

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 Fiscal Year 2023-2024 was presented for a formal hearing. It was the second reading of the proposed budget which was sent to the Board of Trustees for their consideration at the May 2, 2023 meeting and was accepted without requests for further changes.

Kick off of cyclical classification study orientations for the Instructional Assistant Job Discipline. Additional reviews in process for Campus Police, Workforce and Economic Development, Career Education, Program Coordinators, and Administrative Support classifications. Staff is currently reviewing a total of 29 classifications as part of the current cyclical classification studies.

Staff is reviewing a reorganization in Facilities which is impacting multiple facilities and operations management classifications. Additional reviews include requests for 12 new classifications, eight position reclassifications, three class revisions, and six requests for salary reviews of individual positions.

The next Regular Personnel Commission meeting will feature a new group of knowledge and skills that staff recommends adding to all class descriptions. There will be two additions to non-management classifications and four additions to management classifications. The purpose of these additions is to represent the District's Diversity Equity and Inclusion (DEI) priorities more effectively.

Staff continues to perform recruitments and coordinate final selection processes, particularly within the Administrative Assistant series and Student Services job family. There are currently 11 recruitments in process, and 9 more upcoming.

The Merit Rules Advisory Committee continues the review of Chapter 14, which covers Disciplinary Actions and Appeals and will conduct a complete review of the chapter before revision recommendations are forwarded to the Commission.

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

5 YEARS

Jocelyn Alex, Administrative Assistant I, Dance/ESL

Dennis Biddle, Assistant Director of Facilities Operations, Operations

10 YEARS

Rajesh Khandelwal, Accountant, Fiscal Services

Ann Le congratulated Rajesh for 10 years with the College.

Marcus Suzuki, Instructional Assistant-Math, Math

Wendi DeMorst congratulated Marcus for 10 years with the College.

Rebecca Weiland, Administrative Assistant III-Confidential, Academic Affairs

Wendi DeMorst congratulated Rebecca for 10 years with the College.

15 YEARS

Saul Ramirez, Skilled Maintenance Worker II, Maintenance

20 YEARS

Teresa Huber, Lead Library Assistant-Technical Services, Library

Lizzy Moore congratulated Teresa for 20 years with the College.

- e. Comments from the Vice President of Human Resources
 - i. Vice President of Human Resources, Sherrie Lee-Lewis, congratulated staff and spoke about the upcoming week celebrating Classified School Employees. She spoke specifically on the "Ace" Program which involves College management shadowing classified staff.
 - ii. Dean of Human Resources, Dr. Tre Shawn Hall Baker, updated the Commission on College employment recruitment videos in production. She also informed the Commission that the College is in the process of updating its EEO Plan and that the newest model will include input from the Director of the Personnel Commission, Carol Long.

- f. Comments from the CSEA Chapter 36 Representative
 - i. No Comment.
- g. Comments from the Management Association President
 - i. Vice President of the Management Association, Lizzy Moore, congratulated staff, and promoted the Ice Cream Social in honor of Classified Employees Week.
- h. Comments from the Personnel Commission Staff
 - i. No Comment.
- i. Comments from the Personnel Commissioners
 - i. Commissioner Jansen wished staff a happy Classified School Employees Week.

II. Agenda Reports: Major Items of Business

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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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IV. Adjournment

Agenda Report Number	1
Subject	Personnel Commission Budget Fiscal Year 2023-2024: Presentation of the Initial Personnel Commission Budget for Fiscal Year 2023-2024. Second Reading.
Date	May 17, 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.

This is the second reading of the proposed budget for which the Commission should open the public hearing and take testimony from any interested party, close the public hearing, adopt, amend as the Commission deems necessary and prudent, and then adopt.

Pursuant to Articles 88073 and 88086 of the California Education Code and Merit Rule 2.4.1 (A-D), each Personnel Commission must prepare an annual budget for its office which, upon the approval of the County Superintendent, shall be included by the governing board in the regular budget of the community college district.

The Personnel Commission's proposed budget was submitted for consideration to the Board of Trustees at their regular meeting on May 2, 2023. The Board of Trustees has accepted the Personnel Commission's budget as submitted, without any requests for changes.

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</i> <i>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	\$ -		<i>CalPERS-Mandated</i> <i>CalPERS-Mandated</i>	
Benefits (Staff)	Various	\$ 526,981.00	\$ 668,498.00	\$ 141,517.00	26.9%		
Benefits (Commissioners)	Various	\$ 84,288.00	\$ 98,805.00	\$ 14,517.00	17%		
Total Salary & Benefits		\$ 1,667,761.00	\$ 1,984,599.00	\$ 316,838.00	19.0%		
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	\$ -	\$ -	\$ -			
Total Operating Expenses		\$ 56,546.00	\$ 58,546.00	\$ 2,000.00	3.5%		
Total Budget		\$ 1,724,307.00	\$ 2,043,145.00	\$ 318,838.00	18.5%		

OPEN PUBLIC HEARING:

Motion made by: Joy Abbott Seconded by: Barbara Greenstein

Ayes: 5 Nays: 0 Abstain: 0

TIME OPENED: 12:23 p.m.

CLOSE PUBLIC HEARING:

Motion made by: Lawrence Leone Seconded by: Deborah Jansen

Ayes: 5 Nays: 0 Abstain: 0

TIME CLOSED: 12:24 p.m.

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

Agenda Report Number	2
Subject	Recognition of Classified School Employees Week
Date	May 17, 2023
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

Since 1986, California has taken the third week in May to honor the invaluable contributions of Classified School Employees. It is recommended that the Personnel Commission adopt the following resolution in recognition and observance of Classified School Employees Week, May 22 through May 26, 2023.

WHEREAS, classified employees provide services that are vital to excellence in education and the educational process at Santa Monica College including maintaining buildings and grounds, providing support services and assistance, keeping facilities clean and repaired, assisting in the classroom, providing a secure learning environment, and providing many specialized services directly related to student success; and

WHEREAS, classified employees are directly involved in supporting the learning environment through their professional efforts in sustaining the activities of faculty, staff, administration, and the public who utilize the programs and services of the Santa Monica Community College District; and

WHEREAS, without these services the quality of the educational pursuits of the District and students would be greatly diminished; and

WHEREAS, classified employees of the Santa Monica Community College District deserve recognition and thanks for their outstanding efforts;

NOW, THEREFORE, BE IT RESOLVED, that the Personnel Commission of the Santa Monica Community College District hereby recognizes and wishes to honor the contribution of the classified employees to quality education in the state of California and in the Santa Monica Community College District and declares the week of **May 22, 2023** as CLASSIFIED SCHOOL EMPLOYEES WEEK.

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

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

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

Agenda Report Number	3
Subject	Advisory Item: Request for Reinstatement
Date	May 17, 2023
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

The Personnel Commission is advised of the following requests for placement on the Reinstatement List as specified below.

Name	Classification	Resignation Date	Effective Dates
Jennifer Benavides	Instructional Assistant-Learning Disabilities	May 11, 2023	May 12, 2023 to August 11, 2026

Rule 15.2 REINSTATEMENT (EDUCATION CODE SECTION 88128)

15.2.1 GENERAL PROCEDURES

A. A permanent employee who resigned in good standing may be reinstated in a vacant position in his/her former class and status within 39 months of the last date of paid service. He/she may also be reinstated in a vacant position in a lower related class, if qualified, or in limited-term status in the same or lower class. Such reinstatement is discretionary with the appointing authority.

B. Reinstatement of a former employee shall have the following effects:

1. If the employee is reinstated to a permanent position in his/her former class or a lower related class, he/she shall be restored all the rights, benefits, and burdens of a classified employee.
2. Restoration of salary in accordance with Section 13 of Rule 12.2.

Agenda Report Number	4
Subject	Certification of Seniority List: Instructional Computer Lab Technician-Design & Media Technology
Date	May 17, 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:

Instructional Computer Lab Technician-Design & Media Technology

It is recommended that the Personnel Commission certify the seniority list effective May 17, 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.

"INSTRUCTIONAL COMPUTER LAB TECHNICIAN-DESIGN and MEDIA TECHNOLOGY" Seniority List

Classification: **Instructional Computer Lab Technician-Design and Media Technology**

Range: 32

Monthly Base Salary Range as of July 1, 2022: \$ 5273 to \$ 6410

PC Certification Date: May 17, 2023

Review Period: May 2 to 8, 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 Instructional Computer Lab Technician-Design & Media Technology
Santos, Julian	10/17/2022	No	10/17/2022	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: May 2, 2023

Agenda Report Number	5
Subject	Ratification of Limited Term Assignments
Date	May 17, 2023
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

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:

Classification	Department	Effective Dates
Administrative Assistant II	Emeritus	5/8/2023-6/30/2023
Student Services Clerk	Admission & Records	4/17/2023-6/30/2023
Disabled Student Services Assistant	DSPS	5/1/2023-6/30/2023

Agenda Report Number	6
Subject	Appointments to Limited Term Positions
Date	May 17, 2023
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

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
Cassandra Santiago-Amzallag	Administrative Assistant II	Emeritus	5/8/2023-6/30/2023	11/16/2022
David Milano	Student Services Clerk	Admission & Records	4/17/2023-6/30/2023	7/21/2016
Zoi Marcopulos	Disabled Student Services Assistant	DSPS	5/1/2023-6/30/2023	5/3/2023

*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	7
Subject	Appointments to Provisional Assignments
Date	May 17, 2023
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

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*
Amanda Kristanto	Web Content Developer	Web and Social Media	4/1/2023-6/30/2023
Matthew Mallinger	Accompanist-Dance	Dance	1/11/2023-6/30/2023
Rafael Lainez	Student Services Clerk	Outreach & Onboarding	5/1/2023-6/30/2023
Sonja Inge	Student Services Clerk	Risk Management	4/20/2023-6/30/2023
Vincent Ju	Theatre Technical Specialist	SMC Performing Arts Center	4/18/2023-6/30/2023
Zoi Marcopulos	Student Services Clerk	Student Services	4/18/2023-4/28/2023

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

Agenda Report Number	8
Subject	Ratification of Working Out of Class and Limited Term Assignments
Date	May 17, 2023
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

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

Provisional Working Out of Class Assignment

Name/Permanent Class	Assignment*	Dates of Current Assignment
Jennifer Landa, Workforce & Economic Development Project Assistant	**Program Coordinator – Workforce & Economic Development (50%)	3/20/2023 to 6/18/2023
Alexandra Vargas, Student Services Clerk	**Student Services Specialist (Scholars Program)	3/16/2023 to 6/30/2023

***Pending PBAR approval.*

Correction to Provisional Working Out of Class Assignment

Name/Permanent Class	Provisional WOC Assignment	Assignment Dates Previously Submitted	Corrected Assignment Dates
Robert Rudolph, Production Manager	Director of Facilities Programming	5/3/2023 to 6/30/2023	6/7/2023 to 6/30/2023

Substitute Limited Term Assignment

Name/Permanent Class	Substitute Limited Term Assignment	Dates of Current Assignment
Luis Gallego, Receiving, Stockroom, and Delivery Worker	**Lead Receiving, Stockroom, and Delivery Worker	6/9/2023 to 7/5/2023
Nataly Gonzalez, Student Services Clerk	Program Specialist (Noncredit Initiatives)	5/1/2023 to 6/30/2023

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

Agenda Report Number	9
Subject	Ratification of Meeting Minutes: April 18, 2023 Regular May 3, 2023 Special
Date	May 17, 2023
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

1. Regular Meeting Minutes-April 18, 2023
2. Special Meeting Minutes-May 3, 2023

Agenda Report Number	10
Subject	Ratification of Eligibility List: Instructional Assistant-Learning Disabilities
Date	May 17, 2023
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

Classification	Number of Promotional Candidates	Total Number of Candidates	Expiration Date
Instructional Assistant-Learning Disabilities	0	7	5/18/2024

Agenda Report Number	11
Subject	Extension of Eligibility Lists: ADMINISTRATIVE ASSISTANT III – CONFIDENTIAL ASSOCIATE PROGRAMMER ANALYST CASE MANAGEMENT COORDINATOR DIRECTOR OF MARKETING AND COMMUNICATIONS FACILITIES MAINTENANCE SUPERVISOR GROUNDS SUPERVISOR (PROMOTIONAL) GROUNDS SUPERVISOR (OPEN) INSTRUCTIONAL ASSISTANT – ENGLISH LABORATORY TECHNICIAN – BROADCAST DIGITAL MEDIA PERSONNEL TECHNICIAN STAGE CONSTRUCTION TECHNICIAN – LIGHTING STUDENT SERVICES ASSISTANT (PROMOTIONAL) STUDENT SERVICES ASSISTANT (OPEN) STUDENT SERVICES CLERK WEB SERVICES COORDINATOR
Date	May 17, 2023
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

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

Classification	Original Expiration Date	Current Expiration Date	Number of Candidates on List	Number of Ranks on List	Proposed Expiration Date
Administrative Assistant III – Confidential	3/9/2023	6/9/2023	6	4	9/9/2023
Associate Programmer Analyst	3/30/2023	6/30/2023	7	4	8/30/2023
Case Management Coordinator	12/19/2022	6/19/2023	5	3	12/19/2023
Director of Marketing and Communications	6/15/2023	6/15/2023	5	5	12/15/2023
Facilities Maintenance Supervisor	2/27/2023	5/27/2023	2	1	8/27/2023
Grounds Supervisor (Promotional)	11/28/2022	5/28/2023	2	2	11/28/2023
Grounds Supervisor (Open)	11/28/2022	5/28/2023	2	2	11/28/2023
Instructional Assistant – English	4/18/2023	6/18/2023	11	8	8/18/2023
Laboratory Technician – Broadcast Digital Media	2/23/2023	5/23/2023	5	3	8/23/2023
Personnel Technician	2/22/2023	5/22/2023	2	2	8/22/2023

Stage Construction Technician – Lighting	6/30/2023	6/30/2023	1	1	12/30/2023
STUDENT SERVICES ASSISTANT (PROMOTIONAL)	12/8/2022	6/8/2023	5	5	8/8/2023
STUDENT SERVICES ASSISTANT (OPEN)	12/8/2022	6/8/2023	21	8	8/8/2023
Student Services Clerk	12/8/2022	6/8/2023	32	10	8/8/2023
Web Services Coordinator	5/17/2023	5/17/2023	2	2	11/17/2023

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	12
Subject	Personnel Commission Project Status Report
Date	May 17, 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	E List
Accountant	AF				
Transportation Operations Coordinator	AF				
Administrative Assistant II	AF	4/12/2023	5/2/2023		
Instructional & Universal Designer	AG	4/12/2023	5/2/2023	6/7/2023	
Campus Safety Officer	JG	1/27/2023	2/17/2023	3/25/2023	12/21/2022
Events Assistant	JG	10/20/2021			
Grounds Equipment Operator	JG	10/21/2022	12/2/2022	3/23/2023	
Theatre Technical Specialist (Cont.)	JG	10/15/2021			
Buyer II	JG				
Stage Construction Technician	JG	2/15/2023	3/15/2023		
Community College Police Sergeant	JL	7/14/2022			
Chief Director of IT	JL	2/16/2023	3/9/2023	3/24/2023	
Human Resources Technician (Cont.)	CL	9/26/2022	10/24/2022		
Skilled Maintenance Worker II	KM				
Community College Police Dispatcher	KM	10/20/2022			
Community College Police - Lateral	KM				
Plumber	KM				
Event Scheduling Specialist	TM				
Disabled Student Services Assistant	OV	1/12/2023	2/2/2023	3/9/2023	5/3/2023
Instructional Assistant - Learning Disabilities	OV	3/10/2023	3/30/2023	4/21/2023	5/17/2023
Veteran Resource Specialist	OV	5/15/2023	6/5/2023		
Student Services Clerk	OV	5/15/2023	6/5/2023		
Student Services Specialist	OV				
Student Services Assistant	OV	5/15/2023	6/5/2023		
Program Specialist	OV				
Emergency and Safety Coordinator					

Classification and Compensation

Title	Type of Request	Assigned to	Progress	PDQ	Date Completed
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 Clerk	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	
Executive Coordinator - District & BOT - Confidential	Cyclical Review	AF	Development	11/18/2022	
Police Services Assistant	Cyclical Review	JG	Research & Planning		
Senior Community College Police Dispatcher	Cyclical Review	JG	Research & Planning		
Community College Police Dispatcher	Cyclical Review	JG	Research & Planning		
Campus Safety Officer	Cyclical Review	JG	Research & Planning		
Community College Parking Enforcement Officer	Cyclical Review	JG	Research & Planning		
Senior Campus Safety Officer	Cyclical Review	JG	Research & Planning		
Disabled Student Services Assistant	Cyclical Review	JG	Upcoming		
Instructional Assistant - English	Cyclical Review	JG	Upcoming		
Instructional Assistant - ESL	Cyclical Review	JG	Upcoming		
Instructional Assistant - Learning Disabilities	Cyclical Review	JG	Upcoming		
Instructional Assistant - Math	Cyclical Review	JG	Upcoming		
Community College Police Recruit	Cyclical Review	KM	Research & Planning	2/3/2023	
Community College Police Officer (Lateral/Academy Graduate)	Cyclical Review	KM	Research & Planning	2/3/2023	
Chief of Police	Cyclical Review	KM	Upcoming		
Community College Police Captain	Cyclical Review	KM	Upcoming		
Community College Police Sergeant	Cyclical Review	KM	Upcoming		
Career Education Specialist	Cyclical Review	OV	Stakeholder Review	11/15/2022	2/1/2023
Program Coordinator - Community & Contract Ed	Cyclical Review	OV	Research & Planning	1/25/2022	
Program Coordinator - Emeritus	Cyclical Review	OV	Research & Planning	1/26/2022	
Program Coordinator - Workforce & Economic Development	Cyclical Review	OV	Research & Planning		
Workforce & Economic Development Project Assistant	Cyclical Review	OV	Research & Planning	1/5/2022	
Music Equipment Assistant	Cyclical Review		Upcoming		
Accounts Payable Supervisor	Description Revision	AF	Research & Planning	10/18/2022	
Media and Reprographic Services Manager	Description Revision	AG	Research & Planning		
DSPS Specialist	Description Revision	JL	Stakeholder Review		11/25/2022
Director of Sustainability	New Class	AG	Development	3/8/2023	
IT User Support Specialist	New Class	JL	Upcoming	4/3/2023	
IT Support Technician	New Class	JL	Upcoming	4/3/2023	
Senior Grounds Equipment Operator	New Class	KM	Stakeholder Review		11/9/2022
Director of Facilities Maintenance	New Class	KM	Research & Planning	3/17/2023	
Director of Facilities Operations	New Class	KM	Research & Planning	3/17/2023	
Mechanical Systems Manager	New Class	KM	Upcoming	4/6/2023	
Construction Manager	New Class	KM	Upcoming	4/6/2023	
Grounds Manager	New Class	KM	Upcoming	4/6/2023	
Custodial Operations Manager	New Class	KM	Upcoming	4/6/2023	
Budget Technician	Position Review	AF	Stakeholder Review	9/26/2022	4/4/2023
Senior Veterans Resource Specialist	Position Review	OV	Appeal	1/17/2023	2/9/2023
Student Services Clerk	Position Review	OV	Research & Planning	5/1/2023	
Campus Store Manager	Salary Reallocation	JB	Stakeholder Review		5/3/2023
Payroll Manager	Salary Reallocation	AF	Upcoming		
Accounting Specialist	Salary Reallocation	AF	Upcoming	4/18/2023	

IV. Adjournment at 12:29 p.m.

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

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

As required by law, the agenda for the May 17, 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.