confidential	["Cyclical Review"]	AF	Development	11/18/2022	
Grounds Manager	["New Class"]	KM	Upcoming	4/6/2023	
IT User Support Manager	["New Class"]	JL	PC Agenda	2/13/2023	3/14/2023
IT User Support Specialist	["New Class"]	JL	Upcoming	4/3/2023	
Mechanical Systems Manager	["New Class"]	KM	Upcoming	4/6/2023	
Media and Reprographic Services Manager	["Description Revision"]	JB	Upcoming		
Payroll Manager	["Salary Reallocation"]	JB	Upcoming		
Payroll Specialist	["Position Review"]	JB	Stakeholder Review	11/14/2022	2/7/2023
Senior Campus Safety Officer	["Cyclical Review"]	JG	Research & Planning		
Senior Community College Police Dispatcher	["Cyclical Review"]	JG	Research & Planning		
Senior Veterans Resource Specialist	["Position Review"]	OV	Appeal	1/17/2023	2/9/2023
Workforce & Economic Development Project Assistant	["Cyclical Review"]	OV	Research & Planning	1/5/2022	

IV. Adjournment

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

Day	Month	Date	Year	Time	Venue
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 April 18, 2023, Regular Meeting of the Santa Monica College Personnel Commission was posted on the Official District Website no later than 72 hours prior to the date and time of this meeting.