



**PERSONNEL COMMISSION MEETING
AGENDA**

March 8, 2016

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Tuesday, March 8, 2016**, in the **District Administrative Offices**: 1651 16th Street, Santa Monica, CA.

I. General Functions:

- G.01 Call to Order
- G.02 Roll Call
- G.03 Pledge of Allegiance
- G.04 Approval of Agenda for Regular Meeting on March 8, 2016

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

- G.05 Approval of Minutes for Regular Meeting on February 9, 2016

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

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



PERSONNEL COMMISSION MEETING AGENDA

Electronically Recorded (AUDIO ONLY)

March 8, 2016

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

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Tuesday, March 8, 2016**, in the **District Administrative Offices:** 1651 16th Street, Santa Monica, CA.

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

OPEN SESSION

I. GENERAL FUNCTIONS:

G.01 Call to Order:

G.02 Roll Call:

G.03 Pledge of Allegiance:

G.04 Approval of Agenda for Regular Meeting on March 8, 2016

G.05 Approval of Minutes for Regular Meeting on February 9, 2016

G.06 Report from the Director of Classified Personnel:

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

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

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

G.07 Personnel Commissioner Comments/Reports:
 This is time during which a Personnel Commissioner may make a brief announcement or report on his/her own activities relative to Commission business. This is not a time for discussion.

G.08 Communications:
 The Communications section provides an opportunity for the Personnel Commission to hear from the individuals or representatives listed below. All reports are limited to five (5) minutes or less.

- SEIU Report
- Board of Education Report

G.09 Public Comments:
 Public Comments is the time when members of the audience may address the Personnel Commission on items not scheduled on the meeting's agenda. All speakers are limited to five (5) minutes. When there is a large number of speakers, the Personnel Commission may reduce the allotted time to three (3) minutes per speaker. The Brown Act (Government Code) states that Personnel Commission members may not engage in discussion of issues raised during "Public Comments" except to ask clarifying questions, make a brief announcement, make a brief report on his or her own activities, or to refer the matter to staff.

II. CONSENT CALENDAR:

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

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

<u>Classification</u>	<u># Eligibles</u>
Administrative Assistant	1
Administrative Assistant	9
Children's Center Assistant-1,2,3	5
Lead Vehicle and Equipment Mechanic	1
Senior Administrative Assistant	8
Sports Facility Attendant	6

C.02 Advanced Step Placement:
 Approval of the Advanced Step Placement for new employee Nancy Alvarado in the classification of Cafeteria Worker I at Range: 11 Step: F

C.03 Advanced Step Placement:
 Approval of the Advanced Step Placement for new employee Catherine Morrison in the classification of Senior Office Specialist at Range: 25 Step: C

- C.04 Advanced Step Placement:
Approval of the Advanced Step Placement for new employee Kristell Villacorta in the classification of Accounting Technician at Range: 29 Step: F
- C.05 Advanced Step Placement:
Approval of the Advanced Step Placement for new employee Arieus Woodard in the classification of Paraeducator-1 at Range: 20 Step: B

III. **ACTION ITEMS:**

These items are presented for ACTION at this time.

- A.01 Accelerated Hiring Rate:
Authorization to Use the Accelerated Hiring Rate for Lead Vehicle and Equipment Mechanic classification at Range: Step: D – F
- A.02 Accelerated Hiring Rate:
Authorization to Use the Accelerated Hiring Rate for Vehicle and Equipment Mechanic classification at Range: Step: D – F
- A.03 Classification Revision:
Approval of the revisions to the Special Education Data Technician classification within the Clerical job family.
- A.04 New Classification:
Approval of the new classification Sports Facility Supervisor within the Facility Use job family.
- A.05 Merit Rules:
Adoption of Second Reading of Changes to Chapter V:
Recruitment and Examination

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.21 (for SMMUSD School Board Agenda)
 - February 18, 2016
Classified Personnel – Merit Report - No. A.14

- March 3, 2016
- I.05 Classified Personnel – Non-Merit Report – No. A.22
 - February 18, 2016
 Classified Personnel – Non-Merit Report – No. A.15
 - March 3, 2016
- I.06 Personnel Commission’s Twelve-Month Calendar of Events
 - 2015 – 2016
- I.07 Board of Education Meeting Schedule
 - 2015 – 2016

VI. PERSONNEL COMMISSION BUSINESS:

B.01 Future Items:

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

VII. NEXT REGULAR PERSONNEL COMMISSION MEETING:

Tuesday, April 12, 2016, at 4:00 p.m. - *District Office Board Room*

VIII. PUBLIC COMMENTS FOR CLOSED SESSION ITEMS ONLY:

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

IX. CLOSED SESSION:

- No Closed Session

X. ADJOURNMENT:

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

Submitted by:

Michael Cool
Secretary to the Personnel Commission
Director, Classified Personnel

If you wish to receive a full copy of the Personnel Commission Agenda Packet, please contact the Personnel Commission Office at (310) 450-8338, ext. 70-279.



PERSONNEL COMMISSION MEETING MINUTES

Electronically Recorded (AUDIO ONLY)

February 9, 2016

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

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

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

OPEN SESSION

I. GENERAL FUNCTIONS:

- G.01 Call to Order: 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, Pertel, and Lippman were present.**
- G.03 Pledge of Allegiance: Mr. Carey Upton, Director of Theater Operations and Facility Permits, led all in attendance in the Pledge of Allegiance.**
- G.04 Motion to Approve Agenda: February 9, 2016**

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

- **Agenda item II.C.01 – “Approval of Classified Personnel Eligibility List(s)”- amended to include extension for Cafeteria Worker I.**
- **Agenda item III.A.02 – “Classification Revision” – Lead Custodian classification was pulled.**

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

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

G.05 Motion to Approve Minutes: January 12, 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.06 Report from the Director of Classified Personnel:

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

- General Comments
 - **Director Cool updated the Personnel Commission about his school site tours. He visited John Adams Middle School and Olympic High School to complete the tours.**
 - **Director Cool announced that the regular Personnel Commission meeting will take place in Malibu on May 10, 2016 at Webster Elementary School.**
- Commissioner Reappointment
 - **Commissioner Inatsugu's reappointment's documentation was submitted to the State Superintendent of Public Instruction on January 27, 2016. The State Superintendent will make the formal appointment in near future.**
- Advisory Rules Committee Update
 - **Director Cool informed the Personnel Commission about planned revisions to Chapter XI: *Vacation, Leaves of Absence and Holidays*.**
 - **Minor changes were made to Chapter V: *Recruitment and Examination*. The chapter was not revised in its entirety.**
- Advanced Step Placement Report
 - **Director Cool informed the Personnel Commission about the percentage of new hires who requested and received Advanced Step Placement in the current fiscal year. All new hires are informed about their right to make a request.**

G.07 Personnel Commissioner Comments/Reports:

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

- **Commissioner Lippman informed the Personnel Commission about his participation at the CSPCA annual conference that will take place from February 25 to February 28, 2016.**

G.08 Communications:

The Communications section provides an opportunity for the Personnel Commission to hear from the individuals or representatives listed below. All reports are limited to five (5) minutes or less.

- **SEIU Report**
 - **Ms. Cartee-McNeely, Chief Steward, reported that SEIU continues to closely monitor the Friedrichs versus CTA case. SEIU has a major membership blitz taking place across its local to move unit members to full membership status prior to the decision in the case.**
 - **Ms. Cartee-McNeely informed the Personnel Commission about the collaborative initiatives of the steward council and labor management teams toward improving communication.**
- **Board of Education Report**
 - **Dr. Mark Kelly, Assistant Superintendent of Human Resources, provided information about the Human Resources' initiatives for staffing and enrollment projections for the next school year.**
 - **Dr. Kelly notified the Personnel Commission that in a couple of months, the Board of Education will receive a report from Dr. Noguera, a renowned sociologist and education leader, on closing the achievement gap in the District.**
 - **Dr. Kelly informed the Personnel Commission about the adoption of the new structure of Board of Education meetings. The most recent Board of Education meeting was the first one in the new format, the type A.**
Dr. Kelly explained the major differences between these three formats and their functions.
 - **Commissioner Inatsugu asked about the District's work to make the teaching staff look more like the student population and noted that there was a successful career ladder program in the 1990's during Neil Schmidt's superintendency aimed at achieving that.**
Dr. Kelly replied that there is a conscious effort to diversify the District staff to meet the needs of all student groups and communities.

G.09 Public Comments:

Public Comments is the time when members of the audience may address the Personnel Commission on items not scheduled on the meeting's agenda. All speakers are limited to five (5) minutes. When there is a large number of speakers, the Personnel Commission may reduce the allotted time to three (3) minutes per speaker. The Brown Act (Government Code) states that Personnel Commission members may not engage in discussion of issues raised during "Public Comments" except to ask clarifying questions, make a brief

announcement, make a brief report on his or her own activities, or to refer the matter to staff.

- **None**

II. CONSENT CALENDAR:

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

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

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

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

Cafeteria Worker I	9
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It was moved and seconded to approve the Consent Calendar – II.C.01 Approval of Classified Personnel Eligibility List(s) with amendments to include the extension of the Cafeteria Worker I eligibility list. The motion passed.

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

REPORT AND DISCUSSION

- **None**

C.02 Advanced Step Placement:
Approval of the Advanced Step Placement for new employee Jessica Castillo in the classification of Senior Administrative Assistant at Range: 34 Step: C

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

It was moved and seconded to approve the Director’s recommendations for item II.C.02-03 as submitted. The motion passed.

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

REPORT AND DISCUSSION

- None

III. ACTION ITEMS:

These items are presented for ACTION at this time.

A.01 Classification Revision:

Approval of the revisions to the Custodian classification within the Operations job family.

Agenda item III.A.01 was pulled.

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

REPORT AND DISCUSSION

- Ms. Cartee-McNeely requested to pull the item from the current agenda in order to provide further clarity on crew assignments.
- Dr. Kelly suggested to revise the classification specification further to reconcile specific requirements; hence, he also requested to pull the item.

A.02 Classification Revision:

Approval of the revisions to the Lead Custodian classification within the Operations job family.

Agenda item III.A.02 was pulled.

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

REPORT AND DISCUSSION

- None

- A.03 New Classification:
Approval of the new classification Facility Use Manager within the Facility Use job family.

It was moved and seconded to approve the Director’s recommendations for item III.A.03 as submitted. The motion passed.

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

REPORT AND DISCUSSION

- **Director Cool stated that the classification specification reflects the current needs of the newly reorganized Facility Use department.**
- **Mr. Carey Upton, Director of Theater Operations and Facility Permits, provided the Personnel Commission with a detailed presentation on the reorganization of the Facility Use department.**

- A.04 Merit Rules:
Adoption of Second Reading of Changes to Chapter IV: *Application for Employment*.

It was moved and seconded to approve the Director’s recommendations for item III.A.04 as amended. The motion passed.

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

REPORT AND DISCUSSION

- **Director Cool restated that any inconsistencies in the language, punctuation, style, and formatting will be corrected during the second stage of the Merit Rules revisions.**
- **Director Cool reminded the Personnel Commission that most information in Rules 4.1 to 4.4 was already included in Chapter V; hence it was removed from Chapter IV to eliminate redundancy and, where appropriate, was moved to Chapter V.**
- **Commissioner Inatsugu inquired about Rule 4.2.2 in regard to applicants being permanent residents. The term includes citizens and non-citizens as long as they are permanent residents.**
- **Commissioner Inatsugu also substituted the pronoun “that” for “which” in Rule 4.2.2.C. regarding residency to clarify the meaning.**

- A.05 Personnel Commission’s Twelve-Month Calendar of Events:
Consideration/Approval of the new date for the regular Personnel Commission meeting in March 2016.

It was moved and seconded to approve the Director's recommendations for item III.A.05 as amended. The motion passed.

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

REPORT AND DISCUSSION

- Commissioner Inatsugu announced that she will be absent at the next regular Personnel Commission meeting on March 8, 2016 due to a professional commitment in Sacramento.
- Personnel Commission decided to maintain the meeting on March 8, 2016 as previously scheduled.

IV. DISCUSSION ITEMS:

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

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

REPORT AND DISCUSSION

- Director Cool provided a brief background to minor modifications. Former Rule 4.4. was incorporated into Chapter 5. The rest of the Chapter 5 was not revised.
- Director Cool brought attention to the fact that the former Rule 4.1.B became 5.1.1.B. He also addressed the functionality of a monthly job bulletin as a substitute for the fifteen (15) days advertising period.
- Commissioner Pertel emphasized providing the candidates with a reasonable and sufficient time to apply in order to maintain an equitable and transparent recruitment process.

V. INFORMATION ITEMS:

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

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

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

- February 4, 2016
- I.06 Personnel Commission’s Twelve-Month Calendar of Events
- 2015 – 2016
- I.07 Board of Education Meeting Schedule
- 2015 – 2016

VI. PERSONNEL COMMISSION BUSINESS:

B.01 Future Items:

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

VII. NEXT REGULAR PERSONNEL COMMISSION MEETING:

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

VIII. PUBLIC COMMENTS FOR CLOSED SESSION ITEMS ONLY:

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

- **None**

IX. CLOSED SESSION:

The Commission adjourned to closed session at **4:52 p.m.** pursuant to Government Code Section 54957 to discuss:

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

The Commission reconvened into open session at **5:45 p.m.** and reported on the following action taken in closed session:

There was no action taken

X. ADJOURNMENT:

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

It was moved and seconded to adjourn the meeting.

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

TIME ADJOURNED: 5:47 p.m.

Submitted by:

Michael Cool
Secretary to the Personnel Commission
Director, Classified Personnel

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II. Consent Calendar:

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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Tuesday, March 9, 2016

AGENDA ITEM NO: II.C.02

SUBJECT: Advanced Step Placement – Nancy Alvarado

BACKGROUND INFORMATION:

Classification Title: Cafeteria Worker I	Employee: Nancy Alvarado	Calculation of Advanced Step Recommendation
Education: • None	• Nancy meets standards	0 level of education above the required level = <u>0</u> Step Advance
Experience: • Some experience in preparing and serving large quantities of food.	• Nancy has over five (5) years of experience preparing and serving large quantities of food.	2 (2-year periods) of experience above the required level = <u>2</u> Step Advance (Max Allowed)
<u>Total Advanced Steps:</u> Starting Step: E (Living Wage) + 0 (Education) + 2 (Experience) = 2 Advanced Step = STEP F		

DIRECTOR'S COMMENTS:

Ms. Alvarado's professional training and experience exceed the minimum requirements specified for this classification. Pay rate at salary Range A-11 at Step E is \$13.09/hour, while Step F is \$13.75/hour. The net difference in pay is an approximate increase of \$0.65 per hour, \$42.56 per month, or \$425.56 per year.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Nancy Alvarado at Range A-11, Step F on the Classified Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment*

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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Tuesday, March 8, 2016

AGENDA ITEM NO: II.C.03

SUBJECT: Advanced Step Placement – Cathy Morrison

BACKGROUND INFORMATION:

Classification Title: Senior Office Specialist	Employee: Cathy Morrison	Calculation of Advanced Step Recommendation
Education: <ul style="list-style-type: none"> Equivalent to completion of high school 	<ul style="list-style-type: none"> Cathy meets the minimum educational requirements for this position. 	0 levels of education above the required level = 0 Step Advance
Experience: <ul style="list-style-type: none"> Two or more years of varied office support experience 	<ul style="list-style-type: none"> Cathy has more than 20 years of office support experience. 	9 (2-year periods) of experience above the required level = 2 Step Advance (Max. allowed)
<u>Total Advanced Steps:</u> 0 (Education) + 2 (Experience) = 2 Advanced Steps = <u>STEP C</u>		

DIRECTOR'S COMMENTS:

Ms. Morrison's experience exceeds the minimum requirements specified for this classification. Pay rate at Salary Range A-25, Step A is \$15.16/hour; Step C is \$16.71/hour. The net difference in pay is an increase of \$1.55 per hour, \$134.71 per month, or \$1,117.53 per year.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Cathy Morrison at Range 25, Step C on the Classified Employee's Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment* (see attachments).

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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Tuesday, March 8, 2016

AGENDA ITEM NO: II.C.04

SUBJECT: Advanced Step Placement – Kristell Villacorta

BACKGROUND INFORMATION:

Classification Title: Accounting Technician	Employee: Kristell Villacorta	Calculation of Advanced Step Recommendation
Education: <ul style="list-style-type: none"> Education attainment equivalent to a high school diploma or it's recognized equivalent. 	<ul style="list-style-type: none"> Kristell has a Bachelor's degree in Accounting. 	1 levels of education above the required level = 1 Step Advance (Max. allowed)
Experience: <ul style="list-style-type: none"> Three (3) years of clerical accounting experience. (One year of experience MUST be in a paid capacity) 	<ul style="list-style-type: none"> Kristell has more than 11 years of paid clerical accounting experience. 	2 (3-year periods) of experience above the required level = 2 Step Advance (Max. allowed)
<u>Total Advanced Steps: Starting Step: D (Accelerated Hiring Rate) + 1 (Education) + 2 (Experience) = 3</u> <u>Advanced Steps = STEP F</u>		

DIRECTOR'S COMMENTS:

Ms. Villacorta's education and experience exceed the minimum requirements specified for this classification. Pay rate at Salary Range A-29, Step D is \$19.35/hour; Step F is \$21.33/hour. The net difference in pay is an increase of \$1.98 per hour, \$343.72 per month, or \$4,124.64 per year.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Kristell Villacorta at Range 29, Step F on the Classified Employee's Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment* (see attachments).

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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Tuesday, March 8, 2016

AGENDA ITEM NO: II.C.05

SUBJECT: Advanced Step Placement – Arieus Woodard

BACKGROUND INFORMATION:

Classification Title: Paraeducator 1	Employee: Arieus Woodard	Calculation of Advanced Step Recommendation
<u>Education:</u> <ul style="list-style-type: none"> • Must have a high school diploma or its recognized equivalent and ONE of the following: • Completed 48 units at an institution of higher learning; OR • Obtained an Associate’s (or higher) degree; OR • Have at least six (6) months of experience working with individuals with special needs; OR • Must pass the District’s Instructional Assistant written examination demonstrating knowledge of and the ability to assist in instructing reading readiness, writing readiness and mathematics readiness 	<ul style="list-style-type: none"> • Arieus has a Bachelor’s degree in Sociology. 	<p>1 level of education above the required level = <u>1 Step Advance</u></p>
<u>Experience:</u> <ul style="list-style-type: none"> • None 	<ul style="list-style-type: none"> • Arieus meets standards 	<p>0 (2-year periods) of experience above the required level = <u>0 Step Advance</u></p>
<p><u>Total Advanced Steps:</u> 1 (Education) + 0 (Experience) = 1 Advanced Steps = <u>STEP B</u></p>		

DIRECTOR’S COMMENTS:

Ms. Woodard’s education exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-20 at Step A is \$13.42/hour, while Step B is \$14.10/hour. The net difference in pay is an approximate increase of \$0.68 per hour, \$88.05 per month, or \$528.29 per year.

DIRECTOR’S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Arieus Woodard 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						
Peter Lippman						

RULE 12.2.4.B: SALARY ON EMPLOYMENT

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

16.3 Step Advancement

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

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

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

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

16.4 Advanced Step Placement:

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

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

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

16.5 Salary on Promotion

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

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

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

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

III. Action Items:



PERSONNEL COMMISSION

Regular Meeting: Tuesday, March 8, 2016

AGENDA ITEM NO: III.A.01

SUBJECT: Authorization to Use Accelerated Hiring Rate – Lead Vehicle and Equipment Mechanic

BACKGROUND INFORMATION:

The Director of Classified Personnel is concerned that the low salary for the Lead Vehicle and Equipment Mechanic is the primary reason that there has been difficulty attracting qualified candidates. The Personnel Commission has run two recruitments for this classification in the recent past. The first recruitment was initiated in September 2015. Several weeks into the application filing period, few applications had been received. The Director of Transportation decided to take out a costly advertisement in the LA Times in hopes of attracting more applicants. The application filing period was closed after two (2) months with only ten applications total. The selection process resulted in an eligibility list of less than three (3) ranks.

A second recruitment was initiated in December 2015, and the application filing period was kept open for six (6) weeks. Again, the eligibility list resulted in less than three ranks.

The compensation study that was completed by the previous Director of Personnel indicates that the salary for this classification is approximately 10% below market.

DIRECTOR'S COMMENTS:

At this time, the Director is seeking authorization to use the accelerated hiring rate at his discretion at either Step D, E or F. Although, another recruitment may be initiated under normal conditions. In previous discussions with the Director of Transportation, accelerated hiring rate was discussed as an option, but it was not decided upon. The Director of Personnel would like to have the accelerated rate available and ready if it is needed.

Moving forward, if an accelerated rate is not utilized, then the entire salary range will be listed on the job bulletin as usual. If accelerated hiring is utilized, it will be noted on the job bulletin, and only a single salary step will be listed. Either way, salary information will be clearly listed so that no job applicant will be confused as to the potential compensation.

The accelerated rate will increase the starting salary from \$3,698 to either \$4,280, \$4,493, or \$4,718 per month, depending on which step increase is mutually decided upon by the Director of Transportation and the Director of Personnel. This would result in a fiscal impact of either \$6,984, \$9,540, or \$12,240 per year, respective of which step is decided upon, when assuming a normal start rate at the first step.

If accelerated hiring rate is not approved, advanced step placement will likely still be requested by future final candidates. However, the lower advertised rate could potentially decrease the amount of viable candidates and increase the likelihood of awarding higher pay rate to an applicant in a less competitive applicant pool.

Under accelerated hiring, all District employees within the same classification would immediately be placed at the same salary step that is advertised for the recruitment. However, in this case, there would be no fiscal impact on other employees as this is a one-position classification.

DIRECTOR’S RECOMMENDATIONS:

It is recommended that the Personnel Commission grant authorization to use an accelerated hiring rate on Step D, E, or F at Range 39.

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



PERSONNEL COMMISSION

Regular Meeting: Tuesday, March 8, 2016

AGENDA ITEM NO: III.A.02

SUBJECT: Authorization to Use Accelerated Hiring Rate – Vehicle and Equipment Mechanic

BACKGROUND INFORMATION:

Depending on the outcome of the Lead Vehicle and Equipment Mechanic selection process, there is a possibility that the Personnel Commission will also recruit for Vehicle and Equipment Mechanic. As with the Lead Mechanic position, the Director of Classified Personnel is concerned that the low salary for the Vehicle and Equipment Mechanic may prove to be an obstacle in attracting qualified candidates.

The compensation study that was completed by the previous Director of Personnel indicates that the salary for this classification is approximately 10% below market.

DIRECTOR'S COMMENTS:

At this time, the Director is seeking authorization to use the accelerated hiring rate at his discretion at either Step D, E or F. Although, another recruitment may be initiated under normal conditions. In previous discussions with the Director of Transportation, accelerated hiring rate was discussed as an option, but it was not decided upon. The Director of Personnel would like to have the accelerated rate available and ready if it is needed.

Moving forward, if an accelerated rate is not utilized, then the entire salary range will be listed on the job bulletin as usual. If accelerated hiring is utilized, it will be noted on the job bulletin, and only a single salary step will be listed. Either way, salary information will be clearly listed so that no job applicant will be confused as to the potential compensation.

The accelerated rate will increase the starting salary from \$3,438 to either \$3,979, \$4,177, or \$4,386 per month, depending on which step increase is mutually decided upon by the Director of Transportation and the Director of Personnel. This would result in a fiscal impact of either \$6,492, \$8,868, or \$11,376 per year, respective of which step is decided upon, when assuming a normal start rate at the first step.

If accelerated hiring rate is not approved, advanced step placement will likely still be requested by future final candidates. However, the lower advertised rate could potentially decrease the amount of viable candidates and increase the likelihood of awarding higher pay rate to an applicant in a less competitive applicant pool.

Under accelerated hiring, all District employees within the same classification would immediately be placed at the same salary step that is advertised for the recruitment. However, in this case, there would be no fiscal impact on other employees as this is a one-position classification.

DIRECTOR’S RECOMMENDATIONS:

It is recommended that the Personnel Commission grant authorization to use an accelerated hiring rate on Step D, E, or F at Range 36.

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



PERSONNEL COMMISSION
Regular Meeting: Tuesday, March 8, 2016

AGENDA ITEM NO: III.A.03

SUBJECT: Classification Specification Revision – Special Education Data Technician

BACKGROUND INFORMATION:

The Special Education Data Technician classification was created in April 2014 as a result of a reclassification study. This classification performs a variety of technical duties in support of the Special Education Department such as record management, generating reports, and verifying accuracy of Individual Education Programs. The District along with other local school districts is part of a consortium known as a Special Education Local Plan Area (SELPA) which provides services to special education students. The Director of Special Education has requested to broaden some of the task statements within the job description so that the Special Education Data Technician can provide support not only to the District, but also other school districts within the SELPA. Therefore, the Special Education Data Technician will serve as a resource by researching questions, running reports, responding to inquiries, and distributing information to all Districts within the SELPA. In return, this one-position classification will be partially funded by SELPA.

METHODOLOGY:

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

- Met with the Director of Special Education to discuss the proposed changes
- Received input from the SELPA Director
- Reviewed job descriptions of comparable positions at various school districts

FINDINGS:

Based on the meetings with the Director of Special Education, the Personnel Commission’s findings are as follows:

- The Special Education Data Technician job description should be updated to more accurately reflect the tasks that are planned for the job

DIRECTOR’S RECOMMENDATIONS:

It is recommended that the Personnel Commission approve the revisions to the Special Education Data Technician classification specification as provided.

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

SANTA MONICA – MALIBU UNIFIED SCHOOL DISTRICT

CLASS TITLE: SPECIAL EDUCATION DATA TECHNICIAN

Classified Employee's Salary Range: 27

BASIC FUNCTION:

Under general supervision, perform a variety of technical duties related to student information systems, records management and reporting functions for the Special Education Department, including auditing, verifying and ensuring accuracy of student records related to Individual Education ~~Plans-Programs~~ (IEPs) and related program data, generating a variety of reports for use by the District and reporting to the State and federal agencies, and providing instruction to special education teachers, coordinators, and staff regarding data entry in special education related database systems.

***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
Review submitted <u>district</u> student individual education plans-programs (IEPs) to ensure compliance with State and Federal policies and regulations governing special education program requirements; reconcile discrepancies, errors and missing information, and input data from the IEPs into appropriate special education database.	SEDT-1
Serve as a District resource in researching questions, providing assistance and responding to inquiries from administrators, teachers, school psychologists, speech and language pathologists and others as they relate to special education database systems; <u>serve as a resource in a similar capacity to data technicians at other school districts within the Special Education Local Plan Area (SELPA)</u>	SEDT-2
Enter student information data for special education students into District Student Information System and updates student records when necessary; <u>provide support and assistance to other data technicians within the SELPA in performing similar functions</u>	SEDT-3
Respond to <u>district</u> requests for student record information from schools, parents, and advocates by gathering necessary student record information and sending the requested information the requesting party or court within allotted timelines.	SEDT-4
Run queries in appropriate database systems to create reports per State and Federal reporting guidelines; <u>and to provide reports to SELPA director, data technicians, and District staff including class lists to case managers, service providers and District administrators, for such the purpose of as tracking assisting with assignment of caseloads, tracking and compliance of IEP and evaluation deadtimelines and follow-up on past due evaluations.</u>	SEDT-5
Maintains current backup of all materials stored in the compstate, SELPA or District ter and District networks <u>and on District drives.</u>	SEDT-6
Communicate with <u>California Department of Education, non-public schools, and agencies and other agencies, local businesses, and SELPA, and or</u> District departments to provide or obtain a wide variety of information.	SEDT-7
Performs routine clerical functions including typing, answering the phones, mail distribution, and filing	SEDT-8
Assists in data production control activities as required <u>for the SELPA and the /District.</u>	SEDT-9

Operate a variety of office machines such as a computer workstation, calculator, copiers and other equipment as required.	SEDT-10
<u>Under the guidance of the Director of Special Education or the SELPA Director, Plan, develop and present professional development under the guidance of the SELPA or District Director to train Data Technicians and/or other staff within the SELPA who access online IEP development and compliance reporting systems; Provide continued support and guidance as needed, including support with system updates.</u>	
Performs other duties as assigned	

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:	Director of Special Education; Special Education Coordinator
Given to:	None
Work Evaluation:	<i>Assessing the performance outcomes based on work direction and supervision expectations</i>
Collaborators:	Director of Special Education with input from Special Education Coordinator
Given to:	None

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

- Rules and regulations related to State IEP reporting mandates and compliance standards
- Special Education related database structures, including methods for creating system queries and data verification
- Record keeping principles and procedures
- Principles and practices of quality customer service and general office operations modern office practices, procedures, and equipment functionality
- Basic research techniques, methods and procedures
- Proper usage of the English language including spelling, grammar, and punctuation
- Computer software applications for the purpose of importing/exporting data elements, creating reports, documents and materials requiring the interpretation and manipulation of data
- Principles of modern office practices and procedures, including business correspondence and records maintenance, administrative policies, rules, regulations, laws and procedures
- Basic principles of developing and implementing adult training workshops

ABILITY TO:

- Perform a variety of responsible clerical duties in support of special education
- Compile, verify and run reports using information from school, department, division, or District databases
- Learn and apply rules and regulations involved in assigned program functions
- Handle confidential information with tact and discretion
- Perform basic mathematics including addition, subtraction, multiplication, and division
- Analyze situations accurately and adopt an effective course of action

- Operate a personal computer and standard office equipment including fax machines, printers, and copier machines
- Respond to and resolve questions and concerns from a variety of sources
- Use independent judgment and initiative to carry out department and District needs
- Communicate effectively with co-workers, supervisors, management, department representatives, vendors and suppliers, and the public using tact, courtesy and good judgment
- Understand and follow oral and written instructions in English
- Maintain records and prepare reports
- Establish and maintain cooperative and effective working relationships with others
- Meet schedules and timelines in order to keep department operating efficiently
- Work independently and make decisions in accordance with established policies, requirements, and direction from supervisory staff members
- Be motivated to produce high quality work
- Maintain a work pace appropriate to the position

MINIMUM QUALIFICATIONS

EDUCATION:

Graduation from high school or evidence of recognized equivalent educational proficiency

EXPERIENCE:

Two (2) years of increasingly responsible administrative, secretarial or clerical support experience, with at least one (1) year of experience working with special education management information systems

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. The employee interfaces with school administrators, program coordinators, and educational agency representatives in preparing reports, reviewing data management activities, and requesting and providing information. The employee also interfaces with a range of different managers, supervisors, staff, students, and public and private representatives.

PHYSICAL DEMANDS:

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 and records that typically weigh less than 20 pounds.

DUTIES APPROVED
BOARD OF EDUCATION:

CLASSIFICATION APPROVED
PERSONNEL COMMISSION:



PERSONNEL COMMISSION

Regular Meeting: Tuesday, March 8, 2016

AGENDA ITEM NO: III.A.04

SUBJECT: Proposed New Classification– Sports Facility Supervisor

BACKGROUND INFORMATION:

The Director of Theater Operations & Facility Permits met with the Director of Classified Personnel to discuss a change in the organizational structure within the Facility Use Department. Due to the department's range of responsibilities and number of sites and staff, additional supervisors are required to support the department's operations. A reorganization of the department's management structure is also required to more fully support the department's responsibilities. Currently, the department operates with a Director of Theater Operations & Facility Permits and a Facility Permit Supervisor. We recently approved the new classification of Facility Use Manager, overseeing all aspects of the department. The position of Sports Facility Supervisor along with the Theater Operations Supervisor are to manage the day-to-day functions within the department. The position of Sports Facility Supervisor was approved to move forward with a suggested budget on January 21st, 2016.

METHODOLOGY:

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

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

ANALYSIS:

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

- Due to a lack of similar positions, the salary analysis did not provide sufficient support to base a salary recommendation. In order to maintain overall internal alignment within the classification plan, a salary recommendation for the position of Sports Facility Supervisor is to have the top step at \$6,226, placing it between the salary set for the Facility Use Manager and the previous salary for Sports Facility Coordinator
- The minimum qualifications were also based off of internal alignment within the classification plan, and it is recommended to require the equivalent of three (3) years' experience and an education requirement of a High School Diploma

FINDINGS:

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

- With the reorganization in the Facility Use Department, a new classification should be created to meet the needs of the department, aligning with the work scope, task involvedness, and warranted salary

DIRECTOR'S RECOMMENDATIONS:

Establish the classification of Sports Facility Supervisor to meet the current and future needs of the Facility Use Department. Maintaining internal alignment based on a review of the Facility Use Department, the recommended salary for Sports Facility Supervisor should be at salary range M45.

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



PERSONNEL COMMISSION KEY STATS	
JOB TITLE	Sports Facility Supervisor
JOB FAMILY	Facility Services
JOB SUB-FAMILY	Facility Use
SUPERVISOR TITLE	Facility Use Manager
SALARY RANGE	M45

SPORTS FACILITY SUPERVISOR

BASIC FUNCTION:

Under the general supervision of the Facility Use Manager, organize, coordinate, and support facility permits and joint use agreements that use the athletic and recreation facilities of the District; coordinate use by outside users with the school sites and school athletic programs; arrange for field, court, gym and pool facility and equipment maintenance; supervise classified staff assigned to work facility permits; works with office staff to issue and support facility permits and other related duties as assigned.

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

REPRESENTATIVE DUTIES:

Task Statement	Code
Supervise all operations and staff permitted to district sports facilities	SFS-1
Coordinate and facilitate the joint use agreements with Cities of Malibu and Santa Monica, Santa Monica College and other joint use agreements entered into by the District	SFS-2
Support the full process of issuing and overseeing facility permits that use District athletic and recreation facilities	SFS-3
Plan, organize, and coordinate the day-to-day implementation of sports facility permits at all school sites	SFS-4
Manage and assist office and sports facility staff with issuing and supporting all facility permits, including scheduling and billing	SFS-5
Counsel outside user groups regarding facility usages, availability of equipment and scheduling of use	SFS-6
Confer with site and facility administrative staff to determine on campus uses of sports facilities	SFS-7
Coordinate and schedule site administrative staff, athletic coaches, and facility maintenance to support the use of the athletic facilities by outside groups	SFS-8
Schedule, coordinate, and supervise classified personnel working facility permits	SFS-9
Implement facility permit guidelines and rules of use related to the use and operation of facilities	SFS-10
Regularly visit school sites to assess permit and joint use; conduct facility inspections before and after permits to ensure that the permit complies with user organization plans and safety regulations; prepare documents and cost estimates for building or equipment damage	SFS-11

Task Statement	Code
Arrange and inspect facility and equipment maintenance to ensure timely and appropriate completion. Recommend and coordinate equipment purchases and repairs	SFS-12
Attend district, community, and civic meetings as assigned	SFS-13
Attract, develop, and implement location filming and large special events	SFS-14
Read, interpret and apply applicable district policies, municipal codes, environmental and safety regulations; guide staff, volunteers and user groups in work and safety procedures	SFS-15
Perform other related duties as assigned	GEN-1

SUPERVISION MATRIX:

Supervision:	<i>Establishing overall expectations, goals and objectives, and aligning departmental resources</i>
Received from:	Facility Use Manager
Given to:	Sports Facility classified staff and additional/temporary event staff
Work Direction:	<i>Providing specific instruction and expectations on how to complete daily activities</i>
Received from:	Facility Use Manager
Given to:	Sports Facility classified staff and additional/temporary event staff
Work Evaluation:	<i>Assessing the performance outcomes based on work direction and supervisory expectations</i>
Collaborators:	Facility Use Manager
Given to:	Sports Facility classified staff

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

- Principles and methods of equipment and material used to support the rental and use of school athletic facility operations, including the process of permitting this use
- A wide range of athletic, recreation, and sports facility use including equipment
- Event management and filming location support
- Principles and practices of general community service programs
- Modern office practices, methods, and computer equipment
- Basic accounting procedures
- First aid methods and safety precautions used in community service/recreation programs
- Laws and regulations governing public use and assembly of athletic facilities including fire and safety laws, Cal OSHA regulations, ADA provisions, health codes and applicable local, state, and federal regulations and laws
- Administrative policies and department procedures
- Principles and practices of effective crowd control, security, safety and risk management practices
- Report preparation and record keeping techniques
- Effective oral and written communication skills
- Principles and practices of supervision and training
- Organization and time management skills
- Customer service principles and techniques

ABILITY TO:

- Efficiently organize working time and procedures under pressure of multiple assignments and deadlines
- Plan, coordinate, and oversee multiple projects and activities with various schedules and timelines
- Work with multiple and frequently changing deadlines
- Foresee, analyze, and resolve problems in a timely manner with tact, patience, and courtesy
- Operate personal computer and standard office equipment including fax machine, computer printer, and copier machines, including standard applications, i.e. Microsoft Office, Access, Adobe Creative Suite
- Compile, verify, and use information from a variety of sources from in and out of the district
- Organize, coordinate, and complete tasks to meet scheduled deadlines and provide technical direction to support staff
- Interpret and apply administrative policies and procedures
- Prepare and maintain basic records
- Work independently with general supervision
- Demonstrate flexibility and respond to changing requirements and job assignments
- Communicate effectively and work cooperatively with co-workers, supervisor, management, and public
- Provide effective customer service
- Understand with sensitivity and awareness, the cultural diversities and needs of students and their environment within the communities encompassed by the District
- Establish and maintain cooperative working relationships with those contacted in the course of work

MINIMUM QUALIFICATIONS

EDUCATION:

Educational attainment equivalent to a high school diploma.

EXPERIENCE:

Three (3) years of paid experience in sports facility management or related field.

Additional education in sports management or related field may be substituted for the experience requirement on a two (2) years of education for one (1) year of experience basis.

LICENSES AND OTHER REQUIREMENTS:

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

PREFERRED QUALIFICATIONS

EDUCATION:

A Bachelor's Degree in sports management or a related field.

WORKING CONDITIONS:

ENVIRONMENT:

Work is typically performed at indoor and outdoor program sites in seasonal weather conditions. Work may require exposure to playground noise, dust and dirt. Must be available to attend meetings, program events and activities. **May be required to work a varied schedule including days, evenings, weekends and holidays.**

PHYSICAL DEMANDS:

Physical demands may include bending, kneeling, squatting, sitting, running, standing, climbing and lifting up to 15 lbs.



PERSONNEL COMMISSION
Regular Meeting: Tuesday, March 8, 2016

AGENDA ITEM NO: III.A.05

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

BACKGROUND INFORMATION:

The Director, in collaboration with the Advisory Rules Committee (ARC), has identified certain sections of Chapter IV that are more appropriately placed in Chapter V. The ARC was not planning to review Chapter V at this time. However, because certain sections were removed from Chapter IV, unless it is included in Chapter V, this language will be absent from the rules altogether. Therefore, the majority of Chapter V was not reviewed.

DISCUSSION:

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

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

RECOMMENDATION:

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

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

CHAPTER V: RECRUITMENT AND EXAMINATIONS

RULE 5.1 RECRUITMENT

Section 5.1.1 Announcement of Examinations

RULE 5.2 EXAMINATION

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

RULE 5.3 REVIEW AND PROTEST OF EXAMINATION

Section 5.3.1 Review and Protest Procedures

CHAPTER V

RECRUITMENT AND EXAMINATIONS

RULE 5.1 RECRUITMENT

5.1.1 ANNOUNCEMENT OF EXAMINATIONS

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

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

5.1.2 WAIVER OF POSTING REQUIREMENT

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

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

RULE 5.2 EXAMINATIONS

5.2.1 DETERMINATION OF EXAMINATION

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

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

Reference: Education Code Sections 45272 and 45284

5.2.2 OPEN COMPETITIVE EXAMINATIONS

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

5.2.3 PROMOTIONAL EXAMINATIONS

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

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

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

Reference: Education Code Section 45272

5.2.4 PROMOTIONAL AND OPEN COMPETITIVE EXAMINATIONS

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

5.2.5 MERGED EXAMINATIONS

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

Reference: Education Code Section 45284

5.2.6 CONTINUOUS EXAMINATIONS

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

5.2.7 RETAKING OF EXAMINATION

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

Reference: Education Code Sections 45273 and 45292

5.2.8 TYPES OF EXAMINATIONS

- A. Examinations shall be administered objectively and shall consist of test parts that relate to job requirements. The parts may be any of the following:
 - 1. Written examination;
 - 2. Practical demonstration of skill;
 - 3. Evaluation of applicants' training and experience submitted on application materials, and
 - 4. Evaluation of training, education, and experience by a qualifications appraisal interview panel.
- B. All examination parts shall be prepared under the direction of the Director of Classified Personnel who shall determine passing scores and assign relative percentage weights to each part. The procedure for setting percentage weights shall be impartial.

Reference: Education Code Sections 45260 and 45273

5.2.9 WRITTEN EXAMINATIONS

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

5.2.10 INTERVIEW PANEL EXAMINATIONS

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

Reference: Education Code Sections 45260 and 45273

5.2.11 EVALUATION OF TRAINING AND EXPERIENCE

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

5.2.12 ADMISSION TO EXAMINATION

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

5.2.13 EXAMINATION PROCEDURES

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

5.2.14 SENIORITY CREDIT

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

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

5.2.15 VETERAN'S PREFERENCE

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

Reference: Education Code Sections 45294, 45295 and 45296

5.2.16 NOTICE OF FINAL SCORE

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

RULE 5.3 REVIEW AND PROTEST OF EXAMINATIONS

5.3.1 REVIEW AND PROTEST PROCEDURES

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

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

Reference: Education Code Section 45274

IV. Discussion Items:

V. Information Items:

Advanced Step Placement Potential Fiscal Impact Report

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

Advanced Step Placement Potential Fiscal Impact Report

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

Advanced Step Placement Potential Fiscal Impact Report

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

Advanced Step Placement Potential Fiscal Impact Report

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

Advanced Step Placement Potential Fiscal Impact Report

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

Advanced Step Placement Potential Fiscal Impact Report

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

Advanced Step Placement Potential Fiscal Impact Report

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

Advanced Step Placement Potential Fiscal Impact Report

PC Meeting Approval Date	Position	Salary Schedule	Salary Range	Class Starting Step	Adv Step	FTE	Hourly Change	Monthly Change	DIFFERENCE IN YEAR 1	CUMULATIVE DIFFERENCE YEAR 5
2015-2016										
2/9/2016	Senior Administrative Assistant	A	34	A	C	100.00%	\$1.93	\$335.14	\$3,034.28	\$14,298.45
2/9/2015	Administrative Assistant	A	29	A	B	100.00%	\$0.84	\$144.84	\$869.04	\$4,801.60
3/8/2016	Paraeducator 1	A	20	A	C	75.00%	\$1.38	\$179.11	\$1,438.88	\$6,836.34
3/8/2016	Senior Office Specialist	A	25	A	C	50.00%	\$1.55	\$134.71	\$1,117.53	\$5,296.44
3/8/2016	Cafeteria Worker I	A	11	E	F	37.50%	\$0.65	\$42.56	\$425.56	\$425.56
3/8/2016	Accounting Tecnnician	A	29	D	F	100.00%	\$1.98	\$343.72	\$4,124.64	\$6,237.25
2015-2016 TOTAL									\$94,922.34	\$368,837.64
CUMULATIVE 2-YEAR TOTAL (FROM 7/1/2014)									\$278,962.74	\$1,109,955.23
CUMULATIVE 3-YEAR TOTAL (FROM 7/1/2013)									\$331,131.53	\$1,306,870.79
CUMULATIVE 4-YEAR TOTAL (FROM 7/1/2012)									\$469,014.71	\$1,749,046.92
CUMULATIVE 5-YEAR TOTAL (FROM 7/1/2011)									\$570,800.45	\$2,068,992.26

Open Requisitions (as of 3/3/2016)

Req Number	Req Title	Department	Position Type	FTE%	Date From HR
16-135	ACCOUNTING TECHNICIAN	FISCAL SERVICES	New	100	1/26/16
16-085	CAFETERIA WORKER I	JOHN ADAMS MIDDLE SCHOOL	Vac	43.75	10/23/15
16-096	CAFETERIA WORKER I	PT DUME ELEMENTARY SCHOOL	Vac	37.5	12/2/15
16-108	CAFETERIA WORKER I	JOHN ADAMS MIDDLE SCHOOL	Vac	43.75	12/17/15
16-117	CAMPUS SECURITY OFFICER	LINCOLN MIDDLE SCHOOL	Vac	100	1/12/15
16-122	CAMPUS SECURITY OFFICER	LINCOLN MIDDLE SCHOOL	New	100	1/15/16
16-102	CARPENTER	FACILITIES MAINTENANCE	Vac	100	12/8/15
16-097	CHILDREN'S CENTER ASSISTANT-2	CDS-WEST WASHINGTON	Vac	43.75	11/24/15
14-181	CHILDREN'S CENTER ASSISTANT-3	CHILD DEVELOPMENT SERVICES	Vac	43.75	5/27/14
15-046	CHILDREN'S CENTER ASSISTANT-3	CHILD DEVELOPMENT SERVICES	Vac	43.75	8/22/14
16-020	CHILDREN'S CENTER ASSISTANT-3	CDS-PINE STREET	Vac	43.75	7/29/15
16-021	CHILDREN'S CENTER ASSISTANT-3	CDS-WEST WASHINGTON	Vac	43.75	7/29/15
16-022	CHILDREN'S CENTER ASSISTANT-3	CDS-WEST WASHINGTON	Vac	43.75	7/29/15
16-023	CHILDREN'S CENTER ASSISTANT-3	WILL ROGERS LEARNING ACADEMY	Vac	43.75	7/29/15

Req Number	Req Title	Department	Position Type	FTE%	Date From HR
16-034	CUSTODIAN	BUSINESS SERVICES	Vac	37.5	8/12/15
16-137	CUSTODIAN	BUSINESS SERVICES	Vac	37.5	2/23/16
16-110	DIRECTOR OF MAINTENANCE AND OPERATIONS (M&O)	BUSINESS SERVICES	New	100	12/17/15
16-044	EXECUTIVE DIRECTOR OF FACILITIES, MAINTENANCE, AND OPERATIONS	BUSINESS SERVICES	New	100	8/19/15
16-138	FACILITY USE MANAGER	BUSINESS SERVICES	New	100	2/24/16
16-127	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL	Vac	25	1/15/16
16-129	INSTRUCTIONAL ASSISTANT-CLASSROOM	MCKINLEY ELEMENTARY SCHOOL	Vac	31.25	1/29/15
16-132	INSTRUCTIONAL ASSISTANT-CLASSROOM	FRANKLIN ELEMENTARY SCHOOL	Vac	45	2/3/16
16-104	INSTRUCTIONAL ASSISTANT-PHYSICAL EDUCATION	SANTA MONICA HIGH SCHOOL	Vac	50	12/8/15
16-130	LABORATORY TECHNICIAN	MALIBU HIGH SCHOOL	Vac	50	1/29/16
16-007	LEAD VEHICLE AND EQUIPMENT MECHANIC	TRANSPORTATION	Vac	100	7/13/15
16-118	PARAEDUCATOR-1	ROOSEVELT ELEMENTARY SCHOOL	New	75	1/8/15

Req Number	Req Title	Department	Position Type	FTE%	Date From HR
16-124	PARAEDUCATOR-1	WILL ROGERS LEARNING ACADEMY	Vac	56.25	1/20/16
16-136	PARAEDUCATOR-1	MCKINLEY ELEMENTARY SCHOOL	New	68.75	2/17/16
16-128	PARAEDUCATOR-3	SPECIAL EDUCATION	New	75	1/25/16
16-105	PHYSICAL ACTIVITIES SPECIALIST	JOHN MUIR ELEMENTARY SCHOOL	Vac	37.5	12/8/15
16-131	SENIOR OFFICE SPECIALIST	GRANT ELEMENTARY SCHOOL	Vac	50	1/29/16
16-134	SENIOR OFFICE SPECIALIST	SPECIAL EDUCATION	New	100	2/9/16
16-120	SPORTS FACILITY ATTENDANT	BUSINESS SERVICES	Vac	75	1/12/16
15-169	TECHNOLOGY SUPPORT ASSISTANT	INFORMATION SERVICES	New	100	4/28/15
15-170	TECHNOLOGY SUPPORT ASSISTANT	INFORMATION SERVICES	New	100	4/28/15

Filled Requisitions (2/1/2016 – 2/29/2016)

Req Number	Req Title	Department	Date of Accepted Job Offer
16-086	CAFETERIA WORKER I	LINCOLN MIDDLE SCHOOL	2/17/16
16-088	CAFETERIA WORKER I	SANTA MONICA HIGH SCHOOL	2/23/16
16-109	CUSTODIAN	M & O (Maintenance & Operations)	2/22/16
16-121	INSTRUCTIONAL ASSISTANT-CLASSROOM	FRANKLIN ELEMENTARY SCHOOL	2/5/16
16-112	PARAEDUCATOR-1	GRANT ELEMENTARY SCHOOL	2/19/16
16-125	PARAEDUCATOR-1	JOHN MUIR ELEMENTARY SCHOOL	2/24/16
16-133	PARAEDUCATOR-1	JOHN MUIR ELEMENTARY SCHOOL	2/24/16
16-106	PLANT SUPERVISOR	M & O (Maintenance & Operations)	2/10/16
16-113	SENIOR ADMINISTRATIVE ASSISTANT	MALIBU HIGH SCHOOL	2/29/16

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

ACTION/CONSENT
 02/18/16

RECOMMENDATION NO. A.21

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.

NEW HIRES

Sutton, Ry Special Ed-McKinley ES	Paraeducator 1 6 Hrs/SY/Range: 20 Step: A	<u>EFFECTIVE DATE</u> 1/15/16
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TEMP/ADDITIONAL ASSIGNMENTS

Gonzalez, Arthur Operations-Lincoln MS	Custodian [overtime; school events]	<u>EFFECTIVE DATE</u> 1/16/16-6/9/16
Gonzalez, Diane Health Services-Adams MS	Health Office Specialist [additional hours; health office support]	2/20/16-6/9/16
Gutierrez, Nancy Adams MS	Bilingual Community Liaison [overtime; overnight trip]	1/10/16-1/15/16
Martin, Charles Lincoln MS	Campus Security Officer [overtime; ASB events]	1/8/16-6/9/16
Minca, Robin Lincoln MS	Administrative Assistant [overtime; ASB dance concession sales]	1/8/16
Nunez, Sherry Lincoln MS	Campus Security Officer [overtime; ASB events]	1/8/16-6/9/16
Nyden, Diane Lincoln MS	Senior Office Specialist [overtime; ASB dance concession sales]	1/8/16
Paddock, Lori Lincoln MS	Senior Office Specialist [overtime; ASB dance concession sales]	1/8/16
Rocha, Cynthia Educational Services	Office Specialist [additional hours; office support]	1/22/16-1/29/16
Santiago, Marlene CDS-Business Office	Bilingual Community Liaison [additional hours; federal review support]	1/16/16-6/17/16
Soto, Sara Operations	Equipment Operator-Tree Trimmer [overtime; grounds support]	12/11/15-3/11/16
Suaste, Eduardo Operations	Utility Worker [overtime; operations support]	12/2/15—3/7/16
Tate, Jarell Operations	Gardener [overtime; grounds support]	12/16/15—12/31/15

SUBSTITUTES

Villasenor, Erika District	Office Specialist	<u>EFFECTIVE DATE</u> 1/5/16-6/30/16
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Wade, Essence Adult Education	Campus Security Officer	12/1/15-6/1/16
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CHANGE IN ASSIGNMENT

EFFECTIVE DATE

Korduner, Justin Special Ed-Santa Monica HS	Paraeducator-1 6.3 Hrs/SY From: 5.5 Hrs/SY/Special Ed-Santa Monica HS	1/7/16
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Winer, Megan Grant ES	Instructional Assistant - Classroom 3 Hrs/SY From: 2 Hrs/SY/Grant ES	12/18/15
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LEAVE OF ABSENCE (PAID)

EFFECTIVE DATE

Berumen, Theodore Purchasing	Senior Buyer Medical	1/11/16-1/22/16 1/25/16-2/28/16
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Crockett, Della CDS-Lincoln Preschool	Children's Center Assistant-2 Personal	1/19/16-2/22/16
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Davis, Jeffery Maintenance	Carpenter Intermittent FMLA	7/1/15-5/27/16
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Gallegos-Martin, Agustin Operations-Grant ES	Custodian Medical	1/27/16-6/30/16
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Gardea-Perez, Guadalupe CDS-Business Office	Bilingual Community Liaison FMLA	1/25/16-2/25/16
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Holsome, Dorothy Food and Nutrition Services	Cafeteria Worker I Intermittent FMLA	1/14/16-3/10/16
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Johnson, Mayra CDS-ITC-Santa Monica HS	Children's Center Assistant-2 Maternity	1/25/16-3/18/16
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Johnson, Peter Operations-McKinley ES	Custodian FMLA	1/25/16-2/19/16
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Khang, Renee Special Ed-Malibu HS	Paraeducator-3 Medical	1/19/16-2/22/16
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Martinez, Maisha Special Ed-Grant ES	Paraeducator-1 Medical	1/25/16-2/14/16
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Mederos, Eden Special Ed-Santa Monica HS	Paraeducator-3 Medical	1/15/16-3/1/16
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Mehta, Jaimini Santa Monica HS	Braille Transcriber Personal	1/26/16-2/24/16
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Thompson, Raquel Health Services-Pt. Dume ES	Health Office Specialist Medical	1/5/16-1/15/16
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Toma, Julie Personnel Commission	Human Resources Technician Medical	2/5/16-2/12/16
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Ward, Melvin Special Ed-Roosevelt ES	Paraeducator-1 Medical	1/14/16-2/16/16
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LEAVE OF ABSENCE (UNPAID)

Keck, Caroline Special Education	Occupational Therapist CFRA	<u>EFFECTIVE DATE</u> 1/17/16-4/18/16
Khang, Renee Special Ed-Malibu HS	Paraeducator-3 CFRA	2/23/16-3/28/16

WORKING OUT OF CLASS

Part, Brian Facility Use	Facility Permit Supervisor From: Sports Facility Coordinator	<u>EFFECTIVE DATE</u> 2/1/16-6/30/16
Soto, Sara Operations	Equipment Operator – Tree Trimmer From: Gardener	12/11/15-3/11/16
Suaste, Eduardo Operations	Utility Worker From: Lead Custodian	12/2/15—3/7/16
Tate, Jarell Operations	Gardener From: Custodian	12/16/15—12/31/15
White, Robert Facility Use	Sports Facility Coordinator From: Sports Facility Attendant	2/1/16-6/30/16

TERMINATION DUE TO EXHAUSTION OF ALL PAID LEAVES

(39-MONTH MEDICAL REEMPLOYMENT LIST)		<u>EFFECTIVE DATE</u>
BQ7993312 Special Education	Paraeducator-3	2/17/16
FY2930645 Special Education	Paraeducator-1	2/16/16

SUSPENSION WITHOUT PAY

RH4233529 Special Education	Paraeducator-3	<u>EFFECTIVE DATE</u> 2/24/16, 3/1/16
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DISQUALIFICATION FROM PROBATION

EV8747526 Operations	Custodian	<u>EFFECTIVE DATE</u> 2/19/16
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MOTION MADE BY:
 SECONDED BY:
 STUDENT ADVISORY VOTE:
 AYES:
 NOES:
 ABSENT:

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

ACTION/CONSENT
 03/03/16

RECOMMENDATION NO. A.14

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

NEW HIRES

Gonzalez, Zuleima Franklin ES	Inst Assistant - Classroom 3.5 Hrs/SY/Range: 18 Step: B	<u>EFFECTIVE DATE</u> 2/16/16
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RE-EMPLOYMENT

Vila, Florinda Malibu HS	Bilingual Community Liaison 8 Hrs/10 Mo/Range: 25 Step: E	<u>EFFECTIVE DATE</u> 2/16/16
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TEMP/ADDITIONAL ASSIGNMENTS

Bakhyt, Peter FNS-Malibu HS	Cafeteria Worker I - Transporter [additional hours; cafeteria support]	<u>EFFECTIVE DATE</u> 8/19/15-6/9/16
Carillo, Brenda Educational Services	Administrative Assistant [overtime; Consultation Committee meeting]	1/19/16
Castillo, Jessica Educational Services	Senior Administrative Assistant [overtime; Consultation Committee meetings]	2/16/16-6/29/16
Cisneros, Yolanda FNS-Grant ES	Cafeteria Worker II [overtime; cafeteria support]	8/19/15-6/9/16
Dao, Thong Facility Use	Technology Support Assistant [overtime; Facility Use events]	1/20/16-6/30/16
De La Rosa Isaac, Johanna Lincoln MS	Bilingual Community Liaison [additional hours; back to school support]	8/11/15-8/12/15
De La Rosa Isaac, Johanna Lincoln MS	Bilingual Community Liaison [overtime; school events]	8/20/15-6/9/16
Gonzalez, Jose Operations-Santa Monica HS	Custodian [overtime; school events]	7/1/15-6/30/16
Jackson, Sheralynn Special Ed-Santa Monica HS	Paraeducator-1 [additional hours; bus supervision]	10/13/15-6/9/16
Miller, Ronald Special Ed-Grant ES	Paraeducator-1 [additional hours; overnight field trip]	3/2/16-3/4/16
Morales, Alejandra Special Ed-Point Dume ES	Paraeducator-2 [additional hours; bus supervision]	9/15/15-6/9/16
Muhammed, Fatimoh Facility Use	Campus Security Officer [additional hours; Facility Use events]	1/20/16-6/30/16

Muhammed, Fatimoh Facility Use	Campus Security Officer [overtime; Facility Use events]	1/20/16-6/30/16
Nguyen, Chieu-Quan Special Ed-McKinley ES	Paraeducator-2 [additional hours; bus supervision]	8/20/15-6/9/16
Roller, Yolanda Special Ed-McKinley ES	Paraeducator-2 [additional hours; bus supervision]	8/20/15-6/9/16
Roller, Yolanda Special Ed-McKinley ES	Paraeducator-2 [overtime; bus supervision]	8/20/15-6/9/16
Rosa, Lucy Special Ed-Lincoln MS	Paraeducator-2 [additional hours; bus supervision]	12/7/15-6/9/16
Rosa, Lucy Special Ed-Lincoln MS	Paraeducator-2 [overtime; bus supervision]	12/7/15-6/9/16
Rugamas, Angel Transportation	Vehicle and Equipment Mechanic [additional hours; garage support]	1/21/16-2/5/16
Sampson, Bobby Human Resources-Rogers ES	Paraeducator-3 [additional hours; 504 accommodation]	1/19/16-6/9/16
Sanchez, Stacy Special Ed-McKinley ES	Paraeducator-3 [additional hours; extra-curricular activities]	1/20/16-2/25/16
Tucker, Jane Special Ed-Grant ES	Paraeducator-1 [additional hours; overnight field trip]	3/2/16-3/4/16
Vethavanam, Savithri Special Ed-Adams MS	Paraeducator-3 [additional hours; extra-curricular activity]	12/9/15
Vethavanam, Savithri Special Ed-Adams MS	Paraeducator-3 [overtime; extra-curricular activity]	12/15/15
Watson, Natasha Special Ed-Pine Street Preschool	Paraeducator-1 [additional hours; CPI training]	1/5/16
Webster, Ryan Special Ed-Grant ES	Paraeducator-3 [additional hours; overnight field trip]	3/2/16-3/4/16
Yashar, Azita Special Ed-Cabrillo ES	Paraeducator-1 [additional hours; bus supervision]	8/20/15-10/16/15

SUBSTITUTES

Sember, Judy
Purchasing

Administrative Assistant

EFFECTIVE DATE

1/11/16-4/30/16

CHANGE IN ASSIGNMENT

Ehasz, Elizabeth
Franklin ES

Instructional Assistant - Classroom
3.7 Hrs/SY
From: 3.5 Hrs/SY/Franklin ES

EFFECTIVE DATE

2/1/16

Zavala, Kristen
Franklin ES

Instructional Assistant - Classroom
3.5 Hrs/SY
From: 3 Hrs/SY/Franklin ES

2/1/16

PROFESSIONAL GROWTH

Ajnassian, Carrie Special Ed-Lincoln MS	Paraeducator-1	<u>EFFECTIVE DATE</u> 3/1/16
Perez, Maria Operations-Olympic HS	Custodian	3/1/16

LEAVE OF ABSENCE (PAID)

Amaya, Janene CDS-Adams Preschool	Children's Center Assistant-2 Medical	<u>EFFECTIVE DATE</u> 2/5/16-2/23/16
Cooper, Dionne Point Dume ES	Elementary Library Coordinator Personal	4/11/16-4/25/16
Gonzalez, Jessica CDS-McKinley ES	Children's Center Assistant-2 Medical	1/25/16-4/19/16
Hartley, Logan Franklin ES	Physical Activities Specialist Child Care	2/1/16-2/19/16
Padilla, Gloria Special Ed-Santa Monica HS	Paraeducator-1 Medical	1/4/16-2/25/16
Reaber, Winifred Grant ES	Instructional Assistant - Classroom Medical	1/27/16-2/10/16
Toma, Julie Personnel Commission	Human Resources Technician Medical	2/16/16-2/23/16
Williams, Steven Food and Nutrition Services	Stock and Delivery Clerk FMLA	2/29/16-3/4/16

LEAVE OF ABSENCE (UNPAID)

Klenk, Heather Lincoln MS	Instructional Assistant - Music Personal	<u>EFFECTIVE DATE</u> 1/27/16-3/18/16
Pilgrim, James Special Ed-Rogers ES	Paraeducator-1 Personal	2/12/16-5/1/16

WORKING OUT OF CLASS

Emhardt, Jana Purchasing	Buyer From: Administrative Assistant	<u>EFFECTIVE DATE</u> 1/11/16-4/30/16
Emhardt, Jana Purchasing	Senior Buyer From: Administrative Assistant	1/11/16-4/30/16
Gonzalez, Jose Operations	Lead Custodian From: Custodian	1/1/16-4/27/16
Salonga-Miguel, Jayvee Purchasing	Senior Buyer From: Buyer	1/11/16-4/30/16

TERMINATION DUE TO EXHAUSTION OF ALL PAID LEAVES

<u>(39-MONTH MEDICAL REEMPLOYMENT LIST)</u>		<u>EFFECTIVE DATE</u>
TC8410058 Special Ed-Santa Monica HS	Paraeducator-1	2/25/16

RESIGNATION

Dixon, Crystal
Special Ed-Adams MS

Paraeducator-1

EFFECTIVE DATE

2/22/16

Sly, Jai'Oni
Special Ed-McKinley ES

Paraeducator-1

2/12/16

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

TO: BOARD OF EDUCATION

ACTION/CONSENT

02/18/16

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

RE: CLASSIFIED PERSONNEL – NON-MERIT

RECOMMENDATION NO. A.22

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

Anderson, Liam	Malibu HS	1/19/16-6/30/16
Jordan, Michael	Malibu HS	1/7/16-6/30/16
Maxwell, Justin	Santa Monica HS	1/21/16-6/9/16
Shapiro, Derek	Santa Monica HS	1/7/16-6/9/16
Sweigart, Shane	Malibu HS	1/19/16-6/30/16
Torres, Arianna	Santa Monica HS	1/21/16-6/10/16

TECHNICAL SPECIALIST – LEVEL III

Parise, Chris	Education Services/VAPA/Roosevelt ES [Band Instructor] - Funding: Gifts – Stairway of the Stars Fund	1/6/16-2/17/16
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MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

ABSENT:

TO: BOARD OF EDUCATION

ACTION/CONSENT

03/03/16

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

RE: CLASSIFIED PERSONNEL – NON-MERIT

RECOMMENDATION NO. A.15

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

NOON SUPERVISION AIDE

Alvarez, Maryke	McKinley ES	2/1/16-6/9/16
Aranda, Antonio	McKinley ES	2/1/16-6/9/16
Azzariti, Annie	McKinley ES	2/1/16-6/9/16
Batley, Leticia	McKinley ES	2/1/16-6/9/16
Field, Larissa	McKinley ES	2/1/16-6/9/16
Flores, Jesus	McKinley ES	2/1/16-6/9/16
Gondo, Janet	McKinley ES	2/1/16-6/9/16
Jiwani, Rahim	McKinley ES	2/1/16-6/9/16
Long, Lakesha	McKinley ES	2/1/16-6/9/16
Lucas, Ralph	McKinley ES	2/1/16-6/9/16
Mayen Lugo, Abdallah	McKinley ES	2/1/16-6/9/16
Marion, Miriam	McKinley ES	2/1/16-6/9/16
Oyenoki, Aimee	McKinley ES	2/1/16-6/9/16
Reyes, Modesta	McKinley ES	2/1/16-6/9/16
Richards, Michelle	McKinley ES	2/1/16-6/9/16
Sotoj, Maria	McKinley ES	2/1/16-6/9/16
Velazquez, Alejandra	McKinley ES	2/1/16-6/9/16
Villafana, Hisamy	McKinley ES	2/1/16-6/9/16
Williams, Sherrevia	McKinley ES	2/1/16-6/9/16

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

ABSENT:

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

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

SMMUSD Board of Education Meeting Schedule 2015-16

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

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

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

VI. Personnel Commission Business:

A. Future Items:

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

VII. Next Regular Personnel Commission Meeting:

Tuesday, April 12, 2016 at 4:00 pm - *District Office Board Room*

VIII. Public Comments for Closed Session Items Only:

IX. Closed Session:

X. Adjournment: