

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

AGENDA

REGULAR MEETING
April 8, 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 April 8, 2014**

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

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

Commissioner	M	S		Yes	No	Abstain	ABSENT
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
April 8, 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 April 8, 2014

E. Approval of Minutes for Regular Meetings on March 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 Update
- 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>
Facilities Technician	4
Instructional Assistant – Classroom	6
Instructional Assistant – Physical Education	8
Office Specialist	15
Senior Office Specialist	7

B. Approval of Advanced Step Placements:

1. Advanced Step Placements:

Approval of Advanced Step Placement for new employee Dorothy Baker in the classification of Instructional Assistant – Classroom at Range: 18 Step: D

III. Action/Discussion Items/or Other Information:

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

1. 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.

2. New Classifications:

Recommendation: *Approve*

- a. It is recommended that the Personnel Commission approve the new classification of the classification Cafeteria Cashier within the Food and Nutrition Services job family.
- b. It is recommended that the Personnel Commission approve the new classification of the classification Cafeteria Worker/Transporter within the Food and Nutrition Services job family.
- c. It is recommended that the Personnel Commission approve the new classification of the classification Special Education Data Technician within the Special Education job family.
- d. It is recommended that the Personnel Commission approve the new classification of the classification Student Information Systems Specialist within the Student Services job family.

3. Classification Revisions:

Recommendation: *Approve*

- a. It is recommended that the Personnel Commission approve the revisions to the Children's Center Assistant classification within the Student Support job family.
- b. It is recommended that the Personnel Commission approve the revisions to the Children's Center Assistant - Preschool classification within the Student Support 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. Proposed Budget - Personnel Commission Fiscal Year 2014/15 – First Reading

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.17 (for SMMUSD School Board Agenda)
 - March 6, 2014
Classified Personnel – Merit Report – No. A.17
 - March 20, 2014
Classified Personnel – Merit Report – No. A.13
 - April 3, 2014

4. Classified Personnel – Non-Merit Report – No. A.18
 - March 6, 2014
 Classified Personnel – Non-Merit Report – No. A.18
 - March 20, 2014
 Classified Personnel – Non-Merit Report – No. A.14
 - April 3, 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
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, May 13, 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:

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

PUBLIC EMPLOYEE PERFORMANCE EVALUATION

- Title: Director of Classified Personnel

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

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

The meeting is adjourned in memory of James Bromberg, Lincoln Middle School teacher, who recently passed away.

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

March 11 @ 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: The Regular Meeting of the Personnel Commission was called to order at 4:13 p.m.

Roll Call: Commissioners Inatsugu and Sidley were present. Commissioner Pertel was absent.

B. Pledge of Allegiance: Ms. Terry Deloria, Assistant Superintendent of Educational Services, led all in attendance in the Pledge of Allegiance.

C. Motion to Approve Agenda: March 11, 2014

It was moved and seconded to approve the agenda with the following amendments: Agenda Items III.A.2. and III.A.3. were tabled.

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

D. Motion to Approve Minutes: February 11, 2014

It was moved and seconded to approve the minutes as presented.

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 recruitment efforts in anticipation of new vacancies.**
 - **Director Tietze expressed his gratitude to Mr. Bryon Miller, Personnel Analyst, for test development as well as for his contribution to the salary study.**
- Summer Assignments
 - **Director Tietze noted that the Personnel Commission office has begun to process classified summer assignments. With the assistance of Ms. Cindy Johnston, Human Resources Technician, Director Tietze developed a comprehensive guide for summer assignment distribution, application, and also expectations for employees who are placed in these assignments. Management is encouraged to provide the Personnel Commission Office with their requests in a timely manner, so that all assignments will be filled, and the employees who wish to work in summer will have the opportunity to do so.**
- District Technology Team Update
 - **Director Tietze provided a brief report on the District Technology Team's progress.**
 - **The business applications committee has distributed a survey for managers and office staff to collect data regarding individual needs for hardware, software, and technology training for each department and school site.**
 - **The District Technology Team attended a recent CASBO workshop about business and technology solutions in school districts.**
- Professional Growth and Training Committee Update
 - **Director Tietze updated the Personnel Commission on the Professional Growth and Training committee's progress.**
 - **Director Tietze thanked Ms. Cartee-McNeely for her initiative on the committee.**
 - **New ideas and goals were introduced to differentiate mandatory in-service training from professional growth opportunities. A detailed matrix of all departments and types of training was developed to be incorporated into the District calendar.**
 - **Director Tietze noted that certain certificated trainings have been of interest for classified staff working in the classrooms. These workshops can serve as a great resource for professional growth.**
- Affordable Care Act Committee Update
 - **Director Tietze informed the Personnel Commission on initiatives of this committee.**
 - **Director Tietze provided a brief report on a brainstorming session with departments and managers who may be impacted by the Affordable Care Act.**

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 commented on the District Local Control Accountability Plan committee's first meeting, which was convened by the Assistant Superintendent of Educational Services, Ms. Terry Deloria. Commissioner Inatsugu praised the**

District's efforts to educate the community about implementation of the new funding formula.

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

- Ms. Cartee-McNeely, Chief Steward, updated the Personnel Commission on negotiations with the District. The next session will take place on March 13, 2014. Workplace meetings with classified employees will be scheduled to provide updates and receive additional input to be used in future negotiations.
- Ms. Cartee-McNeely informed the Personnel Commission about SEIU's regular meetings with Superintendent Lyon to discuss classified employees' concerns and also reflect on the District's matters and achievements.
- Ms. Cartee-McNeely reported on SEIU's political activities including the child care employees' visit to Sacramento. State Superintendent Torlakson spoke about the important role in-home child care providers play in the educational success of children.
- Ms. Cartee-McNeely invited the Personnel Commissioners to participate in "Walk-a-Day" event to shadow various classified employees.
- Ms. Cartee-McNeely reported on Labor Management Team's activities.
- Commissioner Sidley inquired about SEIU's position on Malibu separating from SMMUSD. Ms. Cartee-McNeely stated that SEIU participated in the discussions of the task force, and it is rather concerned about classified employees' status if the separation were to take place.

2. Board of Education Report

- Ms. Debra Moore Washington, Assistant Superintendent of Human Resources, informed the Personnel Commission about a study explaining the implications of Malibu's separation from the District.
- Ms. Washington updated the Personnel Commission about the District's initiatives related to the Common Core State standards.
- Ms. Washington reported on the Affordable Act committee's activities including the development of tracking systems for various groups of part-time employees.
- Ms. Washington informed the Personnel Commission about negotiations with SEIU.
- Ms. Washington reported on District's certificated staffing for next school year.
- Ms. Washington informed the Personnel Commission about the new approach of school funding related to the Vision for Student Success campaign. It will impact Instructional Assistants that were previously funded by PTA.

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>
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

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	✓		✓			

Director Tietze stated that the cumulative fiscal impact calculation will be provided as part of the Advanced Step Placement report at the next regular Personnel Commission meeting on April 8, 2014.

III. Action Items/ Discussion/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

It was moved and seconded to receive the 2013-2014 Classified Salary Study results and recommendations.

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

- **Director Tietze presented a comprehensive report regarding salary study results and recommendations for the classified service.**
- **Director Tietze explained the purpose of the study, which included providing the base salary component of the required classification/compensation study outlined in SEIU Contract, Article 19.4.1., generating objective and accurate data-driven feedback for further discussion, and providing salary adjustment recommendations and various options to the Board of Education based on Merit Rules 12.1.3. and 12.1.4.**
- **Director Tietze described the goals of the salary study:**
 - **Strict focus on comparable positions only**
 - **Broad analysis to increase data accuracy and consistency**
 - **Conservative filtering of comparison data in order to increase accuracy and face validity (to hold up to scrutiny from stakeholder groups)**
 - **Candid discussion of the results and recommendations**
- **Director Tietze defined relevant differences between classification and compensation analysis for classified and certificated workforce.**
- **Director Tietze provided rationale and criteria for selection of particular agencies in respect to location, community demographics, total revenue per student, average daily attendance, the size and diversity of the student population, and employee benefits.**
- **Director Tietze described the analysis process and methodology used in the study.**
- **Director Tietze presented chronological timelines of the study:**
 - **Discussion of anticipated process – November 2013 through Mid-January 2014**
 - **Working List of Comparable Agencies – January 30, 2014**
 - **Preliminary Study Results – February 19, 2014**
 - **Updated Study Results – February 28, 2014**
 - **Final Report – March 7, 2014**
 - **Recommendations – March 11, 2014**
- **Director Tietze explained that the salary analysis was based on benchmark positions presenting final data according to classification job families such as business, clerical/secretarial, food services, human resources/personnel, technology services, instructional support, student services, maintenance, operations, transportation, and classified management.**
- **Director Tietze expressed the benefits of maintaining salaries in line with the market, such as an increased productivity and stability of the workforce capable of meeting modern demands as well as framework for managers to broaden their demands and employees to understand the need for higher efficiency.**
- **Director Tietze provided the scope of the Personnel Commission’s authority regarding recommendations.**
- **Director Tietze also provided alternative recommendations including staggering of salary increases over time, lowering minimum qualifications and decreasing the volume or level of job responsibilities. These recommendations are related to falling behind the market, which could have several negative impacts.**
- **Director Tietze concluded that by aligning job duties, qualifications and pay, the District will be better positioned to evolve its expectations from staff. He noted that the Personnel Commission already provides on-going classification work; hence, the focus of the current study was on salary analysis.**
- **Mr. Elhamy Tanios, Assistant Director of Fiscal Services, expressed his concerns with salary alignments within his department.**

- Ms. Washington acknowledged the effort regarding the salary study. She noted that the District has questions about the impact of benefit compensation and professional growth in agencies used in the salary study, the compatibility of agencies in relation to the District, and further implications of the study.
- Director Tietze noted that even though certain agencies were located further away, they were actually more comparable with SMMUSD in terms of base salary.

It was moved and seconded to adopt the 2013-2014 Classified Salary Study results and recommendations.

Major recommendations to the Board of Education include:

- Request the negotiating process to consider the results of the pending “total compensation” analysis along with base salary analysis recommendations from the Personnel Commission (if Santa Monica – Malibu Unified School District is significantly different than the market in other “total compensation” areas such as benefits; adjustments to the base salary recommendations should be considered)
- Request that the negotiating process determine a formula that computes a final salary recommendation for Board of Education approval, based on both analysis of salary and other “total compensation” factors
- Request the negotiating process to refer to the All Agencies Group regarding base salary adjustment recommendations using one, or a combination of, the following methods:
 - a. Closest Benchmark Position = 0-16% salary increase
 - b. Family Benchmark Average = 4-10% salary increase
 - c. Classified Workforce Average = 7% salary increase

The motion includes the following amendment authorizing the Director of Classified Personnel to draft a preamble. A preamble will identify what the goals of the Personnel Commission are and why the information contained in the salary study is significant, so that the Personnel Commission can accomplish these goals. The preamble will include the difficulties in recruitment and how those are salary sensitive as well as the difficulties in retention and how they may be more dependent upon salary and benefits. These concepts should play an important role in the negotiating process.

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

- Commissioner Inatsugu and Sidley commended Director Tietze and his staff for excellent job conducting the salary study.

2. Reclassification Study: **tabled**

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.

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

3. New Classifications: **tabled**
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.

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

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
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.

It was moved and seconded to approve to adjourn the meeting.

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

TIME ADJOURNED: 6:22 p.m.

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.

II. Consent Calendar

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

PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
Regular Meeting: April 8, 2014

AGENDA ITEM NO: ILB.1.

SUBJECT: Advanced Step Placement – Dorothy Baker

BACKGROUND INFORMATION:

Classification Title: Instructional Assistant – Classroom	Employee: Dorothy Baker	Calculation of Advanced Step Recommendation
<u>Education:</u> <ul style="list-style-type: none"> Any combination of education, training and/or experience that is likely to provide the required knowledge and abilities is qualifying. Preferred Qualifications: Graduation from high school or its recognized equivalent; successfully completed 48 semester units (72 quarter units) at an institution of higher learning, and 	<ul style="list-style-type: none"> Dorothy has received a high school diploma as well as an Associate’s degree in Education. Dorothy also passed the District’s Instructional Assistant examination. 	1 level of education above the required level = 1 Step Advance (Max. allowed)
<u>Experience:</u> <ul style="list-style-type: none"> Six (6) months of paid or verifiable, supervised volunteer experience working with school age children in a classroom or organized setting. 	<ul style="list-style-type: none"> Dorothy has 16 years of experience working with school age children in a classroom or organized setting. 	7 (2 year periods) more than the required amount of Experience = 2 Step Advance (Max. allowed)
<u>Total Advanced Steps:</u> 1 + 2 = 3 Advanced Steps = <u>STEP D</u>		

DIRECTOR’S COMMENTS:

Ms. Baker’s professional training and experience exceed the minimum requirements specified for this classification. Pay rate at Step A is \$12.50/hour; Step D is \$14.18/hour. The net difference in pay is an increase of \$1.68 per hour, \$127.31 per month, or \$1,209.00 per year.

DIRECTOR’S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Dorothy Baker at Range 18, 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 (1st) of each calendar month. When an anniversary date falls on or before the fifteenth (15th) of the month, the increment shall be figured on the first (1st) of the month. When the anniversary date falls after the fifteenth (15th) of the month, the increment shall be figured the first (1st) of the following month.

16.4 Advanced Step Placement:

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

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

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

16.5 Salary on Promotion

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

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

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

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

III. Action Items

PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
Regular Meeting: Tuesday, April 8, 2014

AGENDA ITEM NO: III.A.1.

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 4th. 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.

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

PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
Regular Meeting: Tuesday, April 8, 2014

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

SUBJECT: Proposed New Classification – Cafeteria Cashier

BACKGROUND INFORMATION

This classification study was initiated as part of a reclassification request submitted by a current employee. The cashier duties at some school sites are completed by Noon Aides, which are not represented in the classified workforce classification structure. Thus, positions currently utilized to satisfy the requirements are misaligned with the needs of the Department and District.

METHODOLOGY

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

- Met and collaborated with Orlando Griego, Director of Food and Nutrition Services, to discuss past, present, and future needs of the position to support regular Department operations
- Reviewed the classification specifications of Cafeteria Worker I, Cafeteria Worker II, and Site Food Services Coordinator to determine the possibility of allocating cashier duties to other classifications in the District
- Reviewed and analyzed several classification specifications from other comparable agencies to identify job characteristics such as tasks, responsibilities, minimum work requirements, and titles
- Researched comparable agencies to collect title and salary information for positions with overlapping work characteristics
- Met with the Director of Food Services to discuss preliminary findings and determine suggest solution options

ANALYSIS

- Clarified, defined, and operationalized all task statements by obtaining input from the supervisor 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.
- 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 Cafeteria I classification could be used to satisfy the cashier duties; however, the salary for Cafeteria Worker I exceeds what is actually appropriate
- Establishing this classification will allow the Personnel Commission regulate the selection process and ensure that Department and District needs are met

DIRECTOR’S RECOMMENDATIONS

Establish the classification of Cafeteria Cashier to be available as an option to meet the current and future needs of the Food and Nutrition Services Department.

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

SANTA MONICA – MALIBU UNIFIED SCHOOL DISTRICT

CLASS TITLE: CAFETERIA CASHIER

Classified Employee's Salary Range: 9

BASIC FUNCTION:

Under general supervision, performs a variety work related to food and beverage sales to students and school staff, collection and recording of money from sales, basic food preparation and set up, and maintain cleanliness of food service facilities.

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

REPRESENTATIVE DUTIES

Task Statement	Code
Operate a cash register to receive cash and lunch cards/student IDs and maintain required records	CC-1
Complete food and beverage sales by providing students and staff with product information, collecting various forms of payment, and providing correct change	CC-2
Operate a computer terminal to record food, beverage, and meal sales and print transaction reports	CC-3
Assists in basic food and beverage setup in cafeteria service area; and may provide simple foods for sale as instructed	CC-4
Encourages students to develop good nutrition habits by ensuring compliance with District standards and the National School Breakfast and Lunch Programs	CC-5
Inventories, orders, receives, stores and rotates foods and supplies	CC-6
Perform related duties as assigned	

SUPERVISION MATRIX:

Supervision:	<i>Establishing overall expectations, goals and objectives, and aligning departmental resources</i>
Received from:	Director of Food and Nutrition Services in conjunction with the Food Services Operations Supervisor
Given to:	None
Work Direction:	<i>Providing specific instruction and expectations on how to complete daily activities</i>
Received from:	Cafeteria Worker II, Production Kitchen Coordinator, Site Food Service Coordinator, Food Services Operations Supervisor, and/or Director of Food and Nutrition Services
Given to:	None
Work Evaluation:	<i>Assessing the performance outcomes based on work direction and supervision expectations</i>
Collaborators:	Director of Food and Nutrition Services with input from Food Services Operations Supervisor, Production Kitchen Coordinator, and/or Site Food Service Coordinator
Given to:	None

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

- Basic mathematics including addition, subtraction, and multiplication
- General food handling techniques and kitchen sanitation
- Basic health, safety and sanitation regulations
- Safe work and food service work practices
- Basic food nutrition

ABILITY TO:

- Perform basic mathematics including addition, subtraction, and multiplication
- Count money and make change accurately
- Communicate effectively in English and work cooperatively with students and staff
- Operate a computer terminal and point-of-sale cash register
- Understand and carry out oral and written instructions in English
- Read recipes and interpret forms in English
- Understand and apply the National School Lunch Program
- Maintain flexibility working with frequent interruptions

MINIMUM QUALIFICATIONS

Any combination of education and experience that demonstrates possession of the knowledge, skills, and abilities needed to perform the essential duties listed above.

Note: For positions which require the ability to communicate effectively in a designated second language, candidates must successfully pass the District's bilingual oral exam

PREFERRED QUALIFICATIONS

EDUCATION:

Graduation from high school or evidence of recognized equivalent educational proficiency

EXPERIENCE:

Six (6) months of experience in a similar role

WORKING CONDITIONS:

ENVIRONMENT:

Cafeteria work environment; the incumbent of this position may experience frequent exposure to heat from ovens and stoves and cold from walk-in refrigerators and freezers; works both inside and outside with exposure to changing weather conditions.

PHYSICAL DEMANDS:

Standing or sitting for prolonged periods of time with occasional stooping, crouching, bending at the waist, kneeling or walking; must have hand and finger dexterity to operate equipment; visual and auditory acuity to maintain safety standards; hearing and speaking sufficient to exchange information.

DUTIES APPROVED
BOARD OF EDUCATION:

CLASSIFICATION APPROVED
PERSONNEL COMMISSION:

PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
Regular Meeting: Tuesday, April 8, 2014

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

SUBJECT: Proposed New Classification – Cafeteria Worker/Transporter

BACKGROUND INFORMATION

This classification study was initiated upon notification that a Cafeteria Worker I is currently being utilized to satisfy certain food transport needs of the Department, which is in excess of the assigned duties in the Cafeteria Worker I job description. This new position is meant to offer a solution option that allows Cafeteria Workers to assist with the transport duties based on officially assigned duties.

METHODOLOGY

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

- Met and collaborated with Orlando Griego, Director of Food Services, to discuss past, present, and future needs of the position to support regular Department operations
- Reviewed the classification specifications of Cafeteria Worker I, Cafeteria Worker II, and Stock & Delivery Clerk to determine the possibility of allocating transport duties to other classifications in the District
- Reviewed and analyzed several classification specifications from other comparable agencies to identify job characteristics such as tasks, responsibilities, minimum work requirements, and titles
- Researched comparable agencies to collect title and salary information for positions with overlapping work characteristics
- Met with the Director of Food Services to discuss preliminary findings and determine suggest solution options

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 tasks/duties needed to be fulfilled would require two separate classifications to satisfy; which would require scheduling changes
- Based on the level of current work, Stock & Delivery Clerk 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

- Adding transport duties to the Cafeteria Worker I position would require all current employees to have a valid and current driver’s license. Transport duties are not needed in all areas which renders a license requirement for this classification an unnecessary hardship; salary requirements would need to be increased as well.

DIRECTOR’S RECOMMENDATIONS

Establish the classification of Cafeteria Worker/Transporter to be available as a solution option to meet the current and future needs of the Food and Nutrition Services Department.

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

SANTA MONICA – MALIBU UNIFIED SCHOOL DISTRICT

CLASS TITLE: CAFETERIA WORKER-TRANSPORTER

Classified Employee's Salary Range: 13

BASIC FUNCTION:

Under general supervision, perform routine food service activities related to the preparation and set-up for the serving of food to students and staff; perform cashiering duties in the sale of food items to students and staff; and maintain cleanliness of food service facilities; and deliver food supplies, materials, and equipment to schools and offices within the District.

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

REPRESENTATIVE DUTIES

Task Statement	Code
Maintain food storage, equipment, work and serving areas in a clean, sanitary and safe condition; wash and clean counters and tables; wash and store pots, pans, trays and kitchen equipment; clean and store utensils, dishes, trays and cafeteria equipment	CWT-1
Assist in the preparation and service of breakfast, lunch, main dishes, salad bars, packaged and snack bar items to students and staff in accordance with District standards and the National School Breakfast and Lunch Programs	CWT-2
Prepare a variety of food items such as salads, sandwiches, cookies, etc.	CWT-3
Serve a variety of foods in a cafeteria, food cart or snack bar location; stock counters and carts according to appropriate procedures	CWT-4
Operate a cash register to receive cash and lunch cards/student IDs and maintain required records; operate a computer terminal and print reports	CWT-5
Operate kitchen equipment including, but not limited to, graters, slicers, knives, ovens, steamers, tilting skillets and others	CWT-6
Set up steam tables and ice beds for food service	CWT-7
Ensure that all food is prepared properly with regard to established temperature and quality standards; document on the appropriate forms on a daily basis	CWT-8
Operate a variety of equipment and machines used in a school cafeteria as required; operate a computer terminal, point-of-sale cash register, and other transaction related equipment	CWT-9
Receive, pick up, records, and deliver food, supplies, and equipment for schools and offices within the District	CWT-10
Load transport carts and deliver perishable food from one school site or District location to another	CWT-11
Drives a District vehicle to various schools, offices and other food services locations	CWT-12
Perform related duties as assigned	

SUPERVISION MATRIX:

Supervision:	<i>Establishing overall expectations, goals and objectives, and aligning departmental resources</i>
Received from:	Director of Food and Nutrition Services in conjunction with the Food Services Operations Supervisor
Given to:	None
Work Direction:	<i>Providing specific instruction and expectations on how to complete daily activities</i>
Received from:	Cafeteria Worker II, Production Kitchen Coordinator, Site Food Service Coordinator, Food Services Operations Supervisor, and/or Director of Food and Nutrition Services
Given to:	None
Work Evaluation:	<i>Assessing the performance outcomes based on work direction and supervision expectations</i>
Collaborators:	Director of Food and Nutrition Services with input from Food Services Operations Supervisor, Production Kitchen Coordinator, and/or Site Food Service Coordinator
Given to:	None

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

- Basic kitchen utensils and equipment
- Basic mathematics including addition, subtraction, and multiplication
- Proper food handling techniques and kitchen sanitation
- Basic health, safety and sanitation regulations
- Methods of cleaning and maintaining food service areas, utensils and equipment
- Safe driving practices and operation of light and/or medium delivery vehicles
- Appropriate methods for lifting and loading supplies and equipment
- Proper use of hand trucks and dollies

ABILITY TO:

- Perform basic mathematics including addition, subtraction, and multiplication
- Count money and make change accurately
- Communicate effectively in English and work cooperatively with students and staff
- Operate a computer terminal and point-of-sale cash register
- Understand and carry out oral and written instructions in English
- Read recipes and interpret forms in English
- Understand and apply the National School Lunch Program
- Serve a variety of foods in large quantities.
- Read and write at the level necessary to perform the above duties.
- Learn school and office locations and geography of the District and adjust routes when needed
- Ability to maintain tight work schedules without close supervision
- Maintain flexibility working with frequent interruptions

MINIMUM QUALIFICATIONS

Any combination of education and experience that demonstrates possession of the knowledge, skills, and abilities needed to perform the essential duties listed above.

LICENSES AND OTHER REQUIREMENTS:

Possession of a current and valid California driver's license

Note: For positions which require the ability to communicate effectively in a designated second language, candidates must successfully pass the District's bilingual oral exam

PREFERRED QUALIFICATIONS

EDUCATION:

Graduation from high school or evidence of recognized equivalent educational proficiency

EXPERIENCE:

One (1) year of experience preparing and serving large quantities of food in a commercial food operation such as a restaurant, hospital or school environment

LICENSES AND OTHER REQUIREMENTS:

Food handler or ServSafe certificate

WORKING CONDITIONS:

ENVIRONMENT:

Cafeteria work environment; the incumbent of this position may experience frequent exposure to heat from ovens and stoves and cold from walk-in refrigerators and freezers; works both inside and outside with exposure to changing weather conditions.

Transportation; use of a motor vehicle which may expose the incumbent to adverse weather and driving conditions

PHYSICAL DEMANDS:

Lifting heavy canned food cases up to forty-five (45) pounds; stooping and bending at the waist; dexterity of hands and fingers to operate various kitchen equipment and utensils; reaching overhead, above the shoulders and horizontally to store food and related materials.

PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
Regular Meeting: Tuesday, April 8, 2014

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

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.

Commissioner	M	S		Yes	No	Abstain	ABSENT
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

Task Statement	Code
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:

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

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

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

ABILITY TO:

- Perform a variety of responsible clerical duties in support of special education
- Compile, verify and run reports using information from school, department, division, or District databases
- Learn and apply rules and regulations involved in assigned program functions
- Handle confidential information with tact and discretion
- Perform basic mathematics including addition, subtraction, multiplication, and division
- Analyze situations accurately and adopt an effective course of action
- Operate a personal computer and standard office equipment including fax machines, printers, and copier machines
- Respond to and resolve questions and concerns from a variety of sources
- Use independent judgment and initiative to carry out department and District needs
- Communicate effectively with co-workers, supervisors, management, department representatives, vendors and suppliers, and the public using tact, courtesy and good judgment
- Understand and follow oral and written instructions in English
- Maintain records and prepare reports
- Establish and maintain cooperative and effective working relationships with others
- Meet schedules and timelines in order to keep department operating efficiently
- Work independently and make decisions in accordance with established policies, requirements, and direction from supervisory staff members
- Be motivated to produce high quality work
- Maintain a work pace appropriate to the position

MINIMUM QUALIFICATIONS

EDUCATION:

Graduation from high school or evidence of recognized equivalent educational proficiency

EXPERIENCE:

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

LICENSES AND OTHER REQUIREMENTS:

None

WORKING CONDITIONS:

ENVIRONMENT:

This is primarily a sedentary classification and the employee works in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances. The employee interfaces with school administrators, program coordinators, and educational agency representatives in preparing reports, reviewing data management activities, and requesting and providing information. The employee also interfaces with a range of different managers, supervisors, staff, students, and public and private representatives.

PHYSICAL DEMANDS:

Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate standard office equipment. The position occasionally bends, stoops, reaches, pushes and pulls drawers to retrieve and file information and lifts and carries reports and records that typically weigh less than 20 pounds.

DUTIES APPROVED
BOARD OF EDUCATION:

CLASSIFICATION APPROVED
PERSONNEL COMMISSION:

PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
Regular Meeting: Tuesday, April 8, 2014

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

SUBJECT: Proposed New Classification – Student Information Systems Specialist

BACKGROUND INFORMATION

This classification study was requested by Senior Cabinet to meet current and anticipated needs of the Education Services, Student Services, and Information Services departments. Currently, many of the proposed duties and responsibilities are performed by the Director of Evaluation & Assessment and an outside consultant.

METHODOLOGY

In carrying out this study, the following activities were performed:

- Senior Cabinet members conducted preliminary research and collaborated with one another to create and propose a job description with an overview of the position needs
- Met with Directors and other representatives from Education Services, Student Services, and Information Services to obtain information and further detail regarding the requirements of the positions
- Reviewed and analyzed several classification specifications from other comparable agencies to identify job characteristics such as tasks, responsibilities, minimum work requirements, and titles
- Researched comparable agencies to collect title and salary information for positions with overlapping work characteristics
- Sent preliminary findings and two drafts of proposed job descriptions to Education Services, Student Services, Information Services, and members of Senior Cabinet to review and provide input and recommendations.

ANALYSIS

- Clarified, defined, and operationalized all task statements by obtaining input from departments and comparable agencies/positions
- Calculated the task and work characteristic overlap to identify accurate salary needs
- Used benchmarking and current organizational structure analysis to identify appropriate position level and salary recommendations

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
- The California Longitudinal Pupil Achievement Data System (CALPADS) is a crucial and complex system the District would benefit if it were handled by a Classified employee instead of a consultant and the Director of Evaluation & Assessment; whom has higher-level functions to focus on

DIRECTOR'S RECOMMENDATIONS

Establish the classification of Student Information Systems Specialist to meet the current and future needs of the District.

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

SANTA MONICA – MALIBU UNIFIED SCHOOL DISTRICT

CLASS TITLE: STUDENT INFORMATION SYSTEMS SPECIALIST

Classified Employee’s Salary Range: A-49

BASIC FUNCTION:

Under the general supervision of the Director of Student Services, the Student Information Systems (SIS) Specialist maintains and manages the student information system and other data-related projects. The incumbent also assists other staff in the development, testing, implementation, and modification of all student data systems to monitor and evaluate student progress.

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

REPRESENTATIVE DUTIES

Task Statement	Code
Ensure the accuracy and integrity of data entered by system users	SISS-1
Plan and implement training on all SIS modules using a variety of traditional and digital formats	SISS-2
Import and export data files to assist personnel with various state and federal reporting needs	SISS-3
Communicate in oral and written form with end users relative to system status and availability, protocols and policies for systemic use of the SIS	SISS-4
Serve as a liaison between District personnel, administrators, outside agencies, and governmental organizations concerning assigned data processing and reporting functions and resolve related issues and discrepancies as needed	SISS-5
Communicate with sites and departments across the District to exchange information, resolves issues, and coordinate activities	SISS-6
Communicate updates, changes, and issues to applicable users	SISS-7
Organize, prepare, and conduct monthly meetings, trainings, and orientation sessions	SISS-8
Develop documentation manuals dedicated to the most frequently used SIS modules, such as enrollment, attendance, reports, master schedules and create written procedure manuals to standardize SIS procedures	SISS-9
Provide assistance and technical support to District and school site users	SISS-10
Complete various local, state, and federal reports and works with staff in collecting required data	SISS-11
Attend and participate in meetings and conferences to stay abreast of new developments in information systems, particularly in relation to regulations governing student information	SISS-12
Participate in on-going SIS/technology training and seminars to maintain current knowledge and skills in technological advancements and protocol related to SIS activities	SISS-13
Assist in the preparation and maintenance of a variety of narrative and statistical reports, records, and files related to the SIS	SISS-14
Perform related duties as assigned	

SUPERVISION MATRIX:

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

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

- Principles, methods, practices, and procedures of all aspects related to student information systems software
- California Longitudinal Pupil Achievement Data System (CALPADS)
- Public K-12 school system operations and procedures
- Information and data systems related to public K-12 school systems
- Components, capabilities, and trouble-shooting methodologies for information systems software
- Various departmental functions, district organization, student data needs and student reporting requirements
- Governmental reporting requirements, guidelines, regulations, and procedures associated with the reporting of student information
- Principles, methods, practices, and techniques related to research, data collection, analysis, interpretation, and statistical reporting
- Simple and complex mathematical procedures related to information systems

ABILITY TO:

- Manage student data collection process specifically required for CALPADS
- Navigate users, troubleshoot, and ensure efficient of CALPADS
- Perform data base extractions using various drivers to compile appropriate representations of information
- Verify data entered by system users for accuracy and prepare technical written and oral reports
- Review, audit, and verify data and various reports as required by the District and regulatory agencies
- Problem solve and troubleshoot simple to complex anomalies in data management systems and relational database systems
- Communicate effectively and work cooperatively with students, co-workers, supervisors, management, and the public
- Communicate and present information for purposes of training staff, preparing reports, and collaborating with all levels of district staff in the planning, integration and support of student data throughout the District
- Provide technical support to student information system users with regards to system requirements, input needs, data entry requirements, and reporting requirements/guidelines

- Identify system needs, requirements and perform tests for system upgrades and enhancements
- Communicate complex and technical information in a simple and comprehensive manner to a variety of stakeholders
- Understand and carry out oral and written instructions in English

ABILITY TO (continued):

- Manage time effectively and feel comfortable with a large-amount of autonomy
- Maintain flexibility working with frequent interruptions and multiple changing priorities
- Maintain cooperative working relationships with others
- Maintain confidentiality with discretion of sensitive information

MINIMUM QUALIFICATIONS

EDUCATION & EXPERIENCE

- Associate of Arts (A.A.) or Associate of Science (A.S.) degree in Information Systems, Computer Science, or related field
- Two (2) or more years of full-time work experience implementing and maintaining data information systems
- At least one (1) year of progressively responsible experience managing and maintaining the California Longitudinal Pupil Achievement Data System (CALPADS)

OR

- Bachelor of Arts (B.A.) or Bachelor of Science (B.S.) degree in Information Systems, Computer Science, or related field
- One (1) or more years of full-time work experience implementing and maintaining data information systems
- At least one (1) year of progressively responsible experience managing and maintaining the California Longitudinal Pupil Achievement Data System (CALPADS)

LICENSES AND OTHER REQUIREMENTS:

- Possession of a valid and current California driver license

WORKING CONDITIONS:

ENVIRONMENT:

This is primarily a sedentary classification, and the employee works in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. The employee interfaces with a range of District managers, supervisors, staff, students, and public and private representatives.

PHYSICAL DEMANDS:

Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate standard office equipment. The position occasionally bends, stoops, reaches, pushes and pulls drawers to retrieve and file information and lifts and carries reports and records that typically weigh less than 20 pounds.

DUTIES APPROVED
BOARD OF EDUCATION:

CLASSIFICATION APPROVED
PERSONNEL COMMISSION:

**PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
Regular Meeting: Tuesday, April 8, 2014**

AGENDA ITEM NO: III.A.3.a. and III.A.3.b.

SUBJECT: Classification Specification Revisions – Children’s Center Assistant & Children’s Center Assistant – Preschool

BACKGROUND INFORMATION:

The U.S. Department of Health and Human Services changed the qualifications requirements for Head Start Teacher aides/assistants on September 30, 2013. The new qualifications for aides/assistants is as follows: have a child development associate (CDA) credential; be enrolled in a CDA credential program that will be completed within 2 years; or have an associate or baccalaureate degree (in any area) or be enrolled in a program leading to such a degree. These changes only affect the Children’s Center Assistant – Preschool position. The Children’s Center Assistant position has been revised to reflect the preferred qualifications for the position. Further, the Director of Classified Personnel has identified the need to more clearly distinguish between supervision, work direction, and work evaluation and to whom those responsibilities are allotted to.

It currently cannot be determined if the changes to the minimum requirements warrant a change in the salaries. The Personnel Commission is currently withholding salary change recommendations for these classifications until the 2013-2014 salary negotiations between SEIU and the District have concluded.

METHODOLOGY

In carrying out these revisions, staff conducted the following activities:

- Researched minimum and suggested qualification requirements for Children’s Center Assistants working under programs funded through different sources.
- Met and collaborated with Alice Chung, Director of Child Development Services, and Reham Dabash, Assistant Director of Child Development Services, to discuss current, anticipated, and preferred qualification requirements for State Preschool, Head Start, and LA-Up programs.

ANALYSIS

- Reviewed the feedback and research on education and experience requirements in order to ensure they are simple and easy to understand for staff, managers, and applicants.

DISCUSSION

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

- The job title for Children’s Center Assistant should be changed to “Children’s Center Assistant I
- The job title for Children’s Center Assistant – Preschool should be changed to “Children’s Center Assistant II

- The minimum qualification sections should be modified as shown to reflect anticipated needs
- Revising these classifications will allow the Personnel Commission to better regulate the selection process and ensure that Department and District needs are met

RECOMMENDATION:

It is recommended that the Personnel Commission approve the revisions to the Children’s Center Assistant and Children’s Center Assistant - Preschool classification specifications as provided.

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

PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

CLASS TITLE: CHILDREN'S CENTER ASSISTANT I

Classified Employees Salary Schedule – 18

BASIC FUNCTION:

Under general supervision of a Child Development Services administrator or a site administrator (with input from the teacher(s) and Lead Teacher to whom the Children's Center Assistant is assigned), assists the teacher in providing care, supervision, planned recreational and other learning opportunities and activities for children in the Infant/Toddler Program and School Aged Program by providing learning activity support to individuals and small groups of children and students.

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

REPRESENTATIVE DUTIES

Task Statement	Code
Assists in protecting the health and safety of children by following health and safety rules, regulations, practices and procedures; by maintaining classroom rest and play areas in a safe, clean, neat and orderly manner; and, as necessary, by washing face and hands of children and helping to brush their teeth; washing and drying bedding used for nap and rest periods and by assisting in toileting children.	CCA I-1
Observes children and assists in the supervision and modeling of appropriate behavior through positive reinforcement techniques.	CCA I-2
Assists in supervising rest, nap, nutrition, meal and play times either in the classroom, on the playground or on field trips.	CCA I-3
Prepares and serves snacks and other meals as necessary and cleans up tables, counters and preparation areas following each meal.	CCA I-4
Assists in the preparing of materials and aids for instructional and other learning activities, such as, dependent upon assignment, arts and crafts or homework review.	CCA I-5
Performs clerical support duties, such as preparing, typing and copying instructional materials; maintaining files and records as necessary; and distributing, collecting and storing paper, supplies, materials, toys and play and recreation equipment.	CCA I-6
Provides support to the teacher by setting up and breaking down work, play and rest areas and displays and bulletin boards; operating audio-visual equipment; and maintaining cassettes, tapes, etc.	CCA I-7
Provides information to parents and visitors regarding Program activities and contacts parents as needed to obtain information concerning children and Program requirements as directed by the teacher.	CCA I-8
Participates in staff meetings and in-service training programs as assigned.	CCA I-9
Records student progress/abilities.	CCA I-10
Performs related duties as assigned.	

SUPERVISION MATRIX:

Supervision:	<i>Establishing overall expectations, goals and objectives, and aligning departmental resources</i>
Received from:	Child Development Services Administrator or Site Administrator
Given to:	None
Work Direction:	<i>Providing specific instruction and expectations on how to complete daily activities</i>
Received from:	Teacher(s) or Lead Teacher
Given to:	None
Work Evaluation:	<i>Assessing the performance outcomes based on work direction and supervision expectations</i>
Received from:	Child Development Services Administrator or Site Administrator with input from Teacher(s) or Lead Teacher
Given to:	None

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

- Basic needs, characteristics and behavior of preschool and school aged children
- Routine record keeping methods
- Responsive care giving strategies

ABILITY TO:

- Demonstrate awareness and sensitivity toward children and their individual differences in terms of abilities, cultures and languages
- Establish rapport with and gain the confidence of children and students
- Read, write and communicate effectively for the needs of the Program to which assigned
- Learn health and safety rules and regulations, practices and procedures; recognize and report safety hazards and respond accordingly
- Learn growth and development patterns of children
- Develop a working knowledge of subject areas that are part of the instructional and learning activities of the Program to which assigned
- Operate or learn to operate appropriate learning media and materials
- Understand and carry out oral and written directions
- Maintain confidentiality of matters related to children, students and parents
- Establish and maintain cooperative working relationships with those contacted during the normal course of work and work collaboratively as a child development center team member

MINIMUM QUALIFICATIONS

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

EDUCATION:

~~Graduation from high school or evidence of equivalent educational proficiency~~ Completion of at least twelve (12) semester units of course work in early childhood education or child development (excluding field work), including at least one course of at least one course of at least three (3) semester units in each of the following core areas:

1. Child/human growth and development
2. Child, family, and community, or child and family relations
- 4-3. Programs/curriculum

OR

Possess a valid Child Development Associate Teacher Permit approved by the State of California Commission on Teacher Credentialing (www.ctc.ca.gov)

Positions in this classification do not participate in providing K-12 curriculum-based instructional assistance and are therefore exempted from the No Child Left Behind Act requirements.

EXPERIENCE:

None

LICENSES AND OTHER REQUIREMENTS:

None

PREFERRED QUALIFICATIONS

EDUCATION:

Associate's degree

EXPERIENCE:

Six (6) months paid or verifiable, supervised volunteer experience that has provided first-hand knowledge of the needs of children in the program to which assigned

LICENSES AND OTHER REQUIREMENTS:

None

WORKING CONDITIONS:

PHYSICAL ABILITIES:

May require sitting, stooping, crouching, standing, and walking to work with assigned students. Must have hand and finger dexterity to operate office equipment, learning aid, and instructional materials. May occasionally lift or move a student weighing up to fifty pounds (50) pounds.

DUTIES APPROVED
BOARD OF EDUCATION:
September, 1977

CLASSIFICATION APPROVED
PERSONNEL COMMISSION:
September, 1977
Revision June 13, 1994
Revision May 16, 2006

PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

CLASS TITLE: CHILDREN'S CENTER ASSISTANT II—Preschool

Classified Employees Salary Schedule – 18

BASIC FUNCTION:

Under general supervision of a permitted teacher and a Lead Teacher or Child Development Services' administrator, assists the teacher in providing care, supervision, instructional, planned recreational and other learning opportunities and activities for children in the Preschool Program by providing instructional and learning activity support to individuals and small groups of children and students.

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

REPRESENTATIVE DUTIES

Task Statement	Code
Works with children in the Preschool Program (ages 2.9 years to 5 years) in small groups and/or on an individual basis in a structured learning environment to reinforce and follow up on instructional and other learning activities and with specific tasks to stimulate the individual child's cognitive, creative, emotional and social skills and capabilities.	CCAII-P-1
Assists in protecting the health and safety of children by following health and safety rules, regulations, practices and procedures; by maintaining classroom rest and play areas in a safe, clean, neat and orderly manner; and, as necessary, by washing face and hands of children and helping to brush their teeth; washing and drying bedding used for nap and rest periods and by assisting in toileting children.	CCAII-P-2
Observes children and assists in the supervision and modeling of appropriate behavior through positive reinforcement techniques.	CCAII-P-3
Assists in supervising rest, nap, nutrition, meal and play times either in the classroom, on the playground or on field trips.	CCAII-P-4
Prepares and serves snacks and other meals as necessary and cleans up tables, counters and preparation areas following each meal.	CCAII-P-5
Assists in the preparing of materials and aids for instructional and other learning activities, such as, dependent upon assignment, arts and crafts or homework review.	CCAII-P-6
Performs clerical support duties, such as preparing, typing and copying instructional materials; maintaining files and records as necessary; and distributing, collecting and storing paper, supplies, materials, toys and play and recreation equipment.	CCAII-P-7
Performs clerical support duties, such as preparing, typing and copying instructional materials; maintaining files and records as necessary; and distributing, collecting and storing paper, supplies, materials, toys and play and recreation equipment.	CCAII-P-8
Provides support to the teacher by setting up and breaking down work, play and rest areas and displays and bulletin boards; operating audio-visual equipment; and maintaining cassettes, tapes, etc.	CCAII-P-9
Provides information to parents and visitors regarding Program activities and contacts parents as needed to obtain information concerning children and Program requirements as directed by the teacher.	CCAII-P-10

Participates in staff meetings and in-service training programs as assigned.	CCA <u>IIP</u> -11
Records student progress/abilities.	CCA <u>IIP</u> -12
Performs related duties as assigned.	CCA <u>IIP</u> -13

SUPERVISION MATRIX:

Supervision:	<i>Establishing overall expectations, goals and objectives, and aligning departmental resources</i>
Received from:	Child Development Services Administrator or Site Administrator
Given to:	None
Work Direction:	<i>Providing specific instruction and expectations on how to complete daily activities</i>
Received from:	Teacher(s) or Lead Teacher
Given to:	None
Work Evaluation:	<i>Assessing the performance outcomes based on work direction and supervision expectations</i>
Received from:	Child Development Services Administrator or Site Administrator with input from Teacher(s) or Lead Teacher
Given to:	None

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

- Basic needs, characteristics and behavior of preschool and school aged children.
- Routine record keeping methods.
- Responsive care giving strategies.

ABILITY TO:

- Demonstrate awareness and sensitivity toward children and their individual differences in terms of abilities, cultures and languages
- Establish rapport with and gain the confidence of children and students.
- Read, write and communicate effectively for the needs of the Program to which assigned.
- Learn health and safety rules and regulations, practices and procedures; recognize and report safety hazards and respond accordingly.
- Learn growth and development patterns of children.
- Develop a working knowledge of subject areas that are part of the instructional and learning activities of the Program to which assigned.
- Operate or learn to operate appropriate learning media and materials.
- Understand and carry out oral and written directions.
- Maintain confidentiality of matters related to children, students and parents.
- Establish and maintain cooperative working relationships with those contacted during the normal course of work and work collaboratively as a child development center team member.

MINIMUM QUALIFICATIONS

EDUCATION:

Possess a valid Child Development Associate Teacher Permit approved by the State of California Commission on Teacher Credentialing (www.ctc.ca.gov)

AND

Completion OR enrollment in of a program leading to an Associate or Baccalaureate degree in Early Childhood Education

OR

Active enrollment in a child development associate credential program to be completed within 2 years

Associate or bachelor degree; OR

Enrollment in a program leading to an associate or bachelor degree; OR

Enrollment in a CDA credential program that will be completed within 2 years

Form

EXPERIENCE:

None

~~*LICENSES AND OTHER REQUIREMENTS:*~~

~~Child Development Associate Teacher Permit; or~~

~~Child Development Associate Credential~~

PREFERRED QUALIFICATIONS

EXPERIENCE:

Six (6) months paid or verifiable, supervised volunteer experience that has provided first-hand knowledge of the needs of children in the program to which assigned

Positions in this classification do not participate in providing K-12 curriculum-based instructional assistance and are therefore exempted from the No Child Left Behind Act requirements.

WORKING CONDITIONS:

May require sitting, stooping, crouching, standing, and walking to work with assigned students. Must have hand and finger dexterity to operate office equipment, learning aid, and instructional materials. May occasionally lift or move a student weighing up to fifty pounds (50) pounds.

DUTIES APPROVED
BOARD OF EDUCATION:
April 6, 2006

CLASSIFICATION APPROVED
PERSONNEL COMMISSION:
May 16, 2006

III. Discussion Items

**PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
Regular Meeting: Tuesday, April 8, 2014**

AGENDA ITEM NO: III.B.1.

SUBJECT: Proposed Budget – Personnel Commission FY 2014-2015 - First Reading

BACKGROUND INFORMATION:

Attached is the Personnel Commission’s FY 2014-2015 proposed budget for a first reading. In accordance with Education Code Section §45253, “the Personnel Commission shall prepare an annual budget for its own office which, upon the approval of the county superintendent of schools, shall be included by the governing board in the regular budget of the school district.” The budget shall be prepared for a public hearing by the Commission to be held no later than May 30, 2014. (Please see the attached Proposed Budget).

At a preliminary budget meeting with District Administrators, the District tentatively agreed to the proposed budget with consideration for base salary and benefit increases that will likely take place. It is worth noting that the District business and fiscal leadership have been very collaborative and helpful throughout the preliminary budget planning process, which is greatly appreciated by the Director of Classified Personnel.

The second reading, which includes a public hearing and adoption, will be held at the Personnel Commission meeting on May 13, 2014.

DIRECTOR’S RECOMMENDATION

The Director of Classified Personnel recommends that the Personnel Commission receive and review the proposed budget for 2014-2015 for a first reading.

2014-2015 PERSONNEL COMMISSION PROPOSED BUDGET

Object Code	Expenditure by Object	Column I 2012-2013 Actual (dollars only)	Column II 2013-2014 Proposed (dollars only)	Column II 2013-2014 Expected (dollars only)	Column III 2014-2015 Proposed (dollars only)	Column IV Change from Proposed 13-14 \$+/-
2000	Classified Salaries¹	381,068	372,000	375,426	402,879	30,879
2319	Commission Members ²	1,650	2,000	1,800	1,800	-200
2300	Director	118,798	108,000	105,914	117,938	9,938
2317- 2410	Personnel Analyst/ Technicians/Admin.	260,620	260,000	267,712	282,641	22,641
---	Other ³	0	2,000	0	500	-1,500
3000	Employee Benefits	150,659	154,200	148,772	169,392	15,192
3212	PERS, Classified Employees	40,838	45,000	42,750	47,992	2,992
3312	OASDI, Classified Employees	22,230	23,000	24,812	27,500	4,500
3332	Medicare	5,506	6,000	5,803	6,000	0
3412	Health/Wlfare	58,491	55,000	54,009	60,000	5,000
3512	SUI	3,965	4,700	201	4,700	0
3612	Workers Comp	9,145	9,500	10,512	12,000	2,500
3712	OPEB	4,756	5,000	4,685	5,000	0
3812	PERS Reduction	5,728	6,000	6,000	6,200	200
4000	Supplies and Equipment	17,713	13,000	4,300	5,000	-8,000
4310	General Supplies and Material	4,973	8,000	4,300	5,000	-3,000
4400	Non-Capital Equipment	12,740	5,000	0		-5,000
5000	Operating Expenses	16,400	21,100	11,720	13,500	-7,600
5210	Mileage Reimbursement	225	400	150	200	-200
5220	Conference/Travel Expense	274	2,250	0	1,000	-1,250
5300	Dues and Memberships	816	850	820	900	50
5640	Repair by Vendor	0	1,000	0	0	-1,000
5650	Maintenance Agreement	2,038	1,000	250	300	-700
5710	Direct Cost TRF-Intrafund	626	2,500	800	1,000	-1,500
5802	Independent Contractors/Cons	0	0	0	0	0
5810	Advertising	0	2,000	0	0	-2,000
5820	Legal Costs	0	1,000	0	0	-1,000
5890	Other Operating Expenses	12,421	10,000	9,500	10,000	0
5910	Postage and Postage Meters	0	100	200	100	0
6000	Equipment	0	4,331	0	0	-4,331
			4,331			-4,331
2000-3000 Subtotal		531,727	526,200	524,198	572,271	46,071
4000-6000 Subtotal		34,113	38,431	16,020	18,500	-19,931
						0
Appropriation for Contingencies				0	0	0
		565,840	564,631	540,218	590,771	26,140

2014-2015 PERSONNEL COMMISSION PROPOSED BUDGET

¹Do not include those expenditures not directly attributable to the activities of the Commission and their employees. For example, salaries of administrators having a line responsibility for all district operations should not be prorated even though some time may be spent working with the personnel director.

²Salaries for Commission members should not be included without prior and specific authorization by the Governing Board.
(E.C. Section 45250)

³ Additional clerical support for Classified Personnel office.

⁴Include as Appropriation for Contingencies only such amount as may seem necessary for unforeseen requirements.

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
2011-2012														
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
													TOTAL	\$113,729

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
2012-2013														
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
													TOTAL	\$146,441

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
2013-2014														
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	Admin 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	Elem Lib 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	Admin 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
4/8/2014	IA-Classroom	9.5	3.5	18	D	\$2,167	\$12.50	\$2,458	\$14.18	9,007	10,216	\$1.68	\$127.31	\$1,209
TOTAL (FROM 7/1/13)														\$67,686
CUMULATIVE 2-YEAR TOTAL (FROM 7/1/12)														\$214,127
CUMULATIVE 3-YEAR TOTAL (FROM 7/1/11)														\$327,856

Personnel Requisition Detailed Report – 4/8/14 PC Meeting

OPEN REQUISITION ACTIVITY COMPARISON BY MONTH – (At time of Agenda distribution)															
PC Meeting Date	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	4/8/14
Top 3 Ranks Available: <i>Able to select from eligibility list</i>	6	5	10	6	10	8	8	14	6	1	5	15	14	13	8
Top 3 Ranks Not Available: <i>Recruitment necessary</i>	9	8	8	5	6	9	7	14	18	9	6	5	4	8	15
TOTAL	15	13	18	11	16	17	15	28	24	10	11	20	18	21	23

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	Paraeducator-1	Pt. Dume	Nicholas Griego	NO	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
14-069	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
14-071	Paraeducator-1	Special Education	NEW	NO	12/10/13	12/18/13	-	-	-	-	-	-	-	-	-	-	Recruitment in IN PROGRESS to generate more candidates
14-076	Paraeducator-1	Webster	NEW	NO	12/19/13	-	-	-	-	-	-	-	-	-	-	-	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
14-077	Paraeducator-1	Webster	NEW	NO	12/19/13	-	-	-	-	-	-	-	-	-	-	-	Recruitment in IN PROGRESS to generate more candidates
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
14-092	Children's Center Assistant- Preschool	Franklin	Carol McKeown	YES	2/11/14	2/25/14	-	-	-	-	-	-	-	-	-	-	Pending Final Selection Interview by Hiring Manager
14-093	Paraeducator-1	Malibu HS	William Thomas	NO	2/19/14	2/25/14	-	-	-	-	-	-	-	-	-	-	Recruitment in IN PROGRESS to generate more candidates
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	-	-	-	-	-	-	-	-	-	-	Pending Final Selection Interview by Hiring Manager
14-100	Paraeducator-1	Malibu HS	Crispin Chevalier	NO	3/6/14	3/16/14	-	-	-	-	-	-	-	-	-	-	Recruitment in IN PROGRESS to generate more candidates
14-101	Paraeducator-1	Grant	NEW	NO	3/10/14	3/16/14	-	-	-	-	-	-	-	-	-	-	Recruitment in IN PROGRESS to generate more candidates
14-102	Paraeducator-1	Roosevelt	Nevan Mekari	NO	3/26/14	4/1/14	-	-	-	-	-	-	-	-	-	-	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
14-103	Paraeducator-1	SAMOHI	Constance Cornell	NO	3/26/14	4/1/14	-	-	-	-	-	-	-	-	-	-	Recruitment in IN PROGRESS to generate more candidates
14-104	IA-Specialized	Special Education	NEW	YES	3/26/14	4/1/14	-	-	-	-	-	-	-	-	-	-	Pending Final Selection Interview by Hiring Manager
14-105	IA-Specialized	Special Education	NEW	YES	3/26/14	4/1/14	-	-	-	-	-	-	-	-	-	-	Pending Final Selection Interview by Hiring Manager
14-106	IA-Classroom	Grant	Eun Young Lee	YES	3/31/14	4/8/14	-	-	-	-	-	-	-	-	-	-	Pending Final Selection Interview by Hiring Manager
14-107	Paraeducator-1	Special Education	Karen Miller	NO	3/31/14	4/8/14	-	-	-	-	-	-	-	-	-	-	Recruitment in IN PROGRESS to generate more candidates
14-108	Paraeducator-1	Special Education	Jacquita Benjamin	NO	3/31/14	4/8/14	-	-	-	-	-	-	-	-	-	-	Recruitment in IN PROGRESS to generate more candidates
14-109	Senior Office Specialist	Malibu HS	Sally Anderson	YES	3/31/14	4/8/14	-	-	-	-	-	-	-	-	-	-	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
14-050	Children's Center Assistant	Child Developmnt	Lynn Sturgis	YES	8/16/13	10/13/13	-	-	-	-	-	-	-	-	-	-	Filled from Eligibility List

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
14-062	Instructional Assistant - Special Education	Grant	Dana Hartley	YES	11/07/13	11/13/13	10/15/13	10/25/13	11	37	7	2	-	-	-	-	Filled from Eligibility List
14-063	Instructional Assistant – Classroom	Franklin	Shirin Khoadadadi	YES	11/12/13	11/21/13	-	-	-	-	-	-	-	-	-	-	Filled from Eligibility List
14-064	Children’s Center Assistant	Child Development	Katya Hess	YES	11/19/13	11/26/13	-	-	-	-	-	-	-	-	-	-	Filled from Eligibility List
14-078	Instructional Assistant – Specialized	Special Education	Wendy Castillo	YES	1/6/14	1/13/14	-	-	-	-	-	-	-	-	-	-	Filled from Eligibility List
14-082	Administrative Assistant	Webster	Melva Colter	YES	1/24/14	1/30/14	-	-	-	-	-	-	-	-	-	-	Filled from Eligibility List
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
14-084	Custodian	M & O	Joe Porter	YES	1/24/14	1/30/14	-	-	-	-	-	-	-	-	-	-	Filled from Eligibility List
14-085	Instructional Assistant – Physical Education	Roosevelt	Michael Lardo	YES	1/24/14	1/30/14	-	-	-	-	-	-	-	-	-	-	Filled from Eligibility List
14-086	Stock and Delivery Clerk	Food Services	Leonardo Marrujo	YES	2/5/14	2/12/14	-	-	-	-	-	-	-	-	-	-	Filled from Eligibility List
14-087	Paraeducator-1	Pt. Dume	NEW	NO	1/22/14	1/30/14	-	-	-	-	-	-	-	-	-	-	Filled from Eligibility List
14-088	Administrative Assistant	McKinley	Marissa Canales	YES	2/5/14	2/12/14	-	-	-	-	-	-	-	-	-	-	Filled from Eligibility List
14-089	Custodian	M & O	NEW	YES	2/7/14	2/16/14	-	-	-	-	-	-	-	-	-	-	Filled from Eligibility List
14-090	IA-Specialized	Special Education	Renee Yi	NO	2/7/14	2/16/14	-	-	-	-	-	-	-	-	-	-	Filled from Eligibility List
14-091	IA-Classroom	Roosevelt	NEW	YES	2/11/14	2/17/14	-	-	-	-	-	-	-	-	-	-	Filled from Eligibility List
14-098	Senior Office Specialist	Malibu HS	Cynthia Jensen	YES	3/6/14	3/12/14	-	-	-	-	-	-	-	-	-	-	Filled from Eligibility List
14-099	Paraeducator-1	Lincoln	Linda Luber	YES	3/6/14	3/16/14	-	-	-	-	-	-	-	-	-	-	Filled from Eligibility List

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

ACTION/CONSENT
 03/06/14

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>
Blair, Amanda Franklin ES	Inst Asst - Classroom 3.7 Hrs/SY/Range: 18 Step: A	2/3/14
Cage, Joann Operations	Custodian 8 Hrs/12 Mo/Range: 22 Step: A	2/3/14
Eskridge, Rondell Roosevelt ES	Inst Asst - Physical Education 6 Hrs/SY/Range: 20 Step: A	2/12/14
Golliher, Cecilia Webster ES	Administrative Assistant 8 Hrs/10+10 Mo/Range:29 Step:A	2/10/14
Montes, April Student Svcs	Administrative Assistant 6.4 Hrs/12 Mo/Range:29 Step:A	2/3/14
Murray, Hilary Lincoln MS	Inst Asst – Music 3 Hrs/SY/Range: 20 Step: A	2/3/14

<u>TEMP/ADDITIONAL ASSIGNMENTS</u>		<u>EFFECTIVE DATE</u>
Ausman, Devon Facility Use	Technical Theater Technician [additional hours; Facility Use events]	1/6/14-6/30/14
Ausman, Devon Facility Use	Technical Theater Technician [overtime; Facility Use events]	1/6/14-6/30/14
Casillas, Emma Edison ES	Inst Asst – Bilingual [limited term; classroom assistance]	2/10/14-6/10/14
Cueva, Felipe Santa Monica HS	Custodian [overtime; extra duties]	1/18/14-6/30/14
Fulache-Palma, Madeilaine Special Education	Inst Asst – Specialized [additional hours; student assistance]	1/24/14-2/7/14
Garnreiter, Sean Adams MS	Inst Asst – Music [overtime; overnight field trip]	1/24/14-1/26/14
Jensen, Cynthia Malibu HS	Senior Office Specialist [overtime; assistance with yearbook]	1/1/14-6/30/14
Johnson, Joel Facility Use	Technical Theater Technician [additional hours; Facility Use events]	1/29/14-6/30/14

Jones, Chancy Malibu HS	Campus Security Officer [overtime; school events]	8/15/13-6/30/14
Marquez, Lily McKinley ES	Bilingual Community Liaison [additional hours; IEP translation]	1/14/14
Naranjo, Debbie Santa Monica HS	Cafeteria Worker II [overtime; basketball games ticket sales]	2/7/14-6/10/14
Paredes, Jorge Maintenance	HVAC Mechanic [overtime; District projects and emergencies]	1/21/14-6/30/14
Peak, Denise Malibu HS	Library Assistant [overtime; choir assistance]	1/1/14-6/30/14
Selva, Marco Facility Use	Technical Theater Technician [additional hours; Facility Use events]	1/30/14-6/30/14
Smith, Denise Student Svcs	Office Specialist [additional hours; assistance with student records]	2/3/14-2/4/14
Smith, Luz Special Education	Translator [additional hours; IEP translation]	1/24/14-6/10/14
Villegas, Bibiana Health Svcs	Health Office Specialist [additional hours; assistance in nurse's office]	1/29/14-6/10/14
Wilson, Terry Malibu HS	Campus Security Officer [additional hours; school events]	8/15/13-6/30/14

SUBSTITUTES

		<u>EFFECTIVE DATE</u>
Gaylor, Amanda Special Education	Inst Asst – Special Ed	8/13/13-6/30/14
Johnson, Peter Food and Nutrition Svcs	Cafeteria Worker I	1/25/14-6/10/14
Murillo, Joel Operations	Custodian	1/31/14-6/30/14
Pernell, Barbara Child Develop Svcs	Children's Center Asst	2/14/14-6/30/14
Rodriguez, Maria Food and Nutrition Svcs	Cafeteria Worker I	2/12/14-6/10/14
Romero, Clara Rogers ES	Administrative Assistant	2/10/14-6/30/14
Rugamas, Angel Operations	Gardener	2/3/14-6/30/14
Saenz, Claudia Food and Nutrition Svcs	Cafeteria Worker I	2/7/14-6/10/14
Soto, Sara Operations	Gardener	1/29/14-6/30/14

Tjaden, Jeremy Operations	Gardener	1/29/14-6/30/14
Webster, Ryan Special Education	Inst Asst – Special Ed	2/18/14-6/30/14

LEAVE OF ABSENCE (PAID)

Brown, Sarah Santa Monica HS	Inst Asst – Special Ed Medical	<u>EFFECTIVE DATE</u> 2/3/14-6/10/14
Franks, Shanelle McKinley ES	Inst Asst – Developmental Health Maternity	2/24/14-6/10/14
Gonzalez, April Webster ES	Inst Asst – Special Ed Medical	2/3/14-2/17/14
Karels, Kloie Cabrillo ES	Inst Asst – Special Ed Medical	2/4/14-3/4/14
Mederos, Eden Santa Monica HS	Inst Asst – Specialized Medical	1/16/14-2/12/14
Shih, Jennifer Child Develop Svcs-McKinley ES	Children’s Center Asst Medical	2/1/14-4/30/14
Sugars, Curtis Operations	Plant Supervisor Medical	2/3/14-2/16/14
Watkins, Jennifer Food and Nutrition Svcs	Cafeteria Cook Baker Medical	2/3/14-2/17/14

LEAVE OF ABSENCE (UNPAID)

Karels, Kloie Cabrillo ES	Inst Asst – Special Ed CFRA Leave	<u>EFFECTIVE DATE</u> 3/5/14-4/4/14
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WORKING OUT OF CLASS

Oyenoki, Liz McKinley ES	Administrative Assistant From: Senior Office Specialist	<u>EFFECTIVE DATE</u> 2/10/14-5/10/14
Villa, Alejandro Maintenance	Painter From: Skilled Maintenance Worker	2/12/14-6/18/14

ABOLISHMENT OF POSITION

	Inst Asst – Classroom 3.9 Hrs/10 Mo; Cabrillo ES	<u>EFFECTIVE DATE</u> 8/21/13
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LAYOFF/REDUCTION OF HOURS

HX9055421 Special Education	Inst Asst – Developmental Health 6 Hrs/SY/Special Education - Floater From: 8 Hrs/SY/Lincoln MS	<u>EFFECTIVE DATE</u> 5/6/14
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DISQUALIFICATION FROM PROBATION

GM5527391

Inst Asst – Classroom

EFFECTIVE DATE

3/7/14

RESIGNATION

Cornish, Glen
Information Svcs

Media Services Coordinator

EFFECTIVE DATE

4/30/14

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
 03/20/14

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>
Aguilar, Mark Operations	Custodian 8 Hrs/12 Mo/Range: 22 Step: A	2/24/14
Gutierrez, Jasmine Lincoln MS	Inst Asst - Bilingual 3.5 Hrs/SY/Range: 20 Step: A	2/24/14
Malfer, Georgiann Special Ed-Lincoln MS	Inst Asst – Specialized 6 Hrs/SY/Range: 26 Step: A	1/7/14
Soto, Sara Operations	Gardener 4 Hrs/12 Mo/Range: 24 Step: A	2/24/14

<u>PROMOTION</u>		<u>EFFECTIVE DATE</u>
Williams, Steven Food and Nutrition Svcs	Stock and Delivery Clerk 6.5 Hrs/SY/Range: 26 Step: A From: Cafeteria Worker I: 3.5 Hrs/SY	2/21/14

<u>TEMP/ADDITIONAL ASSIGNMENTS</u>		<u>EFFECTIVE DATE</u>
Anderson, Bruno Santa Monica HS	Custodian [overtime; extra duties]	2/15/14-6/30/14
Benjamin, Jacquita Lincoln MS	Inst Asst – Special Ed [additional hours; bus ride supervision]	2/4/14
Boyd, Katherine Santa Monica HS	Custodian [overtime; orchestra ASB event]	2/1/14
Burleigh, David Facility Use	Campus Security Officer [additional hours; Facility Use events]	1/1/14-6/30/14
Burleigh, David Facility Use	Campus Security Officer [overtime; Facility Use events]	1/1/14-6/30/14
Jones, Mashwanda Health Svcs	Health Office Specialist [additional hours; assistance in nurse's office]	1/7/14-6/10/14
McCarthy, Kimiko Santa Monica HS	Inst Asst – Developmental Health [limited term; bus ride supervision]	2/3/14-6/10/14
Meline, Lore Webster ES	Administrative Assistant [additional hours; clerical support]	2/10/14-6/20/14
Miller, Brenda Educational Svcs	Office Specialist [additional hours; Stairway of the Stars assistance]	2/13/14-2/26/14

Ong, Mary Special Ed-Lincoln MS	Inst Asst – Specialized [additional hours; professional development]	1/22/14
O'Rourke, Thomas Santa Monica HS	Custodian [overtime; orchestra ASB event]	2/1/14
Ortiz, Alondra Facility Use	Office Specialist [additional hours; clerical support]	2/19/14-5/19/14
Reid, Shuntoria Special Ed-Lincoln MS	Inst Asst – Specialized [additional hours; professional development]	1/22/14
Uliantzeff, Elena Muir ES	Bilingual Community Liaison [limited term; parent assistance]	2/21/14-6/10/14
Villegas, Bibiana Health Svcs	Health Office Specialist [additional hours; assistance in nurse's office]	1/7/14-6/10/14
Winger, Nidra Health Svcs	Health Office Specialist [additional hours; assistance in nurse's office]	1/7/14-6/10/14

SUBSTITUTES

Alexander, Lewis District	Inst Asst – Physical Education	<u>EFFECTIVE DATE</u> 2/20/14-6/30/14
Alexander, Lewis Special Education	Inst Asst – Special Ed	2/20/14-6/30/14
Meline, Lore Webster ES	Administrative Assistant	2/6/14-2/7/14
Rodriguez, Sergio Operations	Custodian	2/27/14-6/30/14
Rugamas, Sasha Food and Nutrition Svcs	Cafeteria Worker I	2/24/14-6/10/14
Walker, Alanna District	Campus Security Officer	2/19/14-6/30/14

INVOLUNTARY TRANSFER

Hartley, Dana Special Education	Inst Asst – Special Ed 6 Hrs/SY/Special Education - Floater From: 6 Hrs/SY/Pt. Dume ES	<u>EFFECTIVE DATE</u> 2/19/14
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CHANGE IN ASSIGNMENT

Gauntt, Deborah Transportation	Bus Driver 7.50 Hrs/10 Mo From: 7.25 Hrs/10 Mo	2/18/14
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LEAVE OF ABSENCE (PAID)

Perez, Grace Child Develop Svcs-Rogers ES	Children's Center Asst Medical	<u>EFFECTIVE DATE</u> 2/7/14-3/21/14
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LEAVE OF ABSENCE (UNPAID)

Maxson, Nicholas Maintenance	HVAC Mechanic Personal	3/3/14-4/15/14
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PROFESSIONAL GROWTH

Marmolejo, David Information Svcs	Network Engineer	<u>EFFECTIVE DATE</u> 3/1/14
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Medina, Rosio Rogers ES	Inst Asst – Classroom	3/1/14
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Tursi-Gridley, Lisa Roosevelt ES	Administrative Assistant	3/1/14
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WORKING OUT OF CLASS

Johnston, Cindy McKinley ES	Administrative Assistant From: Senior Office Specialist	<u>EFFECTIVE DATE</u> 2/10/14-5/10/14
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RESCIND DISQUALIFICATION FROM PROBATION

GM5527391	Inst Asst – Classroom	<u>EFFECTIVE DATE</u> 3/7/14
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SUSPENSION WITHOUT PAY

DH2757459	Custodian	<u>EFFECTIVE DATE</u> 3/25/14, 3/27/14, 4/1/14, 4/3/14
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RESIGNATION

Chevalier, Crispin Malibu HS	Inst Asst – Special Ed	<u>EFFECTIVE DATE</u> 2/24/14
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Lee, Eun Young Grant ES	Inst Asst – Classroom	3/7/14
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RETIREMENT

Ralph, Linda Child Develop Svcs-Wash. W.	Children's Center Asst	<u>EFFECTIVE DATE</u> 2/21/14
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Sugars, Curtis Operations	Plant Supervisor	4/30/14
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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
 04/03/14

RECOMMENDATION NO. A.13

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

NEW HIRES

Faust, Stacy Special Ed-McKinley ES	Inst Asst – Special Ed 4.5 Hrs/SY/Range: 20 Step: A	<u>EFFECTIVE DATE</u> 3/7/14
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TEMP/ADDITIONAL ASSIGNMENTS

Ballat, Nawal Child Develop Svcs-McKinley ES	Children’s Center Asst [limited term; classroom assistance]	<u>EFFECTIVE DATE</u> 2/18/14-6/10/14
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Gardea-Perez, Guadalupe Child Develop Svcs	Bilingual Community Liaison [overtime; report card translation]	1/10/14-2/20/14
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SUBSTITUTES

Eskridge, Rondell District	Inst Asst – Physical Education	<u>EFFECTIVE DATE</u> 1/31/14-6/30/14
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Reyes, Rolando Operations	Custodian	2/27/14-6/30/14
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LEAVE OF ABSENCE (PAID)

Holloway, Shirlene Food and Nutrition Svcs	Cafeteria Worker I Medical	<u>EFFECTIVE DATE</u> 3/6/14-4/18/14
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Mederos, Eden Santa Monica HS	Inst Asst – Specialized Medical	2/13/14-3/6/14
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Miller, Ronald Roosevelt ES	Inst Asst – Special Ed Medical	3/6/14-4/3/14
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Riedmiller, Jill Special Education	Occupational Therapist Medical	3/4/14-3/21/14
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LEAVE OF ABSENCE (UNPAID)

Hernandez, Patricia Adams MS	Senior Office Specialist FMLA Leave	<u>EFFECTIVE DATE</u> 2/26/14-6/13/14
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WORKING OUT OF CLASS

Buchanon, Timothy Maintenance	Skilled Maintenance Worker From: Custodian	<u>EFFECTIVE DATE</u> 3/7/14-4/22/14
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Hartley, Logan Rogers ES	Physical Activities Specialist From: Inst Asst – Physical Education	3/1/14-6/10/14
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DISQUALIFICATION FROM PROBATION

VZ3960287

Physical Activities Specialist

EFFECTIVE DATE

4/4/14

RESIGNATION

Jensen, Cynthia
Malibu HS

Senior Office Specialist

EFFECTIVE DATE

3/21/14

REVISED RESIGNATION

Cornish, Glen
Information Svcs

Media Services Coordinator
(3-06-14 Agenda)

EFFECTIVE DATE

4/9/13

(Original Date: 4/30/14)

TERMINATION DUE TO EXHAUSTION OF ALL PAID LEAVES

(39-MONTH MEDICAL REEMPLOYMENT LIST)

TZ0028987

Custodian

EFFECTIVE DATE

4/9/14

Malibu HS

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

TO: BOARD OF EDUCATION ACTION/CONSENT
03/06/14

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

Cavallo, Laura	Santa Monica HS	2/6/14-6/30/14
Contreras, Alie	Malibu HS	1/27/14-6/30/14
Fukuyama, Les	Santa Monica HS	2/4/14-6/30/14
Goldberg, Vincent	Malibu HS	1/1/14-6/30/14
Horan, Kevin	Santa Monica HS	2/4/14-6/30/14
Shafer, Tony	Malibu HS	7/1/13-6/30/14
Ward, Tim	Malibu HS	7/1/13-6/30/14

NOON SUPERVISION AIDE

Duncan, Matthew	Muir ES	2/4/14-6/10/14
Garcia, Josie	Muir ES	2/12/14-6/10/14
Martinez, Maria	Roosevelt ES	2/5/14-6/10/14
Stout, Amy	Muir ES	2/3/14-6/10/14

TECHNICAL SPECIALIST – LEVEL I

Ghadoushi, Nicole	Special Education [Psychologist Intern] - Funding: Special Education	2/5/14-6/10/14
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STUDENT WORKER – WORKABILITY

Barker, Breana	Special Education	1/23/14-6/30/14
Bravo, Daniel	Special Education	1/22/14-6/30/15
Leslie, Glenis	Special Education	1/27/14-6/30/14
Hammer, Masha	Special Education	1/27/14-6/30/17
Padilla, Alexander	Special Education	2/3/14-6/30/15
Tappan, Marcus	Special Education	1/22/14-6/30/14
Williams, Jabari	Special Education	1/22/14-6/30/15

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

TO: BOARD OF EDUCATION

ACTION/CONSENT

03/20/14

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

Campbell, Leigh	Santa Monica HS	2/19/14-6/30/14
Cary, Wendy	Malibu HS	7/1/13-6/30/14
Humphrey, Ray	Malibu HS	7/1/13-6/30/14
Waco, Shawn	Malibu HS	7/1/13-6/30/14

NOON SUPERVISION AIDE

Illes, Nicholas	Grant ES	2/10/14-6/10/14
Turner, Ericka	McKinley ES	9/24/14-6/30/14

STUDENT WORKER – WORKABILITY

Greene, Josh	Special Education	1/15/14-6/30/15
Rivas, Manfred	Special Education	1/31/14-6/30/15

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

TO: BOARD OF EDUCATION

ACTION/CONSENT

04/03/14

FROM: SANDRA LYON / DEBRA MOORE WASHINGTON /BRANDON TIETZE

RE: CLASSIFIED PERSONNEL – NON-MERIT

RECOMMENDATION NO. A.14

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

Armendariz, Ramon	Santa Monica HS	3/6/14-6/30/14
Campos, Oscar	Santa Monica HS	3/6/14-6/30/14
Lynch, Daniel	Malibu HS	3/3/14-6/30/14
Ramos, Dan	Santa Monica HS	3/6/14-6/30/14

STUDENT WORKER – WORKABILITY

Cupp, Jacob	Special Education	2/26/14-6/30/15
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MOTION MADE BY:
 SECONDED BY:
 STUDENT ADVISORY VOTE:
 AYES:
 NOES:

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

Date	Time	Location	Notes
2013			
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	
2014			
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 st Thursday	2 nd Thursday	3 rd Thursday	4 th 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	
Winter Break: December 23 – January 3					
January through June 2014					
Winter Break: December 23 – January 3					
January	winter break	1/16 DO			
February	2/6 M		2/20 DO		
March	3/6 DO		3/20 M 3/26* DO		*3/26: Workshop
Spring Break: April 7-18					
April	4/3 DO	spring break	spring break		
May	5/1 M		5/15 DO 5/17* DO		*5/17: Special Meeting
June	6/5 DO			6/25* DO	Last day of school: 6/10 *Wednesday: 6/25

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

If you will require accommodation to participate in the Board meeting, please notify the Superintendent's Office at least one day prior to the meeting.
 Board of Education Meeting AGENDA: April 3, 2014

IV. Personnel Commission Business:

A. Future Items:

Subject	Action Steps	Tentative Date
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, May 13, 2014, at 4:00 pm - *District Office Board Room*

VI. Closed Session:

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

PUBLIC EMPLOYEE PERFORMANCE EVALUATION

- Title: Director of Classified Personnel

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

VII. Adjournment:

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