



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION MEETING AGENDA

February 9, 2016

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Tuesday, February 9, 2016**, in the **District Administrative Offices**: 1651 16th Street, Santa Monica, CA.

I. General Functions:

- G.01 Call to Order
- G.02 Roll Call
- G.03 Pledge of Allegiance
- G.04 Approval of Agenda for Regular Meeting on February 9, 2016

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu						
Peter Lippman						
Joseph Pertel						

- G.05 Approval of Minutes for Regular Meeting on January 12, 2016

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu						
Peter Lippman						
Joseph Pertel						

- G.06 Report from the Director of Classified Personnel
- G.07 Personnel Commissioner Comments/Reports
- G.08 Communications
- G.09 Public Comments



PERSONNEL COMMISSION MEETING AGENDA

Electronically Recorded (AUDIO ONLY)

February 9, 2016

PERSONNEL COMMISSIONERS: Mrs. Barbara Inatsugu, Mr. Joseph Pertel and Mr. Peter Lippman

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Tuesday, February 9, 2016**, in the **District Administrative Offices:** 1651 16th Street, Santa Monica, CA.

- ❖ **Instructions on Public Comments:** Persons wishing to address the Personnel Commission regarding an item scheduled for this meeting must submit the "Request to Address" card before consideration of that item. Persons wishing to address the Personnel Commission regarding an item within the Commissions subject matter jurisdiction but not scheduled on this meeting's agenda may speak during the Public Comments section by submitting the "Request to Address" card before the Commission reaches that section of the agenda.

OPEN SESSION

I. GENERAL FUNCTIONS:

G.01 Call to Order:

G.02 Roll Call:

G.03 Pledge of Allegiance:

G.04 Approval of Agenda for Regular Meeting on February 9, 2016

G.05 Approval of Minutes for Regular Meeting on January 12, 2016

G.06 Report from the Director of Classified Personnel:

This is an opportunity for the Director of Classified Personnel to report on items relevant to Personnel Commission.

- General Comments and Updates
- Commissioner Reappointment
- Advisory Rules Committee Update

If you will require an accommodation to participate in the Commission meeting, please notify the Personnel Commission Office at least 48 hours prior to the meeting.

- Advanced Step Placement Report

G.07 Personnel Commissioner Comments/Reports:

This is time during which a Personnel Commissioner may make a brief announcement or report on his/her own activities relative to Commission business. This is not a time for discussion.

G.08 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 five (5) minutes or less.

- SEIU Report
- Board of Education Report

G.09 Public Comments:

Public Comments is the time when members of the audience may address the Personnel Commission on items not scheduled on the meeting's agenda. All speakers are limited to five (5) minutes. When there is a large number of speakers, the Personnel Commission may reduce the allotted time to three (3) 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.

II. CONSENT CALENDAR:

Items are considered routine, require no discussion, and are normally approved all at once by the Personnel Commission. However, members of the Personnel Commission, staff, or the public may request an item be clarified and/or discussed.

C.01 Approval of Classified Personnel Eligibility List(s):

<u>Classification</u>	<u># Eligibles</u>
Instructional Assistant – Music (Band)	1
Instructional Assistant – Music (Strings)	2
Plant Supervisor	6

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

Cafeteria Worker I	9
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C.02 Advanced Step Placement:

Approval of the Advanced Step Placement for new employee Jessica Castillo in the classification of Senior Administrative Assistant at Range: Step: C

- C.03 Advanced Step Placement:
Approval of the Advanced Step Placement for new employee Bahareh Mehr in the classification of Administrative Assistant at Range: 29 Step: B

III. ACTION ITEMS:

These items are presented for ACTION at this time.

- A.01 Classification Revision:
Approval of the revisions to the Custodian classification within the Operations job family.
- A.02 Classification Revision:
Approval of the revisions to the Lead Custodian classification within the Operations job family.
- A.03 New Classification:
Approval of the new classification Facility Use Manager within the Facility Use job family.
- A.04 Merit Rules:
Adoption of Second Reading of Changes to Chapter IV: *Application for Employment*
- A.05 Personnel Commission's Twelve-Month Calendar of Events:
Consideration/Approval of the new date for the regular Personnel Commission meeting in March 2016

IV. DISCUSSION ITEMS:

These items are submitted for discussion only. Any action that might be required will generally be scheduled for the next regularly scheduled meeting of the Commission.

- D.01 First Reading of Changes to Merit Rules:
Chapter V: Recruitment and Examination (minor modifications)

V. INFORMATION ITEMS:

These items are placed on the agenda as information and do not require discussion.

- I.01 Advanced Step Placement Status Report
- I.02 Open Personnel Requisitions Status Report
- I.03 Filled Personnel Requisitions Status Report
- I.04 Classified Personnel – Merit Report - No. A.19 (for SMMUSD School Board Agenda)
- January 21, 2016
- Classified Personnel – Merit Report - No. A.14
- February 4, 2016
- I.05 Classified Personnel – Non-Merit Report – No. A.20
- January 21, 2016

Classified Personnel – Non-Merit Report – No. A.15

- February 4, 2016

I.06 Personnel Commission’s Twelve-Month Calendar of Events

- 2015 – 2016

I.07 Board of Education Meeting Schedule

- 2015 – 2016

VI. PERSONNEL COMMISSION BUSINESS:

B.01 Future Items:

Subject	Action Steps	Tentative Date
Merit Rules Revisions	- First Reading of Changes to Merit Rule: <i>Chapter XI: Vacation, Leaves of Absence and Holidays</i> - Second Reading and Adoption of Changes to Merit Rule: <i>Chapter V: Recruitment and Examinations</i>	March 2016
Preliminary Budget – Fiscal Year 2016-2017	- First Reading	April 2016
Adoption of Budget – Fiscal Year 2016-2017	- Second Reading	May 2016
Classified Employees Appreciation Reception		May 2016

VII. NEXT REGULAR PERSONNEL COMMISSION MEETING:

Tuesday, March 8, 2016, at 4:00 p.m. - *District Office Board Room*

VIII. PUBLIC COMMENTS FOR CLOSED SESSION ITEMS ONLY:

Persons wishing to address the Personnel Commission regarding an item scheduled for closed session must submit the “Request to Address” card prior to the start of closed session.

IX. CLOSED SESSION:

The Commission adjourned to closed session at _____ p.m. pursuant to Government Code Section 54957 to discuss:

A. PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Title: Director of Classified Personnel

The Commission reconvened into open session at _____ p.m. and reported on the following action taken in closed session:

X. ADJOURNMENT:

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

Submitted by:

Michael Cool
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. 70-279.



PERSONNEL COMMISSION MEETING MINUTES

Electronically Recorded (AUDIO ONLY)

January 12, 2016

PERSONNEL COMMISSIONERS: Mrs. Barbara Inatsugu, Mr. Joseph Pertel and Mr. Peter Lippman

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission was held on **Tuesday, January 12, 2016**, in the **District Administrative Offices:** 1651 16th Street, Santa Monica, CA.

- ❖ **Instructions on Public Comments:** Persons wishing to address the Personnel Commission regarding an item scheduled for this meeting must submit the "Request to Address" card before consideration of that item. Persons wishing to address the Personnel Commission regarding an item within the Commissions subject matter jurisdiction but not scheduled on this meeting's agenda may speak during the Public Comments section by submitting the "Request to Address" card before the Commission reaches that section of the agenda.

OPEN SESSION

I. GENERAL FUNCTIONS:

- G.01 Call to Order:** The Open Session of the Regular Meeting of the Personnel Commission was called to order at 4:10 p.m.
- G.02 Roll Call:** Commissioners Inatsugu, Pertel, and Lippman were present.
- G.03 Pledge of Allegiance:** Mr. Peter Lippman, Personnel Commissioner, led all in attendance in the Pledge of Allegiance.
- G.04 Motion to Approve Agenda:** January 12, 2016

It was moved and seconded to approve the agenda with the following amendments. The motion passed.

- **Agenda item IV.D.01 – “First Reading of Changes to Merit Rules – Chapter IV: *Application for Employment*”- the title was corrected and the voting block was removed on the actual agenda item.**

If you will require an accommodation to participate in the Commission meeting, please notify the Personnel Commission Office at least 48 hours prior to the meeting.

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu			✓			
Peter Lippman		✓	✓			
Joseph Pertel	✓		✓			

G.05 Motion to Approve Minutes: December 8, 2015

It was moved and seconded to approve the minutes as submitted. The motion passed.

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu			✓			
Peter Lippman	✓		✓			
Joseph Pertel		✓	✓			

G.06 Report from the Director of Classified Personnel:

This is an opportunity for the Director of Classified Personnel to report on items relevant to Personnel Commission.

- General Comments
 - **Director Cool informed the Personnel Commission about his school site tours. He is planning visits to John Adams Middle School and Olympic High School. These visits are very beneficial as they provide a more comprehensive picture of the District.**
 - **Director Cool announced that the regular Personnel Commission meeting will take place in Malibu on April 12, 2016.**
 - **Director Cool updated the Personnel Commission on the LACOE software for recruitment and classification tracking. It is a great tool; however, it is too involved for the Personnel Commission department needs. He and Ms. Brooke Lamping, Personnel Analyst, will continue searching for more appropriate product. Ms. Lamping found a program used by the Ventura County Community College District containing recruitment checklist which may be suitable for our department.**
 - **Director Cool informed the Personnel Commission that Advanced Step Placement items are being placed in the Consent Calendar to approve the items collectively.**
 - **Director Cool also mentioned that the Advanced Step Placement Status Report has been considerably revised to present more precise and detailed data.**
- Commissioner Reappointment
 - **Commissioner Inatsugu's reappointment will be presented to the Board of Education for approval on January 21, 2016. Afterwards the necessary documentation will be submitted to the State Superintendent of Public Instruction, who will make the formal appointment.**
- Advisory Rules Committee Update
 - **Director Cool informed the Personnel Commission about planned revisions to Chapter XI: *Vacation, Leaves of Absence and Holidays.***

- **Minor changes to Chapter V: *Recruitment and Examination* will be presented to the Personnel Commission at the next regular meeting in February.**
- **Advanced Step Placement Criteria Update**
 - **Director Cool informed the Personnel Commission about the Merit Rules Advisory Committee's hesitance to revise the Advanced Step Placement process at this point. The Classification and Compensation Study is going to be a part of negotiations between SEIU and the District; hence, it would make more sense revising the procedure afterwards.**

G.07 Personnel Commissioner Comments/Reports:

This is time during which a Personnel Commissioner may make a brief announcement or report on his/her own activities relative to Commission business. This is not a time for discussion.

- **Commissioner Inatsugu thanked Mr. Michael Haberberger, SEIU Project Director, for the letter of recommendation supporting her reappointment.**

G.08 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 five (5) minutes or less.

- **SEIU Report**
 - **Ms. Cartee-McNeely, Chief Steward, informed the Personnel Commission about the planned negotiation focusing on wages and benefits with the District.**
 - **Ms. Cartee-McNeely notified the Personnel Commission about positive collaborative working relationships between the labor teams and management.**
 - **Ms. Cartee-McNeely reported that SEIU is closely monitoring the Friedrichs versus CTA case.**
- **Board of Education Report**
 - **Dr. Mark Kelly, Assistant Superintendent of Human Resources, updated the Personnel Commission about the new format of Board of Education meetings in order to shorten the meetings and discuss the major items during earlier hours. One of the meeting formats will cover only the communication section and major actions that do not require complex discussions. The other format will deal mostly with discussion items. The format will be a combination of both including public comments. The new format will be introduced in February 2016.**
 - **Dr. Kelly informed the Personnel Commission about FRISK training for classified and certificated managers.**
 - **Dr. Kelly also provided an update on school district unification. He summarized the findings of the Financial Oversight Committee's amended report and the great financial impact of unification for the**

Santa Monica District. A six-member committee has been established to provide a comprehensive plan in order to prevent major financial losses to the Santa Monica District.

- Dr. Kelly informed the Personnel Commission about the tentative agreement with CTA to be approved by the Board of Education on January 21, 2016. Also, negotiations with SEIU are already on the calendar.
- Commissioner Inatsugu expressed her appreciation for the new format of Board of Education meetings.

G.09 Public Comments:

Public Comments is the time when members of the audience may address the Personnel Commission on items not scheduled on the meeting’s agenda. All speakers are limited to five (5) minutes. When there is a large number of speakers, the Personnel Commission may reduce the allotted time to three (3) 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.

- None

II. CONSENT CALENDAR:

Items are considered routine, require no discussion, and are normally approved all at once by the Personnel Commission. However, members of the Personnel Commission, staff, or the public may request an item be clarified and/or discussed.

C.01 Approval of Classified Personnel Eligibility List(s):

Classification # Eligibles

Cafeteria Worker I	10
Health Office Specialist	5
Instructional Assistant – Physical Education	4
Laboratory Technician	6
Paraeducator-1	24
Paraeducator-3	9
Swimming Instructor/Lifeguard	3

It was moved and seconded to approve the Consent Calendar – II.C.01 *Approval of Classified Personnel Eligibility List(s)* with amendments to Paraeducator-1 eligibility list. The motion passed.

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu			✓			
Peter Lippman		✓	✓			
Joseph Pertel	✓		✓			

REPORT AND DISCUSSION

- **Commissioner Lippman inquired about Paraeducator-1 eligibility list.**
- **Director Cool is going to revise the necessary data.**
- **Director Cool brought attention to the Paraeducator-1 recruitment being restructured as continuous.**

- C.02 Advanced Step Placement:
Approval of the Advanced Step Placement for new employee Qiseana Gomes in the classification of Instructional Paraeducator-3 at Range: 26 Step: D
- C.03 Advanced Step Placement:
Approval of the Advanced Step Placement for new employee Eve Hall in the classification of Instructional Paraeducator-3 at Range: 26 Step: B
- C.04 Advanced Step Placement:
Approval of the Advanced Step Placement for new employee Danielle Stevens in the classification of Paraeducator-1 at Range: 20 Step: C

It was moved and seconded to approve the Director's recommendations for item II.C.02-04 as submitted. The motion passed.

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu		✓	✓			
Peter Lippman					✓	
Joseph Pertel	✓		✓			

REPORT AND DISCUSSION

- **None**

III. ACTION ITEMS:

These items are presented for ACTION at this time.

- A.01 Classification Revision:
Approval of the revisions to the Lead Vehicle and Equipment Mechanic classification within the Transportation job family.

It was moved and seconded to approve the Director's recommendations for item III.A.01 as amended regarding preferred qualifications. The motion passed.

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu			✓			
Peter Lippman	✓		✓			
Joseph Pertel		✓	✓			

REPORT AND DISCUSSION

- Director Cool provided a brief background and rationale for requiring a California driver's license.
- Ms. Cartee-McNeely expressed her concern with preferred qualifications regarding supervisory experience. Bargaining unit members cannot supervise other bargaining unit members. The lead positions can only provide technical guidance.
- Director Cool clarified that since it is a preferred qualification, it does not have any decisive impact on the recruitment. He proposed substituting "supervisory" with "lead" to avoid misunderstanding. The language was amended accordingly.

IV. DISCUSSION ITEMS:

These items are submitted for discussion only. Any action that might be required will generally be scheduled for the next regularly scheduled meeting of the Commission.

- D.01 First Reading of Changes to Merit Rules:
Chapter IV: Application for Employment

REPORT AND DISCUSSION

- Director Cool provided a brief background to revisions. Most information in Rules 4.1 to 4.4 is already included in Chapter V; hence it was removed from Chapter IV.
- Director Cool explained the functionality of a monthly job bulletin as a substitute for fifteen (15) days advertising period.
- Director Cool addressed the reason for including conviction information at the time of submitting the application. It may become important to compare the applicant statement with Department of Justice report during onboarding.
- Director Cool also emphasized the difference between "resignation in lieu of dismissal" to "resignation not in good standing in lieu of dismissal."
- Director Cool pointed out the added specific timeline of ten (10) days for the Director of Classified Personnel to confirm receipt of applicants' written protest.
- Commissioner Lippman suggested to make punctuation uniform.
- Director Cool stated that one complete revision focusing on the content will take place, and then a second revision will address any inconsistencies in the language, punctuation, style, and formatting.
- Commissioner Pertel suggested creating a definition file while revising it for the first time, so that during the second time one can use "search and replace" to make all the terms uniform.
- Commissioner Inatsugu questioned the language that refers to the Director of Classified Personnel recruiting for a certain position rather than the Personnel Commission as a department conducting the recruitment. Director Cool expressed his preference to make it more

general and use Personnel Commission as the recruiter. Rule 4.2.B. was revised accordingly.

- Commissioner Inatsugu suggested to include “other protected categories” on the separate form of the application package in the new Rule 4.2.1.

V. INFORMATION ITEMS:

These items are placed on the agenda as information and do not require discussion.

I.01 Advanced Step Placement Status Report

REPORT AND DISCUSSION

- Director Cool commended Ms. Lamping, the Personnel Analyst, for these major revisions in the Advanced Step Placement tracker.
- Director Cool explained the statistical challenges of calculating the difference between the first step and the awarded step given the fact that the first raise on step A takes place after six (6) months. In the previous calculations, the cost was overestimated.
- Director Cool also emphasized the fact that the numbers are purely an estimate not taking several factors in consideration. These components include salary placement after four and half (4.5) years, when all employees receive the same compensation no matter what step they started at, the length of employment, transfers to positions with less or more work hours, promotions, demotions, and leaves of absence to name a few.
- Commissioner Lippman expressed his appreciation for the revised report.
- Commissioner Lippman inquired about the number of new hires and number of new employees who requested an Advanced Step Placement and the number of new employees who were awarded Advanced Steps.
- Director Cool replied that nearly every new employee submits a request, and the Personnel Commission reviews each request based on set criteria.

I.02 Open Personnel Requisitions Status Report

I.03 Filled Personnel Requisitions Status Report

I.04 Classified Personnel – Merit Report - No. A.15 (for SMMUSD School Board Agenda)

- December 10, 2015

Classified Personnel – Merit Report - No. A.10

- December 17, 2015

I.05 Classified Personnel – Non-Merit Report – No. A.16

- December 10, 2015

Classified Personnel – Non-Merit Report – No. A.11

- December 17, 2015

I.06 Personnel Commission’s Twelve-Month Calendar of Events

- 2015 – 2016

I.07 Board of Education Meeting Schedule

- 2015 – 2016

VI. PERSONNEL COMMISSION BUSINESS:

B.01 Future Items:

Merit Rules Revisions	-Update on Committee’s progress regarding Advanced Step Placement -First Reading of Changes to Merit Rules: <i>Chapter V: Recruitment and Examination</i> (minor modifications) -Second Reading and Approval of Changes to Merit Rules: <i>Chapter IV: Application for Employment</i>	February 2016
	-First Reading of Changes to Merit Rules: <i>Chapter XI: Vacation, Leaves of Absence and Holidays</i>	March 2016

VII. NEXT REGULAR PERSONNEL COMMISSION MEETING:

Tuesday, February 9, 2016, at 4:00 p.m. - *District Office Board Room*

VIII. PUBLIC COMMENTS FOR CLOSED SESSION ITEMS ONLY:

Persons wishing to address the Personnel Commission regarding an item scheduled for closed session must submit the “Request to Address” card prior to the start of closed session.

- **None**

IX. CLOSED SESSION:

The Commission adjourned to closed session at **5:10 p.m.** pursuant to Government Code Section 54957 to discuss:

- A. PUBLIC EMPLOYEE PERFORMANCE EVALUATION
 Title: Director of Classified Personnel

The Commission reconvened into open session at **5:47 p.m.** and reported on the following action taken in closed session:

There was no action taken

X. ADJOURNMENT:

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

It was moved and seconded to adjourn the meeting.

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu			✓			
Peter Lippman	✓		✓			
Joseph Pertel		✓	✓			

TIME ADJOURNED: 5:48 p.m.

Submitted by:

Michael Cool
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. 70-279.

II. Consent Calendar:

Commissioner	M	S		Yes	No	Abstain	ABSENT
Barbara Inatsugu							
Peter Lippman							
Joseph Pertel							



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Tuesday, February 9, 2016

AGENDA ITEM NO: II.C.02

SUBJECT: Advanced Step Placement – Jessica Castillo

BACKGROUND INFORMATION:

Classification Title: Senior Administrative Assistant	Employee: Jessica Castillo	Calculation of Advanced Step Recommendation
Education: <ul style="list-style-type: none"> Equivalent to completion of high school 	<ul style="list-style-type: none"> Jessica has her M.A. in Public Diplomacy and B.A. in Sociology 	2 level of education above the required level = 1 Step Advance (Max. allowed)
Experience: <ul style="list-style-type: none"> Five (5) or more years of varied administrative, secretarial, and clerical support experience 	<ul style="list-style-type: none"> Jessica has over 11 years of related experience 	1 (5-year period) of experience above the required level = 1 Step Advance
<u>Total Advanced Steps: 1 (Education) + 1 (Experience) = 2 Advanced Steps = STEP C</u>		

DIRECTOR'S COMMENTS:

Ms. Castillo's professional training and experience exceed the minimum requirements specified for this classification. Pay rate at salary Range A-34 at Step A is \$18.88/hour, while Step C is \$20.82/hour. The net difference in pay is an approximate increase of \$1.93 per hour, \$335.14 per month, or \$3,034.28 in the first year.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Jessica Castillo at Range A-34, Step C on the Classified Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment*

Commissioner	M	S		Yes	No	Abstain	ABSENT
Barbara Inatsugu							
Joseph Pertel							
Peter Lippman							



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Tuesday, February 9, 2016

AGENDA ITEM NO: II.C.03

SUBJECT: Advanced Step Placement – Bahareh Mehr

BACKGROUND INFORMATION:

Classification Title: Administrative Assistant	Employee: Bahareh Mehr	Calculation of Advanced Step Recommendation
Education: <ul style="list-style-type: none"> Equivalent to completion of high school. 	<ul style="list-style-type: none"> Bahareh has a Bachelor's Degree in Business Marketing. 	2 level of education above the required level = <u>1 Step Advance</u> (Max. allowed)
Experience: <ul style="list-style-type: none"> Three or more years of varied administrative, secretarial and clerical support experience. 	<ul style="list-style-type: none"> Bahareh meets the three years of varied clerical support experience. 	0 (3-year periods) of experience above the required level = <u>0 Step Advance</u>
<u>Total Advanced Steps: 1 (Education) + 0 (Experience) = 1 Advanced Step = STEP B</u>		

DIRECTOR'S COMMENTS:

Ms. Mehr's professional training and experience exceed the minimum requirements specified for this classification. Pay rate at salary Range A-29 at Step A is \$16.71/hour, while Step B is \$17.55/hour. The net difference in pay is an approximate increase of \$0.84 per hour, \$144.84 per month, or \$869.04 per year.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Bahareh Mehr at Range A-29, Step B on the Classified Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment*

Commissioner	M	S		Yes	No	Abstain	ABSENT
Barbara Inatsugu							
Joseph Pertel							
Peter Lippman							

RULE 12.2.4.B: SALARY ON EMPLOYMENT

A new employee may request or be recommended for Advanced Step Placement within the first sixty (60) working days during the probationary period. If the new employee is granted Advanced Step Placement, the salary rate shall be retroactive to the date of entry in the classification. The request or recommendation shall be submitted, in writing, to the Director of Classified Personnel. The Advanced Step Placement is subject to the recommendation of the Director of Classified Personnel and approval of the Commission. The Director of Classified Personnel shall base the recommendation on a determination that the new employee's previous experience and qualifications substantially exceed the qualifications of the classification.

16.3 Step Advancement

16.3.1 Upon entering employment on Step A, each regular classified unit member, after satisfactory completion of the first six (6) months in a permanent position, shall advance to the next step on the appropriate range of the salary schedule. Thereafter, he/she shall advance one (1) step on the salary schedule upon completion of each year of continuous and satisfactory service until the maximum salary is reached.

16.3.2 Upon entering employment on Step B or higher, each regular classified unit member shall advance to the next step on the appropriate range of the salary schedule after the completion of one (1) year of satisfactory service and in one (1)-year increments thereafter until the maximum salary is reached.

16.3.2.1 The parties agree that there shall be a single classified salary schedule upon which all unit members shall be compensated.

16.3.3 Salary advancement shall be computed only on the first (1st) of each calendar month. When an anniversary date falls on or before the fifteenth (15th) of the month, the increment shall be figured on the first (1st) of the month. When the anniversary date falls after the fifteenth (15th) of the month, the increment shall be figured the first (1st) of the following month.

16.4 Advanced Step Placement:

A unit member may request or be recommended for Advanced Step Placement within the first sixty (60) working days during the probationary period. If the unit member is granted Advanced Step Placement, the salary rate shall be retroactive to the date of entry into the classification.

16.4.1 Unit members being promoted may be offered advanced step placement upon the supervisor's request. This request shall be supported by at least one of the following criteria:

- a. Unit member was originally hired in an entry level classification in which Advanced Step Placement was not offered; and/or
- b. Recruitment difficulty as evidenced by failure to obtain a rank of three (3) through the testing process, or a lack of qualified applicants as determined by the Director of Classified Personnel.

16.5 Salary on Promotion

16.5.1 When a unit member is promoted to a position in a higher salary range, he/she shall receive the next higher dollar amount above his/her present rate of pay, but not less than the minimum of the new salary range. If that amount is less than a one (1) step (5%) increase, the unit member shall be placed at the next higher step over that authorized above.

16.5.2 Some unit members promoted at step A shall advance one (1) step after satisfactory completion of a six (6) month probationary period. Therefore, he/she shall receive regular annual salary increments in accordance with Article 16.3.

16.5.2.1 A unit member promoted at step B or higher, shall advance one (1) step after satisfactory completion of one (1) year of service, which includes a six (6) month probationary period. Thereafter, he/she shall receive regular annual salary increments in accordance with Article 16.3.2.

16.5.3 When it is to the unit member's financial advantage to retain his/her regular anniversary date, it shall be retained. When it is to the unit member's disadvantage to retain his/her anniversary date, the date he/she is promoted to the higher class

III. Action Items:



PERSONNEL COMMISSION
Regular Meeting: Tuesday, February 9, 2016

AGENDA ITEM NO: III.A.01

SUBJECT: Classification Specification Revision– Custodian

BACKGROUND INFORMATION:

The Chief Steward and Manager of Buildings and Grounds Operations met with The Director of Classified Personnel regarding changes to the Custodian and Lead Custodian classifications. The Custodian and Lead Custodian classifications have not been revised in over 10 years. There is a need to better distinguish between the two classifications, and to update a few out-of-date duties. There were no changes made to the minimum qualifications or salary recommendations.

METHODOLOGY:

In carrying out this study, staff conducted the following activities:

- Met with the Chief Steward and Manager of Buildings and Grounds Operations to discuss the current problem and possible resolutions
- Collected data on other agencies regarding Custodian vs. Lead Custodian duties with similar minimum qualifications and salary range
- Proposed revisions to Chief Steward and Manager of Buildings and Grounds Operations

DISCUSSION:

Based on the data collected, the Personnel Commission’s findings are as follows:

- The Custodian job description should be updated to more accurately reflect the tasks performed on the job

DIRECTOR’S RECOMMENDATIONS:

It is recommended that the Personnel Commission approve the revisions to the Custodian classification specification as provided.

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu						
Joseph Pertel						
Peter Lippman						



PERSONNEL COMMISSION KEY STATS	
JOB TITLE	Custodian
JOB FAMILY	Facility Services
JOB SUB-FAMILY	Operations
SUPERVISOR TITLE	Plant Supervisor
SALARY RANGE	A22

CUSTODIAN

BASIC FUNCTION:

Under general supervision, perform a variety of custodial activities on an assigned shift; clean and maintain an assigned school facility, group of buildings, or office space in a clean, orderly, and secure manner; ~~provide safety to students and staff on an assigned campus.~~

Note: The statements herein are intended to describe the general nature and level of work being performed by employees in this classification, and are not to be interpreted as an exhaustive list of responsibilities and qualifications required of personnel so classified. Reasonable accommodations will be made so that qualified employees can perform the essential functions of the job.

REPRESENTATIVE DUTIES:

Task Statement	Code
Sweep, scrub, mop, seal and wax floors; vacuum rugs and carpets in classrooms, offices, workshops and other work areas; wash windows, chalkboards and walls; pick up trash; scrub and refinish floors; change light bulbs as required	C-1
Dust and polish furniture and woodwork; clean and polish desks	C-2
Empty and clean waste receptacles and pencil sharpeners; pick-up paper; pick up trash containers and empty into large bins	C-3
Inspect for vandalism and illegal entry; report hazardous or unusual conditions to the Principal	C-4
Respond to problems and issues of concern related to classroom conditions	C-5
Clean restrooms including floors, walls, fixtures, appliances and mirrors; restock supplies; polish metal fixtures	C- 65
Move furniture and equipment; set up cafeteria, auditorium, gymnasium, meeting rooms and classrooms for special events and meetings	C- 67
Turn lights on and off; unlock and lock doors and gates; raise and lower flags	C- 87
Wash walk and eating areas; clean drinking fountains; make emergency clean-ups in classrooms as assigned	C- 89
Participate as part of a cleaning crew, as directed, for major cleaning assignments	C- 109
Perform outdoor cleaning-minor maintenance to entire campus, such as sweeping, vacuuming, and picking up trash-grounds adjacent to assigned buildings	C- 110

Task Statement	Code
Perform other related duties as assigned	GEN-1

SUPERVISION MATRIX:

Supervision:	<i>Establishing overall expectations, goals and objectives, and aligning departmental resources</i>
Received from:	Site Administrator, Manager of Buildings/Facilities and Grounds Operations, Plant Supervisor/Assistant Manager of Custodial Operations
Given to:	None
Work Direction:	<i>Providing specific instruction and expectations on how to complete daily activities</i>
Received from:	Site Administrator, Manager of Buildings/Facilities and Grounds Operations, Plant Supervisor/Assistant Manager of Custodial Operations, Custodian Supervisor, Lead Custodian
Given to:	None
Work Evaluation:	<i>Assessing the performance outcomes based on work direction and supervision expectations</i>
Collaborators:	Site Administrator, Manager of Buildings/Facilities and Grounds Operations, Plant Supervisor/Assistant Manager of Custodial Operations
Given to:	None

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

- Requirements of maintaining school buildings in a safe, clean, and orderly condition
- Basic cleaning methods, procedures, and techniques
- Cleaning materials, supplies, and equipment
- Safe working methods and procedures

ABILITY TO:

- Efficiently and effectively use cleaning materials, supplies, and equipment.
- Understand and carry out oral and written instructions.
- Establish and maintain cooperative working relationships with others.
- Perform simple and repetitive tasks.
- Be flexible.

MINIMUM QUALIFICATIONS

EXPERIENCE:

Three (3) months paid or volunteer experience performing custodial functions OR completion of a custodial training program.

PREFERRED QUALIFICATIONS

EDUCATION:

Graduation from high school or equivalent evidence of proficiency at the high school level.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor environment; regular exposure to fumes, dust and odors; exposure to adverse weather conditions.

PHYSICAL DEMANDS:

Lifting, carrying, pushing, pulling and moving heavy furniture and equipment; climb stairs and ramps; climb 12-foot ladders; visual and auditory acuity sufficient to maintain safety standards; walking or standing for extended periods of time; kneeling or crouching; dexterity of hand and fingers to safely and efficiently operate equipment; bending at the waist; reaching overhead and horizontally; hearing and speaking sufficient for the exchange of information.

HAZARDS:

Contact with cleaning agents and chemicals.



PERSONNEL COMMISSION

Regular Meeting: Tuesday, February 9, 2016

AGENDA ITEM NO: III.A.02

SUBJECT: Classification Specification Revision– Lead Custodian

BACKGROUND INFORMATION:

The Chief Steward and Manager of Buildings and Grounds Operations met with The Director of Classified Personnel regarding changes to the Custodian and Lead Custodian classifications. The Custodian and Lead Custodian classifications have not been revised in over 10 years. There is a need to better distinguish between the two classifications, and to update a few out-of-date duties. There were no changes made to the minimum qualifications or salary recommendations.

METHODOLOGY:

In carrying out this study, staff conducted the following activities:

- Met with the Chief Steward and Manager of Buildings and Grounds Operations to discuss the current problem and possible resolutions
- Collected data on other agencies regarding Custodian vs. Lead Custodian duties with similar minimum qualifications and salary range
- Proposed revisions to Chief Steward and Manager of Buildings and Grounds Operations

DISCUSSION:

Based on the data collected, the Personnel Commission’s findings are as follows:

- The Lead Custodian job description should be updated to better distinguish between the Custodian job description and more accurately reflect the tasks performed on the job

DIRECTOR’S RECOMMENDATIONS:

It is recommended that the Personnel Commission approve the revisions to the Lead Custodian classification specification as provided.

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu						
Joseph Pertel						
Peter Lippman						



PERSONNEL COMMISSION KEY STATS	
JOB TITLE	Lead Custodian
JOB FAMILY	Facility Services
JOB SUB-FAMILY	Operations
SUPERVISOR TITLE	Plant Supervisor
SALARY RANGE	A25

LEAD CUSTODIAN

BASIC FUNCTION:

Under general supervision, perform a variety of responsible custodial activities on an assigned shift; clean and maintain an assigned school facility, group of buildings, or office space in a clean, orderly, and secure manner; train and provide work direction to assigned custodial staff.

Note: The statements herein are intended to describe the general nature and level of work being performed by employees in this classification, and are not to be interpreted as an exhaustive list of responsibilities and qualifications required of personnel so classified. Reasonable accommodations will be made so that qualified employees can perform the essential functions of the job.

REPRESENTATIVE DUTIES:

Task Statement	Code
Train and provide work direction to assigned custodial staff; communicate with site staff and receive work orders and special assignments; prioritize, assign and participate in custodial activities and set-up for special events and meetings	LC-1
Sweep, scrub, mop, seal and wax floors; vacuum rugs and carpets in classrooms, offices, workshops and other work areas; wash windows, chalkboards and walls; <u>pick up trash</u> ; scrub and refinish floors; <u>change light bulbs as required</u>	LC-2
Requisition, order, and maintain appropriate inventory of custodial supplies, materials, and equipment; oversee the delivery of supplies and materials at the school site	LC-3
Dust and polish furniture and woodwork; clean and polish desks	LC-4
Respond to problems; <u>and</u> issues of concerns related to classroom conditions; assist staff unlock and lock doors; resolve heating and air conditioning problems as necessary	LC-5
Empty and clean waste receptacles and pencil sharpeners; pick up paper ; pick up trash containers and empty into large bins	LC-6
Inspect for vandalism and illegal entry; report hazardous or unusual conditions to the Princip <u>a</u> le	LC-7
Clean restrooms including floors, walls, fixtures, appliances and mirrors; restock supplies; polish metal fixtures	LC-8
Perform outdoor cleaning <u>minor maintenance</u> to <u>entire campus, such as sweeping, vacuuming, and picking up trash</u> grounds adjacent to assigned buildings	LC-9
Move furniture and equipment; set up cafeteria, auditorium, gymnasium, meeting rooms and classrooms for special events and meetings	LC-10
Turn lights on and off; unlock and lock doors and gates; raise and lower flags	LC-11

Task Statement	Code
Wash walk and eating areas; clean drinking fountains; make emergency clean-ups in classrooms as assigned	LC-12
Participate as part of a cleaning crew, as directed, for major cleaning assignments	LC-13
Perform other related duties as assigned	GEN-1

SUPERVISION MATRIX:

Supervision:	<i>Establishing overall expectations, goals and objectives, and aligning departmental resources</i>
Received from:	<u>Manager of Buildings and Grounds Operations, Plant Supervisor, Site Administrator</u>
Given to:	None
Work Direction:	<i>Providing specific instruction and expectations on how to complete daily activities</i>
Received from:	<u>Manager of Buildings and Grounds Operations, Plant Supervisor, Site Administrator</u>
Given to:	Custodians
Work Evaluation:	<i>Assessing the performance outcomes based on work direction and supervision expectations</i>
Collaborators:	<u>Manager of Buildings and Grounds Operations, Plant Supervisor, Site Administrator</u>
Given to:	None

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

- Requirements of maintaining school buildings in a safe, clean, and orderly condition
- Cleaning methods, procedures, and techniques
- Cleaning materials, supplies, and equipment
- Principles of training and providing work direction
- Basic inventory methods and practices
- Safe working methods and procedures

ABILITY TO:

- Efficiently and effectively use cleaning materials, supplies, and equipment
- Assign and review the work of others for the purpose of technical and functional training and direction of work
- Learn, apply, and explain policies, procedures, rules, and regulations
- Meet schedules and time lines
- Establish and maintain cooperative working relationships
- Understand and carry out oral and written directions
- Perform simple and repetitive tasks
- Be flexible

MINIMUM QUALIFICATIONS

EDUCATION & EXPERIENCE:

Two (2) years custodial experience.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor environment; regular exposure to fumes, dust and odors; adverse weather conditions.

PHYSICAL DEMANDS:

Lifting, carrying, pushing, pulling and moving heavy furniture and equipment; climb stairs and ramps; climb 12-foot ladders; visual and auditory acuity sufficient to maintain safety standards; dexterity of hand and fingers to safely and efficiently operate equipment; kneeling or crouching; bending at the waist; reaching overhead and horizontally; hearing and speaking sufficient for the exchange of information.

HAZARDS:

Contact with cleaning agents and chemicals.



PERSONNEL COMMISSION

Regular Meeting: Tuesday, February 9, 2016

AGENDA ITEM NO: III.A.03

SUBJECT: Proposed New Classification– Facility Use Manager

BACKGROUND INFORMATION:

The Director of Theater Operations & Facility Permits met with the Director of Classified Personnel to discuss a change in the organizational structure within the Facility Use Department. Due to the department's range of responsibilities and number of sites and staff, the department requires additional supervisors to support the department's operations and a reorganization of the department's management structure to more fully support the department's responsibilities. Currently, the department operates with a Director of Facility Use and a Facility Permit Supervisor. The proposed changes will result in a Manager of Facility Use overseeing all aspects of the department with a Theater Operations Supervisor and a Sports Facility Supervisor managing the day-to-day functions. The position of Facility Use Manager was budget approved by the Board of Education on January 21st, 2016.

METHODOLOGY:

In carrying out this study, staff conducted the following activities:

- Held a preliminary interview with the Director of Theater Operations & Facility Permits to discuss the current status of the department and obtain further information about the job functions
- Reviewed the proposed organizational structure for the Facility Use Department and current District jobs that may have comparable or overlapping duties
- Researched comparable classifications to collect qualifications and salary information for positions with similar work characteristics
- Conducted a job analysis with the Director of Theater Operations & Facility Permits to collect information on essential tasks performed and the required knowledge, skills, and abilities for the position
- Met with the Director of Theater Operations & Facility Permits to discuss preliminary findings and possible resolutions

ANALYSIS:

- Clarified, defined, and operationalized all task statements by obtaining input from the supervisor, department personnel, and comparable agencies/positions
- Task analysis was performed to identify which tasks were an essential part of the job function and the knowledge, skills, abilities, and other worker characteristics (KSAO) needed to complete each task. Tasks identified as non-essential were removed or reassigned other appropriate personnel

- Analyzed the salary of other comparable positions with similar qualifications. The analysis demonstrated an average top monthly rate of \$6,920
- Analysis using comparable positions also demonstrated an average of three (3) years' experience and an average education requirement of a Bachelor's degree

FINDINGS:

Based on the data collection analysis, the Personnel Commission's findings are as follows:

- With the abolishment of The Director of Facility Use and Facility Permit Supervisor, the District will no longer have an established classification that closely overlaps the tasks/responsibilities and function needed in the Facility Use Department. A new classification should be created to align with the work scope, task involvedness, and warranted salary

DIRECTOR'S RECOMMENDATIONS:

Establish the classification of Facility Use Manager to meet the current and future needs of the Facility Use Department. Based on a salary study of comparable Districts, the recommended salary for Facility Use Manager should be at salary range M50.

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu						
Joseph Pertel						
Peter Lippman						



PERSONNEL COMMISSION KEY STATS	
JOB TITLE	Facility Use Manager
JOB FAMILY	Facility Services
JOB SUB-FAMILY	Facility Use
SUPERVISOR TITLE	Associate Superintendent of Business and Fiscal Services
SALARY RANGE	M50

FACILITY USE MANAGER

BASIC FUNCTION:

Under general administrative direction of the Associate Superintendent of Business and Fiscal Services, oversee and manage all operations and staff of the Facility Use Department; organize, coordinate and support the permitting of District facilities to external organizations and individuals; supervise and coordinate community, commercial, non-profit and intra-district use of the facilities; support the operations of the joint use agreements; administer the low level property leases; schedule and supervise staff supporting facility permit operations; and other related duties as assigned.

Note: *The statements herein are intended to describe the general nature and level of work being performed by employees in this classification, and are not to be interpreted as an exhaustive list of responsibilities and qualifications required of personnel so classified. Reasonable accommodations will be made so that qualified employees can perform the essential functions of the job.*

REPRESENTATIVE DUTIES:

Task Statement	Code
Prepare, recommend and implement procedures and processes related to the use and operation of school facilities and the Facility Use Department	FUM-1
Develop and implement effective customer service standards	FUM-2
Supervise Facility Use staff, both permanent and temporary/additional, including the hiring, training, scheduling and work goals for the successful operation of the department	FUM-3
Develop and maintain district-wide calendar of facility use, including event planning, operation and maintenance	FUM-4
Plan, organize, coordinate the day-to-day implementation of facility permits at all school sites	FUM-5
Conduct tours of facilities for prospective clients and consults them on facility usage, availability and estimated costs	FUM-6
Confer with site administrators and staff to determine use of facilities for permits	FUM-7
Serve as liaison with event organizers and staff to arrange details for facility use	FUM-8
Resolve production and facility usage problems	FUM-9

Task Statement	Code
Regularly visit school sites to assess permit use; conduct facility inspections before, during and after permits to ensure compliance with rules of use and safety regulations; arrange for facility and equipment maintenance and inspections to ensure timely and appropriate completion	FUM-10
Coordinate, facilitate, and act as the primary liaison between the City of Malibu, City of Santa Monica, and Santa Monica College in the development and operations of joint use agreements	FUM-11
Oversee marketing and promotion for all facilities in the District	FUM-12
Prepares an annual budget and a five-year plan for the Facility Use Department	FUM-13
Maintain accurate records and files; prepare reports, correspondence and written materials related to facility use; administer leases as assigned	FUM-14
Recommend equipment purchases and monitor expenses in the department	FUM-15
Read, interpret and apply applicable district policies, municipal codes, environmental and safety regulations	FUM-16
Attend District, community, and civic meetings as appropriate	FUM-17
Perform other related duties as assigned	GEN-1

SUPERVISION MATRIX:

Supervision:	<i>Establishing overall expectations, goals and objectives, and aligning departmental resources</i>
Received from:	Associate Superintendent of Business and Fiscal Services
Given to:	Facility Use Department Managers and personnel
Work Direction:	<i>Providing specific instruction and expectations on how to complete daily activities</i>
Received from:	Associate Superintendent of Business and Fiscal Services
Given to:	Facility Use Department Managers and personnel
Work Evaluation:	<i>Assessing the performance outcomes based on work direction and supervision expectations</i>
Collaborators:	Associate Superintendent of Business and Fiscal Services
Given to:	Facility Use Department Managers and personnel

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

- Principles and methods, equipment and materials used to deliver facility permitting and event services for a wide variety of events
- School district and government operations and processes
- Custodial, Security and House Management operations in a public assembly facility

- Effective customer service techniques
- Modern office practices, methods and computer equipment
- Report preparation and record keeping techniques
- Effective oral and written communication skills
- Principles and practices of supervision and training
- Organizational and time management skills
- Principles and practices of effective crowd control, security, safety and risk management practices
- Principles of facility marketing and sales techniques, public relations, facility rates, fees and related procedures
- Cash handling, audit and accountability techniques
- Budget preparation and oversight, cost containment techniques and cost center accounting, profit and loss analysis and effective revenue management methods
- Laws and regulations governing public assembly facilities and entertainment facilities including fire and safety laws, CAL OSHA regulations, ADA provisions, health codes and applicable local, state and federal regulations and laws
- Principles and practices of general community service programs
- First aid methods and safety precautions used in community service/recreation programs

ABILITY TO:

- Efficiently organize working time and procedures under pressure of multiple assignments and deadlines
- Plan, coordinate and oversee multiple projects and activities with various schedules and timelines
- Work independently with minimal direction
- Communicate effectively both orally and in writing
- Maintain detailed records and prepare reports
- Establish and maintain cooperative working relationship with administrators, coworkers, other employees and the public
- Analyze and solve administrative problems and make sound recommendations
- Work with multiple and frequently changing deadlines. Foresee, analyze and resolve problems in a timely manner with tact, patience and courtesy
- Interpret, apply and explain policies, rules and District, facility and procedural guidelines
- Plan, assign, direct, coordinate, review and evaluate the work of paid and volunteer staff
- Operate a personal computer and standard office equipment, with knowledge of software programs for scheduling, budget, record keeping and event planning
- Compile, verify and use information from a variety of sources from within and out of the District
- Ability to calculate figures and amounts such as proportions, percentages, area size, circumference and volume. Read, understand and interpret building, event and equipment blueprints
- Review and evaluate working drawing and sketches
- Interpret and apply contract language including legal terminology for event permits

MINIMUM QUALIFICATIONS

EDUCATION:

Graduation from an accredited college or university with a Bachelor's degree in business administration, facility management, theater management or a related field.

EXPERIENCE:

Three (3) years of recent paid experience in facility supervision/permitting or operation of a public assembly facility (e.g., convention center, hotel, or theater), including at least two (2) years of supervisory experience.

LICENSE AND OTHER REQUIREMENTS:

Must maintain a valid California driver's license and be insurable by the District's carrier and must have the use of a personal vehicle and mobile phone.

WORKING CONDITIONS:

ENVIRONMENT:

Work is performed indoors and outside in seasonal climate and weather conditions. Must be available to attend meetings, program events and activities. Will be required to work a varied schedule including days, evenings, weekends and holidays. Responding to emergency maintenance needs will be required.

PHYSICAL DEMANDS:

Physical demands include sitting, standing, walking, bending, stooping, crawling, climbing ladders and flights of stairs and lifting up to fifty (50) pounds. The position lifts, carries, pushes and pulls equipment which may weigh up to fifty (50) pounds; stooping, crouching, standing, bending at the waist, kneeling or walking; must have hand and finger dexterity to operate equipment; visual and auditory acuity to maintain safety standards; hearing and speaking sufficient to exchange information.

HAZARDS:

Slippery surfaces, high elevations, cramped position, moving objects, oily conditions, dust, odors; high voltage, chemicals, noise and paint fumes may be encountered.



PERSONNEL COMMISSION
Regular Meeting: Tuesday, February 9, 2016

AGENDA ITEM NO: III.A.04

SUBJECT: Second Reading and Adoption of Changes to Merit Rules - Chapter IV

BACKGROUND INFORMATION:

The Director has collaborated with the Advisory Rules Committee (ARC) to review Chapter IV of the Merit Rules in order to identify areas in need of modification.

DISCUSSION:

The first reading of Chapter IV took place at the January 12, 2016 Personnel Commission Meeting. At that time, the Commission was presented with the following changes:

- Education and Government Code references were reformatted
- Grammatical and spelling corrections were made
- Language was edited to improve clarity
- Notable content edits were made to the following sections:
 - 4.1 – Rule removed due to redundancy with 5.1.1
 - 4.2 - Retitled
 - 4.3 – Rule removed due to redundancy with 5.1.1
 - 4.4 – Removed from Chapter 4 and incorporated into Chapter 5
 - 4.5 – Clarification that conviction information is required on the application
 - 4.6 – Additional information regarding how convictions are evaluated
 - 4.6 – Timeline added regarding confirmation of receipt of appeals

The ARC reconvened in January to address the Commissioners’ comments and suggestions from the first reading. Some language was modified and several minor grammatical edits were made; however, there were no significant changes.

RECOMMENDATION:

It is recommended that the Personnel Commission approve the proposed revisions as provided or amended.

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu						
Joseph Pertel						
Peter Lippman						

CHAPTER IV: APPLICATION FOR EMPLOYMENT

RULE 4.1 ————— AUTHORIZATION TO FILL VACANCY

RULE 4.12 FILLING A VACANCYJOB EXAMINATION ANNOUNCEMENT BULLETIN

RULE 4.3 ————— BULLETING DISTRIBUTION AND POSTING

RULE 4.4 ————— WAIVER OF POSTING REQUIREMENT

Rule 4.25 APPLICATION

Section 4.25.1 Filing of Applications
 4.25.2 General Qualifications of Applicants

RULE 4.36 DISQUALIFICATION OF APPLICANTS AND CANDIDATES

Section 4.36.1 Causes for Disqualification
 4.36.2 Appeal from Disqualification

CHAPTER IV: APPLICATION FOR EMPLOYMENT

RULE 4.1 AUTHORIZATION TO FILL VACANCY

- ~~A. The Personnel Commission shall direct and conduct the administration of examinations for the purpose of filling current or anticipated vacancies in the classified service.~~
- ~~B. No examination announcement may be published and no test part of any examination may be administered for a new classification until the Board has designated the position duties, and the Commission has completed the position classification action required. This action includes approval by the Commission of the class specification and appropriate placement on the salary schedule.~~

RULE 4.12 FILLING A VACANCYJOB EXAMINATION ANNOUNCEMENT BULLETIN

- ~~A. Whenever it becomes necessary to fill existing or anticipated vacancies, and an appropriate eligibility list does not exist (as determined by these Rules), the Director of Classified Personnel Commission shall recruit applicants to compete in a competitive examination for the position(s).class(es).~~
- ~~B. The Director of Classified Personnel Commission shall prepare, or cause to be prepared, job announcement bulletin(s).~~

RULE 4.3 BULLETIN DISTRIBUTION AND POSTING

- ~~A. The Director of Classified Personnel shall determine the distribution of the job examination bulletins and advertise as needed. The Director shall ensure efforts are made to attract protected group members that are underrepresented in the job family for which the examination is held.~~
- ~~B. Public announcement of the examination(s) shall be made at least once a month in compliance with Rule 4.4.~~
- ~~C. All bulletins shall be sent to all District work locations.~~

Reference: Education Code Section 45278

RULE 4.4 WAIVER OF POSTING REQUIREMENT

- ~~A. The Director of Classified Personnel may waive the posting time requirement referenced in Rule 4.3B provided that:~~

1. ~~Published summary examination bulletins are distributed to all work locations at least once each month.~~

2. ~~Requests for transfers and change of location shall be maintained, and eligible candidates shall be certified to the appointing authority, along with names of appropriate applicants from employment lists.~~

~~**Reference: Education Code Section 45278**~~

RULE 4.25 APPLICATION

4.25.1 FILING OF APPLICATIONS

A. All applications for employment shall be ~~submitted~~made on the official forms ~~provided~~ furnished by the Commission, ~~either on-line or on paper as determined by the Commission.~~ Every item shall be answered in full and the application filed on or before the date and time specified on the Job Announcement Bulletin.

B. Applicants ~~shall submit~~taking more than one examination must file a separate and complete application for each ~~classification.~~examination unless otherwise directed.

C. For ~~reporting affirmative action~~ purposes, questions regarding ethnicity, gender, age, ~~and disability~~ling condition, and other protected categories shall be placed on a separate form. Answers to such questions shall be voluntary and kept confidential and shall not be considered by, or made available, to anyone who will assign ratings during the examination process.

D. The application form shall require that each applicant indicate whether or not he or she has been convicted of a crime. An applicant may be disqualified based on a conviction as set forth in Rule 4.3.1.

~~ED.~~ Applications and examination papers are confidential and shall not be returned to the applicant.

Reference: Education Code Sections 45260 and 45272

4.25.2 GENERAL QUALIFICATIONS OF APPLICANTS

A. Applicants must be permanent residents of the United States, or must otherwise prove their right to work ~~in the United States~~. Applicants must meet the qualifications established for the class. Every applicant

must, in all aspects, be mentally and physically competent to perform the essential functions of the position for which the applicant applied.

- B. Every qualified applicant shall have an opportunity to seek, obtain and hold permanent employment without discrimination ~~based because of~~ on race, religious creed, color, national origin, ancestry, disability~~ing condition~~, medical condition, marital status, gender, sexual orientation, ~~or age, or other protected categories.~~
- C. Residency within the District shall not be a condition for filing applications for employment except in the case of restricted positions, which require specific residency.
- D. No maximum age limit shall be set as a condition for initial or continued employment in the District.
- E. Applicants with disabilities~~Disabled persons~~ shall be given equal employment opportunity and reasonable accommodation for employment shall be made.

References:

- 1. Education Code Sections 45111, 45122-45124 and 45272**
- 2. Labor Section 2805**
- 3. Government Code Sections 12921 and 12926**

RULE 4.36 DISQUALIFICATION OF APPLICANTS AND CANDIDATES

4.36.1 CAUSES FOR DISQUALIFICATION

- A. An applicant, candidate, or eligible may be barred from an examination, or removed from an eligibility list, for any of the following reasons:
 1. Failure to meet the general qualifications of Rule 4.~~25~~.2.;
 2. Advocacy of the overthrow of the Government of the United States or the State of California by force, violence, or other unlawful means;
 3. Conviction, either by a plea of guilty or nolo contendere, a court decision or a jury verdict to a charge of a sex or narcotics offense, as defined in Education Code 44010 or 44011;
 4. A history of drug or alcohol addiction or other substance abuse without acceptable evidence of rehabilitation;

5. Conviction, either by a plea of guilty or nolo contendere, a court decision or a jury verdict of a felony or serious crime, or a record of one or more convictions which would indicate that the person is a poor employment risk; ~~a~~ A conviction record will be evaluated on the following basis: nature, seriousness and circumstances of the offense(s); recency of the conviction(s); age of the person at the time of the conviction(s); number of convictions; relationship of the offense to the position for which the applicant has applied for; evidence of rehabilitation and maturing, including the employment record with respect to job responsibility and duration; truthfulness in admitting to the offense(s); and person's attitude; ~~and the duties of the class~~;
6. Making a false statement or intentionally omitting a significant statement of a material fact requested on the application form;
7. Practicing any deception or fraud in connection with an examination or to secure employment;
8. Obtaining or attempting to obtain either directly or indirectly, privileged information regarding test questions or examination content;
9. Dismissal from previous employment for cause if the cause would have subjected the applicant to dismissal by the District under these Rules;
10. Previous dismissal from the District or resignation not in good standing in lieu of dismissal;
11. A record of unsatisfactory service within the District as evidenced by a disciplinary action, needs to improve, or unsatisfactory job performance;
12. Dishonorable discharge from the armed forces of the United States;
13. Refusal to furnish testimony, other than self-incrimination, at a hearing or investigation before the Commission or Board;
14. Attempting to or making contact with any member of the Board, Superintendent, the Personnel Commission or anyone involved in the examination process with the intent of inappropriately attempting to favorably influence any recruitment, examination, and/or selection process in any way. Exempted from this restriction would be any formal appeal of the

recruitment/examination/selection process to the Commission as a whole by any candidate through the established process;

15. Failure to report for duty after an assignment has been offered and accepted; or
- ~~16. Failure to meet the general qualifications as specified in the Education Code, or~~
167. Any other reason determined to be, according to these Rules, cause for disciplinary action of a regular classified employee.

Reference: Education Code Sections 44009, 44010, 45111, 45122-45125, 45134 and 45303

4.36.2 APPEAL FROM DISQUALIFICATION

- A. The Director of Classified Personnel shall be responsible for notifying, in writing, applicants, candidates, and eligibles who have been disqualified. Those individuals may appeal to the Director for administrative review, subject to the following conditions:
 1. The protest is made within five (5) working days from the postmark date of the notice.
 2. The appeal is made in writing and states the reason upon which the appeal is based.
 3. After receipt of a timely written appeal, the Director of Classified Personnel shall confirm receipt of the appeal within (10) working days. The Director shall then review the written protest and render a decision. The decision shall be transmitted in writing to all concerned.
 4. Failure to appeal the disqualification shall make the action final and conclusive.
 5. Anyone who has an appeal of disqualification pending may be permitted to participate conditionally in the examination process.
- B. If there has been an administrative review by the Director of Classified Personnel, as provided above, applicants, any candidate, and any eligible shall have the further right to appeal to the Personnel Commission subject to the following conditions:

1. The appeal is made in writing and received by the Director of Classified Personnel within five (5) working days from the postmark date of the notice.
2. The appeal is based upon a charge that the disqualification constitutes a violation of law, misapplication of the Personnel Commission Rules, abuse of discretion, or that the reasons for rejection are inconsistent with the facts. The facts supporting such a charge shall be clearly set forth in the appeal.
3. After receipt of a written appeal, the Commission shall set a date for a review at which time the evidence shall be considered, and the Commission will render a decision. The decision shall be transmitted in writing to all concerned and shall be final.
4. If a disqualification is not sustained by the ~~Director of Classified Personnel, or the~~ Personnel Commission, the Director of Classified Personnel shall immediately institute action to ensure the rights of the applicant, candidate, or eligible. However, regular appointments made in the interim shall not be disturbed except in cases of promotional examinations where no regular appointments shall be made if a timely appeal has been filed.

Reference: Education Code Section 45111, 45122-45124, 45134, 45274 and 45303



PERSONNEL COMMISSION
Regular Meeting: Tuesday, February 9, 2016

AGENDA ITEM NO: III.A.05

SUBJECT: Personnel Commission’s Twelve-Month Calendar of Events for 2015-2016

BACKGROUND INFORMATION:

Personnel Commissioners’ attendance at Personnel Commission meetings is critical. In order to maximize the likelihood that Commissioners will be available to attend these meetings, it is necessary to receive feedback on specific dates or move a meeting in order to accommodate Commissioners’ other professional commitments.

DIRECTOR’S RECOMMENDATIONS:

It is recommended that the Personnel Commission discuss and approve a new date for the regular meeting in March 2016.

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu						
Joseph Pertel						
Peter Lippman						

IV. Discussion Items:



PERSONNEL COMMISSION

Regular Meeting: Tuesday, February 9, 2016

AGENDA ITEM NO: IV.D.01

SUBJECT: First Reading of Changes to Merit Rules - Chapter V

BACKGROUND INFORMATION:

The Director, in collaboration with the Advisory Rules Committee (ARC), has identified certain sections of Chapter IV that are more appropriately placed in Chapter V. Chapter V was not reviewed in its entirety.

DISCUSSION:

Based on collaboration with the ARC, the following areas were modified:

- Language was removed from 4.1.B and placed in 5.1.1.B
- Rule 4.4 was removed from Chapter IV and placed in Chapter V as Rule 5.1.2

CHAPTER V: RECRUITMENT AND EXAMINATIONS

RULE 5.1 RECRUITMENT

Section 5.1.1 Announcement of Examinations

RULE 5.2 EXAMINATION

Section 5.2.1 Determination of Examinations
 5.2.2 Open Competitive Examinations
 5.2.3 Promotional Examination
 5.2.4 Promotional and Open Competitive Examinations
 5.2.5 Merged Examinations
 5.2.6 Continuous Examinations
 5.2.7 Retaking of Examinations
 5.2.8 Types of Examinations
 5.2.9 Written Examinations
 5.2.10 Interview panel Examinations
 5.2.11 Evaluation of Training and Experience
 5.2.12 Admission to Examinations
 5.2.13 Examination Procedures
 5.2.14 Seniority Credit
 5.2.15 Veteran's Preference
 5.2.16 Notice of Final Score

RULE 5.3 REVIEW AND PROTEST OF EXAMINATION

Section 5.3.1 Review and Protest Procedures

CHAPTER V

RECRUITMENT AND EXAMINATIONS

RULE 5.1 RECRUITMENT

5.1.1 ANNOUNCEMENT OF EXAMINATIONS

- A. The Commission shall direct the holding of examinations for the purpose of filling vacancies or creating lists for the classified service.
- B. No examination announcement may be made and no part of any examination may be held until the Board has properly designated the position duties of a new class and the Commission has completed the position classification including the establishment of minimum education and work experience requirements. [This action includes approval by the Commission of the class specification and appropriate placement on the salary schedule.](#)
- C. Each examination shall be announced on an Employment Opportunities Bulletin which shall be distributed to all employee work sites and community locations for at least fifteen (15) working days. The Director of Classified Personnel shall determine the appropriateness of placing advertisements in newspapers, trade and business journals, or other media. The Director of Classified Personnel shall insure that community agencies and organizations dealing with women, minorities, and disabled persons are notified of each examination.
- D. The Employment Opportunity Bulletin shall contain the title of the class and may include the following:
 1. Information concerning the location of employment, the expected number of vacancies, and other conditions of employment;
 2. A description of the scope of duties and responsibilities of the class;
 3. The qualifications and requirements of the class;
 4. The salary, benefits, and other compensation;
 5. The closing date for filing application;
 6. The general content of the examination and the types of tests to be given, and
 7. Such other information as will assist interested persons in full understanding of the nature of the employment and procedures necessary to participate in the examination.

Reference: Education Code Sections 45260, 45261, 45272 and 45278

5.1.2 WAIVER OF POSTING REQUIREMENT

A. The Personnel Commission may waive the posting time requirement references in Rule 5.1.1.B provided that:

1. Published summary examination bulletins are distributed to all work locations at least once each month.
2. Requests for transfers and change of location shall be maintained, and eligible candidates shall be certified to the appointing authority, along with names of appropriate applicants from employment lists.

RULE 5.2 EXAMINATIONS

5.2.1 DETERMINATION OF EXAMINATION

A. The Commission shall determine the standards of proficiency to be required for each examination and determine whether the examination shall be:

1. Open competitive;
2. Promotional;
3. Promotional and open competitive, with the promotional list taking precedence, or
4. Merged promotional and open competitive.

Reference: Education Code Sections 45272 and 45284

5.2.2 OPEN COMPETITIVE EXAMINATIONS

A. All entry-level classes shall be considered open competitive examinations and veterans' preference points shall be allowed as specified in Rule 5.2.15. These examinations shall be open to all qualified applicants.

5.2.3 PROMOTIONAL EXAMINATIONS

A. Where an adequate field of competition exists within the District and examinations can reasonably be expected to result in a minimum three (3) qualified ranks of eligibles, the field of competition may be limited to promotional applicants.

B. Promotional examinations shall be restricted to permanent employees of the District and former employees on valid reemployment lists who meet the qualifications of the class.

- C. Written notices concerning tests shall be distributed to all work locations for at least fifteen (15) working days prior to the application filling deadline. During periods when school is not in session or during periods of approved paid or unpaid leave of absence, regular classified employee shall be notified by mail of examinations which the employee designates, providing a request has been filed with the Commission office. The notice will be mailed to the last mailing address listed for the employee.

Reference: Education Code Section 45272

5.2.4 PROMOTIONAL AND OPEN COMPETITIVE EXAMINATIONS

- A. Where an adequate field of promotional applicants does not exist, or there is doubt as to its adequacy, the Director of Classified Personnel may advertise the examination among employees and the general public.
- B. This examination procedure shall result in a promotional and open eligibility list. The promotional eligibility list shall take precedence when certifying eligibles. When the promotional list does not contain sufficient ranks of eligibles, certification of additional ranks shall then be made from the open list.

5.2.5 MERGED EXAMINATIONS

- A. Upon the recommendation of the Director of Classified Personnel, the Commission may authorize the holding of an examination under merged promotional and open competitive procedures. The resulting eligibility list shall consist of promotional and open competitive eligibles on one (1) merged list.

Reference: Education Code Section 45284

5.2.6 CONTINUOUS EXAMINATIONS

- A. The Commission may designate examinations for specified classes as continuous examinations. Applications shall be accepted every working day and examinations shall be given as the need arises.

5.2.7 RETAKING OF EXAMINATION

- A. Candidate who is unsuccessful in an examination may not retake the examination for the same classification for a period of ninety (90) calendar days.

Reference: Education Code Sections 45273 and 45292

5.2.8 TYPES OF EXAMINATIONS

- A. Examinations shall be administered objectively and shall consist of test parts that relate to job requirements. The parts may be any of the following:
 - 1. Written examination;
 - 2. Practical demonstration of skill;
 - 3. Evaluation of applicants' training and experience submitted on application materials, and
 - 4. Evaluation of training, education, and experience by a qualifications appraisal interview panel.

- B. All examination parts shall be prepared under the direction of the Director of Classified Personnel who shall determine passing scores and assign relative percentage weights to each part. The procedure for setting percentage weights shall be impartial.

Reference: Education Code Sections 45260 and 45273

5.2.9 WRITTEN EXAMINATIONS

- A. The written examination for a class may cover any subject matter appropriate to the duties of positions within the class including testing of skills, knowledge, and abilities.

5.2.10 INTERVIEW PANEL EXAMINATIONS

- A. If an examination requires the use of an interview panel, the Director of Classified Personnel shall assure that the following Rules are followed:
 - 1. The panel shall consist of at least two (2) persons;
 - 2. First or second level supervisors over a vacant position in the class for which the examination is being held shall not sit on the oral interview panel;
 - 3. When the interview panel is directed to evaluate technical knowledge and skills, at least two (2) members of the panel shall be technically qualified in the specified occupational areas under examination, and
 - 4. Members of the Board or Commission shall not serve on an interview panel.

- B. Interviews shall be tape recorded and filed in the Commission office.

- C. Scores achieved by the candidate on other parts of the examination shall not be made available to the interview panel.

Reference: Education Code Sections 45260 and 45273

5.2.11 EVALUATION OF TRAINING AND EXPERIENCE

- A. If a part of the examination is an evaluation of the applicants' training and experience, the evaluation shall be individually and independently conducted by at least two (2) members of a committee other than the interview panel.

5.2.12 ADMISSION TO EXAMINATION

- A. Each applicant whose application has been approved shall be notified in advance of the time, date and place of the examination. Such notice shall be the applicant's authority to take the examination. No candidate may be admitted to any examination without this authorization. In addition, each candidate shall be required to provide a valid picture identification at the time of admittance to the examination.

5.2.13 EXAMINATION PROCEDURES

- A. Candidates in any test must take the test on the prescribed date unless an alternative is approved by the Director of Classified Personnel.
- B. Copies of any portion of a test shall not be duplicated.
- C. Written answer sheets shall be managed so that none of the test papers will disclose the name of any candidate until all papers of all candidates in a given examination have been marked and rated.
- D. A candidate in any examination who places an identifying mark upon their test papers (other than the identifying mark prescribed at the time of examination) may be disqualified.

5.2.14 SENIORITY CREDIT

- A. Seniority credit shall be added to the final passing scores of candidates who have permanency with the District or who are on a reemployment list.
- B. The following is the schedule of seniority credits allowed:
 - 1 - One (1) month permanency through second year of service;
 - 2 - In the third and fourth year of service;
 - 3 - In the fifth and sixth year of service;
 - 4 - In the seventh and eighth year of service, or
 - 5 - In the ninth and tenth year of service and in all succeeding years.

- C. A full year's credit shall be granted to employees whose regular position is assigned on a less than twelve-month (12) basis.

5.2.15 VETERAN'S PREFERENCE

- A. Veterans shall be allowed an additional five (5) points added to their final score in entry-level examinations, only if they received an overall passing score.
 - 1. Disabled veterans shall have an additional five (5) points added to their final score in entry-level examinations.
 - 2. A disabled veteran is an individual classified by the U.S. Veteran's Administration to be ten percent (10%) or more disabled as a result of service in the armed forces.

Reference: Education Code Sections 45294, 45295 and 45296

5.2.16 NOTICE OF FINAL SCORE

- A. Each candidate who qualifies shall be notified within fifteen (15) working days after completion of the examination of their standing on the eligibility list.
- B. Candidate who does not qualify shall be notified within fifteen (15) working days after completion of the examination.

RULE 5.3 REVIEW AND PROTEST OF EXAMINATIONS

5.3.1 REVIEW AND PROTEST PROCEDURES

- A. Examination records, including test answer sheets, tape recordings of interviews, and the rating sheets of each member of an oral interview panel shall be retained for a period of not less than ninety (90) days after promulgation of an eligibility list.
- B. Examination records, such as identifiable ratings of oral panel members or references from previous employers, shall not be available for review by candidates, and shall be maintained in a confidential manner by the Personnel Commission staff.
- C. Other examination records, such as papers, recordings and scores of the candidate shall be available for review only by the candidate or their representative. The candidate or their representative may not review the records of another candidate.
- D. Candidates or eligibles, may protest any test part within five (5) working days from the postmark date of the notice of the test results.
 - 1. The protest shall be in writing and based solely on one or more of the following:

- a. Illegal discrimination;
 - b. Abuse of discretion;
 - c. Procedure or content error.
 2. The protest must include rationale to support the protest and proposed remedy.
 3. A valid protest, as described above, may allow the protesting candidate to participate conditionally in the examination process or may temporarily suspend examination activities while the decision is pending.
- E. Failure to review or file a protest with the Director of Classified Personnel within the review period shall constitute a waiver of the right to appeal that part of the examination process.
- F. The Director of Classified Personnel shall review and act upon all protests. The Director of Classified Personnel may allow more than one (1) answer to a question or may disqualify a question if the protest is valid. If a protest results in any change, the test papers of all candidates will be reviewed and re-scored accordingly.

Reference: Education Code Section 45274

V. Information Items:

Advanced Step Placement Potential Fiscal Impact Report

PC Meeting Approval Date	Position	Salary Schedule	Salary Range	Class Starting Step	Adv Step	FTE	Hourly Change	Monthly Change	DIFFERENCE IN YEAR 1	CUMULATIVE DIFFERENCE YEAR 5
2011-2012										
7/12/2011	Elem Library Coor	A	26	A	B	87.50%	\$0.78	\$117.82	\$706.89	\$3,909.80
8/9/2011	IA-Specialized	A	26	A	F	75.00%	\$4.30	\$558.54	\$5,181.49	\$15,084.42
8/9/2011	Licensed Vocational Nurse	A	34	A	E	100.00%	\$4.08	\$706.39	\$6,405.71	\$22,393.88
10/11/2011	Electrician	A	37	A	F	100.00%	\$5.47	\$948.36	\$10,356.89	\$29,576.72
10/11/2011	IA-Specialized	A	26	A	F	75.00%	\$4.30	\$558.54	\$5,181.49	\$15,084.42
12/13/2011	Fiscal Supv-CDS	M	41	A	B	100.00%	\$1.34	\$231.52	\$2,778.24	\$12,001.44
12/13/2011	Accounting Asst II	A	26	A	F	50.00%	\$4.30	\$372.36	\$4,064.40	\$11,620.70
1/10/2012	IA-Specialized	A	26	A	F	75.00%	\$4.30	\$558.54	\$5,181.49	\$15,084.42
1/10/2012	IA-SE	A	20	A	F	75.00%	\$3.71	\$482.30	\$4,470.82	\$12,998.81
1/10/2012	IA-Specialized	A	26	A	F	75.00%	\$4.30	\$558.54	\$5,181.49	\$15,084.42
3/13/2012	Health Off Spec	A	25	A	D	43.75%	\$2.39	\$181.24	\$1,581.45	\$6,501.84
3/13/2012	IA-Music	A	20	A	F	37.50%	\$3.71	\$241.15	\$2,235.41	\$6,499.40
3/13/2012	Reprographics Operator	A	23	A	F	100.00%	\$3.98	\$690.53	\$7,535.65	\$21,495.74
3/13/2012	Physical Therapist	A	61	A	D	100.00%	\$3.13	\$541.84	\$5,107.31	\$20,816.94
3/13/2012	IA-SE	A	20	A	F	62.50%	\$3.71	\$401.92	\$3,725.68	\$10,832.34
3/13/2012	Health Off Spec	A	25	A	D	43.75%	\$2.39	\$181.24	\$1,581.45	\$6,501.84
3/13/2012	IA-SE	A	20	A	F	75.00%	\$3.71	\$482.30	\$4,470.82	\$12,998.81
3/13/2012	IA-Classroom	A	18	A	F	25.00%	\$3.53	\$152.99	\$1,419.63	\$4,126.71
3/13/2012	Health Off Spec	A	25	A	D	43.75%	\$2.39	\$181.24	\$1,581.45	\$6,501.84
3/13/2012	Health Off Spec	A	25	A	B	43.75%	\$0.76	\$57.73	\$346.36	\$1,905.64
4/17/2012	Admin Asst	A	29	A	B	100.00%	\$0.84	\$144.84	\$869.04	\$4,801.60
4/17/2012	IA-Specialized	A	26	A	F	75.00%	\$4.30	\$558.54	\$5,181.49	\$15,084.42
5/8/2012	IA-PE	A	20	A	F	75.00%	\$3.71	\$482.30	\$4,470.82	\$12,998.81
5/8/2012	IA-SE	A	20	A	F	75.00%	\$3.71	\$482.30	\$4,470.82	\$12,998.81
5/8/2012	IA-Classroom	A	18	A	B	37.50%	\$0.64	\$41.35	\$248.11	\$1,376.91
5/8/2012	IA-SE	A	20	A	F	75.00%	\$3.71	\$482.30	\$4,470.82	\$12,998.81
5/8/2012	IA-SE	A	20	A	F	50.00%	\$3.71	\$321.53	\$2,980.55	\$8,665.87
2011-2012 TOTAL									\$101,785.75	\$319,945.34

Advanced Step Placement Potential Fiscal Impact Report

PC Meeting Approval Date	Position	Salary Schedule	Salary Range	Class Starting Step	Adv Step	FTE	Hourly Change	Monthly Change	DIFFERENCE IN YEAR 1	CUMULATIVE DIFFERENCE YEAR 5
2012-2013										
7/11/2012	Senior Buyer	A	41	A	F	100.00%	\$5.47	\$948.36	\$10,356.89	\$29,576.72
7/11/2012	Fiscal Svcs Supv	M	41	A	D	100.00%	\$4.22	\$731.52	\$8,778.24	\$27,524.64
8/14/2012	Elem Library Coord	A	26	A	B	87.50%	\$0.78	\$117.82	\$706.89	\$3,909.80
8/14/2012	HVAC Mechanic	A	37	A	C	100.00%	\$2.02	\$350.99	\$3,188.40	\$15,023.61
8/14/2012	IA-Specialized	A	26	A	F	75.00%	\$4.30	\$558.54	\$5,181.49	\$15,084.42
8/23/2012	IA-Dev Hlth	A	23	A	F	100.00%	\$3.98	\$690.53	\$6,404.82	\$18,603.65
9/11/2012	IA-Dev Hlth	A	23	A	F	62.50%	\$3.98	\$431.58	\$4,003.02	\$11,627.28
9/11/2012	Accountant	A	41	A	C	100.00%	\$2.02	\$350.99	\$3,188.40	\$15,023.61
10/10/2012	IA-Specialized	A	26	A	F	75.00%	\$4.30	\$558.54	\$5,181.49	\$15,084.42
10/10/2012	PAS	A	26	A	F	62.50%	\$4.30	\$465.45	\$4,317.91	\$12,570.35
10/10/2012	Stock and Delivery Clerk	A	26	A	B	87.50%	\$0.78	\$117.82	\$706.89	\$3,909.80
11/13/2012	IA-Specialized	A	26	A	F	75.00%	\$4.30	\$558.54	\$5,181.49	\$15,084.42
11/13/2012	IA-Specialized	A	26	A	F	75.00%	\$4.30	\$558.54	\$5,181.49	\$15,084.42
1/15/2013	IA-PE	A	20	A	F	75.00%	\$3.71	\$482.30	\$4,470.82	\$12,998.81
1/15/2013	IA-SE	A	20	A	F	75.00%	\$3.71	\$482.30	\$4,470.82	\$12,998.81
1/15/2013	IA-Specialized	A	26	A	F	75.00%	\$4.30	\$558.54	\$5,181.49	\$15,084.42
1/15/2013	IA-Specialized	A	26	A	F	75.00%	\$4.30	\$558.54	\$5,181.49	\$15,084.42
1/15/2013	IA-Specialized	A	26	A	C	75.00%	\$1.59	\$207.02	\$1,666.25	\$7,926.83
2/12/2013	Bus Driver	A	28	A	E	87.50%	\$3.52	\$533.82	\$4,638.30	\$16,285.22
2/12/2013	Gardener	A	24	A	F	37.50%	\$4.09	\$265.65	\$2,899.27	\$8,282.51
2/12/2013	Dir Class Pers	M	64	A	C	100.00%	\$4.85	\$839.99	\$10,079.88	\$37,465.68
3/12/2013	IA-Classroom	A	18	A	D	37.50%	\$2.01	\$130.90	\$1,143.64	\$4,699.34
3/12/2013	IA-Specialized	A	26	A	F	75.00%	\$4.30	\$558.54	\$5,181.49	\$15,084.42
4/9/2013	HR Analyst	M	46	A	C	100.00%	\$3.10	\$537.69	\$6,452.28	\$24,000.16
5/14/2013	Sprinkler Repair Technician	A	33	A	F	100.00%	\$5.10	\$883.21	\$9,635.31	\$27,507.94
5/14/2013	IA-SE	A	20	A	F	75.00%	\$3.71	\$482.30	\$4,470.82	\$12,998.81
5/14/2013	Administrative Assistant	A	29	A	C	100.00%	\$1.71	\$296.00	\$2,682.99	\$12,666.71
6/4/2013	Custodian	A	22	A	F	100.00%	\$3.88	\$673.28	\$7,350.91	\$20,984.95
2012-2013 TOTAL									\$137,883.17	\$442,176.13

Advanced Step Placement Potential Fiscal Impact Report

PC Meeting Approval Date	Position	Salary Schedule	Salary Range	Class Starting Step	Adv Step	FTE	Hourly Change	Monthly Change	DIFFERENCE IN YEAR 1	CUMULATIVE DIFFERENCE YEAR 5
2013-2014										
8/13/2013	Athletic Trainer	A	35	A	B	87.50%	\$0.97	\$146.71	\$880.26	\$4,863.98
8/13/2013	IA-Specialized	A	26	A	F	75.00%	\$4.30	\$558.54	\$5,181.49	\$15,084.42
9/13/2013	Physical Therapist	A	61	A	D	100.00%	\$3.13	\$541.84	\$5,107.31	\$20,816.94
9/13/2013	Administrative Assistant	A	29	A	D	100.00%	\$2.63	\$456.55	\$4,609.52	\$18,717.88
9/13/2013	Bus Driver	A	28	A	F	87.50%	\$4.50	\$683.07	\$6,056.22	\$17,703.15
9/13/2013	Accountant	A	41	A	F	100.00%	\$5.47	\$948.36	\$10,356.89	\$29,576.72
11/12/2013	PAS	A	26	A	D	67.50%	\$2.44	\$285.95	\$2,398.46	\$9,933.78
11/12/2013	IA-Physical Education	A	20	A	C	50.00%	\$1.38	\$119.40	\$928.90	\$4,426.14
11/12/2013	IA-Classroom	A	18	B	D	37.50%	\$1.38	\$89.55	\$850.76	\$3,156.31
11/12/2013	IA-Classroom	A	18	B	C	37.50%	\$0.68	\$44.02	\$418.23	\$1,787.27
11/12/2013	IA-Classroom	A	18	B	B	37.50%	\$0.00	\$0.00	\$0.00	\$0.00
11/12/2013	Elementary Library Coord.	A	26	A	C	87.50%	\$1.59	\$241.52	\$1,943.96	\$9,247.97
12/10/2013	IA-Classroom	A	18	B	B	37.50%	\$0.00	\$0.00	\$0.00	\$0.00
12/10/2013	Administrative Assistant	A	29	A	C	100.00%	\$1.71	\$296.00	\$2,682.99	\$12,666.71
12/10/2013	Paraeducator-3	A	26	A	C	75.00%	\$1.59	\$207.02	\$1,666.25	\$7,926.83
12/10/2013	Paraeducator-3	A	26	A	C	75.00%	\$1.59	\$207.02	\$1,666.25	\$7,926.83
1/14/2014	Campus Sec. Offcr.	A	25	A	C	100.00%	\$1.55	\$269.41	\$2,166.33	\$10,295.87
1/14/2014	IA-Music	A	20	A	C	37.50%	\$1.38	\$89.55	\$696.67	\$3,319.61
2/11/2014	Accounting Tech (Acc. Hiring Rate)	A	29	D	D	100.00%	\$0.00	\$0.00	\$0.00	\$0.00
3/11/2014	Paraeducator-3	A	26	A	D	75.00%	\$2.44	\$317.73	\$2,773.33	\$11,442.07
4/8/2014	IA-Classroom	A	18	B	D	43.75%	\$1.38	\$104.48	\$992.55	\$3,682.36
5/13/2014	IA-Music	A	20	A	B	37.50%	\$0.68	\$44.02	\$264.15	\$1,446.90
5/13/2014	Paraeducator-1	A	20	A	B	75.00%	\$0.68	\$88.05	\$528.29	\$2,893.81
2013-2014 TOTAL									\$52,168.79	\$196,915.56
2014-2015										
8/12/2014	HVAC Mechanic	A	37	A	C	100.00%	\$2.02	\$350.99	\$3,188.40	\$15,023.61
7/8/2014	Sports Facility Attendant	A	22	A	D	75.00%	\$2.22	\$288.22	\$2,912.28	\$11,809.32
7/8/2014	Paraeducator-1	A	20	A	C	75.00%	\$1.38	\$179.11	\$1,438.88	\$6,836.34
7/8/2014	Paraeducator-1	A	20	A	C	75.00%	\$1.38	\$179.11	\$1,438.88	\$6,836.34
8/12/2014	HR Analyst	M	46	A	B	100.00%	\$1.51	\$262.04	\$3,144.48	\$13,572.32

Advanced Step Placement Potential Fiscal Impact Report

PC Meeting Approval Date	Position	Salary Schedule	Salary Range	Class Starting Step	Adv Step	FTE	Hourly Change	Monthly Change	DIFFERENCE IN YEAR 1	CUMULATIVE DIFFERENCE YEAR 5
2014-2015										
8/12/2014	Accounting Tech (Acc. Hiring Rate)	A	29	D	F	100.00%	\$1.98	\$343.72	\$4,124.64	\$6,237.25
8/12/2014	IA-Classroom	A	18	B	C	25.00%	\$0.68	\$29.35	\$278.82	\$1,191.51
8/12/2014	Lead Custodian	A	25	A	C	100.00%	\$1.55	\$269.41	\$2,441.26	\$11,483.90
8/12/2014	Sr Office Specialist	A	25	A	D	50.00%	\$2.39	\$207.13	\$1,877.94	\$7,693.31
8/12/2014	Office Specialist	A	22	A	C	100.00%	\$1.44	\$249.65	\$2,267.28	\$10,662.13
9/9/2014	Paraeducator-3	A	26	A	B	75.00%	\$0.78	\$100.98	\$605.91	\$3,351.26
9/9/2014	Paraeducator-3	A	26	A	D	75.00%	\$2.44	\$317.73	\$2,773.33	\$11,442.07
9/9/2014	IA-Classroom	A	18	B	C	37.50%	\$0.68	\$44.02	\$440.24	\$1,881.34
9/9/2014	IA-Classroom	A	18	B	C	37.50%	\$0.68	\$44.02	\$440.24	\$1,881.34
9/9/2014	IA-Classroom	A	18	B	C	37.50%	\$0.68	\$44.02	\$440.24	\$1,881.34
9/9/2014	Paraeducator-3	A	26	A	D	75.00%	\$2.44	\$317.73	\$2,773.33	\$11,442.07
9/9/2014	Paraeducator-3	A	26	A	C	75.00%	\$1.59	\$207.02	\$1,666.25	\$7,926.83
9/9/2014	Pareducator-1	A	20	A	D	75.00%	\$2.12	\$275.28	\$2,400.63	\$9,868.28
9/9/2014	Pareducator-1	A	20	A	C	75.00%	\$1.38	\$179.11	\$1,438.88	\$6,836.34
9/9/2014	IA-Classroom	A	18	B	E	37.50%	\$2.12	\$137.64	\$1,376.41	\$4,308.24
9/9/2014	IA-Classroom	A	18	B	B	37.50%	\$0.00	\$0.00	\$0.00	\$0.00
9/9/2014	IA-Classroom	A	18	B	C	37.50%	\$0.68	\$44.02	\$440.24	\$1,881.34
9/9/2014	Bus Driver	A	28	A	C	87.50%	\$1.67	\$252.87	\$2,033.83	\$9,692.11
9/9/2014	Pareducator-1	A	20	A	B	62.50%	\$0.68	\$73.37	\$440.24	\$2,411.51
9/9/2014	Carpenter	A	35	A	C	100.00%	\$1.98	\$343.72	\$3,118.63	\$14,664.48
9/9/2014	Plumber	A	37	A	D	100.00%	\$3.13	\$541.84	\$5,478.56	\$22,192.10
9/9/2014	SIS Specialist	A	49	A	E	100.00%	\$4.27	\$739.51	\$7,850.60	\$27,070.43
9/9/2014	Facilities Technician	A	45	A	D	100.00%	\$3.13	\$541.84	\$5,478.56	\$22,192.10
9/9/2014	Audio Visual Tech	A	26	A	D	100.00%	\$2.44	\$423.64	\$4,275.75	\$17,413.65
10/14/2014	IA-Classroom	A	18	A	C	25.00%	\$1.31	\$56.92	\$458.90	\$2,172.16
10/14/2014	IA-Classroom	A	18	B	C	62.50%	\$0.68	\$73.37	\$733.74	\$3,135.56
10/14/2014	IA-Classroom	A	18	B	E	43.75%	\$2.12	\$160.58	\$1,605.82	\$5,026.28
10/14/2014	Library Asst. I	A	22	A	B	75.00%	\$0.70	\$91.06	\$546.35	\$3,029.77
10/14/2014	Paraeducator-3	A	26	A	D	75.00%	\$2.44	\$317.73	\$2,773.33	\$11,442.07
10/14/2014	Plumber	A	37	A	C	100.00%	\$2.02	\$350.99	\$3,188.40	\$15,023.61

Advanced Step Placement Potential Fiscal Impact Report

PC Meeting Approval Date	Position	Salary Schedule	Salary Range	Class Starting Step	Adv Step	FTE	Hourly Change	Monthly Change	DIFFERENCE IN YEAR 1	CUMULATIVE DIFFERENCE YEAR 5
2014-2015										
10/14/2014	Paraeducator-3	A	26	A	D	75.00%	\$2.44	\$317.73	\$2,773.33	\$11,442.07
10/14/2014	PAS	A	26	A	C	75.00%	\$1.59	\$207.02	\$1,666.25	\$7,926.83
10/14/2014	Plant Supervisor	A	41	A	C	100.00%	\$2.02	\$350.99	\$3,188.40	\$15,023.61
11/12/2014	PAS	A	26	A	C	75.00%	\$1.59	\$207.02	\$1,666.25	\$7,926.83
11/12/2014	Athletic Trainer	A	35	A	C	87.50%	\$1.98	\$300.75	\$2,420.71	\$11,503.52
11/12/2014	Student Outreach Specialist	A	44	A	C	100.00%	\$2.02	\$350.99	\$2,827.58	\$13,468.04
11/12/2014	Employee Benefits Tech	A	34	A	C	100.00%	\$1.93	\$335.14	\$3,034.28	\$14,298.45
11/12/2014	IA-Classroom	A	18	B	C	37.50%	\$0.68	\$44.02	\$440.24	\$1,881.34
11/12/2014	Paraeducator-3	A	26	A	C	75.00%	\$1.59	\$207.02	\$1,666.25	\$7,926.83
11/12/2014	Paraeducator-3	A	26	A	C	75.00%	\$1.59	\$207.02	\$1,666.25	\$7,926.83
11/12/2014	Paraeducator-3	A	26	A	C	75.00%	\$1.59	\$207.02	\$1,666.25	\$7,926.83
12/9/2014	IA-Physical Ed.	A	20	A	D	75.00%	\$2.12	\$275.28	\$2,400.63	\$9,868.28
12/9/2014	Bilingual Comm Liaison	A	25	A	C	50.00%	\$1.55	\$134.71	\$1,083.16	\$5,147.94
12/9/2014	Paraeducator 1	A	20	A	D	75.00%	\$2.12	\$275.28	\$2,400.63	\$9,868.28
12/9/2014	Paraeducator 1	A	20	A	D	75.00%	\$2.12	\$275.28	\$2,400.63	\$9,868.28
12/9/2014	Paraeducator 1	A	20	A	D	75.00%	\$2.12	\$275.28	\$2,400.63	\$9,868.28
12/9/2014	Gardener	A	24	A	C	70.00%	\$1.52	\$184.02	\$1,669.61	\$7,848.68
12/9/2014	IA-Classroom	A	18	B	E	43.75%	\$2.12	\$160.58	\$1,605.82	\$5,026.28
1/22/2015	Admin Assistant	A	29	A	B	100.00%	\$0.84	\$144.84	\$869.04	\$4,801.60
1/22/2015	Admin Assistant	A	29	A	C	100.00%	\$1.71	\$296.00	\$2,380.67	\$11,355.86
1/22/2015	Community & Public Relations Officer	M	62	A	D	100.00%	\$7.08	\$1,228.00	\$14,736.00	\$46,176.00
1/22/2015	Paraeducator 1	A	20	A	D	75.00%	\$2.12	\$275.28	\$2,400.63	\$9,868.28
1/22/2015	Paraeducator 1	A	20	A	B	75.00%	\$0.68	\$88.05	\$528.29	\$2,893.81
1/22/2015	Paraeducator-3	A	26	A	D	75.00%	\$2.44	\$317.73	\$2,773.33	\$11,442.07
1/22/2015	Technical Theater Coordinator	A	42	E	F	100.00%	\$1.20	\$208.86	\$2,506.29	\$2,506.29
1/22/2015	Health Off Spec	A	25	A	D	43.75%	\$2.39	\$181.24	\$1,581.45	\$6,501.84
1/22/2015	IA-Classroom	A	18	B	E	37.50%	\$2.12	\$137.64	\$1,376.41	\$4,308.24
1/22/2015	IA-Classroom	A	18	B	E	37.50%	\$2.12	\$137.64	\$1,376.41	\$4,308.24
1/22/2015	IA-Classroom	A	18	B	D	37.50%	\$1.38	\$89.55	\$895.53	\$3,322.43
1/22/2015	IA-Classroom	A	18	B	E	62.50%	\$2.12	\$229.40	\$2,294.02	\$7,180.39

Advanced Step Placement Potential Fiscal Impact Report

PC Meeting Approval Date	Position	Salary Schedule	Salary Range	Class Starting Step	Adv Step	FTE	Hourly Change	Monthly Change	DIFFERENCE IN YEAR 1	CUMULATIVE DIFFERENCE YEAR 5
2014-2015										
3/10/2015	Custodian	A	22	A	B	62.50%	\$0.70	\$75.88	\$455.29	\$2,524.81
3/10/2015	Paraeducator 1	A	20	A	D	75.00%	\$2.12	\$275.28	\$2,400.63	\$9,868.28
3/10/2015	Paraeducator 1	A	20	A	D	75.00%	\$2.12	\$275.28	\$2,400.63	\$9,868.28
3/10/2015	Paraeducator 1	A	20	A	D	75.00%	\$2.12	\$275.28	\$2,400.63	\$9,868.28
3/10/2015	IA-Classroom	A	18	B	D	37.50%	\$1.38	\$89.55	\$895.53	\$3,322.43
4/14/2015	Administrative Assistant	A	29	A	B	100.00%	\$0.84	\$144.84	\$869.04	\$4,801.60
4/14/2015	Plant Supervisor	A	41	A	C	100.00%	\$2.02	\$350.99	\$3,188.40	\$15,023.61
4/14/2015	Paraeducator 3	A	26	A	C	75.00%	\$1.59	\$207.02	\$1,666.25	\$7,926.83
4/14/2015	Paraeducator 3	A	26	A	C	75.00%	\$1.59	\$207.02	\$1,666.25	\$7,926.83
4/14/2015	Paraeducator 1	A	20	A	B	75.00%	\$0.68	\$88.05	\$528.29	\$2,893.81
4/14/2015	Paraeducator 2	A	23	A	B	75.00%	\$0.72	\$93.84	\$563.02	\$3,107.38
4/14/2015	Paraeducator 1	A	20	A	D	75.00%	\$2.12	\$275.28	\$2,400.63	\$9,868.28
4/14/2015	Paraeducator 1	A	20	A	D	75.00%	\$2.12	\$275.28	\$2,400.63	\$9,868.28
5/12/2015	Paraeducator 3	A	26	A	D	75.00%	\$2.44	\$317.73	\$2,773.33	\$11,442.07
5/12/2015	Paraeducator 3	A	26	A	D	75.00%	\$2.44	\$317.73	\$2,773.33	\$11,442.07
5/12/2015	Administrative Assistant	A	29	A	B	100.00%	\$0.84	\$144.84	\$869.04	\$4,801.60
6/9/2015	Paraeducator-1	A	20	A	C	75.00%	\$1.38	\$179.11	\$1,438.88	\$6,836.34
6/9/2015	IA-Music	A	20	A	D	31.25%	\$2.12	\$114.70	\$1,000.26	\$4,111.78
6/9/2015	Swimming Instructor/Lifeguard	A	21	A	B	62.50%	\$0.69	\$74.47	\$446.84	\$2,469.46
6/9/2015	Paraeducator-1	A	20	A	C	75.00%	\$1.38	\$179.11	\$1,438.88	\$6,836.34
6/9/2015	Senior Technology Support Assistant	A	43	D	F	100.00%	\$2.35	\$406.53	\$4,878.33	\$7,384.62
2014-2015 TOTAL									\$184,040.40	\$741,117.59
2015-2016										
7/14/2015	Student Outreach Specialist	A	44	A	D	100.00%	\$3.13	\$541.84	\$4,736.05	\$19,441.78
7/14/2015	IA-Classroom	A	18	B	C	37.50%	\$0.68	\$44.02	\$440.24	\$1,881.34
8/11/2015	Director of Food Services	M	55	A	D	100.00%	\$5.96	\$1,032.76	\$12,393.12	\$38,859.10
8/11/2015	Director of Classified Personnel	M	64	A	C	100.00%	\$4.85	\$839.99	\$10,079.88	\$37,465.68
9/8/2015	Custodian	A	22	A	C	62.50%	\$1.44	\$156.03	\$1,417.05	\$6,663.83
9/8/2015	IA-Music	A	20	A	B	75.00%	\$0.68	\$88.05	\$528.29	\$2,893.81

Advanced Step Placement Potential Fiscal Impact Report

PC Meeting Approval Date	Position	Salary Schedule	Salary Range	Class Starting Step	Adv Step	FTE	Hourly Change	Monthly Change	DIFFERENCE IN YEAR 1	CUMULATIVE DIFFERENCE YEAR 5
2015-2016										
9/8/2015	IA-Classroom	A	18	B	D	43.75%	\$1.38	\$104.48	\$1,044.79	\$3,876.17
9/8/2015	IA-Classroom	A	18	B	C	25.00%	\$0.68	\$29.35	\$293.49	\$1,254.22
9/8/2015	PAS	A	26	A	C	75.00%	\$1.59	\$207.02	\$1,666.25	\$7,926.83
9/8/2015	PAS	A	26	A	C	37.50%	\$1.59	\$103.51	\$833.12	\$3,963.42
9/8/2015	Occupational Therapist	A	61	A	C	100.00%	\$2.02	\$350.99	\$2,827.58	\$13,468.04
9/8/2015	Paraeducator 3	A	26	A	C	75.00%	\$1.59	\$207.02	\$1,666.25	\$7,926.83
9/8/2015	Paraeducator 3	A	26	A	D	75.00%	\$2.44	\$317.73	\$2,773.33	\$11,442.07
9/8/2015	Paraeducator 3	A	26	A	C	75.00%	\$1.59	\$207.02	\$1,666.25	\$7,926.83
10/13/2015	Audience Services Coordinator	A	38	A	C	50.00%	\$2.02	\$175.49	\$1,594.20	\$7,511.80
10/13/2015	IA-Classroom	A	18	B	C	37.50%	\$0.68	\$44.02	\$440.24	\$1,881.34
10/13/2015	IA-Classroom	A	18	B	D	37.50%	\$1.38	\$89.55	\$895.53	\$3,322.43
10/13/2015	Paraeducator 3	A	26	A	C	75.00%	\$1.59	\$207.02	\$1,666.25	\$7,926.83
10/13/2015	Campus Sec. Offcr.	A	25	A	C	50.00%	\$1.55	\$134.71	\$1,083.16	\$5,147.94
10/13/2015	Health Off Spec	A	25	A	C	43.75%	\$1.55	\$117.87	\$947.77	\$4,504.44
10/13/2015	Elem. Library Coord.	A	26	A	D	87.50%	\$2.44	\$370.68	\$3,235.55	\$13,349.09
10/13/2015	Occupational Therapist	A	61	A	C	100.00%	\$2.02	\$350.99	\$2,827.58	\$13,468.04
11/10/2015	CCA-3	A	19	B	D	43.75%	\$1.41	\$106.87	\$1,068.69	\$3,973.41
11/10/2015	Custodian	A	22	A	C	62.50%	\$1.44	\$156.03	\$1,417.05	\$6,663.83
11/10/2015	IA-Classroom	A	18	B	C	37.50%	\$0.68	\$44.02	\$440.24	\$1,881.34
11/10/2015	HVAC Mechanic	A	37	A	D	100.00%	\$3.13	\$541.84	\$5,478.56	\$22,192.10
11/10/2015	Technology Support Assistant	A	38	D	F	100.00%	\$2.35	\$406.53	\$4,878.33	\$7,384.62
11/10/2015	Paraeducator 3	A	26	A	B	75.00%	\$0.78	\$100.98	\$605.91	\$3,351.26
11/10/2015	Paraeducator 1	A	20	A	B	75.00%	\$0.68	\$88.05	\$528.29	\$2,893.81
11/10/2015	Paraeducator 1	A	20	A	D	62.50%	\$2.12	\$229.40	\$2,000.53	\$8,223.57
12/8/2015	Maintenance Supervisor	M	45	A	C	100.00%	\$3.03	\$525.00	\$6,300.00	\$23,412.00
12/8/2015	IA-Bilingual	A	20	A	B	37.50%	\$0.68	\$44.02	\$264.15	\$1,446.90
12/8/2015	Paraeducator 1	A	20	A	B	75.00%	\$0.68	\$88.05	\$528.29	\$2,893.81
12/8/2015	Paraeducator 1	A	20	A	B	75.00%	\$0.68	\$88.05	\$528.29	\$2,893.81
1/12/2016	Paraeducator 3	A	26	A	B	75.00%	\$0.78	\$100.98	\$605.91	\$3,351.26
1/12/2016	Paraeducator 3	A	26	A	D	75.00%	\$2.44	\$317.73	\$2,773.33	\$11,442.07
1/12/2016	Paraeducator 1	A	20	A	C	75.00%	\$1.38	\$179.11	\$1,438.88	\$6,836.34

Advanced Step Placement Potential Fiscal Impact Report

PC Meeting Approval Date	Position	Salary Schedule	Salary Range	Class Starting Step	Adv Step	FTE	Hourly Change	Monthly Change	DIFFERENCE IN YEAR 1	CUMULATIVE DIFFERENCE YEAR 5
2015-2016										
2/9/2016	Senior Administrative Assistant	A	34	A	C	100.00%	\$1.93	\$335.14	\$3,034.28	\$14,298.45
2/9/2015	Administrative Assistant	A	29	A	B	100.00%	\$0.84	\$144.84	\$869.04	\$4,801.60
2015-2016 TOTAL									\$87,815.74	\$350,042.04
CUMULATIVE 2-YEAR TOTAL (FROM 7/1/2014)									\$271,856.14	\$1,091,159.63
CUMULATIVE 3-YEAR TOTAL (FROM 7/1/2013)									\$324,024.93	\$1,288,075.20
CUMULATIVE 4-YEAR TOTAL (FROM 7/1/2012)									\$461,908.10	\$1,730,251.33
CUMULATIVE 5-YEAR TOTAL (FROM 7/1/2011)									\$563,693.85	\$2,050,196.67

Open Requisitions (as of 2/5/2016)

Req Number	Req Title	Department	Position Type	FTE%	Date From HR
16-015	BILINGUAL COMMUNITY LIAISON (SPANISH)	STUDENT SERVICES	New	37.5	7/15/15
16-085	CAFETERIA WORKER I	JOHN ADAMS MIDDLE SCHOOL	Vac	43.75	10/23/15
16-086	CAFETERIA WORKER I	LINCOLN MIDDLE SCHOOL	Vac	43.75	10/23/15
16-088	CAFETERIA WORKER I	SANTA MONICA HIGH SCHOOL	New	37.5	10/20/15
16-096	CAFETERIA WORKER I	PT DUME ELEMENTARY SCHOOL	Vac	37.5	12/2/15
16-108	CAFETERIA WORKER I	JOHN ADAMS MIDDLE SCHOOL	Vac	43.75	12/17/15
16-117	CAMPUS SECURITY OFFICER	LINCOLN MIDDLE SCHOOL	Vac	100	1/12/15
16-122	CAMPUS SECURITY OFFICER	LINCOLN MIDDLE SCHOOL	New	100	1/15/16
16-102	CARPENTER	FACILITIES MAINTENANCE	Vac	100	12/8/15
16-097	CHILDREN'S CENTER ASSISTANT-2	CDS-WEST WASHINGTON	Vac	43.75	11/24/15
14-181	CHILDREN'S CENTER ASSISTANT-3	CHILD DEVELOPMENT SERVICES	Vac	43.75	5/27/14
15-046	CHILDREN'S CENTER ASSISTANT-3	CHILD DEVELOPMENT SERVICES	Vac	43.75	8/22/14
16-020	CHILDREN'S CENTER ASSISTANT-3	CDS-PINE STREET	Vac	43.75	7/29/15
16-021	CHILDREN'S CENTER ASSISTANT-3	CDS-WEST WASHINGTON	Vac	43.75	7/29/15

Req Number	Req Title	Department	Position Type	FTE%	Date From HR
16-022	CHILDREN'S CENTER ASSISTANT-3	CDS-WEST WASHINGTON	Vac	43.75	7/29/15
16-023	CHILDREN'S CENTER ASSISTANT-3	WILL ROGERS LEARNING ACADEMY	Vac	43.75	7/29/15
16-034	CUSTODIAN	BUSINESS SERVICES	Vac	37.5	8/12/15
16-109	CUSTODIAN	M & O (Maintenance & Operations)	Vac	62.5	12/10/15
16-110	DIRECTOR OF MAINTENANCE AND OPERATIONS (M&O)	BUSINESS SERVICES	New	100	12/17/15
16-044	EXECUTIVE DIRECTOR OF FACILITIES, MAINTENANCE, AND OPERATIONS	BUSINESS SERVICES	New	100	8/19/15
16-121	INSTRUCTIONAL ASSISTANT-CLASSROOM	FRANKLIN ELEMENTARY SCHOOL	Vac	37.5	1/14/16
16-127	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL	Vac	25	1/15/16
16-129	INSTRUCTIONAL ASSISTANT-CLASSROOM	MCKINLEY ELEMENTARY SCHOOL	Vac	31.25	1/29/15
16-104	INSTRUCTIONAL ASSISTANT-PHYSICAL EDUCATION	SANTA MONICA HIGH SCHOOL	Vac	50	12/8/15
16-130	LABORATORY TECHNICIAN	MALIBU HIGH SCHOOL	Vac	50	1/29/16
16-007	LEAD VEHICLE AND EQUIPMENT MECHANIC	TRANSPORTATION	Vac	100	7/13/15
16-112	PARAEDUCATOR-1	GRANT ELEMENTARY SCHOOL	New	75	12/17/15

Req Number	Req Title	Department	Position Type	FTE%	Date From HR
16-118	PARAEDUCATOR-1	ROOSEVELT ELEMENTARY SCHOOL	New	75	1/8/15
16-124	PARAEDUCATOR-1	WILL ROGERS LEARNING ACADEMY	Vac	56.25	1/20/16
16-125	PARAEDUCATOR-1	JOHN MUIR ELEMENTARY SCHOOL	Vac	81.25	1/20/16
16-128	PARAEDUCATOR-3	SPECIAL EDUCATION	New	75	1/25/16
16-105	PHYSICAL ACTIVITIES SPECIALIST	JOHN MUIR ELEMENTARY SCHOOL	Vac	37.5	12/8/15
16-106	PLANT SUPERVISOR	M & O (Maintenance & Operations)	New	100	12/8/15
16-113	SENIOR ADMINISTRATIVE ASSISTANT	MALIBU HIGH SCHOOL	Vac	100	12/17/15
16-131	SENIOR OFFICE SPECIALIST	GRANT ELEMENTARY SCHOOL	Vac	50	1/29/16
16-120	SPORTS FACILITY ATTENDANT	BUSINESS SERVICES	Vac	75	1/12/16
15-169	TECHNOLOGY SUPPORT ASSISTANT	INFORMATION SERVICES	New	100	4/28/15
15-170	TECHNOLOGY SUPPORT ASSISTANT	INFORMATION SERVICES	New	100	4/28/15

Filled Requisitions (1/1/2016 – 1/31/2016)

Req Number	Req Title	Department	Date of Accepted Job Offer
16-114	BILINGUAL COMMUNITY LIAISON (SPANISH)	MALIBU HIGH SCHOOL	1/22/16
16-103	INSTRUCTIONAL ASSISTANT-CLASSROOM	FRANKLIN ELEMENTARY SCHOOL	1/14/16
16-111	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	1/5/16
16-115	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	1/5/16
16-119	PARAEDUCATOR-3	SPECIAL EDUCATION	1/6/16
16-126	PARAEDUCATOR-3	SPECIAL EDUCATION	1/28/16
16-107	SENIOR OFFICE SPECIALIST	GRANT ELEMENTARY SCHOOL	1/13/16

TO: BOARD OF EDUCATION
 FROM: SANDRA LYON / MARK O. KELLY / MICHAEL COOL
 RE: CLASSIFIED PERSONNEL – MERIT

ACTION/CONSENT
 01/21/16

RECOMMENDATION NO. A.19

It is recommended that the following appointments for Classified Personnel (merit system) be approved and/or ratified. All personnel will be properly elected in accordance with District policies and salary schedules.

<u>NEW HIRES</u>		<u>EFFECTIVE DATE</u>
Ruvalcaba, Antonio Maintenance	Facilities Technician 8 Hrs/12 Mo/Range: 45 Step: A	1/4/16
Stevens, Danielle Special Ed-Rogers ES	Paraeducator 1 6 Hrs/SY/Range: 20 Step: A	12/14/15
Villacorta, Kristell Fiscal Services	Accounting Technician 8 Hrs/12 Mo/Range: 29 Step: A	1/11/16

<u>TEMP/ADDITIONAL ASSIGNMENTS</u>		<u>EFFECTIVE DATE</u>
Casillas, Emma Edison ES	Instructional Assistant - Bilingual [additional hours; 2 nd grade math support]	11/30/15-6/9/16
Gutierrez, Nancy Adams MS	Bilingual Community Liaison [overtime; overnight field trip]	11/3/15-11/5/15
Hansberry, Felicia Special Education	Office Specialist [additional hours; clerical support]	12/7/15-12/30/15 1/4/16-1/29/16
Herrada, Joe Lincoln MS	Custodian [overtime; school events]	12/1/15-6/9/16
Nishi, Alex Special Education	Occupational Therapist [additional hours; professional development]	8/17/15
Rams, Florencia Rogers ES	Bilingual Community Liaison [overtime; teacher-parent conferences]	12/1/15-6/9/16
Wilson, Stanley Adams MS	Campus Security Officer [overtime; parent meeting]	11/19/15

<u>SUBSTITUTES</u>		<u>EFFECTIVE DATE</u>
Bautista, Julienne Facility Use	Sports Facility Attendant	12/16/15-6/30/16
Fuentes, Diolanie Food and Nutrition Services	Cafeteria Worker I	12/10/15-6/9/16
Mamon, Steven Operations	Custodian	12/1/15-6/30/16
Morales, Arturo District	Campus Security Officer	12/10/15-6/30/16

Muhammed, Fatimoh Special Education	Paraeducator 1	12/11/15-6/9/16
Ramirez, Ruth Special Education	Paraeducator 1	12/10/15-6/9/16
Walters, Rachel Special Education	Paraeducator 1	12/10/15-6/9/16

CHANGE IN ASSIGNMENT

Gonzalez, Monica Special Ed-Santa Monica HS	Paraeducator 3 8 Hrs/SY From: 7.2 Hrs/SY/Special Ed-Santa Monica HS	<u>EFFECTIVE DATE</u> 8/19/15
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VOLUNTARY TRANSFER

McCabe, Pete Special Ed-Muir ES	Paraeducator 1 6 Hrs/SY From: 6 Hrs/SY/Special Ed-Santa Monica HS	<u>EFFECTIVE DATE</u> 1/5/16
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LEAVE OF ABSENCE (PAID)

Gonzalez, Jessica Child Develop Svcs-McKinley ES	Children's Center Assistant 2 Medical	<u>EFFECTIVE DATE</u> 12/9/15-1/22/16
Hofland, Keri Special Education	Paraeducator 1 Medical	11/1/15-1/15/16
Korduner, Justin Special Ed-Santa Monica HS	Paraeducator 1 Medical	12/9/15-1/4/16
Morales, Louis Edison ES	Physical Activities Specialist Medical	12/17/15-1/4/16
Ortiz-Gonzalez, Patricia Edison ES	Health Office Specialist Maternity	11/18/15-1/29/16
Reyes, Pedro Maintenance	Facilities Technician CFRA/FMLA/Medical	11/20/15-12/18/15
Simmons, Michael Transportation	Bus Driver CFRA/FMLA/Medical	11/22/15-1/4/16
Ward, Melvin Special Ed-Roosevelt ES	Paraeducator 1 Medical	10/31/15-1/14/16
Williams, Steven Food and Nutrition Services	Stock and Delivery Clerk Intermittent FMLA/CFRA Leave	1/4/16-1/8/16

LEAVE OF ABSENCE (UNPAID)

Ortiz-Gonzalez, Patricia Edison ES	Health Office Specialist Child Care	<u>EFFECTIVE DATE</u> 2/1/16-3/1/16
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PROFESSIONAL GROWTH

Sturgis, Lynn Grant ES	Administrative Assistant	<u>EFFECTIVE DATE</u> 1/1/16
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WORKING OUT OF CLASSGonzales, Brian
Information ServicesTechnology Support Assistant
From: Audio Visual Technician**EFFECTIVE DATE**

11/15/15-2/4/16

Tirado, Fortino
MaintenanceSkilled Maintenance Worker
From: Equipment Operator – Tree Trimmer

12/8/15-4/19/16

ABOLISHMENT

Special Ed-Santa Monica HS

Paraeducator 1
6 Hrs/SY**EFFECTIVE DATE**

12/18/15

RESIGNATIONBautista, Julienne
Facility Use

Sports Facility Attendant

EFFECTIVE DATE

12/15/15

Blair, Amanda
Franklin ES

Instructional Assistant - Classroom

1/31/16

Kamibayashi, Terry
Maintenance

Manager of Maintenance and Construction

1/8/16

Monroy, Rosa
Grant ES

Instructional Assistant - Classroom

1/1/16

Warmington, Brigitte
Special Ed-McKinley ES

Paraeducator 3

11/12/15

APPOINTMENT OF COMMISSIONER-RENEWALInatsugu, Barbara
Personnel Commission

Personnel Commissioner

EFFECTIVE DATE

12/1/15-11/30/18

MOTION MADE BY:
 SECONDED BY:
 STUDENT ADVISORY VOTE:
 AYES:
 NOES:
 ABSENT:

TO: BOARD OF EDUCATION
 FROM: SANDRA LYON / MARK O. KELLY / MICHAEL COOL
 RE: CLASSIFIED PERSONNEL – MERIT

ACTION/CONSENT
 02/04/16

RECOMMENDATION NO. A.14

It is recommended that the following appointments for Classified Personnel (merit system) be approved and/or ratified. All personnel will be properly elected in accordance with District policies and salary schedules.

<u>NEW HIRES</u>		<u>EFFECTIVE DATE</u>
Gomes, Qiseana Special Ed-Lincoln MS	Paraeducator-3 6 Hrs/SY/Range: 26 Step: A	1/5/16
Johnson, Joseph Facility Use/Santa Monica HS	Campus Security Officer 4 Hrs/10 Mo/Range: 25 Step: C	1/4/16
Morales, Daniel Child Develop Svcs-Franklin ES	Children's Center Assistant-1 3.5 Hrs/SY/Range: 17 Step: B	1/5/16
<u>PROMOTION</u>		<u>EFFECTIVE DATE</u>
Shocklee, Miceala Special Ed-Santa Monica HS	Paraeducator-3 6.33Hrs/SY/Range: 26 Step: B From: Paraeducator-1: 6.5 Hrs/SY	1/5/16
<u>TEMP/ADDITIONAL ASSIGNMENTS</u>		<u>EFFECTIVE DATE</u>
Bathey, Leticia McKinley ES	Instructional Assistant - Classroom [additional hours; RTI program support]	9/17/15-11/14/15
Devis, Juanita Facility Use	Audience Services Coordinator [additional hours; Facility Use events]	11/1/15-6/30/16
Devis, Juanita Facility Use	Audience Services Coordinator [overtime; Facility Use events]	11/1/15-6/30/16
Fynn, Elliot Facility Use	Audience Services Coordinator [additional hours; Facility Use events]	11/1/15-6/30/16
Fynn, Elliot Facility Use	Audience Services Coordinator [overtime; Facility Use events]	11/1/15-6/30/16
<u>SUBSTITUTES</u>		<u>EFFECTIVE DATE</u>
Thompson, Raquel Child Development Services	Children's Center Assistant-1	1/5/16-6/20/16
<u>CHANGE IN ASSIGNMENT</u>		<u>EFFECTIVE DATE</u>
Shocklee, Miceala Special Ed-Muir ES	Paraeducator-3 6.5 Hrs/SY From: 6 Hrs/SY/Special Ed-Muir ES	12/7/15
<u>RESOLUTION OF GRIEVANCE</u>		<u>EFFECTIVE DATE</u>
Cobbs, Rufus Operations	Custodian	1/11/16-1/22/16

PROFESSIONAL GROWTH

Cueva, Sandra
CDS-Washington West

Children's Center Assistant-2

EFFECTIVE DATE
2/1/16

Haro, Irma
CDS-Washington West

Children's Center Assistant-2

1/1/16

Santiago, Guillermo
Special Ed-Roosevelt ES

Paraeducator-1

2/1/16

WORKING OUT OF CLASS

Anderson, Sally
Malibu HS

Senior Administrative Assistant
From: Senior Office Specialist

EFFECTIVE DATE
1/4/16-3/4/16

Kubicz-Preis, Ania
Educational Services

Senior Administrative Assistant
From: Administrative Assistant

12/21/15-2/25/16

ABOLISHMENT

Business Services

Manager of Maintenance and Construction
8 Hrs/12 Mo

EFFECTIVE DATE
1/4/16

TERMINATION DUE TO EXHAUSTION OF ALL PAID LEAVES

(39-MONTH MEDICAL REEMPLOYMENT LIST)

RG8158518
Operations

Gardener

EFFECTIVE DATE

1/29/16

MOTION MADE BY:
SECONDED BY:
STUDENT ADVISORY VOTE:
AYES:
NOES:
ABSENT:

TO: BOARD OF EDUCATION
FROM: SANDRA LYON / MARK O. KELLY / MICHAEL COOL
RE: CLASSIFIED PERSONNEL – NON-MERIT

ACTION/CONSENT
01/21/16

RECOMMENDATION NO. A.20

It is recommended that the following be approved and/or ratified for Classified Personnel (Non-Merit). All personnel assigned will be properly elected on a temporary basis to be used as needed in accordance with District policies and salary schedules.

AVID TUTOR

Mills, Korina	Adams MS	12/1/15-6/9/16
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COACHING ASSISTANT

Craig, Jack	Malibu HS	12/1/15-6/30/16
Doyle, Joe	Santa Monica HS	12/1/15-6/9/16
Fukuyama, Les	Santa Monica HS	12/1/15-6/9/16
Higgins, Shaun	Santa Monica HS	12/1/15-6/9/16
Hulbert, Daniel	Santa Monica HS	12/1/15-6/9/16
Johnson, Joseph	Santa Monica HS	12/1/15-6/9/16
Part, Brian	Santa Monica HS	12/1/15-6/9/16
Prost, Corey	Santa Monica HS	12/1/15-6/9/16
Sutton, Michael	Santa Monica HS	12/1/15-6/9/16
Von Hanzlik, Julius	Santa Monica HS	12/1/15-6/9/16

NOON SUPERVISION AIDE

Scott, Treanna	Rogers ES	8/20/15-9/30/15
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MOTION MADE BY:
SECONDED BY:
STUDENT ADVISORY VOTE:
AYES:
NOES:
ABSENT:

TO: BOARD OF EDUCATION

ACTION/CONSENT

02/04/16

FROM: SANDRA LYON / MARK O. KELLY / MICHAEL COOL

RE: CLASSIFIED PERSONNEL – NON-MERIT

RECOMMENDATION NO. A.15

It is recommended that the following be approved and/or ratified for Classified Personnel (Non-Merit). All personnel assigned will be properly elected on a temporary basis to be used as needed in accordance with District policies and salary schedules.

COACHING ASSISTANT

Barnes, Walter	Malibu HS	12/23/15-6/30/16
Jozkowicz, Artur	Santa Monica HS	12/1/15-6/9/16
Jozkowicz, Artur	Santa Monica HS	1/4/16-6/9/16
Vasquez, Angel	Santa Monica HS	8/20/15-6/9/16

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

ABSENT:

**SANTA MONICA – MALIBU UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
MEETING CALENDAR
2015 – 2016**

Date	Time	Location	Notes
2015			
July 14, 2015	4:00 p.m.	Board Room – District Office	
August 11, 2015	4:00 p.m.	Board Room – District Office	
September 8, 2015	4:00 p.m.	Board Room – District Office	
October 13, 2015	4:00 p.m.	Board Room – District Office	
November 10, 2015	4:00 p.m.	Board Room – District Office	
December 8, 2015	4:00 p.m.	Board Room – District Office	
2016			
January 12, 2016	4:00 p.m.	Board Room – District Office	
February 9, 2016	4:00 p.m.	Board Room – District Office	
February 2016	Daily Conference	TBD	CSPCA 2016 Annual Conference
March 8, 2016	4:00 p.m.	Board Room – District Office	
April 12, 2016	4:00 p.m.	Board Room – District Office	2016–17 Budget Discussion and Development,
May 10, 2016	3:00 p.m.	Board Room – District Office	Classified Employees Appreciation Reception
May 10, 2016	4:45 p.m.	Board Room – District Office	2016-17 Budget Adoption
June 14, 2016	4:00 p.m.	Board Room – District Office	

SMMUSD Board of Education Meeting Schedule 2015-16

Closed Session begins at 4:30pm
Public Meetings begin at 5:30pm

July through December 2015					
Month	1 st Thursday	2 nd Thursday	3 rd Thursday	4 th Thursday	Special Note:
July			7/15* DO		*Wednesday, 7/15
August		8/12* DO			*Wednesday: 8/12 First day of school: 8/20
September	9/2* DO		9/17 DO	9/29*	*Wednesday: 9/2 *9/29: Board visits LMS pathway schools
October	10/1 M	10/8*	10/13* 10/15 DO	10/22*	*10/8: Board visits MHS pathway schools *10/13: Board visits JAMS pathway schools *10/22: Board visits Samohi & Olympic
November	11/5 M		11/19 DO		Thanksgiving: 11/26-27
December		12/10 DO		winter break	
Winter Break: December 21 – January 1					
January through June 2016					
Winter Break: December 21 – January 1					
January	1/7* DO		1/21 DO		*1/7: Special Meeting
February	2/4 M		2/18 DO		
March	3/3 DO		3/17 M	spring break	
Spring Break: March 21 – April 1					
April	4/7* DO	4/14 DO			
May	5/5 M		5/19 DO		
June	6/2 DO			6/22* DO 6/29* DO	Last day of school: 6/9 *6/22: Special Meeting (Wed.) *Wednesday: 6/29

District Office (DO): 1651 16th Street, Santa Monica.
 Malibu City Council Chambers (M): 23815 Stuart Ranch Road, Malibu, CA

VI. Personnel Commission Business:

A. Future Items:

Subject	Action Steps	Tentative Date
Merit Rules Revisions	- First Reading of Changes to Merit Rule: <i>Chapter XI: Vacation, Leaves of Absence and Holidays</i> - Second Reading and Adoption of Changes to Merit Rule: <i>Chapter V: Recruitment and Examinations</i>	March 2016
Preliminary Budget – Fiscal Year 2016-2017	- First Reading	April 2016
Adoption of Budget – Fiscal Year 2016-2017	- Second Reading	May 2016
Classified Employees Appreciation Reception		May 2016

VII. Next Regular Personnel Commission Meeting:

Tuesday, March 8, 2016 at 4:00 pm - *District Office Board Room*

VIII. Public Comments for Closed Session Items Only:

IX. Closed Session:

The Commission adjourned to closed session at _____ p.m.
pursuant to Government Code Section 54957 to discuss:

A. PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Title: Director of Classified Personnel

The Commission reconvened into open session at _____ p.m. and
reported on the following action taken in closed session:

X. Adjournment: