

SANTA MONICA COLLEGE PERSONNEL COMMISSION

SPECIAL MEETING AGENDA

TUESDAY, SEPTEMBER 6, 2022

12:00 P.M.

ZOOM INFO

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+1 564 217 2000 US

+1 646 558 8656 US (NEW YORK)

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PERSONNEL COMMISSION SPECIAL MEETING AGENDA

TUESDAY, SEPTEMBER 6, 2022 – 12:00 P.M.

VIRTUAL MEETING

<p>DEPARTMENTS: PLEASE POST 3400 Airport/SBDC: Sasha King Academic Affairs: Sharon Thomas Accounts Payable: Cherry Aquino Admissions & Records: Esau Tovar African American Center: Sherri Bradford Athletics: Auxiliary Services: Ofelia Meza Bundy: Beverly Redd-Walker Business Department: Peter Murray Campus Police Office: Jennifer Jones Campus Store: Elease Juarez Career Services: Vicky Rothman Cashier's Office: Veronica Romo Center for Media & Design: Maria Calvento Community Education: Alice Meyering Counseling Office: Jocelyn Avella Custodian Time Clock: Anthony Williams Disabled Students Center: Nathalie Laille Early Childhood Ed.: L. Manson Emeritus College: V. Rankin-Scales English Dept.: Martha Hall EOP&S: Nick Mata ESL Office: Jocelyn Alex Events Office: Yesenia Penate 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 Math Village: Kristina Fukuda Media Center: L. Nakamura Modern Language: Travis Grant Music: Lori Geller Outreach & Recruitment: Will Taylor Payroll: Ian Fraser Science: Ingrid Cardwell Student Life: Amelia Trejo Superintendent/Presidents Office: L. Kilian STEM: Vanan Yahnian Theater Arts: Judy Louff W& ED/Bundy: Tricia Ramos</p>	<p>ADMINISTRATORS AND MANAGERS Emeritus: Scott Silverman Facilities: Dennis Biddle HR: Tre'Shawn Hall-Baker Info Tech: Marc Drescher IEC: N. Pressian Instructional Technology: Maintenance: Devin Starnes Terry Kamibayashi Operations: Anthony Barlow Justin Carter 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:</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>Revised 9/1/2022</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 Tuesday, September 6, 2022. 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		
DEBORAH JANSEN		
LAWRENCE LEONE		
BARBARA GREENSTEIN		

**C. PUBLIC COMMENTS
(NON-ACTIONABLE COMMENTS FROM THOSE IN ATTENDANCE)**

II. AGENDA REPORTS – MAJOR ITEMS OF BUSINESS

NUMBER	ITEM	PAGE
1	EXAM SCHEDULE: <ul style="list-style-type: none"> • ADMINISTRATIVE ASSISTANT I • ADMINISTRATIVE ASSISTANT II • DIRECTOR OF FACILITIES MAINTENANCE AND OPERATIONS • HUMAN RESOURCES TECHNICIAN • MAIL SERVICES WORKER II • PLUMBER 	5
2	RATIFICATION OF ELIGIBILITY LISTS: <ul style="list-style-type: none"> • ACCOMPANIST – MUSIC PERFORMANCE • LIBRARY ASSISTANT • MEDIA RESOURCES ASSISTANT 	6
3	RATIFICATION OF WORKING OUT OF CLASS AND SUBSTITUTE ASSIGNMENTS	7
4	REQUEST FOR APPROVAL OF RETITLE AND CLASSIFICATION REVISIONS: CAMPUS EMERGENCY AND SAFETY FACILITATOR TO EMERGENCY AND SAFETY COORDINATOR	11

III. ADJOURNMENT

SANTA MONICA COLLEGE SPECIAL PERSONNEL COMMISSION MEETING AGENDA
TUESDAY, SEPTEMBER 6, 2022

AGENDA REPORT NO.	1
SUBJECT	EXAM SCHEDULE: <ul style="list-style-type: none"> • ADMINISTRATIVE ASSISTANT I • ADMINISTRATIVE ASSISTANT II • DIRECTOR OF FACILITIES MAINTENANCE AND OPERATIONS • HUMAN RESOURCES TECHNICIAN • MAIL SERVICES WORKER II • PLUMBER
DATE	SEPTEMBER 6, 2022
TO	MEMBERS OF THE PERSONNEL COMMISSION
FROM	CAROL LONG, DIRECTOR OF THE PERSONNEL COMMISSION

CLASS TITLE	FIELD OF COMPETITION	TIME
ADMINISTRATIVE ASSISTANT I	MERGED PROMOTIONAL AND OPEN COMPETITIVE* <small>*CORRECTION FROM 8/17/2022</small>	3 WEEKS
ADMINISTRATIVE ASSISTANT II	PROMOTIONAL AND OPEN COMPETITIVE* <small>*CORRECTION FROM 8/17/2022</small>	3 WEEKS
DIRECTOR OF FACILITIES MAINTENANCE AND OPERATIONS	MERGED PROMOTIONAL AND OPEN COMPETITIVE	3 WEEKS
HUMAN RESOURCES TECHNICIAN	MERGED PROMOTIONAL AND OPEN COMPETITIVE	3 WEEKS (RE-OPENING)
MAIL SERVICES WORKER II* <small>*CORRECTION FROM 8/17/2022</small>	MERGED PROMOTIONAL AND OPEN COMPETITIVE	3 WEEKS
PLUMBER	PROMOTIONAL AND OPEN COMPETITIVE	3 WEEKS

DISPOSITION BY THE COMMISSION	
MOTION MADE BY:	
SECONDED BY:	
AYES:	
NAYS:	
ABSTENTIONS:	
AMENDMENTS/COMMENTS	

SANTA MONICA COLLEGE SPECIAL PERSONNEL COMMISSION MEETING AGENDA
TUESDAY, SEPTEMBER 6, 2022

AGENDA REPORT NO.	2
SUBJECT	RATIFICATION OF ELIGIBILITY LISTS: <ul style="list-style-type: none"> • ACCOMPANIST-MUSIC PERFORMANCE • LIBRARY ASSISTANT • MEDIA RESOURCES ASSISTANT
DATE	SEPTEMBER 6, 2022
TO	MEMBERS OF THE PERSONNEL COMMISSION
FROM	CAROL LONG, DIRECTOR OF THE PERSONNEL COMMISSION

CLASS TITLE	FIELD OF COMPETITION	PROMOTIONAL	TOTAL ON LIST	EXPIRATION DATE
ACCOMPANIST-MUSIC PERFORMANCE	MERGED PROMOTIONAL AND OPEN COMPETITIVE	0	8	8/25/2023
LIBRARY ASSISTANT	MERGED PROMOTIONAL AND OPEN COMPETITIVE	0	17	9/8/2023
MEDIA RESOURCES ASSISTANT	MERGED PROMOTIONAL AND OPEN COMPETITIVE	0	9	8/18/2023

DISPOSITION BY THE COMMISSION	
MOTION MADE BY:	
SECONDED BY:	
AYES:	
NAYS:	
ABSTENTIONS:	
AMENDMENTS/COMMENTS	

AGENDA REPORT NO.	3
SUBJECT	RATIFICATION OF WORKING OUT OF CLASS AND SUBSTITUTE ASSIGNMENTS
DATE	SEPTEMBER 6, 2022
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 SUBSTITUTE ASSIGNMENT(S).

CORRECTION TO TEMPORARY ASSIGNMENT

FROM: PROVISIONAL WORKING OUT OF CLASS ASSIGNMENT

TO: SUBSTITUTE ASSIGNMENT

NAME/PERMANENT CLASS	SUBSTITUTE ASSIGNMENT	DATES OF CURRENT ASSIGNMENT
ROGER ACEVEDO/ GROUNDS WORKER	RECEIVING, STOCKROOM, AND DELIVERY WORKER	8/2/2022 TO 12/5/2022

PROVISIONAL WORKING OUT OF CLASS ASSIGNMENT

NAME/PERMANENT CLASS	PROVISIONAL WORKING OUT OF CLASS ASSIGNMENT	DATES OF CURRENT ASSIGNMENT
SHARON THOMAS/ ADMINISTRATIVE ASSISTANT II	CLASS SCHEDULING SPECIALIST	6/8/2022 TO 6/24/2022
ALAN KUYKENDALL/ HUMAN RESOURCES ANALYST- EMPLOYEE AND LABOR RELATIONS (CONFIDENTIAL)	ASSISTANT DIRECTOR OF HUMAN RESOURCES	9/1/2022 TO 1/20/2023

SUBSTITUTE LIMITED TERM ASSIGNMENT

NAME/PERMANENT CLASS	SUBSTITUTE LIMITED TERM ASSIGNMENT	DATES OF CURRENT ASSIGNMENT
MIGUEL REYES/ INFORMATION SYSTEMS ADMINISTRATOR	INSTRUCTIONAL TECHNOLOGY SERVICES MANAGER – ENTERTAINMENT TECHNOLOGY	9/6/2022 TO 10/17/2022

Merit Rule 3.2.10 Working out of Class (Education Code Section 88010, 88087, 88106 - 88108)

3.2.10 Concept of working out of classification

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.

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.

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).

Procedure for supervisor requesting approval for working out of class

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

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

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.

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

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 88105)

7.4.1 limited term positions defined

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.

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

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.

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

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.

DISPOSITION BY THE COMMISSION	
MOTION MADE BY:	
SECONDED BY:	
AYES:	
NAYS:	
ABSTENTIONS:	
AMENDMENTS/COMMENTS	

AGENDA REPORT NO.	4
SUBJECT	REQUEST FOR APPROVAL OF RETITLE AND CLASSIFICATION REVISIONS: CAMPUS EMERGENCY AND SAFETY FACILITATOR TO EMERGENCY AND SAFETY COORDINATOR
DATE	SEPTEMBER 6, 2022
TO	MEMBERS OF THE PERSONNEL COMMISSION
FROM	CAROL LONG, DIRECTOR OF THE PERSONNEL COMMISSION
BY	OLGA VASQUEZ, PERSONNEL ANALYST

BACKGROUND

Attached for approval is a revised classification description for Campus Emergency and Safety Facilitator. The Personnel Commission will be conducting a recruitment to fill one (1) vacancy for this classification. In preparation for this recruitment, management overseeing this classification has requested changes to include public health as an area of emergency and safety. This change is intended to reflect the classification’s current scope of responsibility for emergency and safety activities, including researching, implementing, developing and coordinating emergency operations, preparedness and safety programs and trainings for the District. The Campus Emergency and Safety Facilitator classification was established in June 2016.

METHODOLOGY

Personnel Commission staff met with the Chief of Police, Johnnie Adams and the former Interim Associate Dean, Health and Wellbeing, Susan Fila, to review the current classification description, proposed changes and determine if the duties and scope of work accurately reflect the job requirements.

RESULTS

Changes to the classification title, duties, knowledge, skill and abilities, minimum qualifications are being recommended to reflect the existing scope of work performed. Additionally, the distinguishing characteristics section was added and the supervisor section broadened for flexibility depending on the emergency; this title was updated to Emergency and Safety Coordinator. Salary allocation is not being reviewed at this time, but can be assessed at later date at the District’s request.

RECOMMENDATIONS

It is recommended that the Commission approve the attached revisions to the classification descriptions of the Campus Emergency and Safety Facilitator.

DISPOSITION BY THE COMMISSION	
MOTION MADE BY:	
SECONDED BY:	
AYES:	
NAYS:	
ABSTENTIONS:	
AMENDMENTS/COMMENTS	

Santa Monica Community College District
Personnel Commission

-Campus EMERGENCY AND SAFETY COORDINATOR Facilitator

CONCEPT OF THE CLASS

Under general supervision, this Position in this classification researches, develops, implements and coordinates professional level Emergency operations, Preparedness and Safety programs and trainings for the District. The incumbent serves as an expert to support management in sound emergency planning, implementation and maintenance of emergency plans, response operations, and mitigation and preparedness programs, campus-community, monitor the placement and trainings for building monitors, administer Emergency and Safety presentations to students, monitor the inventory of emergency supplies and safety equipment for the District, and facilitate effective coordination of communication to the campus community.

DISTINGUISHING CHARACTERISTICS

The Emergency and Safety Coordinator is responsible for independently performing complex professional level tasks in the administration, coordination, implementation, and evaluation of Emergency operations, preparedness and safety programs for the District.

The Risk & Insurance Coordinator is responsible for independently performing complex professional level tasks in the administration and coordination of District' risk management and insurance programs.

ESSENTIAL DUTIES

Develops, coordinates, ~~and~~ facilitates, implements, and evaluates Emergency & Safety trainings for college programs and students.

Creates informational materials in the areas of Emergency Preparedness, Fire Drills, Natural Disasters, Public Health, and Civil Unrest.

Facilitates coordination of communication with the offices of SMC Police, Risk Management, and Facilities.

Provides campus Coaches students and employees in the development of personal emergency plans, emergency kits, and home kits.

Develops informational tools and activities for faculty to use in classroom discussions on Emergency Preparedness and Safety.

Oversee maintenance and monitoring of training and placement of building monitors for all college locations.

Plans, develops, and coordinates Emergency Preparedness fairs including contacting employers, promoting advertising, and scheduling equipment demonstrations.

Works with Campus Police in organizing and establishing emergency drills, table top exercises and simulations.

Works with SMC Campus Safety and Emergency Preparedness Committees to develop, recommend and plan safety trainings, emergency response and procedures in organizing and establishing emergency drills, and simulations.

Works with SMC Campus Safety and Emergency Preparedness Committees to coordinate a community approach to emergency management

In coordination with SMC Police, fosters an innovative learning platform to promote campus safety, and best practices to protect against, respond to and mitigate emergency situations

Develops and maintains a computer database of emergency organizations, resources, local agencies, and College-Community Emergency Response Team (C-CERT) members.

Manages and maintains SMC Emergency Preparedness website

Makes Emergency Preparedness presentations to community groups and organizations

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:

Under general supervision of ~~the SMC Chief of Police or~~ designee, the employee receives assignments and is expected to carry them through to completion with substantial independence.

Supervision Exercised:

Positions in this classification do not supervise other classified employees, but may serve in a lead capacity and provide professional guidance, direction and training to staff and student workers.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Emergency Preparedness and Safety procedures

Program planning, development and coordination

Marketing programs and services

Planning, developing, organizing, and conducting workshops

Interviewing and advisement techniques

Event planning

Interpretation of curriculum and establishing learning objectives

Basic work scheduling methods

Basic record keeping techniques

Computerized websites

FEMA government regulations

Ability to:

Organize and schedule work for others

Provide direction to individual students in small and large groups

Provide input to curriculum development for faculty and staff training programs

Work and meet deadlines with limited supervision

Conduct organized, professional, and effective presentations

Plan, develop, and organize events and activities

Establish and maintain cooperative working relationships with those contacted in the course of work

Estimate project requirements and organize resources to meet goals and deadlines

Work effectively with students, staff, faculty, community groups, and public agencies

Manage time and prioritize tasks to meet deadlines

SANTA MONICA COLLEGE SPECIAL PERSONNEL COMMISSION MEETING AGENDA
TUESDAY, SEPTEMBER 6, 2022

Ensure the maintenance of all required files, records, and documentation

Work effectively and exercise independent judgment and initiative within established guidelines

Communicate orally and in writing clearly, concisely, and accurately, to both internal and external stakeholders

Prepare clear, accurate, grammatically correct, and comprehensive reports, research studies, correspondence, informational materials, and other related documents.

Interact positively with members of various ethnic and socioeconomic groups

Use relevant technology required by position, including wordprocessing, spreadsheet, presentation, database, and electronic mail application in order to perform all administrative responsibilities associated with the position.

Excellent customer service skills

MINIMUM QUALIFICATIONS

Education Requirement:

~~Associate Degree in Business Administration, Public Administration, Public Relations Communication or a closely related field. A Bachelor's Degree in Emergency Preparedness, Emergency Management, Safety, Nursing, Public or Community Health, Health or Public Administration, Public Relations Communication, Social Science or a closely related field, may substitute for up to two years of experience.~~

Experience Requirement:

One (1) year experience working with Emergency Preparedness ~~in a college setting campus, and/or two (2) years in Public Health or in Health Care with experience in contact tracing and implementing vaccination and testing programs.~~

Education/Experience Equivalency:

~~Additional experience and/or education of the same kind, level, or amount as required in the minimum qualifications may substitute on a year-for-year basis, for all or part of the Associate Degree.~~

Licensure and/or Certification:

~~Possession of a valid Class C California driver's license.
Valid First Aid and Cardiopulmonary Resuscitation/Automated External Defibrillators (CPR/AED) certification.
Incident Command System (ICS) 100, 200, 300 and 700 is preferred or be able to complete courses during probationary period. Completed FEMA Training NIMS/IS-100, HE, IS-200, and NIMS/IS-700 is preferred.~~

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~~30 pounds. While performing the duties of this job, the noise level in the work environment is usually quiet.

CLASS DETAIL

Job Family:	Public Safety
FLSA Status:	Non-exempt
Personnel Commission Approval Date:	6/15/2016
Class History:	<u>New Class</u> <u>Campus Emergency and Safety Facilitator</u>

Revision Date(s): 08/1/2022

**Santa Monica Community College District
Personnel Commission**

EMERGENCY AND SAFETY COORDINATOR

CONCEPT OF THE CLASS

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DISTINGUISHING CHARACTERISTICS

The **Emergency and Safety Coordinator** is responsible for independently performing complex professional level tasks in the administration, coordination, implementation, and evaluation of Emergency operations, preparedness and safety programs for the District.

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ESSENTIAL DUTIES

Develops, coordinates, facilitates, implements, and evaluates Emergency & Safety trainings for college programs and students.

Creates informational materials in the areas of Emergency Preparedness, Fire Drills, Natural Disasters, Public Health, and Civil Unrest.

Facilitates coordination of communication with the offices of SMC Police, Risk Management, and Facilities.

Provides campus coaches students and employees in the development of personal emergency plans, emergency kits, and home kits.

Develops informational tools and activities for faculty to use in classroom discussions on Emergency Preparedness and Safety.

Oversee maintenance and monitoring of training and placement of building monitors for all college locations.

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Works with SMC Campus Safety and Emergency Preparedness Committees to develop, recommend and plan safety trainings, emergency response and procedures organizing and establishing emergency drills, and simulations.

Works with SMC Campus Safety and Emergency Preparedness Committees to coordinate a community approach to emergency management

In coordination with SMC Police, fosters an innovative learning platform to promote campus safety, and best practices to protect against, respond to and mitigate emergency situations

Develops and maintains a computer database of emergency organizations, resources, local agencies, and College-Community Emergency Response Team (C-CERT) members.

Manages and maintains SMC Emergency Preparedness website

Makes Emergency Preparedness presentations to community groups and organizations

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:

Under general supervision of designee, the employee receives assignments and is expected to carry them through to completion with substantial independence.

Supervision Exercised:

Positions in this classification do not supervise other classified employees, but may serve in a lead capacity and provide professional guidance, direction and training to staff and student workers.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Emergency Preparedness and Safety procedures

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Event planning

Interpretation of curriculum and establishing learning objectives

Basic work scheduling methods

Basic record keeping techniques

Computerized websites

FEMA government regulations

Ability to:

Organize and schedule work for others

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Provide input to curriculum development for faculty and staff training programs

Work and meet deadlines with limited supervision

Conduct organized, professional, and effective presentations

Plan, develop, and organize events and activities

Establish and maintain cooperative working relationships with those contacted in the course of work

Estimate project requirements and organize resources to meet goals and deadlines

Work effectively with students, staff, faculty, community groups, and public agencies

Manage time and prioritize tasks to meet deadlines

Ensure the maintenance of all required files, records, and documentation

Work effectively and exercise independent judgment and initiative within established guidelines

SANTA MONICA COLLEGE SPECIAL PERSONNEL COMMISSION MEETING AGENDA
TUESDAY, SEPTEMBER 6, 2022

Communicate orally and in writing clearly, concisely, and accurately, to both internal and external stakeholders

Prepare clear, accurate, grammatically correct, and comprehensive reports, research studies, correspondence, informational materials, and other related documents.

Interact positively with members of various ethnic and socioeconomic groups

Use relevant technology required by position, including word processing, spreadsheet, presentation, database, and electronic mail application in order to perform all administrative responsibilities associated with the position.

Excellent customer service skills

MINIMUM QUALIFICATIONS

Education Requirement:

A Bachelor's degree in Emergency Preparedness, Emergency Management, Safety, Nursing, Public or Community Health, Health or Public Administration, Public Relations Communication, Social Science or related field.

Experience Requirement:

One (1) year experience working with Emergency Preparedness in a college setting, and/or two (2) years in Public Health or in Health Care with experience in contact tracing and implementing vaccination and testing programs.

Education/Experience Equivalency:

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

Licensure and/or Certification:

A valid driver license.

Valid First Aid and Cardiopulmonary Resuscitation/Automated External Defibrillators (CPR/AED) certification.

Incident Command System (ICS) 100, 200, 300 and 700 is preferred or be able to complete courses during probationary period.

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 30 pounds. While performing the duties of this job, the noise level in the work environment is usually quiet.

CLASS DETAIL

Job Family:	Public Safety
FLSA Status:	Non-exempt
Personnel Commission Approval Date:	6/15/2016
Class History:	Campus Emergency and Safety Facilitator
Revision Date(s):	9/6/2022

SANTA MONICA COLLEGE SPECIAL PERSONNEL COMMISSION MEETING AGENDA
TUESDAY, SEPTEMBER 6, 2022

MEETING ADJOURNED AT _____

DISPOSITION BY THE COMMISSION	
MOTION MADE BY:	
SECONDED BY:	
AYES:	
NAYS:	
ABSTENTIONS:	
AMENDMENTS/COMMENTS	

DAY	MONTH	DATE	YEAR	TIME	VENUE
WEDNESDAY	SEPTEMBER	21	2022	12:00PM	ONLINE
WEDNESDAY	OCTOBER	19	2022	12:00PM	ONLINE
WEDNESDAY	NOVEMBER	16	2022	12:00PM	ONLINE
WEDNESDAY	DECEMBER	21	2022	12:00PM	ONLINE
WEDNESDAY	JANUARY	18	2023	12:00PM	TBD
WEDNESDAY	FEBRUARY	15	2023	12:00PM	TBD
WEDNESDAY	MARCH	15	2023	12:00PM	TBD
WEDNESDAY	APRIL	19	2023	12:00PM	TBD
WEDNESDAY	MAY	17	2023	12:00PM	TBD
WEDNESDAY	JUNE	21	2023	12:00PM	TBD

AS REQUIRED BY LAW, THIS AGENDA FOR THE SEPTEMBER 6, 2022, SPECIAL MEETING OF THE SANTA MONICA COLLEGE PERSONNEL COMMISSION WAS POSTED ON THE OFFICIAL DISTRICT WEBSITE NO LATER THAN 24 HOURS PRIOR TO THE DATE AND TIME OF THIS MEETING.