



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION MEETING AGENDA

February 14, 2017

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Tuesday, February 14, 2017**, 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 Report from Closed Session
- G.05 Approval of Agenda for Regular Meeting on February 14, 2017

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu						
Peter Lippman						
Vacant						

- G.06 Approval of Minutes for Regular Meeting on January 10, 2017

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu						
Peter Lippman						
Vacant						

- G.07 Report from the Director of Classified Personnel
- G.08 Personnel Commissioner Comments/Reports
- G.09 Communications
- G.10 Public Comments



PERSONNEL COMMISSION MEETING AGENDA

Electronically Recorded (AUDIO ONLY)

February 14, 2017

PERSONNEL COMMISSIONERS: Mrs. Barbara Inatsugu, Mr. Peter Lippman,
and one (1) position vacant

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Tuesday, February 14, 2017**, 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 Report from Closed Session

G.05 Approval of Agenda for Regular Meeting on February 14, 2017

G.06 Approval of Minutes for Regular Meeting on October 11, 2016, and January 10, 2017

G.07 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.

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.

- General Comments and Updates
- New Personnel Commissioner Appointment
- Advisory Rules Committee Update

G.08 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.09 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.10 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>
Children’s Center Assistant-1,2,3	2
Health Office Specialist	3
Job Development and Placement Specialist	3
Instructional Assistant - Classroom	4
Instructional Assistant – Physical Education	3
Laboratory Technician	3
Paraeducator-1	33
Paraeducator-3	15
Senior Office Specialist	10
Sports Facility Attendant	6
Technical Theater Technician	2

- C.02 Advanced Step Placement:
Approval of the Advanced Step Placement for new employee Jacob Israel in the classification of Technical Theater Technician at Range: 35 Step: B
- C.03 Advanced Step Placement:
Approval of the Advanced Step Placement for new employee Mariam Kaddoura in the classification of Instructional Assistant - Music at Range: 20 Step: B
- C.04 Advanced Step Placement:
Approval of the Advanced Step Placement for new employee Alvin Mitchell in the classification of Lead Custodian at Range: 29 Step: C
- C.05 Advanced Step Placement:
Approval of the Advanced Step Placement for new employee Fatimoh Muhammed in the classification of Campus Security Officer at Range: 25 Step: B

III. **ACTION ITEMS:**

These items are presented for ACTION at this time.

- A.01 Classification Revision:
Approval of the revisions to the Human Resources Specialist (Confidential) classification within the Personnel job family.
- A.02 Classification Revision:
Approval of the revisions to the Job Development and Placement Specialist classification within the Student Services job family.
- A.03 New Classification:
Approval of the new classification Transportation Supervisor/Dispatcher within the Facility Services job family.

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
- D.02 First Reading of Changes to Merit Rules:
Chapter VI: Eligibility Lists

V. **COMMISSIONER TRAINING/BRIEFING:**

These items are to keep the Commissioners up-to-date with relevant information regarding Personnel Commission procedures and practices.

- T.01 Minimum Qualifications

VI. 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. 29 (for SMMUSD School Board Agenda)
 - January 19, 2017
- Classified Personnel – Merit Report - No. A. 28
 - February 2, 2017
- I.05 Classified Personnel – Non-Merit Report – No. A. 30
 - January 19, 2017
- Classified Personnel – Non-Merit Report – No. A. 29
 - February 2, 2017
- I.06 Personnel Commission’s Twelve-Month Calendar of Events
 - 2016 – 2017
- I.07 Board of Education Meeting Schedule
 - 2016 – 2017
- I.08 Personnel Commission Annual Report FY 2014-2015 & FY 2015-2016
- I.09 Classification Description Format Revisions

VII. PERSONNEL COMMISSION BUSINESS:

B.01 Future Items:

Subject	Action Steps	Tentative Date
Preliminary Budget – Fiscal Year 2017-2018	- First Reading	April 2017
Adoption of Budget – Fiscal Year 2017-2018	- Second Reading	May 2017
Merit Rules Revisions	- First Reading of Changes to Merit Rule: <i>Chapter XIV: Disciplinary Action and Appeal</i>	May 2017
Classified Employees Appreciation Reception		May 2017

VIII. NEXT REGULAR PERSONNEL COMMISSION MEETING:

Tuesday, March 14, 2017, at 4:00 p.m. – District Office Board Room

IX. 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.

X. CLOSED SESSION:

- No Closed Session

XI. 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)

October 11, 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, October 11, 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 4:03 p.m.**
- G.02 Roll Call: Commissioners Inatsugu and Pertel were present. Commissioner Lippman was absent.**
- G.03 Pledge of Allegiance: Commissioner Pertel led all in attendance in the Pledge of Allegiance.**
- G.04 Report from Closed Session: September 13, 2016**
Commissioner Inatsugu reported that the Personnel Commission met in Closed Session following its meeting of September 13, 2016 for the purpose of Public Employee Performance Evaluation of the Director of Classified Personnel. Following review and discussion, Personnel Commissioners agreed that Director Michael Cool's overall performance meets established

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.

standards, in some areas exceeds standards, and he has successfully passed probation to become a permanent employee of the District.

G.05 Motion to Approve Agenda: October 11, 2016

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

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

G.06 Motion to Approve Minutes: September 13, 2016

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.07 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 reported on the current recruitments' status and classification studies.
 - Director Cool informed the Personnel Commission about his participation on the oral examination panel for the City of Santa Monica on September 15, 2016. The Personnel Commission department is also exchanging raters with Santa Monica College.
 - Director Cool provided an update on the progress the Advisory Rules Committee is making in regard to revisions of chapter 12 of the Merit Rules dealing with salaries, overtime, and benefits. The chapter will be presented to the Personnel Commission for first reading at the regular Personnel Commission meeting in November.
- New Personnel Commissioner Recruitment Update
 - Director Cool updated the Personnel Commission regarding the new Personnel Commissioner recruitment. So far, one (1) application was received; however, the applicant does not meet the minimum qualifications since he/she does not live in Santa Monica or Malibu.
 - Director Cool attended the PTA Council meeting on September 20, 2016, presenting the overview of this position.

- **Director Cool continues to collaborate with Ms. Gail Pinsker, the District's Community and Public Relations Officer, who released a press release about the position on the District website and in social media, and also placed an advertisement in local newspapers, in both Santa Monica and Malibu communities on a couple occasions.**
- **Director Cool will request assistance from the Superintendent's Office to address various advisory committees in the District.**

G.08 Personnel Commissioner Comments/Reports:

This is a 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.

- **For transparency reasons, Commissioner Inatsugu reported out that she held discussions with Interim Co-Superintendent Dr. Sylvia Rousseau and the Chief Union Steward, Ms. Keryl Cartee-McNeely before this meeting.**

G.09 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
 - **None**
- Board of Education Report
 - **Dr. Mark Kelly, Interim Deputy Superintendent, was glad to report that the District hired Dr. Antonio Shelton, as the principal of Santa Monica High School, and Dr. Cheli Nye, the principal of Malibu High School. Even though both principals have been with the District just for a few weeks, they are already deeply immersed in the understanding the needs of their respective schools.**
 - **Dr. Kelly updated the Personnel Commission on the new superintendent's search. The Board of Education reviewed the applications; hence, selection interviews will be scheduled in a near future.**
 - **Dr. Kelly also informed the Personnel Commission about the Interim Co-Superintendent, Dr. Sylvia Rousseau, facilitating an intense academic discourse on excellence and equity work in the District at the last Board of Education meeting in Santa Monica. Similar conversation will be held at the next Board of Education meeting on October 22, 2016.**
 - **Dr. Kelly stated that there are sunshine proposals from SEIU and the District with regard to negotiations. One training in Inter-space Bargaining Process has already taken place, and the full negotiations will begin at the end of October.**

G.10 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

Elementary Library Coordinator	4
Food Service Operations Supervisor	4
Paraeducator-1	18
Paraeducator-2	2
Paraeducator-3	10

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

Bilingual Community Liaison	7
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C.02 Advanced Step Placement:

Approval of the Advanced Step Placement for new employee Ruben Carrillo in the classification of Custodian at Range: 24 Step: C

C.03 Advanced Step Placement:

Approval of the Advanced Step Placement for new employee Amanda Ernst in the classification of Paraeducator-2 at Range: 25 Step: B

C.04 Advanced Step Placement:

Approval of the Advanced Step Placement for new employee Sean Sandoval in the classification of Paraeducator-2 at Range: 25 Step: B

C.05 Advanced Step Placement:

Approval of the Advanced Step Placement for new employee Shaeema Syed in the classification of Instructional Assistant - Classroom at Range: 18 Step: C

It was moved and seconded to approve the Consent Calendar – II.C.01-05 *Advanced Step Placements* 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:

A.01 Scheduling of Regular Personnel Commission Meeting in November 2016

It was moved and seconded to approve the Director’s recommendation to move the November 8, 2016 PC meeting to November 15, 2016. The motion passed.

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

REPORT AND DISCUSSION

- Director Cool stated that he spoke with Commissioner Lippman to confirm that Commissioner Lippman is available on Tuesday, November 15, 2016.
- Commissioner Inatsugu and Commissioner Pertel agreed that the next regular Personnel Commission meeting will take place on November 15, 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.

- No Discussion Items

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)
 - September 22, 2016
 Classified Personnel – Merit Report - No. A. 12
 - October 6, 2016
- I.05 Classified Personnel – Non-Merit Report - No. A. 20
 - September 22, 2016
 Classified Personnel – Non-Merit Report – No. A. 30
 - October 6, 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 XII: Salaries, Overtime Pay, and Benefits</i>	November 2016

VII. NEXT REGULAR PERSONNEL COMMISSION MEETING:

Tuesday, **November 15, 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 the closed session.

- **None**

IX. CLOSED SESSION:

- **No Closed Session**

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: 4:16 p.m.

Submitted by:

Michael Cool
Secretary to the Personnel Commission
Director, Classified Personnel

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PERSONNEL COMMISSION MEETING MINUTES

Electronically Recorded (AUDIO ONLY)

January 10, 2017

PERSONNEL COMMISSIONERS: Mrs. Barbara Inatsugu and Mr. Peter Lippman

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission was held on **Tuesday, January 10, 2017**, 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 4:09 p.m.
- G.02 Roll Call:** Commissioners Inatsugu and Lippman were present.
- G.03 Pledge of Allegiance:** Jana Hatch, Administrative Assistant, led all in attendance in the Pledge of Allegiance.
- G.04 Report from Closed Session:**
 - None
- G.05 Motion to Approve Agenda:** January 10, 2017

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

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.

- Agenda item I.G.06 – “General Functions – Motion to Approve Minutes for October 11, 2016” – was pulled from the agenda until a written approval is obtained from the former Commissioner Pertel.
- The voting block will contain the word “vacant” until the new Personnel Commissioner, Ms. Waterstone, is appointed by the State Superintendent.

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

G.06 Motion to Approve Minutes: October 11, 2016

Of those present, only Commissioner Inatsugu attended the October 11, 2016, regular Personnel Commission meeting. This item was postponed to obtain a written approval from the former Commissioner Pertel.

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu						
Peter Lippman						
vacant						

Motion to Approve Minutes: December 13, 2016

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	✓		✓			
vacant						

G.07 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 welcomed everyone back from the winter break. Some Personnel Commission staff members took vacation during this time. He thanked the Personnel Commissioner for holiday gifts that were greatly appreciated by the entire office.
 - Director Cool informed the Personnel Commission about the District Office meeting the new Superintendent, Dr. Ben Drati, on Monday, January 9, 2017. Director Cool provided a bit of Dr. Drati’s background that led to Dr. Drati’s passion for public education.
 - Director Cool introduced a new section of the Advanced Step Placement Status Report outlining the total number of hires to

compare with the number of advanced step placements awarded. This information will be included in the next month's agenda.

- **Director Cool stated that for Personnel Commissioners' professional development, he was preparing to conduct a training series, which will include job analysis, salary surveys, introduction to the competency system used in testing, and other topics related to the processes implemented in the Personnel Commission Office.**
- **New Personnel Commissioner Appointment**
 - **Director Cool announced the appointment of a new Personnel Commissioner, Ms. Julie Waterstone. The recommendation for her appointment will be presented at the District Board of Education meeting on January 19, 2017. Afterwards, it will be sent to the State Superintendent of Public Instruction, Mr. Tom Torlakson, for a final approval.**
- **Advisory Rules Committee Update**
 - **Director Cool informed the Personnel Commission about continuation of revisions to Chapter XIV: *Disciplinary Action and Appeal*. It is a very important and complex chapter that requires many extensive discussions. The last meeting took place on December 21, 2016, and the next one is scheduled for January 18, 2017.**
 - **Director Cool stated that certain minor revisions had to be made to Chapter V: *Recruitment and Examination*, which will be presented to the Personnel Commission at the next regular meeting on February 14, 2017.**

G.08 Personnel Commissioner Comments/Reports:

This is a 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 is looking forward to welcoming new Commissioner Waterstone to the Personnel Commission.**

G.09 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**
 - **None**
- **Board of Education Report**
 - **Dr. Mark Kelly, Assistant Superintendent of Human Resources, welcomed Dr. Ben Drati who started at the District on January 1, 2017. Dr. Drati gave a very insightful presentation at the District staff meeting on January 9, 2017. Dr. Kelly expressed his appreciation of future collaboration with the new superintendent.**
 - **Dr. Kelly updated the Personnel Commission on the Board of Education annual election of new officers that took place at the December 15, 2016, school board meeting. Ms. Laurie Lieberman was**

elected as the Board President, and Dr. Richard Tahvildaran-Jesswein was elected as the Vice President.

- Dr. Kelly informed the Personnel Commission about the Board of Education retreat on January 12, 2017, to discuss its own practices and procedures under the new superintendent’s leadership.
- Dr. Kelly notified the Personnel Commission about the District negotiations with SEIU on January 10, 2017.
- Commissioner Inatsugu inquired about the Board of Education retreat. She attended the last retreat and found participation very meaningful.
- Commissioner Lippman suggested inviting Dr. Drati to a regular Personnel Commission meeting in the near future.
- Commissioner Lippman inquired about the progress of the Malibu Unification Committee. Dr. Kelly stated that some specific recommendations will be given to the Board of Education in the next few months. Commissioner Inatsugu suggested to check the Malibu Unification Committee’s agendas and meeting schedule on the District website.

G.10 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

G.11 Personnel Commission Organization – Election of Personnel Commission Officers:

Election of Personnel Commission Officers (Pursuant to Personnel Commission Rule 2.1.5.)

a. Nomination of Chair: Barbara Inatsugu

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

It was moved and seconded to elect Commissioner Inatsugu as the Personnel Commission Chair. The motion passed.

b. Nomination of Vice-Chair: Peter Lippman

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

It was moved and seconded to elect Commissioner Lippman as the Personnel Commission Vice-Chair. The motion passed.

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

Administrative Assistant	5
Bilingual Community Liaison	8
Bus Driver	3
Campus Security Officer	8
Instructional Assistant - Classroom	8
Instructional Assistant – Physical Education	3
Paraeducator-1	32
Paraeducator-2	2
Paraeducator-3	8
Stock and Delivery Clerk	5

C.02 Advanced Step Placement:

Approval of the Advanced Step Placement for new employee Arsanios Basha in the classification of Paraeducator-3 at Range: 26 Step: C

C.03 Advanced Step Placement:

Approval of the Advanced Step Placement for new employee Laura Mejia in the classification of Paraeducator-1 at Range: 20 Step: B

C.04 Advanced Step Placement:

Approval of the Advanced Step Placement for new employee Roxana Sarvey in the classification of Paraeducator-1 at Range: 20 Step: C

It was moved and seconded to approve the Consent Calendar – II.C.01-4 *Advanced Step Placements* as submitted. The motion passed.

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

REPORT AND DISCUSSION

- Commissioner Lippman remains in opposition to the Advanced Step Placement policy; however, he voted in favor in order not to disadvantage the employees being recommended for the range increase.

III. ACTION ITEMS:

A.01 Personnel Commission Annual Report FY 2015-2016

It was moved and seconded to approve the Director's recommendations to adopt the Personnel Commission Annual Report FY 2015-2016 with proposed amendments – titles in index and an addition of "Significant Activities." The motion passed.

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

REPORT AND DISCUSSION

- Director Cool provided an overview of the Personnel Commission main functions, core responsibilities, primary duties, and Merit System principles.
- Director Cool introduced the Personnel Commission Office structure including individual positions and their duties.
- Director Cool presented a statistical summary of the Personnel Commission's primary initiatives and activities. He pointed out discrepancies in the ethnicity data due to the fact that applicants were able to select more than one option. This data was included to demonstrate the diverse candidate pool.
- Commissioner Lippman suggested revising the index on the first page to correspond with the titles of each section of the report.
- Commissioner Lippman proposed creating a new category called "Significant Activities" containing additional accomplishments such as a classified employees' appreciation reception, a list of revised Merit Rules, a salary study, a number of Advanced Step Placement requests, evaluations of Director of Classified Personnel, an adoption of the Personnel Commission annual budget 2016-2017, a Personnel Commission re-appointment, and schedule of a regular Personnel Commission meeting in Malibu.
- Commissioner Lippman requested that an annual report be generated for the fiscal year 2014-2015. It will be presented at the next regular meeting.
- Commissioner Lippman inquired about the correlation between the number of eligibility lists and hired individuals for the fiscal year. Director Cool explained that the number of eligibility lists does not correspond with the number of new employees.

- **Commissioner Inatsugu suggested to approve the annual report 2015-2016 with the suggested amendments.**
- **Director Cool agreed to include the proposed activities in both annual reports.**
- **Commissioner Inatsugu expressed her appreciation of the new user-friendly report format.**

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.

- **No Discussion Items**

V. INFORMATION ITEMS:

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

I.01 Advanced Step Placement Status Report

- **Director Cool stated that both formal and informal requests will be recorded for statistical purposes for the Commissioner's information.**

I.02 Open Personnel Requisitions Status Report

I.03 Filled Personnel Requisitions Status Report

I.04 Classified Personnel – Merit Report - No. A.21 (for SMMUSD School Board Agenda)

- December 15, 2016

I.05 Classified Personnel – Non-Merit Report - No. A. 22

- December 15, 2016

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

- 2015 – 2016

- **Commissioner Lippman inquired about attendance of California School Personnel Commissioners Association (CSPCA) annual conference. Director Cool stated that staff will be attending the Western Region Intergovernmental Personnel Assessment Council (WRIPAC) trainings that are more cost effective. In addition, he is going to conduct professional development sessions for Personnel Commissioners at the regular meetings.**

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 XIV: Disciplinary Action and Appeal</i>	March 2017

VII. NEXT REGULAR PERSONNEL COMMISSION MEETING:

Tuesday, February 14, 2017, 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 the closed session.

- None

IX. CLOSED SESSION:

- No Closed Session

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	✓		✓			
vacant						

TIME ADJOURNED: 5:00 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						
vacant						



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Tuesday, February 14, 2017

AGENDA ITEM NO: II.C.02

SUBJECT: Advanced Step Placement – Jacob Israel

Hire Date: 01/12/2017

ASP Request Submitted: 01/30/2017

BACKGROUND INFORMATION:

Classification Title: Technical Theater Technician	Employee: Jacob Israel	Calculation of Advanced Step Recommendation
<u>Education:</u> <ul style="list-style-type: none"> Educational attainment equivalent to a high school diploma or its recognized equivalent. 	<ul style="list-style-type: none"> Jacob has a Bachelor's degree in Drama Design. 	2 level of education above the required level =1 Step Advance (Max. allowed)
<u>Experience:</u> <ul style="list-style-type: none"> Three (3) years of journey-level experience in technical theater, including rigging, stage lighting, and/or sound. 	<ul style="list-style-type: none"> Jacob meets experience requirements. 	0 (2-year periods) of experience above the required level =0 Step Advance
<u>Total Advanced Steps: 1 (Education) + 0 (Experience) = 1 Advanced Step = STEP B</u>		

DIRECTOR'S COMMENTS:

Mr. Israel's professional training and experience exceed the minimum requirements specified for this classification. Pay rate at salary Range A-35 at Step B is \$20.50/hour, while Step B is \$21.53/hour. The net difference in pay is an approximate increase of \$1.03 per hour, \$89.15 per month, or \$534.88 per year.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Jacob Israel at Range A-35, 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						
Peter Lippman						
vacant						



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Tuesday, February 14, 2017

AGENDA ITEM NO: II.C.03

SUBJECT: Advanced Step Placement – Mariam Kaddoura

Hire Date: 01/10/2017

ASP Request Submitted: 02/01/2017

BACKGROUND INFORMATION:

Classification Title: Instructional Assistant - Music	Employee: Mariam Kaddoura	Calculation of Advanced Step Recommendation
Education: Must have a high school diploma or its recognized equivalent and <ul style="list-style-type: none"> completed 48 units at an institution of higher learning (with some college coursework related to music); OR Obtained an Associate's (or higher) degree, with some college coursework related to music; AND 	<ul style="list-style-type: none"> Ms. Kaddoura has a bachelor's degree in Music Performance and Music Education 	1 level of education above the required level = 1 Step Advance (Max. allowed)
Experience: <ul style="list-style-type: none"> Some experience working with children in an organized setting and some experience working in an organized music setting. 	<ul style="list-style-type: none"> Ms. Kaddoura meets the experience requirement 	0 (2-year periods) of experience above the required level = 0 Step Advance
<u>Total Advanced Steps: 1 (Education) + 0 (Experience) = 1 Advanced Step = STEP B</u>		

DIRECTOR'S COMMENTS:

Ms. Kaddoura's professional training and experience exceed the minimum requirements specified for this classification. Pay rate at salary Range A-20 at Step A is \$114.23/hour, while Step B is \$14.94/hour. The net difference in pay is an approximate increase of \$0.72 per hour, \$46.50 per month, or \$279.00 per year.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Mariam Kaddoura at Range A-20, 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						
vacant						



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Tuesday, February 14, 2017

AGENDA ITEM NO: II.C.04

SUBJECT: Advanced Step Placement – Alvin Mitchell

Hire Date: 12/05/2016

ASP Request Submitted: 01/26/2017

BACKGROUND INFORMATION:

Classification Title: Lead Custodian	Employee: Alvin Mitchell	Calculation of Advanced Step Recommendation
Education: • None	• Mr. Mitchell has a high school diploma, which not considered to be <i>significantly</i> above the education requirement.	0 level of education above the required level = <u>1 Step Advance</u> (Max. allowed)
Experience: • Two years custodial experience	• Mr. Mitchell has over 10 (ten) years of custodial experience.	2 (2-year periods) of experience above the required level = <u>2 Step Advance</u>
<u>Total Advanced Steps: 0 (Education) + 2 (Experience) = 2 Advanced Step = STEP C</u>		

DIRECTOR'S COMMENTS:

Mr. Mitchell's education and experience exceed the minimum requirements specified for this classification. Pay rate at salary Range A-29 at Step A is \$17.71/hour, while Step C is \$19.52/hour. The gross difference in pay is an approximate increase of \$1.82 per hour, \$314.74 per month, or \$2862.62 per year.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Alvin Mitchell at Range A-29, 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							
Peter Lippman							
vacant							



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Tuesday, February 14, 2017

AGENDA ITEM NO: II.C.05

SUBJECT: Advanced Step Placement – Fatimoh Muhammed

Hire Date: 12/12/2016

ASP Request Submitted: 01/09/2017

BACKGROUND INFORMATION:

Classification Title: Campus Security Officer	Employee: Fatimoh Muhammed	Calculation of Advanced Step Recommendation
<u>Education:</u> <ul style="list-style-type: none"> Educational attainment equivalent to a high school diploma or its recognized equivalent. 	<ul style="list-style-type: none"> Fatimoh has a Bachelor's degree in Business Administration. 	0 level of education above the required level =0 Step Advance (Education is not directly related to the job)
<u>Experience:</u> <ul style="list-style-type: none"> Two (2) years' experience working with youth in an organized setting. 	<ul style="list-style-type: none"> Fatimoh has over four (4) years of experience working with youth in an organized setting. 	1 (2-year periods) of experience above the required level =1 Step Advance
<u>License or Certificate:</u> <ul style="list-style-type: none"> Valid of California driver's license. Valid First Aid Certificate and CPR Certificate. Certificate of completion of a 24-hour "School Security Guard Training" in accordance with Education Code 38001.5 (SB 1626). 	<ul style="list-style-type: none"> Fatimoh meets license and certificate requirements. 	0 level of license or certificate above the required level =0 Step Advance
<u>Total Advanced Steps: 0 (Education) + 1 (Experience) = 1 Advanced Step = STEP B</u>		

DIRECTOR'S COMMENTS:

Ms. Muhammed's professional training and experience exceed the minimum requirements specified for this classification. Pay rate at salary Range A-25 at Step B is \$16.07/hour, while Step B is \$16.87/hour. The net difference in pay is an approximate increase of \$0.80 per hour, \$69.50 per month, or \$417.00 per year.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Fatimoh Muhammed at Range A-25, 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						
Peter Lippman						
vacant						

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:

Commissioner	M	S		Yes	No	Abstain	ABSENT
Barbara Inatsugu							
Peter Lippman							
vacant							



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Tuesday, February 14, 2017

AGENDA ITEM NO: III.A.01

SUBJECT: Classification Specification Revision– Human Resources Specialist (Confidential)

BACKGROUND INFORMATION:

It is unclear when the Human Resources Specialist (Confidential) job description was last updated. An update to the classification specification was initiated by the Director of Human Resources.

METHODOLOGY:

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

- Reviewed comparable job descriptions in Southern California regarding qualifications, duties performed, and salary
- Administered a survey to job incumbents containing 37 assorted task statements requesting each to rate the tasks on job importance and frequency
- Held a focus group with the Director of Human Resources and job incumbents to review revisions and discuss minimum qualifications
- Met with the Director of Human Resources to discuss preliminary findings and possible resolutions

ANALYSIS:

- Clarified, defined, and operationalized all task statements by obtaining input from department personnel, job incumbent, 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

FINDINGS:

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

- The Human Resources Specialist job description should be updated to better reflect the tasks performed on the job
- The minimum qualifications should be revised to better align with the requirements and current salary of the position
- The revisions made to the Human Resources Specialist classification specification are not significant enough to warrant any changes to the salary range of the position

DIRECTOR'S RECOMMENDATIONS:

It is recommended that the Personnel Commission approve the revisions to the Human Resources Specialist (Confidential) classification specification as provided.

Commissioner	M	S		Yes	No	Abstain	ABSENT
Barbara Inatsugu							
Peter Lippman							
vacant							



PERSONNEL COMMISSION KEY STATS	
JOB TITLE	Human Resources Specialist
JOB FAMILY	Personnel Services
JOB SUB-FAMILY	HR/Personnel
SUPERVISOR TITLE	Director of Human Resources
SALARY RANGE	AC36

CLASS TITLE: HUMAN RESOURCES SPECIALIST (CONFIDENTIAL)

BASIC FUNCTION

Under general supervision of assigned supervisor, performs specialized and technical work related to data management, to include position control forms and labels, lists, and letters; prepares customized personnel reports; responds to personnel and payroll related inquiries; and performs other related work as necessary.

REPRESENTATIVE DUTIES

Task Statement	Code
Verifies, inputs, and maintains current audits monthly and hourly Position Control and FTE files by inputting additions, deletions, and changes of position and employee status into Forms; adds and or terminates job assignments in human resource system; monitors and maintains position vacancy list for all classified and certificated positions database of labels, lists, and letters.	HRS-1
Verifies, processes, enters, and maintains employee information such as personal data, employment and position data, compensation, performance reviews or evaluations, and separation data into the human resource system; provides information to payroll, personnel commission, and other appropriate individuals and groups.	<u>HRS-2</u>
Processes paperwork required for employment, retirement, termination, resignations, leave of absence, change of assignment, and other related information; inputs information into the human resources system; updates longevity lists and assures the proper completion and accuracy of personnel data entered.	<u>HRS-3</u>
Processes new employees, ensuring that all personnel comply with criminal record, medical screening, I-9 employee eligibility, and payroll processing requirements.	<u>HRS-4</u>
Provides information and assistance to District personnel, job applicants, employment candidates, and general public regarding a wide range of personnel matters; interprets contract language and examines employee files to answer when responding to teacher and staff inquiries and provides information to authorized persons.	HRS- 25
Maintains salary schedule data and codes for certificated, classified, confidential, and management positions. Ensures the accuracy of all salary data distributed and incorporated into the human resource system.	<u>HRS-6</u>
Evaluates transcripts and/or verifies previous training and experiences to determine proper placement on salary schedules for all employee groups.	<u>HRS-7</u>
Researches and answers questions regarding personnel matters, policies and procedures; provides preliminary summary of findings and recommendations for action by management as necessary.	HRS- 38
Analyzes, verifies, and monitors human resources related transactions, reports, and records for compliance with legal requirements, contractual obligations, and District practices and protocols.	<u>HRS-9</u>
Compiles, reviews, and analyzes employment data by using the human resource system; performs data queries and produces reports, tables, graphs, and narrative presentations in order	<u>HRS-10</u>

Task Statement	Code
to synthesize and summarize personnel related data for projects, special audits, or collective bargaining.	
Orders and releases job requisitions; compiles and assembles documents for financial requisitions, purchase orders, and reimbursements.	HRS-4
Attends workshops or seminars on human resource related topics.	HRS-5
Prepares budget spreadsheets and staffing analyses; completes a variety of special projects related to job classification, leaves, pay and performance standards.	HRS-6
Processes, prepares, and distributes personnel assignment notices authorizing employment, salary increases, status changes, leave of absences, personnel evaluation forms, reasonable assurance letters, First Aid and CPR renewals, and other notifications to employees; track and follow up to complete processes and procedures to comply with district and legal mandates.	HRS-11
Prepares staffing spreadsheets and comparative reports to track staffing levels, assignments and vacancies; prepares and updates reports concerning new hires, transfers, separations, <u>seniority</u> , retirement, and reinstatement actions.	HRS-712
Prepares business correspondence to explain department and District procedures.	HRS-8
Computes wages and records data for use in payroll processing, employment contract, and letter-of-appointment generation for all employees.	HRS-13
Administers and processes Unemployment Insurance claims and processes and Acts as a liaison between the Human Resources Department and employees; prepares correspondence to explain department and District procedures for response purposes.	HRS-14
Coordinates, compiles and completes information for classification, salary, benefits and employment surveys and reports; <u>responds to employment verification requests from outside agencies.</u>	HRS-15
Responds to employment verification requests from outside agencies.	HRS-11
May provide backup support to Human Resources Technician.	HRS-12
Performs related duties as assigned.	GEN-1

SUPERVISION

<u>Supervision:</u>	<i><u>Establishing overall expectations, goals and objectives, and aligning departmental resources</u></i>
<u>Received from:</u>	<u>Director of Human Resources and Assistant Superintendent of Human Resources</u>
<u>Given to:</u>	<u>None</u>
<u>Work Direction:</u>	<i><u>Providing specific instruction and expectations on how to complete daily activities</u></i>
<u>Received from:</u>	<u>Director of Human Resources and Assistant Superintendent of Human Resources</u>
<u>Given to:</u>	<u>None</u>

<u>Work Evaluation:</u>	<u>Assessing the performance outcomes based on work direction and supervision expectations</u>
<u>Collaborators:</u>	<u>Director of Human Resources</u>
<u>Given to:</u>	<u>None</u>

~~Supervision is received from the Director of Human Resources or Director of Classified Personnel depending on assigned employee group. No Supervision of other staff is exercised.~~

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

- Standard business writing and report preparation techniques
- Relevant provisions of Education Code and other applicable laws
- Basic research, analysis and statistical methods
- Database management principles
- Personnel and office administration practices
- Fair employment principles and practices
- Merit System practices and/or instructional certification practices
- Classification and compensation plans, terminology, and practices
- Effective customer service techniques.

ABILITY TO:

- Operate personal computer using word processing, spreadsheet, and report writing applications and an applicant tracking system and human resource information system
- Generate complex, custom reports from human resources system
- Maintain confidentiality and security of sensitive information
- Maintain work records and compile operating, budget, program, or activity reports
- Schedule, organize, and complete work in accordance with deadlines
- Communicate effectively with employees, school site staff, District staff, parents, teachers, outside agencies, and public and private representatives
- Multi-task and meet deadlines with constant interruptions
- Build rapport and maintain positive working relationships

MINIMUM QUALIFICATIONS

~~Any combination of education and experience providing the required knowledge and abilities would meet the qualifying criteria set forth below.~~

EDUCATION:

~~Educational attainment equivalent to a High School Diploma, supplemented by 30 semester units or the equivalent of college-level coursework in Human Resources, Business, Public Administration, or a related field. Bachelor's degree in business, human resources, or related field or coursework, training, or certification in the field of human resources.~~

EXPERIENCE:

~~Five Four (4) or more years of increasingly responsible experience performing technical and varied human resources functions, including experience using a computerized database or integrated record-keeping system to manage data and generate reports. and/or related technical and office support experience.~~

EDUCATION/EXPERIENCE EQUIVALENCY:

~~Two (2) more years of required experience may substitute for 30 semester units or the equivalent of college-level coursework required.~~

~~A Bachelor's Degree in a related field may substitute for two (2) years of the required experience.~~

~~Any combination of education, training and/or experience that would be likely to provide the required knowledge, skills and abilities may be substituted on a year-for-year basis.~~

LICENSES AND OTHER REQUIREMENTS:

None

WORKING CONDITIONS

ENVIRONMENT:

This is primarily a sedentary classification and the employee works in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances.

PHYSICAL DEMANDS:

Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Ability to sit for long periods of time and use a computer terminal; ability to safely lift and carry up to ten (10) pounds.

DUTIES APPROVED
BOARD OF EDUCATION:

CLASSIFICATION APPROVED
PERSONNEL COMMISSION:
June 2001
Re-titled May 16, 2006
Revised February 14, 2017



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Tuesday, February 14, 2017

AGENDA ITEM NO: III.A.02

SUBJECT: Class Description Revision – Job Development and Placement Specialist

BACKGROUND INFORMATION:

During the job analysis phase of the recent Job Development and Placement Specialist recruitment, the Special Education Coordinator who was serving as a Subject Mater Expert requested that several minor changes be made to the job description. Clarification of the minimum experience qualification was warranted, as well as removal of all references to the Transition Partnership Programs, which the District no longer utilizes. The Job Development and Placement Specialist classification description was last revised in December of 2012.

METHODOLOGY:

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

- Conducted a job analysis with input from the Special Education Teacher who fills the supervisory role of Workability Specialist, as well as the Special Education Coordinator who provides work direction to the incumbent.

FINDINGS:

Based on the meeting with the Special Education Coordinator, the Personnel Commission’s findings are as follows:

- All references to the Transition Partnership Program need to be removed.
- The minimum experience qualification should be clarified using more specific language in order to reduce the number of unqualified individuals who apply for the position

DIRECTOR’S RECOMMENDATION:

It is recommended that the Personnel Commission approve the revisions to the Job Development and Placement Specialist classification description as provided.

Commissioner	M	S		Yes	No	Abstain	ABSENT
Barbara Inatsugu							
Peter Lippman							
vacant							



PERSONNEL COMMISSION KEY STATS	
JOB TITLE	Job Development And Placement Specialist
JOB FAMILY	Student Services
JOB SUB-FAMILY	Guidance Support
SUPERVISOR TITLE	Director of Special Education
SALARY RANGE	A-31

JOB DEVELOPMENT AND PLACEMENT SPECIALIST

BASIC FUNCTION:

Under broad supervision of the Director of Special Education and/or designee, provide specialized support and service in job development and career counseling for young adults with special needs through the District's Workability Program; perform activities such as soliciting employer interest and involvement in the employment of students, orienting students to the services provided, developing student work skills, and providing general office support.

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
Work directly with special education students to assist them in gaining entry level work experience skills.	JS-1
Assist in initial intake process, determining students' readiness for work experience and identifying specific work experience opportunities in consultation with the Workability Specialist.	JS-2
Assist students in obtaining necessary documents, including Social Security Card and State Identification Card.	JS-3
Contact employers throughout the community to explain the Workability Program and develop employment opportunities for students.	JS-4
Develop both paid and subsidized placement opportunities.	JS-5
Assist students in completing employment applications, preparing for interviews, developing transportation plan, learning job duties, and understanding responsibilities as an employee.	JS-6
Follow up on student placements to identify any adjustment problems; enhance communication between the student, the employer, and co-workers.	JS-7
Process student and employer time and pay records.	JS-8
Maintain updated reports regarding student progress in the program.	JS-9
Enter information (demographics, parent data, school, array of services, placements, etc.) on various databases, including workability website.	JS-10

Task Statement	Code
Confer with designated staff concerning student needs; alert staff to any special challenges or information concerning students.	JS-11
May assist with orienting students to job tasks.	JS-12
Performs other duties as assigned.	GEN-1

SUPERVISION MATRIX:

Supervision:	<i>Establishing overall expectations, goals and objectives, and aligning departmental resources</i>
Received from:	Director of Special Education
Given to:	None
Work Direction:	<i>Providing specific instruction and expectations on how to complete daily activities</i>
Received from:	Workability Specialist, Special Education Coordinator
Given to:	None
Work Evaluation:	<i>Assessing the performance outcomes based on work direction and supervision expectations</i>
Collaborators:	Workability Specialist, Special Education Coordinator
Given to:	None

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

- Basic office practices and procedures, including filing, recordkeeping and report writing.
- Safe and appropriate practices in business and community activities.
- Job development and placement techniques.
- Job search and interview skills.
- Career information sources.
- Public and private organizational structures, work settings and basic employment procedures.

ABILITY TO:

- Work effectively and supportively, and provide for the special needs and requirements of special education students enrolled in the District's Special Education Program.
- Operate a personal computer to utilize spreadsheet and word processing applications, Internet, and electronic mail systems.
- Learn District policies and guidelines.
- Converse with others in a friendly and persuasive manner to make connections within the business world for work opportunities for students.
- Learn to analyze jobs and working conditions and match them to the vocational evaluations of students.
- Compile and maintain accurate and detailed records.
- Establish and maintain time and payroll record-keeping systems.
- Work effectively and cooperatively with a wide variety of stakeholder groups.
- Understand with sensitivity and awareness the cultural diversities and needs of students within the communities encompassed by the District.
- Travel to various school sites and private organizations, and work flexible hours.

MINIMUM QUALIFICATIONS

EDUCATION:

Educational attainment equivalent to a high school diploma or its recognized equivalent.

EXPERIENCE:

One (1) year of paid professional experience assisting others in the areas of job searching, job development, job placement and/or job coaching in an educational or business setting, preferably through a school Workability program.

LICENSES AND OTHER REQUIREMENTS:

A valid California driver's license and availability of private transportation, or ability to provide transportation between District sites, may be required.

WORKING CONDITIONS:

ENVIRONMENT:

This position primarily works in an office or classroom environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances.

PHYSICAL DEMANDS:

Hand and finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate standard office equipment. The position occasionally bends, stoops, reaches, pushes and pulls drawers to retrieve and file information and lifts and carries reports, books and records that typically weigh less than twenty (20) pounds. Will be required to work a varied schedule including days, evenings, and weekends.

HAZARDS:

Work is performed indoors and outdoors where minimal safety risks exist.

CLASSIFICATION APPROVED PERSONNEL COMMISSION:

Revised: May, 1995 (Ewing & Company)

Revised: April 12, 2016

Revised: May 10, 2016



PERSONNEL COMMISSION

Regular Meeting: Tuesday, February 14, 2017

AGENDA ITEM NO: III.A.03

SUBJECT: Proposed New Classification – Transportation Supervisor/Dispatcher

BACKGROUND INFORMATION:

Mr. Neal Abramson, Director of Transportation, began working for the District in 1995 as the Assistant Director of Transportation. Mr. Abramson later promoted to Director in 2001; however, the Assistant Director position was never back-filled. Although Mr. Abramson has successfully managed the Transportation Department absent of other supervisory personnel, a significant portion of his time is spent performing dispatching duties, scheduling Bus Drivers, assigning routes, etc., which could be performed by a supervisor.

Mr. Abramson initially discussed the need for a Transportation Supervisor/Dispatcher with the Director of Classified Personnel in September 2016. Shortly thereafter, Carey Upton, Chief Operations Officer, confirmed that the District is considering adding a supervisory classification to the Transportation Department. The job description is being presented so that the Personnel Commission Department is prepared for any future recruitment.

METHODOLOGY:

It should be noted that Mr. Abramson provided a complete job description to the Personnel Commission which he previously drafted. Personnel Commission staff conducted the following activities:

- Collected information from the Director of Transportation and discussed the concept of the proposed classification
- Researched, collected, and reviewed related job descriptions from several school districts and community college districts within the local market
- Identified the most comparable job descriptions and used the data to: 1) confirm the minimum qualifications that were suggested by Mr. Abramson, 2) confirm the salary that was proposed by Mr. Upton, and 3) refine the duty statements

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 to other appropriate personnel
- Analysis using comparable positions demonstrated an average of three (3) years of experience is required

- Analyzed the salary of comparable positions with similar qualifications. Although there were several related positions within the local market, only two (2) were directly comparable
- With respect to internal alignment, there are several other supervisory classifications at salary range M45:
 - Construction Supervisor
 - Maintenance Supervisor
 - Theater Operations Supervisor
 - Sports Facility Supervisor
 - Fiscal Services Supervisor

Classification	Agency	Education	Experience	Min Salary	Max Salary
Motor Coach Operator Supervisor	City of SM	None	Four (4) years' experience with two (2) years as a supervisor	\$5,665	\$6,994
Transportation Supervisor/Dispatcher	SMMUSD	HS Diploma	Three (3) years' experience with two (2) years dispatching	\$5,429	\$6,600
Area Bus Supervisor	LAUSD	HS Diploma	Four (4) years' experience with two (2) years as a supervisor	\$5,022	\$6,255

FINDINGS:

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

- The Transportation Department currently operates with only one (1) management classification; a supervisory classification would be beneficial as it would relieve the Director of Transportation from performing lower level administrative functions. There is not currently a classification that meets the needs of the District. A new classification should be created to align with the work scope, task involvedness, and recommended salary.

DIRECTOR'S RECOMMENDATIONS:

Establish the classification of Transportation Supervisor/Dispatcher to meet the current and future needs of the District. Based on a salary study of comparable positions, the recommended salary range is M45 (\$5,429 - \$6,600).

Commissioner	M	S		Yes	No	Abstain	ABSENT
Barbara Inatsugu							
Peter Lippman							
vacant							



PERSONNEL COMMISSION KEY STATS	
JOB TITLE	Transportation Supervisor/Dispatcher
JOB FAMILY	Facility Services
JOB SUB-FAMILY	Transportation
SUPERVISOR TITLE	Director of Transportation
SALARY RANGE	M45

TRANSPORTATION SUPERVISOR/DISPATCHER

BASIC FUNCTION:

Under the Direction of the Director of Transportation, assist in the planning, scheduling, coordination, supervision, and evaluation of the District’s student bus transportation services; supervise and evaluate the performance of assigned personnel.

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
Direct and perform dispatching duties including answering telephones, monitoring two-way radios, assigning routes and vehicles, delivering pertinent information to drivers, and related activities.	TSD-1
Perform route ride-along evaluations and related safety activities, evaluating safety of school bus stops, routes, etc.	TSD-2
Assist in planning, scheduling, and coordinating student bus transportation for regular and special education activities and services, including athletic events and field trips, bus reservations, and route changes.	TSD-3
Supervise and evaluate performance of assigned staff; assist with interviewing and selecting employees; recommend transfers, reassignment, termination, and disciplinary actions.	TSD-4
Prepare and maintain a variety of logs and reports, such as vehicle maintenance and mileage reports, breakdowns, incidents, safety and traffic violation reports; prepare correspondence and maintain communications with drivers, staff, school and District personnel, parents, teachers, and others.	TSD-5
Ensure departmental compliance with applicable traffic, safety, and student transportation laws, codes, rules, and regulations.	TSD-6
Respond to questions and complaints from parents, District personnel, and the public; investigate complaints; resolve conflicts; and refer unresolved conflicts to the Director of Transportation.	TSD-7
Plan and conduct regular safety inspections of District buses and vans to ensure safe and efficient operations.	TSD-8
Conduct accident, incident, and facility investigations; analyze situations and prepare and submit required reports.	TSD-9
Assist and instruct personnel on dispatch and other departmental procedures.	TSD-10
Operate vans, and heavy and light buses on a substitute and relief basis.	TSD-11
Lead the operations of the Transportation Department in the absence of the Director.	TSD-12
Attend and conduct a variety of meetings as assigned.	TSD-13

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

SUPERVISION MATRIX:

Supervision:	<i>Establishing overall expectations, goals and objectives, and aligning departmental resources</i>
Received from:	Director of Transportation
Given to:	Bus Drivers
Work Direction:	<i>Providing specific instruction and expectations on how to complete daily activities</i>
Received from:	Director of Transportation
Given to:	Bus Drivers, Vehicle and Equipment Mechanic, Lead Vehicle and Equipment Mechanic
Work Evaluation:	<i>Assessing the performance outcomes based on work direction and supervision expectations</i>
Collaborators:	Chief Operations Officer
Given to:	Bus Drivers

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

- Vehicle safety standards and practices
- Safe driving practices and techniques
- General geography of Santa Monica and Malibu
- DMV, CHP, and other related laws, rules and regulations
- First aid procedures
- Principles and practices of administration and supervision
- Standard vehicle maintenance and repair inspection procedures
- Record-keeping techniques
- Interpersonal skills using tact, patience, and courtesy

ABILITY TO:

- Assist in the planning, scheduling, coordination, supervision, and evaluation of the District's student bus transportation services
- Supervise and evaluate the performance of assigned personnel
- Work independently with little direction
- Interpret, apply, and explain applicable laws, rules, regulations, policies, and procedures
- Read and understand maps
- Communicate effectively (orally and in writing)
- Establish and maintain cooperative and effective working relationships with others

MINIMUM QUALIFICATIONS

EDUCATION:

A high school diploma or it's recognized equivalent.

EXPERIENCE:

Three (3) years of full-time paid experience driving a bus, van or shuttle, which includes at least one (1) year driving a school bus. One (1) year of experience performing scheduling and dispatching duties.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class A or B driver's license with passenger endorsement; Special Driver's Certificate for a School Bus; restriction 0,1,6, or any combination.

Note: A First Aid Certificate is required if restriction 6 is listed. A current medical examination certificate (as required by DMV); incumbents are required to maintain a sufficient number of training hours as prescribed by law; and a current H6 DMV print out must be presented prior to hire.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment. May be required to operate a school bus, in various road and weather conditions. Work may require exposure to noise.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations; seeing to read a variety of materials; dexterity of hands and fingers to operate a computer keyboard; pushing or pulling doors; bending at the waist, kneeling, or crouching; lifting moderately heavy objects; and sitting for extended periods of time.

HAZARDS:

Driving a vehicle during adverse weather conditions. Limited exposure to diesel and other fuels, petroleum products.

IV. Discussion Items:



PERSONNEL COMMISSION

Regular Meeting: Tuesday, February 14, 2017

AGENDA ITEM NO: D.01

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

BACKGROUND INFORMATION:

Merit Rules Chapter V: Recruitments and Examinations was last revised in March 2016. Although the Advisory Rules Committee completed a thorough review of the chapter, one important revision was not identified at the time.

Rule 5.2.7 states: *Candidate who is unsuccessful in an examination may not retake the examination for the same classification for a period of ninety (90) days.*

If there was no ninety (90) day retest period, candidates could potentially take the same test multiple times throughout the year and begin to memorize content. The problem with Rule 5.2.7, as it is currently written, is that it only prohibits *unsuccessful* candidates from retaking tests. Therefore, candidates who pass a given test could immediately retake the test and further improve on their score.

It is recommended that Rule 5.2.7 be revised as follows: *A candidate may not retake the examination for the same classification for a period of ninety (90) calendar days.*

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

5.2.2 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. ~~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;



PERSONNEL COMMISSION

Regular Meeting: Tuesday, February 14, 2017

AGENDA ITEM NO: D.02

SUBJECT: First Reading of Changes to Merit Rules – Chapter VI

BACKGROUND INFORMATION:

Although the Advisory Rules Committee is not currently reviewing Chapter VI: *Eligibility for Employment*, a small yet significant error was discovered, and should be corrected. Rule 6.1.9 discusses the various reasons that the Director of Classified may remove the name of an eligible candidate from an eligibility list. Merit Rule 6.1.9.A.2 states that candidate may be removed from a list for “any of the causes listed in Rule 4.6.1.” However, Rule 4.6.1 no longer exists. Chapter IV of the Merit Rules was revised in February 2016, and Rule 4.6 was re-numbered as 4.3. Therefore, the current proposed revision to Chapter VI is simply to update the reference to Chapter IV.

CHAPTER VI: ELIGIBILITY LISTS

RULE 6.1

ELIGIBILITY FOR EMPLOYMENT

- Section
- 6.1.1 Establishment of Life of Eligibility List
 - 6.1.2 Types of Eligibility Lists
 - 6.1.3 Duration of Eligibility Lists
 - 6.1.4 Merger of Eligibility Lists
 - 6.1.5 Reemployment Lists
 - 6.1.6 Termination of Eligibility Lists
 - 6.1.7 Eligibility of After Appointment
 - 6.1.8 Waivers of Certification
 - 6.1.9 Removal of Names from Eligibility lists

RULE 6.2

CERTIFICATION FROM EMPLOYMENT LISTS

- Section
- 6.2.1 Appointing Authority
 - 6.2.2 Order of Precedence in Filing Vacancies
 - 6.2.3 Rule of Three (3) Ranks
 - 6.2.4 Procedure for Certification and Appointment from Eligibility Lists
 - 6.2.5 Procedure When Fewer Than (3) Ranks Remain
 - 6.2.6 Certification of Additional Eligibles
 - 6.2.7 Withholding Names from Certification
 - 6.2.8 Restoration
 - 6.2.9 Certification from List for Another Class
 - 6.2.10 Duties of Eligibles
 - 6.2.11 Selective Certification
 - 6.2.12 Reduction in Eligibility
 - 6.2.13 Certification of Names for Differential Compensation
 - 6.2.14 Confidentiality of Lists

6.1.9 REMOVAL OF NAMES FROM ELIGIBILITY LISTS

- A. The name of an eligible may be removed from an eligibility list by the Director of Classified Personnel for any of the following reasons:
1. Failure to respond within three (3) business days following the notification of an inquiry regarding availability for employment;
 2. Any of the causes listed in Rule [4.3.14.6.4](#);
 3. Failure to respond for a scheduled interview after certification;
 4. Termination of employment (Promotional Eligibility List only);
 5. Three (3) waivers of certification during the life of the eligibility list, except that waivers relating to limited-term appointments should not be counted for the purpose of this Rule;
 6. Refusing two (2) employment offers after having been properly certified as eligible and available for the appointment, or
 7. A written request by the eligible for removal.
- B. The Director of Classified Personnel shall notify the eligible of the action taken and the reasons therefore and shall provide the person with the opportunity to appeal the decision within ten (10) days of notification. The decision of the Director of Classified Personnel shall be final.

V. **Commissioner Training/Briefing:**



PERSONNEL COMMISSION

Regular Meeting: Tuesday, February 14, 2017

AGENDA ITEM NO: T.01

SUBJECT: Establishing Minimum Qualifications

BACKGROUND INFORMATION:

The Director of Classified Personnel will begin providing brief training and informational sessions on topics relevant to the operation of the Personnel Commission Department. Some potential topics include: history of the merit system, overview of the role of the Personnel Commission, the Brown Act, best practices in selection, legal cases that impact employment law, etc.

SUMMARY:

Minimum Qualifications (MQs) comprise the first hurdle in the examination process. The Education Code requires that MQs reasonably relate to the duties of the position, and that their use provides an adequate field of competition. MQs are designed to screen out the least qualified applicants, whereas the purpose of other selection measures is to identify the most qualified candidates.

VI. Information Items:

Advanced Step Placement 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
2016-17									
9/13/2016	Paraeducator 3	A	26	A	D	75.00%	\$2.60	\$337.46	\$2,944.06
9/13/2016	Paraeducator 3	A	26	A	D	75.00%	\$2.60	\$337.46	\$2,944.06
9/13/2016	IA - Classroom	A	18	A	B	43.75%	\$0.68	\$51.37	\$308.25
9/13/2016	Sr. Admin Assistant	A	36	A	B	100.00%	\$1.04	\$180.09	\$1,080.56
9/13/2016	Personnel Analyst	M	46	A	B	100.00%	\$1.60	\$278.00	\$3,336.00
9/13/2016	Occupational Therapist	A	61	A	C	100.00%	\$3.97	\$687.76	\$6,243.10
9/13/2016	Athletic Trainer	A	35	A	C	87.50%	\$2.11	\$320.25	\$2,906.96
10/11/2016	Paraeducator 2	A	25	A	B	75.00%	\$0.80	\$104.25	\$625.50
10/11/2016	Paraeducator 2	A	25	A	B	75.00%	\$0.80	\$104.25	\$625.50
10/11/2016	Custodian	A	24	A	C	100.00%	\$1.61	\$279.43	\$2,394.07
10/11/2016	IA - Classroom	A	18	B	C	62.50%	\$0.72	\$77.51	\$775.15
11/15/2016	Paraeducator 1	A	20	A	C	75.00%	\$1.46	\$189.75	\$1,525.50
11/15/2016	Paraeducator 1	A	20	A	D	75.00%	\$2.24	\$291.75	\$2,545.50
11/15/2016	Occupational Therapist	A	61	A	D	100.00%	\$6.10	\$1,058.00	\$9,240.00
12/13/2016	Director M&O	M	63	A	D	100.00%	\$7.70	\$1,335.00	\$16,020.00
12/13/2016	IA - Classroom	A	18	B	C	37.50%	\$0.72	\$46.51	\$465.09
12/13/2016	IA-PE	A	20	A	C	50.00%	\$1.46	\$126.50	\$1,017.00
12/13/2016	Swimming Instructor/Lifeg	A	21	A	D	50.00%	\$2.30	\$199.44	\$2,014.35
12/13/2016	Administrative Assistant	A	31	A	C	100.00%	\$1.91	\$331.00	\$2,997.82
12/13/2016	Paraeducator 3	A	26	A	B	75.00%	\$0.83	\$107.62	\$645.75
12/13/2016	Paraeducator 3	A	26	A	C	75.00%	\$1.69	\$219.44	\$1,763.90
12/13/2016	Paraeducator 3	A	26	A	B	80.00%	\$0.83	\$114.80	\$688.80
12/13/2016	Paraeducator 3	A	26	A	B	75.00%	\$0.83	\$107.62	\$645.75
12/13/2016	Paraeducator 3	A	26	A	C	75.00%	\$1.69	\$219.44	\$1,763.90
12/13/2016	Paraeducator 3	A	26	A	D	62.50%	\$2.60	\$281.21	\$2,453.38
12/13/2016	Paraeducator 1	A	20	A	C	75.00%	\$1.46	\$189.75	\$1,525.50
12/13/2016	Paraeducator 3	A	26	A	B	75.00%	\$0.83	\$107.62	\$645.75
12/13/2016	Campus Security Officer	A	25	A	B	100.00%	\$0.80	\$139.00	\$834.00
12/13/2016	Paraeducator 1	A	20	A	B	56.25%	\$0.72	\$69.75	\$418.50
12/13/2016	Theater Ops Supervisor	M	45	A	D	100.00%	\$4.94	\$857.00	\$9,427.00
1/10/2017	Paraeducator 3	A	26	A	C	75.00%	\$1.69	\$219.44	\$1,763.90
1/10/2017	Paraeducator 1	A	20	A	C	75.00%	\$1.46	\$189.75	\$1,525.50
1/10/2017	Paraeducator 1	A	20	A	B	75.00%	\$0.72	\$93.00	\$558.00

PC Meeting Approval Date	Position	Salary Schedule	Salary Range	Class Starting Step	Adv Step	FTE	Hourly Change	Monthly Change	DIFFERENCE IN YEAR 1
2016-17									
2/14/2017	Campus Security Officer	A	25	A	B	50.00%	\$0.80	\$69.50	\$417.00
2/14/2017	Technical Theater Tech	A	35	A	B	50.00%	\$1.03	\$89.15	\$534.88
2/14/2017	IA - Music	A	20	A	B	37.50%	\$0.72	\$46.50	\$279.00
2/14/2017	Lead Custodian	A	29	A	C	100.00%	\$1.82	\$314.74	\$2,862.62
2016-17 TOTAL									\$88,761.57

Requests Not Recommended for Advanced Step Placement

Hire Date	ASP Request Date	Position	Salary Schedule	Salary Range	FTE
2016-17					
12/1/2016	12/5/2016	Paraeducator 3	A	26	75.00%
12/1/2016	12/8/2016	Paraeducator 3	A	26	75.00%
12/17/2016	1/10/2017	Custodian	A	24	37.50%
1/9/2017	1/26/2017	IA - Classroom	A	18	37.50%
1/24/2017	1/15/2017	IA - Classroom	A	18	37.50%

New Hires Report 2016-2017						
	Board Approval Date	Effective Date	Position	Hours/Months	Salary Schedule	Salary Range
1	8/10/2016	8/19/2016	Paraeducator-3	6 Hrs/SY	A	26
2	8/10/2016	8/19/2016	Paraeducator-3	6 Hrs/SY	A	26
3	8/10/2016	7/18/2016	Senior Administrative Assistant	8 Hrs/12 Mo	A	36
4	9/1/2016	8/19/2016	Occupational Therapist	8 Hrs/SY	A	61
5	9/1/2016	7/26/2016	Personnel Analyst	8 Hrs/12 Mo	M	46
6	9/1/2016	8/16/2016	Administrative Assistant	8 Hrs/10 + 10	A	31
7	9/1/2016	8/19/2016	Physical Activities Specialist	5 Hrs/SY	A	26
8	9/1/2016	8/19/2016	Paraeducator-1	6 Hrs/SY	A	20
9	9/1/2016	8/19/2016	Paraeducator-1	6 Hrs/SY	A	20
10	9/1/2016	8/15/2016	Technology Support Assistant	8 Hrs/12 Mo	A	30
11	9/1/2016	8/15/2016	Senior Office Specialist	8 Hrs/10 Mo	A	25
12	9/1/2016	8/19/2016	Physical Activities Specialist	5 Hrs/SY	A	26
13	9/1/2016	8/8/2016	Vehicle and Equipment Mechanic	8 Hrs/12 Mo	A	36
14	9/1/2016	8/15/2016	Senior Office Specialist	4 Hrs/10 Mo	A	25
15	9/1/2016	8/15/2016	Athletic Trainer	7 Hrs/10 Mo	A	35
16	9/1/2016	8/15/2016	Campus Security Officer	8 Hrs/10 Mo	A	25
17	9/22/2016	8/19/2016	Cafeteria Worker I	3 Hrs/SY	A	13
18	9/22/2016	8/19/2016	Physical Activities Specialist	3.75 Hrs/SY	A	26
19	9/22/2016	8/19/2016	Physical Activities Specialist	5 Hrs/SY	A	26
20	9/22/2016	8/19/2016	Paraeducator-1	6 Hrs/SY	A	20
21	9/22/2016	8/22/2016	Paraeducator-3	6 Hrs/SY	A	26
22	9/22/2016	8/19/2016	Paraeducator-1	6 Hrs/SY	A	20
23	9/22/2016	8/19/2016	Paraeducator-3	6 Hrs/SY	A	26
24	9/22/2016	8/19/2016	Instructional Assistant - Bilingual	3.5 Hrs/SY	A	20
25	9/22/2016	8/19/2016	Children's Center Assitant-2	5 Hrs/SY	A	18
26	9/22/2016	8/19/2016	Instructional Assistant - Physical Education	4 Hrs/SY	A	20
27	9/22/2016	8/22/2016	Paraeducator-1	6 Hrs/SY	A	20
28	9/22/2016	8/19/2016	Paraeducator-1	6 Hrs/SY	A	20
29	9/22/2016	8/19/2016	Instructional Assistant - Classroom	3 Hrs/SY	A	18
30	10/6/2016	9/2/2016	Paraeducator-3	6 Hrs/SY	A	26
31	10/6/2016	9/12/2016	Instructional Assistant - Classroom	3 Hrs/SY	A	18
32	10/6/2016	9/7/2016	Paraeducator-2	6 Hrs/SY	A	25
33	10/6/2016	8/29/2016	Occupational Therapist	8 Hrs/SY	A	61
34	10/6/2016	8/22/2016	Paraeducator-3	6 Hrs/SY	A	26
35	10/6/2016	9/12/2016	Instructional Assistant - Classroom	3.5 Hrs/SY	A	18
36	10/6/2016	9/12/2016	Instructional Assistant - Classroom	3 Hrs/SY	A	18
37	10/6/2016	8/22/2016	Paraeducator-3	6 Hrs/SY	A	26
38	10/6/2016	9/7/2016	Paraeducator-2	6 Hrs/SY	A	25

	Board Approval Date	Effective Date	Position	Hours/Months	Salary Schedule	Salary Range
39	10/20/2016	9/26/2016	Instructional Assistant - Classroom	3 Hrs/SY	A	18
40	10/20/2016	9/2/2016	Paraeducator-3	5 Hrs/SY	A	26
41	10/20/2016	9/2/2016	Paraeducator-3	6 Hrs/SY	A	20
42	10/20/2016	9/14/2016	Technology Support Assistant	8 Hrs/12 Mo	A	38
43	10/20/2016	9/12/2016	Health Office Specialist	3.5 Hrs/SY	A	25
44	10/20/2016	9/14/2016	Facilities Technician	8 Hrs/12 Mo	A	45
45	10/20/2016	8/19/2016	Paraeducator-1	6 Hrs/SY	A	20
46	10/20/2016	9/26/2016	Children's Center Assitant-2	3.5 Hrs/SY	A	18
47	10/20/2016	9/19/2016	Senior Office Specialist	4 Hrs/10 Mo	A	25
48	11/3/2016	10/17/2016	Instructional Assistant - Classroom	3.6 Hrs/SY	A	18
49	11/3/2016	10/11/2016	Instructional Assistant - Classroom	3 Hrs/SY	A	18
50	11/3/2016	10/11/2016	Instructional Assistant - Classroom	3.7 Hrs/SY	A	18
51	11/3/2016	10/17/2016	Paraeducator-1	5 Hrs/SY	A	20
52	11/3/2016	10/13/2016	Senior Office Specialist	4 Hrs/10 Mo	A	25
53	11/3/2016	10/17/2016	Paraeducator-3	6 Hrs/SY	A	26
54	11/3/2016	10/20/2016	Instructional Assistant - Classroom	3 Hrs/SY	A	18
55	11/3/2016	10/13/2016	Elementary Library Coordinator	8 Hrs/10 Mo	A	26
56	11/17/2016	10/24/2016	Paraeducator-1	6 Hrs/SY	A	20
57	11/17/2016	10/17/2016	Paraeducator-2	6 Hrs/SY	A	25
58	11/17/2016	10/21/2016	Paraeducator-1	4.5 Hrs/SY	A	20
59	11/17/2016	11/1/2016	Campus Security Officer	8 Hrs/10 Mo	A	25
60	11/17/2016	11/2/2016	Food Services Operations Supervisor	8 Hrs/12 Mo	M	38
61	11/17/2016	11/1/2016	Paraeducator-1	6 Hrs/SY	A	20
62	11/17/2016	10/24/2016	Paraeducator-1	6 Hrs/SY	A	20
63	11/17/2016	10/24/2016	Paraeducator-1	4.5 Hrs/SY	A	20
64	11/17/2016	10/24/2016	Paraeducator-1	6 Hrs/SY	A	20
65	12/15/2016	11/1/2016	Paraeducator-1	6 Hrs/SY	A	20
66	12/15/2016	11/14/2016	Swimming Instructor/Lifeguard	4 Hrs/12 Mo	A	21
67	12/15/2016	11/14/2016	Senior Office Specialist	8 Hrs/12 Mo	A	25
68	12/15/2016	11/28/2016	Paraeducator-1	6 Hrs/SY	A	20
69	12/15/2016	11/21/2016	Paraeducator-1	4.5 Hrs/SY	A	20
70	12/15/2016	11/2/2016	Instructional Assistant - Special Education	6 Hrs/SY	A	20
71	12/15/2016	11/15/2016	Senior Office Specialist	8 Hrs/10 Mo	A	25
72	12/15/2016	11/28/2016	Electrician	8 Hrs/12 Mo	A	39
73	12/15/2016	11/21/2016	Health Office Specialist	3.5 Hrs/SY	A	25
74	12/15/2016	11/14/2016	Administrative Assistant	8 Hrs/12 Mo	A	31

	Board Approval Date	Effective Date	Position	Hours/Months	Salary Schedule	Salary Range
75	1/19/2017	11/21/2016	Director of Maintenance and Operations	8 Hrs/12 Mo	M	63
76	1/19/2017	12/6/2016	Instructional Assistant - Classroom	3 Hrs/SY	A	18
77	1/19/2017	12/19/2016	Instructional Assistant - Classroom	3 Hrs/SY	A	18
78	1/19/2017	12/5/2016	Instructional Assistant - Bilingual	3 Hrs/SY	A	20
79	1/19/2017	12/6/2016	Theater Operations Supervisor	8 Hrs/12 Mo	M	45
80	1/19/2017	12/13/2016	Instructional Assistant - Classroom	3 Hrs/SY	A	18
81	1/19/2017	12/5/2016	Instructional Assistant - Classroom	3 Hrs/SY	A	18
82	1/19/2017	12/5/2016	Instructional Assistant - Classroom	3 Hrs/SY	A	18
83	1/19/2017	12/6/2016	Instructional Assistant - Classroom	3 Hrs/SY	A	18
84	1/19/2017	12/6/2016	Instructional Assistant - Classroom	3 Hrs/SY	A	18
85	1/19/2017	12/5/2016	Lead Custodian	8 Hrs/12 Mo	A	29
86	1/19/2017	12/12/2016	Campus Security Officer	4 Hrs/10 Mo	A	25
87	1/19/2017	12/5/2016	Instructional Assistant - Classroom	3 Hrs/SY	A	18
88	1/19/2017	12/11/2016	Campus Security Officer	4 Hrs/10 Mo	A	25
89	1/19/2017	12/6/2016	Paraeducator-3	5 Hrs/SY	A	26
90	1/19/2017	12/6/2016	Instructional Assistant - Classroom	3 Hrs/SY	A	18
91	1/19/2017	12/6/2016	Custodian	3 Hrs/12 Mo	A	24
92	2/2/2017	12/20/2016	Paraeducator-3	6 Hrs/SY	A	26
93	2/2/2017	12/1/2016	Paraeducator-3	6 Hrs/SY	A	26
94	2/2/2017	12/1/2016	Paraeducator-3	6 Hrs/SY	A	26
95	2/2/2017	1/9/2017	Cafeteria Worker I	3 Hrs/SY	A	13
96	2/2/2017	12/1/2016	Paraeducator-3	6 Hrs/SY	A	26
97	2/2/2017	12/1/2016	Paraeducator-3	6 Hrs/SY	A	26
98	2/2/2017	1/12/2017	Technical Theater Technician	4 Hrs/12 Mo	A	35
99	2/2/2017	1/10/2017	Instructional Assistant - Music	3 Hrs/SY	A	20
100	2/2/2017	12/5/2016	Instructional Assistant - Classroom	3 Hrs/SY	A	18
101	2/2/2017	12/5/2016	Custodian	5 Hrs/12 Mo	A	24
102	2/2/2017	1/17/2017	Instructional Assistant - Bilingual	3.5 Hrs/SY	A	20
103	2/2/2017	1/17/2017	Instructional Assistant - Classroom	3.5 Hrs/SY	A	18
104	2/2/2017	1/9/2017	Instructional Assistant - Classroom	3 Hrs/SY	A	18
105	2/2/2017	12/5/2016	Custodian	5 Hrs/12 Mo	A	24
106	2/2/2017	12/1/2016	Paraeducator-3	6 Hrs/SY	A	26

Open Requisitions (as of 2/01/2016)

Req Number	Req Title	Department	Position Type	FTE%	Date From HR
17-120	BILINGUAL COMMUNITY LIAISON (SPANISH)	CABRILLO ELEMENTARY SCHOOL	Vac	100	11/17/2016
17-147	BILINGUAL COMMUNITY LIAISON (SPANISH)	MCKINLEY ELEMENTARY SCHOOL	Vac	100	1/10/2017
17-154	CAFETERIA WORKER I	FOOD & NUTRITION SERVICES	Vac	37.5	1/13/2017
17-051	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	New	43.75	8/29/2016
17-097	CHILDREN'S CENTER ASSISTANT-2	WILL ROGERS LEARNING ACADEMY	Vac	43.75	10/27/2016
17-153	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	Vac	43.75	1/12/2017
16-021	CHILDREN'S CENTER ASSISTANT-3	CDS-WEST WASHINGTON	Vac	43.75	7/29/2015
17-144	CUSTODIAN	MALIBU HIGH SCHOOL	Vac	100	1/12/2017
17-145	CUSTODIAN	M & O (Maintenance & Operations)	Vac	100	12/29/2016
17-148	CUSTODIAN	M & O (Maintenance & Operations)	Vac	62.5	1/20/2017
17-155	CUSTODIAN	M & O (Maintenance & Operations)	Vac	100	1/13/2017
17-156	CUSTODIAN	M & O (Maintenance & Operations)	Vac	62.5	1/13/2017
17-157	CUSTODIAN	M & O (Maintenance & Operations)	Vac	62.5	1/13/2017
17-158	CUSTODIAN	SANTA MONICA HIGH SCHOOL	Vac	100	1/23/2017
17-159	CUSTODIAN	EDISON LANGUAGE ACADEMY	Vac	100	1/26/2017
17-161	CUSTODIAN	M & O (Maintenance & Operations)	Vac	100	1/27/2017
17-146	HEALTH OFFICE SPECIALIST	EDISON LANGUAGE ACADEMY	New	43.75	12/28/2016

Req Number	Req Title	Department	Position Type	FTE%	Date From HR
17-162	HEALTH OFFICE SPECIALIST	EDISON LANGUAGE ACADEMY	Vac	43.75	1/27/2017
17-149	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	SANTA MONICA HIGH SCHOOL	Vac	43.75	1/10/2017
17-006	INSTRUCTIONAL ASSISTANT-CLASSROOM	EDUCATIONAL SERVICES	New	37.5	7/28/2016
17-007	INSTRUCTIONAL ASSISTANT-CLASSROOM	EDUCATIONAL SERVICES	New	37.5	7/28/2016
17-150	INSTRUCTIONAL ASSISTANT-CLASSROOM	MCKINLEY ELEMENTARY SCHOOL	Vac	37.5	1/10/2016
17-151	INSTRUCTIONAL ASSISTANT-CLASSROOM	MCKINLEY ELEMENTARY SCHOOL	Vac	37.5	1/10/2017
16-187	INSTRUCTIONAL ASSISTANT-MUSIC	MALIBU HIGH SCHOOL	Vac	31.25	6/7/2016
17-138	JOB DEVELOPMENT AND PLACEMENT SPECIALIST	SPECIAL EDUCATION	Vac	62.5	12/20/2016
17-074	LABORATORY TECHNICIAN	MALIBU HIGH SCHOOL	Vac	50	9/16/2016
17-140	PARAEDUCATOR-1	FRANKLIN ELEMENTARY SCHOOL	Vac	75	12/20/2016
17-152	PARAEDUCATOR-3	SPECIAL EDUCATION	New	62.5	1/10/2017
17-163	PARAEDUCATOR-3	SPECIAL EDUCATION	Vac	75	1/27/2017
17-119	SENIOR OFFICE SPECIALIST	FRANKLIN ELEMENTARY SCHOOL	Vac	100	11/14/2016
17-126	TECHNICAL THEATER TECHNICIAN	BUSINESS SERVICES	New	50	11/17/2016
17-160	VEHICLE AND EQUIPMENT MECHANIC	TRANSPORTATION	Vac	100	1/23/2017

Filled Requisitions (1/1/2017 – 1/31/2017)

Req Number	Req Title	Department	Date of Accepted Job Offer
17-112	CAFETERIA WORKER I	FOOD & NUTRITION SERVICES	1/5/2017
17 -133	CUSTODIAN	M & O (Maintenance & Operations)	1/3/2017
17-136	CUSTODIAN	M & O (Maintenance & Operations)	1/4/2017
17-059	PARAEDUCATOR-1	MCKINLEY ELEMENTARY SCHOOL	1/17/2017
17-090	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	1/23/2017
17-141	PARAEDUCATOR-1	JOHN ADAMS MIDDLE SCHOOL	1/27/2017
17-142	PARAEDUCATOR-1	WILL ROGERS LEARNING ACADEMY	1/23/2017
17-143	PARAEDUCATOR-1	JOHN MUIR ELEMENTARY SCHOOL	1/9/2017

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

ACTION/CONSENT
 01/19/17

RECOMMENDATION NO. A.29

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>
Brown, Roosevelt Business Services	Director of Maintenance and Operations 8 Hrs/12 Mo/Range: M-63 Step: A	11/21/16
Buster, Anne McKinley ES	Instructional Assistant – Classroom 3 Hrs/SY/Range: 18 Step: B	12/6/16
Cosby, Corey McKinley ES	Instructional Assistant – Classroom 3 Hrs/SY/Range: 18 Step: B	12/19/16
Escobar, Alicia Adams MS	Instructional Assistant – Bilingual 3 Hrs/SY/Range: 20 Step: A	12/5/16
Hassenger, Karin Facility Use	Theater Operations Supervisor 8 Hrs/12 Mo/Range: M-45 Step: A	12/6/16
Hudgins, Priscilla Roosevelt ES	Instructional Assistant – Classroom 3 Hrs/SY/Range: 18 Step: B	12/13/16
Lopez, Ivonne Rogers ES	Instructional Assistant – Classroom 3 Hrs/SY/Range: 18 Step: B	12/5/16
Malone, Angelica Rogers ES	Instructional Assistant – Classroom 3 Hrs/SY/Range: 18 Step: B	12/5/16
Marland, Tatiana McKinley ES	Instructional Assistant – Classroom 3 Hrs/SY/Range: 18 Step: B	12/6/16
Martinez, Sandra McKinley ES	Instructional Assistant – Classroom 3 Hrs/SY/Range: 18 Step: B	12/6/16
Mitchell, Alvin Operations	Lead Custodian 8 Hrs/12 Mo/Range: 29 Step: A	12/5/16
Muhammed, Fatimoh Santa Monica HS/Facility Use	Campus Security Officer 4 Hrs/10 Mo/Range: 25 Step: A	12/12/16
Orellana, Juana Grant ES	Instructional Assistant – Classroom 3 Hrs/SY/Range: 18 Step: B	12/5/16
Tawfik, Peter Santa Monica HS/Facility Use	Campus Security Officer 4 Hrs/10 Mo/Range: 25 Step: A	12/11/16
Turtle, Alexandra Special Ed-Franklin ES	Paraeducator-3 5 Hrs/SY/Range: 26 Step: A	12/6/16
Welch, Samantha McKinley ES	Instructional Assistant – Classroom 3 Hrs/SY/Range: 18 Step: B	12/6/16

Wooden, Chris Facility Use	Custodian 3 Hrs/12 Mo/Range: 24 Step: A	12/6/16
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TEMP/ADDITIONAL ASSIGNMENTS

EFFECTIVE DATE

Brackett, Kimberly Child Development Services	Children's Center Assistant-2 [overtime; classroom support]	12/27/16
Casey, Brittany Child Development Services	Children's Center Assistant-2 [overtime; classroom support]	12/27/16
Cooper, James Educational Services-Cabrillo ES	Physical Activities Specialist [additional hours; professional training]	11/4/16
Ellis, Ashley Special Ed-Lincoln MS	Paraeducator-1 [additional hours; after school clubs student support]	10/11/16-10/27/16
Haro, Irma Child Development Services	Children's Center Assistant-2 [overtime; classroom support]	12/27/16
Holmes, Michael Educational Services-Pt. Dume ES	Physical Activities Specialist [additional hours; professional training]	11/4/16
Jelks, Curtis Santa Monica HS	Campus Security Officer [overtime; school events]	8/1/16-6/30/17
Madry, Tyrone Special Ed-Lincoln MS	Paraeducator-3 [additional hours; after school clubs student support]	10/27/16-6/9/17
Marble, Daniel Maintenance	Electrician [overtime; general maintenance]	11/28/16-6/30/17
Pernell, Barbara Child Development Services	Children's Center Assistant-2 [overtime; classroom support]	12/27/16
Tawfik, Peter Malibu HS	Campus Security Officer [overtime; ASB events]	7/1/16-6/30/17

SUBSTITUTES

EFFECTIVE DATE

Beltran, Marbella Special Education	Paraeducator-1	11/30/16-6/9/17
Brown, Diamond Child Development Services	Children's Center Assistant-1	11/16/16-6/30/17
Gondo, Janet McKinley ES	Instructional Assistant - Classroom	11/14/16-6/30/17
Villasenor, Cindy Food and Nutrition Services	Cafeteria Worker I	12/6/16-6/9/17

CHANGE IN ASSIGNMENT

EFFECTIVE DATE

Alaniz, Federico Food and Nutrition Services	Stock and Delivery Clerk 8 Hrs/10 Mo From: 7 Hrs/10 Mo/Food and Nutrition Services	11/1/16
Cobbs, Rufus Operations-Santa Monica HS	Custodian 8 Hrs/12 Mo From: 5 Hrs/12 Mo/Operations-Santa Monica HS	12/5/16

INVOLUNTARY TRANSFER**EFFECTIVE DATE**

Adams, Toni Operations-Lincoln MS	Custodian 5 Hrs/12 Mo From: 5 Hrs/12 Mo/Operations-Cabrillo ES	11/1/16
Adeyemi, Olayiwola Operations	Custodian 5 Hrs/12 Mo From: 5 Hrs/12 Mo/Operations-McKinley ES	12/1/16
Arangoa, Isabel Operations	Custodian 5 Hrs/12 Mo From: 5 Hrs/12 Mo/Operations-Grant ES	11/1/16
Etchison, Chauncey Operations	Custodian 5 Hrs/12 Mo From: 5 Hrs/12 Mo/Operations-Santa Monica HS	11/1/16
Gonzalez, Jose Operations	Custodian 5 Hrs/12 Mo From: 5 Hrs/12 Mo/Operations-Muir ES/SMASH	12/1/16
Jala, Ariel Operations-Cabrillo ES	Custodian 5 Hrs/12 Mo From: 5 Hrs/12 Mo/Operations-Webster ES	11/1/16
Lew, Shaun Operations	Custodian 5 Hrs/12 Mo From: 5 Hrs/12 Mo/Operations-Santa Monica HS	12/1/16
Payton, Tawny Special Ed-Roosevelt ES	Paraeducator-3 6.33 Hrs/SY From: 6.33 Hrs/SY/Special Ed-Rogers ES	10/5/16
Suaste, Eduardo Operations-Santa Monica HS	Lead Custodian 8 Hrs/12 Mo From: 8 Hrs/12 Mo/Operations-Malibu HS	11/1/16

PROFESSIONAL GROWTH**EFFECTIVE DATE**

Herrada, Joe Operations-Lincoln MS	Custodian	1/1/17
Johnson, Kerri Special Ed-Lincoln MS	Paraeducator-3	1/1/17
Mashkovich, Jane Special Ed-Lincoln MS	Paraeducator-3	1/1/17
Odom, Lamont Operations-Rogers ES	Custodian	1/1/17
Plascencia, Henry Maintenance	Skilled Maintenance Worker	1/1/17
Sinai, Farimah Facility Use	Accounting Assistant	1/1/17

LEAVE OF ABSENCE (PAID)

		<u>EFFECTIVE DATE</u>
Aguilar, Mary Roosevelt ES	Instructional Assistant - Classroom Medical	11/7/16-12/6/16
Berumen, Theodore Purchasing	Senior Buyer Medical	12/3/16-12/22/16
Crawford, Cynthia Adams MS	Library Assistant II Medical	11/21/16-12/23/16
Flores, Martha Special Ed-Santa Monica HS	Paraeducator-1 Medical	11/8/16-1/2/17
Huettner, Patricia Rogers ES	Instructional Assistant - Classroom Medical	11/29/16-2/27/17
Jackson, LaTasha Special Ed-Muir ES	Paraeducator-2 Medical	12/15/16-1/16/17
James, Carolin Rogers ES	Administrative Assistant Medical	12/1/16-2/15/17
Rose, Pamela Cabrillo ES	Senior Office Specialist Medical	8/15/16-12/23/16
Sánchez, Yolanda Muir ES	Administrative Assistant Medical	12/20/16-1/18/17
Toma, Julie Personnel Commission	Human Resources Technician Medical	10/24/16-11/4/16
Velasquez, Jose Operations-Point Dume ES	Custodian Medical	12/5/16-3/5/17
Williams, Steven Food and Nutrition Services	Stock and Delivery Clerk Medical	11/7/16-1/31/17
Yashar, Azita Special Ed-Grant ES	Paraeducator-1 Medical	10/19/16-12/15/16

RESIGNATION

		<u>EFFECTIVE DATE</u>
Coleman, Dawn Special Ed-Grant ES	Paraeducator-3	6/10/16
Flores, Francisco Santa Monica HS	Instructional Assistant - Bilingual	12/16/16
Trujillo, Sandy CDS-Adams MS Preschool	Children's Center Assistant-2	11/25/16

RETIREMENT

		<u>EFFECTIVE DATE</u>
Hyatt, Virginia Purchasing	Director of Purchasing	1/30/17
Marquez, Lilia McKinley ES	Bilingual Community Liaison	6/10/17

SUSPENSION WITHOUT PAY

GG5678665
Transportation

Bus Driver

EFFECTIVE DATE

1/9/17; 1/10/17; 2/2/17

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

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

ACTION/CONSENT
 02/02/17

RECOMMENDATION NO. A.28

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>
Basha, Arsanios Special Education	Paraeducator-3 6 Hrs/SY/Range: 26 Step: A	12/20/16
Burrus, Elizabeth Special Ed- Adams Preschool	Paraeducator-3 6 Hrs/SY/Range: 26 Step: B	12/1/16
Chan, Robin Special Ed-Rogers ES	Paraeducator-3 6 Hrs/SY/Range: 26 Step: C	12/1/16
Cline, Wendy FNS-Point Dume ES	Cafeteria Worker I 3 Hrs/SY/Range: 13 Step: D	1/9/17
DeLeon, Adrian Special Ed-Rogers ES	Paraeducator-3 6 Hrs/SY/Range: 26 Step: A	12/1/16
Evans, Michael Special Ed-McKinley ES	Paraeducator-3 6 Hrs/SY/Range: 26 Step: B	12/1/16
Israel, Jacob Facility Use	Technical Theater Technician 4 Hrs/12 Mo/Range: 35 Step: A	1/12/17
Kaddoura, Mariam Santa Monica HS	Instructional Assistant – Music 3 Hrs/SY/Range: 20 Step: A	1/10/17
Lopez, Ivonne Rogers ES	Instructional Assistant – Classroom 3 Hrs/SY/Range: 18 Step: B	12/5/16
Macon, Phillip Operations	Custodian 5 Hrs/12 Mo/Range: 24 Step: A	12/5/16
Meraz, Violeta Santa Monica HS	Instructional Assistant – Bilingual 3.5 Hrs/SY/Range: 20 Step: A	1/17/17
Padilla Lopez, Carolina Muir ES	Instructional Assistant – Classroom 3.5 Hrs/SY/Range: 18 Step: B	1/17/17
Pashazadeh Monajemi, Svetlana Grant ES	Instructional Assistant – Classroom 3 Hrs/SY/Range: 18 Step: B	1/9/17
Reynoso, Ivan Operations-Adams MS	Custodian 5 Hrs/12 Mo/Range: 24 Step: A	12/5/16
Soil, Sophia Special Ed-Grant ES	Paraeducator-3 6 Hrs/SY/Range: 26 Step: A	12/1/16

RE-EMPLOYMENTBrewer, Ariana
Special Ed-Cabrillo ESParaeducator-3
6 Hrs/SY/Range: 26 Step: D**EFFECTIVE DATE**

1/10/17

PROMOTIONRodriguez, Frances
CDS-Washington WestChildren's Center Assistant-3
7 Hrs/SY/Range: 19 Step: F
From: Children's Center Assistant-2: 3.5 Hrs/SY**EFFECTIVE DATE**

1/9/17

Welch, Samantha
Special Ed-Grant ESParaeducator-3
6 Hrs/SY/Range: 26 Step: A
From: Instructional Assistant – Classroom: 3 Hrs/SY

1/23/17

TEMP/ADDITIONAL ASSIGNMENTSAbdulkareem, Nehal
CDS-Muir ESChildren's Center Assistant-3
[additional hours; professional development]**EFFECTIVE DATE**

10/15/16

Baxter, Issac
Facility UseSwimming Instructor/Lifeguard
[additional hours; Facility Use events]

11/14/16-6/30/17

Baxter, Issac
Facility UseSwimming Instructor/Lifeguard
[overtime; Facility Use events]

11/1/16-6/30/17

Gonzalez, Andrea
Educational Services-Franklin ESChildren's Center Assistant-1
[additional hours; after hours child care]

12/14/16-5/23/17

Jimenez, Maria
CDS-Edison ESChildren's Center Assistant-2
[additional hours; professional development]

12/3/16

Madry, Tyrone
Special Ed-Lincoln MSParaeducator-3
[additional hours; after school club student support]

10/27/16-6/9/17

Martinez, Maisha
Special Ed-Adams MSParaeducator-1
[additional hours; after school seminar student support]

10/26/16-5/31/17

Reyes, Pedro
Facility UseElectrician
[overtime; Facility Use projects]

12/1/16-6/30/17

Rodriguez, Sara
Special Ed-Rogers ESParaeducator-1
[additional hours; after school math intervention support]

11/1/16-12/23/16

Rosa, Lucy
Special Ed-Santa Monica HSParaeducator-2
[overtime; bus supervision]

8/22/16-6/9/17

Wingfield, Janet
Special Ed-Santa Monica HSParaeducator-2
[overtime; bus supervision]

8/22/16-6/9/17

SUBSTITUTESReyes, Marybel
District

Campus Security Officer

EFFECTIVE DATE

12/22/16-6/30/17

Sanchez, Lucas
Food and Nutrition Services

Cafeteria Worker I

1/6/17-6/9/17

Skowlund, Carol
Muir ES

Administrative Assistant

12/19/16-12/23/16

Smith, Sabrina
Special Education

Paraeducator-1

10/1/16-6/9/17

CHANGE IN ASSIGNMENT**EFFECTIVE DATE**

Arangoa, Isabel Operations-Santa Monica HS	Custodian 8 Hrs/12 Mo From: 5 Hrs/12 Mo/Operations-Santa Monica HS	1/9/17
Llosa, Sylvia Special Ed-Edison ES	Paraeducator-1 6 Hrs/SY From: 5 Hrs/SY/Special Ed-Edison ES	1/9/17
Lopez, Luis Special Ed-Lincoln MS	Paraeducator-1 8 Hrs/SY From: 6 Hrs/SY/Special Ed-Lincoln MS	8/22/16

INVOLUNTARY TRANSFER**EFFECTIVE DATE**

Butler, Tamara Special Ed-SMASH	Paraeducator-3 6 Hrs/SY From: 6 Hrs/SY/Special Ed-Muir ES	1/12/17
Flores, Ana Special Ed- Muir ES	Paraeducator-1 6 Hrs/SY From: 6 Hrs/SY/Special Ed-Olympic HS	1/9/17
Velasquez, Jose Operations-Point Dume ES (Night)	Custodian 8 Hrs/12 Mo From: 8 Hrs/12 Mo/Operations-Pt. Dume ES (Day)	1/3/17
West, Malcom Operations-Grant ES	Custodian 8 Hrs/12 Mo From: 8 Hrs/12 Mo/Operations-Santa Monica HS	12/19/16
Widner, Kim Operations-Point Dume ES	Custodian 8 Hrs/12 Mo From: 8 Hrs/12 Mo/Operations-Malibu HS	1/9/17

VOLUNTARY TRANSFER**EFFECTIVE DATE**

Flores, Francisco Operations	Custodian 2.4 Hrs/12 Mo From: 5 Hrs/12 Mo/Operations	11/1/16
Ong, Mary Special Ed-Rogers ES	Paraeducator-3 4.5 Hrs/SY From: 6 Hrs/SY/Special Ed-Grant ES	1/9/17

PROFESSIONAL GROWTH**EFFECTIVE DATE**

Ayala, Magdalena Health Services-Roosevelt ES	Health Office Specialist	2/1/17
De Los Santos, Gabriela Muir ES	Instructional Assistant - Classroom	2/1/17
Harris, Kenneth Operations-Roosevelt ES	Custodian	2/1/17
Kramer, Quinton Special Ed-Malibu HS	Paraeducator-1	1/1/17
McNaughton, Joellen Malibu HS	Accompanist	1/1/17

Padilla Barrera, Elva CDS-ITC-Santa Monica HS	Children's Center Assistant-2	2/1/17
Perez, Grace CDS-Rogers ES	Children's Center Assistant-2	1/1/17

LEAVE OF ABSENCE (PAID)

EFFECTIVE DATE

Aldana, Monica Health Services-Grant ES	Health Office Specialist CFRA/FMLA/Medical	1/9/17-2/2/17
Bryan, Annette Special Ed-Santa Monica HS	Paraeducator-3 Maternity	1/9/17-2/23/17
Calvert, Cheryl Point Dume ES	Instructional Assistant - Classroom Medical	11/20/16-12/11/16
Jorgenson, Stephanie Special Ed-Roosevelt ES	Paraeducator-3 Maternity	1/11/17-2/22/17
McGowan, Zakesha Transportation	Bus Driver Medical	12/28/16-1/25/17
Rose, Pam Cabrillo ES	Senior Office Specialist Medical	8/15/16-1/27/17
Serna, Maria Fiscal Services	Senior Administrative Assistant Medical	1/9/17-1/18/17
Simmons, Michael Transportation	Bus Driver Medical	9/22/16-2/3/17
Williams, Steven Food and Nutrition Services	Stock and Delivery Clerk Medical	11/7/16-1/8/17
Zaldivar, Guadalupe FNS-Edison ES	Cafeteria Worker I Medical	11/18/16-12/31/16

LEAVE OF ABSENCE (UNPAID)

EFFECTIVE DATE

Cooper, Dionne Point Dume ES	Elementary Library Coordinator Personal	1/9/17-5/8/17
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TERMINATION DUE TO EXHAUSTION OF ALL PAID LEAVES

EFFECTIVE DATE

(39-MONTH MEDICAL REEMPLOYMENT LIST)		
DD0878328 Food and Nutrition Services	Cafeteria Worker I	2/2/17
NT5209136 Transportation	Bus Driver	2/10/17

WORKING OUT OF CLASS

EFFECTIVE DATE

Avitia, Hector Operations	Lead Custodian From: Custodian	8/29/16-11/29/16
Herschberger, Patsy Food and Nutrition Services	Operations Supervisor From: Administrative Assistant	12/1/16-12/28/16

Padilla, Ramiro
Maintenance

Skilled Maintenance Worker
From: Equipment Operator

10/21/16-2/24/17

Zurich-Lunsford, Kathleen
Rogers ES

Administrative Assistant
From: Senior Office Specialist

12/1/16-4/1/17

RESIGNATION

Long, Lakesha
McKinley ES

Instructional Assistant - Classroom

EFFECTIVE DATE

1/8/17

Simpson, Endeya
Special Ed-SMASH

Paraeducator-3

12/23/16

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

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

ACTION/CONSENT
01/19/17

RECOMMENDATION NO: A.30

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.

NOON SUPERVISION AIDE

Gonzalez, Teresa	Roosevelt ES	11/1/16-6/9/17
Yadegari, Sholeh	Rogers ES	11/1/16-11/30/16

COACHING ASSISTANT

Anderson, Liam	Malibu HS	7/1/16-6/30/17
Craig, Jack	Malibu HS	7/1/16-6/30/17
Goldberg, Hayden	Malibu HS	7/1/16-6/30/17
Gray, Carlos	Malibu HS	7/1/16-6/30/17
Harris, David	Malibu HS	7/1/16-6/30/17
Harris, Richard	Malibu HS	7/1/16-6/30/17

TECHNICAL SPECIALIST – LEVEL I

De Leon, Adrian	Adams MS [Science Instructor] - Funding: Formula-Science Magnet	10/1/16-12/31/16
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TECHNICAL SPECIALIST – LEVEL II

Stout, Lewis	Facility Use [Theater Technician] - Funding: Permits	11/1/16-6/30/17
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TECHNICAL SPECIALIST – LEVEL III

Feldman, Susan	Santa Monica HS [Violin Instructor] - Funding: Santa Monica Arts Parents Association	11/17/16-6/9/17
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STUDENT WORKER - WORKABILITY

Hubbard, Ilan	Santa Monica HS	11/18/16-6/30/17
Lee, Justin	Santa Monica HS	11/18/16-6/30/18

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

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

ACTION/CONSENT
02/02/17

RECOMMENDATION NO. A.29

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

Contreras, Alie	Malibu HS	7/1/16-6/30/17
Diaz, Ignacio	Malibu HS	7/1/16-6/30/17
Miller, Richard	Malibu HS	7/1/16-6/30/17

STUDENT WORKER - WORKABILITY

Duran, Arien	Santa Monica HS	11/30/16-6/30/17
Gomez, Krystal	Santa Monica HS	12/1/16-6/30/18

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

**SANTA MONICA – MALIBU UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
MEETING CALENDAR
2016 – 2017**

Date	Time	Location	Notes
2016			
July 12, 2016	4:00 p.m.	Board Room – District Office	
August 9, 2016	4:00 p.m.	Board Room – District Office	
September 13, 2016	4:00 p.m.	Board Room – District Office	
October 11, 2016	4:00 p.m.	Board Room – District Office	
November 15, 2016	4:00 p.m.	Board Room – District Office	
December 13, 2016	4:00 p.m.	Board Room – District Office	
2017			
January 10, 2017	4:00 p.m.	Board Room – District Office	
January 26, 2017 – January 29, 2017	Daily Conference	San Francisco	CSPCA 2017 Annual Conference
February 14, 2017	4:00 p.m.	Board Room – District Office	
March 14, 2017	4:00 p.m.	Board Room – District Office	
April 11, 2017	4:00 p.m.	Board Room – District Office	2016–17 Budget Discussion and Development,
May 9, 2017	4:00 p.m.	Library – Webster Elementary School	2016-17 Budget Adoption
May 17, 2017	3:00 p.m.	Board Room – District Office	Santa Monica Classified Employees Appreciation Reception
June 13, 2017	4:00 p.m.	Board Room – District Office	

SMMUSD Board of Education Meeting Schedule 2016-17

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

Meeting Date	Meeting Location	Meeting Format			Additional Notes
		"A" Format	"B" Format	Hybrid of "A" & "B"	
7/20/16 (W)	DO			X	
8/10/16 (W)	DO			X	
8/24/16 (W)	DO				Special Meeting: Retreat
9/1/16 (Th)	DO	X			
9/22/16 (Th)	DO		X		
10/6/16 (Th)	M	X			
10/20/16 (Th)	DO		X		
11/3/16 (Th)	M	X			
11/17/16 (Th)	DO		X		
12/13/16 (T)	DO				Special Meeting: Retreat
12/15/16 (Th)	DO			X	
1/19/17 (Th)	DO			X	
1/24/17 (T)	DO				Special Meeting: Budget Wrkshp
2/2/17 (Th)	M	X			
2/16/17 (Th)	DO		X		
3/2/17 (Th)	DO	X			
3/16/17 (Th)	M		X		
3/23/17 (Th)	DO				Special Meeting: Budget Wrkshp
3/30/17 (Th)	DO				Special Meeting: Retreat
4/20/17 (Th)	DO			X	
5/4/17 (Th)	M	X			
5/18/17 (Th)	DO		X		
6/1/17 (Th)	DO	X			
6/13/17 (T)	DO				Special Meeting: Retreat
6/22/17 (Th)	DO				Special Meeting: Public Hearings
6/29/17 (Th)	DO		X		

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

Meeting Format Structures:

Meeting "A"	Meeting "B"	Hybrid of "A" and "B"
1. Closed Session	1. Closed Session	1. Closed Session
2. Commendations/Recognitions	2. Consent Calendar	2. Commendations/Recognitions
3. Study Session	3. Study Session	3. Study Session
4. Communications	4. Discussion Items	4. Communications
5. Executive Staff Reports	5. Major Items (as needed)	5. Executive Staff Reports
6. Consent Calendar	6. General Public Comments	6. Consent Calendar
7. General Public Comments <i>(max. 30 minutes)</i>		7. General Public Comments <i>(max. 30 minutes)</i>
8. Discussion Items (as needed)		8. Discussion Items
9. Major Items		9. Major Items
10. Continuation of General Public Comments (if needed)		10. Continuation of General Public Comments (if needed)

If you will require accommodation to participate in the Board meeting, please notify the Superintendent's Office at least one day prior to the meeting.
 Board of Education Meeting AGENDA: June 29, 2016



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Annual Report
2014 - 2015

Barbara Inatsugu
Peter Lippman
Joseph Pertel
Michael Sidley

Jana Hatch
Cindy Johnston
Brooke Lamping
Beth Papp
Brandon Tietze
Julie Younan

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

COMMISSION OVERVIEW What are our core functions? P.2	TEAM STRUCTURE Who are we? P.3	STATISTICAL SUMMARY Our productivity in numbers. P.4	SIGNIFICANT ACTIVITIES Major events this year. P.5
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MEETINGS

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

CLASSIFIED EMPLOYMENT

Website: www.smmusd.org/jobs
Office: (310) 450-8338 ext. 70279
Fax: (310) 450-0898

PERSONNEL COMMISSION WEBSITE

For additional information regarding the Personnel Commission please visit our website. Our website contains useful information including meeting schedules, complete agendas, minutes, Merit Rules, classification descriptions and current job openings.
http://www.smmusd.org/personnel_commission/index.html

THANK YOU

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

The 2015-2016 Annual Report of the Personnel Commission is submitted in accordance with Education Code 45266 and Merit Rule 2.4.2. The report encompasses the period from July 1, 2014 through June 30, 2015.

PERSONNEL COMMISSION OVERVIEW

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

CORE RESPONSIBILITIES

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



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

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



PRIMARY DUTIES

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

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

MERIT SYSTEM PRINCIPLES

The first Merit System law in the nation for school districts was passed by the California legislature in 1936 and made a part of the California Education Code. The Santa Monica Malibu Unified School District voted in the Merit System in 1938. Today, as in 1936, the Merit System provides personnel selection protection through the Education Code against politically or personally motivated employment, promotion, discipline or dismissal actions.



PC TEAM STRUCTURE

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

PERSONNEL COMMISSIONERS

Barbara Inatsugu (Chair), *Peter Lippman* (Member)
Joseph Pertel (Member 7/1/14 – 4/13/15; Vice-Chair 4/14/2015 – 6/30/15)
Michael Sidley (Vice-Chair)

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

DIRECTOR OF CLASSIFIED PERSONNEL

Brandon Tietze

Carry out all the Merit System Rules and Regulations functions of the Personnel Commission; plans, organizes and directs the personnel management program for the classified employee workforce in conformance with the Education Code; supervises, and evaluates the performance of assigned staff. The Director leads or participates in many committees dedicated to District initiatives.

PERSONNEL ANALYST

Brooke Lamping

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

HUMAN RESOURCES TECHNICIANS

Cindy Johnston, Beth Papp, Julie Younan

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

ADMINISTRATIVE ASSISTANT

Jana Hatch

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



STATISTICAL SUMMARY

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

Recruitment and Examination Activities	
Requisitions	227
Transfer Bulletins	53
Job Interest Cards Submitted	457
Recruitments	106
Applications Received	5184
Eligibility Lists Promulgated	103
Eligibility Lists Extended	5
Number of Eligible Candidates	701
Employment Activities	
Advanced Step Approvals	86
Summer Assignment Requests	358
Summer Assignments	326
Ancillary Activities	
Employment Layoff Meetings	2
Disciplinary Notices	5
Merit Rules Chapter Revisions	1
Rater Requests Received	180
Rater Panel Participation	17
Personnel Commission Agendas	10

Classification Activities	
Classifications Revised	23
Re-classifications	3
New Classifications	4
Salary Reallocations	2
Applicant EEO Summary Data	
Gender	
Female	2822
Male	1975
Unknown/Decline to State	387
Ethnicity*	
White	1321
Hispanic or Latino	1534
Filipino	89
Black or African American	1580
Asian or Pacific Islander	280
American Indian or Alaska Native	82
Unknown/Decline to State	706
*Applicants could select more than one option which inflated the total number of applications	



SIGNIFICANT COMMISSION ACTIVITIES 2014-2015

- **New Personnel Director**

After two (2) years of dedicated service to the District, Director Tietze accepted a position at another school district. Director Tietze overhauled departmental processes and practices, and implemented many changes that increased the efficiency of services to the District.

- **New Personnel Commissioner**

Commissioner Michael Sidley's term of service ended with his last Personnel Commission meeting on January 22, 2015. Mr. Peter Lippman was appointed to the Personnel Commission on March 10, 2015, and his first Personnel Commission meeting was on April 14, 2015.

- **Commissioner Elections**

The election for Personnel Commission Officers was held on April 14, 2015. Commissioner Inatsugu was re-elected as Chair and Commissioner Pertel was elected as Vice-Chair.

- **Merit Rule Revisions**

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

- Chapter II: The Personnel Commission
June 9, 2015

- **Budget Adoption**

The Commission conducted a public hearing and adoption of the 2015-2016 Personnel Commission budget on May 12, 2015.

- **Classified Employee Celebration**

The Personnel Commission hosted the annual Classified Employee Celebration at the District Office on May 12, 2015. District management, SEIU, PTA, and SchoolsFirst Credit Union made generous donations that went towards refreshments, prizes and activities.

SIGNIFICANT ACTIVITIES



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

- **2015 SMMUSD Salary Study**

Director Tietze carried out a comprehensive salary study for the Classified Service. Eighty-eight (88) benchmark classifications were compared to thirty-two (32) agencies in our local market. Comparable positions were based on minimum qualifications and duties. Base salary, benefits, and professional growth were factored in.

- **Staff Changes**

Personnel Analyst Brooke Lamping joined the Personnel Commission in August 2014.



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Annual Report 2015 - 2016

Barbara Inatsugu

Peter Lippman

Joseph Pertel

Michael Cool

Jana Hatch

Cindy Johnston

Brooke Lamping

Rosalee Merrick

Beth Papp

Julie Toma

**OFFICE OF THE PERSONNEL COMMISSION
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Joseph Pertel (Vice-Chair 7/1/15 – 12/7/15; Member 12/8/15 – 6/30/16)

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Jana Hatch

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STATISTICAL SUMMARY

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

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

SIGNIFICANT COMMISSION ACTIVITIES 2015-2016

- **New Personnel Director**

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

- **Commissioner Elections**

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

- **Merit Rule Revisions**

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

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

- **Budget Adoption**

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

- **Classified Employee Celebration**

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



SIGNIFICANT ACTIVITIES

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

- **Implementation of Salary Study**

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

- **Malibu Meeting**

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

- **Staff Changes**

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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Tuesday, February 14, 2017

AGENDA ITEM NO: VI.I.09

SUBJECT: Classification Description Format Revisions

BACKGROUND INFORMATION:

The District's classified job descriptions (known as class descriptions or class specifications) are continually updated on an as-needed basis. The rotation of Personnel Directors and Analysts over the years has led to a number of inconsistencies in class description format and style.

Former Personnel Director Brandon Tietze had attempted to standardize the format, adding features such as task statement codes, a supervision matrix, and table-based formatting. These features, however, have proved to be impractical in operationalization and inconsistent with the auto-formatting used by NeoGov. The proposed new standard format includes the following revisions:

1. One feature implemented by Director Tietze was the coding of each task statement in the job description. The reasoning was that eventually a task statement bank could be compiled, allowing descriptions of jobs with similar duties to be standardized and more easily updated. This task statement bank was never created, rendering each code meaningless.
2. Another one of Director Tietze's additions was the Supervision Matrix. This table defined the terms "supervision," "work direction," and "work evaluation", and delineated the reporting structure and work relationships for each. This table is often redundant, and is occasionally problematic because supervisory relationships may differ for employees in the same classification depending on their assignment.
3. The final revision proposed is the reorganization of information within the class description.
 - i. Minimum Qualifications will now be listed at the top of the class description, typically directly below the Basic Function section. This is consistent with the format used by NeoGov, and gives candidates the opportunity to determine whether or not they qualify for a position before reading the duty statements.
 - ii. One benefit of the task statement codes was that they made communication easier when reviewing a class description with others. In order to retain this value, task statements will now be numbered on the left hand side.
 - iii. The prior format used several tables to organize information in the description. These tables (PC Key Stats, Task Statements, and the Supervision Matrix) have not demonstrated significant value added; rather, they create harsh inconsistencies between the documents used by the PC and those displayed on NeoGov. For this reason, table-based formatting has been removed from the class description template.



CLASSIFICATION DESCRIPTION
BARGAINING UNIT: SEIU LOCAL 99
CLASS CODE: 550710
SALARY RANGE: A-31

JOB DEVELOPMENT AND PLACEMENT SPECIALIST

BASIC FUNCTION:

Under broad supervision of the Director of Special Education and/or designee, provide specialized support and service in job development and career counseling for young adults with special needs through the District's Workability Program; perform activities such as soliciting employer interest and involvement in the employment of students, orienting students to the services provided, developing student work skills, and providing general office support.

MINIMUM QUALIFICATIONS

EDUCATION:

Educational attainment equivalent to a high school diploma or its recognized equivalent.

EXPERIENCE:

One (1) year of paid professional experience assisting others in the areas of job searching, job development, job placement and/or job coaching in an educational or business setting, preferably through a school Workability program.

LICENSES AND OTHER REQUIREMENTS:

A valid California driver's license and availability of private transportation, or ability to provide transportation between District sites, may be required.

REPRESENTATIVE DUTIES:

1. Work directly with special education students to assist them in gaining entry level work experience skills.
2. Assist in initial intake process, determining students' readiness for work experience and identifying specific work experience opportunities in consultation with the Workability Specialist.
3. Assist students in obtaining necessary documents, including Social Security Card and State ID Card.
4. Contact employers throughout the community to explain the Workability Program and develop employment opportunities for students.
5. Develop both paid and subsidized placement opportunities.
6. Assist students in completing employment applications, preparing for interviews, developing transportation plan, learning job duties, and understanding responsibilities as an employee.
7. Follow up on student placements to identify any adjustment problems; enhance communication between the student, the employer, and co-workers.
8. Process student and employer time and pay records.
9. Maintain updated reports regarding student progress in the program.
10. Enter information (demographics, parent data, school, array of services, placements, etc.) on various databases, including workability website.
11. Confer with designated staff concerning student needs; alert staff to any special challenges or information concerning students.
12. May assist with orienting students to job tasks.
13. Performs other duties as assigned.

NOTE: The statements listed above 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.

SUPERVISION:

Direct supervision is received from the Special Education Coordinator. Work direction is given by the Workability Specialist. No supervision is exercised.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

- Basic office practices and procedures, including filing, recordkeeping and report writing.
- Safe and appropriate practices in business and community activities.
- Job development and placement techniques.
- Job search and interview skills.
- Career information sources.
- Public and private organizational structures, work settings and basic employment procedures.

ABILITY TO:

- Work effectively and supportively, and provide for the special needs and requirements of special education students enrolled in the District's Special Education Program.
- Operate a personal computer to utilize spreadsheet and word processing applications, Internet, and electronic mail systems.
- Learn District policies and guidelines.
- Converse with others in a friendly and persuasive manner to make connections within the business world for work opportunities for students.
- Learn to analyze jobs and working conditions and match them to the vocational evaluations of students.
- Compile and maintain accurate and detailed records.
- Establish and maintain time and payroll record-keeping systems.
- Work effectively and cooperatively with a wide variety of stakeholder groups.
- Understand with sensitivity and awareness the cultural diversities and needs of students within the communities encompassed by the District.
- Travel to various school sites and private organizations, and work flexible hours.

WORKING CONDITIONS:

ENVIRONMENT:

This position primarily works in an office or classroom environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances.

PHYSICAL DEMANDS:

Hand and finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate standard office equipment. The position occasionally bends, stoops, reaches, pushes and pulls drawers to retrieve and file information and lifts and carries reports, books and records that typically weigh less than twenty (20) pounds. Will be required to work a varied schedule including days, evenings, and weekends.

HAZARDS:

Work is performed indoors and outdoors where minimal safety risks exist.

CLASSIFICATION APPROVED

PERSONNEL COMMISSION:

Revised: May, 1995 (Ewing & Company)

Revised: April 12, 2016

Revised: May 10, 2016

Revised: February 14, 2017

VII. Personnel Commission Business:

A. Future Items:

Subject	Action Steps	Tentative Date
Preliminary Budget – Fiscal Year 2017-2018	- First Reading	April 2017
Adoption of Budget – Fiscal Year 2017-2018	- Second Reading	May 2017
Merit Rules Revisions	- First Reading of Changes to Merit Rule: <i>Chapter XIV: Disciplinary Action and Appeal</i>	May 2017
Classified Employees Appreciation Reception		May 2017

VIII. Next Regular Personnel Commission Meeting:

Tuesday, March 14, 2017, at 4:00 pm – *District Office Board Room*

IX. Public Comments for Closed Session Items Only:

X. Closed Session:

XI. Adjournment: