

MERIT SYSTEM and the EDUCATION CODE

The first Merit System law in the nation for school districts was passed by the California legislature in 1936 and made a part of the California Education Code.

Today, as in 1936, the Merit System provides protection through the Education Code against politically or personally motivated employment, promotion, discipline or dismissal actions.

MERIT SYSTEM PRINCIPLES

Employment and promotion on the basis of merit as shown by competitive examination

Fair and equitable treatment in all personnel matters

Equal pay for work of equal value

High standards of integrity and conduct and concern for the public interest

Efficient and effective use of the work force

Improved performance through effective education and training

Protection of employees from arbitrary action, personal favoritism or political coercion

MAJOR FUNCTIONS of the COMMISSION

Formulating rules and regulations to ensure efficiency of the classified service and merit system implementation

Recommending salary schedules

Establishing rules for the recruitment and examination of candidates

Maintaining an effective classification system

Investigating and hearing disciplinary appeals

Personnel Commission Meetings

Personnel Commission meetings are held once a month, generally on the second Tuesday of the month. Agendas for Commission meetings are posted outside the District's building, sent to each work location and placed on the District's website. The agenda includes the exact time, date and place of the meeting. Minutes of the meetings are placed on the District's website. Employees and members of the public are cordially invited to attend Commission meetings.



Personnel Commission

2010-2011 Annual Report

The Commissioners

Mrs. Pam Brady, Chair

Mrs., Suzie Kim Vice Chair

Mr. Shane McLoud, Member

*Wilbert Young, Ph.D
Director, Classified Personnel*

***Vision:** Augment Santa Monica-Malibu Unified School District's Reputation as the Employer of Choice*

**A
N
N
U
A
L

R
E
P
O
R
T**

Recruitment & Examination Activities

Activity	2009-10	2010-11
Recruitments	60	51
Applications Received	2494 (94% Online)	2283 (92% Online)
Examinations Developed	16	17
Job Interest Cards Submitted	1387	1104
Examinations Administered	112	119
Written	89	92
Oral	16	20
Performance	7	7
T&E	0	0
Eligibility List	71	55
PR Vacancy Reports	12	12
Advanced Step Requests	21	25
Transfer Bulletins	47	46
Professional Expert Requests	41	98

Classification Activities

Activity	2009-10	2010-11
Classifications Developed	9	3
Classifications Revised	13	7
Classifications Studies	1	4
Reclassification Studies	3	2
Working Out of Class Requests	46	42

Employment Activities

Activity	2009-10	2010-11
New/Promotional Job Offers	95	125
New Substitute Job Offers	189	209
Daily Substitute Assignments	335	318
Winter/Spring/Summer Requests	791	688

Ancillary Activities

Activity	2009-10	2010-11
Personnel Commission Agendas	14	16
Rater Request Responded To	107	168
Rater Panel Participation	19	19
Career Advancement Workshop	6	4
Merit Rules/Chapters Reviewed	10	6
Employee Performance Evaluations	352	406

Applicants (2283)

	2009-10	2010-11
Gender		
Female	-	1211
Male		882
Declined to state		190
Ethnicity		
American Indian or Alaska Native	---	3
Asian or Pacific Islander	---	93
Black or African American	---	590
Filipino	---	41
Hispanic or Latino	---	579
White	---	618
Declined to state	---	359