Santa Monica College Personnel Commission
Special Meeting Agenda
May 3, 2023 - 12:00 p.m.

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Santa Monica College Personnel Commission
Special Meeting Agenda
May 3, 2023 - 12:00 p.m.

DEPARTMENTS: PLEASE POST	ADMINISTRATORS AND MANAGERS	SUPERINTENDENT/PRESIDENT AND SENIOR STAFF
3400 Airport/SBDC: Sasha King	Emeritus: Guadalupe Salgado	Superintendent/President: Kathryn Jeffery
Academic Affairs: Sharon Thomas	Noncredit Programs:	Executive VP:
Accounts Payable: Cherry Aquino	Scott Silverman	VP Academic Affairs:
Admissions & Records: Esau Tovar	Facilities: Dennis Biddle	VP Business/Admin: Chris Bonvenuto
African American Center: Sherri Bradford	HR: Tre'Shawn Hall-Baker	VP Enroll. Services: T. Rodriguez
Athletics: Theresa Tang	Info Tech: Marc Drescher	VP Human Resources: Sherri Lee-Lewis
Auxiliary Services: Ofelia Meza	IEC: N. Pressian	VP Student Affairs: M. Tuitasi
Bundy: Beverly Redd-Walker	Instructional Technology:	Senior Director Government Relations & Institutional
Business Department: Peter Murray	Maintenance:	Communications: Don Girard
Campus Police Office: Jennifer Jones	Terry Kamibayashi	Community Relations: Kiersten Elliott
Campus Store: Elease Juarez	Operations:	Public Information: Grace Smith
Career Services: Vicky Rothman	Justin Carter	
Cashier's Office: Veronica Romo	Darryl Gray	PUBLIC POSTING LOCATION
Center for Media & Design: Angela Valentine	Felicia Hudson	Online: www.smc.edu
Community Education:	Robert Villanueva	
Counseling Office:	Receiving: Lisa Davis	EMPLOYEE ORGANIZATIONS
Custodian Time Clock: Anthony Williams	Supplemental Instruction:	CSEA Labor Rep.: Ciera Chilton
Disabled Students Center: Nathalie Laille	Wendi DeMorst	CSEA Chapter Pres.: Cindy Ordaz
Early Childhood Ed.: L. Manson		CSEA Chapter 1st V.P.: Martha Romano
Emeritus Department: V. Rankin-Scales		CSEA Chapter 2nd V.P.: Kennisha Green
English Dept.: Martha Hall		CSEA Chief Job Steward: Lee Peterson
EOP&S: Nick Mata		CSEA Treasurer: Dagmar Gorman
ESL Office: Jocelyn Alex		CSEA Secretary: Judith Mosher
Events Office:		CSEA Chief Development Officer:
Faculty Association: Peter Morse		Luis Martin
Financial Aid Office: Sandra Hernandez		CSEA Communications Officer:
Health Sciences: Clarenda Stephens		SMC POA President: Officer Cadena
Health Office: Nancy Alfaro		Management Association: Scott Silverman
HSS: Carolyn Baugh		
Institutional Research:		IF YOU NEED AN ACCOMMODATION
International Education Center: Ana Jara		Written requests for disability-related modifications or
KCRW:		accommodations that are needed in order to participate in
Latino Center: Maria Martinez		the Commission meeting are to be directed to the Personnel
Madison: Gail Johnson		Commission Office as soon in advance of the meeting as
Maintenance/Operations: Kasey Garland		possible.
Malibu: Angela Bice		
Math Village: Kristina Fukuda		Revised 4/13/2023
Media Center: L. Nakamura		
Modern Language: Travis Grant		
Music: Lori Geller		
Outreach & Recruitment: Giselle Gradilla		
Payroll: Ian Fraser		
Science: Ingrid Cardwell		
Student Life: Amelia Trejo		
Superintendent/Presidents Office: L. Kilian		
STEM: Vanan Yahnian		
Theater Arts: Judy Louff		
W& ED/Bundy: Tricia Ramos		

PUBLIC PARTICIPATION FOR VIRTUAL MEETINGS

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

Individuals wishing to speak or submit written comments to be read at the meeting are requested to send an email to personnel_commission@smc.edu, by no later than 11:30 a.m. on Tuesday, April 18. The email should include the following information:

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

Instructions for Speaking to the Commission through Zoom

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

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

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

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

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

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

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

Public Session: 12:00 p.m.

    I.   Organizational Functions

          a.   Call to Order

          b.   Roll Call

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

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

    II.   Agenda Reports: Major Items of Business

Report Number	Subject	Page Number
1	Revisions to Class Description: Director of Management Information Systems	2
2	Examination Schedule: Director of MIS IT User Support Manager	6
3	Ratification of Eligibility Lists: Chief Director of Information Technology Community College Police Dispatcher Disabled Student Services Assistant	7

    III.   Adjournment

Agenda Report Number	1
Subject	Revisions to Class Description: Director of Management Information Systems
Date	May 3, 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 revised classification description for Director of Management Information Systems. This classification was created in March 2004 and has been revised four times since its creation, with the most recent revision occurring in September 2015. The position is currently vacant; the Personnel Commission will be recruiting to fill one vacancy for this classification. Changes to minimum qualifications are being proposed to align this role with standard equivalency provisions, and reporting relationships are being updated to reflect the IT department's current classification structure.

METHODOLOGY

Personnel Commission staff met with Marc Drescher, Chief Director of Information Technology, to review the current classification description and determine if the duties, minimum qualifications, and knowledge, skills, and abilities listed still accurately reflect the expectations of the job.

RESULTS

Revisions to minimum qualifications are being proposed to align this role with standard equivalency conditions and allow for a broader, more diverse candidate pool. Minor changes to the supervision section are also being proposed to reflect the department's current organization structure. Description changes will not warrant salary reallocation. Revisions were sent for review to Business Services, Human Resources, and the Superintendent/President.

RECOMMENDATIONS

It is recommended that the Commission approve the attached revisions to the classification description for Director of Management Information Systems.

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

Santa Monica Community College District
Personnel Commission
Director of Management Information Systems

CONCEPT OF THE CLASS

The position in this classification directs and manages the integration and implementation of the college's information systems and databases.

ESSENTIAL DUTIES

Identifies, formulates and directs the long- and short-range information systems and data resources availability, accessibility, security and efficiency

Implements and interprets policies and procedures developed by higher level administrators and senior management and recommends the establishment or modification of policies and procedures

Directs the determination of guidelines for programming and information systems development

Establishes procedures and processes that govern functions and delivery of information systems and services

Plans and supports the implementation of the data center and report production facilities

Plans, supports and maintains the information systems infrastructure

Assigns projects and works with staff to comply with department standards and project implementation methods

Prepares budget recommendations; monitors and controls budget expenditures

Monitors security of information systems; plans for disaster recovery; maintains appropriate system logs and procedural manuals

Resolves operational and procedural problems consistent with organizational directives and addresses other concerns as directed or necessary

Confers and collaborates with vendors, outside agencies and internal staff to define routine operations and implement new projects

Delegates responsibility and authority to subordinate supervisors and staff

Recommends departmental staffing needs; develops, recommends, and implements staff training and development programs to provide opportunities for individual employee growth, continuity of work flow and long range development of employees

Develops annual performance measures and completes performance evaluations of subordinate staff and recommends appropriate personnel action

Performs other related duties as requested or assigned

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

SUPERVISION

Supervision Received:
This position receives general administrative direction from the Chief Director of Information Technology.

Supervision Exercised:
~~This position directly supervises the positions performing highly skilled professional level management information services work including the classifications of Systems Analyst; Database Administrator; Support Analyst; Programmer Analyst I, II, III, and IV; Information Systems Database Analyst,; and Computer Operator.~~ Positions in this classification exercise general supervision over Information Technology staff in Management Information Systems.

KNOWLEDGE, SKILLS AND ABILITIES

Working knowledge of and experience in system analysis, system architecture, advanced programming and system/database administration in an enterprise networking environment

Working knowledge of enterprise networking, Internet architecture, and enterprise directory structure

Working knowledge of information system security, backup/recovery strategy, business continuity, and disaster recovery

Working knowledge of systems integration, cloud-based mobile computing models

Working knowledge of operating systems and networked storage systems

Working knowledge of project planning and management

Knowledge of budgeting procedures and requirements sufficient to be able to administer a budget to accomplish information system services objectives

Knowledge of supervisory principles and practices sufficient to be able to delegate responsibility and assignments to subordinate personnel

Knowledge of employee development principles and practices sufficient to be able to ensure the long-range success of the organization by incorporating cross training, delegation, mentoring, job specific training, and other principles into the daily work of the network support services operation

Knowledge of supervisory principles and practices sufficient to be able to establish and implement subordinates' performance evaluation programs

Knowledge of supervisory principles and practices sufficient to determine the most appropriate course of action in handling grievances or disciplinary matters of subordinate staff

Knowledge of interviewing techniques sufficient to be able to select and hire appropriate personnel for positions or approve recommendations for subordinate supervisors

Ability to apply initiative, sound judgment, discretion and effective decision making to integrate organizational priorities, meet deadlines and achieve objectives

Ability to define work functions and developing methodologies to ensure effective completion of work assignments

Ability to develop and implement management information services policies and procedures

Ability to develop techniques and methodologies to resolve unprecedented problems or situations

Ability to maintain effective working relationships with administrators, managers, faculty, staff, student workers and outside contacts and vendors

Ability to communicate well both orally and in writing

Skill in utilizing the principles and practices of effective and persuasive communication to elicit information, negotiate problems resolution, influence and solicit cooperation and seek and obtain support

MINIMUM QUALIFICATIONS

Education Requirement:
Baccalaureate Degree in Computer Information Systems, Computer Science, Electronic Engineering, Business Administration, or a closely related field.

Experience Requirement:
Seven (7) years of recent professional level experience providing management information services which includes the following:

> at least three (3) years of recent experience in: Oracle core technology implementation, Oracle enterprise database, Oracle development tools, and Oracle application server technology.

> at least two (2) years of experience supervising professional level staff responsible for enterprise information systems development and implementation.

Experience with Ellucian Banner Student System implementation is highly desirable.

Relevant work experience in a California community college is desirable.

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

WORKING ENVIRONMENT & PHYSICAL DEMANDS

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

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

CLASS DETAIL

Job Family:	Information Technology
FLSA Status:	Exempt
Personnel Commission Approval Date:	03/18/09
Class History:	None
Revision Date(s):	Hay Study, November 30, 2006, 03/18/09, 4/17/13, 9/29/15, 5/3/23

Agenda Report Number	2
Subject	Examination Schedule: Director of MIS IT User Support Manager
Date	May 3, 2023
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

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

Class Title	Field of Competition	Time
Director of MIS	Promotional	3 Weeks
IT User Support Manager	Promotional	3 Weeks

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

Agenda Report Number	3
Subject	Ratification of Eligibility Lists: Chief Director of Information Technology Community College Police Dispatcher Disabled Student Services Assistant
Date	May 3, 2023
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

Classification	Field of Competition	Promotional	Total on List	Expiration Date
Chief Director of Information Technology	Merged Promotional and Open	0	9	4/30/2024
Community College Police Dispatcher	Merged Promotional and Open	1	5	4/18/24 & 1/31/24
Disabled Student Services Assistant	Merged Promotional and Open	0	11	4/24/2024

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

III. Adjournment

Disposition by the Committee	
Motion Made By	
Seconded By	
Ayes	
Nays	
Abstentions	
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 May 3, 2023, Special Meeting of the Santa Monica College Personnel Commission was posted on the Official District Website no later than 24 hours prior to the date and time of this meeting.