



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Annual Report 2015 - 2016

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Peter Lippman

Joseph Pertel

Michael Cool

Jana Hatch

Cindy Johnston

Brooke Lamping

Rosalee Merrick

Beth Papp

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**OFFICE OF THE PERSONNEL COMMISSION
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MEETINGS

Regularly scheduled meetings of the Personnel Commission are held on the second Tuesday of each month at 4:00 pm in the District Board Room. Agendas for Commission meetings are posted in the Personnel Commission Office, outside the District's building, sent electronically District-wide, and placed on the District's website. Employees and members of the public are cordially invited to attend Commission meetings.

CLASSIFIED EMPLOYMENT

Website: www.smmusd.org/jobs

Office: (310) 450-8338 ext. 70279

Fax: (310) 450-0898

PERSONNEL COMMISSION WEBSITE

For additional information regarding the Personnel Commission please visit our website. Our website contains useful information including meeting schedules, complete agendas, minutes, Merit Rules, classification descriptions, and current job openings.

http://www.smmusd.org/personnel_commission/index.html

THANK YOU

The Commission Staff wholeheartedly thanks the numerous District employees, other agency employees and community members who assisted us by serving as panel members on our examination panels. Your assistance is invaluable to the recruitment process and is greatly appreciated.

The 2015-2016 Annual Report of the Personnel Commission is submitted in accordance with Education Code 45266 and Merit Rule 2.4.2. The report encompasses the period from July 1, 2015 through June 30, 2016.

PERSONNEL COMMISSION OVERVIEW

As a strategic partner with our District, the Office of Classified Personnel is responsible for developing, implementing, and maintaining services and systems to effectively recruit, select, and retain qualified employees within our school District's classified workforce.

CORE RESPONSIBILITIES

The Personnel Commission has three (3) core responsibilities as defined in the California Education Code.



1. Oversee a personnel management program based on merit principles that ensure the selection and promotion of employees is based solely on qualifications through competitive examination.
2. Develop and administer policies governing employment matters to ensure the fair and equitable treatment of employees within the classified service.
3. Conduct appeal hearings on matters involving employee disciplinary action, employment examinations, and personnel policies and procedures.

1. Establish and maintain a position classification plan which includes creating job descriptions, setting minimum qualifications, and allocating classifications to salary ranges using standards that provide equal pay for equal work.
2. Adopt guidelines to analyze jobs and develop valid employment examinations.
3. Adopt rules and procedures to be followed concerning such employment subjects as applications, examinations, employment eligibility, hiring, promotions, discipline, and other rules necessary to carry out classified personnel administration.



PRIMARY DUTIES

To execute its responsibilities, the Commission performs the following major duties:

1. Recruitment of job applicants should be from sources representing all segments of society, and selection and advancement should be determined solely on the basis of relative ability, knowledge, and skills, after fair and open competition, which ensures that all receive equal opportunity.
2. All employees and applicants for employment should receive fair and equitable treatment in all aspects of personnel management.
3. Equal pay should be provided for work of equal effort, skill, and responsibility.
4. School district employees should be managed and treated fairly and consistently and be engaged in work that serves the best interests of students.
5. Employees should be retained and promoted on the basis of merit as measured by the adequacy of their performance and professional achievement.
6. Employees should be protected from arbitrary employment actions and afforded due process rights consistent with applicable law.

MERIT SYSTEM PRINCIPLES

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. The Santa Monica Malibu Unified School District voted in the Merit System in 1938. Today, as in 1936, the Merit System provides personnel selection protection through the Education Code against politically or personally motivated employment, promotion, discipline or dismissal actions.



PC TEAM STRUCTURE

The Office of Classified Personnel is committed to meeting both the goals of the Personnel Commission and the Santa Monica-Malibu Unified School District. The following positions represent the Office of Classified Personnel, with a summation of the essential functions performed as related to the Personnel Commission.

PERSONNEL COMMISSIONERS

Barbara Inatsugu (Chair)

Peter Lippman (Vice-Chair & Member)

Joseph Pertel (Vice-Chair & Member)

Review, discuss, and approve actions pertaining to classified employee recruitment, appointment, and due process rights using the guidance of Merit System, Education Code, staff, District, and bargaining unit feedback.

DIRECTOR OF CLASSIFIED PERSONNEL

Michael Cool

Carry out all the Merit System rules and regulations functions of the Personnel Commission; plan, organize, and direct the personnel management program for the classified employee workforce in conformance with the Education Code; supervise and evaluate the performance of assigned staff. The Director leads or participates in many committees dedicated to District initiatives.

PERSONNEL ANALYST

Brooke Lamping

Review and conduct employment recruitment, testing and selection for confidential, supervisory and management positions; research and design structured examination methods to meet the District's need for qualified employees; conduct position classification and compensation studies; analyze personnel policies, rules, and legal issues; administer the web-based recruitment and applicant tracking system; and serve as a team leader for career development workshops, and procedural forms development.

HUMAN RESOURCES TECHNICIANS

Cindy Johnston, Rosalee Merrick, Beth Papp, Julie Toma

Conduct employment recruitment, testing and selection for bargaining unit classification; coordinate substitute assignments and summer (and inter-session) employment assignments, process non-merit employees, perform employment verifications, process unemployment claims, develop seniority lists; support the development and facilitation of career development workshops; assist in performing job analyses, salary surveys, and exam development; provide information to the Director regarding accommodation and layoff matters; and participate in meetings and committees related to School District operations, such as the District Leadership Team and Safety Committee.

ADMINISTRATIVE ASSISTANT

Jana Hatch

Prepare Personnel Commission agendas, supporting documentation, and minutes; maintain department files and records, and respond to various requests for information. Prepare the Board of Education merit and non-merit reports. Track all performance evaluation records for both permanent and probationary classified employees; prepare department payroll; process advanced step placements, disciplinary hearings, layoff actions, requisitions, and rater requests received from external agencies.

STATISTICAL SUMMARY

One of the PC's primary initiatives is the ongoing evolution of data capture and analysis. The PC collects information through multiple manual and automated tracking mechanisms.

Recruitment and Examination Activities		Classification Activities	
Requisitions	202	Classifications Revised	18
Transfer Bulletins	57	Re-classifications	2
Job Interest Cards Submitted	612	New Classifications	6
Recruitments	78	Applicant EEO Summary Data	
Applications Received	3992	Gender	
Eligibility Lists Promulgated	75	Female	2112
Eligibility Lists Extended	3	Male	1632
Number of Eligible Candidates	562	Unknown/Decline to State	248
Employment Activities		Ethnicity*	
Advanced Step Approvals	55	White	1029
Summer Assignment Requests	372	Hispanic or Latino	1281
Ancillary Activities		Filipino	88
Employment Layoff Meetings	10	Black or African American	1077
Disciplinary Notices	5	Asian or Pacific Islander	253
Merit Rules Chapter Revisions	3	American Indian or Alaska Native	67
Rater Requests Received	201	Unknown/Decline to State	487
Rater Panel Participation	9	*Applicants could select more than one option which inflated the total number of applications	
Personnel Commission Agendas	13		

SIGNIFICANT COMMISSION ACTIVITIES 2015-2016

- **New Personnel Director**

The recruitment and selection process for Director of Classified Personnel began in May 2015. Former Director Tietze separated from the District in June 2015 and Personnel Analyst Brooke Lamping served as interim Director until Director Cool joined the SMMUSD Personnel Commission on September 1, 2015.

- **Commissioner Elections**

The election for Personnel Commission Officers was held on December 8, 2015. Commissioner Inatsugu was re-elected as Chair, and Commissioner Lippman was elected as Vice-Chair.

- **Merit Rule Revisions**

In collaboration with the Advisory Rules Committee, the Personnel Commission revised and adopted the following chapters of the Merit Rules:

- Chapter III: Classification
December 8, 2015
- Chapter IV: Filling a Vacancy
February 9, 2016
- Chapter V: Recruitment and Examinations
March 8, 2016

- **Budget Adoption**

The Commission conducted a public hearing and adoption of the 2016-2017 Personnel Commission budget on May 10, 2016.

- **Classified Employee Celebration**

The Personnel Commission hosted the annual Classified Employee Celebration at the District Office on May 17, 2015. District management, SEIU, PTA, and Schools First Credit Union made generous donations that went towards refreshments, prizes and activities.



SIGNIFICANT ACTIVITIES

Other than our primary duties related to selection and classification, the Personnel Commission engages in other activities that benefit the classified service and the District, as well as upkeep and maintenance of the department and staffing.

- **Implementation of Salary Study**

The comprehensive salary study conducted by former Director Tietze was utilized by the District and SEIU as part of the collective bargaining process. A tentative agreement was announced in May 2015 and was later ratified by the Board of Education in June 2015 which resulted in a six percent (6%) increase to the Classified Employee Salary Schedule with some classifications receiving an additional increase. Management and Confidential classifications also received the same salary increases.

- **Malibu Meeting**

The Personnel Commission held its June 14, 2016 regular meeting at the Webster Elementary School Library. This was the first Malibu PC meeting in over ten (10) years.

- **Staff Changes**

Human Resources Technician Beth Papp left the Personnel Commission after promotion to Senior Administrative Assistant at Malibu High School in March 2016. Rosalee Merrick, former Administrative Assistant at Pt. Dume Marine Science School, promoted to Human Resources Technician and joined the Personnel Commission in June 2016.