

**SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION**

District Office Board Room
1651 Sixteenth Street, Santa Monica CA 90404

AGENDA

REGULAR MEETING
May 12, 2015 @ 4:45 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 May 12, 2015**

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

- E. Approval of Minutes for Regular Meetings on April 14, 2015**

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

- 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
May 12, 2015 @ 4:45 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. Peter Lippman

I. General Functions:

A. Call to Order:

B. Roll Call:

C. Pledge of Allegiance:

D. Approval of Agenda for Regular Meeting on May 12, 2015

E. Approval of Minutes for Regular Meeting on April 14, 2015

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

- Classified Employees Appreciation Week
- General Comments
- Santa Monica College Job Fair Review
- 2015 Salary Study Update
- Advisory Rules Committee Update
- Professional Growth & Training 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 five (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 five (5) minutes. When there is a large number of speakers, the Personnel Commission may reduce the allotted time to three (3) minutes per speaker. The Brown Act (Government Code) states that Personnel Commission members may not engage in discussion of issues raised during “Public Comments” except to ask clarifying questions, make a brief announcement, make a brief report on his or her own activities, or to refer the matter to staff.

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

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

<u>Classification</u>	<u># Eligibles</u>
Cafeteria Worker I	10
Paraeducator-1	10
Paraeducator-3	8
Senior Technology Support Assistant	2
Technology Support Assistant	3

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

HVAC Mechanic	1
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B. Approval of Advanced Step Placements:

1. Advanced Step Placements:
 - a. Approve the Advanced Step Placement for new employee Veronica Mitri in the classification of Paraeducator-3 at Range: 26 Step: D
 - b. Approve the Advanced Step Placement for new employee Diane O’Brien in the classification of Administrative Assistant at Range: 29 Step: B
 - c. Approve the Advanced Step Placement for new employee Natasha Vethavanam in the classification of Paraeducator-3 at Range: 26 Step: D

III. Action/Discussion Items/or Other Information:

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

1. Public Hearing: Fiscal Year 2015–2016 Proposed Personnel Commission Budget
2. Adoption: Fiscal Year 2015–2016 Proposed Personnel Commission Budget
Director’s Recommendation: *Adopt*
3. Personnel Commission’s Twelve-Month Calendar of Events
 - 2015-2016
4. Accelerated Hiring Rate:
Recommendation: *Approve*
 - a. Approve the Accelerated Hiring Rate for Senior Technology Support Assistant classification at Range: 43 Step: D (\$4,702 per month)
 - b. Approve the Accelerated Hiring Rate for Technology Support Assistant classification at Range: 38 Step: D (\$4,163 per month)
5. Classification Revisions:
Recommendation: *Approve*
 - a. Approve the revisions to the Cafeteria Worker/Transporter classification within the Food Services 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. First Reading of Changes to Merit Rule:
 - *Chapter III: Classification*

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. Open Personnel Requisitions Status Report
3. Filled Personnel Requisitions Status Report
4. Classified Personnel – Merit Report - No. A.20 (for SMMUSD School Board Agenda)
 - May 7, 2015
5. Classified Personnel – Non-Merit Report – No. A.21
 - May 7, 2015
6. Personnel Commission’s Twelve-Month Calendar of Events
 - 2014 – 2015
7. Board of Education Meeting Schedule
 - 2014 – 2015

IV. Personnel Commission Business:

A. Future Items:

Subject	Action Steps	Tentative Date
Annual Performance Evaluation of Director of Classified Personnel		June 2015
Salary Study Presentation		June 2015
Merit Rule Revisions	-Approval of Changes to Merit Rules: <i>Chapter II: The Personnel Commission</i>	July 2015
	-Approval of Changes to Merit Rules: <i>Chapter III: Classification</i>	
	-First Reading of Changes to Merit Rules: <i>Chapter IV: Application for Employment</i>	
	-Approval of Changes to Merit Rules: <i>Chapter IV: Application for Employment</i>	August 2015
	-First Reading of Changes to Merit Rules: <i>Chapter V: Recruitment and Examination</i>	
	-Approval of Changes to Merit Rules: <i>Chapter V: Recruitment and Examination</i>	September 2015
	-First Reading of Changes to Merit Rules: <i>Chapter VI: Eligibility Lists</i>	

V. Next Regular Personnel Commission Meeting:

Tuesday, June 9, 2015, at 4:00 p.m. - *District Office Board Room*

- ❖ **Public Comments for Closed Session Items ONLY:** Persons wishing to address the Personnel Commission regarding an item scheduled for closed session must submit the “Request to Address” card prior to the start of closed session.

VI. Closed Session:

- No Closed Session

VII. Adjournment:

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

Submitted by:

Brandon Tietze
Secretary to the Personnel Commission
Director, Classified Personnel

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

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

MINUTES

REGULAR MEETING
April 14, 2015 @ 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. Peter Lippman and Mr. Joseph Pertel

I. General Functions:

A. Call to Order: The Regular Meeting of the Personnel Commission was called to order at 4:05 p.m.

Roll Call: Commissioners Inatsugu, Lippman, and Pertel were present.

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

C. Motion to Approve Agenda: April 14, 2015

It was moved and seconded to approve the agenda with the following amendments:

- **Agenda Item I.J. – “Personnel Commission Organization – Election of Personnel Commissioner Officers” – Nomination of Chair and Vice Chair was revised to Election of Chair and Vice Chair.**
- **Agenda Item IV.A. – “Personnel Commission Business” – Title of item corrected to read: Adoption of Budget – Fiscal Year 2015-2016.**

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

D. Motion to Approve Minutes: March 10, 2015

It was moved and seconded to approve the minutes with the following amendment:

- **Agenda Item IV.A. – “Personnel Commission Business” – Title of item corrected to read: Adoption of Budget – Fiscal Year 2015-2016.**

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

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 welcomed Mr. Peter Lippman, the newly selected Personnel Commissioner. He is pleased that Mr. Lippman represents the Malibu community.**
 - **Director Tietze updated the Personnel Commission on the current recruitments and substitute placement within the Special Education Department. He acknowledged Ms. Brooke Lamping, the Human Resources Analyst, for her valuable contribution and dedication to resolving specific challenges in this area. Enhancements to the process are showing positive results.**
 - **Director Tietze informed the Personnel Commission about revisions to the Classified Employees Evaluation and Position Control forms. They will be placed on the District website in near future. He recognized Ms. Brooke Lamping, the Human Resources Analyst, who has enhanced the formatting with fields and templates appropriate for each specific classification in the District in order to make the Classified Employees Evaluation form more user friendly for administrators.**
 - **Director Tietze informed the Personnel Commission about corrections in the agenda regarding Merit Rules, Proposed Personnel Commission Budget and Future Items indicating changes would be addressed at a later point in the meeting when the particular items were scheduled for discussion.**
 - **Commissioner Inatsugu had a verbal confirmation of Commissioner Lippman’s appointment from Ms. Rebecca Barrett, the Principal Advisor to the State Superintendent of Public Instruction.**
- Personnel Commissioner Confirmation Process
 - **Director Tietze analyzed the Commissioner Confirmation Process explaining reasons for the delay in the State Superintendent’s approval of the new Personnel Commissioner. He also provided possible remedies including an earlier start of the recruitment process and a future proposal for legislative changes to Post- 1965 commissioner selection process that would result in a Union appointed commissioner, a Board appointed commissioner, and a joint appointee. This process would provide for local control and approval.**
- 2015 Salary Study Update
 - **Director Tietze provided an update on the 2015 Salary Study. Ninety-eight percent (98%) of the data collection is completed, and about fifty percent (50%) of total compensation data collection is also done. Preliminary discussions with the District Administration and the Union representatives will take place in April and May 2015. A formal presentation on the salary study is scheduled for the regular Personnel Commission meeting in June 2015.**

- District Technology Team Update
 - **Director Tietze met with the Director of Education Technology, Ms. Bertha Roman, reviewing findings of the Tech Wish List Survey for hardware, software and training opportunities. The Team is in the process of establishing strategies for hardware purchases and pricing to be presented to the Board of Education.**
- CASBO Annual Conference Review
 - **Director Tietze reported on the CASBO Annual Conference he attended and thanked the Fiscal Department for including him. One of the sessions he attended showed that shapes people prefer have correlation to their personalities. Director Tietze also attended risk management and Affordable Care Act sessions.**
 - **Director Tietze invited Personnel Commissioners to the Classified Employees Appreciation reception that will take place on Tuesday, May 12, 2015 at 3:00 p.m. in the District Board Room.**

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 Lippman thanked everyone for their warm welcome and expressed his desire to make a valueable contribution to the Personnel Commission and to the District.**
- **Commissioners Inatsugu and Pertel welcomed Commissioner Lippman to the Personnel Commission.**

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 five (5) minutes or less.

1. SEIU Report

- **Ms. Cartee-McNeely, Chief Steward, expressed her gratitude to Director Tietze for conducting the current salary study. She is looking forward to the comprehensive presentation in June.**
- **Ms. Cartee-McNeely updated the Personnel Commission about SEIU’s political activities including a rally to support an increase to the minimum wage, and legislative initiatives for classified employees such as AB399 – The Education Workers Summer Relief Act and SB548 – The Raising Child Care Quality and Accessibility Act.**

2. Board of Education Report

- **None**

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.

J. Personnel Commission Organization – Election of Personnel Commission Officers:

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

a. Nomination of Chair: **Barbara Inatsugu**

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

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

b. Nomination of Vice-Chair: **Joseph Pertel**

It was moved and seconded to elect Commissioner Pertel as the Personnel Commission Vice-Chair.

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

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>
Administrative Assistant	3
Children’s Center Assistant 1	2
Children’s Center Assistant 3	1
Community & Public Relations Officer	4
Instructional Assistant – Bilingual	2
Instructional Assistant – Classroom	8
Instructional Assistant – Music	2
Maintenance Supervisor	3
Occupational Therapist	3
Paraeducator-1	12
Paraeducator-3	13
Plant Supervisor	7
Student Outreach Specialist	15

B. Approval of Advanced Step Placements:

1. Approve the Advanced Step Placements

- a. Approve the Advanced Step Placement for new employee Kaila Bourne in the classification of Paraeducator-3 at Range: 26 Step: C
- b. Approve the Advanced Step Placement for new employee Annette Bryan in the classification of Paraeducator-3 at Range: 26 Step: C
- c. Approve the Advanced Step Placement for new employee Joseph Castellanos in the classification of Plant Supervisor at Range: 41 Step: C
- d. Approve the Advanced Step Placement for new employee Kari Clifford in the classification of Paraeducator-2 at Range: 23 Step: B
- e. Approve the Advanced Step Placement for new employee Nadine Krstic in the classification of Paraeducator-1 at Range: 20 Step: D
- f. Approve the Advanced Step Placement for new employee Michelle Soria in the classification of Paraeducator-1 at Range: 20 Step: B
- g. Approve the Advanced Step Placement for new employee Melvin Ward in the classification of Paraeducator-1 at Range: 20 Step: D
- h. Approve the Advanced Step Placement for new employee Elaine Wey in the classification of Administrative Assistant at Range: 29 Step: B

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

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

III. Action Items/ Discussion/or Other Information:

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

1. Classification Revisions:

Recommendation: *Approve*

- a. Approve the revisions to the Human Resources Analyst within the Personnel Services job family.

It was moved and seconded to approve the Director’s recommendations for items III.A.1.a. as submitted.

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

- b. Approve the revisions to the Paraeducator-1 classification within the Instructional Support job family.
- c. Approve the revisions to the Paraeducator-2 classification within the Instructional Support job family.
- d. Approve the revisions to the Paraeducator-3 classification within the Instructional Support job family.

It was moved and seconded to approve the Director’s recommendations for items III.A.1.b-d. as submitted.

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

REPORT AND DISCUSSION

- **Director Tietze provided a brief rationale for revisions of each classification. Human Resources Analyst classification specification was retitled to Personnel Analyst to be in line with the industry standard.**
- **Modifications to the Paraeducator-1, 2, and 3 classification specifications relate to minimum requirements so that applicants have an opportunity to interview explaining their expertise and experience.**
- **Commissioner Lippman inquired about the title for Paraeducator. Director Tietze explained the differences between Instructional Assistant and Paraeducator series.**

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. Merit System Training Series
 - Budget
 - Merit Rules

REPORT AND DISCUSSION

- **Director Tietze provided a brief explanation of Personnel Commission’s annual budget process. He also outlined the approval process and possible outcomes based on approval or rejection by the District Superintendent/Board of Education President and the County Superintendent.**
- **Director Tietze referenced California Education Code 45253.**

- Director Tietze explained the Personnel Commission’s responsibility for creating and approving the Merit Rules. He also pointed out the role the Advisory Rules Committee plays in the process.
- Director Tietze referenced California Education Code 45260-45261, Government Code 3543.2, and Merit Rules, Chapter 1.

2. Proposed Budget - Personnel Commission Fiscal Year 2015/16 – First Reading

REPORT AND DISCUSSION

- Director Tietze presented the proposed budget for fiscal year 2015-2016.
- Director Tietze explained that salary and benefits increases are assumed by the District, so the amounts will be adjusted and funded appropriately based on the natural increases. He provided a rationale for specific projections by the Fiscal Department.
- Director Tietze drew attention to the operating budget. He will revise amounts in specific budget areas, so that the Personnel Commission can function properly in the following fiscal year. However, the overall amount will not be significantly increased from the current overall budget.
- Director Tietze informed the Personnel Commission about the planned acquisition of equipment this fiscal year.
- Director Tietze expressed his gratitude to the Business and Fiscal Services Department for their collaboration in the budgeting process.
- Commissioner Lippman suggested including a legend explaining abbreviations used in the proposed budget.

3. First Reading of Changes to Merit Rule:

- *Chapter II: The Personnel Commission*

REPORT AND DISCUSSION

- Director Tietze provided a brief background to the revision process.
- Director Tietze researched the commissioner selection and appointment process for Pre- 1965 agencies. He also defined the difference between Pre- 1965 and Post- 1965 public agencies regarding commissioner selection. He found that Sonoma County Office of Education has a good model set of rules.
- Director Tietze pointed out that most of the edits in the rules pertain to grammar, references to Education Code, legal counsel, and conflict of interest. Further revisions will be made in the section regarding removal of a commissioner. Director Tietze referenced Government Code 3060.
- Commissioner Lippman suggested changes in language involving the personnel commissioner status as a District employee, Personnel Commission staff, and relation between the Personnel Commission and the Board.
- Commissioner Inatsugu provided recommendations for the section about removal of a commissioner, Personnel Commission meeting announcements, timelines for their posting, and adoption of a calendar for a whole fiscal year. She also addressed rules for public comments at Personnel Commission meetings and the Personnel Commission annual report.
- Director Tietze will convey the Commissioners’ recommendations to the Advisory Rules Committee for implementation and final revisions of this chapter.

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. Open Personnel Requisitions Status Report
 3. Filled Personnel Requisitions Status Report
 4. Classified Personnel – Merit Report - No. A.22 (for SMMUSD School Board Agenda)
 - March 19, 2015
 Classified Personnel – Merit Report - No. A.18
 - April 16, 2015
 5. Classified Personnel – Non-Merit Report – No. A.23
 - March 19, 2015
 Classified Personnel – Non-Merit Report – No. A.19
 - April 16, 2015
 6. Personnel Commission’s Twelve-Month Calendar of Events
 - 2014 – 2015
 7. Board of Education Meeting Schedule
 - 2014 – 2015
- **Director Tietze drew attention to Advanced Step Placement Guide for Personnel Commission Staff describing the criteria on which the Advanced Step Placement is awarded.**

IV. Personnel Commission Business:

A. Future Items

Subject	Action Steps	Tentative Date
Merit Rule Revisions	-Approval of Changes to Merit Rules: <i>Chapter II: The Personnel Commission</i> -First Reading of Changes to Merit Rules: <i>Chapter III: Classification</i>	May 2015
	-Approval of Changes to Merit Rules: <i>Chapter III: Classification</i> -First Reading of Changes to Merit Rules: <i>Chapter IV: Application for Employment</i>	June 2015
	-Approval of Changes to Merit Rules: <i>Chapter IV: Application for Employment</i> -First Reading of Changes to Merit Rules: <i>Chapter V: Recruitment and Examination</i>	July 2015
	-Approval of Changes to Merit Rules: <i>Chapter V: Recruitment and Examination</i> -First Reading of Changes to Merit Rules: <i>Chapter VI: Eligibility Lists</i>	August 2015
Classified Employees Appreciation Reception		May 2015
Adoption of Budget – Fiscal Year 2015-2016		May 2015
Adoption of Personnel Commission Calendar 2015-2016		May 2015

Annual Performance Evaluation of Personnel Commission Staff		May 2015
Salary Study Presentation		June 2015

V. **Next Regular Personnel Commission Meeting:**
 Tuesday, May 12, 2015, at 4:30 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 adjourn the meeting.

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

TIME ADJOURNED: 5:58 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						
Peter Lippman						
Joseph Pertel						

PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
Regular Meeting: Tuesday, May 12, 2015

AGENDA ITEM NO: II.B.1.a.

SUBJECT: Advanced Step Placement – Veronica Mitri

BACKGROUND INFORMATION:

Classification Title: Paraeducator-3	Employee: Veronica Mitri	Calculation of Advanced Step Recommendation
<u>Education:</u> Must have a high school diploma or its recognized equivalent <u>and</u> <ul style="list-style-type: none"> • Completed 48 units at an institution of higher learning; OR • Obtained an Associate’s (or higher) degree; OR • Must pass the District’s Instructional Assistant written examination demonstrating knowledge of and the ability to assist in instructing reading readiness, writing readiness and mathematics readiness 	<ul style="list-style-type: none"> • Veronica meets the required education by having a Bachelor’s degree in Music Performance and Psychology 	1 levels of education above the required level = 1 Step Advance
<u>Experience:</u> <ul style="list-style-type: none"> • At least three hundred (300) contact hours of working with individuals with exceptional needs and/or behavioral, social-emotional deficits are required. This experience must be directly related to behavior modification within the last five (5) years 	<ul style="list-style-type: none"> • Veronica has 4.5 years of experience working with individuals with exceptional needs and/or behavioral, social-emotional deficits within the last five (5) years 	2 (2-year periods) more than the required amount of Experience = 2 Step Advance
<u>Total Advanced Steps: 1 (Education) + 2 (Experience) = 3 Advanced Step = <u>STEP D</u></u>		

DIRECTOR’S COMMENTS:

Ms. Mitri’s professional training and experience exceed the minimum requirements specified for this classification. Pay rate at Step A is \$15.48/hour, while Step D is \$17.92/hour. The net difference in pay is an approximate increase of \$2.43 per hour, \$316.50 per month, or \$3,165.00 per year.

DIRECTOR’S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Veronica Mitri at Range 26, Step D on the Classified Employee’s Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment* (see attachments).

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

PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
Regular Meeting: Tuesday, May 12, 2015

AGENDA ITEM NO: IL.B.1.b.

SUBJECT: Advanced Step Placement – Diane O’Brien

BACKGROUND INFORMATION:

Classification Title: Administrative Assistant	Employee: Diane O’Brien	Calculation of Advanced Step Recommendation
Education: <ul style="list-style-type: none"> Graduation from high school or equivalent. 	<ul style="list-style-type: none"> Diane has Bachelor’s Degree in Business/Economics and Geography and a Master’s Degree in Urban Planning. 	3 level of education above the required level = 1 Step Advance (Max. allowed)
Experience: <ul style="list-style-type: none"> Three (3) or more years of varied administrative, secretarial and clerical support experience. 	<ul style="list-style-type: none"> Candidate meets requirement. 	0 (3-year periods) more than the required amount of Experience = 0 Step Advance
<u>Total Advanced Steps: 1 + 0 = 1 Advanced Steps = STEP B</u>		

DIRECTOR’S COMMENTS:

Ms. O’Brien’s education exceeds the minimum requirements specified for this classification. Pay rate at Step A is \$16.66/hour; Step B is \$17.49/hour. The net difference in pay is an increase of \$.83 per hour, \$144.00 per month, or \$1,728.00 per year.

DIRECTOR’S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Diane O’Brien at Range 29, Step B on the 2013-14 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							
Peter Lippman							
Joseph Pertel							

PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
Regular Meeting: Tuesday, May 12, 2015

AGENDA ITEM NO: IL.B.1.c.

SUBJECT: Advanced Step Placement – Natasha Vethavanam

BACKGROUND INFORMATION:

Classification Title: Paraeducator-3	Employee: Natasha Vethavanam	Calculation of Advanced Step Recommendation
<u>Education:</u> Must have a high school diploma or its recognized equivalent <u>and</u> <ul style="list-style-type: none"> • Completed 48 units at an institution of higher learning; OR • Obtained an Associate’s (or higher) degree; OR • Must pass the District’s Instructional Assistant written examination demonstrating knowledge of and the ability to assist in instructing reading readiness, writing readiness and mathematics readiness 	<ul style="list-style-type: none"> • Veronica meets the required education by having a Bachelor’s degree in Health Science – Community Health Education 	1 levels of education above the required level = 1 Step Advance
<u>Experience:</u> <ul style="list-style-type: none"> • At least three hundred (300) contact hours of working with individuals with exceptional needs and/or behavioral, social-emotional deficits are required. This experience must be directly related to behavior modification within the last five (5) years 	<ul style="list-style-type: none"> • Natasha has 5 years of experience working with individuals with exceptional needs and/or behavioral, social-emotional deficits within the last five (5) years 	2 (2-year periods) more than the required amount of Experience = 2 Step Advance
<u>Total Advanced Steps: 1 (Education) + 2 (Experience) = 3 Advanced Step = <u>STEP D</u></u>		

DIRECTOR’S COMMENTS:

Ms.Vethavanam’s professional training and experience exceed the minimum requirements specified for this classification. Pay rate at Step A is \$15.48/hour, while Step D is \$17.92/hour. The net difference in pay is an approximate increase of \$2.43 per hour, \$316.50 per month, or \$3,165.00 per year.

DIRECTOR’S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Natasha Vethavanam at Range 26, Step D on the Classified Employee’s Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment* (see attachments).

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

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, May 12, 2015

AGENDA ITEM NO: III.A.1. and III.A.2.

SUBJECT: Public Hearing and Adoption: Fiscal Year 2015–2016. Proposed Personnel Commission Budget:

Attachments:

- *Notice of Public Hearing by the Personnel Commission (Invitation to the Governing Board and District Administration)*
- *Board Instructions and Notification of District Intent to Concur with or Reject the Proposed Fiscal Year 2015-16 Personnel Commission Budget*
- *Personnel Commission Proposed Budget, 2015-2016*

BACKGROUND INFORMATION:

The Personnel Commission (PC) is required by California Education Code Section §45253 to conduct a public hearing and adoption for its proposed budget before May 30th each year. Proper notice of this public hearing and adoption has been sent to the Board of Education and the Administration. Per the Education Code, the PC shall consider the input of interested parties who wish to address the PC on its budget. This budget includes the Personnel Commissioners' review and input from a previous regular public meeting held on April 14, 2015, together with the Director's recommendations. The proposed budget reflects a continuing trend towards sufficient operational funding and technological progression.

Through collaboration between the Director of Classified Personnel and the Chief Financial Officer and Director of Fiscal Services, the District has tentatively agreed to provide funding to cover routine salary and benefit increases along with needed increases in funding for supplies and operating expenses.

In conclusion, the proposed budget is anticipated to provide what is needed to continue the pursuit of a model personnel department based on both innovation and fairness.

The Budget Approval Process

According to the Education Code, the Personnel Commission budget shall be forwarded to the County Superintendent for action, along with the "*Notification of District Intent to Concur With or Reject the Proposed Fiscal Year 2015-2016 Personnel Commission Budget.*" If the County Superintendent proposes to reject the budget as submitted by the Personnel Commission, or is requested in writing by the Governing Board to reject the budget, he or she shall, within thirty (30) days after the Personnel Commission's submission of the budget, hold a public hearing on the proposed rejection. A Governing Board's request that the County Superintendent reject the Personnel Commission budget must be received within thirty (30) days following the County Superintendent's receipt of the proposed budget, so that a hearing can be held within the legal time limits. In the

absence of an approval by the County Superintendent, the Personnel Commission will be requested to prepare a new budget not to exceed the official budget of the current fiscal year of 2014-2015, and the terms of expenditure shall be determined by the Personnel Commission.

DIRECTOR’S RECOMMENDATION

The Director of Classified Personnel recommends that the Personnel Commission conduct a public hearing on the proposed fiscal year 2015-2016 budget and subsequently approve and adopt its proposed budget for fiscal year 2015-2016, in accordance with Education Code Section §45253.

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



Annual Budget of Personnel Commission

**Fiscal Year 2015 - 2016
(Education Code Section 45253)**

Santa Monica-Malibu Unified School District, Los Angeles County, California.

Notice of Public Hearing by the Personnel Commission

To the Governing Board and District Administration:

The Public Hearing on this proposed budget will be held at

SMMUSD Board Room, 1651 16th ST, Santa Monica, CA 90404
(Place)

on May 12, 20 15 at 4:45 o'clock P M.

You are invited to attend and present your views.

Signed _____
Chairman or Director of Personnel Commission

Adopted Annual Budget of Personnel Commission

To: Los Angeles County
Office of Education

The

Date of meeting May 12, 20 15

Signed _____
Chairman or Director of Personnel Commission

Approval Annual Budget of Personnel Commission

To the Governing Board and Personnel Commission:

This report has been examined and approved by _____
Los Angeles County Office of Education

By _____, Deputy

Date _____, 20____

Annual Financial and Budget Report

Fiscal Year 2015 - 2016

Expenditure by Object	Column I 2013 - 2014 Actual (dollars only)	Column II 2014 - 2015 Actual or Estimated (dollars only)	Column III 2015 - 2016 Budget (dollars only)
2000 Classified Salaries ¹			
Commission Members ²	\$ 1,700.00	\$ 1,600.00	\$ 1,800.00
Director	112,408.00	120,000.00	121,260.00
Secretaries, Clerks	273,567.00	285,000.00	281,084.00
Other	0.00	0.00	0.00
3000 Employee Benefits	152,646.00	151,415.00	164,318.00
Subtotal	540,321.00	558,015.00	568,462.00
4000 Supplies and Equipment Replacement	4,492.00	7,000.00	10,000.00
5000 Operating Expenses	10,434.00	15,525.00	18,300.00
6000 Equipment	0.00	0.00	0.00
Subtotal	14,926.00	22,525.00	28,300.00
Appropriation for Contingencies ³	0.00	0.00	0.00
Total Expenditures	\$ 555,247.00	\$ 580,540.00	\$ 596,762.00

¹ Do 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.

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

³ Include as Appropriation for Contingencies only such amount as may seem necessary for unforeseen requirements.

LOS ANGELES COUNTY OFFICE OF EDUCATION

Division of Business Advisory Services

ANNUAL BUDGET OF PERSONNEL COMMISSION PROCEDURES AND INSTRUCTIONS, 2015-16

1. The Personnel Commission shall prepare an annual budget for its own office, which upon the approval of the Los Angeles County Superintendent of Schools (County Superintendent) shall be included by the Governing Board in the regular budget of the school or community college district. The annual budget of the Personnel Commission may include amounts for the purposes of Education Code (EC) Sections 45255 and 88075.
2. The budget shall be prepared for a public hearing by the Personnel Commission to be held within the time limits specified in EC Sections 45253(b) and 88073.
3. The Personnel Commission shall forward a copy of its proposed budget to the Governing Board indicating the time, date, and place for the public hearing of the budget, and shall invite board and district administrative representatives to attend and present their views. The Personnel Commission shall fully consider the views of the Governing Board prior to adoption of its proposed budget.
4. The Personnel Commission shall then forward its budget to the County Superintendent for action, **along with the "Notification of District Intent to Concur With or Reject the Proposed Fiscal Year 2015-16 Personnel Commission Budget."**
5. If the County Superintendent proposes to reject the budget as submitted by the Personnel Commission, or is requested in writing by the Governing Board to reject the budget, he or she shall, within 30 days after the Personnel Commission's submission of the budget, hold a public hearing on the proposed rejection within the district. A Governing Board request that the County Superintendent reject the Personnel Commission budget must be received **within the 30 days following the County Superintendent's receipt of the proposed budget** so that a hearing can be held within the legal time limits.
6. A notice of public hearing on the proposed rejection will be forwarded to the Personnel Commission and district's governing board. After such public hearing, the County Superintendent may reject, or with the concurrence of the Personnel Commission, amend the proposed budget.
7. Upon approval by the County Superintendent, one copy of the adopted budget will be returned to the Personnel Commission and one copy to the district, and shall be included by the Governing Board in the regular budget of the district.
8. In the absence of an approval by the County Superintendent, the Personnel Commission will be requested to prepare a new budget not to exceed the budget of the preceding year (2014-15), and the items of expenditure shall be determined by the Personnel Commission.
9. If with the concurrence of the Personnel Commission the budget is amended, the County Superintendent will request that a new budget be prepared not to exceed the amended amount.

LOS ANGELES COUNTY OFFICE OF EDUCATION
Division of Business Advisory Services

NOTIFICATION OF DISTRICT INTENT TO CONCUR WITH OR REJECT THE
PROPOSED FISCAL YEAR 2015-16 PERSONNEL COMMISSION BUDGET

_____ The Governing Board concurs with the proposed fiscal year 2015-16 Personnel Commission Budget.

_____ The Governing Board intends to request that the County Superintendent of Schools reject the Personnel Commission's budget and follow the provisions of Education Code (EC) Section 45253 or EC Section 88073. **The superintendent, on behalf of the district Governing Board, will be submitting a formal written request that the Los Angeles County Superintendent of Schools reject the budget.**

_____ The Governing Board neither concurs with nor intends to request that the County Superintendent rejects the Personnel Commission's budget.

Date

District Name

Signature
District Superintendent/President

NOTE: This "Notice of District Intent" **must** be attached to the proposed Personnel Commission Budget when it is submitted to the Los Angeles County Office of Education.

2015-2016 Personnel Commission Proposed Budget

Object Code	Expenditure by Object	2013-2014	2014-2015		2015-2016	Change from 14-15 Proposed \$+/-
		Actual (dollars only)	Proposed (dollars only)	Expected (dollars only)	Proposed (dollars only)	
2000	Classified Salaries¹	387,675	402,379	406,600	404,144	1,765
2300	Director	112,408	117,938	120,000	121,260	3,322
2317	Supervisors	65,102	71,263	65,000	69,464	-1,799
2319	Commission Members	1,700	1,800	1,600	1,800	0
2410	Technicians/Admin.	208,465	211,378	220,000	211,620	242
3000	Employee Benefits	152,646	169,392	151,415	164,318	-5,074
3212	PERS, Classified Employees	43,522	47,992	45,000	53,282	5,290
3312	OASDI, Classified Employees	24,098	27,500	26,000	27,500	0
3332	Medicare	5,635	6,000	5,900	6,000	0
3412	Health/Welfare	63,504	60,000	58,000	59,286	-714
3512	SUI	194	4,700	215	250	-4,450
3612	Workers Comp	10,854	12,000	11,500	13,000	1,000
3712	OPEB	4,839	5,000	4,800	5,000	0
3812	PERS Reduction	N/A	6,200	N/A	0	-6,200
4000	Supplies and Equipment	4,492	7,000	7,000	10,000	3,000
4310	General Supplies and Materials	4,492	5,000	5,000	5,000	0
4400	Non-Capitalized Equipment		2,000	2,000	5,000	3,000
5000	Operating Expenses	10,434	15,500	15,525	18,300	2,800
5210	Mileage Reimbursement	165	200	200	200	0
5220	Conference/Travel Expense	194	1,000	1,000	2,000	1,000
5300	Dues and Memberships	816	900	800	900	0
5640	Repair by Vendor	0	0	0	200	200
5650	Maintenance Agreement	209	300	400	350	50
5710	Direct Cost Transfer-Intrafund	0	1,000	1,250	1,500	500
5810	Advertising	0	2,000	1,800	2,000	0
5890	Other Operating Expenses	9,050	10,000	10,000	11,000	1,000
5910	Postage and Postage Meters	0	100	75	150	50
6000	Equipment	0	0	0	0	0
2000-3000 Subtotal		540,321	571,771	558,015	568,462	-3,309
4000-6000 Subtotal		14,926	22,500	22,525	28,300	5,800
TOTAL		555,247	594,271	580,540	596,762	2,491

ABBREVIATION KEY

PERS - Public Employee Retirement System
OASDI - Old Age and Survivors Disability Insurance
SUI - State Unemployment Tax
OPEB - Other Post-Employment Benefits

**PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
Regular Meeting: Tuesday, May 12, 2015**

AGENDA ITEM NO: III.A.3.

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

BACKGROUND INFORMATION

Personnel Commissioners’ attendance at Personnel Commission meetings is critical. In order to maximize the likelihood that Commissioners will be available to attend future meetings, it is necessary to receive feedback on specific dates. A tentative calendar of scheduled meeting dates for the 2015-2016 fiscal year is provided.

DIRECTOR’S RECOMMENDATIONS

The Director of Classified Personnel recommends that the Commissioners discuss and approve the proposed calendar dates with adjustment as needed.

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

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

Date	Time	Location	Notes
2015			
July 14, 2015	4:00 p.m.	Board Room – District Office	
August 11, 2015	4:00 p.m.	Board Room – District Office	
September 8, 2015	4:00 p.m.	Board Room – District Office	
October 13, 2015	4:00 p.m.	Board Room – District Office	
November 10, 2015	4:00 p.m.	Board Room – District Office	
December 8, 2015	4:00 p.m.	Board Room – District Office	
2016			
January 12, 2016	4:15 p.m.	Board Room – District Office	
February 9, 2016	4:00 p.m.	Board Room – District Office	
February 2016	Daily Conference	TBD	CSPCA 2016 Annual Conference
March 8, 2016	4:00 p.m.	Board Room – District Office	
April 12, 2016	4:00 p.m.	Board Room – District Office	2016–17 Budget Discussion and Development,
May 10, 2016	4:00 p.m.	Board Room – District Office	2016-17 Budget Adoption
June 14, 2016	4:00 p.m.	Board Room – District Office	

PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
Regular Meeting: Tuesday, May 12, 2015

AGENDA ITEM NO: III.A.4.a.b.

SUBJECT: Accelerated Hiring Rate –Technology Support Assistant and Senior Technology Support Assistant

BACKGROUND INFORMATION:

At its regular meeting on March 10, 2015, the Commission strongly recommended to increase the salary ranges for the Technology Support Assistant and Senior Technology Support Assistant to bring the maximum salary rates up to the competitive market median. The Board of Education subsequently acted to officially increase the salary range by six (6) ranges for each classification. One of the reasons given for the requested salary increases was the severe difficulties being experienced when recruiting for the technology support positions. The Director of Classified Personnel cautioned that the difficulties in recruiting may continue after the increase as the salary would still not be at a relatively competitive rate, which is typically recognized as being above the market median.

DIRECTOR’S COMMENTS:

In order to better ensure that the District is attracting a sufficiently competitive applicant pool, the Director is requesting for the starting monthly salary step for the Technology Support Assistant to be accelerated to Step D (\$4,163), which places it above the previously advertised starting step (\$3,966), which did not produce a sufficient applicant pool. Moreover, the Director is requesting to also accelerate the Senior Technology Support Assistant starting rate to Step D (\$4,702) to maintain the same promotional distance of 15% from the lower Technology Support Assistant.

DIRECTOR’S RECOMMENDATION:

It is recommended that the Personnel Commission approve this request for an Accelerated Hiring Rate of Step D at Range 38 (\$4,163) on the 2013-14 Classified Employee Salary Schedule pursuant to Merit Rule §12.2.4.(A) for the classification of Technology Support Assistant, and an Accelerated Hiring Rate of Step D at Range 43 (\$4,702) on the 2013-14 Classified Employee Salary Schedule pursuant to Merit Rule §12.2.4.(A) for the classification of Senior Technology Support Assistant.

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

**PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
Regular Meeting: Tuesday, May 12, 2015**

AGENDA ITEM NO: III.A.5.a.

SUBJECT: Classification Specification Revisions – Cafeteria Worker/Transporter

BACKGROUND INFORMATION:

The Cafeteria Worker/Transporter classification was established at the regular PC meeting on April 8, 2014. An assignment was eventually created by the Food Services department and filled in the fall of 2014. Through ongoing discussion with the incumbent in the assignment and department managers it was determined that the job description did not adequately describe the full scope of duties necessary to sufficiently meet the needs of the department and District. The Director of Classified Personnel initiated a market study of other comparable positions to determine the extent of modification to duties that would be most appropriate.

METHODOLOGY:

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

- Reviewed comparable job descriptions in Southern California regarding qualifications, duties performed, and salary.
- Met and collaborated with the current Cafeteria Worker/Transporter, the Food Services Operations Supervisor, and the Director of Food Services to discuss discrepancies between the needs of the assignment and the job description.
- Identified a market consensus on salary and duty expectations for positions performing basic delivery functions for operations exclusively related to food services.

DISCUSSION:

Based on collaboration with the incumbent in the position and department managers along with the market analysis, the following was determined:

- The position is paid under market (-14% to -20%), but not significantly more so than other positions in the Food Services job sub-family (-11 to -18%). This analysis will be available as part of the larger district-wide salary study to be presented at the June PC meeting.
- Duties related to keeping the vehicle clean, refueling, obeying traffic laws, exchanging currency at a bank, and transporting a variety of items were present in most other comparable classifications in Southern California school districts. Therefore, it is reasonable to include these duties in the current revisions.
- The duty of exchanging currency at a bank was intentionally not included in these revisions to better align the significantly below market salary with a slightly below market workload. This is also an attempt to balance being out of alignment in the external market with being in alignment within the internal job family. It is a proposal for balance.

RECOMMENDATION:

It is recommended that the Personnel Commission approve the revisions to the Cafeteria Worker/Transporter classification specifications as provided.

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



PERSONNEL COMMISSION KEY STATS	
CLASSIFICATION	Cafeteria Worker/Transporter
JOB SUB-FAMILY	Food Services
JOB FAMILY	Student Services
SUPERVISOR	Director of Food Services
SALARY RANGE	A13

CLASS TITLE: CAFETERIA WORKER/TRANSPORTER

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
Drives a District vehicle to <u>and from</u> various schools, offices and other locations <u>to deliver items related to the operation of the Food Services department</u>	<u>CWT-1</u>
Load <u>and unload transport food, beverages, carts, containers, and other food-related storage units into a District vehicle and deliver perishable food from one school site or District location to another for delivery and pickup; transport propane canisters to and from a vendor for servicing</u>	<u>CWT-2</u>
<u>Perform regular safety inspection of vehicle by checking fuel levels and the proper functioning of the brakes, lights, and turn signals</u>	<u>CWT-3</u>
<u>Obey traffic laws and perform defensive driving practices to ensure optimal safety</u>	<u>CWT-4</u>
<u>Maintain a clean vehicle by regularly removing dirt, debris, and any other inappropriate materials from the interior and exterior parts of the vehicle</u>	<u>CWT-5</u>
Receive, pick up, records, and deliver food, supplies, and equipment for schools and offices within the District	CWT-1
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	CWI-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	CWI-2
Prepare a variety of food items such as salads, sandwiches, cookies, etc.	CWI-3
Serve a variety of foods in a cafeteria, food cart or snack bar location; stock counters and carts according to appropriate procedures	CWI-4
Operate a cash register to receive cash and lunch cards/student IDs and maintain required records; operate a computer terminal and print reports	CWI-5

Operate kitchen equipment including, but not limited to, graters, slicers, knives, ovens, steamers, tilting skillets and others	CWI-6
Set up steam tables and ice beds for food service	CWI-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	CWI-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	CWI-9
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 Service 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:

- Operate standard and automatic transmission vehicles safely
- 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
- 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:

Must have and maintain a valid Class “C” California Driver’s license and a good driving record sufficient to be insurable by the District’s carrier

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.

III. Discussion Items

PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
Regular Meeting: Tuesday, May 12, 2015

AGENDA ITEM NO: IIL.B.1.

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

BACKGROUND INFORMATION:

The Director has collaborated with the Advisory Rules Committee (ARC) to review Chapter II of the Merit Rules in order to identify areas in need of modification. At a separate ARC meeting all proposed revisions were brought back for a second review of the edits before submission to the Commission for a First Reading.

DISCUSSION:

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

- Education and Government Code references were reformatted
- Grammatical and spelling corrections were made
- Language was edited to improve clarity
- Notable content edits were made to the following sections:
 - 3.1.4.D – Clarification on yearly professional experts
 - 3.2.2 – Clarification on the Classification Plan structure
 - 3.2.4 – Clarification on the creation of new classifications
 - 3.2.8 – Clarification on the working out of class process
 - 3.3 – Clarification on reclassification

RECOMMENDATION:

It is recommended that the Personnel Commission discuss the proposed modifications and provide feedback for the Director to share with the Advisory Rules Committee before bringing back to the PC meeting for final approval.

CHAPTER III: CLASSIFICATION

RULE 3.1

THE CLASSIFIED SERVICE

- Section
- 3.1.1 Positions Included
 - 3.1.2 Exemption from the Classified Service
 - 3.1.3 Effect of Exemption
 - 3.1.4 Professional Expert Assignments
 - 3.1.5 Restricted Positions and Employees
 - 3.1.6 Weekend/Holiday Positions

RULE 3.2

THE CLASSIFICATION PLAN

- Section
- 3.2.1 Assignment of Duties
 - 3.2.2 The General Classification Plan
 - 3.2.3 Class Specifications
 - 3.2.4 Creation of New PositionsClassifications
 - 3.2.5 Allocation of Positions to Existing ClassesClassifications
 - 3.2.6 Changes in Duties of Positions
 - 3.2.7 Review of Positions
 - 3.2.8 Working Out of Class
 - ~~3.2.9 Consolidation of a Class~~

RULE 3.3

RECLASSIFICATION

- Section
- 3.3.1 Reclassification of Positions
 - 3.3.2 Effective Date of Reclassification
 - 3.3.3 Effects of Reclassification on Incumbents
 - 3.3.4 Reemployment List for Displace Incumbents
 - 3.3.5 Reappraisal of Eligibility List Due to Reclassification

CHAPTER III

CLASSIFICATION OF EMPLOYEES AND POSITIONS

RULE 3.1 THE CLASSIFIED SERVICE

3.1.1 POSITIONS INCLUDED

- A. All positions not required by law to have certification qualifications or which are specifically exempted in these Rules shall be designated as classified. All employees serving in classified positions shall be classified employees and the employees and the positions shall be known as the Classified service.
- B. In no case may any individual be appointed or paid from District funds, when that individual's contribution consists solely of individual personal services that are normally performed, or could be reasonably expected to be performed, by classified employees.
- C. Nothing in this section shall be construed to prohibit the employment of any individual in a position described by this section as a part of the classified service who is in possession of certification qualifications, nor shall the possession of certification qualifications be grounds for the elimination of an individual for consideration for employment in such a position.

Reference: Education Code Sections 45104 and 45105

3.1.2 EXEMPTION FROM THE CLASSIFIED SERVICE

A. General Exemptions

The following shall be exempt from the classified service:

1. Positions which require certification qualifications;
- ~~2. Part-time playground positions;~~
- ~~3.2.~~ Full-time students who are employed on a part-time basis;
- ~~4.3.~~ Part-time students who are employed part-time in any college work study program, or in a work experience program conducted by a community college district and financed by state or federal funds;
- ~~5.4.~~ Apprenticeship positions; ~~and~~
- ~~6.5.~~ Professional experts employed on a temporary basis for a specific project by the Board or by the Commission, when so designated by the Commission; and.

7.6. Part-time playground positions where the employee is not otherwise employed in a classified position. Part-time playground positions shall be considered part of the classified service when the employee in the position also works in the same school district in a classified position.

Reference: Education Code Sections 45103.1, 45256 and 45263

B. Special Categories

The Board may create positions of staff assistants or field representatives to directly assist the Board or individual Board members. Such positions, if created, are exempt from provisions of these Rules insofar as they relate to position classification, recruitment, employment, and salary setting.

Persons employed in such positions shall be members of the classified service for all purposes except that they may not achieve permanency in the classified service. Staff assistants shall serve at the pleasure of the Board. A field representative shall serve at the pleasure of the individual Board member.

If a permanent classified employee is appointed to serve in such an exempt position, the employee shall retain status as a permanent employee. If the employee is terminated from the exempt position, the employee shall have bumping rights in the employee's former class in the same manner as if the employee had been laid off for lack of work or lack of funds.

Reference: Education Code Section 45112

C. Community Representatives

Positions established for the employment of community representatives in an advisory or consulting capacity for not more than ninety (90) working days in a fiscal year shall be exempt from the classified service provided that:

1. The authorized duties are not those normally assigned to a class of positions in the classified service;
2. The authorized duties are approved by the Commission in advance of employment, and
3. The regular classified employee of the school district shall not receive a concurrent appointment to such a position.

Reference: Education Code Section 45258

D. Senior Management

1. The Board may designate certain positions as senior management of the classified service. The decision of the Board shall not be negotiable but shall be subject to review by the Public Employment Relations Board.
2. Employees whose positions are designated senior management shall be afforded all rights, benefits and burdens of the classified service, except they shall not gain permanent status.
3. Positions shall be filled from an unranked list of eligibles who have demonstrated managerial ability and been found qualified as specified by the Superintendent and determined by the Commission.
4. Notice of reassignment or dismissal shall be in accordance with Education Code 35031.

Reference: Education Code Section 45256.5

3.1.3 EFFECT OF EXEMPTION

- A. Any position or employee lawfully exempted from the classified service shall be excluded from the benefits and burdens imposed by these Rules, except as provided by the law or the Board.
- B. The Director of Classified Personnel shall be responsible for interpreting this policy regarding the employment of [classified](#) personnel.

3.1.4 PROFESSIONAL EXPERT ASSIGNMENTS

- A. When a professional expert assignment is to be made, the administration shall submit to the Director of Classified Personnel, a description of the project, its duration, and the duties to be performed. Professional expert assignments shall not be made to avoid payment of overtime to the assigned employee, nor shall a limited-term position be filled by a professional expert if the duties and responsibilities fit an existing class.
- B. In order to be exempted from the classified service as a professional expert, an individual must be recognized as such by reputable members of the individual's own profession as evidenced by one of the following:
 1. Approval of a committee of members of the individual's own profession;
 2. Certification of license to practice that profession by a government agency, if such license is established;
 3. Listing in such publications as the BIOGRAPHICAL DIRECTOR OF AMERICAN MEN AND WOMEN OF SCIENCE, or LEADERS IN EDUCATION, where individuals are chosen for listing by members of their own profession;

4. By membership in professional honor societies limited to that profession;
 5. By advanced degrees from a recognized university with a major in the field of that profession, or
 6. By equivalent criteria acceptable to the Commission.
- C. Evidence of professional qualifications must be presented to the Commission at the time the written request for temporary appointment is made. Professional experts may be hired for a "limited-term" project (i.e., a maximum of ninety (90) working days during the current fiscal year). A supervisor may request an extension of an additional ninety (90) working days during the current fiscal year. Additional service required shall be subject to approval by the Commission.

[D. Professional experts may be hired yearly for "on call/as needed" assignments with approval by the Director of Classified Personnel.](#)

Reference: Education Code Sections 45103.1 and 45256

3.1.5 RESTRICTED POSITIONS AND EMPLOYEES

- A. Persons employed under specially funded programs and programs which are restricted to the employment of persons of low-income groups or from designated impoverished areas, or other criteria which restricts competition for employment, shall be employed in restricted positions in their respective classes. They shall have all the rights, benefits, and burdens of other classified employees except that:
1. They shall not attain permanent status in any non-restricted classification for which they are not otherwise entitled;
 2. They shall not be accorded seniority rights for the purpose of lay-off for lack of work, lack of funds, or abolishment of a position in the restricted positions;
 3. They shall not be given provisional appointments concurrent with status in restricted positions, and
 4. They are not eligible to compete in promotional examinations in the regular classified service.
- B. Positions established from general funds as aides-assistants in an instructional setting or other positions involving personal contact with students which are established to assist school staff personnel responsible for school community relations or educational support services in counseling, library, health, or the correction or prevention of behavioral problems, may also be designated as "restricted."

- C. Positions established solely for the employment of persons having physical, mental, or developmental disabilities may also be designated as "restricted."
- D. The selection and retention of restricted employees shall be made on the same basis as that of persons selected and retained in positions as part of the regular [school program classified service](#).
- E. The selection and retention of restricted employees for Instructional [Aide-Assistant](#) positions, when recruitment is limited to specific geographic areas of residency, shall not be subject to all examination procedures prescribed in Rule 3.1.56. The area of residency for each school site shall be limited to the school attendance area as defined in the official Board record. No person shall be employed as a restricted employee unless the specific vacancy has been approved as a restricted position by the Board and meets the residency and other requirements set forth in these Rules and applicable government regulations.
- F. Employees serving in restricted positions may choose to take such competitive examinations as are required for all other persons to be employed in regular positions in the same class of the regular classified service, when they are made available by the Personnel Commission. An employee who successfully completes the examination and attains placement on the eligibility list, regardless of numerical standing on the list, shall be considered part of the regular classified service. Even though the employee may continue to serve in a restricted position, the employee shall be accorded full rights, benefits and burdens of a regular classified employee. Seniority rights shall be accrued as of the date of the employee's initial appointment to the restricted position.
- G. Funds derived from the Federal Emergency Employment Act or any similar law enacted to provide transitional employment in public service positions for unemployed or underemployed personnel shall not be expended for work that:
 - 1. Would otherwise have been performed at federal, state, or local expense;
 - 2. Would result in a decrease in the employment which would otherwise be available;
 - 3. Would result in the displacement of members of the classified service, including partial displacement, such as reduction in the hours of non-overtime work or wages or employment benefits, or
 - 4. Would impair the existing rights of permanent members of the classified service.

Reference: Education Codes Sections 45105, 45108 and 45259.

3.1.6 WEEKEND/HOLIDAY POSITIONS

- A. The Board may create a position or class of positions that require and permit incumbents to work ~~only~~ on weekends and holidays. If so created, the Commission shall in classifying the position:
1. Establish a salary rate which recognizes the peculiarity of the work and the days and hours required to work;
 2. Exempt employees serving in such positions from overtime pay for work required to be performed on a holiday; however, overtime shall be paid for hours worked in excess of eight (8) on any Saturday, Sunday or holiday unless the class is specifically exempted in accordance with Education Code 45127 (for example, recreation and security classes), and
 3. Ensure that the position being created is not being created to avoid payment of overtime to otherwise qualified employees. If it does find that such a position is being created to avoid overtime payment, it shall refuse to classify the position and will notify the Board.

RULE 3.2 THE CLASSIFICATION PLAN

3.2.1 ASSIGNMENT OF DUTIES

The Board shall prescribe the duties to be assigned to all positions in the classified service except those on the Commission staff. When the duties being performed by an employee are found to be inconsistent with the duties officially assigned to a specific position, the Director of Classified Personnel shall report the facts to the responsible administrator in order that appropriate action may be taken.

Reference: Education Code Section 45109

3.2.2 THE GENERAL CLASSIFICATION PLAN

- A. The Commission shall classify all employees and existing and new positions within the jurisdiction of the Board or the Commission, except those positions which are exempt from the classified service under Rule 3.1.2.
- B. For purposes of this Rule, classification shall include, but not be limited to:
- ~~1. Assigning a job classification title;~~
 - ~~2. Establishing minimum qualifications for regular employment;~~
 - ~~3. Preparing written class specifications~~
 - ~~4.1. Allocating Assigning~~ positions to the appropriate ~~classes~~classification;

~~5-2.~~ Arranging ~~classes-classifications~~ into appropriate job sub-families/occupational hierarchies (job families);

~~6-3.~~ Arranging job sub-families into appropriate job families within the classification plan;

4. Recommending reasonable relationships ~~between-for~~ classificationses, within ~~the job sub-family and job family~~ occupational hierarchies, ~~with in order to maintain~~ overall internal alignment within the classification plan, and.

5. Preparing written classification specifications, as outlined in Rule 3.2.3.B:

- C. The Commission shall maintain a classification plan for all positions in the classified service, organized by ~~class series and~~ occupational hierarchy within the appropriate job sub-family and larger job family. The plan shall indicate the classificationses in each series ~~which that~~ are filled by open competitive examination. The Commission shall decide, when it orders an examination, whether the examination shall be open competitive, promotional, or merged promotional and open competitive (dual certification). The list of ~~classes-classifications~~ shall contain designation of salary rate and range applicable to each classification.
- D. The Commission may create new ~~classes-classifications~~ and abolish, divide, or merge existing ~~classes-classifications~~ in the ~~classification plan~~ classified service, as the needs of the ~~classified service~~ District require. In ~~so doing~~ so, the Commission shall establish the relative ranking within occupational hierarchies.

Reference: Education Code sections 45256 and 45260

3.2.3 CLASS SPECIFICATIONS

- A. Class or classification, specifications are descriptive and explanatory only; they are not restrictive. They indicate the kinds of duties performed across the classification but do not necessarily prescribe the duties and responsibilities for any one position in the classification.
- B. For each ~~class of positions~~ classification, initially established or subsequently revised by the Commission, the Director of Classified Personnel shall establish and maintain a class specification which shall include:
1. The official class title which should be as descriptive as possible of the duties performed, and in concert with prevailing titles;
 2. The definition of the classification, indicating the general type of duties and responsibilities of the classification, the amount of supervision received and exercised, and placement within the organizational scheme;

3. A statement of typical tasks to be delegated to persons employed in positions assigned to the classification, and the critical knowledge, skills, ~~and~~ abilities, ~~and/or other characteristics~~ required to perform the tasks successfully;
4. A statement of the minimum qualifications for admission to examination and regular service in the particular classification – the minimum qualifications may include education, experience, ~~and~~ personal, and physical ~~traits~~ requirements and other characteristics;
5. A statement of distinguishing characteristics which differentiates the classes from other related or similar classes within a series;
6. Any licenses or special certificates required as a condition of employment;
7. Minimum qualifications, which shall not require a teaching, administrative or other credential, nor may the required work experience restrict applicants to credential holders. Titles may not be assigned that would restrict competition to holders of credentials; and
8. The title of the classification, which shall be used as the title of all positions in the classification on payrolls submitted to the Commission for auditing and in the records and correspondence of the Commission and the Board.

Reference: Education Code Sections 45104, 45109, and 45276

3.2.4 CREATION OF NEW POSITIONS CLASSIFICATION(S)

- A. ~~When For~~ the Board to initiate the creates creation of a new ~~position classification~~, it shall submit the duties ~~officially to be performed assigned to the position~~, in writing, to the Director of Classified Personnel. The Board may recommend minimum educational and work experience requirements for the ~~position classification~~. The Director of Classified Personnel shall present recommendations to the Commission for action. The Commission shall:
 1. ~~Classify the position and d~~etermine whether the ~~position duties~~ should be allocated to an existing classification or whether a new classification should be established;
 2. ~~If a new class is recommended, the Director of Classified Personnel shall~~ set forth ~~the recommended~~ qualifications ~~recommended and with~~ consideration of those recommended by the Board, if any; ~~The~~ the qualifications approved by the Commission must reasonably relate to the duties ~~submitted assigned to the position~~ by the Board;
 3. ~~The Commission shall d~~esignate the proper salary placement, ~~when if~~ a new classification is established, and

4. ~~The Commission shall d~~Direct its Secretary to notify the Board of the Commission's action.

References: Education Code Sections 45109 and 45276

3.2.5 ALLOCATION OF POSITIONS TO EXISTING CLASSES

All positions which substantially consist of comparable duties, responsibilities, and qualifications shall be allocated to the same classification.

3.2.6 CHANGES IN DUTIES OF POSITIONS

Any substantial change in the duties of existing positions shall be promptly reported in writing, by an employee or the administration, to the Director of Classified Personnel, who shall conduct a review of the position (refer to Rule 3.2.7).

3.2.7 REVIEW OF POSITIONS

- A. The Personnel Commission shall ~~maintain~~ monitor the ~~classification system~~ classified service and will conduct studies as necessary to review classification, and maintain internal alignment in the classified service.
- B. The Director of Classified Personnel shall establish a procedure whereby the duties and responsibilities of a position will be reviewed to determine their proper classification. Such review may be initiated by an employee, the Administration, or the Director of Classified Personnel.
- C. Upon receipt of a request for a classification review, the Director of Classified Personnel shall notify the requester in writing of the following:
 1. The date the request was received in the Personnel Commission Office;
 2. The anticipated date of completion of the review, and
 3. Should the review of any occupied position require longer than three (3) months to complete, the Personnel Commission will be notified in order that they may consider the use of other available resources for the accomplishment of the review.
- D. As approved by the Commission, the Director of Classified Personnel may recommend reallocation of a class to a new salary range based on internal alignment and without significant change in title, minimum qualifications, and duties assigned. The employee shall be entitled to the increased salary, if any, as determined by the Rules, without examination.

- E. Cases of reassignment of a position where there has been significant change in title, duties, or minimum qualifications, shall be considered a reclassification and subject to Rule 3.3 of this section.

3.2.8 WORKING OUT OF CLASS

- A. Each classified employee shall be required to perform the duties approved by the Board and classified by the Commission for the class to which assigned. The employee may be required to perform other related duties consistent with the definition of the class to which assigned.
- B. When an employee is assigned to perform work beyond that indicated in the definition of the class to which assigned for a period of time exceeding five (5) out of fifteen (15) calendar days, shall be compensated as follows:

1. Classify the position and determine whether the position should be allocated to an existing class or whether a new class should be established;
2. If a new class is recommended, the Director of Classified Personnel shall set forth the qualifications recommended and those recommended by the Board, if any; the qualifications approved by the Commission must reasonably relate to the duties assigned to the position by the Board.

C. Request for differential pay for working out of class shall be submitted in writing to the Director of Classified Personnel by the employee or the supervisor within thirty (30) calendar days of performing the assignment/duties in question ~~by the employee or the supervisor.~~

~~C.D.~~ The Director of Classified Personnel will notify the supervisor upon receipt of a request submitted by an employee.

E. Retroactive pay for working out of class shall be limited to the thirty (30) calendar days preceding the date that the request was submitted.

~~D.F.~~ Such differential pay for working out of class shall be limited to ninety (90) working days in one fiscal year for each employee. The Commission may authorize one extension of working out of class not to exceed an additional ninety (90) working days.

~~E.~~ A claim for pay differential for working out of class shall be submitted by the employee or the supervisor. The Director of Classified Personnel will notify the supervisor upon receipt of a claim submitted by an employee.

~~F.G.~~ A claim for pay differential for working out of class must contain a list of the assigned duties that are outside the scope of employee's assigned position.

~~G.H.~~ The Director of Classified Personnel shall review the duties assigned to the position and shall determine if the assigned duties are at a higher level, and shall recommend an appropriate pay differential to the Commission for approval.

~~H.I.~~ If review by the Director of Classified Personnel determines that the assigned duties are not at a higher level, the Director of Classified Personnel shall notify the employee and the appropriate supervisor. If the employee or supervisor wishes to appeal this decision, it must be presented to the Commission at the next regular meeting.

References: Education Code Sections 45110, 45276 and 45310

3.2.9 CONSOLIDATION OF A CLASS

~~Consolidation is defined as the merging of two (2) or more current classifications into one classification, when the duties, responsibilities, and minimum qualifications are sufficiently similar to be assigned to the same class title.~~

RULE 3.3 RECLASSIFICATION

3.3.1 RECLASSIFICATION OF POSITIONS

- A. The only basis for reclassification of a position with an incumbent shall be the gradual accretion of duties ~~and~~ not a sudden change caused by a reorganization. Recommendations as to gradual accretion will be made by the Director of Classified Personnel. The Commission shall be the final approving authority.
- B. Requests for classification studies of existing positions shall be presented in writing to the Director of Classified Personnel. A request for ~~a~~ reclassification study may be initiated by the incumbent, administrator, or the Personnel Commission.
1. Requests initiated by an employee ~~may shall~~ include a listing of duties and a statement indicating the reasons supporting the reclassification request.
 2. Requests initiated by the administration shall include a statement by the employee's supervisor verifying the ~~authorized assigned~~ duties of the position.
 3. ~~If an employee is reclassified, a~~ At least two (2) years ~~from the completion of a reclassification study~~ must elapse ~~from the date of reclassification~~ before another reclassification ~~study~~ can be initiated for the same position.
- C. This Rule shall apply only to positions ~~which that~~ are occupied at the time of reclassification. If reclassification occurs to a vacant position, the position shall be filled through normal selection procedures.

Reference: Education Code Section 45285

3.3.2 EFFECTIVE DATE OF RECLASSIFICATION

- A. Notification of a recommendation for the classification or reclassification of a position or employee shall be given to the employee(s) affected, their exclusive representative, the employee's supervisor and the Assistant Superintendent–Human Resources/~~Chief of Staff~~ before the classification proposal is adopted.
- B. Changes in classification and salary resulting from the permanent reclassification of a position shall be effective no later than whichever of the following dates is applicable:
 - 1. [The first of the month following the date in which the Personnel Commission received the request for differential pay \(per SEIU Article 29.2.6\)](#)
 - ~~1.2.~~ The first of the month following the Personnel Commission approval for reclassification, provided the employee is eligible to be reclassified with the position without examination as specified in these Rules, or
 - ~~2.3.~~ The first of the month following the date on which the employee becomes fully qualified for the position by successfully completing all parts of the selection procedure. (Rule 3.3.3A)

3.3.3 EFFECTS OF RECLASSIFICATION ON INCUMBENTS

- A. When positions are reclassified to a class at a higher salary level the following shall apply:
 - 1. When all of the positions in a class [classification](#) are reclassified to a higher classification, the incumbents who have a continuous employment record of regular service in the class for two (2) or more years in the position shall be reclassified with the position, without examination and shall serve a probationary period, or
 - 2. When the incumbents do not have a continuous employment record of regular service in the [classification](#) for at least two (2) years, the position shall be filled through competitive examination procedures. Prior to filling the position, a promotional only examination for the higher class shall be held, with the resulting eligibility list taking precedence. The examination shall be held in accordance with these Rules.
- B. When positions are reclassified to a class at a lower salary level the following shall apply:

1. An incumbent who has been performing satisfactorily shall be offered a transfer to any vacant position for which the employee is qualified and which is at the present salary level. If no vacancy exists, the incumbent may elect to remain in the position, which would result in a demotion; if neither of these actions is taken, the employee may choose to be demoted to any vacant position for which the incumbent is qualified or may be laid off for lack of work (See Rule 12.2.8).~~;~~ ~~or~~

~~a.2.~~ When a regular classified employee is demoted to a position at a lower salary range due to displacement or abolishment of the position ~~by~~ reclassification, and the employee has been performing satisfactorily,~~;~~ the employee's salary shall be Y-rated and; the Y-rate shall terminate on the earlier of these dates:

~~b.a.~~ The effective date of an annual salary increase which results in the Y-rate falling within the salary range of the class to which the position was reclassified, or

~~e.b.~~ The date an equal vacancy exists in the same class from which the employee was Y-rated. If the employee does not accept the vacancy but elects to remain in his/her present position, the Y-rate shall terminate.

- C. When a position is reclassified to a similar class at the same salary range, the incumbent may elect to remain in the position, in which case the salary shall be treated as if it were a lateral transfer.
- D. When a position is abolished, the incumbent may be transferred, demoted, or laid off as determined by these Rules.
- E. An employee whose position has been reclassified ~~with the position~~, shall be ineligible for subsequent reclassification with the same position for a period of at least two (2) years from the date the position was reclassified.
- F. Any positions which is created or changed as a result of a sudden reorganization or assignment of new duties and responsibilities shall be filled through the normal competitive selection process as provided in these Rules.

Reference: Education Code 45285

3.3.4 REEMPLOYMENT LIST FOR DISPLACED INCUMBENTS

Any displacement of a permanent employee which results from the reclassification of a position or class of positions, shall be considered a layoff for lack of work and an appropriate reemployment list shall be established. The employee shall have the right of reemployment

in his/her previous classification for a period of up to thirty-nine (39) months provided that the duties have not changed substantially as determined by job analysis procedures.

3.3.5 REAPPRAISAL OF ELIGIBILITY LIST DUE TO RECLASSIFICATION

When all positions in a classification are reclassified, the Commission shall determine whether the current eligibility and employment lists are to be reclassified. Salary reallocation of classes shall have no effect on eligibility and employment lists.

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
2011-2012 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
2012-2013 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	Administrative Assistant	12	8	29	D	\$2,776	\$16.02	\$3,213	\$18.54	33,312	38,564	\$2.52	\$437.65	\$5,252
9/13/2013	Bus Driver	9.5	7	28	F	\$2,710	\$15.63	\$3,458	\$19.95	22,527	28,745	\$4.32	\$654.55	\$6,218
9/13/2013	Accountant	12	8	41	F	\$3,720	\$21.46	\$4,747	\$27.39	44,640	56,972	\$5.93	\$1,027.67	\$12,332
11/12/2013	Physical Activities Specialist	9.5	5.4	26	D	\$2,581	\$14.89	\$2,987	\$17.23	16,551	19,154	\$2.34	\$274.05	\$2,603
11/12/2013	IA-Physical Education	9.5	4	20	C	\$2,229	\$12.86	\$2,458	\$14.18	10,588	11,676	\$1.32	\$114.50	\$1,088
11/12/2013	IA-Classroom	9.5	3	18	D	\$2,123	\$12.50	\$2,458	\$14.18	7,719	8,757	\$1.68	\$109.24	\$1,038
11/12/2013	IA-Classroom	9.5	3	18	C	\$2,123	\$12.50	\$2,341	\$13.51	7,719	8,340	\$1.01	\$65.36	\$621
11/12/2013	IA-Classroom	9.5	3	18	B	\$2,123	\$12.50	\$2,229	\$12.86	7,719	7,941	\$0.36	\$23.36	\$222
11/12/2013	Elementary Library Coord.	10	7	26	C	\$2,581	\$14.89	\$2,845	\$16.41	22,584	24,894	\$1.52	\$231.00	\$2,310
12/10/2013	IA-Classroom	9.5	3	18	B	\$2,123	\$12.50	\$2,229	\$12.86	7,719	7,941	\$0.36	\$23.36	\$222
12/10/2013	Administrative Assistant	12	8	29	C	\$2,776	\$16.02	\$2,914	\$16.81	33,312	34,968	\$0.80	\$138.00	\$1,656
12/10/2013	Paraeducator-3	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	Paraeducator-3	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	Rescinded
5/13/2014	IA-Music	9.5	3	20	B	\$2,229	\$12.86	\$2,341	\$13.51	7,941	8,340	\$0.65	\$42.00	\$399
5/13/2014	Paraeducator-1	10	6	20	B	\$2,229	\$12.86	\$2,341	\$13.51	16,718	17,558	\$0.65	\$84.00	\$840
2013-2014 TOTAL														\$67,716

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
2014-2015														
8/12/2014	HVAC Mechanic	12	8	37	C	\$3,509	\$20.24	\$3,869	\$22.32	42,100	46,426	\$2.08	\$360.54	\$4,326
7/8/2014	Sports Facility Attendant	12	6	22	D	\$2,435	\$14.05	\$2,818	\$16.26	21,918	25,362	\$2.21	\$286.97	\$3,444
7/8/2014	Pareducator-1	10	6	20	C	\$2,318	\$13.37	\$2,556	\$14.75	17,385	19,170	\$1.373	\$178.50	\$1,785
7/8/2014	Pareducator-1	10	6	20	C	\$2,318	\$13.37	\$2,556	\$14.75	17,385	19,170	\$1.37	\$178.50	\$1,785
8/12/2014	HR Analyst	12	8	M46	B	\$5,251	\$30.29	\$5,513	\$31.81	63,012	66,156	\$1.51	\$262.00	\$3,144
8/12/2014	Accounting Tech (Acc. Hiring Rate)	12	8	29	F	\$2,887	\$16.66	\$3,685	\$21.26	34,644	44,220	\$4.60	\$798.00	\$9,576
8/12/2014	IA-Classroom	9.5	2	18	C	\$2,208	\$12.74	\$2,435	\$14.05	5,244	5,783	\$1.31	\$56.75	\$539
8/12/2014	Lead Custodian	12	8	25	C	\$2,619	\$15.11	\$2,887	\$16.66	31,428	34,644	\$1.55	\$268.00	\$3,216
8/12/2014	Sr Office Specialist	11	4	25	D	\$2,619	\$15.11	\$3,031	\$17.49	13,750	15,913	\$2.38	\$206.00	\$2,163
8/12/2014	Office Specialist	12	8	22	C	\$2,435	\$14.05	\$2,684	\$15.48	29,220	32,208	\$1.44	\$249.00	\$2,988
9/9/2014	Paraeducator-3	10	6	26	B	\$2,684	\$15.48	\$2,818	\$16.26	20,130	21,135	\$0.77	\$100.50	\$1,005
9/9/2014	Paraeducator-3	10	6	26	D	\$2,684	\$15.48	\$3,106	\$17.92	20,130	23,295	\$2.43	\$316.50	\$3,165
9/9/2014	IA-Classroom	10	3	18	C	\$2,318	\$13.37	\$2,435	\$14.05	8,693	9,131	\$0.67	\$43.88	\$439
9/9/2014	IA-Classroom	10	3	18	C	\$2,318	\$13.37	\$2,435	\$14.05	8,693	9,131	\$0.67	\$43.88	\$439
9/9/2014	IA-Classroom	10	3	18	C	\$2,318	\$13.37	\$2,435	\$14.05	8,693	9,131	\$0.67	\$43.88	\$439
9/9/2014	Paraeducator-3	10	6	26	D	\$2,684	\$15.48	\$3,106	\$17.92	20,130	23,295	\$2.43	\$316.50	\$3,165
9/9/2014	Paraeducator-3	10	6	26	C	\$2,684	\$15.48	\$2,959	\$17.07	20,130	22,193	\$1.59	\$206.25	\$2,063
9/9/2014	Pareducator-1	10	6	20	D	\$2,318	\$13.37	\$2,684	\$15.48	17,385	20,130	\$2.11	\$274.50	\$2,745
9/9/2014	Pareducator-1	10	6	20	C	\$2,318	\$13.37	\$2,556	\$14.75	17,385	19,170	\$1.37	\$178.50	\$1,785
9/9/2014	IA-Classroom	10	3	18	E	\$2,318	\$13.37	\$2,684	\$15.48	8,693	10,065	\$2.11	\$137.25	\$1,373
9/9/2014	IA-Classroom	10	3	18	B	\$2,254	\$13.00	\$2,318	\$13.37	8,453	8,693	\$0.37	\$24.00	\$240
9/9/2014	IA-Classroom	10	3	18	C	\$2,318	\$13.37	\$2,435	\$14.05	8,693	9,131	\$0.67	\$43.88	\$439
9/9/2014	Bus Driver	10	7	28	C	\$2,818	\$16.26	\$3,106	\$17.92	24,658	27,178	\$1.66	\$252.00	\$2,520
9/9/2014	Pareducator-1	10	5	20	B	\$2,318	\$13.37	\$2,435	\$14.05	14,488	15,219	\$0.67	\$73.13	\$731
9/9/2014	Carpenter	12	8	35	C	\$3,342	\$19.28	\$3,685	\$21.26	40,104	44,220	\$1.98	\$343.00	\$4,116
9/9/2014	Plumber	12	8	37	D	\$3,509	\$20.24	\$4,062	\$23.43	42,108	48,744	\$3.19	\$553.00	\$6,636
9/9/2014	SIS Specialist	12	8	49	E	\$4,702	\$27.13	\$5,716	\$32.98	56,424	68,592	\$5.85	\$1,014.00	\$12,168

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
2014-2015														
9/9/2014	Facilities Technician	12	8	45	D	\$4,265	\$24.61	\$4,937	\$28.48	51,180	59,244	\$3.88	\$672.00	\$8,064
9/9/2014	Audio Visual Tech	12	8	26	D	\$2,684	\$15.48	\$3,106	\$17.92	32,208	37,272	\$2.43	\$422.00	\$5,064
10/14/2014	IA-Classroom	10	2	18	C	\$2,318	\$13.37	\$2,435	\$14.05	5,795	6,088	\$0.67	\$29.25	\$293
10/14/2014	IA-Classroom	10	5	18	C	\$2,318	\$13.37	\$2,435	\$14.05	14,488	15,219	\$0.67	\$73.13	\$731
10/14/2014	IA-Classroom	10	3.5	18	E	\$2,318	\$13.37	\$2,684	\$15.48	10,141	11,743	\$2.11	\$160.13	\$1,601
10/14/2014	Library Asst. I	10	6	22	B	\$2,435	\$14.05	\$2,556	\$14.75	18,263	19,170	\$0.70	\$90.75	\$908
10/14/2014	Paraeducator-3	10	6	26	D	\$2,684	\$15.48	\$3,106	\$17.92	20,130	23,295	\$2.43	\$316.50	\$3,165
10/14/2014	Plumber	12	8	37	C	\$3,509	\$20.24	\$3,869	\$22.32	42,108	46,428	\$2.08	\$360.00	\$4,320
10/14/2014	Paraeducator-3	10	6	26	D	\$2,684	\$15.48	\$3,106	\$17.92	20,130	23,295	\$2.43	\$316.50	\$3,165
10/14/2014	Physical Activities Specialist	10	6	26	C	\$2,684	\$15.48	\$2,959	\$17.07	20,130	22,193	\$1.59	\$206.25	\$2,063
10/14/2014	Plant Supervisor	12	8	41	C	\$4,640	\$26.77	\$5,116	\$29.51	55,680	61,392	\$2.75	\$476.00	\$5,712
11/12/2014	Physical Activities Specialist	10	6	26	C	\$2,684	\$15.48	\$2,959	\$17.07	20,130	22,193	\$1.59	\$206.25	\$2,063
11/12/2014	Athletic Trainer	10	7	35	C	\$3,342	\$19.28	\$3,685	\$21.26	29,243	32,244	\$1.98	\$300.13	\$3,001
11/12/2014	Student Outreach Specialist	10	8	44	C	\$4,163	\$24.02	\$4,591	\$26.49	41,630	45,910	\$2.47	\$428.00	\$4,280
11/12/2014	Employee Benefits Technician	12	8	34	C	\$3,262	\$18.82	\$3,596	\$20.75	39,144	43,152	\$1.93	\$334.00	\$4,008
11/12/2014	IA-Classroom	10	3	18	C	\$2,318	\$13.37	\$2,435	\$14.05	8,693	9,131	\$0.67	\$43.88	\$439
11/12/2014	Paraeducator-3	10	6	26	C	\$2,684	\$15.48	\$2,959	\$17.07	20,130	22,193	\$1.59	\$206.25	\$2,063
11/12/2014	Paraeducator-3	10	6	26	C	\$2,684	\$15.48	\$2,959	\$17.07	20,130	22,193	\$1.59	\$206.25	\$2,063
11/12/2014	Paraeducator-3	10	6	26	C	\$2,684	\$15.48	\$2,959	\$17.07	20,130	22,193	\$1.59	\$206.25	\$2,063
12/9/2014	IA-Physical Ed.	10	6	20	D	\$2,318	\$13.37	\$2,684	\$15.48	17,385	20,130	\$2.11	\$274.50	\$2,745
12/9/2014	Bilingual Communtiy Liaison	10	4	25	C	\$2,619	\$15.11	\$2,887	\$16.66	13,095	14,435	\$1.55	\$134.00	\$1,340
12/9/2014	Paraeducator 1	10	6	20	D	\$2,318	\$13.37	\$2,684	\$15.48	17,385	20,130	\$2.11	\$274.50	\$2,745
12/9/2014	Paraeducator 1	10	6	20	D	\$2,318	\$13.37	\$2,684	\$15.48	17,385	20,130	\$2.11	\$274.50	\$2,745
12/9/2014	Paraeducator 1	10	6	20	D	\$2,318	\$13.37	\$2,684	\$15.48	17,385	20,130	\$2.11	\$274.50	\$2,745
12/9/2014	Gardener	12	5.6	24	C	\$2,556	\$14.75	\$2,818	\$16.26	21,470	23,671	\$1.51	\$183.40	\$2,201

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
2014-2015														
12/9/2014	IA-Classroom	10	3.5	18	E	\$2,318	\$13.37	\$2,684	\$15.48	10,141	11,743	\$2.11	\$160.13	\$1,601
1/22/2015	Admin Assistant	12	8	29	B	\$2,887	\$16.66	\$3,031	\$17.49	34,644	36,372	\$0.83	\$144.00	\$1,728
1/22/2015	Admin Assistant	10	8	29	C	\$2,887	\$16.66	\$3,182	\$18.36	28,870	31,820	\$1.70	\$295.00	\$2,950
1/22/2015	Community & Public Relations Officer	12	8	M62	D	\$7,795	\$44.97	\$9,023	\$52.05	93,540	108,276	\$7.08	\$1,228.00	\$14,736
1/22/2015	Paraeducator 1	10	6	20	D	\$2,318	\$13.37	\$2,684	\$15.48	17,385	20,130	\$2.11	\$274.50	\$2,745
1/22/2015	Paraeducator 1	10	6	20	B	\$2,318	\$13.37	\$2,435	\$14.05	17,385	18,263	\$0.67	\$87.75	\$878
1/22/2015	Paraeducator-3	10	6	26	D	\$2,684	\$15.48	\$3,106	\$17.92	20,130	23,295	\$2.43	\$316.50	\$3,165
1/22/2015	Technical Theater Coordinator	12	8	42	F	\$4,819	\$27.80	\$5,061	\$29.20	57,828	60,732	\$1.40	\$242.00	\$2,904
1/22/2015	Health Off Spec	10	3.5	25	D	\$2,619	\$15.11	\$3,031	\$17.49	11,458	13,261	\$2.38	\$180.25	\$1,803
1/22/2015	IA-Classroom	10	3	18	E	\$2,318	\$13.37	\$2,684	\$15.48	8,693	10,065	\$2.11	\$137.25	\$1,373
1/22/2015	IA-Classroom	10	3	18	E	\$2,318	\$13.37	\$2,684	\$15.48	8,693	10,065	\$2.11	\$137.25	\$1,373
1/22/2015	IA-Classroom	10	3	18	D	\$2,318	\$13.37	\$2,556	\$14.75	8,693	9,585	\$1.37	\$89.25	\$893
1/22/2015	IA-Classroom	10	5	18	E	\$2,318	\$13.37	\$2,684	\$15.48	14,488	16,775	\$2.11	\$228.75	\$2,288
3/10/2015	Custodian	12	5	22	B	\$2,435	\$14.05	\$2,556	\$14.75	18,263	19,170	\$0.70	\$75.63	\$907
3/10/2015	Paraeducator 1	10	6	20	D	\$2,318	\$13.37	\$2,684	\$15.48	17,385	20,130	\$2.11	\$274.50	\$2,745
3/10/2015	Paraeducator 1	10	6	20	D	\$2,318	\$13.37	\$2,684	\$15.48	17,385	20,130	\$2.11	\$274.50	\$2,745
3/10/2015	Paraeducator 1	10	6	20	D	\$2,318	\$13.37	\$2,684	\$15.48	17,385	20,130	\$2.11	\$274.50	\$2,745
3/10/2015	IA-Classroom	10	3	18	D	\$2,318	\$13.37	\$2,556	\$14.75	8,693	9,585	\$1.37	\$89.25	\$893
4/14/2015	Administrative Assistant	10	8	29	B	\$2,887	\$16.66	\$3,031	\$17.49	28,870	30,310	\$0.83	\$144.00	\$1,440
4/14/2015	Plant Supervisor	12	8	41	C	\$4,640	\$26.77	\$5,116	\$29.51	55,680	61,392	\$2.75	\$476.00	\$5,712
4/14/2015	Paraeducator 3	10	6	26	C	\$2,684	\$15.48	\$2,959	\$17.07	20,130	22,193	\$1.59	\$206.25	\$2,063
4/14/2015	Paraeducator 3	10	6	26	C	\$2,684	\$15.48	\$2,959	\$17.07	20,130	22,193	\$1.59	\$206.25	\$2,063
4/14/2015	Paraeducator 1	10	6	20	B	\$2,318	\$13.37	\$2,435	\$14.05	17,385	18,263	\$0.67	\$87.75	\$878
4/14/2015	Paraeducator 2	10	6	23	B	\$2,494	\$14.39	\$2,619	\$15.11	18,705	19,643	\$0.72	\$93.75	\$937
4/14/2015	Paraeducator 1	10	6	20	D	\$2,318	\$13.37	\$2,684	\$15.48	17,385	20,130	\$2.11	\$274.50	\$2,745
4/14/2015	Paraeducator 1	10	6	20	D	\$2,318	\$13.37	\$2,684	\$15.48	17,385	20,130	\$2.11	\$274.50	\$2,745
5/12/2015	Paraeducator 3	10	6	26	D	\$2,684	\$15.48	\$3,106	\$17.92	20,130	23,295	\$2.43	\$316.50	\$3,165

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
2014-2015														
5/12/2015	Paraeducator 3	10	6	26	D	\$2,684	\$15.48	\$3,106	\$17.92	20,130	23,295	\$2.43	\$316.50	\$3,165
5/12/2015	Administrative Assistant	12	8	29	B	\$2,887	\$16.66	\$3,031	\$17.49	34,644	36,372	\$0.83	\$144.00	\$1,728
2014-2015 TOTAL														\$221,126
CUMULATIVE 2-YEAR TOTAL (FROM 7/1/13)														\$288,841
CUMULATIVE 3-YEAR TOTAL (FROM 7/1/12)														\$435,282
CUMULATIVE 4-YEAR TOTAL (FROM 7/1/11)														\$549,011

Open Requisitions (as of 5/7/2015)

Req Number	Req Title	Department	Position Type	FTE%	Date From HR
15-146	ADMINISTRATIVE ASSISTANT	EDUCATIONAL SERVICES	New	100	2/18/15
12-103	CERTIFIED OCCUPATIONAL THERAPY ASSISTANT (COTA)	SPECIAL EDUCATION	Vac	100	9/8/11
15-142	CHILDREN'S CENTER ASSISTANT-1	JOHN MUIR ELEMENTARY SCHOOL	Vac	43.75	2/13/15
15-164	CHILDREN'S CENTER ASSISTANT-1	CHILD DEVELOPMENT SERVICES	Vac	43.75	4/14/15
15-120	CHILDREN'S CENTER ASSISTANT-2	CABRILLO ELEMENTARY SCHOOL	Vac	43.75	12/12/14
14-181	CHILDREN'S CENTER ASSISTANT-3	CHILD DEVELOPMENT SERVICES	Vac	43.75	5/27/14
15-044	CHILDREN'S CENTER ASSISTANT-3	MCKINLEY PRESCHOOL	Vac	43.75	8/22/14
15-046	CHILDREN'S CENTER ASSISTANT-3	CHILD DEVELOPMENT SERVICES	Vac	43.75	8/22/14
15-163	CUSTODIAN	M & O (Maintenance & Operations)	Vac	62.5	4/13/15
15-166	CUSTODIAN	M & O (Maintenance & Operations)	New	30	4/17/15
15-086	INSTRUCTIONAL ASSISTANT-MUSIC	MALIBU HIGH SCHOOL	Vac	31.25	10/7/14
15-159	PARAEDUCATOR-1	FRANKLIN ELEMENTARY SCHOOL	Vac	75	3/27/15
15-173	PARAEDUCATOR-1	MCKINLEY ELEMENTARY SCHOOL	New	75	5/1/15
15-174	PARAEDUCATOR-1	ROOSEVELT ELEMENTARY SCHOOL	New	75	5/1/15
15-158	SWIMMING INSTRUCTOR/LIFEGUARD	BUSINESS SERVICES	Vac	50	3/17/15
15-169	TECHNOLOGY SUPPORT ASSISTANT	INFORMATION SERVICES	New	100	4/28/15
15-170	TECHNOLOGY SUPPORT ASSISTANT	INFORMATION SERVICES	New	100	4/28/15

Filled Requisitions (4/1/2015 – 4/30/2015)

Req Number	Req Title	Department	Date of Accepted Job Offer
15-137	CUSTODIAN	BUSINESS SERVICES	4/20/15
15-156	CUSTODIAN	BUSINESS SERVICES	4/20/15
15-155	OFFICE SPECIALIST	SANTA MONICA HIGH SCHOOL	4/14/15
15-160	PARAEDUCATOR-1	WILL ROGERS LEARNING ACADEMY	4/30/15
15-165	PARAEDUCATOR-1	PT DUME ELEMENTARY SCHOOL	4/27/15
15-144	PARAEDUCATOR-3	SPECIAL EDUCATION	4/28/15
15-161	PARAEDUCATOR-3	SPECIAL EDUCATION	3/12/15
15-167	PARAEDUCATOR-3	SPECIAL EDUCATION	4/27/15
15-168	PARAEDUCATOR-3	SPECIAL EDUCATION	4/27/15
15-171	SENIOR TECHNOLOGY SUPPORT ASSISTANT	INFORMATION SERVICES	4/28/15
15-172	SENIOR TECHNOLOGY SUPPORT ASSISTANT	INFORMATION SERVICES	4/28/15
14-125	TECHNOLOGY SUPPORT ASSISTANT	INFORMATION SERVICES	4/27/15

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

ACTION/CONSENT
 05/07/15

RECOMMENDATION NO. A.20

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

<u>NEW HIRES</u>		<u>EFFECTIVE DATE</u>
Bourne, Kaila Special Ed-Rogers ES	Paraeducator 3 6 Hrs/SY/Range: 26 Step: A	3/23/15
Bryan, Annette Special Ed-Lincoln MS	Paraeducator 3 6 Hrs/SY/Range: 26 Step: A	3/23/15
Clifford, Kari Special Ed-Santa Monica HS	Paraeducator 2 6.5 Hrs/SY/Range: 23 Step: A	3/19/15
Gutierrez, Manuel Special Ed-Lincoln CDS	Paraeducator 1 6 Hrs/SY/Range: 20 Step: A	4/13/15
Harris, Alexandra Special Ed-Webster ES	Paraeducator 1 6 Hrs/SY/Range: 20 Step: A	4/13/15
Krstic, Nadine Special Ed-Santa Monica HS	Paraeducator 1 6.2 Hrs/SY/Range: 20 Step: A	3/23/15
Lindsey, Gary Operations	Custodian 5 Hrs/12 Mo/Range: 22 Step: B	3/30/15
O'Brien, Diane Santa Monica HS	Administrative Assistant 8 Hrs/12 Mo/Range: 29 Step: A	4/13/15
Soria, Michelle Special Ed-Franklin ES	Paraeducator 1 6 Hrs/SY/Range: 20 Step: A	3/23/15
Vasquez, Julie Special Ed-Adams MS	Paraeducator 1 6 Hrs/SY/Range: 20 Step: A	4/13/15
Vethavanam, Savithri Special Ed-Lincoln MS	Paraeducator 3 6 Hrs/SY/Range: 26 Step: A	3/23/15
Wang, Stephen Special Ed-Lincoln CDS	Paraeducator 1 4 Hrs/SY/Range: 20 Step: A	3/23/15
Ward, Melvin Special Ed-Roosevelt ES	Paraeducator 1 5 Hrs/SY/Range: 20 Step: A	3/23/15
<u>PROMOTION</u>		<u>EFFECTIVE DATE</u>
Schmidt, Phillip Special Ed-Franklin ES	Paraeducator 3 6 Hrs/SY/Range: 26 Step: D From: Paraeducator 1: 6 Hrs/SY	3/23/15
<u>RECLASSIFICATION</u>		<u>EFFECTIVE DATE</u>
Crawford, Cynthia Adams MS	Library Assistant II 8 Hrs/10 Mo/Range: 26 Step: F From: Library Assistant I: 8 Hrs/10 Mo	10/27/14

TEMP/ADDITIONAL ASSIGNMENTS**EFFECTIVE DATE**

Bakhyt, Peter FNS-Malibu HS	Cafeteria Worker I -Transporter [additional hours; cafeteria support]	1/1/15-2/28/15 3/1/15-6/5/15
Cortez, Griselda Child Develop Svcs-Woods	Children's Center Assistant 2 [additional hours; classroom support]	1/1/15-6/30/15
Donovan, Marc Maintenance	Electrician [overtime; District projects]	3/23/15-6/30/15
Doty, Joel McKinley ES	Paraeducator 1 [additional hours; overnight field trip]	3/18/15-3/20/15
Doty, Joel McKinley ES	Paraeducator 1 [overtime; overnight field trip]	3/18/15-3/20/15
Gaylor, Amanda Human Resources	Office Specialist [limited term; clerical support]	3/9/15-3/28/15 4/13/15-5/15/15
Isaac, Arthur Facility Use	Custodian [additional hours; Facility Use events]	2/1/15-6/30/15
Isaac, Arthur Facility Use	Custodian [overtime; Facility Use events]	2/1/15-6/30/15
Jackson, Donte FNS-Santa Monica HS	Cafeteria Worker I [additional hours; cafeteria support]	2/1/15-6/5/15
Lucero, Amy Child Develop Svcs-Wash West	Children's Center Assistant 2 [additional hours; classroom support]	2/2/15-6/5/15
Mamon, Steven Facility Use	Custodian [overtime; Facility Use events]	2/1/15-6/30/15
Martinez, Martha Child Development Services	Children's Center Assistant [limited term; office support]	1/5/15-6/5/15
Monroy, Rosa Santa Monica HS	Office Specialist [additional hours; clerical support]	3/1/15
Morris, Sean Maintenance	Skilled Maintenance Worker [overtime; general maintenance]	5/2/15-6/30/15
Noh, Josephine Facility Use	Swimming Instructor-Lifeguard [additional hours; Facility Use events]	1/1/15-6/30/15
Noh, Josephine Facility Use	Swimming Instructor-Lifeguard [overtime; Facility Use events]	1/1/15-6/30/15
Osaki, Brenda Lincoln MS	Office Specialist [additional hours; clerical support]	3/9/15-6/10/15
Plascencia, Henry Facility Use	Campus Security Officer [overtime; Facility Use events]	1/1/15-6/30/15
Quintero Alvarado, Hector Facility Use	Technical Theater Technician [additional hours; Facility Use events]	3/1/15-6/30/15
Quintero Alvarado, Hector Facility Use	Technical Theater Technician [overtime; Facility Use events]	3/1/15-6/30/15

Quon, Aaron Facility Use	Swimming Instructor-Lifeguard [additional hours; Facility Use events]	1/1/15-6/30/15
Quon, Aaron Facility Use	Swimming Instructor-Lifeguard [overtime; Facility Use events]	1/1/15-6/30/15
Reyes, Pedro Maintenance	Facilities Technician [overtime; District projects]	5/2/15-6/30/15
Tarver, Olajuwon Facility Use	Custodian [additional hours; Facility Use events]	2/1/15-6/30/15
Tarver, Olajuwon Facility Use	Custodian [overtime; Facility Use events]	2/1/15-6/30/15
Thomas, William Roosevelt ES	Paraeducator 3 [overtime; overnight field trip]	3/18/15-3/20/15
Villa, Alejandro Maintenance	Glazier [overtime; District projects]	3/23/15-6/30/15
Womack, Raven Child Develop Svcs-Muir ES	Children's Center Assistant 2 [additional hours; classroom support]	1/1/15-6/30/15
<u>SUBSTITUTES</u>		<u>EFFECTIVE DATE</u>
Benjamin, Shakeela Child Development Services	Children's Center Assistant 1	3/4/15-6/5/15
Bourne, Kaila Special Ed-Rogers ES	Paraeducator 3	3/16/15-3/25/15
Carter, Amber Operations	Custodian	4/15/15-6/30/15
Coleman, Brandon Operations	Custodian	4/15/15-6/30/15
Curtis, Kathleen District	Inst Assistant – Physical Education	8/1/14-6/30/15
Flores, Nancy Child Development Services	Children's Center Assistant 1	3/5/15-6/5/15
Gonzalez, Andrea Child Development Services	Children's Center Assistant 1	1/5/15-6/5/15
Harris, Alexandra Special Education	Paraeducator 1	3/6/15-6/5/15
Harrison, Tiffany Child Development Services	Children's Center Assistant 1	3/18/15-6/5/15
Hartman, Jonathan Malibu HS	Instructional Assistant - Music	3/1/15-6/30/15
Kennedy, Sydnee Child Development Services	Children's Center Assistant 1	3/5/15-6/5/15

Klinger, Evan Special Education	Paraeducator 1	3/18/15-6/5/15
Maldonado-Boatman, Monique Child Development Services	Children's Center Assistant 1	3/14/15-6/5/15
Marshall, Shaquita Special Education	Paraeducator 1	3/16/15-3/22/15
Martinez, Angelina Operations	Custodian	4/16/15-6/30/15
McKeever, Devon Operations	Custodian	4/15/15-6/30/15
Morrison, Catherine District	Office Specialist	4/1/15-6/30/15
Navarrete, Tonantzin Special Education	Paraeducator 1	4/15/15-6/5/15
Ochoa, Barbara Franklin ES	Instructional Assistant - Classroom	3/12/15-5/20/15
Rascon, Jesse Operations	Custodian	4/15/15-6/30/15
Rodriguez, Maria Operations	Custodian	3/17/15-6/30/15
Shaw, Johnathan Child Development Services	Children's Center Assistant 1	2/16/15-6/5/15
Smith, Christopher Operations	Custodian	4/15/15-6/30/15
Soloway, Beth District	Office Specialist	2/1/15-6/30/15
Sosa, Ivan Operations	Custodian	4/15/15-6/30/15

CHANGE IN ASSIGNMENT

Manjarrez, Lisette
Special Ed-McKinley ES

Paraeducator 2
7.5 Hrs/SY
From: 7 Hrs/SY/Special Ed- McKinley ES

EFFECTIVE DATE

8/19/14

ABOLISHMENT OF POSITION

Paraeducator 1
6 Hrs/SY; Special Ed-Rogers ES

EFFECTIVE DATE

2/15/15

LEAVE OF ABSENCE (PAID)

Berumen, Theodore
Purchasing

Senior Buyer
Medical

EFFECTIVE DATE

3/9/15-4/19/15

Bocek, Katerina
Roosevelt ES

Instructional Assistant – Classroom
Maternity

4/10/15-6/5/15

Boyd, Katherine Santa Monica HS	Custodian Medical	4/1/15-4/30/15
Bracamonte, Jorge Santa Monica HS	Custodian Medical	3/30/15-5/3/15
Ceron, Gloria Child Development Services	Children's Center Assistant 2 Medical	4/7/15-4/20/15
Chulack, Sarah Special Ed-Malibu HS	Paraeducator 3 Medical	4/17/15-4/19/15
Clayton, Mercille FNS-Lincoln MS	Cafeteria Worker I Medical	3/5/15-6/5/15
Gonzalez, Xavier Operations	Custodian Medical	3/25/15-4/7/15
Gutierrez, Nallely McKinley ES	Instructional Assistant – Classroom Maternity	4/9/15-5/21/15
James, Carolin Rogers ES	Administrative Assistant Medical	3/31/15-4/5/15
Korduner, Justin Santa Monica HS	Paraeducator 1 Medical	3/14/15-3/16/15
Padilla, Gloria Santa Monica HS	Paraeducator 1 Medical	2/23/15-6/5/15
Part, Brian Facility Use	Sports Facility Coordinator CFRA Leave	4/25/15-5/9/15
Sanchez, Yolanda Muir ES	Administrative Assistant Medical	3/25/15-3/29/15
Stewart, April Special Education	Paraeducator 3 Medical	4/13/15-6/5/15
Trujillo, Sandy Child Develop Svcs-Adams MS	Children's Center Assistant 2 FMLA Leave	3/10/15-4/10/15
Villegas, Bibiana Rogers ES	Health Office Specialist Maternity	4/15/15-6/1/15
Webber, Walter Facility Use	Sports Facility Attendant Medical	3/13/15-3/29/15
<u>LEAVE OF ABSENCE (UNPAID)</u>		<u>EFFECTIVE DATE</u>
Klenk, Heather Lincoln MS	Instructional Assistant - Music Personal	4/2/15-6/5/15
Rubio, Ana Child Develop Svcs-Woods	Children's Center Assistant 2 Child Care	5/19/15-6/5/15
Simmonds, Hugh Operations	Gardener Personal	4/7/15-5/16/15

Villegas, Bibiana Rogers ES	Health Office Specialist Child Care	6/2/15-6/5/15
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PROFESSIONAL GROWTH

Buccioni, Tashia Adams MS	Instructional Assistant - Bilingual	<u>EFFECTIVE DATE</u> 5/1/15
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Burton, Lisa Fiscal Services	Accounting Technician	5/1/15
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Marmolejo, David Information Services	Network Engineer	5/1/15
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Parra, Yvette Franklin ES	Paraeducator 1	5/1/15
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WORKING OUT OF CLASS

Donovan, Marc Maintenance	Electrician From: Glazier	<u>EFFECTIVE DATE</u> 3/23/15-6/30/15
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Morris, Sean Maintenance	Skilled Maintenance Worker From: Custodian	5/2/15-6/30/15
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Reyes, Pedro Maintenance	Facilities Technician From: Electrician	5/2/15-6/30/15
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Salonga-Miguel, Jayvee Purchasing	Senior Buyer From: Buyer	3/9/15-4/17/15
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Villa, Alejandro Maintenance.	Glazier From: Skilled Maintenance Worker	4/13/15-6/30/15
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LAYOFF/REDUCTION OF HOURS

CD6817778 Special Ed-Rogers ES	Paraeducator 3 6 Hrs/SY From: 6.2 Hrs/SY	<u>EFFECTIVE DATE</u> 7/8/15
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KG6236195 Grant ES	Inst Assistant - Classroom 3 Hrs/SY From: 3.4 Hrs/SY	7/8/15
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SUSPENSION WITHOUT PAY

QR1081290 Transportation		<u>EFFECTIVE DATE</u> 5/4-5/15, 5/11-12/15, 5/18/15, 6/9-10/15
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RESIGNATION

Clark, Travis Santa Monica HS	Coach	<u>EFFECTIVE DATE</u> 2/20/15
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Faust, Stacy Special Ed-McKinley ES	Paraeducator 1	4/16/15
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Lipps, Laura Santa Monica HS	Coach	3/26/15
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Mederos, Eden
Special Education

Paraeducator 3

3/24/15

Murray, Bianca
Santa Monica HS

Coach

4/13/15

NEW APPOINTMENT OF COMISSIONER

Lippman, Peter
Personnel Commission

Personnel Commissioner

EFFECTIVE DATE

3/10/15-11/30/17

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

TO: BOARD OF EDUCATION

ACTION/CONSENT

05/07/15

FROM: SANDRA LYON / MARK O. KELLY / BRANDON TIETZE

RE: CLASSIFIED PERSONNEL – NON-MERIT

RECOMMENDATION NO. A.21

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

AVID TUTOR

Yoshimura, Kira Lincoln MS 3/3/15-6/5/15

COACHING ASSISTANT

Campbell, Leigh	Santa Monica HS	3/23/15-6/30/15
Canales, Carrie	Malibu HS	7/1/14-6/30/15
Cary, Wendy	Malibu HS	7/1/14-6/30/15
Humphrey, Regence	Malibu HS	7/1/14-6/30/15
Humphrey, Regence	Malibu HS	11/1/14-6/30/15
Keel, Michael	Malibu HS	3/5/15-6/30/15
Leufroy, Ena	Santa Monica HS	4/1/15-6/30/15
Shafer, Anthony	Malibu HS	7/1/14-6/30/15
Slama, Samantha	Santa Monica HS	4/7/15-6/30/15
Ward, Tim	Malibu HS	7/1/14-6/30/15

NOON SUPERVISION AIDE

De Leon, Adrian	Rogers ES	2/9/15-6/17/15
Nunez, Rocio	Muir ES	2/23/15-6/5/15
Torres, Virgilio	Edison ES	3/6/15-6/5/15
Urizar, Miriam	Grant ES	3/4/15-6/5/15
Valdivia, Victoria	Adams MS	3/19/15-6/5/15

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

**SANTA MONICA – MALIBU UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
MEETING CALENDAR
2014 – 2015**

Date	Time	Location	Notes
2014			
July 8, 2014	4:00 p.m.	Board Room – District Office	
August 12, 2014	4:00 p.m.	Board Room – District Office	
September 9, 2014	4:00 p.m.	Board Room – District Office	
October 14, 2014	4:00 p.m.	Board Room – District Office	
November 12, 2014	4:00 p.m.	Board Room – District Office	
December 9, 2014	4:00 p.m.	Board Room – District Office	
2015			
January 22, 2015	4:15 p.m.	Board Room – District Office	
February 10, 2015	4:00 p.m.	Board Room – District Office	
February 2015	Daily Conference	TBD	CSPCA 2015 Annual Conference
March 10, 2015	4:00 p.m.	Board Room – District Office	
April 14, 2015	4:00 p.m.	Board Room – District Office	2015–16 Budget Discussion and Development,
May 12, 2015	4:00 p.m.	Board Room – District Office	2015-16 Budget Adoption
June 9, 2015	4:00 p.m.	Board Room – District Office	

SMMUSD Board of Education Meeting Schedule 2014-2015

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

July through December 2014					
Month	1 st Thursday	2 nd Thursday	3 rd Thursday	4 th Thursday	Special Note:
July			7/16* DO		*Wednesday, 7/16
August		8/13* DO		8/28 DO	*Wednesday: 8/13 First day of school: 8/19
September	9/4* DO		9/18 DO	9/25* DO	*9/4: MS Back to School Night *9/25: Admissions Day Holiday
October	10/2 M DO		10/16 DO	10/30* DO	*10/30: 5 th Thursday
November	11/6 M		11/20 DO		Thanksgiving: 11/27-28
December		12/11 DO		winter break	
Winter Break: December 22 – January 2					
January through June 2015					
Winter Break: December 22 – January 2					
January	winter break	1/15 DO	1/20* DO		*1/20: Special Meeting (Tues.)
February	2/5 M		2/19 DO		
March	3/5 DO		3/19 M		
Spring Break: March 30 – April 10					
April	spring break	spring break		4/23 DO	
May	5/7 M		5/21 DO		
June		6/11 DO		6/24* DO	Last day of school: 6/5 *Wednesday: 6/24

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: January 15, 2015

IV. Personnel Commission Business:

A. Future Items:

Subject	Action Steps	Tentative Date
Annual Performance Evaluation of Director of Classified Personnel		June 2015
Salary Study Presentation		June 2015
Merit Rule Revisions	-Approval of Changes to Merit Rules: <i>Chapter II: The Personnel Commission</i> -Approval of Changes to Merit Rules: <i>Chapter III: Classification</i> -First Reading of Changes to Merit Rules: <i>Chapter IV: Application for Employment</i>	July 2015
	-Approval of Changes to Merit Rules: <i>Chapter IV: Application for Employment</i> -First Reading of Changes to Merit Rules: <i>Chapter V: Recruitment and Examination</i>	August 2015
	-Approval of Changes to Merit Rules: <i>Chapter V: Recruitment and Examination</i> -First Reading of Changes to Merit Rules: <i>Chapter VI: Eligibility Lists</i>	September 2015

V. Next Regular Personnel Commission Meeting:

Tuesday, June 9, 2015 at 4:00 pm - *District Office Board Room*

VI. Closed Session:

No Closed Session

VII. Adjournment:

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