

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

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

AGENDA

REGULAR MEETING
June 9, 2015 @ 4:00 p.m.
District Office Board Room

I. General Functions:

- A. Call To Order**
- B. Roll Call**
- C. Pledge Of Allegiance**
- D. Approval of Agenda for Regular Meeting on June 9, 2015**

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

- E. Approval of Minutes for Regular Meetings on May 12, 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
June 9, 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. All speakers are limited to five (5) minutes.

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

I. General Functions:

A. Call to Order:

B. Roll Call:

C. Pledge of Allegiance:

D. Approval of Agenda for Regular Meeting on June 9, 2015

E. Approval of Minutes for Regular Meeting on May 12, 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.

- General Comments
- Personnel Director Recruitment Update
- Advisory Rules Committee Update
- Professional Growth & Training Committee Update
- Farewell Statement

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>
Accompanist	1
Campus Security Officer	9
Children’s Center Assistant 1	3
Children’s Center Assistant 2	2
Sports Facility Attendance	3

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

Accompanist	1
Accompanist	4

B. Approval of Advanced Step Placements:

1. Advanced Step Placements:
 - a. Approve the Advanced Step Placement for new employee Barry Collins in the classification of Paraeducator-1 at Range: 20 Step: C
 - b. Approve the Advanced Step Placement for new employee Henderson Maddox in the classification of Paraeducator-1 at Range: 20 Step: C
 - c. Approve the Advanced Step Placement for new employee Phillip Menchaca in the classification of Instructional Assistant - Music at Range: 20 Step: D
 - d. Approve the Advanced Step Placement for new employee Randy Moore in the classification of Senior Technology Support Assistant at Range: 43 Step: F

- e. Approve the Advanced Step Placement for new employee Josephine Noh in the classification of Swimming Instructor/Lifeguard at Range: 21 Step: B

III. Action/Discussion Items/or Other Information:

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

1. Second Reading and Approval of Changes to Merit Rules:

Recommendation: *Approve*

- a. Chapter II: The Personnel Commission

2. New Classifications:

Recommendation: *Approve*

- a. Approval of the new classification Payroll Specialist within the Fiscal Services job family.

3. Reclassification Study:

Recommendation: *Approve*

- a. It is recommended that the Personnel Commission approve the Reclassification for Ms. Lisa Burton from Accounting Technician to Payroll Specialist pending approval of the establishment of the Payroll Specialist classification by the Personnel Commission and Board of Education.
- b. It is recommended that the Personnel Commission approve the Reclassification for Mr. Rizk Rizk from Accounting Technician to Payroll Specialist pending approval of the establishment of the Payroll Specialist classification by the Personnel Commission and Board of Education.

4. Classification Revisions:

Recommendation: *Approve*

- a. Approve the revisions to the Accounting Technician classification within the Fiscal Services job family.
- b. Approve the revisions to the Cafeteria Worker II 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. Classified Salary Presentation

- PowerPoint presentation and slide notes will be provided at the meeting and will be made available in future minutes.

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.18 (for SMMUSD School Board Agenda)
 - May 21, 2015
5. Classified Personnel – Non-Merit Report – No. A.19
 - May 21, 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
Merit Rule Revisions	-Second Reading and Approval of Changes to Merit Rules: <i>Chapter III: Classification</i>	August 2015
	-First Reading of Changes to Merit Rules: <i>Chapter IV: Application for Employment</i>	
	-Second Reading and Approval of Changes to Merit Rules: <i>Chapter IV: Application for Employment</i>	September 2015
	-First Reading of Changes to Merit Rules: <i>Chapter V: Recruitment and Examination</i>	
	-Second Reading and Approval of Changes to Merit Rules: <i>Chapter V: Recruitment and Examination</i>	October 2015
	-First Reading of Changes to Merit Rules: <i>Chapter VI: Eligibility Lists</i>	

V. Next Regular Personnel Commission Meeting:

Tuesday, July 14, 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.

The meeting is adjourned in memory of Consuelo Coria-Alvarez, Cafeteria Worker II in John Muir Elementary School, who recently passed away.

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

MINUTES

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. All speakers are limited to five (5) minutes.

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 4:50 p.m.

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

B. Pledge of Allegiance: Director Tietze led all in attendance in the Pledge of Allegiance.

C. Motion to Approve Agenda: May 12, 2015

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

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

D. Motion to Approve Minutes: April 14, 2015

It was moved and seconded to approve the minutes with the following amendment. The motion passed.

- **Agenda Item III.B. – “Proposed Budget - Personnel Commission Fiscal Year 2015/16 – First Reading” – Commissioner Lippman’s recommendation identifying number of Personnel Commission positions by object codes was added.**

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.
- Classified Employees Appreciation Week
 - **Director Tietze brought attention to the Classified Employees' Appreciation Week and the vital role the classified staff plays in student success. He acknowledged Personnel Commissioners, District principals and managers, honored guests and contributors that made the classified employees' reception a greatly successful and splendid event. He commended the Personnel Commission staff for this well-organized classified employees' party.**
 - General Comments
 - **Director Tietze updated the Personnel Commission on the current recruitments, salary study, and other initiatives the department is involved in.**
 - **Director Tietze provided the Commissioners with recruitment and classification timelines.**
 - **Director Tietze informed the Personnel Commission about revisions in the agenda regarding Eligibility List for Senior Technology Support Assistant and Proposed Personnel Commission Budget indicating that changes would be addressed at a later point in the meeting when the particular items were scheduled for discussion.**
 - Santa Monica College Job Fair Review
 - **Director Tietze provided a brief report on the Personnel Commission staff's participation at the Santa Monica College Job Fair recruiting potential candidates for variety of classified positions. The information was also provided to the Superintendent and the Board of Education. Director Tietze thanked staff for representing the District and the Personnel Commission on a highly professional level.**
 - 2015 Salary Study Update
 - **Director Tietze provided an update on the 2015 Salary Study. Ninety-nine percent (99%) of the total collection data is complete. A formal presentation is scheduled for the regular Personnel Commission meeting in June 2015, possibly in July 2015.**
 - **Chief Steward Cartee-McNeely expressed the Union's concern with further delay.**
 - **Dr. Kelly, Assistant Superintendent of Human Resources, also expressed the sense of urgency in this matter, yet focusing on the most accurate data.**
 - Advisory Rules Committee Update
 - **Director Tietze expressed his gratitude to all committee members for their diligent effort and great collaboration revising the Merit Rules.**
 - Professional Growth and Training Committee Update
 - **Director Tietze provided an update on the Professional Growth and Training Committee's efforts. Thanks to the Risk Manager, Mr. Gary Bradbury, a comprehensive master training calendar is being finalized to capture different mandatory and optional professional development opportunities across various**

positions. The future Director of Human Resources will join the committee providing Human Resources expertise.

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

- **Commissioner Inatsugu commended staff for the well-organized reception honoring classified employees. She received many compliments from attendees.**
- **Commissioner Inatsugu suggested that the District participates in a state-wide program honoring outstanding classified employees of the District. Commissioner Pertel recommended to schedule this event on the Personnel Commission calendar.**

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 the Personnel Commission for a great reception honoring classified staff.**
- **Ms. Cartee-McNeely updated the Personnel Commission about SEIU's political activities including leadership elections, ballot measures (AB399 – The Education Workers Summer Relief Act and SB548 – The Raising Child Care Quality and Accessibility Act), and District leadership management teams.**
- **Ms. Cartee-McNeely reported on attending California Labor Management Initiative symposium together with Superintendent Lyon, Board President Lieberman, and President of SMMCTA Sarah Braff.**

2. Board of Education Report

- **Dr. Mark Kelly, Assistant Superintendent of Human Resources, congratulated the Personnel Commission staff for organizing a wonderful celebration for District classified employees and recognized Director Tietze's leadership elevating and enhancing the opportunities for raffle prizes classified employees received. On May 21, 2015, the Board of Education will adopt a Resolution in recognition of Classified School Employees Week from May 17 to May 23, 2015.**
- **Dr. Kelly updated the Personnel Commission about the District's activities such as certificated staffing for the Director of Special Education, and Principals for Grant Elementary School and Malibu High School.**
- **Dr. Kelly also updated the Personnel Commission on the Board of Education reviewing the District budget. There will be a budget workshop on May 27, 2015.**
- **Dr. Kelly announced that the new Director of Human Resources, Dr. Suzanne Webb, current principal of Lincoln Middle School, will assume her new position on July 1, 2015.**

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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A. 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

It was moved and seconded to approve the Consent Calendar as corrected – Eligibility List for Senior Technology Support Assistant. The motion passed.

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

REPORT AND DISCUSSION

- **Chief Steward Cartee-McNeely expressed her concern regarding the number of eligible candidates for Senior Technology Support Assistant.**
- **Director Tietze and Personnel Analyst, Ms. Brooke Lamping, explained the challenges of the recruitment related to the District’s salary range for this classification; hence, it resulted in a limited candidates’ pool.**

- **Director Tietze clarified the differences in certification of four types of eligibility lists.**

III. Action Items/ Discussion/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

It was moved and seconded to open the public hearing. The motion passed.

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

No public comments.

It was moved and seconded to close the public hearing. The motion passed.

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

2. Adoption: Fiscal Year 2015–2016 Proposed Personnel Commission Budget
Recommendation: *Adopt*

It was moved and seconded to adopt the Fiscal Year 2015-2016 Proposed Personnel Commission Budget with formatting amendments regarding staffing ratios. The motion passed.

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

REPORT AND DISCUSSION

- **Commissioner Lippman expressed his appreciation of having a legend explaining abbreviations used in the proposed budget.**
- **Director Tietze drew attention to proposed formatting revisions in the budget. Also, staffing ratios will be included in the final version.**
- **Director Tietze expressed his gratitude to the District, particularly to Ms. Jan Maez, Chief Financial Officer, for further collaboration with the process. The District and the Personnel Commission are in a complete agreement with the budget. The operational expenses, and conference and membership fees will be sufficient for the next fiscal year.**

- **Commissioner Lippman inquired about salary and benefit amounts. They are set expenses prescribed to the department by the Fiscal Services.**

3. Personnel Commission’s Twelve-Month Calendar of Events
- 2015-2016

It was moved and seconded to approve the Personnel Commission’s Twelve-Month Calendar of Events as amended – changed time for May 2016 regular meeting. The motion passed.

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

REPORT AND DISCUSSION

- **Commissioner Lippman suggested to conduct a regular Personnel Commission meeting in Malibu.**
- **Commissioner Pertel will be absent on August 11, 2015 due to a prior commitment.**

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)

It was moved and seconded to approve the Director’s recommendations for item III.A.4.a. as submitted. The motion passed.

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

- b. Approve the Accelerated Hiring Rate for Technology Support Assistant classification at Range: 38 Step: D (\$4,163per month)

It was moved and seconded to approve the Director’s recommendations for item III.A.4.b. as submitted. The motion passed.

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

REPORT AND DISCUSSION

- **Director Tietze stated that both classifications’ hiring rates have been already accelerated, but there was still a need for further revisions, so that the starting rate is as close to the job market as possible.**
- **There is fifteen (15%) percent of promotional distance between these two classifications. Director Tietze provided a brief history of the accelerated hire rate increase.**
- **Chief Steward Cartee-McNeely expressed her concern regarding the matter of perception among current bargaining unit members.**
- **Commissioner Pertel stressed the vital role these classifications play in the modernization of District’s technology.**
- **Commissioner Inatsugu noted the role of these positions in supporting the full implementation of Common Core State Standards.**

5. Classification Revisions:

Recommendation: *Approve*

- a. Approve the revisions to the Cafeteria Worker/Transporter classification within the Food Services job family.

It was moved and seconded to approve the Director’s recommendations for items III.A.5.a. as submitted. The motion passed.

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

REPORT AND DISCUSSION

- **Director Tietze provided a brief rationale for further revisions of the classification including the Personnel Commission Key Stats table and added duties related to vehicle maintenance.**

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*

REPORT AND DISCUSSION

- **Director Tietze stated that Chapter II, the Personnel Commission, has been further revised for certain Brown Act and other points.**
- **Director Tietze provided a brief background to the revision process regarding format and grammar. The conceptual clarifications pertained to professional experts, the classification plan structure, the creation of new classifications, working out of class, and reclassification.**
- **Chief Steward Cartee-McNeely informed the Personnel Commission about the revision strategy and process the committee members engage in.**

- **Commissioner Inatsugu inquired about the section on exemption from the classified service. She asked if Board of Education members had ever had staff assistants. Dr. Kelly stated that he does not recall such practice. Director Tietze added that the section merely reflects California Education Code.**
- **Commissioner Inatsugu also inquired about filling positions from unranked list of eligible candidates. Director Tietze replied that the candidates have to go through the same examination process, but the eligibility list contains all who passed.**
- **Commissioner Inatsugu requested clarification on restricted positions. Director Tietze explained that candidates can be placed into a restricted position without an examination, but if they wish to obtain rights and benefits of a regular employee, they have to be placed on an eligibility list. However, their seniority date is the date they were placed into the restricted position.**
- **Ms. Cartee-McNeely explained the rationale for restricted positions within the Food Services and Child Development Services in the past. Most of these positions have been converted to regular positions.**
- **Commissioner Pertel cautioned the Personnel Commission against removing certain passages that reflect the California Education Code.**
- **Commissioner Lippman asked about the rule for limited term assignments in duration of ninety (90) days, and possible consequences if management does not adhere to the time limit. Director Tietze stated that legal council might be needed.**
- **Commissioner Lippman also asked if community representatives who serve on District advisory committees are paid by the District. Director Tietze and Commissioner Inatsugu replied that all participation on these committees is voluntary.**
- **Commissioner Lippman inquired if Commissioners are considered part of a classified service. Director Tietze will pose that question to the Advisory Rules Committee at their next meeting.**
- **Director Tietze will present 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

- **Commissioner Lippman inquired about the significant increase in the number of advanced step placements in this fiscal year.**
- **Director Tietze explained that it is a result of increased hiring in particular classifications and higher qualifications of new employees. Another reason is the fact that many District salaries are below the current job market, so the advanced step placement serves a mechanism to retain qualified candidates. However, the advanced step placement recommendations are based on strict and consistent criteria.**
- **Ms. Cartee-McNeely inquired about obtaining data regarding retention of employees who were awarded the advanced step placement.**
- **Director Tietze stated that he is working with Dr. Kelly on the newly developed exit interviews.**

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> -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 4:30 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: 6:55 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, June 9, 2015

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

SUBJECT: Advanced Step Placement – Barry Collins

BACKGROUND INFORMATION:

Classification Title: Paraeducator-1	Employee: Barry Collins	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"> • Candidate meets requirement 	0 levels of education above the required level = 0 Step Advance
<u>Experience:</u> <ul style="list-style-type: none"> • None 	<ul style="list-style-type: none"> • Barry has worked with students with special needs for over five (5) years 	2 (2-year periods) more than the required amount of Experience = 2 Step Advance (Max. allowed)
<u>Total Advanced Steps:</u> 0 (Education) + 2 (Experience) = 2 Advanced Step = <u>STEP C</u>		

DIRECTOR’S COMMENTS:

Mr. Collins’s professional training and experience exceed the minimum requirements specified for this classification. Pay rate at Step A is \$13.37/hour; Step C is \$14.75/hour. The net difference in pay is an increase of \$1.37 per hour, \$178.50 per month, or \$1,785.00 per year.

DIRECTOR’S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Barry Collins at Range 20, Step C on the Classified Employee’s Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment* (see attachments).

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

PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
Regular Meeting: Tuesday, June 9, 2015

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

SUBJECT: Advanced Step Placement – Henderson Maddox

BACKGROUND INFORMATION:

Classification Title: Paraeducator-1	Employee: Henderson Maddox	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"> • Candidate meets requirement 	0 levels of education above the required level = 0 Step Advance
<u>Experience:</u> <ul style="list-style-type: none"> • None 	<ul style="list-style-type: none"> • Henderson has worked with students with special needs for over nine (9) years 	4 (2-year periods) more than the required amount of Experience = 2 Step Advance (Max. allowed)
<u>Total Advanced Steps:</u> 0 (Education) + 2 (Experience) = 2 Advanced Step = <u>STEP C</u>		

DIRECTOR’S COMMENTS:

Mr. Maddox’s professional training and experience exceed the minimum requirements specified for this classification. Pay rate at Step A is \$13.37/hour; Step C is \$14.75/hour. The net difference in pay is an increase of \$1.37 per hour, \$178.50 per month, or \$1,785.00 per year.

DIRECTOR’S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Henderson Maddox at Range 20, Step C on the Classified Employee’s Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment* (see attachments).

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

PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
Regular Meeting: Tuesday, June 9, 2015

AGENDA ITEM NO: ILB.1.c.

SUBJECT: Advanced Step Placement – Phillip Menchaca

BACKGROUND INFORMATION:

Classification Title: Instructional Assistant- Music	Employee: Phillip Menchaca	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 (with some college coursework related to music); OR • Obtained an Associate's (or higher) degree, with some college coursework related to music; AND • Must pass the district's qualifying written examination 	<ul style="list-style-type: none"> • Mr. Menchaca has both a Bachelor's Degree and a Master's Degree in Music 	1 levels of education above the required level = 1 Step Advance (Max. allowed)
<u>Experience:</u> <ul style="list-style-type: none"> • Some experience working with children in an organized setting and some experience working in an organized music setting. 	<ul style="list-style-type: none"> • Mr. Menchaca has nearly 10 years of experience working as Music Instructor of both instruments and theory. 	4 (2-year periods) more than the required amount of Experience = 2 Step Advance (Max. allowed)
<u>Total Advanced Steps:</u> 1 (Education) + 2 (Experience) = 3 Advanced Step = STEP D		

DIRECTOR'S COMMENTS:

Mr. Menchaca's professional training and experience exceed the minimum requirements specified for this classification. Pay rate at Step A is \$13.37/hour; Step D is \$15.48/hour. The net difference in pay is an increase of \$2.11 per hour, \$114.38 per month, or \$1,144.00 per year.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Phillip Menchaca at Range 20, 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, June 9, 2015

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

SUBJECT: Advanced Step Placement – Randy Moore

BACKGROUND INFORMATION:

Classification Title: Senior Technology Support Assistant	Employee: Randy Moore	Calculation of Advanced Step Recommendation
<u>Education and Experience:</u> Must have a high school diploma or its recognized equivalent supplemented by: OPTION 1: Fifteen (15) units of college coursework in computer science or related subject area AND three (3) years of experience supporting a variety of personal computers and peripheral devices in a professional work setting. OR OPTION 2: Four (4) or more years of experience supporting a variety of personal computers and peripheral devices in a professional work setting.	<ul style="list-style-type: none"> • Randy meets requirement for education • Randy has over sixteen (16) years of experience supporting a variety of personal computers and peripheral devices in a professional work setting 	3 (4 year-period) more than the required amount of Experience = 2 Step Advance (Max. allowed)
<u>Total Advanced Steps: Starting Step: D (Accelerated Hire) + 0 (Education) + 2 (Experience) = 2 Advanced Step = STEP F</u>		

DIRECTOR'S COMMENTS:

Mr. Moore's professional training and experience exceed the minimum requirements specified for this classification. Pay rate at Step D is \$27.13/hour; Step F is \$29.91/hour. The net difference in pay is an increase of \$2.78 per hour, \$482.00 per month, or \$5,784.00 per year.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Randy Moore at Range 43, Step F on the Classified Employee's Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment* (see attachments).

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

PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
Regular Meeting: Tuesday, June 9, 2015

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

SUBJECT: Advanced Step Placement – Josephine Noh

BACKGROUND INFORMATION:

Classification Title: Swimming Instructor/Lifeguard	Employee: Josephine Noh	Calculation of Advanced Step Recommendation
EDUCATION: Educational attainment equivalent to a high school diploma or its recognized equivalent.	Candidate meets requirement	0 levels of education above the required level = 0 Step Advance
EXPERIENCE: One (1) year of experience as a lifeguard at a public facility.	Josephine has over three years of experience as a lifeguard at a public facility.	1 (2-year periods) more than the required amount of Experience = 1 Step Advance
<u>Total Advanced Steps:</u> 0 (Education) + 1 (Experience) = 1 Advanced Step = <u>STEP B</u>		

DIRECTOR'S COMMENTS:

Ms. Noh's professional training and experience exceed the minimum requirements specified for this classification. Pay rate at Step A is \$13.70/hour; Step B is \$14.39/hour. The net difference in pay is an increase of \$.69 per hour, \$74.38 per month, or \$892.00 per year.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Josephine Noh at Range 21, Step B 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, June 9, 2015**

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

SUBJECT: Second Reading and Approval of Changes to Merit Rules - Chapter II

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:
 - 2.1.2 – Clarification on the Commissioner appointment process
 - 2.1.3 – Removed and absorbed into 2.1.2 process
 - 2.1.5 – Clarification on the removal of a Commissioner
 - 2.2 – Clarification on regular and special meetings
 - 2.2.5 – Clarification on closed sessions
 - 2.2.7 – Clarification on order of business
 - 2.2.8 – Clarification on public comments
 - 2.3.1 – Clarification on status of commission employees
 - 2.4.3 – Language from Ed Code 45313 was added to expand Rule 2.4.3 regarding counsel for the Commission

RECOMMENDATION:

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

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

CHAPTER II

THE PERSONNEL COMMISSION

Rule 2.1 COMMISSION ORGANIZATION AND PROCEDURE – BY LAWS

2.1.1 ORGANIZATION (~~EDUCATION CODE 45243, 45247~~)

- A. The Personnel Commission of the Santa Monica-Malibu Unified School District shall consist of three (3) members.

Reference: Education Code Sections 45243, 45247

2.1.2 APPOINTMENT

- A. By law, the term of each Commissioner is for three (3) years and expires at noon, December 1. The term of one (1) Commissioner expires each year. On or about September 1 of each year, the Director of Classified Personnel shall notify the Governing Board of the name of the Commissioner whose term will expire and whether or not he/she will seek re-appointment.

The following steps shall be followed when the Personnel Commission announces there is a vacancy on the Commission.

1. The Commission will set an application period and will advertise the opportunity to serve as a Personnel Commissioner through an announcement on the Personnel Commission's agenda, a press release, and online.
2. The Commission will notify the Board of Education, any recognized classified bargaining units, confidential classified employees, classified managers, at least one major parent association, and the community, about the application period and opportunity for a representative from their group to participate on the Commissioner Selection Panel. The opportunity will be announced through District email and a classified advertisement in at least one local newspaper for both Santa Monica and Malibu.
- ~~2-3.~~ Applications will be available in the Personnel Commission Department and through the District website.

- 3.4. All candidates must submit a complete application by the deadline.
5. The Secretary to the Personnel Commission (Director of Classified Personnel) will screen the applications received by the deadline to determine if the applicants meet the following minimum requirements:
- a. Known adherent to the principles of the merit system;
 - b. Legal resident and registered voter within the geographic boundaries of the School District;
 - c. Not an active employee in SMMUSD, including membership on the Board of Education
- 4.6. The Commission will schedule applicants who meet the minimum qualifications to participate in a structured interview with the Commissioner Selection Panel.
- 5.7. The Commissioner Selection Panel shall be composed of not more than one representative from any of the following groups: recognized classified bargaining units, confidential employees, classified managers, the Board of Education, the Personnel Commission, one major parent association, the community of Santa Monica, or the community of Malibu. The Panel will score the applicants based upon their responses to the interview questions.
- 6.8. The Commission will submit the name of the candidate selected by the Commissioner Selection Panel to the Board of Education for official approval of the nomination. The name will be placed on the agenda at a regular or special Board of Education meeting with a rationale describing the steps taken to recruit the nominee.
- 7.9. The Board shall take action to approve the candidate recommended by the Selection Panel as the District's official nominee to the State Superintendent of Public Instruction
- 8.10. The Commission staff will submit a Nomination Package to the Office of the State Superintendent. The Package will consist of a statement of Board approval, a copy of the approved Board agenda item regarding the nomination, a statement of consent from the recognized classified

bargaining unit, the initial Commissioner job posting, and the nominee's application used in the recruitment.

~~A. Members of the Commission are appointed alternately by the State Superintendent of Public Instruction and by the Executive Officer of the State Personnel Board, each of whom may consider the recommendation of the Board and other interested parties. The District shall select nominees for the Commission according to the joint guidelines of the State Personnel Board and State Superintendent of Public Instruction for selection and nomination of school district personnel commissioners.~~

~~1. The recruitment process shall be open.~~

~~2. A prescreening panel shall be appointed and shall consist of a representative from each of the following: Board; Commission; each recognized employee organization; and the community.~~

~~3. The prescreening panel shall review the qualifications of all candidates and shall recommend a nominee to the Board for approval and transmittal to Sacramento the State Superintendent of Public Instruction for appointments.~~

Reference: Education Code Sections 45240, 45244, 45248, 45249

~~2.1.3 QUALIFICATIONS FOR MEMBERSHIP (EDUCATION CODE 45244)~~

~~A. A member of the Commission shall be a registered voter, a resident within the District and shall be a known adherent to the principles of the merit system. No member of the Board shall be a member of the Commission nor shall any commission member, during his/her term of service, be an employee of the District.~~

Reference: Education Code Section 45244

2.1.42.1.3 ~~TERMS OF OFFICE (EDUCATION CODE 45247)~~

A. The term of each Commissioner is for three (3) years and expires at noon, December 1. The term of one Commissioner expires each year. On or about September 1 of each year the Director of Classified Personnel shall notify the Board and concerned employee groups of the name and home address of the Commissioner whose term will expire and whether he/she will accept reappointment. The notification shall also list the appointing authority, ~~and indicate that the Board must follow the provisions of the joint guidelines.~~

Reference: Education Code Sections 45247

2.1.52.1.4 ELECTION OF OFFICERS

- A. At the first meeting following December 1 of each year, the Commission shall elect one (1) member as Chairperson and one (1) member as Vice Chairperson to serve a term of one year or until a successor is duly elected. The Chairperson shall be the presiding officer of all regular and special meetings. In the event of the absence of the Chairperson, the Vice Chairperson shall preside.

2.1.62.1.5 REMOVAL OF A COMMISSIONER (~~GOVERNMENT CODE 3060~~)

- A. A member of the Commission shall be deemed to have vacated the seat on the Commission if any of the following circumstances occur:
1. The death of the Commissioner.
 2. An adjudication declaring that the Commissioner is physically or mentally incapacitated due to disease, illness, or accident, AND that there is reasonable cause to believe that the Commissioner will not be able to perform the duties of the office for the remainder of his/her term.
 3. The Commissioner's resignation.
 4. The Commissioner's removal from office by a court of competent jurisdiction.
 5. The Commissioner's absences exceed five (5) total regular meetings in a fiscal year, except when prevented by illness or other excused absence.
 6. Commissioner's conviction of an offense involving a violation of the official duties of a commissioner as required by these rules and law or a conviction of an offense that would preclude employment in a public school.
 7. The Commissioner becomes an employee of SMMUSD.
 8. The Commissioner is elected or appointed to the SMMUSD Board of Education.

In addition, if a Commissioner violates the confidentiality of a closed session, the remaining Commissioners may consider removing said Commissioner from the Commission.

- B. An written accusation in writing regarding willful or corrupt misconduct by a Commissioner may be presented to the Grand Jury of Los Angeles County, if a commissioner Commissioner is incompetent, fails to attend meetings, or becomes incapacitated and is unable to fulfill the duties of the office

Reference: Government Code 3060

Rule 2.2 MEETINGS

2.2.1 REGULAR MEETINGS (GOVERNMENT CODE 54953)

- A. The Commission shall ~~regularly meet~~ hold a regular meeting once each month. ~~At least seventy-two (72) hours prior to the regular meeting, t~~ The Commission shall announce in advance the date and location of each meeting and post an agenda containing the date and location of the meeting and brief descriptions of each matter to be considered or discussed ~~the monthly schedule of meetings~~ on the Commission's official bulletin boards and website.
- B. The schedule of regular meetings for each fiscal year shall be adopted by the Commission at a regular meeting before the start of each fiscal year and shall be posted on the Commission's official bulletin board and in each meeting agenda.

Reference: Government Code 54953

2.2.2 SPECIAL MEETINGS (GOVERNMENT CODE 54956-54956.5)

- A. The Commission may hold special meetings. At least twenty-four (24) hours prior to the special meeting, the Commission shall post an agenda containing the date and location of the meeting and brief descriptions of each matter to be considered or discussed.
- A.B. The Secretary of the Commission may call a special meeting of the Commission whenever he/she considers it necessary. He/sShe shall call such a meeting if requested to do so by the Chairperson of the Commission.
- B.C. The members of the Commission shall be notified of each special meeting by written notice delivered to them personally, or by mail, at least twenty-four (24) hours in advance of the meeting. The time and place shall be specified. Only those items of business listed in the special agenda will be considered at the meeting.
- C.D. Newspapers, radio stations, and other agencies specified in Government Code 54956 shall be notified twenty-four (24) hours in advance of special meetings if they have requested such notification prior to the meeting.

Reference: Government Code 54956-54956.5

2.2.3 ADJOURNMENT

- A. The Commission may adjourn any regular meeting to a specified time and place ~~specified in the order of adjournment~~.

2.2.4 PUBLIC MEETINGS (~~GOVERNMENT CODE 54953~~)

- A. All regular and special meetings of the Commission shall be open and public, and all persons shall be permitted to attend any meetings of the Commission except as provided in Rule 2.2.5. This Rule shall not be construed as permitting employees to be absent from duty to attend Commission meetings without proper authorization, unless such employee has business before the ~~commission~~Commission.
- B. Individual employees, employee organizations, and other interested parties may submit their written views on any matter before the Commission and will be granted five (5) minutes to present their views at the appropriate time in the meeting.

Reference: Government Code 54953

2.2.5 CLOSED SESSIONS (~~GOVERNMENT CODE 54957-54957.1~~)

- A. Other provisions of the Brown act authorizing closed sessions (for example, real estate negotiations) do not apply to the Personnel Commission. Items to be discussed in closed sessions must be on the agenda and must include the reason for the closed session. Closed sessions should include only commissioners, plus any additional support staff required. No one in attendance at a closed session may disclose confidential information acquired by being present in the closed session unless authorized by the body to disclose the information.
- B. ~~Upon request of the majority of the Commission members present, or the Secretary, the Chairperson shall declare the Commission in closed session. He/sShe may then clear the room of any non-members whom the Commission does not wish to have present.~~ The items to be deliberated shall be limited to personnel matters: i.e., appointment, employment and eligibility lists, evaluation of performance, charges or complaints of misconduct, and hearings on disciplinary action. Action taken while in closed session, and the roll call vote thereon, shall be reported at the conclusion of the closed session upon reconvening to open session, or at the next public meeting.

- C. The Commission may also meet in closed session to ~~hear advice of consult with~~ its legal counsel ~~during consultations and discussions regarding salaries or salary schedules as provided in Government Code 54957.6 and when considering matters properly within collective bargaining negotiations.~~

Reference: Government Code 54954.5, 54957-54957.1, 54963

2.2.6 RULES OF ORDER

- A. The Commission shall be governed by the Rules of Order approved by the Commission.

2.2.7 ORDER OF BUSINESS AND AGENDA (~~GOVERNMENT CODE 54957.5~~)

- A. The order of business at each meeting of the Commission shall be established in the agenda for the meeting.
- B. The Secretary to the Commission shall prepare an agenda for ~~each~~ all regular and special meetings. The agenda shall be delivered to each Commission member at least seventy-two (72) hours before regular meetings and at least twenty-four (24) hours before special meetings prior to the meeting. ~~The Secretary shall prepare an agenda for all special meetings which he/she calls or is requested to call.~~
- ~~C. The Secretary may submit addenda additional items to the agenda in writing prior to a regular meeting. The Commission may act on the addenda additional agenda items.~~
- ~~D. The agenda and any addenda additional items shall be posted at least twenty four (24) hours prior to the meeting.~~
- ~~E.~~ C. A copy of the official agenda shall be provided to the Assistant Superintendent of Human Resources and the designated representative of any recognized classified employee organization(s). The designee shall be identified in writing to the Commission.

Reference: Government Code 54957.5

2.2.8 ITEMS FROM THE FLOOR PUBLIC COMMENTS

~~A.~~ Any person ~~appearing before the Commission~~ may address the Personnel Commission on any request consideration of an item appearing on the meeting agenda presented by him/her.

~~B.~~ The “Public Comments” agenda item is designated as the time when members of the audience may address the Personnel Commission on items not scheduled on the meeting agenda.

~~A.C.~~ The Commission will allow the individual five (5) minutes to make a presentation. Additional time may be allowed by ~~unanimous~~ majority consent of the Commission.

~~B.D.~~ Action shall not be taken on items not posted in accordance with ~~Rule 2.2.7~~ the Brown Act.

2.2.9 QUORUM

A. Two (2) members of the Commission shall constitute a quorum and may transact business.

2.2.10 RECORDING OF MOTIONS

A. Motions or resolutions shall be recorded as having ~~carried~~ passed or failed. Dissenting votes shall be recorded if the action is not unanimous.

2.2.11 MINUTES (~~GOVERNMENT CODE 54957.5~~)

A. The Secretary to the Commission shall record in the minutes the time and place of each meeting, the names of the Commissioners present, all official acts of the Commission, and votes of the Commissioners. When requested, a Commissioner’s dissent or approval and his/her reasons shall be recorded. The minutes shall be written and presented for correction and approval at the next regular meeting. The minutes or a true copy thereof shall be open to public inspection. A copy of the official minutes shall be provided to the designated representative of any recognized classified employee organization(s). ~~T~~he designee shall be identified in writing to the Commission.

Reference: Government Code 54957.5

2.2.12 PAYMENT FOR MEETING ATTENDANCE (~~EDUCATION CODE 45250~~)

- A. Each Commissioner shall receive the sum of \$~~1550~~.00 for each meeting attended, including regular, adjourned or special meetings but not to exceed a total of \$~~75250~~.00 per month.

Reference: Education Code Section 45250

Rule 2.3 COMMISSION EMPLOYEES

2.3.1 STATUS OF COMMISSION EMPLOYEES (~~EDUCATION CODE 45264~~)

- A. ~~The Commission shall appoint~~ The Director of Classified Personnel and all employees paid from funds budgeted for the support of the Commission~~other persons required to carry out the responsibilities of the Commission shall be appointed by the responsible to the Commission.~~ However, they shall be considered part of the classified employees of the District service, and the Rules, procedures, benefits and burdens pertinent to the classified service of the District shall apply accorded all the rights, benefits, and burdens of any other classified employee serving in the regular service of the District, including representation by the recognized classified employee organization(s) representative, if any.
- B. The Director of Classified Personnel shall be responsible for conducting classification, salary, and rules studies; for planning and administering examinations; for selecting classified employees, monitoring the assignment, and transfer of employees by the Board; for conducting such other investigations of protests and non-contractual grievances as directed by the Commission, and for investigating such other matters as he/she deems necessary. He/she may be designated as a hearing officer in accordance with Education Code 45312.
- C. In cases where two (2) or more rules appear to be in conflict, or when no Rule provides a clear-cut answer to a problem, the matter shall be decided by the Director of Classified Personnel, subject to appeal to the Commission.

Reference: Education Code Section 45264

Rule 2.4 MISCELLANEOUS PROVISIONS

2.4.1 BUDGET (~~EDUCATION CONDE 45253~~)

- A. The Director of Classified Personnel shall prepare and submit a proposed operating budget to the Commission for the next fiscal

year. The budget shall be submitted not later than the appropriate Commission meeting in April.

- B. The Commission shall designate a meeting in May at which a public hearing on its proposed budget will be held. At the time the Commission schedules the public hearing a copy of the proposed budget shall be forwarded to the Board notifying the Board of the time, date and place of the public hearing. Board and administration representatives shall be invited to attend the public hearing and present their views on the proposed budget.
- C. Prior to adoption of its budget, the Commission will hear and fully consider all comments and suggestions that may be offered by ~~district~~ District administration, the Board, or other concerned persons or organizations. Efforts shall be made to resolve any differences that may exist between the Commission and the Board.
- D. Upon approval by the Commission, the budget shall be submitted to the County Superintendent of Schools for approval.
- E. Upon approval by the County Superintendent of Schools, the Commission budget shall be incorporated into the budget of the District.

Reference: Education Code Section 45253

2.4.2 ANNUAL REPORT (~~EDUCATION CODE 45266~~)

- A. The Director of Classified Personnel shall prepare an annual report of Commission activities. Upon approval by the Commission, the annual report shall be submitted to the Board.
- B. The report shall be prepared for Commission approval as soon after each fiscal year as possible and no later than the last meeting in September. The report shall cover all significant ~~commission~~ Commission activities for the preceding fiscal year.

Reference: Education Code Section 45266

2.4.3 COUNSEL FOR THE COMMISSION (~~EDUCATION CODE 45313~~)

- A. The legal counsel of the Board shall aid and represent the Commission in all legal matters. If the legal counsel does not respond to a written request by the Commission for aid or representation within 15 working days of receipt of the written

request, the counsel is deemed to have refused to aid or represent the Commission in that matter.

B. The legal counsel shall refuse to represent the Commission in circumstances in which the counsel knows, or has reason to know, that at the time the request is made a conflict exists between the interests of the Commission and the interests of the Board or the District.

~~B.C.~~ If the legal counsel of the Board refuses to represent the Commission or if the Commission determines that a conflict of interests exists with the legal counsel, the Commission may employ its own attorney to be paid from the general funds of the District.

Reference: Education Code Section 45313

2.4.4 OFFICE ACCOMODATION (~~EDUCATION CODE 45252~~)

A. The Board shall provide the Commission with suitable office accommodations.

Reference: Education Code Section 45252

PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
Regular Meeting: Tuesday, June 9, 2015

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

SUBJECT: Proposed New Classification – Payroll Specialist

BACKGROUND INFORMATION

The Accounting Technicians in Fiscal Services perform duties related to either accounting or payroll functions. Managers in Fiscal Services and the Director of Classified Personnel expressed concern that the payroll duties might be at a higher level of difficulty than the accounting duties, which could lead to long-term difficulties with both attracting and retaining employees to perform the payroll related duties.

The Director of Fiscal Services and the Fiscal Services Supervisor met with the Director of Classified Personnel to initiate the process to analyze and possibly reclassify the Accounting Technicians to Payroll Specialists. A reclassification study was then initiated to possibly create a new classification and salary range that better represents the level of duties being performed by Accounting Technicians in the payroll department.

METHODOLOGY

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

- Met with Pat Ho, Director of Fiscal Services, to discuss past, present, and future needs of the position to support regular Department operations
- Reviewed the classification specification for Accounting Technician and other District jobs that may have comparable or overlapping duties including Accountant and Payroll Supervisor
- Researched several comparable classifications to collect qualifications and salary information for positions with similar work characteristics
- Administered a survey containing 25 assorted task statements, knowledge, skills and abilities to four (4) subject matter experts (SMEs) which required them to rate each on job importance and frequency
- Interviewed the Director of Fiscal Services and the Fiscal Supervisor to collect information pertaining to necessities of the position including tasks, equipment needed, responsibilities, and business relationships
- Researched comparable agencies to collect title and salary information for positions with overlapping work characteristics
- Met with the Director of Fiscal Services to discuss preliminary findings and determine appropriate actions

ANALYSIS

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

- Conducted a salary analysis using comparable positions with similar qualifications. The analysis demonstrated a top monthly salary step average of \$4,397 and a median of \$4,403. The analysis also displayed an average percent increase of 9% from Accounting Technician to Payroll Specialist
- Salary Analysis demonstrated Accounting Technician to be under market in salary by 11%
- Analysis using comparable positions also demonstrated the average experience required is one (1) year more than the Accounting Technician

FINDINGS

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

- The District does not currently have an established classification that sufficiently represents the duties, qualifications, and compensation needed by Accounting Technicians performing payroll duties

DIRECTOR’S RECOMMENDATIONS

Approve the establishment of a new Payroll Specialist classification with a recommended salary range of 32 on the Classified Employee’s Salary Schedule.

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



PERSONNEL COMMISSION KEY STATS	
JOB TITLE	Payroll Specialist
JOB FAMILY	Fiscal Services
JOB SUB-FAMILY	Accounting
SUPERVISOR TITLE	Assistant Director of Fiscal Services
SALARY RANGE	TBD

PAYROLL SPECIALIST

BASIC FUNCTION:

Under general supervision, perform a variety of technical payroll accounting duties to assure that District employees are paid in an accurate and timely manner; prepare and maintain complex accounting and payroll records and spreadsheets; and perform other related work as necessary.

DISTINGUISHING CHARACTERISTICS:

Payroll Specialist incumbents perform a variety of specialized accounting duties in the area of processing payroll and related records for assigned payrolls. Accounting Technician incumbents are assigned general accounting tasks by coordinating and monitoring expenditures and receivables for specified schools and funds.

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
Communicate with District personnel in person and on the phone to resolve payroll discrepancies and provide information concerning salaries, deductions, earned vacation, sick days and voluntary deductions including deferred compensation and tax sheltered annuities; distribute necessary forms; verify accuracy of completed forms	PS-1
Process payroll and related records for classified and certificated personnel; compute hours and pay of employees for each payroll period; compute and summarize deductions such as withholding tax, retirement, insurance and maintain records of deductions; verify and input data; audit for compliance with State and federal rules and regulations and collective bargaining agreements; review and audit payroll data, records and reports for accuracy and completeness	PS-2
Administer paychecks and special earning payments and payment cycles	PS-3
Adjust, verify and process pay increases, corrections, retirements, overtime, sick leave, vacation, and worker's compensation; prorate and balance time reports and reconcile payroll records with County HRS System	PS-4
Prepare and maintain files, records and a variety of quarterly, annual and amended reports related to employee information, taxes, retirement, employment, benefits, leave and other related records; resolve issues related to taxes as needed; audit Federal, State, Medicare and other tax payments and balance payments to W-2 totals	PS-5
Process and audit employee reimbursements for retirees; ensure that all requests comply with District policy and receipts are included with the request.	PS-6

Task Statement	Code
Input salary increases and employee terminations; receive and process attendance and leave information for employees	PS-7
Prepare pre-list authorization for payment requisitions; obtain check signature and arrange for payment mailing; issue approved checks; file back-up documentation.	PS-8
Prepare various spreadsheets to track accounting transactions and histories.	PS-9
Distribute and receive time keeping forms from District sites; audit for accuracy and completeness; recalculate totals on large time reports; compile and batch time sheets for input into the computerized payroll system for various calculations such as taxes, retirement contributions and other deductions; review and edit reports for accuracy	PS-10
Check employee status to determine whether assignment is permanent, probationary, substitute, provisional, limited term or full or part-time	PS-11
Stay up-to-date with changes in federal and state rules and regulations; update and maintain payroll codes, retirement rates, and federal and state tax changes; ensure the District meets legal requirements with regard to payroll taxes and garnishments and provides all required information and payments to the Internal Revenue Services, state tax authorities, and other regulatory agencies; enter federal and state withholding and voluntary deductions; generate, review and distribute W-2 tax forms and corresponding reports with mandated timeframes	PS-12
Create cash deposit and payment tracking spreadsheets; input vendor payments into spreadsheets and District database; maintain, update and clear Revolving Cash Fund	PS-13
Prepare and direct correspondence regarding payments, deposits, and accounting procedures.	PS-14
Prepare and balance journal entries	PS-15
Performs other duties as assigned.	GEN-1

SUPERVISION MATRIX:

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

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

- Accounts payable and accounts receivable practices and procedures
- HRS and County payroll systems
- Payroll accounting, including deduction, leave, retirement and timekeeping procedures
- Bookkeeping practices
- Payment discrepancy reconciliation methods
- Automated accounting system practices
- Office filing and record keeping techniques
- Tax withholding, voluntary deductions, garnishments and supplemental insurance
- Laws, rules and regulations related to assigned activities
- Payroll filing, record-keeping and report preparation techniques
- Principles and techniques involved in payroll preparation, monitoring and control

ABILITY TO:

- Operate a personal computer to utilize spreadsheet, database, word processing, and accounting system applications
- Input data and operate ten-key calculator quickly and accurately
- Clarify contract restrictions through review of BOE minutes
- Work independently
- Review work of others for completeness and accuracy
- Communicate effectively with vendors, school accounting staff, and department representatives
- Work cooperatively with others
- Demonstrate flexibility and respond to changing requirements and job assignments
- Schedule, organize, and complete work in accordance with deadlines
- Understand and follow specifications and instructions
- Identify errors or discrepancies in accounting documentation
- Compare and match related accounting documents
- File documents alphabetically, numerically, and chronologically
- Apply and explain laws, rules and regulations related to payroll activities
- Prepare time sheets for payroll process
- Monitor, adjust and reconcile payroll data

MINIMUM QUALIFICATIONS

EDUCATION:

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

EXPERIENCE:

Three (3) years of clerical accounting experience, including at least one year in a paid capacity

EQUIVALENCY PROVISION:

Two (2) years of additional education equivalent to a minimum of sixteen (16) verifiable college units in business administration, accounting, finance and/or related fields may be substituted for two (2) years of experience.

WORKING CONDITIONS:

ENVIRONMENT:

This is primarily a sedentary classification and the employee works in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances. The employee interfaces with co-workers, vendors, faculty, school accounting staff, administrators, and department supervisors in clarifying purchase and contracts, reviewing work, providing guidance regarding accounting procedures, and requesting and providing information.

PHYSICAL DEMANDS:

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

PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
Regular Meeting: Tuesday, June 9, 2015

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

SUBJECT: Reclassification Study– Accounting Technician for Rizk Rizk and Lisa Burton

BACKGROUND INFORMATION

The Accounting Technicians in Fiscal Services perform duties related to either accounting or payroll functions. Managers in Fiscal Services and the Director of Classified Personnel expressed concern that the payroll duties might be at a higher level of difficulty than the accounting duties, which could lead to long-term difficulties with both attracting and retaining employees to perform the payroll related duties.

Rizk Rizk and Lisa Burton report to the Assistant Director of Fiscal Services. Rizk Rizk started with the District on June 2, 2008 and Lisa Burton started with the District on March 3, 2008 as Accounting Technicians. The Director of Fiscal Services and the Fiscal Services Supervisor met with the Director of Classified Personnel to initiate the process to analyze and possibly reclassify the Accounting Technicians to Payroll Specialists. A reclassification study was then initiated to possibly create a new classification and salary range that better represents the level of duties being performed by Accounting Technicians in the payroll department.

METHODOLOGY

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

- Held a preliminary interview with the Director of Fiscal Services and the Fiscal Supervisor to discuss the reclassification request and obtain further information about the job functions
- Reviewed the classification specification for Accounting Technician and other District jobs that may have comparable or overlapping duties including Accountant and Payroll Supervisor
- Researched many comparable classifications to collect qualifications and salary information for positions with similar work characteristics
- The Payroll Supervisor, Gerardo Cruz, and the current Accounting Technicians in payroll, which include Rizk Rizk, Lisa Burton, and Chuck Palacio were given a survey with assorted task statements, knowledge, skills, and abilities for which they each rated on job importance and frequency
- Met with the Director of Fiscal Services and the Fiscal Services Supervisor to discuss preliminary findings and possible resolutions
- Met with Rizk Rizk, Lisa Burton, and Chuck Palacio to discuss findings and possible outcomes from the analysis

ANALYSIS

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

- Several gap analyses were performed between the new task list with associated KSAOs and the current job descriptions of Accounting Technician and Payroll Supervisor. This process is used to determine congruence among job requirements/responsibilities
- Reviewed and analyzed production data information collected from interviews which included the tasks being completed, length of time to complete tasks, and projections regarding the number of tasks that could feasibly be completed in a full-day work period

FINDINGS

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

- Rizk Rizk and Lisa Burton qualify for reclassification because they have performed higher-level payroll duties outside the scope of Accounting Technician for more than two (2) years. These duties are required to support normal Department and District operations and cannot be absorbed by other staff members.
- Chuck Palacio was also determined to be performing duties above the level represented in the Accounting Technician classification, but he is not eligible for reclassification as he has been performing the duties for less than two (2) years.
- The District does not currently have an established classification that sufficiently represents the tasks/responsibilities of Rizk Rizk and Lisa Burton. Based on the level of current work, a new position should be created to align with the work scope, task involvedness, and warranted salary.

DIRECTOR’S RECOMMENDATIONS

Approve the reclassification of Rizk Rizk and Lisa Burton into the position of Payroll Specialist, pending approval of the assignment by the Board of Education.

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

PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
Regular Meeting: Tuesday, June 9, 2015

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

SUBJECT: Classification Specification Revisions – Accounting Technician

BACKGROUND INFORMATION

The Director of Fiscal Services and the Fiscal Supervisor initiated the process to revise the classification specification for Accounting Technician by meeting with the Director of Classified Personnel. The Accounting Technicians in Fiscal Services perform duties related to either accounting or payroll functions. The Commission is attempting to better clarify these different roles by establishing a unique payroll classification and revising the current Accounting Technician classification.

METHODOLOGY

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

- Held a preliminary interview with the Director of Fiscal Services and the Fiscal Supervisor to discuss the request to revise the Accounting Technician position and obtain further information about the job functions
- Reviewed the current classification specification for Accounting Technician and other District jobs that may have comparable or overlapping duties including Accountant and Payroll Supervisor
- Reviewed many similar classification specifications from other comparable agencies
- Analyzed the current task statements with the Payroll Supervisor
- Held follow-up meeting with the Payroll Supervisor to review findings and discuss recommendations

ANALYSIS

- Clarified, defined, and operationalized all task statements by obtaining input from the supervisor, department personnel, and comparable agencies/positions
- Task analysis was performed to identify which tasks were an essential part of the job function and the knowledge, skills, abilities, and other worker characteristics (KSAO) needed to complete each task. Tasks identified as non-essential were removed or reassigned other appropriate personnel
- Reviewed and analyzed production data information collected from interviews which included the tasks being completed, length of time to complete tasks, and projections regarding the number of tasks that could feasibly be completed in a full-day work period

FINDINGS

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

- The Accounting Technician job description should be updated to better reflect the tasks performed on the job, which can be found in the attachment
- The Accounting Technician should not be reclassified into a new position as the accounting-related duties are within the current classification based on the comparable job descriptions at other agencies

- Although salary changes are warranted based on the salary analysis, they are not recommended in order to maintain the internal alignment of the Fiscal Services job family, where all positions are similarly below market

DIRECTOR’S RECOMMENDATIONS

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

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



PERSONNEL COMMISSION KEY STATS	
JOB FAMILY	Fiscal Services
JOB TITLE	Accounting Technician
SALARY RANGE	29

CLASS TITLE: ACCOUNTING TECHNICIAN

BASIC FUNCTION

Under general supervision, perform a wide variety of accounting support functions to assist professional, supervisory and management positions; coordinate and monitor expenditures and receivables for specified schools and funds; prepare and maintain complex accounting and payroll records and spreadsheets; and perform other related work as necessary.

REPRESENTATIVE DUTIES

Task Statement	Code
Create cash deposit and payment tracking spreadsheets; input vendor payments into spreadsheets and District database; maintain, update and clear Revolving Cash Fund.	AT-1
Clarify purchase information with vendors, maintenance and operations, and purchasing department representatives.	AT-2
Prepare pre-list authorization for payment requisitions; obtain check signature and arrange for payment mailing; issue approved checks; file back-up documentation.	AT-3
Review requisitions and compare to contract restrictions indicated in Board of Education (BOE) minutes and clarify information with Special Education administrative staff; establish new contract files and account numbers; attend related meetings.	AT-4
Compute, verify, and administer payroll for classified and certificated personnel and administer paychecks and special earning payments and payment cycles.	AT-5
Administer accounting for certificated employees and administrators in accordance with statutes and agreements, including retirement and leave accounts.	AT-6
Balance time reports and reconcile payroll records with County HRS System.	AT-7
Record registrations and track and check payments for travel, mileage and conference requisitions; process library and textbook refunds.	AT-8
Track expenditures and receivables of assigned schools; maintain W-9 forms for all referees; reconcile bank statements.	AT-9
Review files of assigned school sites to check for completeness, potential revenue forms, deposit backup, and ticket logs.	AT-10
Adjust and update accrual records for sick leave and vacation time; prepare adjustments based upon changes in salary, insurance deductions, and retirement contributions; complete related reports.	AT-11
Audit employee reimbursement requests; ensure that all requests comply with District policy and receipts are included with the request.	AT-12
File ASB payments and deposits; input deposits into system; process and distribute ASB monthly activity reports.	AT-13

Task Statement	Code
Prepare and direct correspondence regarding payments, deposits, and accounting procedures.	AT-14
Prepare and balance journal entries.	AT-15
Print and adjust stores inventory reports.	AT-16
Prepare various spreadsheets to track accounting transactions and histories.	AT-17
Performs other duties as assigned.	GEN-1

SUPERVISION

General supervision is received from the Assistant Director of Fiscal Services or designee. No supervision of other staff is exercised.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

- Accounts payable and accounts receivable practices and procedures.
- HRS and County payroll systems.
- Payroll accounting, including deduction, leave, retirement and timekeeping procedures.
- Bookkeeping practices.
- Bank and inventory reconciliation methods.
- Automated accounting system practices.
- Office filing and record keeping techniques.

ABILITY TO:

- Operate a personal computer to utilize spreadsheet, database, word processing, and accounting system applications.
- Input data and operate ten-key calculator quickly and accurately.
- Clarify contract restrictions through review of BOE minutes.
- Work independently.
- Review work of others for completeness and accuracy.
- Communicate effectively with vendors, school accounting staff, and department representatives.
- Work cooperatively with others.
- Demonstrate flexibility and respond to changing requirements and job assignments.
- Schedule, organize, and complete work in accordance with deadlines.
- Understand and follow specifications and instructions.
- Identify errors or discrepancies in accounting documentation.
- Compare and match related accounting documents.
- File documents alphabetically, numerically, and chronologically.

MINIMUM QUALIFICATIONS

EDUCATION:

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

EXPERIENCE:

Two (2) years of clerical accounting experience, including at least one year in a paid capacity.

Equivalency Provision:

Two years of additional education equivalent to a minimum of sixteen (16) verifiable college units in business administration, accounting, finance and/or related fields may be substituted for two (2) years of experience.

WORKING CONDITIONS

ENVIRONMENT:

This is primarily a sedentary classification and the employee works in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances. The employee interfaces with co-workers, vendors, faculty, school accounting staff, administrators, and department supervisors in clarifying purchase and contracts, reviewing work, providing guidance regarding accounting procedures, and requesting and providing information.

PHYSICAL DEMANDS:

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

DUTIES APPROVED
BOARD OF EDUCATION:

CLASSIFICATION APPROVED
PERSONNEL COMMISSION:
June 2001
Revised, June 8, 2010
Revised, September 9, 2014



PERSONNEL COMMISSION KEY STATS	
CLASSIFICATION	Accounting Technician
JOB SUB-FAMILY	Accounting
JOB FAMILY	Fiscal Services
SUPERVISOR	Assistant Director of Fiscal Services
SALARY RANGE	29

CLASS TITLE: ACCOUNTING TECHNICIAN

BASIC FUNCTION

Under general supervision, perform a wide variety of accounting support functions to assist professional, supervisory and management positions; coordinate and monitor expenditures and receivables for specified schools and funds; prepare and maintain complex accounting and payroll records and spreadsheets; and perform other related work as necessary.

REPRESENTATIVE DUTIES

Task Statement	Code
Create cash deposit and payment tracking spreadsheets; input vendor payments into spreadsheets and District database; maintain, update and clear Revolving Cash Fund.	AT-1
Clarify purchase information with vendors, maintenance and operations, and purchasing department representatives.	AT-2
Prepare pre-list authorization for payment requisitions; obtain check signature and arrange for payment mailing; issue approved checks; file back-up documentation.	AT-3
Review requisitions and compare to contract restrictions indicated in Board of Education (BOE) minutes and clarify information with Special Education administrative staff; establish new contract files and account numbers; attend related meetings.	AT-4
Compute, verify, and administer payroll for classified and certificated personnel and administer paychecks and special earning payments and payment cycles.	AT-5
Administer accounting for certificated employees and administrators in accordance with statutes and agreements, including retirement and leave accounts.	AT-6
Balance time reports and reconcile payroll records with County HRS System.	AT-7
Record registrations and track and check payments for travel, mileage and conference requisitions; process library and textbook refunds.	AT-8
Track expenditures and receivables of assigned schools; maintain W-9 forms for all referees; reconcile bank statements.	AT-9
Review files of assigned school sites to check for completeness, potential revenue forms, deposit backup, and ticket logs.	AT-10
Adjust and update accrual records for sick leave and vacation time; prepare adjustments based upon changes in salary, insurance deductions, and retirement contributions; complete related reports.	AT-11
Audit employee reimbursement requests; ensure that all requests comply with District policy and receipts are included with the request.	AT-12
File ASB payments and deposits; input deposits into system; process and distribute ASB monthly activity reports.	AT-13
Prepare and direct correspondence regarding payments, deposits, and accounting procedures.	AT-14
Prepare and balance journal entries.	AT-15

Task Statement	Code
Print and adjust stores inventory reports.	AT-16
Prepare various spreadsheets to track accounting transactions and histories.	AT-17
Performs other duties as assigned.	GEN-1

SUPERVISION

General supervision is received from the Assistant Director of Fiscal Services or designee. No supervision of other staff is exercised.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

- Accounts payable and accounts receivable practices and procedures.
- HRS and County payroll systems.
- Payroll accounting, including deduction, leave, retirement and timekeeping procedures.
- Bookkeeping practices.
- Bank and inventory reconciliation methods.
- Automated accounting system practices.
- Office filing and record keeping techniques.

ABILITY TO:

- Operate a personal computer to utilize spreadsheet, database, word processing, and accounting system applications.
- Input data and operate ten-key calculator quickly and accurately.
- Clarify contract restrictions through review of BOE minutes.
- Work independently.
- Review work of others for completeness and accuracy.
- Communicate effectively with vendors, school accounting staff, and department representatives.
- Work cooperatively with others.
- Demonstrate flexibility and respond to changing requirements and job assignments.
- Schedule, organize, and complete work in accordance with deadlines.
- Understand and follow specifications and instructions.
- Identify errors or discrepancies in accounting documentation.
- Compare and match related accounting documents.
- File documents alphabetically, numerically, and chronologically.

MINIMUM QUALIFICATIONS

EDUCATION:

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

EXPERIENCE:

Two (2) years of clerical accounting experience, including at least one year in a paid capacity.

Equivalency Provision:

Two years of additional education equivalent to a minimum of sixteen (16) verifiable college units in business administration, accounting, finance and/or related fields may be substituted for two (2) years of experience.

WORKING CONDITIONS

ENVIRONMENT:

This is primarily a sedentary classification and the employee works in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances. The employee interfaces with co-workers, vendors, faculty, school accounting staff, administrators, and department supervisors in clarifying purchase and contracts, reviewing work, providing guidance regarding accounting procedures, and requesting and providing information.

PHYSICAL DEMANDS:

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

DUTIES APPROVED
BOARD OF EDUCATION:

CLASSIFICATION APPROVED
PERSONNEL COMMISSION:
June 2001
Revised, June 8, 2010
Revised, September 9, 2014

PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
Regular Meeting: Tuesday, June 9, 2015

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

SUBJECT: Classification Specification Revisions – Cafeteria Worker II

BACKGROUND INFORMATION:

The Cafeteria Worker II classification was established in July of 1982. The position has varied throughout the years, and now requires a few additional duties to be performed in the Cafeteria Worker II position. Due to these changes, the Director of Food Services and the Director of Classified Personnel 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 Director of Food Services to discuss discrepancies between the needs of the assignment and the job description.

DISCUSSION:

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

- Duties related to taking and documenting food/beverage temperatures and preparing reports 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 revisions made to the Cafeteria Worker II classification specification are not significant enough to warrant any changes to the salary range of the position.

RECOMMENDATION:

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

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



PERSONNEL COMMISSION KEY STATS	
JOB TITLE	Cafeteria Worker II
JOB FAMILY	Student Services
JOB SUB-FAMILY	Food Services
SUPERVISOR TITLE	Director of Food Services
SALARY RANGE	A13

CAFETERIA WORKER II

BASIC FUNCTION:

Under general supervision, provide guidance to assigned staff and operate various school cafeterias; perform cash handling and food production record-keeping duties; prepare and serve meals; clean kitchen equipment and utensils; and maintain necessary records.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES:

Cafeteria Worker I is the entry-level classification in this series. Incumbents perform a variety of food service duties related to the preparation, set-up, serving, clean up and cashiering for an assigned food service cafeteria.

The Cafeteria Worker II classification serves in a lead capacity in various school cafeterias and prepares daily sales reports, daily cash handling and food production records requiring more experience and independent work than the Cafeteria Worker I. Incumbents in this classification will determine appropriate food and supply stock, and order food and supplies from vendors, central kitchens and warehouse.

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
Assist in the preparation and service of breakfast, lunch, and 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
Prepare a variety of food items such as salads, sandwiches, cookies, etc.	CWI
Serve a variety of foods in a cafeteria, food cart or snack bar location; stock counters and carts according to appropriate procedures.	CWI
Operate a cash register to receive cash and lunch cards/student IDs and maintain required records; operate a computer terminal and print reports.	CWI
Operate kitchen equipment including, but not limited to, graters, slicers, knives, ovens, steamers, tilting skillets and others.	CWI
Set up steam tables and ice beds for food service	CWI
Ensure that all food is <u>stored, prepared, held, and served</u> properly with regard to established temperature and quality standards; document on the appropriate forms on a daily basis.	CWI
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
Assure accuracy of daily sales receipts, count and wrap money, and prepare daily report of meals <u>and a la carte items</u> served <u>and/or sold</u> .	CWI

Task Statement	Code
Monitor work and participate in the preparation and completion of main dishes, vegetables, salads, sandwiches and desserts delivered from the central kitchens and/or central warehouse to elementary satellite school cafeterias.	CWII
Prepare daily sales report and daily cash deposit; count money after meal periods and prepare sales reports according to established guidelines; prepare cash drawers for following days.	CWII
Monitor and assist cafeteria workers and student workers in setting up steam tables, serving food, washing dishes, <u>taking and documenting food/beverage temperatures</u> , storing equipment, and taking cash and lunch cards/student IDs. Assure all workers are following guidelines regarding the National School Breakfast and Lunch Program.	CWII
Place food <u>and supply</u> orders according to established procedures.	CWII
Receive and store food from production kitchen, warehouse and vendors in accordance with District policies and Health and Safety guidelines.	CWII
Perform monthly inventory to ensure food service needs are met.	CWII
Prepare food transport and/or meal production records <u>and/or a la carte tally sheets</u> for all food served on a daily basis	CWII
Serve as liaison between the school offices of the school sites and the central kitchens in determining the quantity of food to be delivered each day.	CWII
Attend monthly Food and Nutrition Services meetings; communicate with Operations Supervisor to coordinate training for cafeteria staff and student workers as necessary.	CWII
Operate a variety of equipment and machines used in a school cafeteria as required; operate a computer terminal and point of sale cash register.	CWII
Performs other duties as assigned.	GEN-1

SUPERVISION MATRIX:

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

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

- Basic kitchen utensils and equipment.

- Basic mathematics including addition, subtraction, and multiplication.
- Proper food handling techniques and kitchen sanitation.
- Health, safety, and sanitation regulations, including proper food temperatures
- Methods of completing the preparation of and the serving of food in large quantities.
- Methods of cleaning and maintaining food service areas, utensils and equipment.
- National School Breakfast Program regulations.
- National School Lunch Program regulations.

ABILITY TO:

- Prepare and serve a variety of foods in large quantities
- Take and document temperatures of all food and beverage items
- Operate appliances and equipment at school cafeterias
- Effectively communicate with customers in English
- Understand and carry out oral and written instructions in English
- Perform basic mathematics including addition, subtraction, and multiplication
- Read recipes and interpret forms in English
- Count money and make change accurately
- Operate a computer terminal and point-of-sale cash register
- Understand and apply the National School Lunch Program
- Maintain flexibility working with frequent interruptions and multiple changing priorities
- Establish and maintain cooperative working relationships with others
- Read and write at the level necessary to perform the above duties
- Maintain accurate records, prepare reports and balance cash receipts accurately
- Understand basic computer applications
- Monitor work of cafeteria workers and student helpers
- Interact successfully with students, school personnel and Food and Nutrition Services Operations Supervisor

MINIMUM QUALIFICATIONS

EDUCATION:

Graduation from high school or evidence of equivalent educational proficiency is required

EXPERIENCE:

- One (1) year of preparing and serving large quantities of food in a commercial food operation such as a restaurant, hospital or school environment is required.
- Experiencing preparing sales reports and daily cash deposits is required.

LICENSES AND OTHER REQUIREMENTS:

An approved (CA Health and Safety Code Chapter 3, Article 2 section 113947 and 113947 (1-6)) food safety certificate must be obtained by the time of appointment and maintained.

113947.3a: Food safety certification required pursuant to Section 113947.1 shall be achieved by successfully passing an examination from an accredited food protection manager certification organization. The certification organization must be accredited by the American National Standards Institute as meeting the requirements of the Conference for Food Protection's "Standards for Accreditation of Food Protection Manager Certification Programs".

Some positions in this class may be required to provide his/her own transportation between school sites and be required to possess a valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

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

PHYSICAL DEMANDS:

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.

HAZARDS:

Exposure to sharp knives and slicers, cleaning solvents, and detergents.

DUTIES APPROVED

BOARD OF EDUCATION:

1982

CLASSIFICATION APPROVED

PERSONNEL COMMISSION:

July 21, 1982

Revised April 1, 1996

Revised September 19, 2006

Revised July 12, 2011

Revised July 2, 2013

III. Discussion Items

PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
Regular Meeting: Tuesday, June 9, 2015

AGENDA ITEM NO: IIL.B.1.

SUBJECT: Classified Salary Presentation

BACKGROUND INFORMATION:

The Director has concluded a comprehensive salary study for the classified service. Results and recommendations are currently being provided informally to District and SEIU leadership to review before being made public in the near future.

DISCUSSION:

The Director will deliver a presentation on the following topics to provide discussion points and a plan to address the impact below-market salary may have on the District and its workforce:

- The general state of SMMUSD’s compensation relative to the market and economy
- The possible impacts of SMMUSD’s competitive position in the market
- The degree of turnover in the classified service
- The importance of appropriate compensation to organizational success
- Suggestions for a long-term successful compensation strategy

RECOMMENDATION:

It is recommended that the Personnel Commission receive the presentation and ensure that important salary discussion points are readdressed and repeatedly discussed at future PC meetings until evidence is provided that a plan for resolution is in progress.

It is recommended that the Personnel Commission follow up with the SEIU Chief Steward and Assistant Superintendent of Human Resources at future PC meetings to ensure that the results of the salary study are ultimately used as a reference tool in the 2015-2016 negotiations between SMMUSD and SEIU.

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

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
6/9/2015	Paraeducator-1	10	6	20	C	\$2,318	\$13.37	\$2,556	\$14.75	17,385	19,170	\$1.37	\$178.50	\$1,785
6/9/2015	IA-Music	10	2.5	20	D	\$2,318	\$13.37	\$2,684	\$15.48	7,244	8,388	\$2.11	\$114.38	\$1,144
6/9/2015	Swimming Instructor/Lifeguard	12	5	21	B	\$2,375	\$13.70	\$2,494	\$14.39	17,813	18,705	\$0.69	\$74.38	\$892
6/9/2015	Paraeducator-1	10	6	20	C	\$2,318	\$13.37	\$2,556	\$14.75	17,385	19,170	\$1.37	\$178.50	\$1,785
6/9/2015	Senior Technology Support Assistant	12	8	43	F	\$4,702	\$27.13	\$5,184	\$29.91	56,424	62,208	\$2.78	\$482.00	\$5,784
2014-2015 TOTAL														\$232,516
CUMULATIVE 2-YEAR TOTAL (FROM 7/1/13)														\$300,231
CUMULATIVE 3-YEAR TOTAL (FROM 7/1/12)														\$446,672
CUMULATIVE 4-YEAR TOTAL (FROM 7/1/11)														\$560,402

Open Requisitions (as of 6/5/2015)

Req Number	Req Title	Department	Position Type	FTE%	Date From HR
15-184	ACCOMPANIST	LINCOLN MIDDLE SCHOOL	Vac	62.5	5/22/15
15-146	ADMINISTRATIVE ASSISTANT	EDUCATIONAL SERVICES	New	100	2/18/15
15-185	ADMINISTRATIVE ASSISTANT	MCKINLEY ELEMENTARY SCHOOL	Vac	100	5/22/15
15-189	CAFETERIA WORKER I	FRANKLIN ELEMENTARY SCHOOL	Vac	37.5	5/28/15
15-190	CAFETERIA WORKER I	JOHN ADAMS MIDDLE SCHOOL	Vac	43.75	5/28/15
15-191	CAFETERIA WORKER II	JOHN MUIR ELEMENTARY SCHOOL	Vac	75	5/28/15
15-192	CAFETERIA WORKER II	SANTA MONICA HIGH SCHOOL	Vac	56.25	5/28/15
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
15-166	CUSTODIAN	M & O (Maintenance & Operations)	New	30	4/17/15

Req Number	Req Title	Department	Position Type	FTE%	Date From HR
15-193	DIRECTOR-CLASSIFIED PERSONNEL	PERSONNEL COMMISSION	Vac	100	5/29/15
15-194	DIRECTOR-FOOD SERVICES	FOOD & NUTRITION SERVICES	Vac	100	5/28/15
15-186	ELEMENTARY LIBRARY COORDINATOR	MCKINLEY ELEMENTARY SCHOOL	Vac	87.5	5/22/15
15-176	INSTRUCTIONAL ASSISTANT-CLASSROOM	MCKINLEY ELEMENTARY SCHOOL	Vac	37.5	5/15/15
15-178	INSTRUCTIONAL ASSISTANT-CLASSROOM	WILL ROGERS LEARNING ACADEMY	Vac	37.5	5/15/15
15-179	INSTRUCTIONAL ASSISTANT-CLASSROOM	ROOSEVELT ELEMENTARY SCHOOL	Vac	37.5	5/15/15
15-180	INSTRUCTIONAL ASSISTANT-CLASSROOM	ROOSEVELT ELEMENTARY SCHOOL	Vac	37.5	5/15/15
15-181	INSTRUCTIONAL ASSISTANT-CLASSROOM	ROOSEVELT ELEMENTARY SCHOOL	Vac	37.5	5/15/15
15-187	INSTRUCTIONAL ASSISTANT-CLASSROOM	WILL ROGERS LEARNING ACADEMY	Vac	37.5	5/22/15
15-195	INSTRUCTIONAL ASSISTANT-CLASSROOM	MCKINLEY ELEMENTARY SCHOOL	Vac	37.5	5/28/15
15-188	LIBRARY ASSISTANT I	MALIBU HIGH SCHOOL	Vac	100	5/22/15
15-196	OCCUPATIONAL THERAPIST	SPECIAL EDUCATION	New	100	6/2/15
15-173	PARAEDUCATOR-1	MCKINLEY ELEMENTARY SCHOOL	New	75	5/1/15

Req Number	Req Title	Department	Position Type	FTE%	Date From HR
15-174	PARAEDUCATOR-1	ROOSEVELT ELEMENTARY SCHOOL	New	75	5/1/15
15-177	PARAEDUCATOR-1	MCKINLEY ELEMENTARY SCHOOL	Vac	56.25	5/14/15
15-182	PARAEDUCATOR-1	MALIBU HIGH SCHOOL	Vac	75	5/15/15
15-183	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	75	5/15/15
15-197	SENIOR OFFICE SPECIALIST	LINCOLN MIDDLE SCHOOL	Vac	100	6/2/15
15-198	SENIOR OFFICE SPECIALIST	WILL ROGERS LEARNING ACADEMY	Vac	50	4/27/15
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 (5/1/2015 – 5/31/2015)

Req Number	Req Title	Department	Date of Accepted Job Offer
15-162	CUSTODIAN	M & O (Maintenance & Operations)	5/1/2015
15-163	CUSTODIAN	M & O (Maintenance & Operations)	5/15/2015
15-086	INSTRUCTIONAL ASSISTANT-MUSIC	MALIBU HIGH SCHOOL	5/7/2015
15-175	PARAEDUCATOR-3	DISTRICT-WIDE	5/1/2015
15-158	SWIMMING INSTRUCTOR/LIFEGUARD	BUSINESS SERVICES	5/18/2015

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

ACTION/CONSENT
 05/21/15

RECOMMENDATION NO. A.18

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>
Becerra, Daniel Facility Use	Custodian 3 Hrs/12 Mo/Range: 22 Step: A	4/25/15

<u>TEMP/ADDITIONAL ASSIGNMENTS</u>		<u>EFFECTIVE DATE</u>
Baskina, Galina Educational Services-Adams MS	Accompanist [overtime; Stairway of the Stars support]	2/10/15
Briseno, Elias Franklin ES	Paraeducator 3 [additional hours; overnight field trip]	4/17/15-4/19/15
Briseno, Elias Franklin ES	Paraeducator 3 [overtime; overnight field trip]	4/17/15-4/19/15
Gold, Kathy Information Services	Technology Support Assistant [overtime; SBAC support]	2/1/15-3/31/15
Gomez, Jack Operations	Custodian [overtime; custodial support]	7/1/14-6/30/15
Manzur, Juan Information Services	Technology Support Assistant [overtime; SBAC support]	2/1/15-3/31/15
Martin, Lorena Santa Monica HS-Adult Ed.	Senior Office Specialist [additional hours; clerical support]	2/20/15-3/31/15
McNaughton, Joellen Educational Services-Malibu HS	Accompanist [overtime; Stairway of the Stars support]	2/10/15
Oyenoki, Aimee McKinley ES	Instructional Assistant - Classroom [additional hours; NGSS PD support]	4/20/15-5/30/15
Saucedo, Olga Santa Monica HS-Adult Ed.	Office Specialist [additional hours; clerical support]	2/20/15-3/31/15

<u>CHANGE IN ASSIGNMENT</u>		<u>EFFECTIVE DATE</u>
Le Bouf, Tareka Special Ed-Santa Monica HS	Paraeducator 3 6.2 Hrs/SY From: 6 Hrs/SY/Special Ed-Santa Monica HS	2/17/15

<u>LAYOFF/REDUCTION OF HOURS</u>		<u>EFFECTIVE DATE</u>
UN8151403 Muir ES	Senior Office Specialist 4 Hrs/10 Mo From: 5 Hrs/10 Mo	7/22/15

LAYOFF/REDUCTION OF HOURS

KG6236195
Grant ES

Inst Assistant - Classroom
2.0 Hrs/SY
From: 3.4 Hrs/SY

EFFECTIVE DATE

7/8/15

SUSPENSION WITHOUT PAY

HS3103513
Santa Monica HS

EFFECTIVE DATE

5/20/15 & 6/10/15

TERMINATION DUE TO EXHAUSTION OF ALL PAID LEAVES

(39-MONTH MEDICAL REEMPLOYMENT LIST)

NS3543865
Educational Services

Accompanist

EFFECTIVE DATE

5/13/15

RESIGNATION

Ayala, Erick
McKinley ES

Instructional Assistant – Classroom

EFFECTIVE DATE

4/20/15

Ford, Colleen
Special Ed-Santa Monica HS

Paraeducator 1

5/1/15

Fraire, Celia
Roosevelt ES

Instructional Assistant – Classroom

6/5/15

Lambert, Natasha
Roosevelt ES

Instructional Assistant – Classroom

6/5/15

Le Bouf, Tareka
Special Ed-Santa Monica HS

Paraeducator 3

4/23/15

Leonhard, Deborah
Special Ed-Malibu HS

Paraeducator 1

4/28/15

Ortega, Alyssa
Roosevelt ES

Instructional Assistant – Classroom

6/5/15

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

TO: BOARD OF EDUCATION

ACTION/CONSENT

05/21/15

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

RE: CLASSIFIED PERSONNEL – NON-MERIT

RECOMMENDATION NO. A.19

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

COACHING ASSISTANT

Collet, Jutta	Santa Monica HS	3/23/15-6/30/15
Lupi, Paul	Santa Monica HS	3/23/15-6/30/15
Meza, Andres	Santa Monica HS	3/23/15-6/30/15

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
Merit Rule Revisions	-Second Reading and 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>	August 2015
	-Second Reading and 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>	September 2015
	-Second Reading and 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>	October 2015

V. Next Regular Personnel Commission Meeting:

Tuesday, July 14, 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						