

**SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION**  
District Office Board Room  
1651 Sixteenth Street, Santa Monica CA 90404

**AGENDA**

**REGULAR MEETING**  
**March 11, 2014 @ 4:00 p.m.**  
**District Office Board Room**

**I. General Functions:**

- A. Call To Order**
- B. Roll Call**
- C. Pledge Of Allegiance**
- D. Approval of Agenda for Regular Meeting on March 11, 2014**

<b>Commissioner</b>	<b>M</b>	<b>S</b>		<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>ABSENT</b>
Barbara Inatsugu							
Joseph Pertel							
Michael Sidley							

- E. Approval of Minutes for Regular Meetings on February 11, 2014**

<b>Commissioner</b>	<b>M</b>	<b>S</b>		<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>ABSENT</b>
Barbara Inatsugu							
Joseph Pertel							
Michael Sidley							

- F. Report from the Director of Classified Personnel**
- G. Personnel Commissioner Comments/Reports**
- H. Communications**
- I. Public Comments**

**SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT**  
**PERSONNEL COMMISSION**  
District Office Board Room  
1651 Sixteenth Street, Santa Monica CA 90404

**AGENDA**

**REGULAR MEETING**  
**March 11, 2014 @ 4:00 p.m.**  
**District Office Board Room**

Electronically Recorded

- ❖ **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.

**PERSONNEL COMMISSIONERS:** Mrs. Barbara Inatsugu, Mr. Joseph Pertel and Mr. Michael Sidley

**I. General Functions:**

**A. Call to Order:**

**B. Roll Call:**

**C. Pledge of Allegiance:**

**D. Approval of Agenda for Regular Meeting on March 11, 2014**

**E. Approval of Minutes for Regular Meetings on February 11, 2014**

**F. Report from the Director of Classified Personnel:** This is an opportunity for the Director of Classified Personnel to present informational items of interest to the members of the Personnel Commission, which are not action items on the agenda.

- General Comments
- Summer Assignments
- District Technology Team Update
- Professional Growth & Training Committee Update
- Affordable Care Act Committee Update

**G. 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.

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.

**H. 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 5 minutes or less.

1. SEIU Report
2. Board of Education Report

**I. 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 three (3) minutes. When there is a large number of speakers, the Personnel Commission may reduce the allotted time to two (2) 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.

**A. Approval of Classified Personnel Eligibility List(s):**

<u>Classification</u>	<u># Eligibles</u>
Accounting Technician	4
Children's Center Assistant	15
Children's Center Assistant – Preschool	5
Instructional Assistant – Special Education	1
Instructional Assistant – Specialized	4
Paraeducator 1	6

**B. Approval of Advanced Step Placements:**

1. Advanced Step Placements:

Approval of Advanced Step Placement for new employee Georgiann Malfer in the classification of Instructional Assistant – Special Education at Range: 26 Step: D

**III. Action/Discussion Items/or Other Information:**

**A. Action Item(s):** These items are presented for ACTION at this time.

1. 2013-2014 Classified Salary Study
  - PowerPoint presentation and slide notes will be provided at the meeting and will be made available in future minutes

2. Reclassification Study:

Recommendation: *Approve*

It is recommended that the Personnel Commission approve the Reclassification for Ms. Patrina Miller from Data Entry Specialist to Special Education Data Technician pending approval of the establishment of the Special Education Data Technician classification by the Personnel Commission and Board of Education.

3. New Classifications:

Recommendation: *Approve*

It is recommended that the Personnel Commission approve the new classification of the classification Special Education Data Technician within the Special Education job family.

**B. Discussion Item(s):** 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.

1. No Discussion Item(s)

**C. Information Item(s):** These items are placed on the agenda as information and do not require discussion.

1. Advanced Step Placement Status Report

2. Personnel Requisitions Status Report

3. Classified Personnel – Merit Report - No. A.20 (for SMMUSD School Board Agenda)

- February 6, 2014

Classified Personnel – Merit Report – No. A.17

- February 20, 2013

4. Classified Personnel – Non-Merit Report – No. A.21

- February 6, 2014

Classified Personnel – Non-Merit Report – No. A.18

- February 20, 2014

5. Personnel Commission’s Twelve-Month Calendar of Events

- 2013 - 2014

6. Board of Education Meeting Schedule

- 2013 – 2014

**IV. Personnel Commission Business:**

**A. Future Items:**

Subject	Action Steps	Tentative Date
Preliminary Budget – Fiscal Year 2014-2015	First Reading	April 2014
Classified Employees Appreciation Reception		May 2014
Adoption of Budget – Fiscal Year 2014-2015		May 2014
Adoption of Personnel Commission Calendar 2014-2015		May 2014
Annual Performance Evaluation of Personnel Commission Staff		May 2014

**V. Next Regular Personnel Commission Meeting:**

Tuesday, April 8, 2014, at 4:00 p.m. - *District Office Board Room*

- ❖ **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.

**VI. Closed Session:**

- No Closed Session

**VII. Adjournment:**

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

Submitted by:

\_\_\_\_\_  
 Brandon Tietze  
 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.

**SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION**  
District Office Board Room  
1651 Sixteenth Street, Santa Monica CA 90404

**MINUTES**

**REGULAR MEETING**  
**February 11 @ 4:00 p.m.**  
**District Office Board Room**

Electronically Recorded

***Guiding Principles:** Ensures the District's merit system is performed as well as possible, that it supports the mission of the School District, and it is done in a manner that is highly transparent and user friendly for all employees and the public.*

**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.

**PERSONNEL COMMISSIONERS:** Mrs. Barbara Inatsugu, Mr. Joseph Pertel and Mr. Michael Sidley

**I. General Functions:**

**A. Call to Order:** The Regular Meeting of the Personnel Commission was called to order at 4:09 p.m.

**Roll Call:** Commissioners Inatsugu, Pertel, and Sidley were present.

**B. Pledge of Allegiance:** Commissioner Sidley led all in attendance in the Pledge of Allegiance.

**C. Motion to Approve Agenda:** February 11, 2014

**It was moved and seconded to approve the agenda as presented.**

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu			✓			
Joseph Pertel	✓		✓			
Michael Sidley		✓	✓			

**D. Motion to Approve Minutes:** December 10, 2013

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu		✓	✓			
Joseph Pertel					✓	
Michael Sidley	✓		✓			

January 14, 2014

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu		✓	✓			
Joseph Pertel	✓		✓			
Michael Sidley					✓	

**F. Report from the Director of Classified Personnel:** This is an opportunity for the Director of Classified Personnel to present informational items of interest to the members of the Personnel Commission, which are not action items on the agenda.

- General Comments
  - **Director Tietze informed the Personnel Commission about a new partnership with the Chicago School of Business in which graduate students are assisting with a project to enhance the performance evaluation process.**
  - **Director Tietze noted that the Personnel Commission office has begun to process of classified summer assignments. He expressed his gratitude to Ms. Cindy Johnston, Human Resources Technician, for coordinating these assignments as specific requests are already coming in from various departments.**
  - **Director Tietze notified the Personnel Commission about recruitment challenges for Paraeducator I (formerly Instructional Assistant – Special Education) and hiring substitute employees. Many who are highly qualified and competent are quickly selected for permanent positions. Special Education has established several permanent positions called “floaters” who substitute for absent employees; however, these employees are also being selected for permanent assignments, so it is rather challenging to fill all substitute needs.**

**It has been a top priority to maintain a high level of performance for Special Education substitutes because the ramifications of underperforming employees in this area are severe since they work with the most fragile student population. Therefore, the testing process for this position has been emphasizing the most critical skills necessary for assisting special education students. Since the beginning of this school year, five recruitments have been administered in order to secure a sufficient substitute pool. Director Tietze would like to encourage any qualified candidates interested in the Paraeducator I substitute position to apply since a new recruitment will be open in the near future.**
- Agenda Item IV. A. (Future Items)
  - **Director Tietze informed the Personnel Commission about revisions to the agenda item IV.A. - Future Items. This category will include only major events or activities that happen on an annual basis within the upcoming three month period. Smaller items like classification revisions or merit rules amendments which are impacted by several variables will be placed in agenda item III meeting by meeting.**
  - **Director Tietze noted that the information from Personnel Commission meetings is captured in the agenda outline and minutes, and therefore, should be represented in a clear and concise manner. He expressed his gratitude to Commissioner Inatsugu and Ms. Hatch for assisting to streamline the agenda structure.**
- Department Position Guidebooks
  - **Director Tietze presented the Personnel Commission with the department position guidebook that serves as the procedural manual. The Personnel Commission staff had the opportunity to provide feedback that was implemented into the document.**

The procedural manual is designed to help staff to work autonomously and proactively within the designated assignments as well as to know the expectations set by the Personnel Commission.

- **Director Tietze pointed out various classifications, and the frequency the Personnel Commission office recruits for them. For the very frequent and regular postings, there should always be sufficient ranks available for hiring authorities.**
- **Personnel Commission Website Feedback Update**  
**Director Tietze provided an update on the positive feedback received from the Personnel Commission website survey link from two District employees.**
- **2013-2014 Classification and Compensation Study Update**
  - **Director Tietze reported on the classification and compensation study progress he has been conducting with Mr. Bryon Miller, the Personnel Analyst. The preliminary recommendations and conclusions of the salary analysis will be provided to the District and SEIU on February 19, 2014. The comprehensive study will be presented to the Personnel Commission at the March meeting. Commissioner Sidley requested the preliminary findings to be e-mailed to the Commissioners at the time the report is given to the District and SEIU.**
- **Professional Growth and Training Committee Update**
  - **Director Tietze updated the Personnel Commission on the Professional Growth and Training committee's progress identifying all the mandatory training that should take place, employees' professional growth wish list, and also a training master calendar. He noted that a committee member from Roosevelt Elementary School serves as a model employee helping her colleagues to get applications for professional growth, select courses to enroll in, and encouraging them for various opportunities.**
- **Affordable Care Act Committee Update**
  - **Director Tietze reported to the Personnel Commission on preliminary results given by the external consultant. The District is making necessary adjustments to meet the legal standards.**

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

- **Commissioner Inatsugu congratulated Superintendent Lyon on being named the Superintendent of the Year by the Region 14 of the Association for California School Administrators.**
- **Commissioner Inatsugu announced her participation on the District Local Control Accountability Plan committee that has to be convened by Districts around the State for implementation of the new funding formula.**
- **Commissioner Inatsugu congratulated the Education Foundation for its successful campaign, Vision for Student Success, raised approximately 3.2 million dollars.**

**H. 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 5 minutes or less.

1. SEIU Report
  - **None**



2. Board of Education Report

- Ms. Debra Moore Washington, Assistant Superintendent of Human Resources, also shared her enthusiasm about the successful campaign for Vision for Student Success.
- Ms. Washington updated the Personnel Commission about the District’s initiatives related to the Affordable Care Act for employees.
- Ms. Washington commended the District music program staff for successful Stairway to the Stars performances.
- Ms. Washington informed the Personnel Commission about completion of negotiations with SMMCTA. Negotiations with SEIU are still in progress.
- Ms. Washington reported on District student enrollment projections. Based on demographers’ predictions, the enrollment should be stable for the next two years, with possible increases over the next ten years.
- Ms. Washington informed the Personnel Commission about an exit survey in development to gather data on employees’ reasons for leaving the District.
- Commissioner Inatsugu inquired about revisions of Board of Education Policy 4200 regarding Board’s classification. Ms. Washington informed Commissioner Inatsugu that several policies will be updated before the end of this school year.

**I. 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 three (3) minutes. When there is a large number of speakers, the Personnel Commission may reduce the allotted time to two (2) 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.

**A. Approval of Classified Personnel Eligibility List(s):**

<u>Classification</u>	<u># Eligibles</u>
Bus Driver	1
Gardener	8
Instructional Assistant – Bilingual (Spanish)	5
Instructional Assistant – Classroom	5

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

Bus Driver	4
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**Commissioner Inatsugu inquired about the Bus Driver eligibility list. Mr. Bryon Miller, Personnel Analyst, explained the recruitment difficulties regarding candidates either not meeting the state**

requirements or not participating in the testing process when they schedule themselves to do so.

**B. Approval of Advanced Step Placements:**

1. Advanced Step Placements:

a. None

**It was moved and seconded to approve the Consent Calendar as submitted.**

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu			✓			
Joseph Pertel		✓	✓			
Michael Sidley	✓		✓			

**III. Action Items/ Discussion/or Other Information:**

**A. Action Item(s):** These items are presented for ACTION at this time.

1. Accelerated Hiring Rate for the classification of Accounting Technician at Range: 29 Step: D (\$3,213 per month)

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu			✓			
Joseph Pertel		✓	✓			
Michael Sidley	✓		✓			

**Director Tietze provided a rationale for this recommendation explaining that exceptionally low salary would have had negative impact on current recruitment efforts and the Personnel Commission’s ability to establish an eligibility list with three ranks. It is a pending vacancy that needs to be filled in an expedient matter.**

2. Classification Revisions to the Sports Facilities Attendant classification within the Facility Use job family

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu			✓			
Joseph Pertel	✓		✓			
Michael Sidley		✓	✓			

**Director Tietze commended Mr. Miller for finding a proper balance of broadening the classification specification without significantly altering the qualifications, and for partnering it with closely related classifications.**

**Commissioner Sidley inquired about duties that seem to share some commonality. Mr. Miller, Personnel Analyst, provided rationale for defining these particular duties as such.**

**Commissioner Sidley also commented on the definition for first aid treatment. He suggested revising it to first aid only for liability reasons.**

**Commissioner Inatsugu inquired about non-physical methods of conflict resolutions. Mr. Miller clarified the need for performing security functions to a certain degree without any physical contact.**

**B. Discussion Item(s):** 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.

1. Mission and Vision Statement

**Director Tietze provided a brief background and rationale for establishing the mission and vision statement.**

**Commissioner Inatsugu stated that the current guiding principles need to be revised or replaced with another statement. She agreed that the mission and vision statement should be implemented.**

**Commissioner Pertel expressed his preference for the mission and vision statement instead of the guiding principles. He stated that this proposed articulation is clear and accurate.**

**Director Tietze stated that the primary role of the Personnel Commission is providing classified personnel to the District in line with the merit principles.**

**Commissioner Pertel suggested including a recruitment and selection component into the statement.**

**Commissioner Inatsugu proposed using the word “accessibility” to convey a more user friendly approach by the Commission for District employees and the community to the Personnel Commission.**

**C. Information Item(s):** These items are placed on the agenda as information and do not require discussion.

1. Advanced Step Placement Status Report

**Commissioner Sidley commented about the cumulative financial impact of Advanced Step Placement across the past three fiscal years and the relationship to the classification and compensation study.**

**Director Tietze provided a list of key points analyzed in the report.**

2. Personnel Requisitions Status Report

3. Classified Personnel – Merit Report - No. A.16 (for SMMUSD School Board Agenda)

- January 16, 2014

4. Classified Personnel – Non-Merit Report – No. A.17

- January 16, 2014

5. Personnel Commission’s Twelve-Month Calendar of Events

- 2013 - 2014

6. Board of Education Meeting Schedule

- 2013 – 2014

**IV. Personnel Commission Business:**

**A. Future Items**

<b>Subject</b>	<b>Action Steps</b>	<b>Tentative Date</b>
Preliminary Budget – Fiscal Year 2014-2015	First Reading	April 2014
Classified Employees Appreciation Reception		May 2014
Annual Performance Evaluation of Personnel Commission Staff		May 2014

**V. Next Regular Personnel Commission Meeting:**

Tuesday, March 11, 2014, at 4:00 p.m. - *District Office Board Room*

- ❖ **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.

**VI. Closed Session:**

- No Closed Session

**VII. 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 approve to adjourn the meeting.**

<b>Commissioner</b>	<b>M</b>	<b>S</b>	<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>ABSENT</b>
Barbara Inatsugu		✓	✓			
Joseph Pertel	✓		✓			
Michael Sidley			✓			

**TIME ADJOURNED: 5:10 p.m.**

The meeting was adjourned in memory of Joe Porter, Custodian and fifteen year employee of our District who recently passed away.

Submitted by:

\_\_\_\_\_  
 Brandon Tietze  
 Secretary to the Personnel Commission  
 Director of 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.

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## II. Consent Calendar

<b>Commissioner</b>	<b>M</b>	<b>S</b>	<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>ABSENT</b>
Barbara Inatsugu						
Joseph Pertel						
Michael Sidley						

**PERSONNEL COMMISSION**  
**SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT**  
**Regular Meeting: March 11, 2014**

**AGENDA ITEM NO: ILB.1.**

SUBJECT: Advanced Step Placement – Georgiann Malfer

**BACKGROUND INFORMATION:**

<b>Classification Title:</b> Paraeducator-3	<b>Employee:</b> Georgiann Malfer	<b>Calculation of Advanced Step Recommendation</b>
<b><u>Education:</u></b> Must have a high school diploma or its recognized equivalent and: <ul style="list-style-type: none"> <li>• Completed 48 semester units (72 quarter units) at an institution of higher learning; or</li> <li>• Obtained an Associate’s (or higher) degree; or</li> <li>• 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.</li> </ul>	<ul style="list-style-type: none"> <li>• Georgiann has a Bachelor’s Degree in Elementary and Early Childhood Education, and Master’s Degree in Special Education.</li> </ul>	<b>2</b> level of education above the required level = <span style="border: 1px solid black; padding: 2px;">1 Step Advance</span> (Max. allowed)
<b><u>Experience:</u></b> <ul style="list-style-type: none"> <li>• At least three hundred (300) contact hours of working with individuals with exceptional needs and/or behavioral, social-emotional deficits are required. This experience must be directly related to behavior modification within last five (5) years.</li> </ul> <p>At least one (1) year experience working with students/adolescents with autism spectrum disorder is highly desirable.</p>	<ul style="list-style-type: none"> <li>• Georgiann has five years of experience working with special needs students, specifically autism.</li> </ul>	<b>2</b> (2 year periods) more than the required amount of experience = <span style="border: 1px solid black; padding: 2px;">2 Step Advance</span>
<b><u>Total Advanced Steps:</u> 1 + 2 = 3 Advanced Steps = <b><u>STEP D</u></b></b>		

**DIRECTOR’S COMMENTS:**

Ms. Malfer’s professional training and experience significantly exceed the minimum requirements specified for this classification. Pay rate at Step A is \$14.89/hour; Step D is \$17.23/hour. The net difference in pay is an increase of \$2.34 per hour, \$304.25 per month, or \$3,045.00 per year.

**DIRECTOR’S RECOMMENDATION:**

It is recommended that the Personnel Commission approve Advanced Step Placement for Georgiann Malfer at Range 26, Step D on the 2007-08 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							
Michael Sidley							

#### **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 (1<sup>st</sup>) of each calendar month. When an anniversary date falls on or before the fifteenth (15<sup>th</sup>) of the month, the increment shall be figured on the first (1<sup>st</sup>) of the month. When the anniversary date falls after the fifteenth (15<sup>th</sup>) of the month, the increment shall be figured the first (1<sup>st</sup>) 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



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### **III. Action Items**

**PERSONNEL COMMISSION**  
**SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT**  
**Regular Meeting: Tuesday, March 11, 2014**

**AGENDA ITEM NO: III.A.1.**

SUBJECT: 2014 Salary Study Results and Recommendations for the Classified Service

**BACKGROUND INFORMATION:**

The SMMUSD and SEIU have an existing negotiated agreement, per Article 19.4.1, that “a comprehensive classification/compensation study” will be performed “no less than once every five (5) years.” The most recent study was conducted by the Ewing Consulting Group in 2008. In 2013, the Director of Classified Personnel proposed that the Personnel Commission staff conduct the study utilizing training and experience held by the Director and Personnel Analyst, Bryon Miller, in the areas of compensation analysis and industrial-organizational (I-O) psychology.

The Director determined that the 2008 Ewing Study was primarily conducted and executed as a salary study focused on base salary rates of comparable classified positions. The additional classification work completed, while substantial, was based mainly on survey feedback and less on extensive job analysis and observation, which is recommended when performing classification studies. Moreover, the Director believes that true classification analysis is ongoing, careful, and precise work that happens systematically over time with focused intent. Incumbents in the job generally serve as subject matter experts. When any one person is being asked about the work responsibilities and how he or she feels about it, expectations of subsequent action based on their feedback is only natural. When no action occurs after their feedback is provided, it is reasonable to assume that resentment may occur. Because the 2008 Study produced little to no classification or salary modifications, the Director is reluctant to repeat a similar process that is psychologically connected to an ineffective process.

The Director openly explained to SEIU and District leadership that the 2014 Study would be more of a comprehensive “salary study” focused only on similar jobs in comparable agencies, rather than an all-encompassing classification and salary study. The Director has maintained that a more robust and thorough classification analysis is more appropriate than a quick survey and that the previous “classification study” may have confused employee expectations of what classification analysis is and what actions it should lead to. The Director has expressed concern that inadequate “classification” work in a salary study might prematurely exhaust the amount of willingness to participate when the Personnel Commission needs assistance with more stringent long-term classification work. The Director suggested that both the District and SEIU would be better served by a large focused salary study than a small classification and salary study mix. It

was stressed that the “classification study” is already a major part of the bigger ongoing work always being performed by the Personnel Commission.

### Comparable Agencies

The Director proposed twenty-four (24) comparable agencies to use in the salary analysis. Agencies were selected based on the following criteria:

1. Be one of the six (6) agencies used for the Certificated Salary Study
2. Be one of the 12 agencies used for the previous 2008 Classified Salary Study by Ewing
3. Be a neighbor city competing for qualified job applicants
4. Be in the Southern California (primarily LA County) area and be comparable in at least four (4) out of seven (7) of the following criteria:
  - a. Beach community: a general indicator of community makeup, affluence, ease of commuting, cost of living, and close to work
  - b. Total revenue per student: an indicator of the financial resources provided by local, state, and federal sources
  - c. Average Daily Attendance (ADA): indicates the size of the student population
  - d. % English Learners: indicates the amount of resources the District may dedicate towards English learners
  - e. Employee benefits: indicates the amount of funding provided for employee benefits
  - f. Median household income: indicates the financial health of the community
  - g. Median home value: indicates the financial health, desirability, and cost of living within the community

Rather than focus solely on limited points of comparison, such as only average daily attendance or proximity, agencies were also assessed by data associated with other factors that are generally points of interest to those seeking employment. By comparing our District with a larger number of agencies, more points of comparison were found across a greater number of factors. This allowed for a larger overall sample size to select comparable positions from. Instead of forcing somewhat similar positions into the analysis from a small sample pool, only very similar positions were selected from a large sample pool. Ultimately, twenty-three (23) agencies were used in the final analysis, including the twelve (12) used in the 2008 Ewing Study and the six (6) agencies used in a recent certificated salary analysis. Below is a breakdown of the three “Agency Groups:”

All (23 Agencies)	2008 Ewing (12 Agencies)	Certificated (6 Agencies)
<b>Bellflower Unified</b>	<b>Bellflower Unified</b>	
<b>Beverly Hills Unified</b>		<b>Beverly Hills Unified</b>
<b>Burbank Unified</b>	<b>Burbank Unified</b>	
<b>Carlsbad Unified</b>		
<b>Carpinteria Unified</b>		
<b>City of Culver City</b>		
<b>City of Santa Monica</b>	<b>City of Santa Monica</b>	
<b>Culver City Unified</b>	<b>Culver City Unified</b>	<b>Culver City Unified</b>
<b>El Segundo Unified</b>		<b>El Segundo Unified</b>

All (23 Agencies)	2008 Ewing (12 Agencies)	Certificated (6 Agencies)
<b>Hawthorne Unified</b>	<b>Hawthorne Unified</b>	
<b>Inglewood Unified</b>	<b>Inglewood Unified</b>	
<b>Las Virgenes Unified</b>	<b>Las Virgenes Unified</b>	<b>Las Virgenes Unified</b>
<b>Long Beach Unified</b>		
<b>Manhattan Beach Unified</b>	<b>Manhattan Beach Unified</b>	<b>Manhattan Beach Unified</b>
<b>Newport-Mesa Unified</b>		
<b>Oceanside Unified</b>		
<b>Palos Verdes Peninsula Unified</b>	<b>Palos Verdes Peninsula Unified</b>	<b>Palos Verdes Peninsula Unified</b>
<b>Paramount Unified</b>	<b>Paramount Unified</b>	
<b>Redondo Beach Unified</b>	<b>Redondo Beach Unified</b>	
<b>Santa Barbara Unified</b>		
<b>Santa Monica College</b>	<b>Santa Monica College</b>	
<b>Torrance Unified</b>		
<b>Ventura Unified</b>		

### Benchmark Positions

Similar to the 2008 Ewing Study, the salary analysis was based on benchmark positions that most comparable agencies have, which provide accurate points of comparison. For example, only a few agencies will have a position similar to Theater Technician, while almost all will have a Custodian, making the Custodian classification an ideal benchmark position. The 2008 Ewing Study analyzed thirty-one (31) benchmark positions, while the 2014 Study uses forty-two 42 benchmark positions as outlined below:

2008 Ewing Study		2014 PC Study (*=New)	
Accompanist	Human Resources Analyst	Accompanist	Gardener*
Accountant	Hvac Technician	Accountant	HR Technician
Accounting Technician	Instructional Assistant- Special Ed	Accounting Technician	HR/Personnel Analyst*
Administrative Assistant Iii	Instructional Assistant	Administrative Assistant	HVAC Mechanic
Bus Driver	Library Media Technician	Athletic Trainer*	Instruct Assist. – Classroom
Cafeteria Worker I	Occupational Therapist	Community Liaison*	Occupational Therapist
Campus Safety Officer	Production Kitchen Coordinator	Bus Driver	Office Specialist*
College And Career Advisor	Reprographics Operator	Buyer*	Painter*
Custodian	ROP Technician	Cafeteria Worker I	Plant Supervisor*
Director I - Classified Personnel	School Administrative Assistant	Campus Security Officer	Plumber*
Director I - Fiscal Services	School Office Specialist	Carpenter*	Production Kitchen Coor
Director I - Nutrition Service	Senior School Administrative Assistant	Children’s Center Assistant*	Reprographics Operator
Director I- Transportation	Skilled Maintenance Worker	College And Career Advisor	ROP Technician
Electrician	Student Outreach Specialist	Custodian	Risk Manager*
Executive Assistant (Confidential)	Technology Support Technician	Director Of Classified Personnel	Senior Admin Assistant
Human Resources Technician		Director Of Fiscal Services	Senior Office Specialist
		Director Of Information Services*	Skilled Maint Worker
		Director Of Food Services	Stock/Delivery Clerk*
		Director Of Transportation	Student Outreach Spec.
		Electrician	Technology Support Tech
		Elementary Library Coordinator	Vehicle/Equip Mechanic*

**STUDY RESULTS:**

Only positions identified to be similar in regards to job duties and qualifications were included in the initial data collection. Upon further analysis, many comparable positions were removed in order to ensure that only extremely similar positions were being compared against one another. All positions with questionable, missing, or dissimilar minimum qualifications were removed.

The results of the salary study indicate that the classified workforce is being compensated below the comparable market average across most classifications. The degree to which the salary is below market, or even above in some cases, varies by job family. Importantly, the results remain relatively consistent across the three “agency groups” for most benchmark positions. Results are discussed across the various job families below with bulleted notes provided:

**BUSINESS JOB FAMILY**

CLASS	Salary Range	% (+/-) from Market Median					Relation to Benchmark
		MIN Salary	MAX Salary				
		All (23)	2008 Ewing	All (23)	Ewing (12)	Cert (6)	
Accountant	41	-2%	-12%	-10%	10%	10%	Benchmark
Facility Permit Supervisor	41		-12%	-10%	10%	10%	Relation to Accountant
Senior Buyer	41		N/A	10%	10%	10%	Relation to Buyer
Buyer	37	5%	N/A	10%	10%	10%	Benchmark
Accounting Tech	29	-16%	-13%	-14%	-12%	-14%	Benchmark
Accounting Asst II	26		-13%	-14%	-12%	-14%	Relation to Account Tech
AVERAGES			-12%	-5%	3%	2%	BENCHMARK AVERAGES

- The most commonly found benchmark position of Accounting Technician is consistently 10-14% under the market median by most indicators.
- The Ewing and Certificated (Cert) agency groups are less reliable for having fewer comparable positions.
- The Accountant classification transitions from 10% below market in the All group to 10% above market in the Ewing and Cert groups. Analyses were conducted on the discrepancies and it was determined that the Ewing and Cert groups are higher due to the small number of comparable positions available. Only four agencies were deemed appropriate for comparison within the Ewing and Cert groups while 12 were appropriate within the All group. Three of the four agencies in the Ewing group happen to be below the SMMUSD rate, while a different three out of four agencies also happen to be below the SMMUSD rate within the Cert group. When transitioning outside the small sample pool of just four agencies, the results are more consistent and easier to establish a truer estimate of central tendency. The All group is highly recommended for capturing the most accurate estimate of central tendency.
- The Buyer benchmark position is somewhat of an outlier for being around 10% over market median across all three agency groups. The true benchmark average for the complete job family is likely further from the market as the Buyer brings the average closer to market. It is recommended that a job family average be used with consideration

more for the Accountant and Accounting Technician results as only five agencies were considered for the Buyer analysis at most; leading to less reliability than the former two.

- Results remained mostly consistent with the 2008 Ewing results.
- RECOMMENDATION: It is highly recommended that the Accounting classification salary adjustments be separately based on closest benchmark position in the All agency group, ranging from 0-14%.

**CLERICAL/SECRETARIAL JOB FAMILY**

CLASS	Salary Range	% (+/-) from Market Median					Rationale
		MIN Salary	MAX Salary				
		All (23)	2008 Ewing	All (23)	Ewing (12)	Cert (6)	
Assistant to the Supt	C39		-6%	<b>-13%</b>	-11%	-9%	Relation to Senior Admin Assistant
Senior Admin Assistant	34	<b>-13%</b>	-6%	<b>-13%</b>	-11%	-9%	Benchmark
Admin Assistant	29	<b>-10%</b>	-3%	<b>-9%</b>	-6%	-9%	Benchmark
Senior Office Specialist	25	<b>-9%</b>	-12%	<b>-5%</b>	-4%	-5%	Benchmark
Data Entry Specialist	25		-12%	<b>-5%</b>	-4%	-5%	Relation to Senior Off Spec.
Reprographics Operator	23	<b>-20%</b>	-16%	<b>-16%</b>	-23%	-16%	Benchmark
Office Specialist	22	<b>-6%</b>	-10%	<b>-5%</b>	-5%	-5%	Benchmark
<b>AVERAGES</b>			<b>-9%</b>	<b>-10%</b>	<b>-10%</b>	<b>-9%</b>	<i>BENCHMARK AVERAGES</i>

- The higher range positions appear to have been growing farther from the market average since the 2008 Ewing study.
- The Administrative Assistant and Senior Administrative Assistant benchmark classifications both dropped around 6% further from the market median since 2008.
- The more clerical-oriented Office Specialist benchmark classification appears to be closer to market average than 2008, but still remains at least 4% under market.
- The Reprographics Operator remains significantly below the market average.
- There is sufficient evidence to justify a 9-10% increase across the job family and additional increases for the higher-level Admin Assistants and the Reprographics Operator.
- RECOMMENDATION: With less consistency across the family, it is advised to address increases based on the All agency group closest benchmark position, ranging from 5-16%.

**FOOD SERVICES JOB FAMILY**

CLASS	Salary Range	% (+/-) from Market Median					Rationale
		MIN Salary	MAX Salary				
		All (23)	2008 Ewing	All (23)	Ewing (12)	Cert (6)	
Nutrition Specialist	36		-4%	<b>-10%</b>	-8%	-4%	Relation to Prod Kitchen Coord
Production Kitchen Coord	29	<b>-15%</b>	-4%	<b>-10%</b>	-8%	-4%	Benchmark
Site Food Services Coord	27		-4%	<b>-10%</b>	-8%	-4%	Relation to Prod Kitchen Coord
Cafeteria Cook/Baker	18		-11%	<b>-10%</b>	-8%	-8%	Relation to Caf Work I
Cafeteria Worker II	13		-11%	<b>-10%</b>	-8%	-8%	Relation to Caf Work I
Cafeteria Worker I	11	<b>0%</b>	-11%	<b>-10%</b>	-8%	-8%	Benchmark
<b>AVERAGES</b>			<b>-8%</b>	<b>-10%</b>	<b>-8%</b>	<b>-6%</b>	<i>BENCHMARK AVERAGES</i>

- Results are very consistent across the benchmark positions as both are 10% under market.
- The current results for the Production Kitchen Coordinator, representing the higher range of the job family, should be considered very reliable having 15 similar positions available for comparison.
- The results are more in agreement with the Ewing group data from 2014 than 2008, demonstrating that when more agencies are available the results tend to hold up across the agency groups. This will always be more difficult to accomplish with the Cert group, which may never have more than six comparable agencies.
- **RECOMMENDATION:** There is sufficient evidence to justify a 6-10% increase across the job family. Based on consistency across the benchmarks it is recommended to adjust salaries based on the All agency group benchmark family average of 10%.

**HUMAN RESOURCES JOB FAMILY**

CLASS	Salary Range	% (+/-) from Market Median					Rationale
		MIN Salary	MAX Salary				
		All (23)	2008 Ewing	All (23)	Ewing (12)	Cert (6)	
Chief Steward	40						Inconclusive
Human Resources Specialist	36		-14%	<b>-11%</b>	-14%	-14%	Relation to HR Tech
Employee Benefits Tech	34		-14%	<b>-11%</b>	-14%	-14%	Relation to HR Tech
Human Resources Tech	31	<b>-13%</b>	-14%	<b>-11%</b>	-14%	-14%	Benchmark
<b>AVERAGES</b>			<b>-14%</b>	<b>-11%</b>	<b>-14%</b>	<b>-14%</b>	<i>BENCHMARK AVERAGES</i>

- The Human Resources Analyst was moved to the Classified Management Job Family
- The results are relatively consistent across the three agency groups and the 2008 Ewing results as all found the Human Resources Technician benchmark position to be 11-14% under market.
- Results are reliable based on consistency in the agency groups and the number of agencies analyzed (13).
- **RECOMMENDATION:** It is recommended to adjust salaries based on the All agency group benchmark family average of 11%.

## TECHNOLOGY SERVICES JOB FAMILY

CLASS	Salary Range	% (+/-) from Market Median					Rationale
		MIN Salary	MAX Salary				
		All (23)	2008 Ewing	All (23)	Ewing (12)	Cert (6)	
Network Engineer/Computer Spec	51						Inconclusive
Systems Analyst	51						Inconclusive
Tele Systems/Comp Equip	42						Inconclusive
Computer Operator	33		-30%	<b>-9%</b>	-5%	1%	Relation to Tech Support Asst
Technology Support Asst	32	<b>-13%</b>	-30%	<b>-9%</b>	-5%	1%	Benchmark
<b>AVERAGES</b>			<b>-30%</b>	<b>-9%</b>	<b>-5%</b>	<b>1%</b>	<i>BENCHMARK AVERAGES</i>

- Positions in Technology and Information Services tend to evolve more rapidly than those in other families. The analysis on the higher range positions is inconclusive as the positions varied tremendously across agencies in regards to duties, qualifications, and salary.
- Eighteen (18) positions were used in the Technology Support Assistant benchmark analysis with no positions having greater minimum qualifications than SMMUSD. Therefore, the results are extremely reliable and conservative.
- **RECOMMENDATION:** It is recommended to adjust lower range salaries based on the All agency group benchmark family average of 9% and upper range positions on the overall classified workforce average distance from the median, which is 7%, if additional supportive evidence cannot be found for more specific recommendations.

## INSTRUCTIONAL SUPPORT JOB FAMILY

CLASS	Salary Range	% (+/-) from Market Median					Rationale
		MIN Salary	MAX Salary				
		All (23)	2008 Ewing	All (23)	Ewing (12)	Cert (6)	
IA Sign Language	37		0%	<b>-2%</b>	-2%	-3%	Relation to Instructional Benchmark Averages
Accompanist	31	<b>-3%</b>	N/A	<b>1%</b>	-3%	-3%	Benchmark
IA Specialized (Para-3)	26		-5%	<b>-3%</b>	-3%	-3%	Relation to Para-1
Laboratory Tech	26		-5%	<b>-3%</b>	-3%	-4%	Relation to IA Classroom
Physical Activities Specialist	26		9%	<b>-3%</b>	3%	3%	Relation to Elem Lib Coor
Media Services Coord	26		9%	<b>-3%</b>	3%	3%	Relation to Elem Lib Coor
Elementary Library Coord	26	<b>-6%</b>	9%	<b>-2%</b>	3%	3%	Benchmark
Library Asst II	26		9%	<b>-2%</b>	3%	3%	Relation to Elem Lib Coor
IA Dev/Health (Para-2)	23		-5%	<b>-3%</b>	-3%	-3%	Relation to Para-1
Library Asst I	22		-5%	<b>-3%</b>	-3%	-4%	Relation to Elem Lib Coor
IA Bilingual	20		-5%	<b>-3%</b>	-3%	-4%	Relation to IA Classroom
IA Music	20		-5%	<b>-3%</b>	-3%	-4%	Relation to IA Classroom
IA Physical Education	20		-5%	<b>-3%</b>	-3%	-4%	Relation to IA Classroom
IA Special Ed (Para-1)	20	<b>-7%</b>	-5%	<b>-3%</b>	-3%	-3%	Benchmark
Children Center Asst Presch	19	<b>-3%</b>	N/A	<b>-1%</b>	-1%	-6%	Benchmark
IA Classroom	18	<b>-5%</b>	-5%	<b>-3%</b>	-3%	-4%	Benchmark



CLASS	Salary Range	% (+/-) from Market Median					Rationale
		MIN Salary	MAX Salary				
			All (23)	2008 Ewing	All (23)	Ewing (12)	
Children Center Asst	18		N/A	-1%	-1%	-6%	Relation to CCA-Preschool
AVERAGES			<b>0%</b>	<b>-2%</b>	<b>-2%</b>	<b>-3%</b>	<i>BENCHMARK AVERAGES</i>

- Results are very consistent across the large job family with most benchmarks 3-4% below market.
- The Elementary Library Coordinator benchmark position transitions from 2% under market with the All agencies group to 3% over market with the other agency groups. The All agencies group should again be considered the most reliable for including a larger sample pool of eighteen (18) agencies; no comparable positions had greater minimum qualifications than SMMUSD.
- **RECOMMENDATION:** There is sufficient evidence to justify a 1-3% increase across the job family. Based on consistency across the benchmarks it is recommended to adjust salaries based on closest benchmark position in the All agency group, ranging from 1-3%.

#### STUDENT SERVICES JOB FAMILY

CLASS	Salary Range	% (+/-) from Market Median					Rationale
		MIN Salary	MAX Salary				
			All (23)	2008 Ewing	All (23)	Ewing (12)	
Occupational Therapist	M51	<b>-3%</b>	-21%	<b>-5%</b>	-4%	-4%	Benchmark
Physical Therapist	61		-21%	<b>-5%</b>	-4%	-4%	Relation to Occupational Therapist
Student Outreach Specialist	44	<b>4%</b>	N/A	<b>1%</b>	N/A	-8%	Benchmark
ROP Technician	41	<b>3%</b>	-10%	<b>-6%</b>	-2%	-2%	Benchmark
Speech Language Pathology Asst	36		N/A	<b>-10%</b>	-12%	-12%	Relation to COTA
Athletic Trainer	35	<b>-8%</b>	N/A	<b>-8%</b>	4%	-8%	Benchmark
Licensed Vocational Nurse	34		N/A	<b>-10%</b>	-12%	-12%	Relation to COTA
Cert Occup Ther Asst	34	<b>-12%</b>	N/A	<b>-10%</b>	-12%	-12%	Benchmark
Translator	28		N/A	<b>-8%</b>	-2%	-15%	Relation to Community Liaison
Textbook Coordinator	26		9%	<b>-2%</b>	3%	3%	Relation to Elementary Lib Coord.
Campus Security Officer	25	<b>0%</b>	-20%	<b>3%</b>	9%	1%	Benchmark
Health Office Specialist	25		N/A	<b>-5%</b>	-5%	-5%	Relation to Office Specialist
Job Development Place Spec	25		-17%	<b>-5%</b>	-1%	-7%	Relation to Student Services Benchmark Averages
Bilingual Comm Liaison	25		N/A	<b>-8%</b>	-2%	-15%	Relation to Community Liaison
Community Liaison	23	<b>-12%</b>	N/A	<b>-8%</b>	-2%	-15%	Benchmark
Braille Transcriber	21						Inconclusive
Swimming Instructor/Lifeguard	21						Inconclusive
AVERAGES			<b>0%</b>	<b>-2%</b>	<b>-17%</b>	<b>-5%</b>	<b>-1%</b>

- In contrast to the Instructional Support Family, the Student Services Family is very inconsistent across the benchmark positions analyzed, ranging from 1% over market to 10% under.
- Results are mostly consistent across agency groups.

- There is a substantial change in results found in the Campus Security Officer benchmark position, which was assessed to be 20% below market median in 2008 and now 9% over market using the same agencies in 2014. It was found to be 3% over market using the reliable All agencies group, which only considered strictly similar positions with none containing greater minimum qualifications.
- The Occupational Therapist benchmark position is currently on the management salary schedule, which includes additional vacation days equaling almost two weeks of salary. Further reconciliation of the management status should be addressed before formally increasing the salary.
- **RECOMMENDATION:** Based on inconsistency across the benchmarks it is recommended to adjust salaries based on closest benchmark position in the All agency group, ranging from 0-10%.

#### MAINTENANCE JOB FAMILY

CLASS	Salary Range	% (+/-) from Market Median					Rationale
		MIN Salary	MAX Salary				
		All (23)	2008 Ewing	All (23)	Ewing (12)	Cert (6)	
Facilities Tech	45						Inconclusive
Electrician	37	<b>-8%</b>	-10%	<b>-10%</b>	-12%	-10%	Benchmark
HVAC Tech	37	<b>-10%</b>	-12%	<b>-10%</b>	-10%	-10%	Benchmark
Metal Worker	37		-10%	<b>-10%</b>	-12%	-10%	Relation to Electrician
Plumber	37	<b>-9%</b>	N/A	<b>-9%</b>	-8%	-8%	Benchmark
Glazier	35		N/A	<b>-9%</b>	-7%	-6%	Relation to Carpenter
Locksmith	35		N/A	<b>-9%</b>	-7%	-6%	Relation to Carpenter
Painter	35	<b>-9%</b>	N/A	<b>-8%</b>	-5%	-5%	Benchmark
Carpenter	35	<b>-9%</b>	N/A	<b>-9%</b>	-7%	-6%	Benchmark
Skilled Maint Worker	31	<b>-14%</b>	-18%	<b>-11%</b>	-10%	-4%	Benchmark
<b>AVERAGES</b>			<b>-13%</b>	<b>-9%</b>	<b>-9%</b>	<b>-7%</b>	<i>BENCHMARK AVERAGES</i>

- Results are very consistent across the agency groups in most benchmark positions as most agencies contained comparable positions.
- City and college agency positions were strictly scrutinized and only left in after showing great overlap in duties and equal or lower qualifications. Even without the higher city and college salaries, the results are similar in the Cert agency group, though not quite as below market.
- **RECOMMENDATION:** Based on consistency across the benchmarks it is recommended to adjust salaries based on the All agency group benchmark family average of 9%.

## OPERATIONS JOB FAMILY

CLASS	Salary Range	% (+/-) from Market Median					Rationale
		MIN Salary	MAX Salary				
		All (23)	2008 Ewing	All (23)	Ewing (12)	Cert (6)	
Technical Theater Coordinator	38		-5%	<b>-9%</b>	-9%	-6%	Relation to Operations Benchmark Averages
Technical Theater Tech	35		-5%	<b>-9%</b>	-9%	-6%	Relation to Operations Benchmark Averages
Sprinkler Repair Tech	33		N/A	<b>-12%</b>	-10%	-7%	Relation to Gardener
Equipment Oper/Sports	29		N/A	<b>-12%</b>	-10%	-7%	Relation to Gardener
Equipment Oper/Tree Trim	29		N/A	<b>-12%</b>	-10%	-7%	Relation to Gardener
Equipment Operator	27		N/A	<b>-12%</b>	-10%	-7%	Relation to Gardener
Utility Worker	27		N/A	<b>-12%</b>	-10%	-7%	Relation to Gardener
Stock and Delivery Clerk	26	<b>-12%</b>	N/A	<b>-8%</b>	-8%	-6%	Benchmark
Gardener	24	<b>-14%</b>	N/A	<b>-12%</b>	-10%	-7%	Benchmark
Sports Facility Attendant	22		-5%	<b>-8%</b>	-8%	-5%	Relation to Custodian
Custodian	22	<b>-11%</b>	-5%	<b>-8%</b>	-8%	-5%	Benchmark
<b>AVERAGES</b>			<b>-5%</b>	<b>-9%</b>	<b>-9%</b>	<b>-6%</b>	<i>BENCHMARK AVERAGES</i>

- Results for the Custodian benchmark position are extremely reliable as 21 agencies were used with no agency requiring greater minimum qualifications
- Results for the Gardener benchmark position are also reliable with 18 agencies used.
- City and college agency positions were strictly scrutinized and only left in after showing great overlap in duties and equal or lower qualifications.
- **RECOMMENDATION:** Based on consistency across the benchmarks it is recommended to adjust salaries based on the All agency group benchmark family average of 9%.

## TRANSPORATION JOB FAMILY

CLASS	Salary Range	% (+/-) from Market Median					Rationale
		MIN Salary	MAX Salary				
		All (23)	2008 Ewing	All (23)	Ewing (12)	Cert (6)	
Lead Vehicle and Equip Mech	39		N/A	<b>-8%</b>	-7%	-6%	Relation to Veh and Equip Mech
Vehicle and Equip Mechanic	36	<b>-11%</b>	N/A	<b>-8%</b>	-7%	-6%	Benchmark
Bus Driver	28	<b>-13%</b>	-4%	<b>-10%</b>	-6%	-6%	Benchmark
<b>AVERAGES</b>			<b>-4%</b>	<b>-9%</b>	<b>-6%</b>	<b>-6%</b>	<i>BENCHMARK AVERAGES</i>

- The Bus Driver is an extremely reliable and consistent benchmark position with many comparable agencies available for analysis.
- Both Bus Driver and Mechanic benchmark positions remain close to each other in terms of results across the agency groups. In each analysis, the two are similar distance from the market median.
- **RECOMMENDATION:** Based on consistency across the benchmark positions and the reliability of the analysis it is recommended to adjust salaries based on the All agency group benchmark family average of 9%.

CLASSIFIED MANAGEMENT JOB FAMILY

CLASS	Salary Range	% (+/-) from Market Median					Rationale
		MIN Salary	MAX Salary				
			All (23)	2008 Ewing	All (23)	Ewing (12)	
Director Facility Improv Projects	M65						Inconclusive
Director Fiscal and Business	M64	-1%	-3%	-2%	9%	10%	Benchmark
Director Classified Personnel	M64	-10%	-3%	-6%	-10%	-18%	Benchmark
Director Information Services	M60	-8%	N/A	-7%	1%	9%	Benchmark
Director Purchasing	M55		-2%	-3%	0%	6%	Relation to Dir Food Services
Director Facility Use Dept	M55		-2%	-3%	0%	6%	Relation to Dir Food Services
Director Food Services	M55	-3%	-2%	-3%	0%	6%	Benchmark
Director Transportation	M51	-6%	N/A	-5%	17%	#NUM!	Benchmark
Manager Maint & Constr	M50						Inconclusive
Manager Buildings & Grounds	M50						Inconclusive
Asst Director Fiscal	M50						Inconclusive
Human Resources Analyst	M46	-4%	N/A	-4%	-2%	#NUM!	Benchmark
Maintenance Supervisor	M45						Inconclusive
Plant Supervisor	M41	5%	N/A	-1%	-2%	17%	Benchmark
Fiscal Program Supervisor	M41		-3%	-2%	9%	10%	Relation to Dir Fiscal
Food Svcs Operations Supervisor	M36		-2%	-3%	0%	6%	Relation to Dir Food Services
Credentials Analyst	M36		N/A	-4%	-2%	#NUM!	Relation to HR Analyst
AVERAGES			-2%	-4%	2%	N/A	BENCHMARK AVERAGES

- The classified management job family is, of course, unique from the other families for not being exempt non-bargain unit employees. Many separate classified manager benchmarks were analyzed including two more than the 2008 Ewing Study.
- The benchmark positions were very carefully scrutinized to determine the scope of responsibility with many positions being removed from analysis. Only those with equal or lower minimum qualifications were included.
- Results vary largely across the agency groups likely due to a very small amount of positions being analyzed in many cases with the Ewing and Cert agencies, leading to inconsistent results
- The management salaries do not appear to be significantly below market average, although the Directors of Information Services and Personnel appear to be the furthest from the market median.
- If individual adjustments by classification will be used for this family, it is recommended to perform further analysis on the Assistant Director of Fiscal Services, Manager of Maintenance & Construction, and Manager for Buildings and Grounds, to determine more accurate distance from the market median.
- With consideration for the perception of bias, particular scrutiny was paid to the Director of Classified Personnel, whereby only strongly justified positions were allowed for comparison. Positions handling larger scopes of areas or portions of certificated personnel management were removed. Positions with even slightly increased qualification were removed, except for the Director of Classified Personnel for the Santa Monica College, which requires one additional year of experience. This position was left in due to extensive knowledge of the duties and responsibilities derived from frequent interaction with the agency department and staff.

- **RECOMMENDATION:** There is sufficient evidence to justify a 2-6% increase across individual positions. It is recommended to adjust salaries based on the All agency group benchmark family average of 4%.

**DIRECTOR’S RECOMMENDATIONS**

The Director of Classified Personnel recommends that the Personnel Commission receive the *2014 Salary Study Results and Recommendations for the Classified Service*

<b>Commissioner</b>	<b>M</b>	<b>S</b>	<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>ABSENT</b>
Barbara Inatsugu						
Joseph Pertel						
Michael Sidley						

The Director of Classified Personnel recommends that the Personnel Commission approve the formal distribution of the following major salary recommendations to the Board of Education pursuant to Personnel Commission Rule §12.1.4. (A) and SEIU Contract Article 2.3:

**Major Recommendations:**

1. Use the “% from market median” value in the All Agencies Group within the salary study results within the job families in the previous section as formal recommendations for salary adjustment from the Personnel Commission, as opposed to using the Ewing Agencies Group or Certificated Agencies Group “% from market median” values.
2. Adjust all “below market” classified salary ranges (those with negative % from market values) upward as close to the market median as possible.
3. Allow “above market” classified salary ranges (those with positive % from market values) to remain at their current level.
4. Implement salary adjustments based on one, or a combination of the following methods using the table below:
  - a) Closest benchmark position - Adjust each classification individually based on its % from market median (in bold) and relation to the benchmark position as outlined in the Rationale column on the respective Job Family Results tables. For this option certain “Inconclusive” positions will need additional analysis, to be completed by the PC staff, to clarify the specific recommendation, such as the Swim Instructor/Lifeguard and Systems Analyst positions.
  - b) Family benchmark average - Adjust classifications upward by job family based on the Benchmark average distance from the market median found (in bold) at the bottom of the Rationale column within the job family group.
  - c) Classified workforce average - Adjust the entire classified workforce upward the same percentage amount based on an average of all 42 classified benchmark positions distance from the market median, which is a 7% increase.

<b>Recommended Salary Adjustment Implementation Type by Job Family</b>		
<b>JOB FAMILY</b>	<b>IMPLEMENTATION TYPE</b>	<b>AMOUNT OF INCREASE</b>
Business	a) Closest Benchmark Position	0-14%
Clerical/Secretarial*	a) Closest Benchmark Position	5-16%
Food Services	b) Family Benchmark Average	10%
Human Resources*	b) Family Benchmark Average	11%
Technology Services*	a) Closest Benchmark Position	9%
Instructional Services	a) Closest Benchmark Position	1-3%
Student Services*	a) Closest Benchmark Position	0-10%
Maintenance	b) Family Benchmark Average	9%
Operations	b) Family Benchmark Average	9%
Transportation	b) Family Benchmark Average	9%
Classified Management*	b) Family Benchmark Average	4%

\*Contains one or more "Inconclusive" position/s requiring additional analysis

<b>Commissioner</b>	<b>M</b>	<b>S</b>	<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>ABSENT</b>
Barbara Inatsugu						
Joseph Pertel						
Michael Sidley						

**PERSONNEL COMMISSION**  
**SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT**  
**Regular Meeting: Tuesday, March 11, 2014**

**AGENDA ITEM NO: III.A.2.**

SUBJECT: Reclassification Study– Data Entry Specialist for Ms. Patrina Miller

**BACKGROUND INFORMATION**

Patrina Miller reports to the Director of Special Education and works closely with Special Education Coordinators. Ms. Miller started with the District on September 4, 2001 as a Senior Office Specialist and was transferred to the Special Education Department in December 2005. In concurrence with her transfer, Ms. Miller was reclassified as a Data Entry Specialist; this classification was established in 1992. The Personnel Commission began a desk audit/reclassification study in March of 2011 that was not completed due to unforeseen personnel changes. Ms. Miller submitted another request on September 2, 2013 which initiated a new investigation on September 4<sup>th</sup>. Ms. Miller submitted the request because she believed she had “too much work” and was performing the following out-of-class duties:

- Teaching all special education Certificated staff how to use the SEIS database
- Administrator for the special education information systems
- Review and instruct all special education Certificate staff on how to correct Individualized Education Programs (IEP) to ensure compliance with State of California guidelines

**METHODOLOGY**

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

- Reviewed the Position Information Questionnaire submitted to the Personnel Commission by Ms. Miller
- Held a preliminary interview with Ms. Miller to discuss her reclassification request and obtain further information about her job functions
- Dr. Sara Woolverton, Director of Special Education, reviewed the PIQ submitted by Ms. Miller to confirm the information and highlight any discrepancies
- Reviewed the classification specification for Data Entry Specialist and other District jobs that may have comparable or overlapping duties including Special Education Coordinator, Senior Office Specialist, and Administrative Assistant
- Reviewed several similar classification specifications from other comparable agencies
- Performed four (4) observations of Ms. Miller carrying out work duties which ranged from one hour to four hours
- Administered a survey to Ms. Miller containing 80 assorted task statements requested her to rate each task on job relevance, importance, and frequency
- Interviewed Special Education Coordinators to collect information regarding Ms. Miller’s duties, responsibilities, interactions with others, and to identify the actual needs of the position
- Met with the Director of Special Education to discuss preliminary findings and possible resolutions
- Met with Ms. Miller to discuss findings and possible outcomes from the analysis

## **ANALYSIS**

- Clarified, defined, and operationalized all task statements by obtaining input from the supervisor, department personnel, job incumbent, and comparable agencies/positions
- Task analysis was performed to identify which tasks were an essential part of the job function and the knowledge, skills, abilities, and other worker characteristics (KSAO) needed to complete each task. Tasks identified as non-essential were removed or reassigned other appropriate personnel
- Several gap analyses were performed between the new task list with associated KSAOs and the job current descriptions of Data Entry Specialist, Senior Office Specialist, Administrative Assistant, and Special Education Coordinator. This process is used to determine congruence among job requirements/responsibilities
- Reviewed and analyzed production data information collected from observations which included the tasks being completed, length of time to complete tasks, and projections regarding the number of tasks that could feasibly be completed in a full-day work period

## **FINDINGS**

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

- Ms. Miller qualifies for reclassification because she is performing higher-level duties outside the scope of Data Entry Special. These duties are required to support normal Department and District operations and cannot be absorbed by other staff members
- There are no workload issues concerning Ms. Miller's assignment. It was determined that the amount of work allocated to Ms. Miller is justified and within the scope of reasonable work expectations. Workload issues concerning misalignment of the classification, Department/District expectations or directives, lack of personnel support, or any other Department/District related causes were not found
- The District does not currently have an established classification that closely overlaps the tasks/responsibilities of Ms. Miller's current work. Based on the level of current work, Administrative Assistant is the most comparable but exceeds the assignment regarding work scope, task involvedness, and warranted salary

## **DIRECTOR'S RECOMMENDATIONS**

Establish the classification of Special Education Data Technician to meet the current and future needs of the Special Education Department and reclassify Ms. Miller into that position, pending approval of the salary and assignment by the Board of Education. Based on a salary study of comparable Districts, the recommended salary for Special Education Data Technician should be at or above salary range 27. Further, Ms. Miller should receive retroactive pay for working out of class starting September 2, 2013.

<b>Commissioner</b>	<b>M</b>	<b>S</b>		<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>ABSENT</b>
Barbara Inatsugu							
Joseph Pertel							
Michael Sidley							



**PERSONNEL COMMISSION**  
**SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT**  
**Regular Meeting: Tuesday, March 11, 2014**

**AGENDA ITEM NO: III.A.3.**

SUBJECT: Proposed New Classification – Special Education Data Technician

**BACKGROUND INFORMATION**

This classification study was initiated as part of a reclassification request submitted by a current employee in the Special Education Department. The classification currently utilized to satisfy the requirements is misaligned with the needs of the Department and District.

**METHODOLOGY**

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

- Met with Dr. Sara Woolverton, Director of Special Education, to discuss past, present, and future needs of the position to support regular Department operations
- Reviewed the classification specification for Data Entry Specialist and other District jobs that may have comparable or overlapping duties including Special Education Coordinator, Senior Office Specialist, and Administrative Assistant
- Reviewed and analyzed several classification specifications from other comparable agencies to identify job characteristics such as tasks, responsibilities, minimum work requirements, and titles
- Performed four (4) observations of Data Entry Specialist carrying out work duties which ranged from one hour to four hours
- Administered a survey containing 80 assorted task statements to a subject matter expert (SME) which require her to rate each task on job relevance, importance, and frequency
- Interviewed Special Education Coordinators to collect information pertaining to necessities of the position including tasks, equipment needed, responsibilities, and business relationships
- Researched comparable agencies to collect title and salary information for positions with overlapping work characteristics
- Met with the Director of Special Education to discuss preliminary findings and determine appropriate actions

**ANALYSIS**

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

**DISCUSSION**

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

- The District does not currently have an established classification that closely overlaps the tasks/responsibilities and function needed in the Special Education Department.
- Based on the level of current work, Administrative Assistant is the most comparable but exceeds the assignment regarding work scope, task involvedness, and warranted salary; the classification description does not accurately represent the actual work need to be performed

**DIRECTOR’S RECOMMENDATIONS**

Establish the classification of Special Education Data Technician to meet the current and future needs of the Special Education Department.

<b>Commissioner</b>	<b>M</b>	<b>S</b>		<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>ABSENT</b>
Barbara Inatsugu							
Joseph Pertel							
Michael Sidley							

SANTA MONICA – MALIBU UNIFIED SCHOOL DISTRICT

**CLASS TITLE: SPECIAL EDUCATION DATA TECHNICIAN**

Classified Employee’s Salary Range: **TBD**

**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 (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**

<b>Task Statement</b>	<b>Code</b>
Review submitted student individual education plans (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	SEDT-2
Enter student information data for special education students into District Student Information System and updates student records when necessary	SEDT-3
Respond to 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 system to create reports per State and Federal reporting guidelines, and to provide class lists to case managers, service providers and District administrators, for such purpose as assisting with assignment of caseloads, tracking of IEP deadlines and follow-up on past due evaluations.	SEDT-5
Maintains current backup of all materials stored in the computer and District network	SEDT-6
Communicate with non-public agencies and other agencies, local businesses, and 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	SEDT-9
Operate a variety of office machines such as a computer workstation, calculator, copiers and other equipment as required	SEDT-10
Performs other duties as assigned	

## SUPERVISION MATRIX:

<b>Supervision:</b>	<i>Establishing overall expectations, goals and objectives, and aligning departmental resources</i>
Received from:	Director of Special Education
Given to:	None
<b>Work Direction:</b>	<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
<b>Work Evaluation:</b>	<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

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### 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

### 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**

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### *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:**

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### *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:

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### **III. Discussion Items**

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### **III. Information Items**

Advanced Step Placement Fiscal Impact Report

PC Meeting Approval Date	Position	MO	HR	Salary Range	Adv Step	Step A Monthly Rate	Step A Hourly Rate	Adv Step Monthly Rate	Adv Step Hourly Rate	Annual Cost at Step 1	Annual Cost at Adv Step	Amount change by Hour	Amount change by Month	Annual Fiscal Impact
<b>2011-2012</b>														
7/12/2011	Elem Library Coor	10	7	26	B	\$2,581	\$14.89	\$2,710	\$15.63	22,584	23,713	\$0.74	\$112.88	\$1,129
8/9/2011	IA-Specialized	10	6	26	F	\$2,581	\$14.89	\$3,294	\$19.00	19,358	24,705	\$4.11	\$534.75	\$5,348
8/9/2011	Licensed Vocational Nurse	10	8	34	E	\$3,137	\$18.10	\$3,813	\$22.00	31,370	38,130	\$3.90	\$676.00	\$6,760
10/11/2011	Electrician	12	8	37	F	\$3,374	\$19.47	\$4,306	\$24.84	40,488	51,672	\$5.38	\$932.00	\$11,184
10/11/2011	IA-Specialized	10	6	26	F	\$2,581	\$14.89	\$3,294	\$19.00	19,358	24,705	\$4.11	\$534.75	\$5,348
12/13/2011	Fiscal Supv-CDS	12	8	M41	B	\$4,462	\$25.74	\$4,685	\$27.03	53,544	56,220	\$1.29	\$223.00	\$2,676
12/13/2011	Accounting Asst II	12	4	26	F	\$2,581	\$14.89	\$3,294	\$19.00	15,486	19,764	\$4.11	\$356.50	\$4,278
1/10/2012	IA-Specialized	10	6	26	F	\$2,581	\$14.89	\$3,294	\$19.00	19,358	24,705	\$4.11	\$534.75	\$5,348
1/10/2012	IA-SE	10	6	20	F	\$2,229	\$12.86	\$2,845	\$16.41	16,718	21,338	\$3.55	\$462.00	\$4,620
1/10/2012	IA-Specialized	10	6	26	F	\$2,581	\$14.89	\$3,294	\$19.00	19,358	24,705	\$4.11	\$534.75	\$5,348
3/13/2012	Health Off Spec	10	3.5	25	D	\$2,518	\$14.53	\$2,914	\$16.81	11,016	12,749	\$2.28	\$173.25	\$1,733
3/13/2012	IA-Music	10	3	20	F	\$2,229	\$12.86	\$2,845	\$16.41	8,359	10,669	\$3.55	\$231.00	\$2,310
3/13/2012	Reprographics Operator	12	8	23	F	\$2,398	\$13.83	\$3,060	\$17.65	28,776	36,720	\$3.82	\$662.00	\$7,944
3/13/2012	Physical Therapist	11	8	61	D	\$6,059	\$34.96	\$7,014	\$40.46	66,649	77,154	\$5.51	\$955.00	\$10,505
3/13/2012	IA-SE	10	5	20	F	\$2,229	\$12.86	\$2,845	\$16.41	13,931	17,781	\$3.55	\$385.00	\$3,850
3/13/2012	Health Off Spec	10	3.5	25	D	\$2,518	\$14.53	\$2,914	\$16.81	11,016	12,749	\$2.28	\$173.25	\$1,733
3/13/2012	IA-SE	10	6	20	F	\$2,229	\$12.86	\$2,845	\$16.41	16,718	21,338	\$3.55	\$462.00	\$4,620
3/13/2012	IA-Classroom	10	2	18	F	\$2,167	\$12.50	\$2,710	\$15.63	5,418	6,775	\$3.13	\$135.75	\$1,358
3/13/2012	Health Off Spec	10	3.5	25	D	\$2,518	\$14.53	\$2,914	\$16.81	11,016	12,749	\$2.28	\$173.25	\$1,733
3/13/2012	Health Off Spec	10	3.5	25	B	\$2,518	\$14.53	\$2,914	\$16.81	11,016	12,749	\$2.28	\$173.25	\$1,733
4/17/2012	Admin Asst	12	8	29	B	\$2,776	\$16.02	\$2,914	\$16.81	33,312	34,968	\$0.80	\$138.00	\$1,656
4/17/2012	IA-Specialized	10	6	26	F	\$2,581	\$14.89	\$3,294	\$19.00	19,358	24,705	\$4.11	\$534.75	\$5,348
5/8/2012	IA-PE	10	6	20	F	\$2,229	\$12.86	\$2,845	\$16.41	16,718	21,338	\$3.55	\$462.00	\$4,620
5/8/2012	IA-SE	10	6	20	F	\$2,229	\$12.86	\$2,845	\$16.41	16,718	21,338	\$3.55	\$462.00	\$4,620
5/8/2012	IA-Classroom	10	3	18	B	\$2,167	\$12.50	\$2,229	\$12.86	8,126	8,359	\$0.36	\$23.25	\$233
5/8/2012	IA-SE	10	6	20	F	\$2,229	\$12.86	\$2,845	\$16.41	16,718	21,338	\$3.55	\$462.00	\$4,620
5/8/2012	IA-SE	10	4	20	F	\$2,229	\$12.86	\$2,845	\$16.41	11,145	14,225	\$3.55	\$308.00	\$3,080
													<b>TOTAL</b>	<b>\$113,729</b>



Advanced Step Placement Fiscal Impact Report

PC Meeting Approval Date	Position	MO	HR	Salary Range	Adv Step	Step A Monthly Rate	Step A Hourly Rate	Adv Step Monthly Rate	Adv Step Hourly Rate	Annual Cost at Step 1	Annual Cost at Adv Step	Amount change by Hour	Amount change by Month	Annual Fiscal Impact
<b>2012-2013</b>														
7/11/2012	Senior Buyer	12	8	41	F	\$3,720	\$21.46	\$4,747	\$27.39	44,640	56,964	\$5.92	\$1,027.00	\$12,324
7/11/2012	Fiscal Svcs Supv	12	8	M41	D	\$4,462	\$25.74	\$5,165	\$29.80	53,544	61,980	\$4.06	\$703.00	\$8,436
8/14/2012	Elem Library Coord	10	7	26	B	\$2,581	\$14.89	\$2,710	\$15.63	22,584	23,713	\$0.74	\$112.88	\$1,129
8/14/2012	HVAC Mechanic	12	8	37	C	\$3,374	\$19.47	\$3,720	\$21.46	40,488	44,640	\$2.00	\$346.00	\$4,152
8/14/2012	IA-Specialized	10	6	26	F	\$2,581	\$14.89	\$3,294	\$19.00	19,358	24,705	\$4.11	\$534.75	\$5,348
8/23/2012	IA-Dev Hlth	10	8	23	F	\$2,398	\$13.83	\$3,060	\$17.65	23,980	30,600	\$3.82	\$662.00	\$6,620
9/11/2012	IA-Dev Hlth	10	5	23	F	\$2,398	\$13.83	\$3,060	\$17.65	14,988	19,125	\$3.82	\$413.75	\$4,138
9/11/2012	Accountant	12	8	41	C	\$3,720	\$21.46	\$4,101	\$23.66	44,640	49,212	\$2.20	\$381.00	\$4,572
10/10/2012	IA-Specialized	10	6	26	F	\$2,581	\$14.89	\$3,294	\$19.00	19,358	24,705	\$4.11	\$534.75	\$5,348
10/10/2012	Specialist	10	5	26	F	\$2,581	\$14.89	\$3,294	\$19.00	16,131	20,588	\$4.11	\$445.63	\$4,456
10/10/2012	Clerk	10	7	26	B	\$2,581	\$14.89	\$2,710	\$15.63	22,584	23,713	\$0.74	\$112.88	\$1,129
11/13/2012	IA-Specialized	10	6	26	F	\$2,581	\$14.89	\$3,294	\$19.00	19,358	24,705	\$4.11	\$534.75	\$5,348
11/13/2012	IA-Specialized	10	6	26	F	\$2,581	\$14.89	\$3,294	\$19.00	19,358	24,705	\$4.11	\$534.75	\$5,348
1/15/2013	IA-PE	10	6	20	F	\$2,229	\$12.86	\$2,845	\$16.41	16,718	21,338	\$3.55	\$462.00	\$4,620
1/15/2013	IA-SE	10	6	20	F	\$2,229	\$12.86	\$2,845	\$16.41	16,718	21,338	\$3.55	\$462.00	\$4,620
1/15/2013	IA-Specialized	10	6	26	F	\$2,581	\$14.89	\$3,294	\$19.00	19,358	24,705	\$4.11	\$534.75	\$5,348
1/15/2013	IA-Specialized	10	6	26	F	\$2,581	\$14.89	\$3,294	\$19.00	19,358	24,705	\$4.11	\$534.75	\$5,348
1/15/2013	IA-Specialized	10	6	26	C	\$2,581	\$14.89	\$2,845	\$16.41	19,358	21,338	\$1.52	\$198.00	\$1,980
2/12/2013	Bus Driver	9.5	7	28	E	\$2,710	\$15.63	\$3,294	\$19.00	22,527	27,381	\$3.37	\$511.00	\$4,855
2/12/2013	Gardener	12	3	24	F	\$2,458	\$14.18	\$3,137	\$18.10	11,061	14,117	\$3.92	\$254.63	\$3,056
2/12/2013	Dir Class Pers	12	8	M64	C	\$7,874	\$45.43	\$8,682	\$50.09	94,488	104,184	\$4.66	\$808.00	\$9,696
3/12/2013	IA-Classroom	10	3	18	D	\$2,167	\$12.50	\$2,458	\$14.18	8,126	9,218	\$1.68	\$109.13	\$1,091
3/12/2013	IA-Specialized	10	6	26	F	\$2,581	\$14.89	\$3,294	\$19.00	19,358	24,705	\$4.11	\$534.75	\$5,348
4/9/2013	HR Analyst	12	8	M46	C	\$5,048	\$29.12	\$5,565	\$32.11	60,576	66,780	\$2.98	\$517.00	\$6,204
5/14/2013	Sprinkler Repair Technician	12	8	33	F	\$3,060	\$17.65	\$3,906	\$22.53	36,720	46,872	\$4.88	\$846.00	\$10,152
5/14/2013	IA-SE	10	6	20	F	\$2,229	\$12.86	\$2,845	\$16.41	16,718	21,338	\$3.55	\$462.00	\$4,620
5/14/2013	Administrative Assistant	12	8	29	C	\$2,776	\$16.02	\$3,060	\$17.65	33,312	36,720	\$1.64	\$284.00	\$3,408
6/4/2013	Custodian	12	8	22	F	\$2,341	\$13.51	\$2,987	\$17.23	28,092	35,844	\$3.73	\$646.00	\$7,752
													<b>TOTAL</b>	<b>\$146,441</b>

Advanced Step Placement Fiscal Impact Report

PC Meeting Approval Date	Position	MO	HR	Salary Range	Adv Step	Step A Monthly Rate	Step A Hourly Rate	Adv Step Monthly Rate	Adv Step Hourly Rate	Annual Cost at Step 1	Annual Cost at Adv Step	Amount change by Hour	Amount change by Month	Annual Fiscal Impact
<b>2013-2014</b>														
8/13/2013	Athletic Trainer	10	7	35	B	\$3,213	\$18.54	\$3,374	\$19.47	28,114	29,530	\$0.93	\$20.23	\$1,416
8/13/2013	IA-Specialized	10	6	26	F	\$2,581	\$14.89	\$3,294	\$19.00	19,358	24,700	\$4.11	\$534.29	\$5,343
9/13/2013	Physical Therapist	11	8	61	D	\$6,059	\$34.96	\$7,014	\$40.47	66,649	77,164	\$5.51	\$955.91	\$10,515
9/13/2013	Administrative Assistant	12	8	29	D	\$2,776	\$16.02	\$3,213	\$18.54	33,312	38,564	\$2.52	\$437.65	\$5,252
9/13/2013	Bus Driver	9.5	7	28	F	\$2,710	\$15.63	\$3,458	\$19.95	22,527	28,745	\$4.32	\$654.55	\$6,218
9/13/2013	Accountant	12	8	41	F	\$3,720	\$21.46	\$4,747	\$27.39	44,640	56,972	\$5.93	\$1,027.67	\$12,332
11/12/2013	Physical Activities Specialist	9.5	5.4	26	D	\$2,581	\$14.89	\$2,987	\$17.23	16,551	19,154	\$2.34	\$274.05	\$2,603
11/12/2013	IA-Physical Education	9.5	4	20	C	\$2,229	\$12.86	\$2,458	\$14.18	10,588	11,676	\$1.32	\$114.50	\$1,088
11/12/2013	IA-Classroom	9.5	3	18	D	\$2,123	\$12.50	\$2,458	\$14.18	7,719	8,757	\$1.68	\$109.24	\$1,038
11/12/2013	IA-Classroom	9.5	3	18	C	\$2,123	\$12.50	\$2,341	\$13.51	7,719	8,340	\$1.01	\$65.36	\$621
11/12/2013	IA-Classroom	9.5	3	18	B	\$2,123	\$12.50	\$2,229	\$12.86	7,719	7,941	\$0.36	\$23.36	\$222
11/12/2013	Elementary Library Coord.	10	7	26	C	\$2,581	\$14.89	\$2,845	\$16.41	22,584	24,894	\$1.52	\$231.00	\$2,310
12/10/2013	IA-Classroom	9.5	3	18	B	\$2,123	\$12.50	\$2,229	\$12.86	7,719	7,941	\$0.36	\$23.36	\$222
12/10/2013	Administrative Assistant	12	8	29	C	\$2,776	\$16.02	\$2,914	\$16.81	33,312	34,968	\$0.80	\$138.00	\$1,656
12/10/2013	IA-Specialized	10	6	26	C	\$2,581	\$14.89	\$2,987	\$16.41	19,358	21,333	\$1.52	\$197.58	\$1,976
12/10/2013	IA-Specialized	10	6	26	C	\$2,581	\$14.89	\$2,845	\$16.41	19,358	21,338	\$1.52	\$198.00	\$1,980
1/14/2014	Campus Sec. Offcr.	10	8	25	C	\$2,518	\$14.53	\$2,776	\$16.02	25,180	27,760	\$1.49	\$258.00	\$2,580
1/14/2014	IA-Music	9.5	3	20	C	\$2,229	\$12.86	\$2,458	\$14.18	7,941	8,757	\$1.32	\$85.88	\$816
2/11/2014	Accounting Tech (Acc. Hiring Rate)	12	8	29	D	\$2,776	\$16.02	\$3,213	\$18.54	33,312	38,556	\$2.52	\$437.00	\$5,244
3/11/2014	Paraeducator-3	10	6	26	D	\$2,581	\$14.89	\$2,987	\$17.23	19,358	22,403	\$2.34	\$304.50	\$3,045
													<b>TOTAL</b>	<b>\$66,477</b>

**Personnel Requisition Detailed Report – 3/11/14 PC Meeting**

OPEN REQUISITION ACTIVITY COMPARISON BY MONTH – (At time of Agenda distribution)															
PC Meeting Date	1/8/13	2/12/13	3/12/13	4/9/13	5/14/13	6/4/13	7/2/13	8/13/13	9/10/13	10/8/13	11/12/13	12/10/13	1/14/14	2/11/14	3/11/14
<b>Top 3 Ranks Available:</b> <i>Able to select from eligibility list</i>	3	6	5	10	6	10	8	8	14	6	1	5	15	14	13
<b>Top 3 Ranks Not Available:</b> <i>Recruitment necessary</i>	10	9	8	8	5	6	9	7	14	18	9	6	5	4	8
<b>TOTAL</b>	13	15	13	18	11	16	17	15	28	24	10	11	20	18	21

OPEN REQUISITIONS – (At time of Agenda distribution)																	
Req ID	Position	Dept/Site	New or Replacing Who?	Were there 3 Ranks at Time of Request?	Date Rec'd by PC	Transfer Bulletin Close Date	New Posting Open Date	New Posting Close Date	# of Days Posted	# of Applicants	# Disqualified	# Failed Written Test	# Interviewed	# on Eligibility List	Elig List Begin Date	# of Days to establish list from date rec'd	NOTES
12-103	Certified Occupational Therapist Assistant	Special Education	Kari Isackson	NO	9/8/11	9/14/11	Continuous	-	34	33	-	-	-	-	-	-	Will be contracted out for 13-14 school year. Salary change recommendation will follow salary study
14-043	Instructional Assistant – Special Education	Pt. Dume	Nicholas Griego	YES	09/12/13	9/19/13	8/30/13	9/16/13	17	44	11	21	6	6	8/2/13	-	Recruitment in IN PROGRESS to generate more candidates
14-050	Children's Center Assistant	Child Development	Lynn Sturgis	YES	8/16/13	10/13/13	-	-	-	-	-	-	-	-	-	-	Pending Final Selection Interview by Hiring Manager
14-064	Children's Center Assistant	Child Development	Katya Hess	YES	11/19/13	11/26/13	-	-	-	-	-	-	-	-	-	-	Recruitment in IN PROGRESS to generate more candidates due to change in qualifications
14-069	Children's Center Assistant	Child Development	NEW	YES	12/10/13	12/18/13	12/18/13	12/27/13	10	59	1	13	18	15	2/19/13	-	Pending Final Selection Interview by Hiring Manager

## OPEN REQUISTIONS – (At time of Agenda distribution)

Req ID	Position	Dept/Site	New or Replacing Who?	Were there 3 Ranks at Time of Request?	Date Rec'd by PC	Transfer Bulletin Close Date	New Posting Open Date	New Posting Close Date	# of Days Posted	# of Applicants	# Disqualified	# Failed Written Test	# Interviewed	# on Eligibility List	Elig List Begin Date	# of Days to establish list from date rec'd	NOTES
14-071	Instructional Assistant – Special Education	Special Education	NEW	YES	12/10/13	12/18/13	-	-	-	-	-	-	-	-	-	-	Pending Final Selection Interview by Hiring Manager
14-076	Instructional Assistant – Special Education	Webster	NEW	YES	12/19/13	-	-	-	-	-	-	-	-	-	-	-	Pending Final Selection Interview by Hiring Manager
14-077	Instructional Assistant – Special Education	Webster	NEW	YES	12/19/13	-	-	-	-	-	-	-	-	-	-	-	Pending Final Selection Interview by Hiring Manager
14-078	Instructional Assistant – Specialized	Special Education	Wendy Castillo	YES	1/6/14	1/13/14	-	-	-	-	-	-	-	-	-	-	Pending Final Selection Interview by Hiring Manager
14-083	Children's Center Assistant	Child Development Services	Armida Ramirez	YES	1/21/14	1/30/14	-	-	-	-	-	-	-	-	-	-	Pending Final Selection Interview by Hiring Manager
14-087	Paraeducator-1	Pt. Dume	NEW	NO	1/22/14	1/30/14	1/28/13	2/10/13	-	-	-	-	-	-	-	-	IN PROGRESS
14-088	Administrative Assistant	McKinley	Marissa Canales	YES	2/5/14	2/12/14	-	-	-	-	-	-	-	-	-	-	Hiring Manager currently interviewing candidates on eligibility list
14-090	IA-Specialized	Special Education	Renee Yi	NO	2/7/14	2/16/14	-	-	-	-	-	-	-	-	-	-	Recruitment in IN PROGRESS to generate more candidates
14-091	IA-Classroom	Roosevelt	NEW	YES	2/11/14	2/17/14	-	-	-	-	-	-	-	-	-	-	Recruitment in IN PROGRESS to generate more candidates
14-092	Children's Center Assistant- Preschool	Franklin	Carol McKeown	YES	2/11/14	2/25/14	-	-	-	-	-	-	-	-	-	-	Recruitment in IN PROGRESS to generate more candidates
14-093	Paraeducator-1	Malibu HS	William Thomas	NO	2/19/14	2/25/14	-	-	-	-	-	-	-	-	-	-	Recruitment in IN PROGRESS to generate more candidates

## OPEN REQUISTIONS – (At time of Agenda distribution)

Req ID	Position	Dept/Site	New or Replacing Who?	Were there 3 Ranks at Time of Request?	Date Rec'd by PC	Transfer Bulletin Close Date	New Posting Open Date	New Posting Close Date	# of Days Posted	# of Applicants	# Disqualified	# Failed Written Test	# Interviewed	# on Eligibility List	Elig List Begin Date	# of Days to establish list from date rec'd	NOTES
14-094	Paraeducator-1	Pt. Dume	NEW	NO	2/20/14	3/2/14											Recruitment in IN PROGRESS to generate more candidates
14-095	Paraeducator-1	Grant	NEW	NO	2/28/14	3/9/14											Recruitment in IN PROGRESS to generate more candidates
14-096	Paraeducator-1	McKinley	NEW	NO	2/28/14	3/9/14											Recruitment in IN PROGRESS to generate more candidates
14-097	Cafeteria Worker I	Food Services	Steven Williams	YES	3/3/14	3/12/14	3/7/14	3/26/14									Recruitment in IN PROGRESS to generate more candidates

## FILLED REQUISTIONS – (Within previous 2 months)

Req ID	Position	Dept/Site	New or Replacing Who?	Were there 3 Ranks at Time of Request?	Date Rec'd by PC	Transfer Bulletin Close Date	New Posting Open Date	New Posting Close Date	# of Days Posted	# of Applicants	# Disqualified	# Failed Written Test	# Interviewed	# on Eligibility List	Elig List Begin Date	# of Days to establish list from date rec'd	NOTES
14-048	Instructional Assistant - Special Education	SAMOHI	Sabrina Smith	YES	9/30/13	10/07/13	10/15/13	10/25/13	11	37	7	2	-	-	-	-	Pending Final Selection Interview by Hiring Manager
14-054	Instructional Assistant-Classroom	McKinley	Tashia Buccioni	NO	10/11/13	10/20/13	10/14/13	10/25/13	12	73	16	16	11	7	12/13/13	31	Pending Final Selection Interview by Hiring Manager

## FILLED REQUISTIONS – (Within previous 2 months)

Req ID	Position	Dept/Site	New or Replacing Who?	Were there 3 Ranks at Time of Request?	Date Rec'd by PC	Transfer Bulletin Close Date	New Posting Open Date	New Posting Close Date	# of Days Posted	# of Applicants	# Disqualified	# Failed Written Test	# Interviewed	# on Eligibility List	Elig List Begin Date	# of Days to establish list from date rec'd	NOTES
14-055	Instructional Assistant – Special Education	McKinley	Jessica Purser	YES	10/11/13	10/20/13	-	-	-	-	-	-	-	-	-	-	Filled from Eligibility List
14-058	Administrative Assistant	Student Services	Dana Hartley	NO	11/7/13	11/13/13	11/20/13	11/29/13	9	156	64	24	20	5	12/23/13	46	Pending Final Selection Interview by Hiring Manager
14-062	Instructional Assistant - Special Education	Grant	Dana Hartley	YES	11/07/13	11/13/13	10/15/13	10/25/13	11	37	7	2	-	-	-	-	Pending Final Selection Interview by Hiring Manager
14-063	Instructional Assistant – Classroom	Franklin	Shirin Khoadadadi	YES	11/12/13	11/21/13	-	-	-	-	-	-	-	-	-	-	Filled from Eligibility List
14-066	Human Resources Technician	Human Resources	Judy Popovich	NO	11/20/13	11/26/13	11/19/13	12/2/13	14	75	32	20	10	5	12/17/13-	27	Filled from Eligibility List
14-067 14-073	Instructional Assistant - Bilingual	Lincoln	Alma Foote	NO	11/21/13 12/19/13	11/28/13 12/25/13	12/10/13	12/30/13	20	26	10	1	-	-	-	-	IN PROGRESS
14-081	Accounting Technician	Fiscal Services	Vida Kamkar	NO	1/24/14	1/30/14	1/15/14	1/27/14	12	61	9	11	15	7	1/22/14	-	Filled from Eligibility List
14-082	Administrative Assistant	Webster	Melva Colter	YES	1/24/14	1/30/14	-	-	-	-	-	-	-	-	-	-	Filled from Eligibility List
14-084	Custodian	M & O	Joe Porter	YES	1/24/14	1/30/14	-	-	-	-	-	-	-	-	-	-	Pending Final Selection Interview by Hiring Manager
14-085	Instructional Assistant – Physical Education	Roosevelt	Michael Lardo	YES	1/24/14	1/30/14	-	-	-	-	-	-	-	-	-	-	Pending Final Selection Interview by Hiring Manager
14-086	Stock and Delivery Clerk	Food Services	Leonardo Marrujo	YES	2/5/14	2/12/14	-	-	-	-	-	-	-	-	-	-	Pending Final Selection Interview by Hiring Manager
14-089	Custodian	M&O	NEW	YES	2/7/14	2/16/14	-	-	-	-	-	-	-	-	-	-	Filled from Eligibility List

TO: BOARD OF EDUCATION  
 FROM: SANDRA LYON / BRANDON TIETZE  
 RE: CLASSIFIED PERSONNEL – MERIT

ACTION/CONSENT  
 02/06/14

RECOMMENDATION NO. A.20

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.

<b><u>NEW HIRES</u></b>		<b><u>EFFECTIVE DATE</u></b>
Ausman, Devon Facility Permits	Technical Theater Technician 6 Hrs/10 Mo/Range: 35 Step: F	1/6/14
Chiriboga, Giovanni McKinley ES	Custodian 8 Hrs/12 Mo/Range: 22 Step: A	1/2/14
Honore, Crystal Adams MS	Campus Security Officer 8 Hrs/10 Mo/Range: 25 Step: C	1/6/14
Nguyen, Chieu Special Education-McKinley ES	Inst Asst – Developmental Health 5 Hrs/SY/Range: 23 Step: A	12/6/13
Sebastiani, Juan Operations	Gardener 8 Hrs/12 Mo/Range: 24 Step: A	12/27/13
Spotts, Natalie Santa Monica HS	Inst Asst – Music 3 Hrs/SY/Range: 20 Step: C	12/12/13

<b><u>RE-EMPLOYMENT</u></b>		<b><u>EFFECTIVE DATE</u></b>
Ramirez, Phil Maintenance	Painter 8 Hrs/12 Mo/Range: 35 Step: F	1/2/14

<b><u>TEMP/ADDITIONAL ASSIGNMENTS</u></b>		<b><u>EFFECTIVE DATE</u></b>
Anderson, Sally Malibu HS	Senior Office Specialist [additional hours; Independent Study Program assistance]	12/1/13-6/10/14
Cary, Wendy Malibu HS	Inst Asst – Special Ed [additional hours; math intervention assistance]	12/1/13-6/10/14
Cruz, Cindy Santa Monica HS	Inst Asst – Bilingual [additional hours; assistance with tutoring]	10/1/13-6/30/14
Davis, Jessica McKinley ES	Inst Asst – Classroom [additional hours; field trip assistance]	10/31/13
Flores, Francisco Santa Monica HS	Inst Asst – Bilingual [additional hours; assistance with tutoring]	10/1/13-6/30/14
Lucas, Ralph McKinley ES	Inst Asst – Classroom [additional hours; Harvest Festival assistance]	10/25/13
Lucas, Ralph McKinley ES	Inst Asst – Classroom [additional hours; field trip assistance]	11/25/13-6/10/14

Marquez, Lily McKinley ES	Bilingual Community Liaison [overtime; IEP translation]	11/19/13
Martinez, Isabel Special Education	Inst Asst – Specialized [additional hours; professional development]	12/1/13-6/10/14
Mashkovich, Jane Special Education	Inst Asst – Specialized [additional hours; professional development]	12/1/13-6/10/14
Michael, Joshua Santa Monica HS	Athletic Trainer [overtime; athletic events]	12/2/13-12/14/13
Moore, Terrance Malibu HS	Inst Asst – Special Ed [additional hours; assistance with tutoring]	10/1/13-6/10/14
Sargent, Darren Santa Monica HS	Campus Security Officer [additional hours; construction security]	1/6/14-3/31/14
Savage, Stephanie Santa Monica HS	Senior Office Specialist [overtime; football games ticket sales]	12/1/13-6/10/14
Stanton, Jill Information Svcs	Computer Operator [overtime; data transfer]	11/1/13-12/13/13
Venable, Terance II Facility Permits	Custodian [additional hours; Facility Permits events]	1/1/14-6/30/14
<b><u>SUBSTITUTES</u></b>		<b><u>EFFECTIVE DATE</u></b>
Anderson, Janice Health Services	Health Office Specialist	12/10/13-6/10/14
Ayala, Erick Lincoln MS	Inst Asst – Bilingual	1/6/14-6/13/14
Fuentes, Mario Operations	Gardener	12/10/13-6/30/14
Gonzalez, Jose Malibu HS	Campus Security Officer	12/1/13-6/10/14
Gonzalez, Monica Malibu HS	Campus Security Officer	12/1/13-6/10/14
Johnson, Deshay Operations	Custodian	1/9/14-6/30/14
Joseph, Stephen District	Campus Security Officer	12/17/13-6/30/14
Krekorian, Anita Special Education	Inst Asst – Special Ed	1/9/14-6/30/14
Levy, Robin Special Education	Inst Asst – Special Ed	12/13/13-6/30/14
Lopez, Jorge Maintenance	HVAC Mechanic	1/20/14-6/30/14
Mamon, Stephanie Operations	Custodian	1/9/14-6/30/14



Morales, Daniel Child Develop Svcs	Children's Center Asst	1/9/14-6/30/14
Wilson, Terry Malibu HS	Campus Security Officer	12/1/13-6/10/14
Wright, Lewis Malibu HS	Campus Security Officer	12/1/13-6/10/14

**INVOLUNTARY TRANSFER**

**EFFECTIVE DATE**

Gonzalez, April Webster ES	Inst Asst – Special Ed 6 Hrs/SY From: 6 Hrs/SY/Special Education - Floater	11/22/13
Odom, Lamont McKinley ES-Day Shift	Custodian 8 Hrs/12 Mo From: 8 Hrs/12 Mo/McKinley ES-Night Shift	1/2/14
Quintanilla, Albert Webster ES	Inst Asst – Special Ed 6 Hrs/SY From: 6 Hrs/SY/Special Education - Floater	11/22/13

**VOLUNTARY TRANSFER IN LIEU OF LAYOFF**

Brown, Elizabeth Special Education	Inst Asst – Special Ed 6 Hrs/SY From: 6 Hrs/SY/Santa Monica HS	12/13/13
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**LEAVE OF ABSENCE (PAID)**

**EFFECTIVE DATE**

Zaki, Emil Food and Nutrition Svcs	Cafeteria Worker I Medical	1/1/14-4/30/14
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**PROFESSIONAL GROWTH**

**EFFECTIVE DATE**

Aldana, Monica Grant ES	Health Office Specialist	2/1/14
Johnson, Kerri Lincoln MS	Inst Asst – Special Ed	1/1/14
Perez, Grace Child Develop Svcs-Rogers ES	Children's Center Asst	1/1/14
Reyes, Pedro Maintenance	Electrician	1/1/14
Tabones, Remigio Maintenance	Electrician	2/1/14

**WORKING OUT OF CLASS**

**EFFECTIVE DATE**

Hartley, Logan Rogers ES	Physical Activities Specialist From: Inst Asst – Physical Education	12/2/13-1/31/14
Parker, Stephen Maintenance	Carpenter From: Skilled Maintenance Worker	12/19/13-12/31/13

Peoples, Jeff  
Maintenance

Skilled Maintenance Worker  
From: Custodian

12/19/13-12/20/13

**ABOLISHMENT OF POSITION**

Inst Asst – Classroom  
3 Hrs/SY; Grant ES

**EFFECTIVE DATE**  
8/22/13

**RESIGNATION**

Colter, Melva  
Webster ES

Administrative Assistant

**EFFECTIVE DATE**  
2/5/14

**RETIREMENT**

Marrujo, Leonardo  
Food and Nutrition Svcs

Stock and Delivery Clerk

**EFFECTIVE DATE**  
1/27/14

Neylan, Suzanne  
Cabrillo ES

Inst Asst – Special Ed

2/25/14

**SUSPENSION WITHOUT PAY**

GV 1016791  
Fiscal Svcs

**EFFECTIVE DATE**  
1/29/14; 2/26/14

**APPOINTMENT OF COMMISSIONER-RENEWAL**

Pertel, Joseph  
Personnel Commission

Personnel Commissioner

**EFFECTIVE DATE**  
12/1/13-11/30/16

**DECEASED**

Porter, Joe  
Operations

Custodian

**EFFECTIVE DATE**  
1/14/14

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

TO: BOARD OF EDUCATION  
 FROM: SANDRA LYON / BRANDON TIETZE  
 RE: CLASSIFIED PERSONNEL – MERIT

ACTION/CONSENT  
 02/20/14

RECOMMENDATION NO. A.17

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

<u>NEW HIRES</u>		<u>EFFECTIVE DATE</u>
Kamkar, Vida Human Resources	Human Resources Technician 8 Hrs/12 Mo/Range: 31 Step: F	1/29/14
Ramirez, Armida Grant ES	Cafeteria Worker I 3 Hrs/SY/Range: 11 Step: F	1/27/14
Suhr, Charlotte Grant ES	Inst Asst – Special Ed 4.5 Hrs/SY/Range: 20 Step: A	1/22/14
Wolff, Amy McKinley ES	Inst Asst – Special Ed 4 Hrs/SY/Range: 20 Step: A	1/15/14

<u>TEMP/ADDITIONAL ASSIGNMENTS</u>		<u>EFFECTIVE DATE</u>
Benjamin, Jacquita Lincoln MS	Inst Asst – Special Ed [additional hours; ASB dance concession sale]	1/10/14-6/10/14
Buccioni, Tashia Adams MS	Inst Asst – Bilingual [additional hours; ELL students support]	1/21/14-6/10/14
Casillas, Emma Edison ES	Inst Asst – Bilingual [limited term; classroom assistance]	1/27/14-6/10/14
Chiriboga, Giovanni Facility Use	Custodian [overtime; Facility Use events]	1/2/14-6/30/14
Gaylor, Amanda Educational Svcs	Office Specialist [additional hours; Stairway of the Stars assistance]	1/10/14-2/28/14
Gutierrez, Nancy Adams MS	Bilingual Community Liaison [overtime; field trip assistance]	1/12/14-1/17/14
Heiderman, Dan Malibu HS	Custodian [overtime; extra duties]	12/1/13-6/30/14
Honor'e Crystal Facility Use	Campus Security Officer [overtime; Facility Use events]	1/6/14-6/30/14
Joseph, Stephen Facility Use	Campus Security Officer [additional hours; Facility Use events]	12/19/13-6/30/14
Marquez, Lily McKinley ES	Bilingual Community Liaison [additional hours; IEP translation]	12/5/13
Martin, Eric Malibu HS	Custodian [overtime; extra duties]	12/1/13-6/30/14

Moton, Wilson Lincoln MS	Custodian [overtime; drama performances]	1/24/14-1/26/14
Richards, Michelle McKinley ES	Inst Asst – Classroom [additional hours; math intervention assistance]	1/23/14-6/10/14
Sebastiani, Juan Facility Use	Gardener [overtime; Facility Use events]	12/27/13-6/30/14
Uliantzeff, Elena Santa Monica HS	Bilingual Community Liaison [additional hours; Advisors presentation interpreting]	1/11/14
Valadez, Luz Edison ES	Inst Asst – Bilingual [limited term; classroom assistance]	1/27/14-6/10/14

**SUBSTITUTES**

**EFFECTIVE DATE**

Cage, Ramondo Operations	Custodian	1/14/14-6/30/14
Curtis, Kathleen Malibu HS	Campus Security Officer	1/7/14-6/30/14
Hardin, Tamara Child Develop Svcs	Children’s Center Asst	1/16/14-6/30/14
Hernandez, Yolanda District	Office Specialist	1/27/14-6/30/14
Osaki, Brenda District	Office Specialist	12/12/13-6/30/14

**INVOLUNTARY TRANSFER**

**EFFECTIVE DATE**

Capitano, Carol Special Education	Inst Asst – Special Ed 6 Hrs/SY/Special Education - Floater From: 6 Hrs/SY/Franklin ES	1/28/14
Hill, Kevin SMASH	Inst Asst – Special Ed 6 Hrs/SY/SMASH From: 6 Hrs/SY/Santa Monica HS	12/16/13

**CHANGE IN ASSIGNMENT**

Carrillo, Steven Transportation	Bus Driver 7.25 Hrs/10 Mo From: 7 Hrs/10 Mo	1/27/14
Rosa, Lucy Santa Monica HS	Inst Asst – Developmental Health 6.25 Hrs/SY From: 6 Hrs/SY	12/9/13

**LEAVE OF ABSENCE (PAID)**

**EFFECTIVE DATE**

Lopez, Jose Operations	Gardener Medical	12/16/13-5/22/14
Simmonds, Hugh Operations	Gardener Medical	1/2/14-6/1/14

Sugars, Curtis Operations	Plant Supervisor Medical	1/16/14-2/2/14
Watkins, Jennifer Food and Nutrition Svcs	Cafeteria Cook Baker Medical	12/10/13-2/2/14

**LEAVE OF ABSENCE (UNPAID)**

		<b><u>EFFECTIVE DATE</u></b>
Adams, Daryl Webster ES	Physical Activities Specialist CFRA Leave	1/27/14-4/21/14
Adams, Daryl Webster ES	Physical Activities Specialist Personal	4/22/14-6/10/14
Casillas, Veronica Santa Monica HS	Student Outreach Specialist Personal	1/24/14-6/15/14
Dodd, Jason Maintenance	Carpenter FMLA Leave	1/28/14-2/17/14
Maxson, Nicholas Maintenance	HVAC Mechanic Personal	2/11/14-3/1/14

**PROFESSIONAL GROWTH**

		<b><u>EFFECTIVE DATE</u></b>
Cruz, Carmen Child Develop Svcs-McKinley ES	Children's Center Asst	1/1/14
Cueva, Sandra Child Develop Svcs-Washington West	Children's Center Asst	2/1/14
Garcia, Irene Rogers ES	Inst Asst – Classroom	2/1/14
Hofland, Keri Lincoln MS	Inst Asst – Special Ed	2/1/14
Santiago, Guillermo Roosevelt ES	Inst Asst – Special Ed	2/1/14

**WORKING OUT OF CLASS**

		<b><u>EFFECTIVE DATE</u></b>
Coleman, Daniel Webster ES	Physical Activities Specialist From: Inst Asst – Physical Education	1/27/14-6/10/14
Peoples, Jeff Maintenance	Skilled Maintenance Worker From: Custodian	12/20/13-1/5/14
Williams, Steven Food and Nutrition Svcs	Stock and Delivery Clerk From: Cafeteria Worker I	1/16/14-2/28/14

**ABOLISHMENT OF POSITION**

	<b><u>EFFECTIVE DATE</u></b>
Administrative Assistant 8 Hrs/12 Mo; Educational Svcs	12/23/13
Inst Asst – Special Ed 6 Hrs/SY; Special Education – Malibu HS	1/13/14

**DISQUALIFICATION FROM PROBATION**

JK 0159841 Administrative Assistant

**EFFECTIVE DATE**

2/7/14

**REDUCTION OF HOURS IN LIEU OF LAYOFF**

Schmidt, Phillip Inst Asst – Special Ed  
Franklin ES 6 Hrs/SY  
From: 8 Hrs/SY

**EFFECTIVE DATE**

1/22/14

**RESIGNATION**

Lardo, Michael Inst Asst – Physical Education  
Roosevelt ES

**EFFECTIVE DATE**

1/31/14

**TERMINATION DUE TO EXHAUSTION OF ALL PAID LEAVES**

(39-MONTH MEDICAL REEMPLOYMENT LIST)  
DG 2192178 Inst Asst – Special Ed  
Santa Monica HS

**EFFECTIVE DATE**

2/28/14

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

TO: BOARD OF EDUCATION

ACTION/CONSENT

02/06/14

FROM: SANDRA LYON / DEBRA MOORE WASHINGTON / BRANDON TIETZE

RE: CLASSIFIED PERSONNEL – NON-MERIT

RECOMMENDATION NO. A.21

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

**AVID TUTOR**

Jaffe, Samantha	Lincoln MS	12/17/13-6/10/14
Nicholas, Nico	Lincoln MS	12/13/13-6/10/14

**COACHING ASSISTANT**

Carter-Aaron, Lysandra	Santa Monica HS	1/7/14-6/30/14
Doyle, Joseph	Santa Monica HS	12/16/13-6/30/14
Donohoe, Chris	Santa Monica HS	12/16/13-6/30/14
Freedman, Will	Santa Monica HS	12/2/13-6/30/14
Hubert, Daniel	Santa Monica HS	12/16/13-6/30/14
Jozkowicz, Arthur	Santa Monica HS	12/16/13-6/30/14
Moreno, Ashlee	Santa Monica HS	12/2/13-6/30/14
Morra, Dominic	Santa Monica HS	12/2/13-6/30/14
Mujic, Edi	Malibu HS	12/1/13-6/30/14

**NOON SUPERVISION AIDE**

Davis, Joshua	Adams MS	1/7/14-6/10/14
Mesrobian, Krikor	Rogers ES	12/2/13-6/10/14

**TECHNICAL SPECIALIST – LEVEL I**

Avalos, Maria	Special Education [Psychologist Intern] - Funding: Special Education	8/22/13-6/10/14
Brinkworth, Shannon	Special Education [Psychologist Intern] - Funding: Special Education	8/22/13-6/10/14
Francis, Maryann	Special Education [Psychologist Intern] - Funding: Special Education	8/22/13-6/10/14
Harris, Jenna	Special Education [Psychologist Intern] - Funding: Special Education	8/22/13-6/10/14
Lamens, Gina	Special Education [Psychologist Intern] - Funding: Special Education	8/22/13-6/10/14

Slekys, Kristine Special Education 8/22/13-6/10/14  
[Psychologist Intern]  
- Funding: Special Education

Tauger, Naomi Special Education 8/22/13-6/10/14  
[Psychologist Intern]  
- Funding: Special Education

**TECHNICAL SPECIALIST – LEVEL III**

McNaughton, Joelle Ed Svcs/Muir ES/SMASH 10/7/13-12/20/13  
[Voice Coach]  
- Funding: Reimbursed by PTA

**EDUCATIONAL SPECIALIST – LEVEL I**

Ahmad, Sonia Santa Monica HS 12/1/13-1/15/14  
[ROP Vikes Café Support]  
- Funding: ROP - Support

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



TO: BOARD OF EDUCATION

ACTION/CONSENT

02/20/14

FROM: SANDRA LYON / DEBRA MOORE WASHINGTON / BRANDON TIETZE

RE: CLASSIFIED PERSONNEL – NON-MERIT

RECOMMENDATION NO. A.18

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**

Higgins, Shauh	Santa Monica HS	1/13/14-6/30/14
Lupi, Paul	Santa Monica HS	1/13/14-6/30/14
Pierson, Jenna	Malibu HS	12/1/13-12/31/13
Rock, Andy	Santa Monica HS	1/9/14-6/30/14

**NOON SUPERVISION AIDE**

Gunasekara, Chandra	Adams MS	1/13/14-6/10/14
Kaplan, Jessica	Cabrillo ES	1/15/14-6/10/14
Santino, Susan	Muir ES	1/18/14-6/10/14

**STUDENT WORKER – WORKABILITY**

Alvarez-Flores, Pablo	Special Education	1/15/14-6/30/15
Pander, Dakota	Special Education	1/15/14-6/30/15

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

**SANTA MONICA – MALIBU UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
MEETING CALENDAR  
2013 – 2014**

<b>Date</b>	<b>Time</b>	<b>Location</b>	<b>Notes</b>
<b>2013</b>			
July 2, 2013	1:00 p.m.	Board Room – District Office	Special Meeting
August 13, 2013	4:00 p.m.	Board Room – District Office	
September 10, 2013	4:00 p.m.	Board Room – District Office	
October 8, 2013	4:00 p.m.	Board Room – District Office	
November 12, 2013	4:00 p.m.	Board Room – District Office	
December 10, 2013	4:00 p.m.	Board Room – District Office	
<b>2014</b>			
January 14, 2014	4:00 p.m.	Board Room – District Office	
February 11, 2014	4:00 p.m.	Board Room – District Office	
February 2014	Daily Conference	TBD	CSPCA 2014 Annual Conference
March 11, 2014	4:00 p.m.	Board Room – District Office	
April 8, 2014	4:00 p.m.	Board Room – District Office	2014–15 Budget Discussion and Development
May 13, 2014	4:00 p.m.	Board Room – District Office	2014-15 Budget Adoption
June 10, 2014	4:00 p.m.	Board Room – District Office	

**SMMUSD Board of Education Meeting Schedule 2013-2014**

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

July through December 2013					
Month	1 <sup>st</sup> Thursday	2 <sup>nd</sup> Thursday	3 <sup>rd</sup> Thursday	4 <sup>th</sup> Thursday	Special Note:
July			7/18* DO	7/24* DO 7/30* DO	*7/18: Special Meeting *Wednesday, 7/24 *7/30: Special Meeting
August		8/14* DO		8/28* DO	*Wednesday, 8/14 First day of school: 8/22
September	9/5 DO		9/19 DO		*9/5: District Holiday
October	10/3 M		10/17 DO		
November	11/7 M		11/19* LMS 11/21 DO		*11/19: Workshop Thanksgiving: 11/28-29
December		12/12 DO		winter break	
<b>Winter Break: December 23 – January 3</b>					
January through June 2014					
<b>Winter Break: December 23 – January 3</b>					
January	winter break	1/16 DO			
February	2/6 M		2/20 DO		
March	3/6 DO 3/8* DO		3/20 M		*3/8: Workshop
<b>Spring Break: April 7-18</b>					
April	4/3 DO	spring break	spring break		
May	5/1 M		5/15 DO		
June	6/5 DO			6/25* DO	Last day of school: 6/10 *Wednesday: 6/25

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

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## **IV. Personnel Commission Business:**

### **A. Future Items:**

<b>Subject</b>	<b>Action Steps</b>	<b>Tentative Date</b>
Preliminary Budget – Fiscal Year 2014-2015	First Reading	April 2014
Classified Employees Appreciation Reception		May 2014
Adoption of Budget – Fiscal Year 2014-2015		May 2014
Adoption of Personnel Commission Calendar 2014-2015		May 2014
Annual Performance Evaluation of Personnel Commission Staff		May 2014

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**V. Next Regular Personnel Commission Meeting:**

Tuesday, April 8, 2014, at 4:00 pm - *District Office Board Room*

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**VI. Closed Session:**

No Closed Session

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**VII. Adjournment:**

<b>Commissioner</b>	<b>M</b>	<b>S</b>	<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>ABSENT</b>
Barbara Inatsugu						
Joseph Pertel						
Michael Sidley						