



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

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Lisa Jenkins
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Clare Caldera
Jana Hatch
Cindy Johnston
Rosalee Merrick
Eric Rowen
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PERSONNEL COMMISSION

Annual Report 2017-2018

**OFFICE OF THE PERSONNEL COMMISSION
1651 SIXTEENTH STREET, SECOND FLOOR
SANTA MONICA, CALIFORNIA 90404**

COMMISSION OVERVIEW

What are our core functions? P.2

TEAM STRUCTURE

Who are we? P.3

STATISTICAL SUMMARY

Our productivity in numbers P.4

SIGNIFICANT ACTIVITIES

Major events this year P.5

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 2017-2018 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, 2017 through June 30, 2018.

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

Julie Waterstone (Chair)
Barbara Inatsugu (Vice-Chair)
Lisa Jenkins (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

Eric Rowen

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

Clare Caldera

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, Julie Toma, & subs

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	
Requisitions	214
Transfer Bulletins	51
Job Interest Cards Submitted (by class)*	278
Job Interest Cards Submitted (by category)*	3711
Recruitments	76
Applications Received	3385
Eligibility Lists Promulgated	56
Number of Eligible Candidates	298
Employment Activities	
Advanced Step Approvals	30
Accelerated Hiring Rate	1
Summer Assignment Requests	664
Summer Assignments Filled	413
Ancillary Activities	
Employment Layoff Meetings	1
Disciplinary Notices	3
Merit Rules Chapter Revisions	2
Rater Requests Received	220
Rater Panel Participation	8
Personnel Commission Agendas	13

Classification Activities	
Classifications Revised	22
Re-classifications	3
New Classifications	1
Salary Reallocation	1
Applicant EEO Summary Data	
Gender	
Male	1298
Female	1997
Unknown/Declined to State	90
Ethnicity	
White	748
Hispanic or Latino	988
Filipino	58
Black or African American	897
Asian or Pacific Islander	179
American Indian or Alaska Native	20
Multiracial	208
Unknown/Decline to State	287
* Applicants may select more than one option, which overestimates the total number counted	



SIGNIFICANT COMMISSION ACTIVITIES 2017-2018

- **New Director, Classified Personnel**

The recruitment and selection process for Director of Classified Personnel began in January 2018. Former Director, Michael Cool, separated from the District in April 2018 and incoming Director, Eric Rowen, joined the SMMUSD Personnel Commission on May 1, 2018.

- **New Personnel Commissioner**

Mr. Peter Lippman served on the Personnel Commission from March 2015 until November 2017. The search for a new Commissioner began in September 2017, and concluded with Ms. Lisa Jenkins attending her first official Personnel Commission Meeting in March 2018.

- **Retiring Personnel Commissioner**

Mrs. Barbara Inatsugu served on the Personnel Commission from March 2012 until November 2018. The search for a new Commissioner began in October 2018, and currently there are seven (7) eligible candidates to be considered.

- **Budget Adoption**

The Commission conducted a public hearing and adoption of the 2017-2018 Personnel Commission budget on May 8, 2018.

- **Classified Employee Celebration**

The Personnel Commission hosted the annual Classified Employee Celebration at the District Office on May 15, 2018. District management, SEIU, PTA, and Schools First Credit Union made generous donations that went towards refreshments, prizes and activities.

- **HR Technician Substitutes**

The Personnel Commission would love to thank several substitute employees who have supported the essential recruitment work at time when the office was short-handed, including Shuntoria Reid, Nichelle Cummings, and Gabrielle Crumble.



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.