

**Personnel Commissioner
Santa Monica College**

Direct Link: <https://www.AcademicKeys.com/r?job=269369>

Downloaded On: Dec. 12, 2025 2:08pm

Posted Dec. 12, 2025, set to expire Dec. 15, 2025

Job Title Personnel Commissioner
Department Personnel Commission
Institution Santa Monica College
Santa Monica, California

Date Posted Dec. 12, 2025

Application Deadline 12/15/2025

Position Start Date Available immediately

Job Categories Part-Time/Temporary Staff
Classified Staff

Academic Field(s) Human Resources

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Job Description

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Personnel Commissioner

Santa Monica College

Salary: \$50.00 - \$250.00 Monthly

Job Type: Part-Time

Job Number:

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PC-0000-01 - 2025

Location: 1900 Pico Blvd. Santa Monica 90405, CA

Closing: 12/15/2025 11:59 PM Pacific

Description

Santa Monica Community College District is seeking applications for an appointment to a seat on the Santa Monica Community College District's Personnel Commission. The appointment will be effective January 1, 2026 for a three-year term through November 30, 2028.

The five-member Personnel Commission is the public body responsible for the administration of the college's Merit System, overseeing the selection, retention, promotion, and salary allocation for classified (i.e., non-teaching) employees of the college. To execute these responsibilities, the State Education Code provides that the Personnel Commissioners shall classify positions; hear appeals of disciplinary and dismissal matters; review protests involving examinations, selection and appointment procedures; and prescribe rules related to a variety of personnel practices. The Personnel Commission provides for the selection and promotion of employees on the basis of merit and fitness, and classification maintenance and salary allocation based on the concept of like pay for substantially similar work, without regard to race, ethnicity, gender, gender identity, sexual orientation, socio-economic status, age, disability, religion, or other protected categories. Please feel free to view our website for more information about the Personnel Commission:

<https://admin.smc.edu/administration/human-resources/personnel-commission>.

Personnel Commissioners receive a \$50 stipend per meeting, up to a maximum of \$250 per month. Personnel Commissioners are also eligible to receive District-paid health benefits.

Examples of Duties

The Personnel Commission meets on the third Wednesday of each month at 12:00 noon. Additional meetings may be called for as needed. The Personnel Commission serves as a neutral body, ensuring that activities performed under the oversight of the Director of the Personnel Commission are in compliance with merit systems laws and policies, and are in support of both the enhancement of college operations and continuous improvement of merit-based activities and policies. Personnel Commissioners will need to gain familiarity with laws and district-level rules which pertain to the administration of a merit system in order to:

- Ensure that classified employees receive fair and equitable treatment.

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- Represent the public's interest by ensuring a personnel system dedicated to the hiring and retaining of the best qualified employees.
- Work in cooperation with the governing board and administrators in the quest for competent employees and effective personnel administration.

Minimum Qualifications

To qualify for appointment to the Personnel Commission at Santa Monica College, the applicant:

- Must be a registered voter and resident within the boundaries of the Santa Monica Community College district, which encompasses Santa Monica and Malibu.
- Must be a known adherent to the principle of Merit Systems, meaning supporting the concept of hiring, retaining, and promoting competent employees on the basis of merit and fitness.
- Shall not be an employee of the Santa Monica Community College District.
- Shall not be a member of the governing board of the Santa Monica Community College District or any community college district or county board of education.

Supplemental Information

TO APPLY: Please submit the following information and documents to
personnel_commission@smc.edu:

1. A resume outlining your professional and educational background, along with any related community service experience.
2. A cover letter, which includes your reasons for seeking an appointment to the Santa Monica Community College Personnel Commission, and how you see your role as an optimal contributor to both the College and the Personnel Commission.
3. A separate attachment, which addresses each of the following questions:
 - Are you currently a registered voter and resident within the Santa Monica Community College District (Santa Monica and Malibu)? If so, please attach a current document showing proof of residency (i.e., utility bill).
 - Please provide the address where you are registered to vote.
 - Are you currently a member of any community college districts' Board of Trustees, member of the County Board of Education, or an employee of the Santa Monica Community College

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District?

Questions regarding the position or application process can be directed to Carol Long at Long_Carol@smc.edu, or (310) 434-4410.

To apply, please visit <https://www.schooljobs.com/careers/smc/jobs/5150973/personnel-commissioner>

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Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

Personnel Commission
Santa Monica College

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