

Santa Monica College Personnel Commission
Special Meeting Agenda
May 31, 2023 - 12:00 p.m.

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Santa Monica College Personnel Commission
 Special Meeting Agenda
 May 31, 2023 - 12:00 p.m.

<p>DEPARTMENTS: PLEASE POST 3400 Airport/SBDC: Sasha King Academic Affairs: Sharon Thomas Accounts Payable: Cherry Aquino Admissions & Records: Esau Tovar African American Center: Sherri Bradford Athletics: Theresa Tang Auxiliary Services: Ofelia Meza Bundy: Beverly Redd-Walker Business Department: Peter Murray Campus Police Office: Jennifer Jones Campus Store: Elesee Juarez Career Services: Vicky Rothman Cashier's Office: Veronica Romo Center for Media & Design: Angela Valentine Community Education: Counseling Office: Custodian Time Clock: Anthony Williams Disabled Students Center: Nathalie Laille Early Childhood Ed.: L. Manson Emeritus Department: V. Rankin-Scales English Dept.: Martha Hall EOP&S: Nick Mata ESL Office: Jocelyn Alex Events Office: Faculty Association: Peter Morse Financial Aid Office: Sandra Hernandez Health Sciences: Clarenda Stephens Health Office: Nancy Alfaro HSS: Carolyn Baugh Institutional Research: International Education Center: Ana Jara KCRW: Latino Center: Maria Martinez Madison: Gail Johnson Maintenance/Operations: Kasey Garland Malibu: Angela Bice Math Village: Kristina Fukuda Media Center: L. Nakamura Modern Language: Travis Grant Music: Lori Geller Outreach & Recruitment: Giselle Gradilla Payroll: Ian Fraser Science: Ingrid Cardwell Student Life: Amelia Trejo Superintendent/Presidents Office: L. Kilian STEM: Vanan Yahnian Theater Arts: W& ED/Bundy: Tricia Ramos</p>	<p>ADMINISTRATORS AND MANAGERS Emeritus: Guadalupe Salgado Noncredit Programs: Scott Silverman Facilities: Dennis Biddle HR: Tre'Shawn Hall-Baker Info Tech: Marc Drescher IEC: N. Pressian Instructional Technology: Maintenance: Terry Kamibayashi Operations: Justin Carter Darryl Gray Felicia Hudson Robert Villanueva Receiving: Lisa Davis Supplemental Instruction: Wendi DeMorst</p>	<p>SUPERINTENDENT/PRESIDENT AND SENIOR STAFF Superintendent/President: Kathryn Jeffery Executive VP: VP Academic Affairs: VP Business/Admin: Chris Bonvenuto VP Enroll. Services: T. Rodriguez VP Human Resources: Sherri Lee-Lewis VP Student Affairs: M. Tuitasi Senior Director Government Relations & Institutional Communications: Don Girard Community Relations: Kiersten Elliott Public Information: Grace Smith</p> <p>PUBLIC POSTING LOCATION Online: www.smc.edu</p> <p>EMPLOYEE ORGANIZATIONS CSEA Labor Rep.: Ciera Chilton CSEA Chapter Pres.: Cindy Ordaz CSEA Chapter 1st V.P.: Martha Romano CSEA Chapter 2nd V.P.: Kennisha Green CSEA Chief Job Steward: Lee Peterson CSEA Treasurer: Dagmar Gorman CSEA Secretary: Judith Mosher CSEA Chief Development Officer: Luis Martin CSEA Communications Officer: SMC POA President: Officer Cadena Management Association: Scott Silverman</p> <p>IF YOU NEED AN ACCOMMODATION Written requests for disability-related modifications or accommodations that are needed in order to participate in the Commission meeting are to be directed to the Personnel Commission Office as soon in advance of the meeting as possible.</p> <p style="text-align: center;">Revised 5/12/2023</p>
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PUBLIC PARTICIPATION FOR VIRTUAL MEETINGS

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

Individuals wishing to speak or submit written comments to be read at the meeting are requested to send an email to personnel_commission@smc.edu, by no later than 11:30 a.m. on Wednesday, May 31, 2023. The email should include the following information:

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

Instructions for Speaking to the Commission through Zoom

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

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

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

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

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

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

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

Public Session: 12:00 p.m.

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

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

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

- i. Amended Recognition of Longevity: March 2023

15 Years

Denise Henninger, DSPS Manager, Center for Students with Disabilities

II. Agenda Reports: Major Items of Business

Report Number	Subject	Page Number
1	Approval of Advanced Step Placement: Community College Police Sergeant	3
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6	Ratification of Eligibility List: Accountant Buyer II Director of Management Information Systems (Promotional) IT User Support Manager (Promotional) Plumber	11
7	New Class Description and Salary Allocation: Director of Sustainability	12
8	Position Reclassification: Administrative Assistant I to Administrative Assistant II Erin O'Neill	19

III. Adjournment

Agenda Report Number	1
Subject	Approval of Advanced Step Placement: Community College Police Sergeant
Date	May 31, 2023
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

It is requested that the Personnel Commission approve an initial salary placement for Sonya Patterson, Community College Police Sergeant, at **Range M20, Step D** on the Classified Management Salary Schedule.

The Minimum Qualifications for this position include an Associate’s degree in a related field, and at least three years of experience as a P.O.S.T. Certified Police Officer. They must also possess a P.O.S.T. Basic Certificate and meet all the requirements for a P.O.S.T. Intermediate Certificate.

This candidate possesses an Associate’s degree in a related field and 6 years of experience as a P.O.S.T. Certified Police Officer. In addition, she also possesses a P.O.S.T. Intermediate Certificate and a P.O.S.T. Advanced Certificate.

Merit Rule 12.2.4 B (4) Salary on Employment

The maximum initial salary placement is the third step on the salary schedule, unless approval for higher initial salary placement is granted by the Personnel Commission, Superintendent/President, and the appropriate appointing authority. In order to be considered for initial salary placement above Step C, candidates must have more than four (4) additional years of training and experience beyond the years indicated in the class qualifications, and two or more of the criteria listed in 12.2.4.B.3. must be present

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

Agenda Report Number	2
Subject	Approval of Advanced Step Placement: Chief Director of Information Technology
Date	May 31, 2023
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

It is requested that the Personnel Commission approve an initial salary placement for Calvin Madlock, Chief Director of Information Technology, at **Range A21, Step D** on the Classified Administrator’s Salary Schedule.

The Minimum Qualifications for this position include a Bachelor’s degree in a related field, and at least seven years of recent professional experience in planning, developing and implementing complex, multi-vendor and multi-platform computer application services, four years of which is in a management capacity. Relevant work experience within a community college is desirable.

This candidate possesses a Master’s degree and over 16 years of job-related management experience, all within a community college in California, and a four-year out-of-state college. He also possesses certification as a Chief Information Systems Officer from the State of California Chief Information Systems Officers Association (CISOA).

Merit Rule 12.2.4 B (4) Salary on Employment

The maximum initial salary placement is the third step on the salary schedule, unless approval for higher initial salary placement is granted by the Personnel Commission, Superintendent/President, and the appropriate appointing authority. In order to be considered for initial salary placement above Step C, candidates must have more than four (4) additional years of training and experience beyond the years indicated in the class qualifications, and two or more of the criteria listed in 12.2.4.B.3. must be present.

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

Agenda Report Number	3
Subject	Request to Certify from an Alternate Eligibility List: Community College Police Officer
Date	May 31, 2023
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

BACKGROUND

An eligibility list has recently been established for Community College Police Sergeant. This eligibility list currently contains two candidates and one rank.

The duties of the Community College Police Officer include a significant portion of the duties included in the Community College Police Sergeant classification, and the necessary skills and knowledge for Community College Police Officer were adequately tested in the examination for Community College Police Sergeant.

Merit Rule 6.3.13 states the following:

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

RECOMMENDATION

It is recommended that the Commission approve the use of the eligibility list for Community College Police Sergeant to certify eligible(s) to any current and upcoming vacancies for Community College Police Officer.

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

Agenda Report Number	4
Subject	Examination Schedule: Campus Safety Officer Director of Sustainability
Date	May 31, 2023
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

Class Title	Field of Competition	Time
Campus Safety Officer	Merged Promotional and Open Competitive	Continuous
Director of Sustainability	Merged Promotional and Open Competitive	3 Weeks

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

Agenda Report Number	5
Subject	Ratification of Working Out of Class and Limited Term Assignments
Date	May 31, 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).

I. Provisional Working out of Class Assignment

Name/Permanent Class	Working out of Class Assignment*	Dates of Current Assignment
Matthew Kiaman, Director of Network Services	Chief Director of Information Technology	6/1/2023 to 7/31/2023

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

***Pending PBAR approval.*

II. Correction to Substitute Limited Term Assignment

Name/Permanent Class	Substitute Limited Term Assignment	Assignment Dates Previously Submitted	Corrected Assignment Dates
Nataly Gonzalez, Student Services Clerk	Program Specialist (Noncredit Initiatives)	5/1/2023 to 6/30/2023	5/2/2023 to 6/30/2023

III. Substitute Limited Term Assignment

Name/Permanent Class	Working out of Class Assignment*	Dates of Current Assignment
Nataly Gonzalez, Student Services Clerk	Program Specialist (Noncredit Initiatives)	7/1/2023 to 11/30/2023

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

**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	6
Subject	Ratification of Eligibility Lists: Accountant Buyer II Director of Management Information Systems (Promotional) IT User Support Manager (Promotional) Plumber
Date	May 31, 2023
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

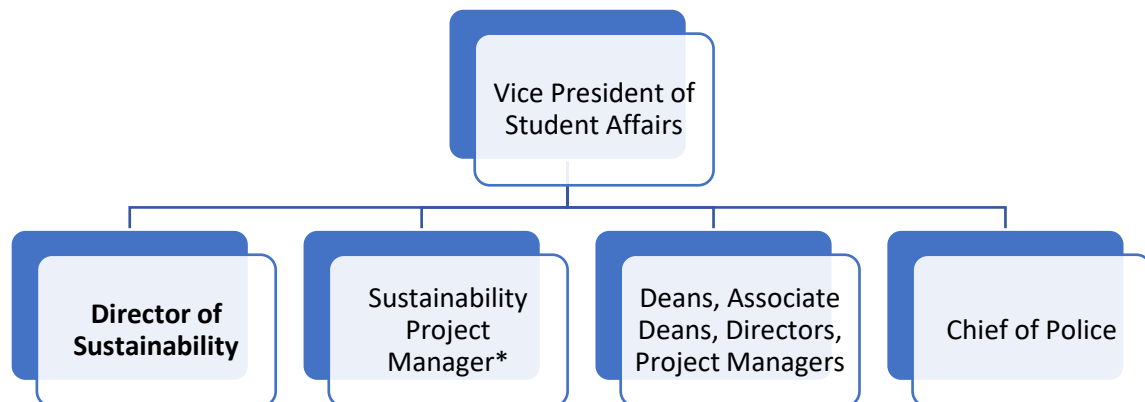
Classification	Number of Promotional Candidates	Total Number of Candidates	Expiration Date
Accountant	1	11	9/18/2023 & 5/26/2024
Buyer II	1	1	5/25/2024
Director of Management Information Systems (PROMO)	1	1	5/31/2024
IT User Support Manager (PROMO)	1	1	5/31/2024
Plumber	0	9	5/16/2024

Agenda Report Number	7
Subject	New Class Description and Salary Allocation: Director of Sustainability
Date	May 31, 2023
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	Amy Gurjian, Compensation and Classification Manager

BACKGROUND

Attached for your approval is a new class description and salary allocation for **Director of Sustainability**.

The Vice President of Student Affairs recently requested to create this new classified management role to plan, implement and direct the College’s sustainability strategy and initiatives to support the advancement of institutional goals and objectives.



** There is currently a Project Manager role managing program activities related to sustainability. The Department will not utilize the Director and Project Manager roles concurrently.*

METHODOLOGY

Personnel Commission worked with Mike Tuitasi, Vice President of Student Affairs, 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 reviewed 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 description and salary proposal and sent recommendations for review to 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 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:

- Provides leadership and guidance to the administration and College community on initiatives to improve the College's environmental performance, and develops, recommends and evaluates policies, plans, and proposals to meet the College's sustainability initiatives.
- Leads program implementation for the multi-disciplinary area of ocean economy and aquaculture, and assists faculty with incorporating sustainability concepts into curriculum, service-learning opportunities, and course content needed for students to meet the ecological literacy requirement for related degrees such as the Global Citizenship Associate Degree.
- Oversees the Sustainability Center and facilitates strategic environmental planning for related initiatives and programs; develops and sustains partnerships with outside agencies to collaborate on programs and services.

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 broader scope of management responsibilities related to facilities operations and energy management. 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 M28 (\$9,732 to 11,830 per month) on the Classified Management Salary Schedule.

Salary allocation was recommended considering internal comparison across management roles at the College. Higher level directors are responsible for multiple teams or oversee a College-wide core function with broader scope of responsibility. Lower paid directors report to lower-level administrators, where pay is commensurate with the level of knowledge and independent authority required. Please see comparison table below:

JOB TITLE	RANGE	MIN	MAX
Director of Grants	M24	\$8,828	\$10,730
Director of Financial Aid & Scholarships	M28	\$9,732	\$11,830
<i>Director of Sustainability (Proposed)</i>	<i>M28</i>	<i>\$9,732</i>	<i>\$11,830</i>
Director of Marketing & Communications	M30	\$10,219	\$12,421
Director of Public Information	M30	\$10,219	\$12,421
Director of the SMC Foundation	M30	\$10,219	\$12,421
Director of Web & Social Media Strategy	M30	\$10,219	\$12,421
Director of Auxiliary Services	M31	\$10,469	\$12,725
Director of Budget	M32	\$10,730	\$13,042
Director of Facilities Finance	M32	\$10,730	\$13,042
Director of Procurement, Contracts & Logistics	M32	\$10,730	\$13,042
Director of Facilities Maintenance & Operations	M34	\$11,267	\$13,694
Director of Safety & Risk Management	M34	\$11,267	\$13,694
Director of Facilities Planning & Construction	M39	\$12,725	\$15,466
Director of Human Resources	M39	\$12,725	\$15,466

Internal comparison of the job discipline was also considered to attract, motivate and retain qualified candidates through effective promotional paths.

JOB TITLE	RANGE	MIN	MAX	% DIFF BETWEEN LEVELS
<i>Director of Sustainability (Proposed)</i>	<i>M28</i>	<i>\$9,732</i>	<i>\$11,830</i>	<i>12.3%</i>
Sustainability Project Manager*	1AA	\$8,664	NA	56.5%
Recycling Program Specialist	34	\$5,537	\$6,730	

*Academic administrator role which will not be used concurrently with the proposed role.

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 Sustainability.

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

**Santa Monica Community College District
Personnel Commission**

Director of Sustainability

CONCEPT OF THE CLASS

Under general direction, this position is responsible for the strategic planning, development, and implementation of the College's sustainability initiatives, alternative transportation programs, and aquaculture program.

DISTINGUISHING CHARACTERISTICS

The **Director of Sustainability** plans, implements and directs the College's sustainability strategy and initiatives to support the advancement of institutional goals and objectives.

The **Recycling Program Specialist** develops, implements, and monitors the College's waste diversion programs to ensure compliance with applicable laws and other local community environmental regulations.

ESSENTIAL DUTIES

Provides support, leadership, and guidance to the administration and college community on methods to improve the College's environmental performance, through the implementation of educational campaigns and activities to promote environmental stewardship.

Develops and recommends policies, plans, and proposals to meet the College's sustainability initiatives; evaluates District-wide sustainability management programs to ensure target goals are being met.

Oversees the Sustainability Center and directs staff, utilizing student workers and interns to perform research and work on sustainability projects.

Facilitates strategic environmental planning for the College, including gathering, tracking, and analyzing data for the Environmental Audit, Climate Action Plan, and Greenhouse Gas Inventory.

Develops and sustains partnerships with outside agencies including the City of Santa Monica, local community organizations, and other educational institutions to collaborate on programs related to sustainability, transportation, and aquaculture.

Supports the development, implementation, and promotion of sustainable transportation options such as public transport, rideshare or vanpool programs by collaborating with staff and key stakeholders to meet the College's climate goals.

Facilitates the District Planning and Advisory Council Sustainability Task Force to accomplish mandated sustainability goals.

Works with the Facilities Planning Department to ensure that future campus plans are in line with the College sustainability goals; promotes green building standards on new construction and renovation projects.

Oversees and administers the Air Quality Management Division (AQMD) reporting and incentive program to track progress on environmental targets.

Leads the marketing, program outreach, and program implementation for the multi-disciplinary area of ocean economy and aquaculture.

Assists faculty with incorporating sustainability concepts into curriculum, service-learning opportunities, and course content needed for students to meet the ecological literacy requirement for related degrees such as the Global Citizenship Associate Degree.

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

Supports Associated Students environmental initiatives and events, including Earth Week activities, to market sustainability programs on campus.

Participates in the College's strategic planning initiatives; works to increase public and campus community awareness of College environmental policies, programs, procedures, and accomplishments; works to increase external funding for environmental initiatives via grants, donations, and other fundraising activities.

Manages recycling and composting projects in order to facilitate sustainable practices at the College.

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, the employee receives assignments from the Vice President of Student Affairs, and is expected to carry them through to completion with substantial independence.

Level of Supervision Exercised

Positions in this classification exercise general supervision over recycling specialists, administrative assistants, and student workers.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Federal, state and local laws and regulations pertaining to environmental issues

Principles of sustainability management and best practices

Principles and techniques of analyzing various sustainability program operations

Environmental program development, implementation, and evaluation

Principles, practices, and methods of sustainable transportation management including rideshare, commute programs, and other modes of transportation

Green building and construction principles

Carbon tracking and other sustainability metrics

Effective strategic planning, management, and leadership principles

Project management, program development and evaluation, including budgeting, setting goals and establishing criteria for success, planning and reporting

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

Ability to:

Plan, organize, and monitor the development and implementation of District-wide sustainability management programs

Write and administer grants, market program information and support outreach efforts

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

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

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

Stay updated on technology changes and adapt to new technologies

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

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

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 environmental sciences, business, biology, public policy, social sciences, or a closely related field.

Experience Requirement:

Four years of professional-level experience in sustainability management including assessment of transportation methods, green building, and recycling and resource opportunities, including two years of supervisory or program administration experience.

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:

A valid driver's 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, walk, and use the mechanical grinder for the compost machine. The employee is also occasionally required to travel around the main campus or off-campus for assignments, work irregular hours, and is occasionally exposed to odor or fumes.

CLASS DETAIL

Job Family:	Student Services (non-classroom)
FLSA Status:	Exempt
Personnel Commission Approval Date:	5/31/23
Class History:	None
Revision Date(s):	None

Agenda Report Number	8
Subject	Position Reclassification: Administrative Assistant I to Administrative Assistant II Erin O’Neill
Date	May 31, 2023
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	August Faustino, Personnel Analyst

BACKGROUND

As part of the cyclical review process for the Clerical and Administrative Support job discipline, the Personnel Commission conducted a position study for Erin O’Neill. The position study was initiated to determine if Erin O’Neill’s assigned duties and responsibilities are appropriately classified.

Erin O’Neill has been an Administrative Assistant I in the Santa Monica College Police Department (SMCPD) since October 2013. The SMCPD is a California P.O.S.T. Certified Agency with highly trained officers and support personnel committed to the highest standards of professionalism and service.

METHODOLOGY

The incumbent was asked to fill out a Position Description Questionnaire (PDQ). The submitted PDQ was received by the Commission Office on January 11, 2023 and reviewed. Personnel Commission staff met with the incumbent and with Johnnie Adams, Chief of Police, to gather additional details about the nature and level of duties assigned and performed, as well as the timeframe during which these duties were performed.

ANALYSIS

Key factors assessed when studying a position or classification include the knowledge required for the position, level of complexity, scope of responsibility, nature and purpose of contacts, degree of decision-making authority, and consequence of error.

According to the position study, Erin O’Neill is responsible for the following in a large, complex administrative area:

- Provides direct administrative support including the daily maintenance of the police staff calendar and schedule for Captain Romano. This includes arranging meetings, taking meeting minutes, distributing meeting minutes to all attendees and setting live scan appointments.

- Completes payroll, reporting and tracking of vacation/sick time for all police staff members, which includes police officers, classified staff, classified management, and student workers.
- Provides front desk customer service for the police department, uses conflict resolution techniques to de-escalate highly emotional patrons; screens phone and in person inquiries for urgency and refers to appropriate staff level: SMC Dispatch, Chief, Captain, Sergeants, Officers or Public Information Officer.
- Maintains, monitors and tracks budget expenditures, budget transfers, budget projections, prepares and processes requisitions and purchase requests. Maintains campus key and fob database and campus lost and found.
- With proper releases and credentials, incumbent performs records checks requested by government agencies; accesses confidential police files to report out requested information and report crime records.

FINDINGS

- Erin O'Neill qualifies for reclassification because her position has expanded over time to encompass duties and responsibilities that are commensurate with a higher-level classification with substantial impact on scope/effect of work, level of independence, complexity, knowledge required to effectively perform the job, and the nature and purpose of contacts. These duties are required to support normal department and District operations and cannot be absorbed by other staff members.
- Based on information gathered from the incumbent and her supervisor, Erin O'Neill has been assigned to perform these duties through gradual accretion for at least two years.
- Based on the duties assigned and the knowledge, skills and abilities required, the Administrative Assistant II classification encompasses the majority of the incumbent's essential duties in terms of knowledge, complexity, scope and effect of work, level of independence, and the nature and purpose of contacts.

Applicable Rules:

- In order to qualify for reclassification, the change in duties and responsibilities must occur through a gradual accretion of duties and not occasioned by the sudden assignment of wholly new duties. (Merit Rule 3.3.1.B (3))
- Merit Rule 3.3.2 defines gradual accretion of duties as "occurring over two (2) or more years of regular service."
- Determination as to whether gradual accretion has occurred will be based on the date the incumbent began the performance of the newly acquired duties and responsibilities,

and clear and convincing evidence of the employee’s continuing performance of the added duties and responsibilities. (Merit Rule 3.3.3 (B)(C))

- At least two (2) years must elapse before another request for reclassification can be initiated for the same position. (Merit Rule. 3.3.4.G)
- Changes in classification and salary resulting from the permanent reclassification of a position shall be effective no later than the first day of the month following the date on which the Personnel Commission takes action to approve reclassification of the position, provided the employee is eligible to be reclassified with his/her position without examination. (Merit Rule 3.3.7A(1))

RECOMMENDATION

It is recommended that the Commission reclassify Erin O’Neill’s position from an Administrative Assistant I to Administrative Assistant II, with a reclassification effective date of June 1, 2023.

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	June	21	2023	12:00 p.m.	Online

As required by law, the agenda for the May 31, 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.