

**SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT**  
**PERSONNEL COMMISSION**  
District Office Board Room  
1651 Sixteenth Street, Santa Monica CA 90404

**AGENDA**

**REGULAR MEETING**  
**July 14, 2009 @ 5:00 p.m.**  
**District Office Board Room**

Electronically Recorded

***Transparency:*** characterized by visibility or ability to access information especially concerning business practices. It may include open meetings, financial disclosure statements, the freedom of information legislation, budgetary reviews, audits, etc. The Personnel Commission's intention is to create a safe environment to be able to ask unpopular questions. The Personnel Commission is committed to accomplish its work in a transparent manner.

**PERSONNEL COMMISSIONERS:** Mrs. Celia Carroll, Mrs. Pam Brady, and Mr. Shane McLoud

**I. General Functions:**

**A. Call to Order:**

**B. Roll Call:**

**C. Pledge of Allegiance:**

**D. Motion to Approve Agenda:**

Motion by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

Vote: \_\_\_\_\_

**E. Motion to Approve Minutes: June 9, 2009; June 25, 2009**

Motion by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

Vote: \_\_\_\_\_

**F. Public Comments: Public Comments is the time when members of the audience may address the Personnel Commission on items scheduled and also not scheduled on the meeting's agenda. All speakers are limited to three (3) minutes. When there is a large number of speakers, the Personnel Commission may reduce the allotted time to two (2) minutes per speaker. The Brown Act (Government Code) states that Personnel Commission members may not engage in discussion of issues raised during "Public**

Comments” except to ask clarifying questions, make a brief announcement, make a brief report on his or her own activities, or to refer the matter to staff.

1. Request to Speak on Agenda Items
2. Request to Speak on Non-agenda Items

**G. Communications:** The Communications section provides an opportunity for the Personnel Commission to hear from the individuals or representatives listed below. All reports are limited to 5 minutes or less.

1. SEIU Report
2. Board of Education Report

**II. Report from the Director of Classified Personnel:** This is an opportunity for the Director of Classified Personnel to present informational items of interest to the members of the Personnel Commission, which are not action items on the agenda.

**A. The District Graduation Ceremonies**

**B. Career Advancement Training**

- **Module 1: Applications and Resumes**
- **Module 2: Test and Interview Preparation**

**C. Approved Working Out of Class Request (less than 90 working days per Personnel Commission Rule §3.2.9.(C): *Working Out of Class*) by the Director of Classified Personnel**

- **Mr. Michael Anderson, Custodian, in the position of the Plant Supervisor from July 1 to August 1, 2009**
- **Ms. Irene Behrens, Senior Office Specialist, in the position of the Human Resources Technician from June 29 to September 4, 2009**
- **Mr. Michael Bott, Lead Person – Building Trades, in the position of the Maintenance Supervisor from July 1 to July 14, 2009 and from August 17 to August 30, 2009**
- **Mr. Timothy Buchanon, Custodian, in the position of the Utility Worker from July 1 to November 5, 2009**
- **Ms. Tina Bulchand, Administrative Assistant, in the position of the Senior Administrative Assistant from April 10 to May 27, 2009**
- **Mr. Cesar Herrera, Skilled Maintenance Worker, in the position of the Glazier from July 1 to August 15, 2009**
- **Mr. Dennis Chavez, Glazier, in the position of the Facilities Technician from July 1 to August 15, 2009**
- **Mr. Richard Lohmeyer, Plumber, in the position of the Maintenance Supervisor from July 15 to August 14, 2009**
- **Mr. David Marmolejo, Technology Support Assistant, in the position of the Telephone System, Computer Equipment Specialist from July 1 to November 1, 2009**
- **Ms. Elizabeth Papp, Human Resources Technician, in the position of the Human Resources Specialist from June 29 to September 4, 2009**

- **Mr. Stephen Parker, Custodian, in the position of the Utility Worker from July 1 to November 5, 2009**
- **Mr. Pete Patterson, Utility Worker, in the position of the Skilled Maintenance Worker from July 1 to August 15, 2009**
- **Mr. Curtis Sugars, Plant Supervisor, in the position of the Manager Facilities and Grounds Operation from July 1 to August 15, 2009**

**D. Update on Merit Rules Grievance – File Number 002**

**III. Consent List:**

**A. Approve Classified Personnel – Merit Report - No. A. 36**

1. June 25, 2009

**Approve Classified Personnel – Merit Report - No. A. TBD**

2. July 16, 2009

**B. Approve Classified Personnel – Non-Merit Report - No. A. 37**

1. June 25, 2009

**Approve Classified Personnel – Non-Merit Report - No. A. TBD**

2. July 16, 2009

**C. Approve Classified Personnel Eligibility List(s):**

<u>Classification</u>	<u># Eligibles</u>
Children Center Assistant	31
Instructional Assistant – Physical Education	10
Metal Worker	13
Physical Activities Specialist	11
Swimming Instructor/Lifeguard	5

Motion by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

Vote: \_\_\_\_\_

**List Extension (Personnel Commission Rule §6.1.3.: *Duration of Eligibility Lists*)**

Assistant Buyer 8

Motion by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

Vote: \_\_\_\_\_

**IV. Discussion/Action Items/or Other Information:**

**A. Action Item(s):**

1. Advanced Step Placements:

Director's Recommendation: *Approve*

- a. The Director of Classified Personnel recommends that the Personnel Commission approve Advanced Step Placement for new hire Ellen Mark in the classification of Elementary Library Coordinator pursuant to Personnel Commission Rule §12.2.4.(B): *Salary on Employment* based on exceeding the minimum experience and education.

Motion by: \_\_\_\_\_  
Seconded by: \_\_\_\_\_  
Vote: \_\_\_\_\_

- b. The Director of Classified Personnel recommends that the Personnel Commission approve Advanced Step Placement for new hire Narbeh Nazloomian in the classification of Database Administrator pursuant to Personnel Commission Rule §12.2.4.(B): *Salary on Employment* based on exceeding the minimum experience and education.

Motion by: \_\_\_\_\_  
Seconded by: \_\_\_\_\_  
Vote: \_\_\_\_\_

2. Classification Revisions:

Director's Recommendation: *Approve*

- a. The Director of Classified Personnel recommends that the Personnel Commission approve the revision to the Job Development Placement Specialist classification specification within the Special Education department.

Motion by: \_\_\_\_\_  
Seconded by: \_\_\_\_\_  
Vote: \_\_\_\_\_

- b. The Director of Classified Personnel recommends that the Personnel Commission approve the revision to the Instructional Assistant-Sign Language Interpreter classification specification within the Special Education department.

Motion by: \_\_\_\_\_  
Seconded by: \_\_\_\_\_  
Vote: \_\_\_\_\_

3. Working Out of Class Requests:  
Director's Recommendation: *Approve*

- a. Mr. Spikes Ford (Skilled Maintenance Worker) from June 11 to June 30, 2009 (First Extension) in the position of the Metal Worker

Motion by: \_\_\_\_\_  
Seconded by: \_\_\_\_\_  
Vote: \_\_\_\_\_

**B. Discussion Item(s):**

1. Personnel Requisition Status Report
2. Personnel Commission's Twelve-Month Calendar of Events
  - Twelve-Month Calendar 2009 – 2010

**V. Personnel Commission Business:**

**A. Personnel Commissioner Comments**

**B. Future Items:**

<b>Subject</b>	<b>Action Steps</b>	<b>Tentative Date</b>
Geographical and Weekend Testing	On Going	
Merit Rules Revisions	On Going	
Employees Selection Pool Interview Update	On going conversations with the Superintendent	
Career Advancement Training		July 2009
Commissioner's Appointment		August 2009
Job Fair		August 2009
Monthly Meeting with the Assistant Superintendent of Human Resources		August 2009
Vacancy Report		September 2009
Annual Report of Activities		October 2009

**VI. Closed Session:**

- Public Employee, to consider appointment, employment, performance evaluation, or dismissal of employee pursuant to GC §54957 as cited in the Brown Act
  - Performance Review of Director, Classified Personnel

**VII. Next Regular Personnel Commission Meeting:**

Tuesday, August 11, 2009, at 5:00 pm - *District Office Board Room*

**VIII. Adjournment:**

There being no further business to come before the Personnel Commission, it is recommended that the meeting be adjourned.

Motion by: \_\_\_\_\_  
Seconded by: \_\_\_\_\_  
Vote: \_\_\_\_\_

**TIME ADJOURNED:** \_\_\_\_\_

Submitted by:

\_\_\_\_\_  
Wilbert Young, Ph.D.  
Secretary to the Personnel Commission  
Director, Classified Personnel

If you wish to receive a full copy of the Personnel Commission Agenda Packet, please contact the Personnel Commission Office at (310) 450-8338, ext. 279.