

Santa Monica College Personnel Commission
Regular Meeting Agenda
June 21, 2023 - 12:00 p.m.

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Santa Monica College Personnel Commission Regular Meeting Agenda

<p>DEPARTMENTS: PLEASE POST 3400 Airport/SBDC: Sasha King Academic Affairs: Sharon Thomas Accounts Payable: Cherry Aquino Admissions & Records: Andrew Edwards 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: Debra Locke ESL Office: Jocelyn Alex Events Office: Susan Hudelson 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 6/15/2023</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, June 21, 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. Director's Report
- d. Public Comments: Non-Actionable Items from those in attendance.
 - i. Recognition of Employee Longevity-June 2023

5 YEARS

Sandra Hernandez, Administrative Assistant II, Financial Aid
Reggie Thomas, Custodian, Operations

10 YEARS

Kathleen Colimitras, Human Resources Specialist, Human Resources
Tamika Phillips, Administrative Assistant I, Psychology

15 YEARS

Valentin Caiseros, Irrigation Systems Specialist, Grounds

25 YEARS

David Dever, Director of Auxiliary Services, Auxiliary Services
Yim "Fai" Fong, Senior Programmer Analyst, Management Information Systems

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

II. Agenda Reports: Major Items of Business

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3	Request for Approval of Classification Revisions: Knowledge, Skills & Abilities Section for All Classified Job Descriptions	22
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8	Approval of Advanced Step Placement: Instructional Assistant – Learning Disabilities	48
9	Request to Certify from Alternate Eligibility List: Accounting Specialist	49
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11	New Classifications Descriptions and Salary Allocation for Facilities Maintenance and Operations: DIRECTOR OF FACILITIES MAINTENANCE DIRECTOR OF FACILITIES OPERATIONS MECHANICAL SYSTEMS MANAGER CONSTRUCTION MAINTENANCE MANAGER GROUNDS MANAGER CUSTODIAL OPERATIONS MANAGER	57

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

Report Number	Subject	Page Number
12	Examination Schedule: Academic Records Evaluator Accounting Specialist Community College Police Captain Construction Maintenance Manager Custodial Operations Manager Director of Facilities Maintenance Director of Facilities Operations Director of Facilities Programming Grounds Manager Human Resources Specialist Instructional Assistant-ESL Mechanical Systems Manager Senior Grounds Equipment Operator Student Services Specialist Web Content Developer	88
13	Certification of Seniority Lists: Director of Public Information Lead Laboratory Technician-Art	89
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19	Ratification of Eligibility List: Campus Safety Officer Instructional & Universal Designer Stage Construction Technician Veterans Resource Specialist	100
20	Extension of Eligibility Lists	101
21	Personnel Commission Project Status Report	103

IV. Adjournment

Agenda Report Number	1
Subject	Meeting Calendar for Fiscal Year 2023-2024
Date	June 21, 2023
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

Weekday	Month	Day	Year	Time
Wednesday	July	20	2023	12:00 p.m.
Wednesday	August	16	2023	12:00 p.m.
Wednesday	September	20	2023	12:00 p.m.
Wednesday	October	18	2023	12:00 p.m.
Wednesday	November	15	2023	12:00 p.m.
Wednesday	December	20	2023	12:00 p.m.
Wednesday	January	17	2024	12:00 p.m.
Wednesday	February	21	2024	12:00 p.m.
Wednesday	March	20	2024	12:00 p.m.
Wednesday	April	17	2024	12:00 p.m.
Wednesday	May	15	2024	12:00 p.m.
Wednesday	June	19	2024	12:00 p.m.

**June 19, 2024, is a District Holiday and the College will be closed.

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

Agenda Report Number	2
Subject	First Reading of Amendments to Rules and Regulations of the Classified Service-Chapter 14: Disciplinary Action and Appeals (No Action to be Taken)
Date	June 21, 2023
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

CHAPTER
XIV

DISCIPLINARY ACTION AND
APPEALS

Rule 14.1 DISCIPLINARY ACTION - SUSPENSION, DEMOTION, AND DISMISSAL (EDUCATION CODE SECTION 88123)

14.1.1 GENERAL PROVISIONS

- A. A permanent classified employee shall be subject to disciplinary action only for cause as prescribed by law or Section 4.14.1.4 of this Rule. No disciplinary action shall be taken against any permanent employee for any cause which arose ~~more than two years prior to the date in which the employee became permanent, nor for any cause which arose more than two years~~ preceding the date ~~of the filing of~~ the Notice of Disciplinary Action, unless such cause was concealed or not disclosed by the employee, ~~when it could reasonably be assumed that the employee should have disclosed the facts to the appropriate authority.~~
- B. No classified employee shall be suspended, demoted, or dismissed, or in any way discriminated against because of their ~~affiliations~~ ethnic group identification, race, color, national origin, religion, age, marital status, ~~sex~~, sexual orientation, gender, gender identity, gender expression, disabilities, ancestry, medical condition (as defined in Government Code Section 12926), language, accent, citizenship status, parental status, economic status, veteran status, or ~~religious or political beliefs or acts~~, except as provided in Section ~~4.14.1.4.A.6~~ of this Rule. ~~No classified employee shall be suspended, demoted, or dismissed, or in any way discriminated against because of their basis of associations or perceived affiliations with characteristics protected groups listed in this section.~~
- C. No permanent or probationary classified employee shall be suspended, demoted or dismissed until final approval is given by the Board, except for suspensions processed under Section 14.1.5.C of this Rule.

14.1.2

NOTICE OF DISCIPLINARY ACTION

- A. ~~A Notice of Disciplinary Action under this Rule shall contain specific charges in ordinary and concise language of the individual acts or omissions of the employee which have resulted in the recommendation for disciplinary action. The charges shall also include a listing of the cause specified in Section 4 of this Rule which has been violated by the employee and the date(s), time(s) and place(s) when the violation occurred.~~

An employee recommended for disciplinary action shall be served with a notice of recommended disciplinary action which shall, in ordinary and concise language, set forth the following information:

1. A statement of the nature of the disciplinary action being recommended (e.g. suspension without pay, dismissal).
 2. The specific causes and charges for disciplinary action.
 3. A statement of the specific acts or omissions on which the causes are based. If a violation of a rule, policy, or regulation of the District is alleged, the rule, policy or regulation shall be stated.
 4. Information about the employee's right to present information relative to the causes and charges for disciplinary action at a Pre-Disciplinary Conference (commonly called a "Skelly review meeting"), which shall take place not less than five (5) working days after receipt of this notice.
 5. The date, time, and place of the Skelly review meeting.
 6. The employee's right to contact their Union representative if applicable and to be accompanied by a representative of the employee's choice.
 7. The employee shall be advised of their right to review and receive a copy of any documents in their personnel file.
- B. ~~The employee shall be advised of their right to respond either orally or in writing within 5 working days after receipt of the notice to the person so designated on the notice. The employee shall also be advised of their right to review and receive a copy of all any documents in their personnel file, on which the disciplinary action is based.~~

- C. ~~All communications~~ notice of recommended disciplinary action from the District to the employee shall either be:
1. Delivered personally ~~and signed for by the employee.~~
 2. Emailed along with ~~Sent by~~ certified mail, return receipt requested, to the last known address of the employee on file with the District in the Personnel Commission Office.

14.1.3

DEFINITIONS

- A. Suspension shall mean the temporary removal of an employee from a position for cause with loss of pay as a disciplinary measure, or indefinite removal preliminary to investigation of charges pursuant to Section 88123 of the Education Code.
- B. Demotion shall mean the involuntary reduction-change of assignment of an employee from a class with a higher pay scale-range to a class with a lower pay scale range ~~or from a higher salary increment step to a lower salary increment step.~~
- C. Dismissal shall mean the involuntary separation of an employee from service for cause.

14.1.4

CAUSES FOR SUSPENSION, DEMOTION OR DISMISSAL

- A. A permanent classified employee may be subject to ~~immediate~~ disciplinary action ~~by the Board only~~ for the following causes:
1. Insubordination, including, but not limited to refusal to do reasonably assigned work or any other serious breach of discipline. {The refusal to follow an unlawful order or directive does not constitute insubordination.}
 2. ~~Discourteous,~~ offensive or abusive conduct toward other employees, students or the public.
 3. Misuse, ~~or~~ theft, destruction or mishandling of District property, or property of employees or students of the District.
 4. Offering anything of value, or offering any service in exchange for special treatment in connection with the employee's job or employment, or the accepting of anything of value or any service in exchange for granting any

- special treatment to another employee or to any member of the public.
5. Unauthorized possession of opened alcoholic beverage containers or drinking alcoholic beverages or being intoxicated while on the job ~~or~~ Unauthorized use of narcotics or habit forming unlawful drugs, or being under the influence of drugs not prescribed by a licensed physician while on the job.
 6. Engaging in political activities during assigned hours of employment.
 7. Immoral conduct.
 8. Conviction of a crime of violence or moral turpitude or a serious crime where the nature of the crime is such that it will indicate that the employee is a poor employment risk for the particular job they hold in the District.
 9. Conviction of a sex offense or a narcotics offense as defined in Education Code Sections 87010 or 87011. Note: An employee convicted of a sex offense as defined in the Education Code shall be dismissed.
 10. Abandonment of position, which shall be interpreted to mean an absence without approved leave or abuse of leave privileges continued notification in excess of five (5) working days except in case of dire emergency.
 11. Knowingly falsifying any information supplied to the District including but not limited to information supplied on application forms, employment records and other records.
 12. Persistent violation or refusal to obey District safety rules or other procedures made applicable to the District by the Board, or by any appropriate state or governmental agency.
 13. Any willful failure of good conduct tending to injure the public service or its reputation with particular regards to students.
 - ~~14. Abandonment of position, which shall be interpreted to mean an absence without continued notification in excess of 5 working days except in case of dire emergency.~~

~~45~~14. Advocacy of the overthrow of federal, state, or local government by force, violence or other unlawful means.

~~46~~15. ~~Willful or persistent violation of these rules or adopted and implemented procedures of a department when such procedures are made known to the employee in writing.~~

~~47~~156 Failure to report for review of criminal records or for a health examination after due notice.

~~48~~167 ~~Sexual—h~~arassment of any student, employee, ~~member of the Board of Trustees, or any member of the public while on any of the District campuses or facilities as prohibited by~~in Board Policy. ~~4112.2.~~

B. A permanent classified employee shall be subject to disciplinary action for the following performance -related causes; only after the employee has received notice of unsatisfactory performance and an opportunity to correct it~~the issues~~. ~~completion of Need for Work Improvement and Unsatisfactory — Work Performance — Notices — as provided in Section 6B of this Rule.~~

1. Incompetence, below standard work performance, a pattern of inefficiency, or continued negligence in the performance of the duties of their position.

2. Repeated or unexcused tardiness or absence after warning.

3. Persistent discourteous conduct towards other employees, students or the public.

4. Persistent violation or refusal to obey District safety rules or other procedures made applicable to the District by the Board or any appropriate state or federal agency.

5. Willful or persistent violation of these rules or adopted and implemented procedures of a department when such procedures are made known to the employee in writing.

~~C. — A permanent classified employee may be subject to removal from service or change in status under this rule due to physical or mental unfitness for service as determined by the District physician. The employee~~

~~shall retain their right to appeal. The administration shall base its decision to recommend removal or change in status on the following factors:~~

- ~~1. The degree of physical or mental unfitness and the doctor's prognosis as they relate to the duties to be performed.~~
- ~~2. The number of positions in the employee's classification and subsequent uniqueness or degree of specialty in the position, and the availability of a person qualified to substitute during the absence of the employee.~~
- ~~3. The degree and frequency of previous sick leave usage. Particular attention shall be paid to employees who have extraordinary use or lack of use of sick leave, together with consideration for the circumstances surrounding previous use of sick leave.~~

Section 14.1.5

14.1.5

PROCEDURE FOR ~~SUSPENSION~~ DISCIPLINARY ACTION

- A. An employee may be demoted, or suspended without pay for no more than 30 calendar days, or dismissed for cause as listed in Section 14.1.4 of this Rule
- B. In connection with misconduct-related causes set forth in Section 14.1.4.A of this Rule, the District may take action appropriate to the misconduct, which may range from an oral warning to dismissal, depending on the severity of the misconduct. The District may use the steps set forth in this Section for such misconduct as it deems appropriate.
- C. In connection with performance-related causes set forth in Section 14.1.4.B of this Rule, the District may take appropriate action, which may range from oral warning to dismissal, depending on its severity and only after providing the employee with notice of the deficiency and opportunity to correct it.
- ~~A. An employee may be demoted, dismissed, or suspended for cause as listed in Section 4.A. 14.1.4 of this Rule without pay for no more than 30 calendar days upon the approval of the Superintendent or the District Personnel Administrator designee, subject to ratification by the Board of Trustees at their next regular meeting.~~
- D. The employee shall be served with notice of disciplinary action in accordance with 14.1.2 of this Rule.
- ~~B. When a request for suspension is made, a Notice of Disciplinary Action must be completed by the immediate supervisor and submitted to the District Personnel Administrator for final approval after approval by the appropriate District departmental administrator. The Notice of Disciplinary Action must contain specific charges as required in Section 2 of this Rule and must be delivered to the employee not less than 1 working day prior to the effective date of the suspension. A copy of the notice shall be filed with the Director of the Personnel Commission.~~
- ~~C. An employee may be peremptorily suspended for up to one day without pay by their immediate supervisor with the approval of the departmental administrator for cause as listed in Section 4.A of this Rule when such suspension is necessary to safeguard the best interest of the District or the employee. Such suspensions shall be documented on the appropriate Notice of Disciplinary Action and~~

~~presented to the employee prior to their return to work at a conference with the employee's supervisor(s) and the Personnel Administrator. All procedures for notification required in these rules shall then be complied with.~~

~~D. Preemptory Board suspensions are subject to ratification by the Board at the next meeting following the suspension.~~

~~— An employee recommended for disciplinary action shall be served with a notice of recommended disciplinary action which shall, in ordinary and concise language, set forth the following information:~~

~~— A statement of the nature of the disciplinary action being recommended (e.g., suspension without pay, demotion, dismissal).~~

~~— The specific causes and charges for disciplinary action.~~

~~— A statement of the specific acts or omissions on which the causes are based. If a violation of a rule, policy, or regulation of the District is alleged, the rule, policy or regulation shall also be stated.~~

~~— If the employee is represented, the following information should be included as well:~~

~~— Notification of their right to present information relative to the causes and charges for disciplinary action at a Pre Disciplinary Conference (commonly called a "Skelly review meeting"), which shall take place not less than five (5) working days after receipt of the notice.~~

~~— The date, time, and place of the Skelly review meeting, if applicable.~~

~~— The employee's right to contact their union concerning representation and to be accompanied by a representative of the employee's choice.~~

E. After the employee has had an opportunity to respond to the notice of recommended disciplinary action or has not requested such an opportunity to respond, the Superintendent/President or designee shall determine whether to proceed with the recommendation for disciplinary action. In the event that the

Superintendent/President determines to recommend disciplinary action, such recommendation shall be submitted to the Board of Trustees.

F. The Board of Trustees may ~~either~~ accept, modify or reject the recommendation for disciplinary action. In the event that the Board of Trustees takes action to impose discipline, such disciplinary action shall be implemented on the day following the Board of Trustee's action or such other day as determined by the Board of Trustees.

G. No disciplinary action shall be implemented prior to action by the Board of Trustees- ~~except as authorized by the Education Code. However, the District may initiate an immediate suspension without pay pending final disciplinary action by the Board of Trustees when reasonable cause exists to believe the suspension is to protect the best interest of the District. In the even the District immediately suspends an employee without pay, the District shall provide the employee with a notice of disciplinary action within one (1) day after the unpaid suspension. An employee shall have the right to respond to the immediate unpaid suspension and to the notice of disciplinary action set forth in this Section.~~

Section 14.1.6

~~14.1.6 PROCEDURE FOR DEMOTION AND DISMISSAL~~

~~A. When a regular classified employee is recommended for demotion or dismissal for cause as listed in Section 4.A of this Rule, a Notice of Disciplinary Action shall be prepared by the immediate supervisor, approved by the departmental administrator, and transmitted to the District Personnel Administrator for final approval. A copy of the Notice shall be presented to the employee at least 5 working days prior to Board action as provided in section 2 of this Rule. A copy of this Notice shall also be filed with the Director of the Personnel Commission. The District Personnel Administrator shall then present the recommendation for demotion or dismissal of the employee to the Board for action at their next meeting.~~

~~B. In cases of disciplinary action arising from causes listed in Section 4.B of this Rule, the immediate supervisor and departmental administrator shall provide the employee with the following three Notices before demotion or dismissal can be recommended:~~

~~1. First Notice: Need of Work Improvement~~

~~2. Second Notice: Unsatisfactory Work Performance~~

~~3. Final Notice: Recommendation of Disciplinary Action~~

~~The Notices shall be prepared according to procedures provided in Section 2 of this Rule and each notice shall provide a minimum 30 calendar day period for the employee to improve. Should the employee improve their performance to a satisfactory level, the immediate supervisor and departmental administrator shall document the employee's performance on the following form:~~

~~4. Job Performance Progress Report~~

~~Should the employee's performance not improve, the disciplinary action may proceed as specified in part A of this section.~~

~~Section 14.1.6.C~~

~~CGH.~~ An employee who has permanent status in the classified service and who has been promoted to a higher class may be ~~demoted-reinstated involuntary~~ during the probationary period to their former class without right of appeal, unless ~~this would e-demotion shall~~ result in separation of the employee from the classified service, ~~or the employee's appeal falls under the provision of Section 14.1.6.B of this Rule. (Education Code Section 88124)~~

~~DH.~~ Dismissal of a permanent classified employee shall cause removal of the employee's name from all employment and eligibility lists.

~~_____ In connection with discipline for the performance-related causes set forth in Section 14.1.4.B, progressive steps shall be used to assist the employee and give the employee an opportunity to improve and correct any conduct or performance that negatively affects their job performance. Progressive steps may be taken or repeated as deemed appropriate by the District. Prior to disciplining an employee for a performance-related cause set forth in Section 14.1.4.B, the District shall, at a minimum, have provided the employee with a Conference Memorandum first, and then a Written Reprimand.~~

~~Section 14.1.7~~

14.1.76 PROCEDURE FOR NOTIFICATION OF CHARGES TO THE PERSONNEL COMMISSION

- A. When the Board has taken final action to demote or dismiss the employee, the ~~District Personnel Administrator~~ Vice President of Human Resources or designee shall, within 3 working days, notify the Director of the Personnel Commission in writing of the Board's action.
- B. The Director of the Personnel Commission shall, within 10 working days of the Board's action to approve suspension, demotion, or dismissal, notify the employee. The Director of the Personnel Commission shall, at the next regular meeting, file written charges with the Commission.
- C. The notification of charges to the employee shall contain:
 - 1. A copy of the written charges.
 - 2. The time allowed to file an appeal.
 - 3. The right of the employee to a hearing on the appeal.
 - 4. The requirements for the employee's response as set forth in these Rules.

Rule 14.2

Rule 14.2

PROCEDURE FOR APPEAL AND HEARING (EDUCATION
CODE SECTIONS 88124, 88125-?)2, 88126)

14.2.1

PROCEDURE FOR APPEAL

- A. A permanent employee who has been suspended, demoted, or dismissed may appeal to the Personnel Commission within 14 calendar days after receipt of the Notice of Charges from the Director of the Personnel Commission by filing a written answer to the charges and they may request a hearing.
- B. The employee's written answer to the charges must include facts based on the following grounds:
 - 1. That the charges made do not constitute sufficient cause for the action taken.
 - 2. That the action taken was not in accord with the facts.
 - 3. That there was an abuse of discretion.
 - 4. That the procedures set forth in these rules have not been followed.
 - 5. That the disciplinary action was taken because of political affiliations, or religious beliefs or opinions, race, color, national origin, ancestry, sex, employee organization members or non-membership, marital status, disability, or medical condition (as defined in Government Code Section 12926).
- C. For purposes of this Rule, if a notice is mailed, the working day following the postmark date and time of the notice shall be considered to be the official date and time of receipt.
- D. Failure to appeal as provided in this Rule shall make the action of the Board final and conclusive.

Section 14.2.2

14.2.2

PROCEDURE FOR HEARING

- A. After an employee has made and filed their appeal in answer to the charges against them, the Personnel Commission shall investigate or cause to be investigated the matter on appeal and may require further evidence from either party. The Commission may, and upon request of an accused employee, shall order a hearing. If a hearing is to be conducted, the Personnel Commission shall then fix the time and place of the hearing which shall be within a reasonable length of time from the receipt of the appeal and shall provide written notification to all parties.

The Personnel Commission may appoint a hearing officer to conduct any hearing and report the findings and recommendations to the Commission. Such recommendations shall not be binding on the Commission.

- B. Hearings shall be conducted in the manner most conducive to determination of the truth, and neither the Commission nor its hearing officers shall be bound by technical rules of evidence. Decisions made by the Commission shall not be invalidated by any informality in the proceedings.
- C. The hearing shall be electronically tape recorded. However, either party may request that the hearing be recorded by a court reporter, in which case the party making the request shall bear the cost as determined by the Director of the Personnel Commission.
- D. The Personnel Commission or its hearing officer shall determine the relevancy, weight, and credibility of testimony and evidence. It shall base its findings on a preponderance of evidence.
- E. The burden of proof shall be on the Board.

Section 14.2.2.F

- F. Each party will be permitted an opening statement, with the Board or its designated representatives opening first. Each party shall be permitted closing arguments with the employee closing first. The Board shall next present its witnesses and evidence to sustain its charges, and the employee will then present his witnesses and evidence in defense.
- G. Each party will be allowed to examine and cross examine witnesses.
- H. The Board, the Commission and the employee will be allowed to be represented by separate legal counsel or other designated representatives.
- I. The Commission or the Director of the Personnel Commission may and shall, if requested by the Board or the employee, subpoena witnesses and/or require the production of records or other material evidence.
- J. The Commission may, prior to or during a hearing, grant a continuance for any reason it believes to be important to its reaching a fair and proper decision.
- K. A hearing shall be held in closed session unless an open hearing is requested by the employee. The Commission may, at its discretion, exclude witnesses not under examination except the employee and the party attempting to substantiate the charges against the employee and their respective counsel. When hearing testimony on alleged scandalous or indecent conduct, all persons not having a direct interest in the hearing may be excluded.
- L. The Commission may deliberate its decision in closed session and exclude all persons other than members of the Commission and its staff or counsel. If its counsel also served as counsel for the Board, they shall be barred from the Commission's final deliberations.

Section 14.2.3

14.2.3

FINDINGS AND ORDER

- A. The Commission shall render its judgment as soon after the conclusion of the investigation or hearing as possible, and unless an agreement for an extension is accepted by all parties, the decision shall be made within 14 calendar days after conclusion of the hearing. Its decision shall set forth which charges, if any, are sustained or rejected and the reasons therefore.
 - 1. The Commission's decision shall be set forth in writing by the Director of the Personnel Commission and signed by the chairman of the Commission and be sent to all parties of interest.
- B. The Commission may sustain or reject any or all of the charges filed against the employee. If the Commission finds in favor of the employee, it may:
 - 1. Order the employee's reinstatement upon such terms and conditions as it may determine appropriate.
 - 2. Modify the disciplinary action, but not to make more stringent the action taken by the Board.
 - 3. Order paid all or part of the employee's full compensation from the time of suspension, demotion, or dismissal.
 - 4. Order paid by the Board compensation for all or part of the legitimate expenses incurred by all parties in pursuit of the appeal.
 - 5. Order the employee transferred or changed in work location.
 - 6. Order seniority credit for off-time pending reinstatement.
 - 7. Order expunction from the employee's personnel file all records pertaining to the disciplinary action on charges which were or were not sustained by the Commission.
- C. The decision of the Commission shall be final.

Section 14.2.4

14.2.4

TRANSCRIPT OF HEARING

- A. A copy of the transcript of the hearing shall be furnished to either party upon written request made within 90 calendar days of the decision of the Commission. The Director of the Personnel Commission shall cause the transcript to be typed and the cost of copies shall be borne by the party requesting such copies in an amount as determined by the Director of the Personnel Commission to be representative of the actual costs of preparation.

Agenda Report Number	3
Subject	Request for Approval of Classification Revisions: Knowledge, Skills & Abilities Section for All Classified Job Descriptions
Date	June 21, 2023
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	Amy Gurjian, Classification & Compensation Manager

BACKGROUND

In an effort to update current Knowledge, Skills & Abilities (KSA) requirements in our job descriptions to reflect College Diversity, Equity, Inclusion, and Accessibility (DEIA) priorities, we are recommending the following changes across all descriptions for the classified service:

Remove current ability requirement in the KSA section:

- 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

Add new ability requirements in the KSA section:

- Establish and maintain effective working relationships with others, supporting a climate of anti-racism and mutual respect that values people of all backgrounds, demographics, and experiences
- Demonstrate a commitment to diversity, equity, inclusion, and accessibility principles and participate in related training
- **Directors and higher only:** Recognize practices that perpetuate inequity and respond appropriately by formulating and implementing recommendations for equity-minded practices and eliminating barriers to success in all areas of responsibility
- **Directors and higher only:** Promote, support, educate, and hold accountable for results of equity-enhancing efforts, fostering a culture of care, inclusivity, belonging, and mutual respect

The following sources were used to develop new requirements:

Hotep Equity Audit

Santa Monica College Student Equity Plan

Santa Monica College EEO Plan

California Community Colleges Chancellor's Office (CCCCO) DEI Statement, Title 5 CCR 51201

CCCCO EEO/Diversity Best Practices Handbook

Community Policing, Title 5 CCR 59704

CCCCO Glossary of Terms

Recommended changes have been sent for review to union partners, the Management Association, Business Services, Human Resources, and the Superintendent/President.

RECOMMENDATION

It is recommended that the Commission approve the KSA changes for all classified job descriptions as presented.

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

Agenda Report Number	4
Subject	DEIA Initiative in the Personnel Commission
Date	June 21, 2023
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

CURRENT STATUS

Santa Monica College utilizes a merit system in conducting recruitments for all classified positions, and in overseeing the development and maintenance of a classification system that serves as a basis for ensuring equitable pay practices. A merit system provides for the selection and promotion of employees on the basis of merit and fitness, classification maintenance and salary allocation based on the concept of like pay for substantially similar work, without regard to race, ethnicity, gender, gender identify, sexual orientation, socio-economic status, age, disability, religion, or other protected categories.

Our Personnel Commission is responsible for the administration of the Merit System at Santa Monica College. To minimize barriers to employment that are not job-related, and to ensure compliance with the California Education Code Sections relevant to merit system operations (Section 88060 – 88139), we carry out these responsibilities through the following practices:

- Ensuring hiring decisions are based solely on job-related factors. We utilize a content validation process outlined in the EEOC’s Uniform Guidelines for Employee Selection Procedures to link test and interview content and scoring standards to the most critical job requirements. We also utilize a competency modeling approach to job analysis that helps define a broader area for assessment.
- Monitoring hiring committee outcomes to ensure decision criteria is job-related, driven by evidence, and not based on potential biases.
- Recording all interviews and maintaining these recordings for a minimum of 90 calendar days to reference if needed for addressing complaints.
- Allowing candidates to review their results, and to formally protest if they feel an evaluation was biased. The Director of the Personnel Commission has the authority to overturn any rating if evidence shows it was the result of a biased judgment.
- Establishing minimum requirements for each job, based on job analysis data, to ensure that these requirements are relevant to the type and level of the job and do not unduly restrict candidate pool diversity.
- Maintaining a system of continuous classification review to ensure job descriptions are updated and accurately reflect the level and nature of work required.
- Monitoring and analysis of hiring process outcomes to assess their impact on candidate diversity and inform continuous improvement efforts.

The Personnel Commission utilizes a classification system for classified positions that ensures everyone with the same job title is paid within the same salary range, regardless of who they know, or their gender, race, ethnicity, and/or other protected categories. Differences in pay within the same classification are based solely on seniority, or on pre-defined criteria, such as bilingual stipends or shift differentials in accordance with applicable collective bargaining agreements or merit rules. We utilize a Position Reclassification Study process as a remedy to address complaints related to pay equity within a job series. If our findings show that an employee has been performing duties regularly that are paid at a higher level, we have the authority to grant temporary working out of class pay or permanent reclassification to the higher-paying job.

GENERAL INITIATIVES FOR 2023-2024

In our ongoing commitment to continuous improvement in this area, Personnel Commission staff is planning to implement the following initiatives during the upcoming fiscal year:

- Adding a common group of knowledge and skills to all class descriptions that will more effectively represent the District’s DEIA priorities.
- Increasing the number and variety of recruitment sources we utilize in order to attract more diverse applicant pools, particularly in areas which are historically underrepresented.
- Expanding our analysis of applicant and candidate pools in order to better identify tools and processes which have the greatest impact on improving the diversity within our workforce.
- Committing ourselves to participate in ongoing DEIA training and development.

RECOMMENDATION

It is recommended that the Commission discuss and approve the initiatives presented in this report.

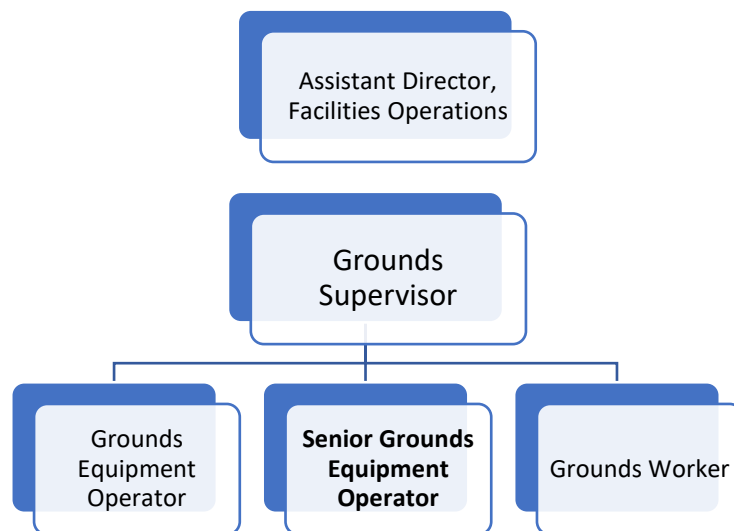
Disposition by the Committee	
Motion Made By	
Seconded By	
Ayes	
Nays	
Abstentions	
Amendments/Comments	

Agenda Report Number	5
Subject	New Class Description and Salary Allocation: Senior Grounds Equipment Operator
Date	June 21, 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 **SENIOR GROUNDS EQUIPMENT OPERATOR**.

Personnel Commission staff received a request from the Facilities Department to create a lead role to oversee and assign the work of the Grounds Equipment Operator and Grounds Workers, in addition to performing related work. Commission staff worked with the Assistant Director of Facilities Operations to develop the new classification. The creation of this classification will assure coverage of every role in the Grounds department.



METHODOLOGY

Personnel Commission staff worked with Dennis Biddle, Assistant Director of Facilities Operations 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:

- Plans, schedules and assigns gardening and grounds maintenance activities.
- Inspects and reviews the work of Grounds staff to ensure completion of assigned tasks.
- Performs maintenance and repair of campus grounds, irrigation systems, walk-ways, parking areas and equipment; plans landscape designs and changes.
- Assists Irrigation Specialist with installation of irrigation systems and/or components (lines, valves, sprinklers, time clocks, etc.) to ensure that systems are in proper working condition as needed.

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

AGENCY	JOB TITLE	MIN	MAX	MEDIAN
Santa Monica College	<i>Senior Grounds Equipment Operator*</i>	\$5,405	\$6,570	\$5,988
Cerritos College	Lead Groundskeeper	\$5,149	\$6,187	\$5,668
Contra Costa CCD	Grounds Worker, Lead	\$5,564	\$6,779	\$6,172
Foothill De Anza CCD	Head Grounds Gardener	\$5,217	\$6,925	\$6,071
Riverside CCD	Senior Groundsperson	\$4,387	\$5,344	\$4,866
State Center CCD	Lead Groundskeeper Specialist	\$4,514	\$5,552	\$5,033
Ventura County CCD	Lead Grounds Maintenance Worker	\$4,324	\$5,971	\$5,148
	Average	\$4,859	\$6,126	\$5,493
	25th Percentile	\$4,419	\$5,656	\$5,061
	50th Percentile	\$4,831	\$6,079	\$5,408
	75th Percentile	\$5,200	\$6,631	\$5,970
	80th Percentile	\$5,217	\$6,779	\$6,071
	90th Percentile	\$5,425	\$6,866	\$6,121
	SMC % RANK	90.8%	72.9%	75.8%
	SMC Difference From AVG	10.1%	6.8%	8.3%
	SMC Difference From MED	10.6%	7.5%	9.7%

**Proposed title*

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

SALARY ALLOCATION

It is recommended that the salary be allocated to RANGE 33 (\$5,405 to \$6,570 per month) on the Classified Employee Salary Schedule, placing the new salary at the 76th percentile ranking when compared to the market median.

Salary allocation is justified given that it meets the College’s goal to target base median salary at or above the 70th percentile; one range lower would place market standing at the 69th percentile. The goal was to recommend a competitive salary to attract, motivate and retain qualified candidates through effective promotional paths.

Please see salary data for jobs in Grounds Services job discipline.

JOB TITLE	MIN	MAX	RANGE	% DIFF BETWEEN LEVELS
Grounds Supervisor	\$5,976	\$7,264	M8	10.56%
Irrigation Systems Specialist	\$5,405	\$6,570	33	0.00%
Senior Grounds Equipment Operator	\$5,405	\$6,570	33	15.77%
Grounds Equipment Operator	\$4,670	\$5,675	27	13.00%
Grounds Worker	\$4,131	\$5,022	22	

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

RECOMMENDATION

It is recommended that the Commission approve the new class description and salary allocation for Senior Grounds Equipment Operator.

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

**Santa Monica Community College District
Personnel Commission**

Senior Grounds Equipment Operator

CONCEPT OF THE CLASS

Under general direction, positions in this classification perform related grounds work and are responsible for leading and coordinating the work of Grounds staff, ensuring that projects are completed in a timely manner.

DISTINGUISHING CHARACTERISTICS

The **Senior Grounds Equipment Operator** classification leads and coordinates the day-to-day work of Grounds staff, ensuring assigned duties are completed in an effective, safe, and timely manner, and performs related grounds work.

The **Irrigation Systems Specialist** position is responsible for performing technical work in installing, maintaining, and repairing sprinklers and other irrigation systems.

The **Grounds Equipment Operator** classification performs duties that require the use of medium grounds and maintenance power equipment. Gardening responsibilities require the application of fertilizers, herbicides, growth retardants, and insecticides.

ESSENTIAL DUTIES

Plans, schedules and assigns gardening and grounds maintenance activities.

Inspects and reviews the work of Grounds staff to ensure completion of assigned tasks.

Performs maintenance and repair of campus grounds, irrigation systems, walk-ways, parking areas and equipment; plans landscape designs and changes.

Oversees secured document shredding, vehicle maintenance, pest and waste management.

Requests equipment and supplies for the purpose of maintaining inventory and ensuring availability of required items.

Assists Irrigation Specialist with installation of irrigation systems and/or components (lines, valves, sprinklers, time clocks, etc.) to ensure that systems are in proper working condition as needed.

Perform minor repairs and/or regular maintenance schedules to equipment assigned to Grounds Department

Responds to emergency situations for the purpose of resolving immediate safety concerns.

Operates medium grounds and maintenance power equipment such as riding mowers, riding sweepers, skip loader, forklift, rototiller, back hoe, and trencher; operates general gardening equipment; ensures equipment is in safe operating condition and performs preventative maintenance.

May fill in for assigned staff during an absence or when required.

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 supervision from the Grounds Supervisor.

Level of Supervision Exercised

Positions in this classification do not supervise others; however, they serve as lead workers providing work direction and training to Grounds staff.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Pesticide oversight used for gardening and landscaping

Inventory management

Project coordination

Pest or waste management

Tools and equipment use for gardening and landscaping

Equipment safety procedures

Safe handling, mixing and application of chemicals

Care and maintenance of plants, trees, grasses, flowers, and shrubs

Landscaping and maintenance of grounds and athletic fields

Plant and tree identification

Fertilizers and herbicides, growth retardants, and insecticides

Ability to:

Lead grounds maintenance projects and upkeep tasks

Maintain landscape and sprinkler systems

Facilitate and coordinates work assignments and adjusting work schedules as required

Inspect work areas for consistent application of standards

Read and interpret safety rules and manuals, operating and maintenance instructions, and policy and procedure manuals

Complete work order forms and other required documents

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

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

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

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

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:

Graduation from high school or equivalent.

Experience Requirement:

Three years of grounds maintenance experience performing groundskeeping and/or landscaping duties. Experience directing the work of others as a lead 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.

Licensure and/or Certification:

A valid driver's license.

Must be certified on Forklift Operation through District-provided training and certification within the first six (6) months of hire.

Must attend annual Pesticide Handler Worker Safety Training provided by the District.

California State Qualified Applicator License (QAL) or Qualified Applicator Certificate (QAC) in Landscape Maintenance is desirable.

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 use fingers and hands to use hand and power tools, run equipment, and to handle materials. The employee is frequently required to stand, walk, sit, reach with hands and/or arms, climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds with or without assistance, and with or without the aid of devices used to assist in the lifting effort.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is frequently exposed to moving mechanical parts, high, precarious places, fumes or airborne particles and toxic or caustic chemicals. The employee is occasionally exposed to risk of electrical shock and works with vibration causing tools or equipment. The noise level in the work environment is moderate to very loud.

CLASS DETAIL

Job Family: Facilities/Maintenance

FLSA Status: Non-exempt

Personnel Commission Approval Date:

Class History: New Classification

Revision Date(s):

Agenda Report Number	6
Subject	Revisions to Class Description and Salary Reallocation: Accounts Payable Supervisor
Date	June 21, 2023
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	August Faustino, Personnel Analyst

BACKGROUND

Attached for your approval are the class description revisions and salary reallocation for **Accounts Payable Supervisor**.

In response to an ad-hoc study request submitted in October 2022, Personnel Commission staff conducted a study of the Accounts Payable Supervisor classification in Fiscal Services. The Accounts Payable Supervisor position plans, organizes and supervises the day-to-day staff, operations, and activities of the District’s Accounts Payable Department.

The Accounts Payable Supervisor classification was established on October 20, 1998. This classification has been revised several times since its establishment. The most recent revision was approved in October 2020. There is currently one permanent incumbent in this classification. The proposed changes will not adversely affect the incumbent.

METHODOLOGY

A Request for Ad-Hoc Classification Study Form and Position Description Questionnaire (PDQ) were submitted to the Commission on October 18, 2022. Both forms were reviewed by Commission staff. A job audit was conducted with the incumbent to gather additional details about the scope of responsibilities, level of complexity of the duties, knowledge required for the role and the timeframe during which these duties were performed. Interviews were conducted with the incumbent’s supervisor, Irma Haro, Controller, to discuss the classification description. In addition, the supervisor was requested to complete a duty analysis worksheet by rating the frequency and criticality of each duty in the current classification description. Distinguishing characteristics were modified to delineate this classification from related roles, knowledge and abilities section was updated, minimum qualifications were updated and duties were added and modified to more accurately reflect the professional accounting responsibilities assigned to this classification.

A job evaluation and an external salary study of public agencies with positions that have comparable duties and responsibilities was conducted. Salary data was gathered based on the comparison of positions with the level of duties and responsibilities most similar to the subject position.

RESULTS

Based on the data gathered revisions to the class description are being proposed, to include a more accurate description of the work performed. The job analysis findings indicate that the responsibilities of the Accounts Payable Supervisor have gradually increased in complexity over the last two years. The changes being presented serve to clarify the class concept, update the essential duties and KSAs (knowledge, skills, and abilities) and modify the distinguishing characteristics. This job is now responsible for performing complex professional accounting duties as well as being responsible for supervising the Accounts Payable Department.

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). Several of our comparable agencies did not have an equivalent job similar to the nature and level of work required for this classification. At the majority of agencies comparable roles did not include both professional level accounting duties and supervisory duties in Accounts Payable. As a result, the salary recommendation is based on internal comparison with similar roles at the College.

SALARY REALLOCATION

It is recommended that the salary for Accounts Payable Supervisor be reallocated from Range M14 of the Classified Management Salary Schedule (\$6,918 to \$8,408 per month) to Range M17 (\$7,439 to \$9,043 per month), a 7.5% increase. The proposed increase will be commensurate with the role's increased complexity. The proposed reallocation will also align the salary for this classification with other classifications with similar job evaluation results and preserve salary differentials in the job family.

The results of this study have been sent to Department Management, Business Services, Human Resources, and executive leadership.

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

JOB TITLE	REPORTS TO	RANGE	MIN	MAX	% DIFF BETWEEN LEVELS
Chief Director of Business Services	VP, Business Administration	A21	\$15,853	\$17,478	47.74%
Controller	Chief Director of Business Services	M32	\$10,730	\$13,042	21.55%
Accounting Manager	Controller	M24	\$8,828	\$10,730	10.24%
Payroll Manager*	Chief Director of Business Services	M20	\$8,008	\$9,732	7.65%
Accounts Payable Supervisor	Controller	M17	\$7,439	\$9,043	10.53%
Accountant	Accounting Manager	42	\$6,730	\$8,181	27.63%
Accounting Specialist	Accounts Payable Supervisor	30	\$5,022	\$6,105	

**proposed in subsequent agenda item*

RECOMMENDATION

It is recommended that the Commission approve the classification revisions and salary reallocation for the Accounts Payable Supervisor.

**FROM: \$6,918 to \$8,408 per month
(Classified Management Salary Range M14)**

**TO: \$7,439 to \$9,043 per month
(Classified Management Salary Range M17)**

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

**Santa Monica Community College District
Personnel Commission**

Accounts Payable Supervisor

CONCEPT OF THE CLASS

Under general direction, this position plans, organizes and supervises the day-to-day staff, operations, and activities of the District's Accounts Payable Department and performs complex professional accounting activities for the District.

DISTINGUISHING CHARACTERISTICS

The **Accounts Payable Supervisor** oversees the activities and operations of the District Accounts Payable Department, reviews and conducts performance management, executes supervision over assigned staff and provides direction and training. This position also has responsibility for performing complex professional accounting activities.

The **Controller** plans, organizes, and directs the accounting, accounts payable, budgeting auditing and payroll activities of the District to ensure compliance with related policies, rules, laws and regulations.

An **Accounting Specialist** performs journey level and complex clerical accounting activities with direct accountability in preparing, maintaining and processing accounts payable, accounts receivable, revolving cash funds, financial aid payments and/or reimbursements. Incumbents perform routine to advanced clerical accounting duties consistent with standard practices and established guidelines, with a moderate to high degree of independent judgment.

ESSENTIAL DUTIES

Supervises employees of the Accounts Payable department, assigns and reviews work participates in new employee selection, discipline and termination; trains employees and evaluates employee performance.

Analyzes, researches, prepares and audits accounts payable records and reports; resolves accounts payable discrepancies; recommends adjustments or amendments to correct current or potential account deficits; checks for coding errors and corrects as necessary.

Manages, reviews, reconciles, and audits District liability accounts including accounts payable vendor liability, vendor prepayments, manual accruals and retention accounts.

Monitors, reconciles, researches and resolves budget discrepancies related to encumbrances.

Analyzes, reports, maintains and performs most critical accounts payable functions, including sales and use tax, debt obligation and general ledger voucher entries.

Responds to questions, requests and problems; answers questions and advises departments on status of accounts; provides assistance in the resolution of accounts payable discrepancies and issues.

Communicates and corresponds with various outside sources regarding accounts payable functions; may participate in or assist with reports required by outside agencies.

Assures compliance with Federal, State, County and District requirements and procedures.

Assists with annual reports, journal entries from County, daily reports; processes transactions needed to clear suspense lists and exception reports; assists with balancing County expenditures and revenues as needed.

Participates in accounts payable functions during peak workload periods and in the absence assigned personnel.

Calculates and prepares transfers of various County and District financial documents; oversee data entry into County systems; communicates with District and County offices to verify accuracy and completeness of records and reports and to maintain appropriate accounting controls.

Prepares, maintains and analyzes complex financial records and reports.

Prepares accounts payable liability year end schedules for audit.

Assists Controller with review of policies; develops, makes recommendations and implements regarding accounts payable procedures and processes and maintains internal controls in accordance with Generally Accepted Accounting Principles (GAAP).

Attends and participates in management development programs, seminars and workshops.

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 direction from the Controller.

Supervision Exercised:

This position exercises general supervision over the Accounting Specialist positions.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Business, management, and supervisory principles and practices involved in strategic planning, resources allocation, work assignment and delegation, performance evaluation, employee motivation, staff development and training, grievances management and imposition of corrective or disciplinary action

Principles, practice, and procedures of accounting and financial analysis, including Generally Accepted Accounting Principles (GAAP), as they relate to governmental accounting, auditing and budgeting

Financial analysis and research procedures

Effective customer service techniques

Federal, State, and District policies, procedures, rules, regulations and practices related to the preparation of accounting records, including accounts payable, accounts receivable, revolving cash funds,

Application data process used in the maintenance of accounting records and financial administration

Accounting, statistical bookkeeping and financial terminology, theories, methods, practices, and procedures

Effective office management practices and procedures

Basic mathematics

Ability to:

Supervise assigned work functions, provide resources needed, and delegate responsibility according to staff abilities, opportunities for development and relevant rules and policies to ensure effective and timely completion of work assignments

Perform professional level accounting work

Verify accounting data and resolve discrepancies

Communicate effectively, both orally and in writing

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

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

Organize, set priorities, meet competing deadlines and exercise sound independent judgement within areas of assigned responsibility

Analyze situations and adopt an effective course of action

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

Stay abreast of technology changes and adapt to new technologies

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

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

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

Model professional integrity and ethics and deal quickly with breaches and misconduct

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:

~~Associate's~~ Bachelor's degree or equivalent in Accounting, Business Administration, Finance or a closely related field.

Experience Requirement:

Three ~~(3)~~ years ~~progressively responsible~~ of professional accounting experience ~~or clerical accounting experience in an~~. One ~~(1) or more years~~ year of lead or supervisory experience in an accounts payable, accounting or budget/finance department is preferred. Governmental accounting experience is preferred.

Education/Experience Equivalency:

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

Licensure and/or Certification:

None.

WORKING ENVIRONMENT & PHYSICAL DEMANDS

Disclosure:

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

Normal Office Environment:

While performing the duties of this job the employee is regularly required to sit, use hands to keyboard, type, or handle materials, and talk and/or hear. The employee is occasionally required to stand and walk. The employee is regularly required to lift, carry, push, or pull up to 10 pounds. While performing the duties of this job, the noise level in the work environment is usually quiet.

CLASS DETAIL

Job Family: Business Administration & Fiscal Services

FLSA Status: Exempt

Personnel Commission Approval Date: 11/02/06

Class History: Established 10/20/98

Revision Date(s): 11/02/06 Hay Study, 12/12/18, 10/21/20, 6/21/23

Santa Monica Community College District
Personnel Commission

Accounts Payable Supervisor

CONCEPT OF THE CLASS

Under general direction, this position plans, organizes and supervises the day-to-day staff, operations, and activities of the District's Accounts Payable Department and performs complex professional accounting activities for the District.

DISTINGUISHING CHARACTERISTICS

The **Accounts Payable Supervisor** oversees the activities and operations of the District Accounts Payable Department, reviews and conducts performance management, executes supervision over assigned staff and provides direction and training. This position also has responsibility for performing complex professional accounting activities.

The **Controller** plans, organizes, and directs the accounting, accounts payable, budgeting auditing and payroll activities of the District to ensure compliance with related policies, rules, laws and regulations.

An **Accounting Specialist** performs journey level and complex clerical accounting activities with direct accountability in preparing, maintaining and processing accounts payable, accounts receivable, revolving cash funds, financial aid payments and/or reimbursements. Incumbents perform routine to advanced clerical accounting duties consistent with standard practices and established guidelines, with a moderate to high degree of independent judgment.

ESSENTIAL DUTIES

Supervises employees of the Accounts Payable department, assigns and reviews work participates in new employee selection, discipline and termination; trains employees and evaluates employee performance.

Analyzes, researches, prepares and audits accounts payable records and reports; resolves accounts payable discrepancies; recommends adjustments or amendments to correct current or potential account deficits; checks for coding errors and corrects as necessary.

Manages, reviews, reconciles, and audits District liability accounts including accounts payable vendor liability, vendor prepayments, manual accruals and retention accounts.

Monitors, reconciles, researches and resolves budget discrepancies related to encumbrances.

Analyzes, reports, maintains and performs most critical accounts payable functions, including sales and use tax, debt obligation and general ledger voucher entries.

Responds to questions, requests and problems; answers questions and advises departments on status of accounts; provides assistance in the resolution of accounts payable discrepancies and issues.

Communicates and corresponds with various outside sources regarding accounts payable functions; may participate in or assist with reports required by outside agencies.

Assures compliance with Federal, State, County and District requirements and procedures.

Assists with annual reports, journal entries from County, daily reports; processes transactions needed to clear suspense lists and exception reports; assists with balancing County expenditures and revenues as needed.

Participates in accounts payable functions during peak workload periods and in the absence assigned personnel.

Calculates and prepares transfers of various County and District financial documents; oversee data entry into County systems; communicates with District and County offices to verify accuracy and completeness of records and reports and to maintain appropriate accounting controls.

Prepares, maintains and analyzes complex financial records and reports.

Prepares accounts payable liability year end schedules for audit.

Assists Controller with review of policies; develops, recommends and implements accounts payable procedures and processes and maintains internal controls in accordance with Generally Accepted Accounting Principles (GAAP).

Attends and participates in management development programs, seminars and workshops.

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 direction from the Controller.

Supervision Exercised:

This position exercises general supervision over the Accounting Specialist positions.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Business, management, and supervisory principles and practices involved in strategic planning, resources allocation, work assignment and delegation, performance evaluation, employee motivation, staff development and training, grievances management and imposition of corrective or disciplinary action

Principles, practice, and procedures of accounting and financial analysis, including Generally Accepted Accounting Principles (GAAP), as they relate to governmental accounting, auditing and budgeting
Financial analysis and research procedures

Effective customer service techniques

Federal, State, and District policies, procedures, rules, regulations and practices related to the preparation of accounting records, including accounts payable, accounts receivable, revolving cash funds,

Application data process used in the maintenance of accounting records and financial administration

Accounting, statistical bookkeeping and financial terminology, theories, methods, practices, and procedures

Effective office management practices and procedures

Basic mathematics

Ability to:

Supervise assigned work functions, provide resources needed, and delegate responsibility according to staff abilities, opportunities for development and relevant rules and policies to ensure effective and timely completion of work assignments

Perform professional level accounting work

Verify accounting data and resolve discrepancies

Communicate effectively, both orally and in writing
Interpret, apply, explain and reach sound decisions in accordance with applicable laws and regulations, and District policies and procedures

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

Organize, set priorities, meet competing deadlines and exercise sound independent judgement within areas of assigned responsibility

Analyze situations and adopt an effective course of action

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

Stay abreast of technology changes and adapt to new technologies

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

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

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

Model professional integrity and ethics and deal quickly with breaches and misconduct

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 or equivalent in Accounting, Business Administration, Finance or a closely related field.

Experience Requirement:

Three years of professional accounting experience . One year of lead or supervisory experience in an accounts payable, accounting or budget/finance department is preferred. Governmental accounting experience is preferred.

Education/Experience Equivalency:

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

Licensure and/or Certification:

None.

WORKING ENVIRONMENT & PHYSICAL DEMANDS

Disclosure:

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

Normal Office Environment:

While performing the duties of this job the employee is regularly required to sit, use hands to keyboard, type, or handle materials, and talk and/or hear. The employee is occasionally required to stand and walk. The employee is regularly required to lift, carry, push, or pull up to 10 pounds. While performing the duties of this job, the noise level in the work environment is usually quiet.

CLASS DETAIL

Job Family: Business Administration & Fiscal Services

FLSA Status: Exempt

Personnel Commission Approval Date: 11/02/06

Class History: Established 10/20/98

Revision Date(s): 11/02/06 Hay Study, 12/12/18, 10/21/20, 6/21/23

Agenda Report Number	7
Subject	Salary Reallocation: Payroll Manger
Date	June 21, 2023
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	August Faustino, Personnel Analyst

BACKGROUND

Attached for your approval is the salary reallocation for **Payroll Manager**. The Personnel Commission received an ad-hoc study request to review the allocated salary. Ad-hoc studies are requests made outside of the cyclical review calendar. This request was approved by senior management before a salary study was initiated.

The Payroll Manager classification was established in December of 1977 and was most recently reviewed in April 2019 as part of the cyclical study.

METHODOLOGY

Personnel Commission staff conducted a comprehensive salary survey of comparable public agencies with positions that have comparable duties and responsibilities.

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

AGENCY	JOB TITLE	MIN	MAX	MEDIAN
Santa Monica College	Payroll Manager	\$7,264	\$8,828	\$8,046
Foothill De Anza CCD	Payroll Supervisor	\$8,464	\$11,349	\$9,907
Contra Costa CCD	Payroll Services Supervisor	\$7,173	\$8,740	\$7,957
Glendale Community College	Payroll Supervisor	\$6,354	\$8,104	\$7,229
Pasadena City College	Supervisor, Payroll	\$8,738	\$10,685	\$9,712
Santa Barbara City College	Payroll Manager	\$6,408	\$7,808	\$7,108
Ventura County CCD	Payroll Supervisor	\$6,787	\$9,413	\$8,100
	Average	\$7,321	\$9,350	\$8,335
	25th Percentile	\$6,503	\$8,263	\$7,411
	50th Percentile	\$6,980	\$9,077	\$8,028
	75th Percentile	\$8,141	\$10,367	\$9,309
	80th Percentile	\$8,464	\$10,685	\$9,712
	90th Percentile	\$8,601	\$11,017	\$9,809
	SMC % RANK	61%	43%	52%
	SMC Difference From AVG	-1%	-6%	-4%
	SMC Difference From MED	4%	-3%	0%

The current salary range for Payroll Manager is \$7,264 to \$8,828 per month (Classified Management Salary Range M16). In this survey, SMC’s position is at the 52% median percentile when compared to the market median.

SALARY REALLOACTION

It is recommended that the salary for Payroll Manager be reallocated from Range M16 of the Classified Management Salary Schedule (\$7,264 to \$8,828 per month) to Range M20 (\$8,008 to \$9,732 per month), a 10% increase. The proposed increase would place the median salary for this classification at the 70th percentile compared to the market, which meets the District’s goal to target the 70th percentile and will facilitate the College in attracting and retaining qualified candidates. The salary proposal for this classification has been sent for review to the incumbent, Business Services, Human Resources, and executive leadership.

Below is a chart of related classifications within the job discipline.

JOB TITLE	RANGE	MIN	MAX	% DIFF BETWEEN LEVELS
Chief Director of Business Services	A21	\$15,853	\$17,478	47.74%
Controller	M32	\$10,730	\$13,042	21.55%
Accounting Manager	M24	\$8,828	\$10,730	10.24%
<i>Payroll Manager (Proposed)</i>	<i>M20</i>	<i>\$8,008</i>	<i>\$9,732</i>	<i>7.65%</i>
<i>Accounts Payable Supervisor*</i>	<i>M17</i>	<i>\$7,439</i>	<i>\$9,043</i>	<i>10.53%</i>
Accountant	42	\$6,730	\$8,181	27.63%
Payroll Specialist	32	\$5,273	\$6,410	

*Proposed on preceding agenda item

RECOMMENDATIONS

It is recommended that the Commission approve the proposed salary reallocation for Payroll Manager.

FROM: \$7,264 to \$8,828 per month
 (Classified Management Salary Schedule Range M16)

TO: \$8,008 to \$9,732 per month
 (Classified Management Salary Schedule Range M20)

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

Agenda Report Number	8
Subject	Approval of Advanced Step Placement: Instructional Assistant – Learning Disabilities
Date	June 21, 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 Jeni Chang Gulinelli, Instructional Assistant – Learning Disabilities, at Range 23, Step D on the Classified Salary Schedule.

The Minimum Qualifications for this position include eighteen (18) semester hours of college coursework in Special Education, Learning Theory, Learning Disabilities, or Developmental Psychology or a BA/BS in any subject. Experience tutoring students with Learning Disabilities is desirable.

This candidate possesses a master’s degree in counseling and 4 years of full-time equivalent experience providing tutoring services for students with learning disabilities.

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	9
Subject	Request to Certify from Alternate Eligibility List: Accounting Specialist
Date	June 21, 2023
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

BACKGROUND

An eligibility list has recently been established for Accountant. This eligibility list currently contains four candidates and four ranks.

The duties of the Accounting Specialist include a significant portion of the more basic duties included in the Accountant classification, and the necessary skills and knowledge for Accounting Specialist were adequately tested in the examination for Accountant.

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 Accountant to certify eligible(s) to any current and upcoming vacancies for Accounting Specialist.

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

Agenda Report Number	10
Subject	Class Description Correction: Event Scheduling Specialist
Date	June 21, 2023
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	Tatiana Morrison, Personnel Technician John Linke, Supervising Personnel Analyst

BACKGROUND

Attached for your approval is the revised classification description for Event Scheduling Specialist. This classification was recently established to monitor and maintain the event scheduling database to support the rental and permitting of College facilities for non-academic purposes. Subsequent to Commission approval, Personnel Commission staff identified a need to correct the Job Family and FLSA Status fields.

METHODOLOGY

Personnel Commission staff have made the necessary corrections to the Job Family and FLSA status fields. Revisions have been sent to senior leadership and CSEA for review.

RECOMMENDATIONS

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

Disposition by the Committee	
Motion Made By	
Seconded By	
Ayes	
Nays	
Abstentions	
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:	Community Outreach Government Relations/Institutional Advancement
FLSA Status:	Non-Exempt Exempt
Personnel Commission Approval Date:	4/18/2023
Class History:	None
Revision Date(s):	Now Class <u>6/21/2023</u>

**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:	Community Outreach
FLSA Status:	Non-Exempt
Personnel Commission Approval Date:	4/18/2023
Class History:	None
Revision Date(s):	6/21/2023

Agenda Report Number	11
Subject	New Classifications Descriptions and Salary Allocation for Facilities Maintenance and Operations: DIRECTOR OF FACILITIES MAINTENANCE DIRECTOR OF FACILITIES OPERATIONS MECHANICAL SYSTEMS MANAGER CONSTRUCTION MAINTENANCE MANAGER GROUNDS MANAGER CUSTODIAL OPERATIONS MANAGER
Date	June 21, 2023
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	Karen Monzon, Personnel Analyst John Linke, Supervising Personnel Analyst

BACKGROUND

Attached for your approval are new classification descriptions and salary allocations for management positions in Facilities Maintenance and Operations.

Personnel Commission staff received a request from the Vice President of Business and Administration to facilitate a reorganization plan of management classifications in Facilities Maintenance and Operations. This reorganization is designed to enhance efficiency and retention and provide potential promotional opportunities within the Facilities Maintenance and Operations management series.

METHODOLOGY

Personnel Commission staff worked with Department leadership to develop the new roles. Discussions took place to define and clarify the parameters of the proposed classifications, and to make initial recommendations 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 for all roles, 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.

Job evaluations and external salary studies were conducted to identify similar roles in comparable agencies. Internal comparisons were also reviewed to ensure that there is proper alignment with other classifications, and duties are adequately distinguished from other related classifications. Once the duties were finalized, Commission staff prepared the class descriptions and salary proposals and sent recommendations for review to senior leadership.

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

RESULTS

A comprehensive salary survey of 16 comparable agencies was conducted to determine percentile ranking. Sufficient market data was located for the new Mechanical Systems Manager, but was not available for other management classifications due to variability in scope and level of work assigned. As such, the Mechanical Systems Manager was used as an anchor to determine salary range placement for the remaining new management classifications.

Based on salary survey data, it is recommended that salary for the Mechanical Systems Manager be allocated to Range M24 (\$8,828 to \$10,730) on the Classified Management Salary Schedule. This will place the median salary at the 77th percentile, which satisfies the District's target of 70th percentile. Allocating the salary one range lower (Range M23, \$8,612 to \$10,469 per month) will result in a median salary at the 59th percentile. This will result in a seven-range increase (19%) from the existing lower-level management classification, the Facilities Maintenance Supervisor. See results of moderate to strong matches.

AGENCY	JOB TITLE	MIN	MAX	MEDIAN	STUDENT COUNT	STUDENT FTE	GF REVENUE ACTUAL	TOTAL EE FTE
Santa Monica College	Mechanical Systems Manager	\$8,828	\$10,730	\$9,779	41,108	22,135	\$244M	1,245
Cerritos College	Manager, Facilities	\$8,699	\$10,942	\$9,821	30,390	16,881	\$161M	943
El Camino College	Facilities Systems Supervisor	\$7,271	\$9,352	\$8,312	30,933	16,062	\$182M	1,044
Los Angeles CCD	General Foreman	\$9,339	\$11,570	\$10,455	220,986	83,138	\$925M	4,513
Mt. San Antonio College	Manager, Facilities Projects	\$8,960	\$10,195	\$9,578	63,181	33,823	\$287M	1,328
Riverside CCD	Maintenance Manager	\$7,825	\$9,526	\$8,675	60,591	29,941	\$350M	1,700
Santa Barbara City College	Maintenance Supervisor	\$6,409	\$7,808	\$7,109	21,781	12,038	\$153M	680
	Average	\$8,084	\$9,899	\$8,991				
	25th Percentile	\$7,409	\$9,396	\$8,402				
	50th Percentile	\$8,262	\$9,861	\$9,126				
	75th Percentile	\$8,895	\$10,755	\$9,760				
	80th Percentile	\$8,960	\$10,942	\$9,821				
	90th Percentile	\$9,150	\$11,256	\$10,138				
	SMC % RANK	70%	74%	77%				
	SMC Difference From AVG	8%	8%	8%				
	SMC Difference From MED	6%	8%	7%				

SALARY ALLOCATION

It is recommended that the seven-range increase (19%) be maintained between the other proposed new management classifications and the existing lower-level classifications currently in use. Please see the internal comparison table below, which reflects the new classifications and proposed salary reallocation.

JOB TITLE	RANGE	MIN	MAX	% DIFF BETWEEN LEVELS
Director of Facilities Planning and Construction	M39	\$12,725	\$15,466	12.94%
Director of Facilities Maintenance & Operations ¹	M34	\$11,267	\$13,694	7.62%
Director of Facilities Maintenance (PROPOSED)	M31	\$10,469	\$12,725	0.00%
Director of Facilities Operations (PROPOSED)	M31	\$10,469	\$12,725	10.26%
Assistant Director of Facilities Planning and Construction	M27	\$9,495	\$11,542	7.56%
Assistant Director, Facilities Maintenance ²	M24	\$8,828	\$10,730	0.00%
Assistant Director, Facilities Operations ²	M24	\$8,828	\$10,730	0.00%
Mechanical Systems Manager (PROPOSED)	M24	\$8,828	\$10,730	5.00%
Construction Maintenance Manager (PROPOSED)	M22	\$8,408	\$10,219	13.03%
Facilities Maintenance Supervisor ²	M17	\$7,439	\$9,043	5.00%
Construction Maintenance Supervisor ²	M15	\$7,085	\$8,612	0.00%
Grounds Manager (PROPOSED)	M15	\$7,085	\$8,612	2.41%
Custodial Operations Manager (PROPOSED)	M14	\$6,918	\$8,408	15.76%
Grounds Supervisor ²	M8	\$5,976	\$7,264	2.50%
Custodial Operations Supervisor ²	M7	\$5,830	\$7,085	

1 Proposed to be abolished.

2 To be abolished once vacated.

If the proposed classifications are approved, the Department intends to fill the new classifications through promotional recruitments. The proposal for the new classifications was sent for review to the area Vice President, Human Resources, and the Superintendent/President.

RECOMMENDATION

It is recommended that the Commission abolish the Director of Facilities Operations & Maintenance, and approve the new class descriptions and proposed salary allocation for the following Facilities Maintenance and Operations management roles:

- Director of Facilities Maintenance (Range M31: \$10,469 to \$12,725 per month)
- Director of Facilities Operations (Range M31: \$10,469 to \$12,725 per month)
- Mechanical Systems Manager (Range M24: \$8,828 to \$10,730 per month)
- Construction Maintenance Manager (Range M22: \$8,408 to \$10,219 per month)
- Grounds Manager (Range M15: \$7,085 to \$8,612 per month)
- Custodial Operations Manager (Range M14: \$6,918 to \$8,408 per month)

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

**Santa Monica Community College District
Personnel Commission**

Director of Facilities Maintenance

CONCEPT OF THE CLASS

Under the general direction, this position plans, directs, and oversees the District's facilities, maintenance, construction, remodeling, mechanical, utilities and energy management services. The Director develops short and long-term strategic plans which align with the District's goals and objectives.

DISTINGUISHING CHARACTERISTICS

The Director of Facilities Maintenance oversees the District's construction, maintenance, renovations, remodeling, and mechanical, utilities and energy management services.

The Director of Facilities Operations oversees the District's Custodial and Grounds services which includes responsibility for planning, implementing, and monitoring program operations.

The Construction Maintenance Manager plans, manages, and evaluates construction trades activities and operations of the Facilities Maintenance Department and assumes primary responsibility for project-level planning and execution of related State scheduled maintenance projects.

The Mechanical Systems Manager plans, manages, and evaluates the mechanical trades activities and operations of the Facilities Maintenance Department and assumes primary responsibility for project-level planning and execution of related State scheduled maintenance projects.

ESSENTIAL DUTIES

Coordinates implementation of the District facilities maintenance plan, oversees ongoing physical inspection of District facilities, development of priorities, and the creation of work orders for necessary repairs, replacements, and modifications to substandard facilities.

Establishes operations schedules and prioritizing routine mechanical and construction work projects to minimize disruption of academic and community service programs.

Oversees the management of the Facilities Work Order program, including receipt of maintenance requests for repair, replacement, preventative maintenance, and facilities remodeling; oversees evaluation of requests; supervises data input to generate and close work orders; oversees assignment of work orders to appropriate area for completion.

Prepares and administers annual, short-term, and long-term budget, expenditure and staffing plans for all areas within the Maintenance department; assists in developing the Facilities state funded and scheduled maintenance budgets; ensures that projections are aligned with planning and academic assumptions.

Ensures maintenance and updating of District standards for electrical, structural, and mechanical systems, and engages a broad range of Facilities input to ensure maintenance and operations needs are encompassed by resulting standards.

Oversees the optimization of the District's energy management systems and asbestos abatement programs; ensures that programs comply with District and governmental standards and codes; coordinates implementation of the Southern California Air Quality Management District (AQMD), California Environmental Quality Act (CEQA): and regulations with regard to District equipment.

Collaborates with Director of Facilities Planning in connection with major construction projects and remodels.

Develops and implements the District's five-year Deferred Maintenance Program and Hazard Mitigation Program

Reviews architectural and engineering drawings to optimize efficiency of utilities and comply with District needs for maintenance service and durability.

Represents the District in appropriate interactions with local and state offices, business organizations, community groups and others; investigates and resolves complaints generated by the local community, or internal District constituents that relate to area of responsibility.

Coordinates with Santa Monica City Public Works for projects that impact College facilities.

Coordinates with all Santa Monica College Departments for projects or programs that require Maintenance.

Coordinates and inspects work related to facilities, planning and operations, including inspection work of contractors for maintenance projects and ensures compliance with District standards, building, health and safety regulations, education codes, and other applicable federal, state and local laws and regulations.

Oversees the ongoing physical inspection of District facilities, development of priorities, and the creation of work orders for necessary repairs, replacements, and modifications to substandard facilities.

Confers with direct reporting staff to plan, develop and implement programs and support services in assigned areas of responsibilities; coordinates work assignments; schedules and reviews work to assure compliance with established standards, requirements and procedures; assures employee understanding of established requirements.

Prepares and maintains various records and reports related to projects, work orders, plans, specifications, inspections, expenditures, inventory, facility use, hazardous waste, personnel, waste management, budgets and assigned activities; assures mandated reports are distributed to appropriate governmental agency according to established timelines.

Serves on various college committees; attends and conducts a variety of meetings; communicates with other administrators, personnel and contractors to coordinate activities and programs; resolves issues and exchanges information.

Develops and implements the District's five-year Deferred Maintenance Program, Preventative Maintenance Program, and Hazard Mitigation Program.

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 Business and Administration and is expected to carry them through to completion with substantial independence.

Level of Supervision Exercised

General supervision is exercised over managers in Facilities Maintenance.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Laws affecting the construction, maintenance and repair of college facilities, applicable state and local building safety and health codes, State of California and California Community College Chancellor's Office guidelines and standards, building and education codes, and applicable federal and state laws, including the Americans with Disabilities Act as related to facilities planning, construction and maintenance

Engineering technologies for central plant centrifugal chiller, scroll compressor, and hydronic refrigerant technology system operations.

Principles and practices of personnel management and leadership, strategic planning, organization and business management, and effective administration of facilities maintenance and operations

Modern construction and facilities planning methods and practices and their application in Class I and Class II structures

Construction contracting and management

Methods, materials, and standards used, and labor and material costs in areas of supervision.

Bid solicitation, evaluation, and contract administration procedures

Community college budget control measures

State and federal funding programs and grants

Hazardous chemical and waste disposal methods

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

Ability to:

Plan, direct, administer, review, and evaluate the effectiveness of maintenance, mechanical systems, energy management, and maintenance operations functions

Coordinate work activities between departmental units, contractors and other campus groups, anticipate conditions, plan ahead, establish priorities, and meet deadlines

Read and interpret blueprints, shop drawings, and sketches

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

Establish and maintain record-keeping systems, and prepare relevant reports

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

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

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

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

Role model exceptional internal and external customer service

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

Model professional integrity and ethics and deal quickly with breaches and misconduct

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 college administrators, managers, faculty, staff, students, vendors, and contractors in a diverse, multicultural, and multi-ethnic educational environment

MINIMUM QUALIFICATIONS

Education Requirement:

Bachelor's degree or equivalent.

Experience Requirement:

Four years of experience with facilities construction and maintenance management, including two years of supervisory experience. Experience in an education system with multiple sites, such as a K-12, community college, or university 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.

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 25 pounds. The employee is required to regularly visit construction sites with unpaved, uneven surfaces, excavations and construction work in progress. Hardhats, safety glasses and safety shoes are required. Walking on catwalks, scaffolding and using ladders to reach upper floors may be necessary. While performing the duties of this job, the noise level in the work environment is usually quiet to moderate, but occasionally can be noisy and loud.

CLASS DETAIL

Job Family:	Facilities, Trades & Maintenance
FLSA Status:	Exempt
Personnel Commission Approval Date:	06/21/23
Class History:	New Class
Revision Date(s):	None

**Santa Monica Community College District
Personnel Commission**

Director of Facilities Operations

CONCEPT OF THE CLASS

Under general direction, this position plans, directs, and oversees the District's Custodial and Grounds Departments. The Director develops short and long-term strategic plans which align with the District's goals and objectives.

DISTINGUISHING CHARACTERISTICS

The **Director of Facilities Operations** oversees the District's Custodial and Grounds Departments which includes responsibility for planning, implementing, and monitoring program operations.

The **Director of Facilities Maintenance** plans, directs, and oversees the District's facilities, maintenance, construction, remodeling, mechanical, utilities and energy management services.

The **Grounds Manager** plans, manages and evaluates related to grounds maintenance, landscaping and irrigation work.

The **Custodial Operations Manager** plans, manages and evaluates the custodial services for all the District's facilities.

ESSENTIAL DUTIES

Establishes and implements a comprehensive quality control program for District facilities and landscapes; identifies deficiencies, implements corrective measures to improve the skills of custodial and grounds staff through retraining and performance management which align with the District's goals and objectives.

Establish operations schedules and prioritizing routine custodial and grounds work projects to minimize disruption of academic and community service programs.

Prepares and administers annual, short-term, and long-term budget, expenditure and staffing plans ensuring that projections are aligned with planning and academic assumptions.

Collaborates with Director of Facilities Maintenance on Academic and Student Success priorities, reviews project plans and recommends changes to plans and specifications to ensure campus needs and requirements are being met.

Develops, modifies, and implements programs to ensure efficient and cost-effective delivery of services and upkeep of the District's physical buildings; oversees regular inspections and audits of facilities to identify potential issues and implement preventive maintenance strategies.

Develops and implements custodial cleaning and landscape maintenance standards and procedures and provides clear guidelines, including overseeing scheduled tasks, frequencies, and methods.

Oversees the management of the Facilities Work Order program, including receipt of maintenance requests for repair, replacement, preventative maintenance, and facilities remodeling; oversees evaluation of requests; supervises data input to generate and close work orders; oversees assignment of work orders to appropriate area for completion

Collaborates with Director of Facilities Planning and Construction in connection with major construction projects and remodels.

Oversees the scheduled servicing and corrective repair of operations equipment and vehicles; generates reports on equipment status, staff allocations and service delivery levels.

Oversees the optimization of the District's energy management systems and asbestos abatement program, ensuring that programs comply with District and governmental standards and codes; coordinates implementation of the Southern California Air Quality Management District (AQMD), California Environmental Quality Act (CEQA).

Ensures that all large grounds equipment is maintained and operated in a manner that protects the District's investment and minimizes safety or detrimental environmental conditions for faculty, students or staff.

Develops decision support information for the creation of custodial and grounds budgets and manages the financial resources in an ethical and efficient manner.

Represents the District in appropriate interactions with local and state offices, business organizations, community groups and others; investigates and resolves complaints generated by the local community, or internal District constituents that relate to area of responsibility.

Conducts the annual controlled facilities inspection and submits the corresponding report.

Serves on various college committees; attends and conducts a variety of meetings; communicates with other administrators, personnel and contractors to coordinate activities and programs; resolves issues and exchanges information.

Ensures that staff and supervisors receive ongoing training consistent with their positions, to improve and sustain work performance and job knowledge.

Advises senior management on all environmental health and safety compliance matters related to custodial and grounds operations.

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 Business and Administration and is expected to carry them through to completion with substantial independence.

Level of Supervision Exercised

General supervision is exercised over managers in Facilities Operations.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Work management principles and systems, including those related to scheduling, prioritization and estimating

Facilities specific building, health/safety and environmental codes as they apply to custodial and grounds functions

State of California and California Community College Chancellor's Office guidelines and standards, building and education codes, and applicable federal and state laws, including the Americans with Disabilities Act as related to facilities maintenance and operations

Principles and practices of personnel management and leadership, strategic planning, organization and business management, and effective administration of facilities maintenance and operations

Forecasting methods and techniques related to maintenance and operations

Quality control processes and procedures related to facilities maintenance and operations

Principles, practices and techniques of project management in the area of facilities maintenance and operations

Principles and practices of program planning, development and implementation

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

Ability to:

Plan, direct, administer, review, and evaluate the effectiveness and efficiency of grounds and custodial operations functions and assignments

Develop, oversee, and track budgets and financial expenditures, evaluate cost effectiveness of financial commitments, and ensure compliance with District financial policies

Conduct comprehensive assessments of the College's needs in the areas of custodial operations and grounds maintenance, and develop and update custodial operations and grounds maintenance programs to ensure efficient and effective services are rendered

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

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

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

Model professional integrity and ethics and deal quickly with breaches and misconduct

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 or equivalent.

Experience Requirement:
Four years of experience in custodial or grounds operations management, which includes two years of supervisory experience. Experience in an education system with multiple sites, such as a K-12, community college, or university 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.

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 25 pounds. While performing the duties of this job, the noise level in the work environment is usually quiet. The employee may be required to periodically go into District buildings or walk District grounds as part of the position responsibilities. In doing so, the employee may be exposed to high noise, high heat, cold, rain, dust and pollens, including windblown, required to climb stairs and ladders, and walk across uneven or unpaved surfaces.

CLASS DETAIL

Job Family:	Facilities, Trades & Maintenance
FLSA Status:	Exempt
Personnel Commission Approval Date:	06/21/23
Class History:	New Class
Revision Date(s):	None

**Santa Monica Community College District
Personnel Commission**

Mechanical Systems Manager

CONCEPT OF THE CLASS

Under direction from the Director of Facilities Maintenance, this position plans, manages, and coordinates the mechanical trades activities and operations of the Facilities Maintenance department and assumes primary responsibility for project-level planning and execution of related State scheduled maintenance projects that do not require Division of the State Architect approval. Areas of oversight include the installation, repair and maintenance of equipment related to the plumbing, metal work, heating, ventilation and air conditioning (HVAC), central plant, and electrical trades. The incumbent inspects the work of contractors and recommends and implements energy management and preventive maintenance practices for campus equipment and facilities.

DISTINGUISHING CHARACTERISTICS

The **Mechanical Systems Manager** plans, manages, assesses, and evaluates the mechanical trades activities and operations of the Facilities Maintenance department and assumes primary responsibility for project-level planning and execution of related State scheduled maintenance projects.

The **Construction Maintenance Manager** plans, manages, and coordinates construction trades activities and operations of the Facilities Maintenance department and assumes primary responsibility for project-level planning and execution of related State scheduled maintenance projects.

The **Director of Facilities Maintenance** oversees the District's construction, maintenance, renovations, remodeling, and mechanical, utilities and energy management services.

ESSENTIAL DUTIES

Selects, trains, supervises and evaluates staff performance; assigns and reviews work for accuracy and completion of assigned duties; identifies need for employee development, develops individualized training plans, and monitors and corrects performance concerns to ensure that employees are providing optimal service to the College community.

Assists in reviewing and controlling the maintenance mechanical budget; prepares annual budget requests for equipment and supplies for each trade supervised, and reviews and approves budget request for equipment and supplies.

Maintains accurate records of electrical, plumbing, HVAC, and other mechanical maintenance and repair work, including timekeeping, equipment inventory, material purchases, and personnel actions.

Makes periodic and final inspections of work performed by staff and contractors to ensure compliance with District and governmental safety, structural and code requirements.

Manages and monitors the day-to-day operational activities of the District's Central Plant; uses computerized building automation systems (BAS) to operate, monitor and adjust HVAC equipment.

Manages the preventative maintenance program for campus equipment, including maintaining accurate records and databases

Prepares recommendations to the Director of Facilities Maintenance with estimated costs of materials, hours of labor and cost of building equipment repair/replacement for scheduled maintenance; gathers bids and product information from contractors/vendors for projects.

Supervises and follows up on the correction of conditions and facilities that have been determined unsafe by government inspectors (e.g., OSHA, EPA, Fire Department).

Maintains contact with contractors or vendors; arranges job-walks for bid proposals for HVAC, plumbing, central plant, electrical and metal, contract remodels, and other related projects.

Manages and responds to emergency calls, if needed, and serves as the supplemental contact for mechanical systems issues; inspects the site for damage, coordinates necessary repairs, and completes follow-up on issues; works with Risk Management as required to reduce loss of College assets.

Plans, develops, and manages applicable State scheduled maintenance projects by establishing project specifications, and monitoring and coordinating work products, budgets, methods and procedures to ensure successful project completion.

Plans, supervises, assigns, and coordinates the District's mechanical systems activities, and ensures project completion and conformance to scope, specifications, budget, and established timelines.

Manages energy management program for mechanical systems; reviews and studies technological development related to energy management and conservation; recommends and implements energy management practices or programs.

May be required to perform the full range of duties of journey-level staff members, if staff are unavailable to respond to emergency service requests as authorized by applicable collective bargaining agreements.

Participates in training programs and attends seminars for professional development; stays abreast of changes in code requirements and other developments related to the HVAC, mechanical, electrical, plumbing, central plant, and fire/life-safety fields.

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 Maintenance, 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 Facilities Maintenance staff.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Project management principles and practices

Laws affecting the construction, maintenance and repair of college facilities, applicable state and local building safety and health codes, State of California and California Community College Chancellor's Office guidelines and standards, building and education codes, and applicable federal and state laws.

Effective supervisory techniques, including hiring, work delegation and scheduling, staff development and training, performance evaluations, and carrying out meaningful corrective and disciplinary action

Methods, terms, techniques, materials, and equipment used in HVAC, plumbing, metal work, and electrical trades and fire/life-safety systems

Engineering technologies for central plant centrifugal chiller, scroll compressor, and hydronic refrigerant technology system operations.

Energy management and conservation practices

Computer programs, systems and applications related to assigned work, work order and energy management systems

Effective record keeping techniques

Applicable safety work practices

Current sources and costs of mechanical trade materials

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

Ability to:

Plan, organize, supervise, schedule, and coordinate the work and activities of assigned employees

Repair, service and maintain HVAC, mechanical, electrical, plumbing, central plant, and fire-life/safety equipment

Plan and manage projects activities, including estimating necessary materials and resources, overseeing work performed, managing project budgets, and ensuring project completion.

Read and work from drawing and blueprints

Organize and maintain specialized files and prepare reports

Interpret, apply, and explain 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

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

Model professional integrity and ethics and deal quickly with breaches and misconduct

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 high-school diploma or equivalent. Industry trade certifications and related coursework are desirable.

Experience Requirement:

Three years of journey-level experience in mechanical trades, including experience with HVAC systems over 25 tons, electricity, plumbing, or fire-life/safety systems, including at least two years of lead or supervisory experience.

Journey level is defined as skilled experience performing the full range of work assigned to a trade, after completing a recognized apprenticeship program or after at least four years of general experience in the trade.

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 license.

Special Requirement:

Must be available to respond to emergency calls after normally scheduled working hours as needed.

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 regularly required to stand, walk, crouch, bend, and kneel. The employee is occasionally required to lift, carry, push, or pull up to 25 pounds. While performing the duties of this job, the noise level in the work environment is usually quiet but may be moderately loud. The employee may be required to work indoors or outdoors with exposure to the elements, including damp conditions. Employee may occasionally be exposed to chemicals, solvents, paint, dust, grease/oil, fumes, high places, electrical and mechanical hazards, vehicular traffic, vibration, moving mechanical parts, airborne particles or blood borne pathogens, asbestos or PCB's.

CLASS DETAIL

Job Family:	Facilities, Trades & Maintenance
FLSA Status:	Exempt
Personnel Commission Approval Date:	6/21/2023
Class History:	New Class
Revision Date(s):	None

**Santa Monica Community College District
Personnel Commission**

Construction Maintenance Manager

CONCEPT OF THE CLASS

Under direction from the Director of Facilities Maintenance, this position plans, manages, and coordinates construction trades activities and operations of the Facilities Maintenance department and assumes primary responsibility for project-level planning and execution of related State scheduled maintenance projects that do not require Division of the State Architect (DSA) approval. Areas of oversight include the construction, repair, alteration, remodeling, roofing, flooring, paving, and painting of various District buildings and structures, including responsibility for inspecting the work of contractors.

DISTINGUISHING CHARACTERISTICS

The **Construction Maintenance Manager** plans, manages, and coordinates construction trades activities and operations of the Facilities Maintenance department and assumes primary responsibility for project-level planning and execution of related State scheduled maintenance projects.

The **Mechanical Systems Manager** plans, manages, and evaluates the mechanical trades activities and operations of the Facilities Maintenance Department and assumes primary responsibility for project-level planning and execution of related State scheduled maintenance projects.

The **Director of Facilities Maintenance** oversees the District's construction, maintenance, renovations, remodeling, and mechanical, utilities and energy management services.

ESSENTIAL DUTIES

Plans, supervises, assigns, and coordinates the District's construction maintenance activities, and ensures project completion and conformance to scope, specifications, budget, and established timelines.

Selects, trains, supervises and evaluates staff performance; assigns and reviews work for accuracy and completion of assigned duties; identifies need for employee development, develops individualized training plans, and monitors and corrects performance concerns to ensure that employees are providing optimal service to the College community.

Assists in reviewing and controlling the maintenance construction budget; prepares annual budget requests for equipment and supplies for each trade supervised, and reviews and approves budget request for equipment and supplies.

Prepares recommendations to the Director of Facilities Maintenance with estimated costs of materials, hours of labor, and other expenses for scheduled maintenance; gathers bids and product information from contractors/vendors for projects.

Monitors the condition and maintenance needs of departmental carts and vehicles, and coordinates maintenance service as needed.

Maintains accurate records and database of alterations and repairs; maintains a database to document the schedule for all campus roofs, flooring, and interior and exterior painting.

Makes periodic and final inspections of work performed by staff, general contractors and subcontractors to ensure compliance with District and governmental safety, structural and code requirements.

Participates in job walks for bid proposals for roofing, painting, flooring, concrete, contract remodels and other related projects.

Follows up and supervises construction-related correction of any areas on District facilities determined to be unsafe by government inspectors (e.g., OSHA, EPA, Fire Department).

Oversees and coordinates asbestos abatement projects; supervises in-house asbestos abatement program, equipment and other support for asbestos-related activities.

Manages and responds to emergency calls, if needed, and serves as the supplemental contact for construction maintenance issues; inspects the site for damage, coordinates or makes necessary repairs, and follows-up on issues; works with Risk Management as required to reduce loss of College assets.

May be required to perform the full range of duties of journey-level carpenter, painter, and locksmith positions as needed, if journey-level staff members are unavailable to respond to emergency service requests as authorized by applicable collective bargaining agreements.

Plans, develops, and manages applicable State scheduled maintenance projects by establishing project specifications, and monitoring and coordinating work products, budgets, methods and procedures to ensure successful project completion.

Confers with Chief of Police, Director of Facilities Maintenance, department heads, and locksmith to recommend electronic hardware for doors, and assists in establishing access and security through key control and procedures

Attends seminars for professional development; stays updated on developments in the trades areas supervised by this role.

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 Maintenance, 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 Facilities Maintenance staff.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Project management principles and practices

Laws affecting the construction, maintenance and repair of college facilities, applicable state and local building safety and health codes, State of California and California Community College Chancellor's Office guidelines and standards, building and education codes, and applicable federal and state laws.

Effective supervisory techniques, including hiring, work delegation and scheduling, staff development and training, performance evaluations, and carrying out meaningful corrective and disciplinary action

Methods, materials and equipment used in carpentry, painting and locksmithing

Techniques used in cabinetmaking, concrete, drywall, stucco, glazing, roofing, flooring and ceiling work

Computer programs such as Excel, Word, Outlook, and computerized maintenance work order systems

Effective record keeping techniques

Applicable safety work practices

Current sources and costs of construction trades materials

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

Ability to:

Plan, organize, supervise and coordinate the activities of assigned employees

Plan and manage project activities, including estimating necessary materials and resources, overseeing work performed, managing project budgets, and ensuring project completion.

Read and work from drawings and blueprints

Communicate effectively, both orally and in writing

Stay updated on technology changes and adapt to new technologies

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

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

Organize and maintain specialized files and prepare reports

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

Model professional integrity and ethics and deal quickly with breaches and misconduct

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:

Graduation from high school or GED equivalent. Industry trade certifications and related coursework are desirable.

Experience Requirement:

Three years of journey-level experience in one of the construction trades managed by this role, including at least two years of lead or supervisory experience.

Journey level is defined as skilled experience performing the full range of work assigned to a trade, after completing a recognized apprenticeship program or after at least four years of general experience in the trade.

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.

Special Requirement:

Must be available to respond to emergency calls after normally scheduled working hours as needed.

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 regularly required to stand, walk, crouch, bend, and kneel. The employee is occasionally required to lift, carry, push, or pull up to 25 pounds. While performing the duties of this job, the noise level in the work environment is usually quiet but may be moderately loud. The employee may be required to work indoors or outdoors, with exposure to the elements, including damp conditions. Employee may occasionally be exposed to chemicals, solvents, paint, dust, grease/oil, fumes, high places, electrical and mechanical hazards, vehicular traffic, vibration, moving mechanical parts, airborne particles or blood borne pathogens, asbestos or PCB's.

CLASS DETAIL

Job Family:	Facilities, Trades & Maintenance
FLSA Status:	Exempt
Personnel Commission Approval Date:	6/21/2023
Class History:	New Class
Revision Date(s):	None

**Santa Monica Community College District
Personnel Commission**

Grounds Manager

CONCEPT OF THE CLASS

Under general supervision, the Grounds Manager plans, manages and evaluates related to grounds maintenance, landscaping and irrigation work..

DISTINGUISHING CHARACTERISTICS

The **Grounds Manager** plans, supervises and coordinates the work of grounds staff.

The **Grounds Equipment Operator** performs duties that require the use of medium grounds and maintenance power equipment.

The **Director of Facilities Operations** classification oversees the District's Custodial and Grounds program which includes responsibility for planning, implementing, and monitoring program operations.

ESSENTIAL DUTIES

Oversees the day-to-day activities of the custodial staff, including training, scheduling and performance management.

Develops and implements comprehensive maintenance plans for outdoor areas, considering factors such as seasonal changes, plant growth, and specific maintenance needs.

Serves as point of contact and addresses stakeholders inquiries or complaints, providing updates on custodial services, and ensures that customer satisfaction is maintained.

Ensures compliance with all relevant health and safety regulations, developing and implementing safety protocols, trains staff on safety procedures addressing safety concerns or incidents promptly.

Establishes and implements a comprehensive quality control program to inspect District landscapes on a regular basis, identify deficiencies, implement corrective measures and apply lessons learned techniques to improve the skills of grounds staff through retraining and performance management.

Implements specialized landscape programs in the areas of integrated pest management, arboriculture (tree maintenance and management) and irrigation and water conservation.

Implements industry standard landscape maintenance procedures and provides clear guidelines for the care and maintenance of hardscape, landscape, parking lots, plant materials, trees and turf within the District.

Schedules interior and exterior pest and rodent control by in-house treatments applied by staff and/or treatments provided by contractors; maintains records and confers with city and state licensing officials regarding water and chemical pesticide use.

Coordinates, trains, and may assist staff in the use of pesticides for grounds and building interiors.

Oversees logistical support for the set up and clean up process before and after events and campus functions.

Coordinates with the Athletic department to maintain athletic venues; coordinates maintenance and scheduling of campus outdoor facilities with campus officials and outside agencies.

Designs, supervises, and may assist in the installation of sprinkler systems on campus; consults with major construction contractors prior to the commencement of their work to maintain the integrity of the irrigation system.

Prepares and implements budget for department operation, equipment, and special capital improvement projects; confers with various campus administrators on budget requests; purchases supplies and services; pays invoices.

Tracks expenses, identifying cost-saving opportunities, and making recommendations to optimize department's budget; field tests products; makes recommendations for purchase of products in bulk or for equipment assessing quality and cost effectiveness.

Contacts and coordinates with contractors to perform pressure washing, asphalt, concrete, fencing, landscaping, tree trimming, and parking lot striping.

Designs campus landscapes and coordinates the acquisition and planting of various plants for campus grounds; supervises planting, removal, replacement and pruning of trees, including high, hazardous trees.

Collaborates and confers with the recycling staff on recycling and waste streams of 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

Supervision Received:

This position receives general supervision from the Director of Facilities Operations.

Supervision Exercised:

General supervision is exercised over assigned grounds staff.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Effective supervisory techniques including hiring, work scheduling and evaluation, motivation, training and imposition of corrective or disciplinary action

Tools, material, equipment, and standard practices of landscape design, gardening, and ground maintenance

Planting practices and the care of a wide variety of shrubs, hedges, trees, flowers, and lawns

Various types of soil, including preparation and fertilization

Plants adapted to the climate of the area, with particular knowledge of varieties suitable for campus landscaped areas

Plant diseases and indoor and outdoor pests and approved methods, chemicals, and materials used to control and eradicate

Budgeting practices, including techniques for estimating labor and materials costs

Related computer applications and programs

Ability to:

Plan, organize, supervise, and coordinate campus grounds operations

Train, motivate, evaluate and inspect the work of grounds staff at multiple sites

Design landscapes and sprinkler systems

Use a variety of gardening hand tools and equipment

Safely operate a variety of power equipment and enforce safe work procedures

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
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
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
Model professional integrity and ethics and deal quickly with breaches and misconduct
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
Work with other departments in the planning and implementing of events and functions
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:

Graduation from high school or GED equivalent. Industry trade certifications and related coursework are desirable.

Experience Requirement:

Four years of experience in grounds operations, which includes experience in landscape and irrigation design and one year leading or supervising grounds maintenance work.

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.

A California Department of Pesticide Regulation Qualified Applicator Certificate or Qualified Applicator License in Landscape Maintenance must be obtained upon completion of the first 12 months of service in this classification. Must be available to respond to emergency calls after normally scheduled working hours as needed.

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.

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 25 pounds. While performing the duties of this job, the employee is exposed to outside weather conditions.

CLASS DETAIL

<i>Job Family:</i>	Facilities, Trades & Maintenance
<i>FLSA Status:</i>	Exempt
<i>Personnel Commission Approval Date:</i>	06/21/23
<i>Class History:</i>	New Class
<i>Revision Date(s):</i>	None

**Santa Monica Community College District
Personnel Commission**

Custodial Operations Manager

CONCEPT OF THE CLASS

Under general direction, positions in this classification oversee and manage the custodial services for all District's facilities.

DISTINGUISHING CHARACTERISTICS

Positions in the **Custodial Operations Manager** classification oversee and manage custodial activities, inspects and conducts performance management, and executes supervision over assigned staff.

Positions in the **Lead Custodian** classification performs a variety of custodial work and lead work to assure custodial assignments are completed in an effective, efficient, safe, and timely manner.

The Director of Facilities Operations oversees the District's custodial and grounds services, which includes responsibility for planning, implementing, and monitoring program operations.

ESSENTIAL DUTIES

Oversees the day-to-day activities of the custodial staff, including training, scheduling and performance management.

Executes plans, organizes, supervises, creates, schedules, and coordinates the activities of the day with other shift custodial and lead personnel; confers with lead custodians to determine or prioritize routine cleaning, special projects or other assignments.

Oversees and monitors inventory control of custodial supplies, equipment, and material ensuring that staff have the resources needed to perform their duties.

Tracks expenses, identifying cost-saving opportunities, and making recommendations to optimize department's budget; field tests products; makes recommendations for purchase of products in bulk or for equipment assessing quality and cost effectiveness.

Implement training program for Custodians and Lead Custodians to raise skill levels, provide clear goals and objectives, and provide better understanding of roles and responsibilities.

Conducts regular inspections to ensure that cleaning standards are met; develops and implements quality control measures, identifying areas for improvement, and providing feedback and training to custodial staff.

Serves as point of contact and addresses stakeholders inquiries or complaints, providing updates on custodial services, and ensures that customer satisfaction is maintained.

Ensures compliance with all relevant health and safety regulations, developing and implementing safety protocols, trains staff on safety procedures addressing safety concerns or incidents promptly.

Implement processes to deal with, or compensate for, the high rates of custodial absenteeism;. explores performance management solutions, incentive programs for attendance and a range of supplemental labor options.

Utilizes the Districts Quality Assurance program to provide continuous assessment and evaluation of service delivery within campus facilities; enabling management to maintain oversight of service levels and to implement corrective actions whenever these levels fall below established custodial standards.

Works with Facilities Management staff to ensure effective and efficient outcome of work being performed.

Assists departmental management with various special projects; assumes principle responsibility for additional crews in the absence of direct supervisor.

Responds to emergency calls and takes appropriate action to resolve matters; direct and coordinate emergency procedures and crew in the event of a disaster.

Develops and documents a preventative maintenance routine plan for custodial equipment.

Attends and participates in management development programs, seminars and workshops.

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:

Positions in this classification receive general direction from the Director of Facilities Operations.

Supervision Exercised:

Positions in this classification exercise direct supervision over Lead Custodians and Custodians.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Effective supervisory techniques including hiring, work scheduling and evaluation, motivation, training and imposition of corrective or disciplinary action

Cleaning procedures and techniques including sterilization, cleaning, and sanitation methods, principles, practices, and standards used in custodial work

Facility management principles, including maintenance, repairs, and building codes

Principles and methods used in inventory control

Proper and safety methods used in of storing cleaning materials, agents, chemicals and related equipment and supplies

Safe work practices and methods

Basic mathematics

Related computer programs

Modern office procedures and practices

Recordkeeping and scheduling methods

Effective customer service techniques

Policies, procedures, documentation and reporting techniques

Ability to:

Plan, organize, supervise, and coordinate the activities of a large custodial crew

Assess the need for custodial services and take appropriate action

Train, motivate, evaluate and inspect the work of custodial staff at multiple sites

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

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

Prepare written and statistical reports and memorandums; prepare and maintain accurate records

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

Model professional integrity and ethics and deal quickly with breaches and misconduct

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

MINIMUM QUALIFICATIONS

Education Requirement:

Graduation from high school or GED equivalent. Industry trade certifications and related coursework are desirable.

Experience Requirement:

Four years of experience working in custodial operations including one year supervising or leading the work activities of a custodial crew.

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.

Special Requirement:

Must be available to respond to emergency calls after normally scheduled working hours as needed. May be required to work varied hours.

WORKING ENVIRONMENT & PHYSICAL DEMANDS

Disclosure:

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

Normal Office Environment:

While performing the duties of this job the employee is regularly required to sit, use hands to keyboard, type, or handle materials, and talk and/or hear. The employee is occasionally required to stand and walk. The employee is regularly required to lift, carry, push, or pull up to 50 pounds. While performing the duties of this job, the noise level in the work environment is usually quiet.

CLASS DETAIL

Job Family:	Facilities, Trades & Maintenance
FLSA Status:	Exempt
Personnel Commission Approval Date:	06/21/23
Class History:	New Class
Revision Date(s):	None

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

Report Number	Subject	Page Number
12	Examination Schedule: Academic Records Evaluator Accounting Specialist Community College Police Captain Construction Maintenance Manager Custodial Operations Manager Director of Facilities Maintenance Director of Facilities Operations Director of Facilities Programming Grounds Manager Human Resources Specialist Instructional Assistant-ESL Mechanical Systems Manager Senior Grounds Equipment Operator Student Services Specialist Web Content Developer	88
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Disposition by the Committee	
Motion Made By	
Seconded By	
Ayes	
Nays	
Abstentions	
Amendments/Comments	

Agenda Report Number	12
Subject	Examination Schedule: Academic Records Evaluator Accounting Specialist Community College Police Captain Construction Maintenance Manager Custodial Operations Manager Director of Facilities Maintenance Director of Facilities Operations Director of Facilities Programming Grounds Manager Human Resources Specialist Instructional Assistant-ESL Mechanical Systems Manager Senior Grounds Equipment Operator Student Services Specialist Web Content Developer
Date	June 21, 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
Academic Records Evaluator	Merged Promotional and Open Competitive	3 weeks
Accounting Specialist	Merged Promotional and Open Competitive	3 weeks
Community College Police Captain	Merged Promotional and Open Competitive	3 weeks
Construction Maintenance Manager	Promotional	3 weeks
Custodial Operations Manager	Promotional	3 weeks
Director of Facilities Maintenance	Promotional	3 weeks
Director of Facilities Operations	Promotional	3 weeks
Director of Facilities Programming	Promotional	3 weeks
Grounds Manager	Promotional	3 weeks
Human Resources Specialist	Promotional	3 weeks
Instructional Assistant – ESL	Merged Promotional and Open Competitive	3 weeks
Mechanical Systems Manager	Promotional	3 weeks
Senior Grounds Equipment Operator	Promotional	3 weeks
Student Services Specialist	Merged Promotional and Open Competitive	3 weeks
Web Content Developer	Merged Promotional and Open Competitive	3 weeks

Agenda Report Number	13
Subject	Certification of Seniority Lists: Director of Public Information Lead Laboratory Technician-Art
Date	June 21, 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 lists for approval:

**Director of Public Information
Lead Laboratory Technician - Art**

It is recommended that the Personnel Commission certify the seniority list effective June 21, 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.

"DIRECTOR of PUBLIC INFORMATION" Seniority List

Classification: **Director of Public Information**

Range: M30

Monthly Base Salary Range as of July 1, 2022: \$ 10219 to \$ 12421

PC Certification Date: June 21, 2023

Review Period: June 9 to 15, 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 Director of Public Information
Smith, Grace	6/8/2022	No	5/18/2009	12	40	

Edited By: Brent Heximer, AA II, PC

Compiled by: Karen Monzon, Personnel Analyst

Approved by: Carol Long, Director of the Personnel Commission

"LEAD LABORATORY TECHNICIAN-ART" Seniority List

Classification: **Lead Laboratory Technician-Art**

Range: 35

Monthly Base Salary Range as of July 1, 2022: \$ 5675 to \$ 6899

PC Certification Date: June 21, 2023

Review Period: June 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 Lead Laboratory Technician- Art
Wheeler, D. Brennan	12/1/2022	No	12/14/2006	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: June 2, 2023

Agenda Report Number	14
Subject	Ratification of Limited Term Assignments
Date	June 21, 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	5/8/2023-8/31/2023
Customer Services Assistant	Campus Store	7/1/2023-12/21/2023
Customer Services Assistant	Campus Store	7/1/2023-12/21/2023
Customer Services Assistant	Campus Store	7/1/2023-12/21/2023
Customer Services Assistant	Campus Store	7/1/2023-12/21/2023
Bookstore Clerk Cashier	Campus Store	7/1/2023-12/21/2023
Bookstore Clerk Cashier	Campus Store	7/1/2023-12/21/2023
Bookstore Clerk Cashier	Campus Store	7/1/2023-12/21/2023
Bookstore Clerk Cashier	Campus Store	7/1/2023-12/21/2023
Bookstore Clerk Cashier	Campus Store	7/1/2023-12/21/2023
Bookstore Clerk Cashier	Campus Store	7/1/2023-12/21/2023
Bookstore Clerk Cashier	Campus Store	7/1/2023-12/21/2023
Bookstore Clerk Cashier	Campus Store	7/1/2023-12/21/2023
Bookstore Clerk Cashier	Campus Store	7/1/2023-12/21/2023
Bookstore Clerk Cashier	Campus Store	7/1/2023-12/21/2023
Bookstore Clerk Cashier	Campus Store	7/1/2023-12/21/2023
Bookstore Clerk Cashier	Campus Store	7/1/2023-12/21/2023
Bookstore Clerk Cashier	Campus Store	7/1/2023-12/21/2023

Agenda Report Number	15
Subject	Appointments to Limited Term Positions
Date	June 21, 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-Amzall	Administrative Assistant II	Emeritus	5/8/2023-8/31/2023	11/16/2022
Michael Beck	Customer Services Assistant	Campus Store	7/1/2023-12/21/2023	5/16/2018
Ashlie Carter	Customer Services Assistant	Campus Store	7/1/2023-12/21/2023	5/16/2018
Kara English	Customer Services Assistant	Campus Store	7/1/2023-12/21/2023	5/16/2018
Vergie Nwonwu	Customer Services Assistant	Campus Store	7/1/2023-12/21/2023	5/16/2018
Meymuna Abdulhafiz	Bookstore Clerk Cashier	Campus Store	7/1/2023-12/21/2023	12/15/2004
Tony Chang	Bookstore Clerk Cashier	Campus Store	7/1/2023-12/21/2023	6/18/2008
Lucy Garcia	Bookstore Clerk Cashier	Campus Store	7/1/2023-12/21/2023	3/8/1999
Jose Lopez	Bookstore Clerk Cashier	Campus Store	7/1/2023-12/21/2023	7/18/2011
Donna Micas	Bookstore Clerk Cashier	Campus Store	7/1/2023-12/21/2023	2/21/2007
Erik Miles	Bookstore Clerk Cashier	Campus Store	7/1/2023-12/21/2023	2/21/2007
Ester Pabst	Bookstore Clerk Cashier	Campus Store	7/1/2023-12/21/2023	9/14/2009
Alan Thielking	Bookstore Clerk Cashier	Campus Store	7/1/2023-12/21/2023	8/26/1992

*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	16
Subject	Appointments to Provisional Assignments
Date	June 21, 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*
Allison Kosich	Administrative Assistant II	Counseling	6/12/2023-6/30/2023
Emma Ward	Administrative Assistant I	Theatre Arts	6/13/2023-6/30/2023

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

Agenda Report Number	17
Subject	Ratification of Working Out of Class and Limited Term Assignments
Date	June 21, 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
Robert Rudolph, Production Manager	Director of Facilities Programming	6/7/2023 to 6/30/2023; 7/1/2023 to 11/3/2023

Correction to Provisional Working Out of Class Assignment

Name/Permanent Class	Provisional WOC Assignment	Assignment Dates Previously Submitted	Corrected Assignment Dates
Jennifer Landa, Workforce and Economic Development Program Assistant	Program Coordinator – Workforce and Economic Development	3/20/2023 to 6/18/2023	3/20/2023 to 6/30/2023; 7/1//2023 to 8/1/2023

Substitute Limited Term Assignment

Name/Permanent Class	Substitute Limited Term Assignment*	Dates of Current Assignment
Jonathan Ng, Senior Graphic Designer	Marketing Design Coordinator	7/3/2023 to 12/18/2023

*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	18
Subject	Ratification of Meeting Minutes: Regular Meeting Minutes-May 17, 2023 Special Meeting Minutes-May 31, 2023
Date	June 21, 2023
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

1. Regular Meeting Minutes-May 17, 2023
2. Special Meeting Minutes-May 31, 2023

Agenda Report Number	19
Subject	Ratification of Eligibility List: Campus Safety Officer Instructional and Universal Designer Stage Construction Technician Veterans Resource Specialist
Date	June 21, 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
Campus Safety Officer	1	6	6/12/2024
Instructional and Universal Designer	1	7	6/20/2024
Stage Construction Technician	0	7	6/6/2024
Veterans Resource Specialist	1	1	6/14/2024

Agenda Report Number	20
Subject	Extension of Eligibility Lists: ACCOUNTANT (PROMOTIONAL) ACCOUNTING MANAGER (PROMOTIONAL) ACCOUNTING TECHNICIAN (PROMOTIONAL) ADMINISTRATIVE ASSISTANT II (PROMOTIONAL) ADMINISTRATIVE ASSISTANT II (OPEN) COMMUNITY COLLEGE POLICE CAPTAIN HEALTH ASSISTANT INSTRUCTIONAL ASSISTANT – MATH LEAD THEATER TECHNICIAN RESEARCH AND PLANNING ANALYST
Date	June 21, 2023
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

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

Classification	Original Expiration Date	Current Expiration Date	Number of Candidates on List	Number of Ranks on List	Proposed Expiration Date
ACCOUNTANT (PROMOTIONAL)	1/3/2023	7/3/2023	2	2	1/3/2024
ACCOUNTING MANAGER (PROMOTIONAL)	4/18/2023	7/18/2023	2	2	4/18/2024
ACCOUNTING TECHNICIAN (PROMOTIONAL)	4/4/2023	7/4/2023	2	2	4/4/2024
ADMINISTRATIVE ASSISTANT II (PROMOTIONAL)	5/5/2023	7/5/2023	3	1	8/5/2023
ADMINISTRATIVE ASSISTANT II (OPEN)	5/5/2023	7/5/2023	5	3	8/5/2023
COMMUNITY COLLEGE POLICE CAPTAIN	10/25/2022	7/25/2022	3	1	9/25/2023
HEALTH ASSISTANT	1/10/2023	7/10/2023	8	4	1/10/2024
INSTRUCTIONAL ASSISTANT – MATH	6/23/2023	6/23/2023	6	4	9/23/2023
LEAD THEATER TECHNICIAN	4/18/2023	7/18/2023	5	3	10/23/2023
RESEARCH AND PLANNING ANALYST	1/3/2023	7/3/2023	3	2	10/3/2023

The Personnel Commission staff believes there are a sufficient number of available eligibles remaining to fill any future vacancies anticipated until the new proposed expiration dates.

Merit Rule 6.2.3 (C) Duration of Eligibility List

6.2.3 (C)

B. An eligibility list may be extended by the Personnel Commission for one or more periods, not to exceed a total of two years from the time the list was first established. The personnel Director shall base his/her recommendation for extension of an eligibility list on the following factors:

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

RECOMMENDATION

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

Agenda Report Number	21
Subject	Personnel Commission Project Status Report
Date	
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
Accounting Specialist	AF				
Administrative Assistant II	AF	4/12/2023	5/2/2023		
Instructional & Universal Designer	AG	4/12/2023	5/2/2023	6/6/2023	6/21/2023
Campus Safety Officer	JG	1/27/2023	2/17/2023	3/25/2023	6/21/2023
Stage Construction Technician	JG	2/15/2023	3/15/2023	5/23/2023	6/21/2023
Events Assistant	JG	10/20/2021			
Theatre Technical Specialist (Cont.)	JG	10/15/2021			
Community College Police Captain	JL				
Community College Police Dispatcher	KM	10/20/2022			
Community College Police - Lateral	KM				
Director of Facilities Programming	KM				
Skilled Maintenance Worker II	KM				
Event Scheduling Specialist	TM	2/1/2022			
Instructional Assistant - Learning Disabilities	OV	3/10/2023	3/30/2023	4/21/2023	5/17/2023
Veteran Resource Specialist	OV	5/17/2023	6/7/2023	6/8/2023	6/21/2023
Academic Records Evaluator	OV	6/15/2023	7/6/2023		
Student Services Assistant	OV	5/15/2023	6/5/2023	6/28/2023	
Student Services Clerk	OV	5/15/2023	6/5/2023	6/22/2023	
Student Services Specialist	OV	6/15/2023	7/6/2023		
Program Specialist	OV				
Senior Financial Aid and Scholarships Specialist	OV				
Web Content Developer					
Construction Maintenance Manager					
Custodial Operations Manager					
Director of Facilities Maintenance					
Director of Facilities Operations					
Grounds Manager					
Mechanical Systems Manager					
Director of Sustainability					
Instructional Assistant - ESL					
Laboratory Technician - Fashion					
Senior Grounds Equipment Operator					
Emergency and Safety Coordinator					
Human Resources Specialist					

Classification and Compensation

Title	Type of Request	Assigned to	Progress	PDQ	Date Completed
Accounting Specialist	Salary Reallocation	AF	Upcoming	4/18/2023	
Accounts Payable Supervisor	Description Revision	AF	PC Agenda	10/18/2022	5/22/2023
Administrative Assistant I	Cyclical Review	AF	Stakeholder Review	4/30/2022	10/27/2022
Administrative Assistant II	Cyclical Review	AF	Stakeholder Review	4/30/2022	10/27/2022
Administrative Assistant III	Cyclical Review	AF	Development	11/18/2022	
Administrative Assistant III - Confidential	Cyclical Review	AF	Development	11/18/2022	
Administrative Assistant IV-Confidential	Cyclical Review	AF	Development	11/18/2022	
Administrative Clerk	Cyclical Review	AF	Stakeholder Review	4/30/2022	10/27/2022
Budget Technician	Position Review	AF	PC Agenda	9/26/2022	4/4/2023
Campus Safety Officer	Cyclical Review	JG	Development		
Career Education Specialist	Cyclical Review	OV	Stakeholder Review	11/15/2022	2/1/2023
Central Plant Operator	Salary Reallocation	JL	Research & Planning		
Chief of Police	Cyclical Review	KM	Research & Planning		
Community College Parking Enforcement Officer	Cyclical Review	JG	Research & Planning		
Community College Police Captain	Cyclical Review	KM	Research & Planning		
Community College Police Dispatcher	Cyclical Review	JG	Research & Planning		
Community College Police Officer (Lateral/Academy Graduate)	Cyclical Review	KM	Research & Planning	2/3/2023	
Community College Police Recruit	Cyclical Review	KM	Research & Planning	2/3/2023	
Community College Police Sergeant	Cyclical Review	KM	Research & Planning		
Construction Maintenance Manager	New Class	JL	PC Agenda	4/6/2023	6/8/2023
Custodial Operations Manager	New Class	KM	PC Agenda	4/6/2023	6/8/2023
Director of Facilities Maintenance	New Class	KM	PC Agenda	3/17/2023	6/8/2023
Director of Facilities Operations	New Class	KM	PC Agenda	3/17/2023	6/7/2023
Disabled Student Services Assistant	Cyclical Review	JG	Upcoming	6/2/2023	
DSPS Specialist	Description Revision	JL	Stakeholder Review		11/25/2022
Executive Coordinator - District & BOT - Confidential	Cyclical Review	AF	Development	11/18/2022	
Grounds Manager	New Class	KM	PC Agenda	4/6/2023	6/8/2023
Instructional Assistant - English	Cyclical Review	JG	Upcoming	6/2/2023	
Instructional Assistant - ESL	Cyclical Review	JG	Upcoming	6/2/2023	
Instructional Assistant - Learning Disabilities	Cyclical Review	JG	Upcoming	6/2/2023	
Instructional Assistant - Math	Cyclical Review	JG	Upcoming	6/2/2023	
IT Support Technician	New Class	JL	Upcoming	4/3/2023	
IT User Support Specialist	New Class	JL	Upcoming	4/3/2023	
Mechanical Systems Manager	New Class	JL	PC Agenda	4/6/2023	6/8/2023
Media and Reprographic Services Manager	Description Revision	AG	Stakeholder Review		6/14/2023
Music Equipment Assistant	Cyclical Review	OV	Upcoming		
Payroll Manager	Salary Reallocation	AF	PC Agenda		6/2/2023
Police Services Assistant	Cyclical Review	JG	Development		
Program Coordinator - Community & Contract Ed	Cyclical Review	OV	Research & Planning	1/25/2022	
Program Coordinator - Emeritus	Cyclical Review	OV	Stakeholder Review	1/26/2022	6/13/2023
Program Coordinator - Workforce & Economic Development	Cyclical Review	OV	Research & Planning		6/13/2023
Senior Campus Safety Officer	Cyclical Review	JG	Development		
Senior Community College Police Dispatcher	Cyclical Review	JG	Research & Planning		
Senior Grounds Equipment Operator	New Class	KM	PC Agenda		11/9/2022
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	
Workforce & Economic Development Project Assistant	Cyclical Review	OV	Research & Planning	1/5/2022	6/13/2023

IV. Adjournment

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

As required by law, the agenda for the June 21, 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.