### I. General Functions:

- A. Call To Order
- B. Roll Call
- C. Pledge Of Allegiance
- D. Motion To Approve Agenda
- **E.** Motion To Approve Minutes
- F. Public Comments
- **G.** Communications
  - 1. SEIU Report
  - 2. Board Of Education/District Report

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

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

#### **AGENDA**

#### <u>REGULAR MEETING</u> <u>June 12, 2012 @ 5:00 p.m.</u> District Office Board Room

Electronically Recorded

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

Advocates that the Employee Performance Evaluations are consistently done on an annual basis, that they are designed to measure the effectiveness of each employee's performance, that they are valued by both management and employees as a tool to improve the effectiveness of the District, and that the results are used to support the professional development of all employees.

**PERSONNEL COMMISSIONERS:** Mrs. Barbara Inatsugu, Mr. Shane McLoud, and Mr. Michael Sidley

I.	Genera	al Functions:		
	<b>A.</b>	Call to Order:		
	В.	Roll Call:		
	C.	Pledge of Allegiance:		
	D.	Motion to Approve Age	enda:	
		Motion by:		
	E.	Motion to Approve Min	nutes:	May 8, 2012; May 22, 2012
		Motion by: Seconded by: Vote:		

- **F.** Public Comments: Public Comments is the time when members of the audience may address the Personnel Commission on items scheduled and also not scheduled on the meeting's agenda. All speakers are limited to three (3) minutes. When there is a large number of speakers, the Personnel Commission may reduce the allotted time to two (2) minutes per speaker. The Brown Act (Government Code) states that Personnel Commission members may not engage in discussion of issues raised during "Public Comments" except to ask clarifying questions, make a brief announcement, make a brief report on his or her own activities, or to refer the matter to staff.
  - 1. Request to Speak on Agenda Items
  - 2. Request to Speak on Non-agenda Items
- **G.** <u>Communications:</u> The Communications section provides an opportunity for the Personnel Commission to hear from the individuals or representatives listed below. All reports <u>are</u> limited to 5 minutes or less.
  - 1. SEIU Report
  - 2. Board of Education Report
- II. <u>Report from the Director of Classified Personnel:</u> 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.
  - A. Approved Professional Experts Request (less than 90 working days or total of 720 work hours per Personnel Commission Rule §3.1.5.(C): *Professional Expert Program*) by the Director of Classified Personnel
    - Ms. Mersedeh Farokzadeh, Technical Specialist II, Counselor, from August 1, 2012 to June 30, 2013, Franklin Elementary School
  - B. Merit Rules Advisory Committee (A.R.C.) Update
    - Advisory Rules Committee Agenda May 24, 2012
  - C. Approved Working Out of Class Request (90 working days per Personnel Commission Rule §3.2.8.(C): Working Out of Class) by the Director of Classified Personnel
    - Ms. Nawal Ballat, Cafeteria Worker I, in the position of the Cafeteria Worker II from May 25, 2012 to May 25, 2012
    - Ms. Christine Garrett, Senior Office Specialist, in the position of the Senior Administrative Assistant from June 14, 2012 to July 31, 2012
    - Mr. Jose Lopez, Gardener, in the position of the Equipment Operator-Tree Trimmer from May 14, 2012 to June 30, 2012
    - Mr. Gregory Wilkinson, Instructional Assistant Physical Education, in the position of the Physical Activities Specialist from June 11, 2012 to June 15, 2012

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- Ref. Number: 7003 1680 0002 6368 3401
  Ref. Number: 7003 1680 0002 6368 3517
  - Hearings: TBD
- Ref. Number: 7011 0470 0002 6451 4053
  Ref. Number: 7011 0470 0002 6451 4138
  - Pre-hearing Conference: TBD

#### E. Human Resources Transfer of Assignments to Personnel Commission – Update

- Board Agenda
- Classified Employment Verifications
- Classified Unemployment Claims
- Assigning Substitutes Including Special Education Substitutes
- Classified Employee Processing Non Merit

#### F. Proposed Personnel Commission Budget for Fiscal Year 2012-2013

- Signed by the Superintendent on May 22, 2012
- Transmitted to Los Angeles County of Education on May 25, 2012
- Approved by Los Angeles County of Education on May 30, 2012

#### III. Consent List:

A. Approve Classified Personnel Eligibility List(s):

<u>Classification</u>		# Eligibles
Developmenta	l/Health Instructional Assistant	2
Vote: <b>B. Certify All Active Cl</b>	assified Positions Seniority List ion Rule §13.1.4.A.: Seniority Lists)	
Motion by: Seconded by: Vote:		

#### IV. **Action/Discussion Items/or Other Information:**

#### A. Action Item(s):

- 1. Advanced Step Placements:
  - a. The Director of Classified Personnel recommends that the Personnel Commission approve Advanced Step Placement for new employee Ted Berumen in the classification of Senior Buyer pursuant to Personnel Commission Rule §12.2.4.(B): *Salary on Employment* based on criteria for the minimum experience and education.

		Director's Recommendation: Approve
		Motion by: Seconded by: Vote:
2.		fication Revisions: or's Recommendation: Approve
	a.	The Director of Classified Personnel recommends that the Personne Commission approve the revision to the Developmental/Health Instructiona Assistant classification specification within the Special Education department
		Motion by: Seconded by: Vote:
	b.	The Director of Classified Personnel recommends that the Personne Commission approve the revision to the Personnel Analyst classification specification within the Personnel Commission
		Motion by: Seconded by: Vote:
	c.	The Director of Classified Personnel recommends that the Personne Commission approve the revision to the Specialized Instructional Assistan classification specification within the Special Education department

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

1. HR-PC Reorganization Perspective

Motion by: Seconded by:

Vote:

2. Amendment, Deletion or Addition to Merit Rules

3. Hearing Protocol

• Merit Rules: Chapter XIV: Disciplinary Action and Appeal

• Supplement A: Script for Appeal Hearing

• Supplement B: Procedural Steps

4. Personnel Requisition Status Report

- 5. Personnel Commission's Twelve-Month Calendar of Events
  - 2012 2013

#### C. Information Item(s):

- 1. Classified Personnel Merit Report No. A.23
  - May 17, 2012

Classified Personnel - Merit Report - No. A. 18

- June 7, 2012
- 2. Classified Personnel Non-Merit Report No. A.24
  - May 17, 2012

Classified Personnel – Non-Merit Report - No. A. 19

- June 7, 2012
- 3. Recruitment Process Overview
- 4. Merit Rules Review Tracker
- 5. Workforce Organization Development and Strategic District Partnership Tracker

#### **V.** Personnel Commission Business:

#### **A.** Personnel Commissioner Comments

#### **B.** Future Items:

Subject	Action Steps	Tentative	
		Date	
Merit Rules Revisions	Second Reading of Changes to Merit Rules:	July 2012	
	Chapter XI: Vacation, Leaves of Absence and		
	Holidays		
	Chapter XII: Salaries, Overtime Pay, and		
	Benefits		
	First Reading of Changes to Merit Rules:		
	Chapter XIV: Disciplinary Action and Appeal		
	Chapter XVI: Grievance Procedure		
Job Fair (Malibu)		July 2012	
Personnel Commission's		July 2012	
Guiding Principles and			
Transparency			
Overview of the District		July 2012	
Strategic Plan 2012			
Strategic Mission		July 2012	
Planning and Goals			
Setting for the Personnel			
Commission			

VI.	Closed Session: None	
VII.	Next Regular Personnel Co Tuesday, July 17, 2012, at 5	ommission Meeting: :00 pm - District Office Board Room
VIII.	Motion by: Seconded by: Vote:	ness to come before the Personnel Commission, it is recommended ad.  DURNED:
	concerning business practices. the freedom of information leg The Personnel Commission's i	by visibility or ability to access information especially It may include open meetings, financial disclosure statements, islation, budgetary reviews, audits, etc. ntention is to create a safe environment to be able to ask onnel Commission is committed to accomplish its work in a transparent
	Submitted by:	Wilbert Young, Ph.D. Secretary to the Personnel Commission Director, Classified Personnel

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

## SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

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

#### **MINUTES**

# REGULAR MEETING May 8, 2012 @ 5:00 p.m. District Office Testing Room

Electronically Recorded

**PERSONNEL COMMISSIONERS:** Mrs. Barbara Inatsugu, Mr. Shane McLoud, and Mr. Michael Sidley

#### I. General Functions:

- A. <u>Call to Order:</u> The Regular Meeting of the Personnel Commission was called to order at 5:05 p.m.
- B. Roll Call: Commissioners Inatsugu, McLoud, and Sidley were present.
- C. Pledge of Allegiance: Commissioner Sidley led all in attendance in the Pledge of Allegiance.
- D. Motion to Approve Agenda:

Motion by: **Michael Sidley** Seconded by: **Barbara Inatsugu** 

Vote: 3-0

**E. Motion to Approve Minutes:** PC Retreat: April 17, 2012

Regular Meeting: April 17, 2012

Motion by: **Barbara Inatsugu** Seconded by: **Michael Sidley** 

Vote: 3-0

**F. Public Comments:** Public Comments is the time when members of the audience may address the Personnel Commission on items not scheduled on the meeting's agenda. All speakers are limited to three (3) minutes. When there are a large number of speakers, the Personnel Commission may reduce the allotted time to two (2) minutes per speaker. The Brown Act (Government Code) states that Personnel Commission members may not engage in discussion of issues raised during "Public Comments" except to ask clarifying questions, make a brief announcement, make a brief report on his or her own activities, or to refer the matter to staff.

- 1. Request to Speak on Agenda Items
- 2. Request to Speak on Non-agenda Items

Dr. Wilbert Young presented a thank you note from former Commissioner Brady addressed to Personnel Commission and its staff for recognition of her service to the District.

**G.** <u>Communications:</u> The Communications section provides an opportunity for the Personnel Commission to hear from the individuals or representatives listed below. All reports <u>are</u> limited to 5 minutes or less.

#### 1. SEIU Report

Ms. Keryl Cartee-McNeely, the Chief Steward, congratulated all classified employees on celebration of their dedicated service to the District.

She reported that SEIU Local 99 General Membership meeting will be held on May 12, 2012 to be followed by a Classified Employee Recognition Luncheon to acknowledge the valuable contribution of classified staff to the students they serve.

Ms. Cartee-McNeely also stated that SEIU continues its battle for a fair economy on local, state and national level for all working families. The international SEIU Convention in Denver will address this issue of a fair economy at the end of May 2012.

SEIU is mobilizing its membership through informational meetings, trainings, and turnaround trips to Sacramento to address the governor's proposed budget cuts that will impact student services. SEIU is also preparing for negotiations with SMMUSD.

Ms. Cartee-McNeely announced that she has been elected by SEIU members to serve on the Executive Board for a third term.

#### Board of Education Report

Ms. Debra Moore Washington, Assistant Superintendent of Human Resources, commended the Personnel Commission staff for the Classified Employees Appreciation celebration.

She informed the Personnel Commission about the District's innovative practices in preparing students for their future careers in technology fields. The District is also focusing on reading intervention to improve literacy for students who need this type of assistance.

Ms. Washington reported to the Personnel Commission about the District's centralized funding.

She also informed the Personnel Commission about a survey regarding the new Personnel Commission director that was distributed among the District's principals. She has also contacted about thirteen (13) Merit System Districts to analyze their organizational structure.

- II. <u>Report from the Director of Classified Personnel:</u> 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.
  - A. Classified Employees Week, May 20-26, 2012

Dr. Young expressed his gratitude to the District's classified staff, administrators, Board of Education, SEIU and others for attending the Classified Employees Appreciation reception.

Commissioner McLoud expressed his gratitude to the District employees who contributed to the success of this celebration.

- B. Approved Professional Experts Request (less than 90 working days or total of 720 work hours per Personnel Commission Rule §3.1.5.(C): *Professional Expert Program*) by the Director of Classified Personnel
  - Mr. Michael Hyziak, Technical Specialist II, Music Instructor, from January 6, 2012 to June 8, 2012, Santa Monica Alternative School House
- C. Merit Rules Advisory Committee (A.R.C.) Update
  - Advisory Rules Committee Agendas April 26, 2012

Dr. Young drew attention to the A.R.C. agenda and sign-up sheet from April 26, 2012 for the Personnel Commission's review.

D. Disciplinary Hearings

Ref. Number: 7003 1680 0002 6368 3401
Ref. Number: 7003 1680 0002 6368 3517

- Hearings: TBD

• Ref. Number: 7011 0470 0002 6451 4053

- Pre-hearing Conference: TBD

Dr. Young updated the Personnel Commission about the disciplinary hearings regarding communication with the District's attorney who will provide possible dates for the hearings.

Commissioner Sidley inquired about Commissioners' attendance at the disciplinary hearings. Dr. Young confirmed that they will be brought before the Personnel Commission. Commissioner McLoud made inquiries about the hearing process. Dr. Young provided a detailed explanation.

III. <u>Consent List</u>: It is recommended that the Personnel Commission consider approving a number of Agenda Items as a Consent List. Consent Items are routine in nature, and can be enacted in one motion without further discussion. This procedure conserves meeting time for a full discussion of significant issues

#### A. Approve Classified Personnel Eligibility List(s):

<u>Classification</u> # Eligibles

Fiscal Services Supervisor

1

Motion by: **Barbara Inatsugu** Seconded by: **Michael Sidley** 

Vote: 3-0

#### IV. <u>Discussion/Action Items/or Other Information:</u>

#### A. Action Item(s):

1. Public Hearing and Adoption: Fiscal Year 2012–2013 Proposed Personnel Commission

Budget: See attached

Director's Recommendation: Approve

Motion to Open Public Hearing regarding the Personnel Commission Budget: **Barbara Inatsugu** Seconded by: **Michael Sidley** 

Vote: 3-0

• TIME OPENED: 5:18 p.m.

Motion to Adopt Personnel Commission Budget for 2012 - 2013: **Tabled until May 22, 2012** Seconded by:

Vote:

Motion by: **Barbara Inatsugu** Seconded by: **Michael Sidley** 

Vote: 3-0

• TIME CLOSED: 5:25 p.m.

Dr. Young provided a detailed description of the proposed budget including a potential layoff within the Personnel Commission department. He also presented other options regarding the layoff including a formal assurance to the Board of Education that if the need of decreasing staffing ratio arises in the next fiscal year, the Personnel Commission commits to meet the financial obligation to the District. Dr. Young also informed the Personnel Commission about the planned recruitment for the new Director of Classified Personnel.

Ms. Washington provided a background from the Board of Education perspective regarding the proposed layoff within the Personnel Commission requesting the reduction in staffing.

Commissioner Inatsugu inquired about the impact on the effectiveness of the Personnel Commission department should the layoff take place. Dr. Young provided hypothetical scenarios for various recruitments. He repeated his request to Human Resources to evaluate their duties involving classified workforce, and the possibility of transferring these specific assignments to the Personnel Commission. Personnel Commission directed Dr. Young to meet with Ms. Washington and discuss this option.

Adoption of the proposed Personnel Commission budget was tabled until the next special Personnel Commission meeting on May 22, 2012.

#### V. <u>Closed Session:</u>

Pending litigation, abrogation of privilege GC §54956.9 as cited in the Brown Act

• Reorganization of Personnel Commission Staff Function

Motion by: **Barbara Inatsugu** Seconded by: **Michael Sidley** 

Vote: 3-0

Public Employee, to consider appointment, employment, performance evaluation, or dismissal of employee pursuant to GC §54957 as cited in the Brown Act

Progress Review of Strategic Goals - Director, Classified Personnel

Motion by: **Barbara Inatsugu** Seconded by: **Michael Sidley** 

Vote: 3-0

TIME ADJOURNED TO CLOSED SESSION: 6:03 p.m.

TIME RETURNED TO OPEN SESSION AT: 7:13 p.m.

The Commission reported out of Closed Session at 7:13 p.m. No action was taken.

2. Advanced Step Placements:

#### **Instructional Assistant Classifications**

a. The Director of Classified Personnel recommends that the Personnel Commission approve Advanced Step Placement for new employee Michael Lardo in the classification of Instructional Assistant – Physical Education pursuant to Personnel Commission Rule §12.2.4.(B): *Salary on Employment* based on criteria for the minimum experience and education.

Director's Recommendation: Approve

Motion by: **Barbara Inatsugu** Seconded by: **Michael Sidley** 

Vote: 3-0

b. The Director of Classified Personnel recommends that the Personnel Commission approve Advanced Step Placement for new employee Jerry Montoya in the classification of Instructional Assistant – Special Education pursuant to Personnel Commission Rule §12.2.4.(B): Salary on Employment based on criteria for the minimum experience and education.

Director's Recommendation: Approve

Motion by: **Barbara Inatsugu** Seconded by: **Michael Sidley** 

Vote: 3-0

c. The Director of Classified Personnel recommends that the Personnel Commission approve Advanced Step Placement for new employee Roula Palmer in the classification of Instructional Assistant — Classroom pursuant to Personnel Commission Rule §12.2.4.(B): *Salary on Employment* based on criteria for the minimum experience and education.

Director's Recommendation: Approve

Motion by: **Barbara Inatsugu** Seconded by: **Michael Sidley** 

Vote: 3-0

d. The Director of Classified Personnel recommends that the Personnel Commission approve Advanced Step Placement for new employee Yvette Parra in the classification of Instructional Assistant – Special Education pursuant to Personnel Commission Rule §12.2.4.(B): Salary on Employment based on criteria for the minimum experience and education.

Director's Recommendation: Approve

Motion by: **Barbara Inatsugu** Seconded by: **Michael Sidley** 

Vote: 3-0

e. The Director of Classified Personnel recommends that the Personnel Commission approve Advanced Step Placement for new employee Amanda Saugstad in the classification of Instructional Assistant – Special Education pursuant to Personnel Commission Rule §12.2.4.(B): Salary on Employment based on criteria for the minimum experience and education.

Director's Recommendation: Approve

Motion by: **Barbara Inatsugu** Seconded by: **Michael Sidley** 

Vote: 3-0

3. Working Out of Class Requests:

Director's Recommendation: Approve

a. Mr. Steven Williams, Cafeteria Worker I, in the position of Stock and Delivery Clerk from June 11, 2012 to June 15, 2012 (First Extension)

Motion by: **Barbara Inatsugu** Seconded by: **Michael Sidley** 

Vote: 3-0

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

1. HR-PC Reorganization – Tabled until June 12, 2012

- 2. Amendment, Deletion or Addition to Merit Rules Tabled until June 12, 2012
- 3. Personnel Requisition Status Report

Ms. Stephanie Perry, Personnel Analyst, provided a brief overview of the vacancies. There were three (3) vacancies on a certification list (meaning that the Personnel Commission staff has submitted a list of candidates who qualified and ranked in the first three (3) ranks) and five (5) were currently open (meaning that the hiring authority has not received a certification list because the recruitment is still in process) as of May 2, 2012. The Month-to-Month Comparison Report showed ten (10) vacancies on file in April 2012. The Personnel Commission has received no (0) vacancies, no (0) positions have been filled, and two (2) positions were cancelled and/or placed on hold. Ms. Perry provided a monthly comparison over the past year as well as a detailed description of individual vacancies and their current status.

In the graphic representation: thirty-seven percent (37%) of positions have been certified to managers; sixty-three percent (63%) of positions are open; one hundred percent (100%) of positions are more than twenty (20) hours a week; fifty percent (50%) of positions are new and fifty percent (50%) are vacant; one hundred percent (100%) positions are located in Santa Monica.

- 4. Personnel Commission's Twelve-Month Calendar of Events
  - Personnel Commission Retreat
  - 2011 2012

New calendar will be presented at the next regular Personnel Commission meeting on June 12, 2012.

#### C. Information Item(s):

- 1. Classified Personnel Merit Report No. A. 14
  - March 15, 2012

Classified Personnel – Merit Report - No. A. 19

- April 19, 2012
- 2. Classified Personnel Non-Merit Report No. A. 15
  - March 15, 2012

Classified Personnel – Non-Merit Report - No. A. 20

- April 19, 2012
- 3. Career Development Training Module 3: Interview Skills Workshop
- 4. Merit Rules Review Tracker **No changes**
- 5. Workforce Organization Development and Strategic District Partnership Tracker **No changes**

#### VI. <u>Personnel Commission Business:</u>

#### **A. Personnel Commissioner Comments**

Commissioner Inatsugu made a comment (not captured due to malfunction of recording equipment)

#### **B.** Future Items

Subject	Action Steps	Tentative Date
Merit Rules Revisions	Second Reading of Changes to Merit Rules:	June
	Chapter XI: Vacation, Leaves of Absence and	2012
	Holidays	
	Chapter XII: Salaries, Overtime Pay, and	
	Benefits	
	First Reading of Changes to Merit Rules:	
	Chapter XIV: Disciplinary Action and Appeal	
	Chapter XVI: Grievance Procedure	
Job Fair (Malibu)		June
		2012
Personnel Commission's		TBD
Guiding Principles and		
Transparency		
Overview of the District		TBD
Strategic Plan 2012		
Strategic Mission		TBD
Planning and Goals		
Setting for the Personnel		
Commission		

#### VII. Next Regular Personnel Commission Meeting:

Tuesday, June 12, 2012, at 5:00 pm - District Office Board Room

VIII. <u>Adjournment:</u> There being no further business to come before the Personnel Commission, it is recommended that the meeting be adjourned.

Motion by: **Michael Sidley** Seconded by: **Shane McLoud** 

Vote: 3-0

TIME ADJOURNED: 8:23 p.m.

Submitted by: Wilbert Young, Ph.D.

Secretary to the Personnel Commission

Director, Classified Personnel

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## SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

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

#### **MINUTES**

# SPECIAL MEETING May 22, 2012 @ 5:00 p.m. District Office Board Room

Electronically Recorded

**PERSONNEL COMMISSIONERS:** Mrs. Barbara Inatsugu, Mr. Shane McLoud, and Mr. Michael Sidley

#### I. General Functions:

- A. <u>Call to Order:</u> The Regular Meeting of the Personnel Commission was called to order at 5:02 p.m.
- B. Roll Call: Commissioners Inatsugu and Sidley were present.
- C. <u>Pledge of Allegiance:</u> Commissioner Inatsugu led all in attendance in the Pledge of Allegiance.
- D. Motion to Approve Agenda:

Motion by: **Barbara Inatsugu** Seconded by: **Michael Sidley** 

Vote: 2-0

The agenda was amended. The agenda item III.A.1. "Public Hearing and Adoption of Fiscal Year 2012-2013 Proposed Personnel Commission Budget" superseded section II "Closed Session."

- **E.** <u>Public Comments</u>: Public Comments is the time when members of the audience may address the Personnel Commission on items not scheduled on the meeting's agenda. All speakers are limited to three (3) minutes. When there are a large number of speakers, the Personnel Commission may reduce the allotted time to two (2) minutes per speaker. The Brown Act (Government Code) states that Personnel Commission members may not engage in discussion of issues raised during "Public Comments" except to ask clarifying questions, make a brief announcement, make a brief report on his or her own activities, or to refer the matter to staff.
  - 1. Request to Speak on Agenda Items

Mrs. Diane Hernandez, Accounting Technician, read a memorandum on behalf of Mrs. Patsy Herschberger, Administrative Assistant, regarding a layoff of Human Resources Technician in the Personnel Commission. The memorandum included Mrs. Herschberger's history with the District sharing her recollections of limited Personnel Commission staff and the negative impact on the District at that time. Mrs. Herschberger urged the Personnel Commission to maintain the current staffing level.

2. Request to Speak on Non-agenda Items **None** 

#### II. <u>Action/Discussion Items/or Other Information:</u>

#### A. Action Item(s):

1. Public Hearing and Adoption: Fiscal Year 2012–2013 Proposed Personnel Commission

Budget: See attached

Director's Recommendation: Approve

Motion to Open Public Hearing regarding the Personnel Commission Budget: Barbara Inatsugu

Seconded by: Michael Sidley

Vote: 2-0

• TIME OPENED: 5:12 p.m.

Motion to Adopt Personnel Commission Budget for 2012 - 2013: Barbara Inatsugu Seconded by: Michael Sidley

Vote: 2-0

Motion to Close Public Hearing: **Barbara Inatsugu** Seconded by: **Michael Sidley** 

Vote: 2-0

• TIME CLOSED: 6:00 p.m.

Dr. Young presented a brief background of his meetings with Ms. Debra Moore Washington regarding the proposed transfer of assignments from Human Resources to the Personnel Commission. Agreement was reached to transfer five (5) assignments that deal with classified personnel.

Mrs. Washington expressed the District's preference for 0.5 FTE reduction within the Personnel Commission; however, the transfer of specified duties from Human Resource to the Personnel Commission is being considered. She provided a detailed explanation of the process developing her organizational chart.

Commissioner Sidley inquired about timelines for implementation of the assignments' transition. Mrs. Washington estimated a few weeks.

Mrs. Beth Papp, Human Resources Technician, expressed her concern regarding the staffing in Human Resources.

Mrs. Cindy Johnston, Human Resources Technician, requested clarifications regarding the transferred assignments and duplication of duties.

Mrs. Lisa Burton, Accounting Technician, expressed her support of maintaining the current staffing within the Personnel Commission.

Dr. Young stated that the current staff is able to effectively absorb the proposed assignments from Human Resources before the beginning of the new fiscal year.

Commissioner Inatsugu inquired about the proposed assignments should a layoff in

the Personnel Commission take place. Dr. Young stated that these assignments would remain with Human Resources. In addition, there would be a negative impact on the District as took place in the past when the Personnel Commission was short of staff.

Dr. Young also discussed the possibility of adjusting the budget in the next fiscal year with the Fiscal Department of Los Angeles County of Education.

Commissioner Inatsugu moved that the Personnel Commission's proposed budget for fiscal year 2012-2013 will be adopted with the following stipulations:

- Per agreement with the District, maintain the current staffing level in the Personnel Commission
- Absorb the transfer of the following duties from the Human Resources Department:
  - Classified Employment Verifications
  - Classified Unemployment Insurance Claims
  - Board Agenda Reports
  - Instructional Assistant Special Education Substitute Desk
  - Employee Processing for Non-Merits

The process of transfer of duties will begin immediately, and it will be accomplished no later than 21 days after May 22, 2012.

#### **II.** Closed Session:

Public Employee, to consider appointment, employment, performance evaluation, or dismissal of employee pursuant to GC §54957 as cited in the Brown Act

• Employment of Personnel Commission Staff

Motion by: **Barbara Inatsugu** Seconded by: **Michael Sidley** 

Vote: 2-0

TIME ADJOURNED TO CLOSED SESSION: 5:35 p.m.

TIME RETURNED TO OPEN SESSION AT: 5:55 p.m.

The Commission reported out of Closed Session at 5:55 p.m. No action was taken.

#### **IV.** Next Regular Personnel Commission Meeting:

Tuesday, June 12, 2012, at 5:00 pm - District Office Board Room

### V. Adjournment:

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

Motion by: **Barbara Inatsugu**Seconded by: **Michael Sidley**Vote: **2** – **0** 

TIME ADJOURNED: 6:03 p.m.

Submitted by:

Wilbert Young, Ph.D.

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.

# II. Report From The Director Of Classified Personnel:

- A. Approved Professional Experts Request (less than 90 working days or total of 720 work hours per Personnel Commission Rule §3.1.5.(C): *Professional Expert Program*) by the Director of Classified Personnel
  - Ms. Mersedeh Farokzadeh, Technical Specialist II, Counselor, from August 1, 2012 to June 30, 2013, Franklin Elementary School
- B. Merit Rules Advisory Committee (A.R.C.) Update
  - Advisory Rules Committee Agenda May 24, 2012
- C. Approved Working Out of Class Request (90 working days per Personnel Commission Rule §3.2.8.(C): Working Out of Class) by the Director of Classified Personnel
  - Ms. Nawal Ballat, Cafeteria Worker I, in the position of the Cafeteria Worker II from May 25, 2012 to May 25, 2012
  - Ms. Christine Garrett, Senior Office Specialist, in the position of the Senior Administrative Assistant from June 14, 2012 to July 31, 2012
  - Mr. Jose Lopez, Gardener, in the position of the Equipment Operator-Tree Trimmer from May 14, 2012 to June 30, 2012
  - Mr. Gregory Wilkinson, Instructional Assistant Physical Education, in the position of the Physical Activities Specialist from June 11, 2012 to June 15, 2012

#### D. Disciplinary Hearings

• Ref. Number: 7003 1680 0002 6368 3401

• Ref. Number: 7003 1680 0002 6368 3517

- Hearings: TBD

• Ref. Number: 7011 0470 0002 6451 4053

Ref. Number: 7011 0470 0002 6451 4138

- Pre-hearing Conference: TBD

- E. Human Resources Transfer of Assignments to Personnel Commission
  - Update
  - Board Agenda
  - Classified Employment Verifications
  - Classified Unemployment Claims
  - Assigning Substitutes Including Special Education Substitutes
  - Classified Employee Processing Non Merit
- F. Proposed Personnel Commission Budget for Fiscal Year 2012-2013
  - Signed by the Superintendent on May 22, 2012
  - Transmitted to Los Angeles County of Education on May 25, 2012
  - Approved by Los Angeles County of Education on May 30, 2012

## SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT Advisory Rules Committee (A.R.C.)

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

#### **AGENDA**

May 24, 2012 @ 1:00 p.m.

- 1. Review:
  - Chapter XI: Vacation, Leaves of Absence and Holidays
  - Chapter XII: Salaries, Overtime Pay, and Benefits
- 2. Review of Chapter XIV: Disciplinary Action and Appeal (cont.)
- 3. Review of Chapter XVI: Grievance Procedure
- 4. Other Business:
- 5. Next Regular A.R.C. Meeting
  - o TBD

### A.R.C. Meeting

### SIGN-IN SHEET

Date:	May 24, 2012	
1.	K.	CARREE MERKEY
2.	andy Johnson	Cindy Johnston
3.		Carmen Cano
4.	Willbed 1/6	Wast Your
5.	Besh Paps	BETH PAP
6.	Meson D Hast	VIRGINIA HYATT
7.	0 0	<del>-</del>
		_

## III. Consent List:

A.	<b>Approve</b>	Classified	<b>Personnel</b>	Eligibility	List(	$(\mathbf{S})$	):
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<u>Classification</u>	# Eligibles
Developmental/Health Instr	uctional Assistant 2
Motion by: Seconded by: Vote:  B. Certify All Active Classified Posit (Personnel Commission Rule §13)	tions Seniority List
Motion by: Seconded by: Vote:	

# PERSONNEL COMMISSION SENIORITY LISTS

Pursuant to Personnel Commission Merit Rule §13.1.4.A.- "Seniority lists Seniority lists shall be prepared for each class and updated as needed. The lists shall be approved by the Director of Classified Personnel and certified by the Commission." - the Director of Classified Personnel presents Seniority Lists for all active classified positions.

Date Ran 05/17/12 Time Ran 14:10:40 Data as of 05/17/12

	NAME	JOB_TITLE	PCT_FT	SENIOR_DT	C_ENTRY_DT	PAY_DESC	
	BASKINA, GALINA	ACCOMPANIST	68.75	11/09/98	11/09/98	ADAMS	
	GANELIS, INNA	ACCOMPANIST	75.00	10/25/01	10/25/01	SAMOHI	
	MCNAUGHTON, JOELLEN ROSS	ACCOMPANIST	100.00	12/03/01	12/03/01	MALIBU	
	IVANOVA, ANYA VITALIEVNA	ACCOMPANIST	62.50	12/07/11	12/07/11	LINCOLN	
<pre>JOB_TITLE (ACCOMPANIST) 4 Record(s)</pre>			306	.25			

<sup>4</sup> EMPLOYEE(S)

<sup>4</sup> RECORD(S)

Date Ran 05/17/12 Time Ran 14:11:02 Data as of 05/17/12

NAME	JOB_TITLE	PCT_FT	SENIOR_DT	C_ENTRY_DT	PAY_DESC
BUNAYOG, JESSE DE LA CERNA	ACCOUNTANT	100.00	01/08/01	08/18/01	FISCAL SERVICES
PEREZ, ELENA DURAN	ACCOUNTANT	100.00	09/22/06	09/22/06	FISCAL SERVICES
KHIMANI, ASHRAF	ACCOUNTANT	100.00	02/01/95	10/13/08	BUSINESS SERVICES

JOB\_TITLE (ACCOUNTANT) 3 Record(s)

300.00

<sup>3</sup> EMPLOYEE(S)

<sup>3</sup> RECORD(S)

Date Ran 05/17/12 Time Ran 14:11:25 Data as of 05/17/12

NAME	JOB_TITLE	PCT_FT	SENIOR_DT	C_ENTRY_DT	PAY_DESC
WINGATE, TANYA	ACCOUNTING ASSISTANT II	100.00	02/01/90	02/01/90	FISCAL SERVICES
LE, DUC HOANG	ACCOUNTING ASSISTANT II	100.00	02/01/01	02/01/01	FISCAL SERVICES
NICOLAS, JENNY	ACCOUNTING ASSISTANT II	100.00	08/07/06	08/07/06	SAMOHI
SLAWTER, MARY LOUISE	ACCOUNTING ASSISTANT II	100.00	08/28/01	02/26/07	MALIBU
SINAI, FARIMAH	ACCOUNTING ASSISTANT II	50.00	10/27/11	10/27/11	SAMOHI
		································			

JOB\_TITLE (ACCOUNTING ASSISTANT II) 5 Record(s)

450.00

<sup>5</sup> EMPLOYEE(S)

<sup>5</sup> RECORD(S)

Date Ran 05/17/12 Time Ran 14:12:10 Data as of 05/17/12

NAME	JOB_TITLE	PCT_FT	SENIOR_DT	C_ENTRY_DT	PAY_DESC
HERNANDEZ, DIANE MARIE	ACCOUNTING TECHNICIAN	100.00	05/03/88	05/03/88	FISCAL SERVICES
WITHERSPOON, ROBERTA	ACCOUNTING TECHNICIAN	100.00	09/13/88	02/01/90	FISCAL SERVICES
CORTEZ, MARLENE B	ACCOUNTING TECHNICIAN	100.00	12/01/03	09/07/04	FOOD SERVICES
KAMKAR, VIDA	ACCOUNTING TECHNICIAN	100.00	10/22/03	09/17/07	FISCAL SERVICES
BURTON, LISA FAY	ACCOUNTING TECHNICIAN	100.00	03/03/08	03/03/08	FISCAL SERVICES
RIZK,RIZK IBRAHIM	ACCOUNTING TECHNICIAN	100.00	06/02/08	06/02/08	FISCAL SERVICES
ONTIVEROS, LAWRENCE A.	ACCOUNTING TECHNICIAN	100.00	08/05/10	08/05/10	FISCAL SERVICES

JOB\_TITLE (ACCOUNTING TECHNICIAN) 7 Record(s)

700.00

<sup>7</sup> EMPLOYEE(S)

<sup>7</sup> RECORD(S)

NAME	JOB_TITLE	PCT_FT	SENIOR_DT	C_ENTRY_DT	PAY_DESC
MELINE, ELEONORE A	ADMINISTRATIVE ASSISTANT	100.00	10/24/75	07/01/92	WEBSTER
MINCA, ROBIN F.	ADMINISTRATIVE ASSISTANT	100.00	12/02/91	07/01/92	LINCOLN
PASS, DIANE E.	ADMINISTRATIVE ASSISTANT	100.00	05/01/76	07/01/92	MAINTENANCE
ROMERO, SILVIA	ADMINISTRATIVE ASSISTANT	100.00	09/05/89	07/01/92	CDS-BUSINESS OFFICE
MERRICK, ROSALEE BROOKS	ADMINISTRATIVE ASSISTANT	100.00	09/01/95	12/16/96	POINT DUME
HERSCHBERGER, PATSY A	ADMINISTRATIVE ASSISTANT	100.00	01/03/94	07/01/97	FOOD SERVICES
MIRABAL, MARTHA	ADMINISTRATIVE ASSISTANT	100.00	09/13/88	07/01/98	ADAMS
BOOTHBY, DEVON K	ADMINISTRATIVE ASSISTANT	100.00	10/01/98	10/01/98	TRANSPORTATION
VARGAS-CRUZ, PATRICIA	ADMINISTRATIVE ASSISTANT	100.00	11/23/98	11/23/98	OLYMPIC
DAHLEM, KAREN LOUISE	ADMINISTRATIVE ASSISTANT	100.00	05/11/98	02/11/99	MUIR
BOLAN, ANETTE	ADMINISTRATIVE ASSISTANT	100.00	09/10/92	07/16/00	STUDENT SERVICES
SANCHEZ, YOLANDA	ADMINISTRATIVE ASSISTANT	100.00	08/01/99	08/01/00	GRANT
WOLD, JANICE KAY	ADMINISTRATIVE ASSISTANT	100.00	09/21/99	08/21/00	SMASH
MCGEE, LESLEE	ADMINISTRATIVE ASSISTANT	100.00	05/01/98	07/01/02	SAMOHI
MONTOYA, LISA	ADMINISTRATIVE ASSISTANT	100.00	11/09/90	07/01/02	ED SERVICES
NARAIN, CHANDRA	ADMINISTRATIVE ASSISTANT	100.00	01/22/90	07/01/02	ED SERVICES
FRUCHTMAN, BETTELYN	ADMINISTRATIVE ASSISTANT	100.00	03/24/03	08/18/03	FRANKLIN
EMHARDT, JANA M.	ADMINISTRATIVE ASSISTANT	100.00	09/01/97	06/01/04	PURCHASING/WAREHOUSE
MORRIS, TERRY	ADMINISTRATIVE ASSISTANT	100.00	09/11/00	06/01/04	SAMOHI

NAME	JOB_TITLE	PCT_FT	SENIOR_DT	C_ENTRY_DT	PAY_DESC
SULLIVAN, DIANE DENISE	ADMINISTRATIVE ASSISTANT	100.00	06/01/04	06/01/04	CABRILLO
HATCH, JANA	ADMINISTRATIVE ASSISTANT	100.00	08/25/05	08/25/05	PERSONNEL COMMISSION
KUBICZ-PREIS, ANNA MARTA	ADMINISTRATIVE ASSISTANT	100.00	03/05/07	03/05/07	ED SERVICES
ALVAREZ, ALICIA	ADMINISTRATIVE ASSISTANT	100.00	10/01/07	10/01/07	EDISON
KIM, MIYOUN	ADMINISTRATIVE ASSISTANT	100.00	12/17/07	12/17/07	MC KINLEY
GLOVER, TOMITA KENYATTA	ADMINISTRATIVE ASSISTANT	100.00	08/30/05	07/01/08	SAMOHI
MARTIN, MARIA ELENA	ADMINISTRATIVE ASSISTANT	100.00	10/26/04	07/01/08	SAMOHI
WASHINGTON, CHANEE Q	ADMINISTRATIVE ASSISTANT	100.00	06/21/01	07/01/08	SAMOHI
CURRY, KIMBERLEY MECHELE	ADMINISTRATIVE ASSISTANT	80.00	07/28/09	07/28/09	STUDENT SERVICES
FLORES, ANA ISABEL	ADMINISTRATIVE ASSISTANT	100.00	11/09/09	11/09/09	MAINTENANCE
SEMBER, JUDITH HOCHBERG	ADMINISTRATIVE ASSISTANT	100.00	11/01/01	11/30/09	ROGERS
TURSI,LISA MARIE	ADMINISTRATIVE ASSISTANT	100.00	02/21/06	08/18/10	ROOSEVELT
STAIB, KATHERINE MARIE	ADMINISTRATIVE ASSISTANT	100.00	08/19/10	08/19/10	BUSINESS SERVICES
EIKENBARY, MARY N.	ADMINISTRATIVE ASSISTANT	100.00	09/01/10	09/01/10	SAMOHI
GILBERT, EILEEN B	ADMINISTRATIVE ASSISTANT	100.00	08/15/11	08/15/11	SAMOHI
EBNER, LORI AKEMI	ADMINISTRATIVE ASSISTANT	100.00	01/11/12	01/11/12	SPECIAL EDUCATION
JAMES, CAROLIN SAAD	ADMINISTRATIVE ASSISTANT	100.00	03/10/03	01/17/12	SAMOHI
CARRILLO, BRENDA CAROLINA	ADMINISTRATIVE ASSISTANT	100.00	02/27/12	02/27/12	CDS-BUSINESS OFFICE

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Date Ran 05/17/12 Time Ran 14:12:34 Data as of 05/17/12

NAME

JOB\_TITLE

PCT\_FT SENIOR\_DT C\_ENTRY\_DT PAY\_DESC

JOB\_TITLE (ADMINISTRATIVE ASSISTANT) 37 Record(s)

3680.00

37 EMPLOYEE(S)

Date Ran 05/17/12 Time Ran 14:14:29 Data as of 05/17/12

NAME JOB\_TITLE PCT\_FT SENIOR\_DT C\_ENTRY\_DT PAY\_DESC

TANIOS, ELHAMY AZIZ

ASST DIRECTOR, FISCAL SERV 100.00 03/19/09

FISCAL SERVICES

JOB\_TITLE (ASST DIRECTOR, FISCAL SERV) 1 Record(s)

100.00

1 EMPLOYEE(S)

Date Ran 05/17/12 Time Ran 14:17:17 Data as of 05/17/12

NAME JOB\_TITLE PCT\_FT SENIOR\_DT C\_ENTRY\_DT PAY\_DESC

MAEZ, JANECE L ASST SUPT/FISCAL & BUS 100.00 10/08/07 10/08/07 SUPERINTENDENT

JOB\_TITLE (ASST SUPT/FISCAL & BUS) 1 Record(s)

100.00

1 EMPLOYEE(S)

Date Ran 05/17/12 Time Ran 14:19:14 Data as of 05/17/12

NAME JOB\_TITLE PCT\_FT SENIOR\_DT C\_ENTRY\_DT PAY\_DESC

WAHRENBROCK, SARAH L ASSISTANT TO SUPERINTENDT 100.00 09/06/06 09/06/06 SUPERINTENDENT

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JOB\_TITLE (ASSISTANT TO SUPERINTENDT) 1 Record(s)

100.00

1 EMPLOYEE(S)

Date Ran 05/17/12 Time Ran 14:19:48 Data as of 05/17/12

NAME JOB\_TITLE PCT\_FT SENIOR\_DT C\_ENTRY\_DT PAY\_DESC
TIRRELL, HOLLIE NOELLE ATHLETIC TRAINER 87.50 11/08/10 11/08/10 SAMOHI

JOB\_TITLE (ATHLETIC TRAINER) 1 Record(s)

87.50

1 EMPLOYEE(S)

NAME	JOB_TITLE	PCT_FT SENIOR_	T C_ENTRY_DT	PAY_DESC
RODRIGUEZ, MARIA ELENA	BIL COMMUNITY LIAISON	100.00 01/13/9	01/13/97	ADAMS
GARDEA-PEREZ, GUADALUPE	BIL COMMUNITY LIAISON	81.25 09/07/9	08/24/98	ROGERS
GUTIERREZ-PRADA, NANCY E	BIL COMMUNITY LIAISON	100.00 11/19/9	11/19/99	ADAMS
GUTIERREZ, YOLY	BIL COMMUNITY LIAISON	100.00 09/05/9	06/20/01	EDISON
DE LA ROSA ISAAC, JOHANNA G	BIL COMMUNITY LIAISON	100.00 11/01/9	09/04/01	CDS-BUSINESS OFFICE
DIXON, GUADALUPE	BIL COMMUNITY LIAISON	100.00 06/23/9	09/04/01	CDS-BUSINESS OFFICE
MARQUEZ, LILIA AURORA	BIL COMMUNITY LIAISON	100.00 09/01/9	02/06/02	MC KINLEY
PIEPER, YALILE	BIL COMMUNITY LIAISON	100.00 10/08/0	03/01/02	MALIBU
ULIANTZEFF, ELENA	BIL COMMUNITY LIAISON	60.00 12/13/0	03/06/06	MUIR
JOHNSON, MAYRA ERNESTINA	BIL COMMUNITY LIAISON	100.00 10/20/0	05/10/06	CDS-BUSINESS OFFICE
VILA, FLORINDA	BIL COMMUNITY LIAISON	100.00 09/08/0	09/08/09	LINCOLN
VILCHEZ, LUISA IVETTE	BIL COMMUNITY LIAISON	100.00 11/15/1	11/15/10	CDS-BUSINESS OFFICE
RUIZ, ASTRID CAROLINA	BIL COMMUNITY LIAISON	100.00 08/29/1	08/29/11	CDS-BUSINESS OFFICE
VALLADARES, YULMA DELIA	BIL COMMUNITY LIAISON	100.00 03/05/1	03/05/12	CDS-BUSINESS OFFICE

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JOB\_TITLE (BIL COMMUNITY LIAISON) 14 Record(s)

NAME

JOB\_TITLE

PCT\_FT SENIOR\_DT C\_ENTRY\_DT PAY\_DESC

Date Ran 05/17/12 Time Ran 14:21:20 Data as of 05/17/12

NAME

JOB\_TITLE

PCT\_FT SENIOR\_DT C\_ENTRY\_DT PAY\_DESC

MEHTA, JAIMINI BHAVIN

BRAILLE TRANSCRIBER

75.00 05/21/09 05/21/09 SAMOHI

JOB\_TITLE (BRAILLE TRANSCRIBER) 1 Record(s)

75.00

1 EMPLOYEE(S)

NAME	JOB TITLE	PCT FT	SENIOR DT	C ENTRY DT	PAY DESC
WIRT, JAMES R	BUS DRIVER	100.00	 07/18/70	07/18/70	TRANSPORTATION
GIRION, EVANGELINA	BUS DRIVER	87.50	01/18/82	01/18/82	TRANSPORTATION
ELIE, LATRICE	BUS DRIVER	87.50	10/07/91	10/07/91	TRANSPORTATION
DAVIS, LENORA LATRICE	BUS DRIVER	100.00	10/17/94	10/17/94	TRANSPORTATION
DAVIS, KENRICK	BUS DRIVER	87.50	11/06/95	11/06/95	TRANSPORTATION
CARRILLO, STEVEN	BUS DRIVER	87.50	10/12/98	10/12/98	TRANSPORTATION
PEGUE, FORREST N.	BUS DRIVER	87.50	01/27/99	01/27/99	TRANSPORTATION
MOYA, KIMBERLY R	BUS DRIVER	87.50	09/13/99	09/13/99	TRANSPORTATION
LAWRENCE, ADRIANNA PATRICE	BUS DRIVER	87.50	08/28/00	08/28/00	TRANSPORTATION .
GRANADINO, FRANK RAMON	BUS DRIVER	87.50	09/11/00	09/11/00	TRANSPORTATION
LEWIS, JESSIE EDWARD	BUS DRIVER	87.50	08/30/01	08/30/01	TRANSPORTATION
YATES-LOMAX, KATHY MARIE	BUS DRIVER	87.50	10/23/01	10/23/01	TRANSPORTATION
SMITH, BRIAN A	BUS DRIVER	87.50	03/10/04	03/10/04	TRANSPORTATION
RILEY, MARTELLE D	BUS DRIVER	87.50	08/31/04	08/31/04	TRANSPORTATION
GAUNTT, DEBORAH MCCORD	BUS DRIVER	87.50	09/02/04	09/02/04	TRANSPORTATION
ELIE, BANITA DIANE	BUS DRIVER	87.50	09/30/04	09/30/04	TRANSPORTATION
BRITO, SALVADOR	BUS DRIVER	87.50	04/04/05	04/04/05	TRANSPORTATION
DAVIS, ANTHONY	BUS DRIVER	87.50	08/29/06	08/29/06	TRANSPORTATION
FLORES, DORETTE LORENCIA	BUS DRIVER	87.50	08/29/06 <sup>-</sup>	08/29/06	TRANSPORTATION

## SANTA MONICA-MALIBU USD

Date Ran 05/17/12 Time Ran 14:21:50 Data as of 05/17/12

NAME	JOB_TITLE	PCT_FT	SENIOR_DT	C_ENTRY_DT	PAY_DESC
SIMMONS, MICHAEL RENNIE	BUS DRIVER	87.50	04/07/08	04/07/08	TRANSPORTATION
SILVESTRE, ERNESTINA	BUS DRIVER	87.50	11/05/09	11/05/09	TRANSPORTATION
			<u></u>		
JOB_TITLE (BUS DRIVER) 21 Reco	rd(s)	1862	.50		

21 EMPLOYEE(S)

Date Ran 05/17/12 Time Ran 14:22:25 Data as of 05/17/12

NAME JOB\_TITLE PCT\_FT SENIOR\_DT C\_ENTRY\_DT PAY\_DESC

SALONGA-MIGUEL, JESUS JAYVEE BUYER 100.00 09/27/10 09/27/10 PURCHASING/WAREHOUSE

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JOB\_TITLE (BUYER) 1 Record(s)

100.00

1 EMPLOYEE(S)

NAME	JOB_TITLE	PCT_FT	SENIOR_DT	C_ENTRY_DT	PAY_DESC
COBURN, SHARON ARTIAGA	CAFETERIA COOK BAKER	87.50	09/07/99	09/07/99	FS/SAMOHI
WATKINS, JENNIFER	CAFETERIA COOK BAKER	87.50	08/31/98	11/01/00	FS/SAMOHI
FOWLER, DAMONE	CAFETERIA COOK BAKER	87.50	09/20/93	09/03/02	FS/MALIBU
JOB_TITLE (CAFETERIA COOK BAKE	R) 3 Record(s)	262	.50		

<sup>3</sup> EMPLOYEE(S)

<sup>3</sup> RECORD(S)

NAME	JOB_TITLE	PCT_FT	SENIOR_DT	C_ENTRY_DT	PAY_DESC
CLAYTON, MERCILLE	CAFETERIA WORKER I	81.25	01/25/82	01/25/82	FS/LINCOLN
HOLSOME, DOROTHY JEAN	CAFETERIA WORKER I	17.50	04/22/85	04/22/85	FS/SAMOHI
HOLSOME, DOROTHY JEAN	CAFETERIA WORKER I	75.00	04/22/85	04/22/85	FS/SAMOHI
CARPENTER, EDDIE JEAN	CAFETERIA WORKER I	43.75	11/01/89	11/01/89	FS/SAMOHI
TAYLOR, GEORGIA	CAFETERIA WORKER I	43.75	01/02/90	01/02/90	FS/LINCOLN
ROSAS, ROSEMARIE	CAFETERIA WORKER I	43.75	03/17/92	03/17/92	FS/ADAMS
ZAKI,EMIL	CAFETERIA WORKER I	87.50	01/23/95	01/23/95	FS/MALIBU
FERNANDEZ, RAMONA	CAFETERIA WORKER I	37.50	09/25/00	09/25/00	FS/SAMOHI
MANJARREZ, MARIA	CAFETERIA WORKER I	37.50	09/25/00	09/25/00	FS/SAMOHI
ALVAREZ, GUILLERMINA	CAFETERIA WORKER I	37.50	09/03/02	09/03/02	FS/ROOSEVELT
WEBSTER-JOSEPH, SHIRLEY JEAN	CAFETERIA WORKER I	75.00	09/03/02	09/03/02	FS/MALIBU
MERCADO, CARMEN M	CAFETERIA WORKER I	37.50	09/02/03	09/02/03	FS/POINT DUME
GIBSON, LETICIA	CAFETERIA WORKER I	37.50	11/22/04	11/22/04	FS/MC KINLEY
HAVAS, MAILI	CAFETERIA WORKER I	37.50	01/24/05	01/24/05	FS/FRANKLIN
BALLAT, NAWAL	CAFETERIA WORKER I	37.50	09/23/05	09/23/05	FS/ROGERS
ZALDIVAR, GUADALUPE	CAFETERIA WORKER I	37.50	11/21/05	11/21/05	FS/ROGERS
TATE, JOHN EDWARD	CAFETERIA WORKER I	37.50	01/03/06	01/03/06	FS/SAMOHI
DOYLE, CATHY LEE	CAFETERIA WORKER I	37.50	02/10/06	02/10/06	FS/CABRILLO
PACHECO, PATRICIA IVON	CAFETERIA WORKER I	37.50	02/15/06	02/15/06	FS/LINCOLN

NAME	JOB_TITLE	PCT_FT	SENIOR_DT	C_ENTRY_DT	PAY_DESC
WILLIAMS, STEVEN MICHAEL	CAFETERIA WORKER I	43.75	03/01/06	03/01/06	FS/ADAMS
ISLAS, GLORIA	CAFETERIA WORKER I	37.50	06/20/06	06/20/06	FS/GRANT
GONZALEZ, MARTINA	CAFETERIA WORKER I	37.50	09/05/06	09/05/06	FS/GRANT
SMITH, DARLENE	CAFETERIA WORKER I	37.50	09/05/06	09/05/06	FS/ROOSEVELT
MUNOZ,MARIA E	CAFETERIA WORKER I	37.50	02/01/07	02/01/07	FS/MUIR
HOLLOWAY, SHIRLENE	CAFETERIA WORKER I	37.50	03/23/07	03/23/07	FS/MC KINLEY
ALLOTEY, INGRID N	CAFETERIA WORKER I	37.50	04/30/07	04/30/07	FS/SAMOHI
MEDINA, ELVIA GUADALUPE	CAFETERIA WORKER I	37.50	04/30/07	04/30/07	FS/SAMOHI
RUIZ DE CORTEZ,MARIA D	CAFETERIA WORKER I	37.50	09/24/07	09/24/07	FS/EDISON
FULLER, CHARESSE RENEE	CAFETERIA WORKER I	75.00	10/15/07	10/15/07	FS/ADAMS
BONILLA, LEROY SIMON	CAFETERIA WORKER I	81.25	04/14/08	04/14/08	FS/WEBSTER
VIELMAN HERNANDEZ, MIRIAM	CAFETERIA WORKER I	37.50	04/21/08	04/21/08	FS/SAMOHI
VALDIVIA, BRENDA WILEY	CAFETERIA WORKER I	37.50	01/19/09	01/19/09	FS/FRANKLIN
SERRANO, ELVA P	CAFETERIA WORKER I	43.75	05/04/09	05/04/09	FS/LINCOLN
CORNEJO, ANA LETICIA	CAFETERIA WORKER I	37.50	05/11/09	05/11/09	FS/SAMOHI
ARANGOA, ISABEL	CAFETERIA WORKER I	43.75	09/01/10	09/01/10	FS/ADAMS
GIRGIS, SALWA MEKHAIL TAWADROS	CAFETERIA WORKER I	43.75	09/01/10	09/01/10	FS/ADAMS
PINEDA, MARISSA	CAFETERIA WORKER I	37.50	09/01/10	09/01/10	FS/EDISON
PALMORE, RENATA DENA	CAFETERIA WORKER I	43.75	03/01/11	03/01/11	FS/LINCOLN

Date Ran 05/17/12 Time Ran 14:35:03 Data as of 05/17/12

	NAME	JOB_TITLE	PCT_FT	SENIOR_DT	C_ENTRY_DT	PAY_DESC
	CARRANZA, MONICA R	CAFETERIA WORKER I	.43.75	08/29/11	08/29/11	FS/LINCOLN
٠	KAUR, KULWINDER	CAFETERIA WORKER I	37.50	08/29/11	08/29/11	FS/SAMOHI
	RUIZ, JULIANA M.	CAFETERIA WORKER I	37.50	08/29/11	08/29/11	FS/SAMOHI
	SEWANI, RASMIN MUMTAZ ALI	CAFETERIA WORKER I	37.50	08/29/11	08/29/11	FS/ROGERS
	WOOLRIDGE, TRACI M	CAFETERIA WORKER I	37.50	09/19/11	09/19/11	FS/SAMOHI
	GRIFFIS, DENISE LASHUN	CAFETERIA WORKER I	43.75	12/01/11	12/01/11	FS/LINCOLN

JOB\_TITLE (CAFETERIA WORKER I) 44 Record(s)

<sup>43</sup> EMPLOYEE(S)

<sup>44</sup> RECORD(S)

NAME	JOB_TITLE	PCT_FT	SENIOR_DT	C_ENTRY_DT	PAY_DESC
NOLEN, HENRY E.	CAFETERIA WORKER II	62.50	12/02/91	12/02/91	FS/FRANKLIN
CISNEROS, YOLANDA	CAFETERIA WORKER II	87.50	12/06/93	08/31/98	FS/GRANT
CORIA-ALVAREZ, CONSUELO	CAFETERIA WORKER II	81.25	05/04/98	01/29/01	FS/MUIR
COJAN, CARMEN	CAFETERIA WORKER II	62.50	02/23/98	09/03/02	FS/ROOSEVELT
ESCOBAR, VICTORIA CAROLINA	CAFETERIA WORKER II	81.25	01/16/01	09/03/02	FS/ROGERS
MIRANDA, KARLA	CAFETERIA WORKER II	62.50	09/02/03	09/02/03	FS/CABRILLO
RIDLEY, TISCHA	CAFETERIA WORKER II	87.50	09/19/05	12/13/06	FS/MC KINLEY
NARANJO, DEBBIE	CAFETERIA WORKER II	87.50	04/16/08	11/02/09	FS/SAMOHI
MOORE, SANDRA	CAFETERIA WORKER II	62.50	06/30/96	12/02/10	FS/POINT DUME
ROMO, JENNIFER KRISTINE	CAFETERIA WORKER II	62.50	11/17/08	01/31/11	FS/WEBSTER
TIRADO, LETICIA	CAFETERIA WORKER II	75.00	09/03/02	11/01/11	FS/EDISON
				<b></b>	

JOB\_TITLE (CAFETERIA WORKER II) 11 Record(s)

- 11 EMPLOYEE(S)
- 11 RECORD(S)

NAME	JOB_TITLE	PCT_FT SENIOR_	DT C_ENTRY_DT	PAY_DESC
LOPEZ, VICTORIA	CAMPUS SECURITY OFFICER	100.00 12/01/8	1 12/17/82	SAMOHI
TANGUM, CATHY KAY	CAMPUS SECURITY OFFICER	87.50 03/16/8	3 03/16/83	OLYMPIC
GREENE, MILTON	CAMPUS SECURITY OFFICER	100.00 05/21/9	0 05/21/90	MALIBU
COOPER, RAYMOND	CAMPUS SECURITY OFFICER	100.00 08/28/9	6 08/28/96	SAMOHI
WILSON, STANLEY K	CAMPUS SECURITY OFFICER	100.00 07/27/8	0 08/24/98	ADAMS
SMITH, DUNELL	CAMPUS SECURITY OFFICER	100.00 01/16/9	8 08/28/00	SAMOHI
MARTIN, CHARLES EDWARD	CAMPUS SECURITY OFFICER	100.00 09/01/0	0 09/01/00	LINCOLN
MANGUM, DON JOSEPH	CAMPUS SECURITY OFFICER	100.00 04/01/0	3 04/01/03	SAMOHI
JONES, CHANCY DESHONE	CAMPUS SECURITY OFFICER	100.00 03/02/9	9 06/27/05	ADAMS
NUNEZ, SHERRY NADINE	CAMPUS SECURITY OFFICER	100.00 08/30/0	5 08/30/05	LINCOLN
VASQUEZ, GRACIELA	CAMPUS SECURITY OFFICER	100.00 08/30/0	5 08/30/05	MALIBU
PRECIADO, DANIEL	CAMPUS SECURITY OFFICER	50.00 09/21/9	8 09/04/07	ADULT EDUCATION
JARAMILLO, GUIDO	CAMPUS SECURITY OFFICER	100.00 11/10/0	8 11/10/08	SAMOHI
CORNEJO, NATALIE	CAMPUS SECURITY OFFICER	100.00 01/03/1	1 01/03/11	SAMOHI

JOB\_TITLE (CAMPUS SECURITY OFFICER) 14 Record(s)

Date Ran 05/17/12 Time Ran 14:38:16 Data as of 05/17/12

NAME

JOB\_TITLE

PCT\_FT SENIOR\_DT C\_ENTRY\_DT PAY DESC

MANE

Date Ran 05/17/12 Time Ran 14:40:11 Data as of 05/17/12

NAME	JOB_TITLE	PCT_FT	SENIOR_DI	C_ENTRI_DT	PAY_DESC	
DODD, JASON M	CARPENTER	100.00	03/17/08	03/17/08	MAINTENANCE	
DAVIS, JEFFERY	CARPENTER	100.00	11/14/97	03/25/08	MAINTENANCE	
JOB_TITLE (CARPENTER) 2 Record	(s)	200	.00			

<sup>2</sup> EMPLOYEE(S)

<sup>2</sup> RECORD(S)

Date Ran 05/17/12 Time Ran 14:40:34 Data as of 05/17/12

NAME JOB\_TITLE PCT\_FT SENIOR\_DT C\_ENTRY\_DT PAY\_DESC

CARTEE-MCNEELY, KERYL DIANE CHIEF STEWARD 100.00 02/13/95 00/00/00 HUMAN RESOURCES

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JOB\_TITLE (CHIEF STEWARD) 1 Record(s)

100.00

1 EMPLOYEE(S)

NAME	JOB_TITLE	PCT_FT	SENIOR_DT	C_ENTRY_DT	PAY_DESC
AQUINO, GILDA	CHILDREN CENTER ASST	43.75	00/00/00	00/00/00	CDS-WILL ROGERS
CASIANO, DELFINA VIOLETA	CHILDREN CENTER ASST	43.75	00/00/00	00/00/00	CDS-WILL ROGERS
DIAZ,MARIA	CHILDREN CENTER ASST	43.75	00/00/00	00/00/00	CDS-GRANT
FAJARDO, VIRGINIA	CHILDREN CENTER ASST	43.75	00/00/00	00/00/00	CDS-WILL ROGERS
GODINEZ, JOSEFINA	CHILDREN CENTER ASST	100.00	00/00/00	00/00/00	CDS-ITC-SAMOHI
GONZALEZ, CECILIA MARGARITA	CHILDREN CENTER ASST	43.75	00/00/00	00/00/00	CDS-WILL ROGERS
GONZALEZ, MAXIMINA MARTIN	CHILDREN CENTER ASST	43.75	00/00/00	00/00/00	CDS-WILL ROGERS
LLAMAS, LETICIA	CHILDREN CENTER ASST	43.75	00/00/00	00/00/00	CDS-MC KINLEY
SAENZ, ALICIA	CHILDREN CENTER ASST	43.75	00/00/00	00/00/00	CDS-PINE STREET
TREJO, MARIA TRINIDAD	CHILDREN CENTER ASST	43.75	00/00/00	00/00/00	CDS-MC KINLEY
WOMACK, RAVEN JONVIELLE	CHILDREN CENTER ASST	43.75	00/00/00	00/00/00	CDS-JOHN MUIR
ZOTELO, GUADALUPE	CHILDREN CENTER ASST	87.50	00/00/00	00/00/00	CDS-ITC-SAMOHI
YBARRA, GAIL	CHILDREN CENTER ASST	100.00	10/31/83	10/31/83	CDS-ADAMS PRESCHOOL
CERON, GLORIA	CHILDREN CENTER ASST	43.75	.12/07/90	12/07/90	CDS-EDISON
NAVIA, JANENE	CHILDREN CENTER ASST	87.50	02/01/93	02/01/93	CDS-PINE STREET
SHIH, JENNIFER VIRGINIA	CHILDREN CENTER ASST	43.75	03/30/93	03/30/93	CDS-MC KINLEY
TAYLOR, CHRISTIAN	CHILDREN CENTER ASST	43.75	09/21/93	09/21/93	CDS-LINCLN TEEN CNTR
RALPH, LINDA	CHILDREN CENTER ASST	43.75	03/06/96	03/06/96	CDS-WASHINGTON WEST
EPIFANI-WORTHY, CARLA	CHILDREN CENTER ASST	100.00	07/08/96	07/08/96	CDS-ADAMS PRESCHOOL

NAME	JOB_TITLE	PCT_FT	SENIOR_DT	C_ENTRY_DT	PAY_DESC
GODINEZ, LORENA	CHILDREN CENTER ASST	100.00	09/03/96	09/03/96	CDS-ITC-SAMOHI
CORTEZ, GRISELDA	CHILDREN CENTER ASST	87.50	01/21/97	01/21/97	CDS-WOODS VENICE
DRUMMOND, ALLISON	CHILDREN CENTER ASST	43.75	06/13/94	02/05/97	CDS-ROOSEVELT
CARBAJAL, PATRICIA	CHILDREN CENTER ASST	43.75	02/15/97	02/15/97	CDS-ROOSEVELT
JIVANI, SHENAZ	CHILDREN CENTER ASST	87.50	03/11/97	03/11/97	CDS-FRANKLIN
RAZON-MCMILLAN, MONICA	. CHILDREN CENTER ASST	87.50	01/25/98	01/25/98	CDS-GRANT
MARTIN, LINDA LEE	CHILDREN CENTER ASST	87.50	08/31/98	08/31/98	CDS-WASHINGTON WEST
BRIGHAM, DOLORES	CHILDREN CENTER ASST	43.75	09/21/98	09/21/98	CDS-MC KINLEY
PRECIADO, DANIEL	CHILDREN CENTER ASST	43.75	09/21/98	09/21/98	ADULT EDUCATION
ARRIAGA, JENNIFER M.	CHILDREN CENTER ASST	87.50	11/01/98	11/01/98	CDS-WASHINGTON WEST
THOMAS, MARJORIE E	CHILDREN CENTER ASST	43.75	11/10/98	11/10/98	CDS-GRANT
PADILLA, ELIZABETH	CHILDREN CENTER ASST	43.75	03/09/99	03/09/99	CDS-WILL ROGERS
LOPEZ,SARAH MARIA	CHILDREN CENTER ASST	81.25	01/17/01	01/17/01	CDS-ADAMS PRESCHOOL
ABDULKAREEM, NEHAL	CHILDREN CENTER ASST	87.50	05/10/01	05/10/01	CDS-PINE STREET
CAMPOS, MERCEDES LEONOR	CHILDREN CENTER ASST	87.50	09/19/01	09/19/01	CDS-MC KINLEY
JIMENEZ, MARIA S	CHILDREN CENTER ASST	43.75	10/01/01	10/01/01	CDS-EDISON
PINEDA-DE LARA, BLANCA BALBINA	CHILDREN CENTER ASST	87.50	10/08/01	10/08/01	CDS-WILL ROGERS
LUIS, NOEMI	CHILDREN CENTER ASST	43.75	10/22/01	10/22/01	CDS-WILL ROGERS
HOPE, JUDITH	CHILDREN CENTER ASST	100.00	11/18/01	11/18/01	CDS-ADAMS PRESCHOOL

NAME	JOB_TITLE	PCT_FT	SENIOR_DT	C_ENTRY_DT	PAY_DESC
TRUJILLO, SANDY	CHILDREN CENTER ASST	87.50	03/18/03	03/18/03	CDS-MC KINLEY
ISLAS, HAYDEE	CHILDREN CENTER ASST	87.50	01/30/06	01/30/06	CDS-JOHN MUIR
MILLER, JEANNE ANN	CHILDREN CENTER ASST	43.75	10/30/06	10/30/06	CDS-ROOSEVELT
HERNANDEZ,RITA MARIA	CHILDREN CENTER ASST	87.50	06/04/07	06/04/07	CDS-WILL ROGERS
BIREN, SARA ERLINDA	CHILDREN CENTER ASST	43.75	12/27/00	09/04/07	CDS-GRANT
HERNANDEZ, MAIRA A	CHILDREN CENTER ASST	87.50	09/04/07	09/04/07	CDS-PINE STREET
STURGIS, LYNN A	CHILDREN CENTER ASST	87.50	09/07/04	09/04/07	CDS-PINE STREET
GONZALEZ, JESSICA	CHILDREN CENTER ASST	43.75	09/05/07	09/05/07	CDS-GRANT
HUNTER-SALLUSTIO, DOMINI	CHILDREN CENTER ASST	43.75	09/14/07	09/14/07	CDS-WASHINGTON WEST
BRACKETT, KIMBERLY VONTRECE	CHILDREN CENTER ASST	81.25	10/05/07	10/05/07	CDS-WILL ROGERS
WALSH, LESLIE V	CHILDREN CENTER ASST	43.75	11/14/07	11/14/07	CDS-ROOSEVELT
GARCIA, SARA	CHILDREN CENTER ASST	43.75	03/03/08	03/03/08	CDS-WASHINGTON WEST
MARTINEZ, DANIEL PAUL	CHILDREN CENTER ASST	43.75	08/29/08	08/29/08	CDS-JOHN MUIR
PONGAS, DOROTHEA LYNN	CHILDREN CENTER ASST	43.75	10/20/08	10/20/08	CDS-GRANT
CABRERA, JENNIFER G	CHILDREN CENTER ASST	43.75	11/03/08	11/03/08	CDS-GRANT
PEREZ, GRACE	CHILDREN CENTER ASST	43.75	11/05/08	11/05/08	CDS-WILL ROGERS
JOHNSON, LORE	CHILDREN CENTER ASST	43.75	01/12/09	01/12/09	CDS-FRANKLIN
RODRIGUEZ, FRANCES	CHILDREN CENTER ASST	43.75	03/13/09	03/13/09	CDS-WASHINGTON WEST
BATTEY, LETICIA M.	CHILDREN CENTER ASST	43.75	09/08/09	09/08/09	CDS-MC KINLEY

NAME	JOB_TITLE	PCT_FT	SENIOR_DT	C_ENTRY_DT	PAY_DESC
CRUZ, CARMEN	CHILDREN CENTER ASST	43.75	12/17/09	12/17/09	CDS-GRANT
RODRIGUEZ, CECILIA	CHILDREN CENTER ASST	43.75	12/17/09	12/17/09	CDS-WILL ROGERS
GREEN, SHANNA MARIE	CHILDREN CENTER ASST	43.75	01/06/10	01/06/10	CDS-ADAMS PRESCHOOL
FERNANDEZ, ANGELICA	CHILDREN CENTER ASST	43.75	09/03/10	09/03/10	CDS-WILL ROGERS
BRITO, MARIA TRINIDAD	CHILDREN CENTER ASST	75.00	01/02/01	10/25/10	CDS-WASHINGTON WEST
CROCKETT, DELLA J	CHILDREN CENTER ASST	43.75	11/01/10	11/01/10	CDS-LINCOLN PRESCHOL
LEVY, ROBIN SUZANNE	CHILDREN CENTER ASST	43.75	02/28/11	02/28/11	CDS-CABRILLO
CAMPOS, ANDHIA	CHILDREN CENTER ASST	43.75	08/29/11	08/29/11	CDS-WASHINGTON WEST
CASEY, BRITTANY YUNA	CHILDREN CENTER ASST	43.75	08/29/11	08/29/11	CDS-WILL ROGERS
GERSHUNI, KATHERINE ROSE	CHILDREN CENTER ASST	43.75	08/29/11	08/29/11	CDS-WASHINGTON WEST
GHEEWALA, MEHRUN NASREEN	CHILDREN CENTER ASST	43.75	08/29/11	08/29/11	CDS-PINE STREET
GOMEZ, AIDA	CHILDREN CENTER ASST	43.75	08/29/11	08/29/11	CDS-WILL ROGERS
GUTIERREZ, CORINA E.	CHILDREN CENTER ASST	43.75	08/29/11	08/29/11	CDS-MC KINLEY
HARO,IRMA LUNA	CHILDREN CENTER ASST	43.75	08/29/11	08/29/11	CDS-MC KINLEY
LUGO-PEREZ, VERONICA	CHILDREN CENTER ASST	43.75	08/29/11	08/29/11	CDS-MC KINLEY
MCDONALD, SARA ELIZABETH	CHILDREN CENTER ASST	43.75	08/29/11	08/29/11	CDS-MC KINLEY
MCKEOWN, CAROL JEAN	CHILDREN CENTER ASST	43.75	08/29/11	08/29/11	CDS-FRANKLIN
PADILLA BARRERA, ELVA M.	CHILDREN CENTER ASST	100.00	08/29/11	08/29/11	CDS-ITC-SAMOHI
PERNELL, BARBARA ANNE	CHILDREN CENTER ASST	43.75	08/29/11	08/29/11	CDS-WILL ROGERS

NAME	JOB_TITLE	PCT_FT	SENIOR_DT	C_ENTRY_DT	PAY_DESC
ROCHA, PATRICIA	CHILDREN CENTER ASST	43.75	08/29/11	08/29/11	CDS-FRANKLIN
WILLIAMS, PARIS J	CHILDREN CENTER ASST	43.75	08/29/11	08/29/11	CDS-PINE STREET
HOORIZADEH, SHAYESTEH	CHILDREN CENTER ASST	43.75	09/19/11	09/19/11	CDS-JOHN MUIR
DIAZ, ROXANA	CHILDREN CENTER ASST	43.75	10/03/11	10/03/11	CDS-GRANT
CUEVA, SANDRA F	CHILDREN CENTER ASST	43.75	10/24/11	10/24/11	CDS-LOS AMIGOS
BARNUM, JESSICA CAROLYN	CHILDREN CENTER ASST	43.75	10/31/11	10/31/11	CDS-WASHINGTON WEST
BRITT, MEDINA GLENE	CHILDREN CENTER ASST	43.75	10/31/11	10/31/11	CDS-LOS AMIGOS
NYDELL,AMANDA LAUREN	CHILDREN CENTER ASST	43.75	10/31/11	10/31/11	U S MAIL
FAJARDO, ANGELA JEANNE	CHILDREN CENTER ASST	43.75	11/07/11	11/07/11	CDS-LOS AMIGOS
HESS, KATYA NATASHA	CHILDREN CENTER ASST	43.75	11/14/11	11/14/11	CDS-ADAMS PRESCHOOL
FUENTES, EVELYN ELAINE	CHILDREN CENTER ASST	43.75	12/01/11	12/01/11	CDS-PINE STREET
MUHAMMAD, BAHEERAH	CHILDREN CENTER ASST	43.75	12/01/11	12/01/11	CDS-PINE STREET
RUBIO,ANA ROSA	CHILDREN CENTER ASST	43.75	12/01/11	12/01/11	CDS-WOODS VENICE
FUENTES, JAQUELINE SARAI	CHILDREN CENTER ASST	43.75	12/15/11	12/15/11	CDS-WOODS VENICE
RAMIREZ, ARMIDA	CHILDREN CENTER ASST	43.75	12/15/11	12/15/11	CDS-LOS AMIGOS
BROWN, LINCOLN REQUAIL	CHILDREN CENTER ASST	43.75	01/12/12	01/12/12	CDS-WILL ROGERS
SAMPSON, CLAUDIA FELICE	CHILDREN CENTER ASST	43.75	02/06/12	02/06/12	CDS-PINE STREET
SEKLAWI,SARA E	CHILDREN CENTER ASST	43.75	02/13/12	02/13/12	CDS-GRANT
STAFFORD, LATANYA	CHILDREN CENTER ASST	43.75	02/13/12	02/13/12	CDS-ADAMS PRESCHOOL

Date Ran 05/17/12 Time Ran 14:41:00 Data as of 05/17/12

NAME	JOB_TITLE	PCT_FT	SENIOR_DT	C_ENTRY_DT	PAY_DESC
VILLEGAS, LORENA NALLELY	CHILDREN CENTER ASST	43.75	02/13/12	02/13/12	CDS-FRANKLIN
MCCARTHY, KIMIKO MICAH-JEAN	CHILDREN CENTER ASST	43.75	11/04/09	02/21/12	CDS-LOS AMIGOS
PHILLIPS, LEDOREE LAVERNE	CHILDREN CENTER ASST	43.75	02/27/12	02/27/12	CDS-WOODS VENICE
SANDOVAL, VANESSA LIZBETH	CHILDREN CENTER ASST	43.75	02/27/12	02/27/12	CDS-ADAMS PRESCHOOL

JOB\_TITLE (CHILDREN CENTER ASST) 99 Record(s)

5431.25

99 EMPLOYEE(S)

Date Ran 05/17/12 Time Ran 14:52:02 Data as of 05/17/12

NAME JOB\_TITLE PCT\_FT SENIOR\_DT C\_ENTRY\_DT PAY\_DESC

MC COY, DONNA COMMUNITY LIAISON 100.00 08/17/97 08/17/97 ADAMS

JOB TITLE (COMMUNITY LIAISON) 1 Record(s)

100.00

1 EMPLOYEE(S)

Date Ran 05/17/12 Time Ran 14:52:31 Data as of 05/17/12

NAME	JOB_TITLE	PCT_FT	SENIOR_DT	C_ENTRY_DT	PAY_DESC
STANTON, JILL	COMPUTER OPERATOR	100.00	09/19/88	07/01/92	INFORMATION SERVICES
GOMEZ, RODOLFO	COMPUTER OPERATOR	100.00	10/23/86	12/01/93	INFORMATION SERVICES
ITOMURA, TERRIE Y	COMPUTER OPERATOR	100.00	09/08/08	09/08/08	CDS-BUSINESS OFFICE
	<u>.</u>	<b></b>			<b></b>
JOB_TITLE (COMPUTER OPERATOR)	3 Record(s)	300	0.00		

<sup>3</sup> EMPLOYEE(S)

<sup>3</sup> RECORD(S)

Date Ran 05/17/12 Time Ran 14:55:43 Data as of 05/17/12

NAME JOB\_TITLE PCT\_FT SENIOR\_DT C\_ENTRY\_DT PAY\_DESC

HAGEN, MARCIA DGETLUCK CREDENTIAL ANALYST

100.00 05/23/94 01/26/98 HUMAN RESOURCES

JOB\_TITLE (CREDENTIAL ANALYST) 1 Record(s)

100.00

1 EMPLOYEE(S)

NAME	JOB_TITLE	PCT_FT S	ENIOR_DT	C_ENTRY_DT	PAY_DESC
SPALDING, JAMES C	CUSTODIAN I - DAY SHIFT	100.00 1	2/11/72	12/11/72	ADAMS
YBARRA, ANGEL	CUSTODIAN I - DAY SHIFT	100.00 0	7/21/75	07/21/75	EDISON
DOTY, KENNETH	CUSTODIAN I - NSI	100.00 1	1/01/78	11/01/78	LINCOLN
ANDERSON, MICHAEL E	CUSTODIAN I - DAY SHIFT	100.00 1	0/01/79	10/01/79	CABRILLO
RISING, ROBERT	CUSTODIAN I - NSI	100.00 0	7/09/84	07/09/84	ADAMS
WALKER, LOUIS	CUSTODIAN I - NSI	100.00 0	5/13/85	05/13/85	SAMOHI
PEOPLES, JEFFREY	CUSTODIAN I - DAY SHIFT	100.00 1	2/15/86	12/15/86	SAMOHI
BUCHANAN, TIMOTHY	CUSTODIAN I - NSI	100.00 0	7/01/87	07/01/87	ADAMS
BOYD, KATHERINE	CUSTODIAN I - NSI	100.00 0	6/01/88	06/01/88	SAMOHI
LOMBERA, JULIO	CUSTODIAN I - NSI	100.00 0	6/15/88	06/15/88	FRANKLIN
CUEVAS, JOSE	CUSTODIAN I - NSI	100.00 0	8/17/89	08/17/89	OPERATIONS
O'ROURKE, THOMAS J.	CUSTODIAN I - NSI	100.00 1	1/01/93	11/01/93	SAMOHI
JOHNSON, DEBRAH LYNN	CUSTODIAN I - NSI	100.00 1	1/21/94	11/21/94	SAMOHI
HERRADA, JOE	CUSTODIAN I - DAY SHIFT	100.00 1	2/01/94	12/01/94	LINCOLN
MOTON, WILSON ALLAN	CUSTODIAN I - NSI	100.00 1	0/28/96	10/28/96	SAMOHI
WARD, VICTOR	CUSTODIAN I - NSI	100.00 1	1/04/96	11/04/96	OPERATIONS
ANDERSON, BRUNO	CUSTODIAN I - NSI	100.00 0	1/05/98	01/05/98	SAMOHI
GREEN, JOSEPH	CUSTODIAN I - NSI	100.00 0	7/06/98	07/06/98	LINCOLN
PORTER, JOE NATHAN	CUSTODIAN I - NSI	100.00 0	9/28/98	09/28/98	OPERATIONS

NAME	JOB_TITLE	PCT_FT	SENIOR_DT	C_ENTRY_DT	PAY_DESC
WATKINS, ERNEST EDWARD	CUSTODIAN I - NSI	100.00	11/23/98	11/23/98	MALIBU
COLVIN, LOVELL JR	CUSTODIAN I - DAY SHIFT	100.00	04/14/99	04/14/99	GRANT
HARRIS, TRACEY ALLEN	CUSTODIAN I - DAY SHIFT	100.00	07/01/99	07/01/99	MUIR
GONZALEZ, ARTHUR	CUSTODIAN I - NSI	100.00	10/02/00	10/02/00	GROUNDS
CUEVA, FELIPE	CUSTODIAN I - NSI	100.00	10/10/00	10/10/00	SAMOHI
YBARRA JR, JOSE A	CUSTODIAN I - NSI	100.00	10/12/00	10/12/00	OPERATIONS
KRATZ, DAMON	CUSTODIAN I - NSI	100.00	10/17/00	10/17/00	SMASH
ODOM, LAMONT LAJUAN	CUSTODIAN I - NSI	100.00	10/23/00	10/23/00	MC KINLEY
HARRIS, KENNETH DEWAYNE	CUSTODIAN I - DAY SHIFT	100.00	10/30/00	10/30/00	ROOSEVELT
MCALPIN, MICHAEL	CUSTODIAN I - NSI	100.00	06/04/01	06/04/01	OPERATIONS
MARTIN, ERIC GLEN	CUSTODIAN I - NSI	100.00	12/03/01	12/03/01	MALIBU
SUASTE, EDUARDO A	CUSTODIAN I - NSI	100.00	12/12/01	12/12/01	SAMOHI
VENABLE, MARK	CUSTODIAN I - DAY SHIFT	100.00	02/12/02	02/12/02	ROGERS
BEAVERS, MARCUS	CUSTODIAN I - NSI	100.00	03/02/98	08/12/02	OPERATIONS
TAYLOR, CANDICE L.	CUSTODIAN I - DAY SHIFT	100.00	08/19/02	08/19/02	MALIBU
GLEASON, TIM J	CUSTODIAN I - NSI	100.00	09/10/03	09/10/03	ROGERS
PEREZ, MARIA	CUSTODIAN I - DAY SHIFT	100.00	09/02/97	05/23/05	OLYMPIC
SEGURA, BETHEL	CUSTODIAN I - DAY SHIFT	37.50	05/08/95	05/23/05	OPERATIONS
WIDNER, KIM LOUISE	CUSTODIAN I - NSI	100.00	05/26/05	05/26/05	MALIBU

NAME ALBA, RAUL	JOB_TITLE  CUSTODIAN I - NSI	PCT_FT SENIOR_DT 100.00 10/26/05	C_ENTRY_DT 10/26/05	PAY_DESC EDISON
PEREZ, GRACIELA	CUSTODIAN I - NSI	100.00 03/03/06	03/03/06	CABRILLO
DAVIS,STEVIE LEMERE	CUSTODIAN I - NSI	37.50 03/04/06	03/04/06	OPERATIONS
BROWN, MURPHY U	CUSTODIAN I - DAY SHIFT	100.00 09/01/06	09/01/06	FRANKLIN
VELASQUEZ, JOSE	CUSTODIAN I - DAY SHIFT	100.00 09/12/89	09/15/06	POINT DUME
DAVIS, KATHERINE	CUSTODIAN I - DAY SHIFT	100.00 10/17/06	10/17/06	WEBSTER
OMARI, SALEEM MTIMA	CUSTODIAN I - NSI	100.00 01/08/07	01/08/07	SAMOHI
OROZCO, JAVIER	CUSTODIAN I - NSI	100.00 02/07/07	02/07/07	ADAMS
AVITIA-QUINTANA, HECTOR	CUSTODIAN I - NSI	100.00 03/20/07	03/20/07	GRANT
GALLEGOS-MARTIN, AGUSTIN	CUSTODIAN I - NSI	100.00 03/03/08	03/03/08	OPERATIONS
DURHAM, MICHAEL R	CUSTODIAN I - NSI	100.00 07/21/08	07/21/08	POINT DUME
HEIDERMAN, DANIEL T	CUSTODIAN I - NSI	100.00 09/22/08	09/22/08	MALIBU
RAMIREZ,PHILIP RICHARD	CUSTODIAN I - DAY SHIFT	100.00 02/22/99	07/19/10	MC KINLEY
VAZQUEZ-GOMEZ,MIGUEL ANGEL	CUSTODIAN I - NSI	100.00 08/27/10	08/27/10	WEBSTER
WEST, MALCOLM C.	CUSTODIAN I - NSI	100.00 07/01/11	07/01/11	MAINTENANCE
BURTON, JEROME	CUSTODIAN I - NSI	100.00 07/01/11	08/01/11	FISCAL SERVICES
JACKSON, MITCHELL EDWARD	CUSTODIAN I - NSI	100.00 09/01/11	09/01/11	OPERATIONS
MORRIS, SEAN DE'LEON	CUSTODIAN I - NSI	37.50 11/21/11	11/21/11	SAMOHI
SAAD, METIAS ADIB	CUSTODIAN I - NSI	100.00 03/21/12	03/21/12	SAMOHI

Date Ran 05/17/12 Time Ran 14:56:45 Data as of 05/17/12

NAME

JOB\_TITLE

PCT\_FT SENIOR\_DT C\_ENTRY\_DT PAY\_DESC

GOMEZ, JACK J.

CUSTODIAN I - DAY SHIFT

50.00 03/26/12 03/26/12

OPERATIONS

58 EMPLOYEE(S)

Date Ran 05/17/12 Time Ran 15:06:54 Data as of 05/17/12

NAME

JOB\_TITLE

PCT\_FT SENIOR\_DT C\_ENTRY\_DT PAY\_DESC

MILLER, PATRINA C

DATA ENTRY SPECIALIST

100.00 09/04/01

08/31/04

SPECIAL EDUCATION

1 EMPLOYEE(S)

Date Ran 05/17/12 Time Ran 15:08:59 Data as of 05/17/12

NAME	JOB_TITLE	PCT_FT SENIOR_DT	C_ENTRY_DT	PAY_DESC
CARLSON, KATY	I/A DEVELOPMENTAL/HEALTH	75.00 04/01/08	04/01/08	SPECIAL EDUCATION
ROSA, LUCY R	I/A DEVELOPMENTAL/HEALTH	75.00 04/16/08	08/19/09	SPECIAL EDUCATION
WINGFIELD, JANET ELIZABETH	I/A DEVELOPMENTAL/HEALTH	92.50 10/29/09	10/29/09	SPECIAL EDUCATION
HURTADO, RENEE LEONOR	I/A DEVELOPMENTAL/HEALTH	75.00 04/19/02	10/01/10	LINCOLN
JACKSON, LATASHA DENIECE	I/A DEVELOPMENTAL/HEALTH	75.00 03/19/09	10/01/10	SPECIAL EDUCATION
GERSHUNI, PEARL	I/A DEVELOPMENTAL/HEALTH	75.00 04/23/07	12/01/10	MC KINLEY
TANAMAS, AYDA	I/A DEVELOPMENTAL/HEALTH	100.00 04/01/03	12/01/10	LINCOLN
MANJARREZ, LISETTE	I/A DEVELOPMENTAL/HEALTH	68.75 12/02/10	12/02/10	MC KINLEY
RODGERS, RODNEY	I/A DEVELOPMENTAL/HEALTH	75.00 12/14/10	12/13/10	LINCOLN
HALL, ANA MARIA	I/A DEVELOPMENTAL/HEALTH	75.00 03/18/02	01/03/11	SPECIAL EDUCATION
ROLLER, YOLANDA R	I/A DEVELOPMENTAL/HEALTH	100.00 01/07/11	01/07/11	LINCOLN
LOPEZ, MARIBEL	I/A DEVELOPMENTAL/HEALTH	87.50 10/02/00	10/01/11	LINCOLN

<sup>12</sup> EMPLOYEE(S)

<sup>12</sup> RECORD(S)

Date Ran 05/17/12 Time Ran 15:10:33 Data as of 05/17/12

NAME

JOB\_TITLE

PCT\_FT SENIOR\_DT C\_ENTRY\_DT PAY\_DESC

SAM, STUART ALAN

DIRECTOR, FAC IMPRVMT PROJ 100.00 03/23/09

03/23/09

BUSINESS SERVICES

1 EMPLOYEE(S)

NAME

JOB\_TITLE

PCT\_FT SENIOR\_DT C\_ENTRY\_DT PAY\_DESC

UPTON, CAREY WAYNE

DIRECTOR, THEATEROPR&PERMT 100.00 01/01/08

01/01/08

BUSINESS SERVICES

1 EMPLOYEE(S)

NAME YOUNG, WILBERT R JOB\_TITLE

PCT\_FT SENIOR\_DT C\_ENTRY\_DT PAY\_DESC

DIRECTOR CLASS PERSONNEL 100.00 08/01/05

00/00/00

PERSONNEL COMMISSION

1 EMPLOYEE(S)

NAME

JOB\_TITLE

PCT\_FT SENIOR\_DT C\_ENTRY\_DT PAY\_DESC

HO, WANG PIN-JU

DIRECTOR, FISCAL/BUSINESS

100.00 05/12/97 00/

00/00/00

BUSINESS SERVICES

1 EMPLOYEE(S)

NAME GRIEGO, ORLANDO RENE JOB\_TITLE

PCT\_FT SENIOR\_DT C\_ENTRY\_DT PAY\_DESC

DIRECTOR OF FOOD SERVICES 100.00 06/01/04

00/00/00

BUSINESS SERVICES

1 EMPLOYEE(S)

Date Ran 05/17/12 Time Ran 15:18:14 Data as of 05/17/12

NAME

JOB\_TITLE

PCT\_FT SENIOR\_DT C\_ENTRY\_DT PAY\_DESC

MANGLE, RUTH C

DIRECTOR INFORMATION SERV 100.00 03/18/85

00/00/00

INFORMATION SERVICES

1 EMPLOYEE(S)

NAME

HYATT, VIRGINIA

JOB\_TITLE

PCT\_FT SENIOR\_DT C\_ENTRY\_DT PAY\_DESC

DIRECTOR PURCHASING/WHSE 100.00 03/02/87

10/01/90

BUSINESS SERVICES

1 EMPLOYEE(S)

Date Ran 05/17/12 Time Ran 15:18:56 Data as of 05/17/12

NAME

JOB\_TITLE

PCT\_FT SENIOR\_DT C\_ENTRY\_DT PAY\_DESC

ABRAMSON, NEAL

DIRECTOR, TRANSPORTATION 100.00 08/10/95

00/00/00

BUSINESS SERVICES

1 EMPLOYEE(S)

NAME	JOB_TITLE	PCT_FT	SENIOR_DT	C_ENTRY_DT	PAY_DESC
TABONES, REMIGIO DIZON	ELECTRICIAN	100.00	08/01/94	08/01/94	MAINTENANCE
REYES, PEDRO F.	ELECTRICIAN	100.00	04/27/09	04/27/09	MAINTENANCE
HEDGES, ERIC R	ELECTRICIAN	100.00	10/03/11	10/03/11	MAINTENANCE

<sup>3</sup> EMPLOYEE(S)

<sup>3</sup> RECORD(S)

Date Ran 05/17/12 Time Ran 15:20:00 Data as of 05/17/12

NAME	JOB_TITLE	PCT_FT	SENIOR_DT	C_ENTRY_DT	PAY_DESC
COOPER, DIONNE	ELEMENTARY LIBRARY COORD.	87.50	09/22/99	09/22/99	POINT DUME
MONTE, PERI MARIE	ELEMENTARY LIBRARY COORD	87.50	11/01/00	11/01/00	WEBSTER
GARCIA RAMIREZ, CAROL	ELEMENTARY LIBRARY COORD.	87.50	04/11/05	04/11/05	EDISON
SCHWARTZ-MILLER, CLAIRE SUSAN	ELEMENTARY LIBRARY COORD.	25.00	12/05/05	12/05/05	SMASH
MOSCOSO, SUZANNE C	ELEMENTARY LIBRARY COORD.	87.50	01/18/06	01/18/06	CABRILLO
SEA, SHANNON	ELEMENTARY LIBRARY COORD.	87.50	09/06/07	09/06/07	ROGERS
MARK, ELLEN	ELEMENTARY LIBRARY COORD.	87.50	04/23/09	04/23/09	FRANKLIN
WOLFE, PETRA W	ELEMENTARY LIBRARY COORD.	87.50	09/01/04	11/03/10	GRANT
SADEGHPOUR, CHARLTON ANNE	ELEMENTARY LIBRARY COORD	87.50	12/06/10	12/06/10	ROOSEVELT
OLAGUE, CHRISTINA	ELEMENTARY LIBRARY COORD	87.50	08/23/11	08/23/11	MC KINLEY

<sup>10</sup> EMPLOYEE(S)

<sup>10</sup> RECORD(S)

Date Ran 05/17/12 Time Ran 15:20:20 Data as of 05/17/12

NAME

JOB\_TITLE

PCT\_FT SENIOR\_DT C\_ENTRY\_DT PAY\_DESC

BRYANT, CHERYL H.

EMPLOYEE BENEFITS TECH

100.00 05/14/07 05/14/07

HUMAN RESOURCES

1 EMPLOYEE(S)

NAME	JOB_TITLE	PCT_FT	SENIOR_DT	C_ENTRY_DT	PAY_DESC
PADILLA, RAMIRO	EQUIPMENT OPERATOR	100.00	09/28/98	04/14/08	OPERATIONS
BELL, MICHAEL NICHOLAS	EQUIPMENT OPERATOR	37.50	08/05/08	08/05/08	GROUNDS

2 EMPLOYEE(S)

NAME

JOB\_TITLE

PCT\_FT SENIOR\_DT C\_ENTRY\_DT PAY\_DESC

BURDICK, BARTON

EQUIP OPR SPORTS FACILITY 100.00 08/16/94

00/00/00

GROUNDS

1 EMPLOYEE(S)

Date Ran 05/17/12 Time Ran 15:22:02 Data as of 05/17/12

NAME	JOB_TITLE	PCT_FT	SENIOR_DT	C_ENTRY_DT	PAY_DESC
MARES, JOSE L	EQUIP OPR TREE TRIMMER	100.00	10/23/79	02/12/81	GROUNDS
TIRADO, FORTINO	EQUIP OPR TREE TRIMMER	100.00	12/16/92	07/23/08	GROUNDS

2 EMPLOYEE(S)

Date Ran 05/17/12 Time Ran 15:23:00 Data as of 05/17/12

NAME JOB\_TITLE PCT\_FT SENIOR\_DT C\_ENTRY\_DT PAY\_DESC

CHAVEZ, DENNIS PATRICK JR FACILITIES TECHNICIAN 100.00 09/28/98 01/20/10 MAINTENANCE

1 EMPLOYEE(S)

Date Ran 05/17/12 Time Ran 15:24:54 Data as of 05/17/12

NAME JOB\_TITLE PCT\_FT SENIOR\_DT C\_ENTRY\_DT PAY\_DESC

STRNAD, JAN STEVEN FAC PERMIT SUPERVISOR 100.00 03/25/08 10/03/11 SAMO

JOB\_TITLE (FAC PERMIT SUPERVISOR) 1 Record(s)

100.00

1 EMPLOYEE(S)

Date Ran 05/17/12 Time Ran 15:27:30 Data as of 05/17/12

NAME JOB\_TITLE PCT\_FT SENIOR\_DT C\_ENTRY\_DT PAY\_DESC

CRUZ, GERARDO FISCAL PROGRAM SUPV - CDS 100.00 11/07/11 11/07/11 CDS-BUSINESS OFFICE

JOB\_TITLE (FISCAL PROGRAM SUPV - CDS) 1 Record(s)

100.00

1 EMPLOYEE(S)

NAME JOB\_TITLE PCT\_FT SENIOR\_DT C\_ENTRY\_DT PAY\_DESC

BUNAYOG, JESSE DE LA CERNA FISCAL SERVICES SUPERVISR 100.00 01/08/01 00/00/00 FISCAL SERVICES

JOB\_TITLE (FISCAL SERVICES SUPERVISR) 1 Record(s)

100.00

1 EMPLOYEE(S)

Date Ran 05/17/12 Time Ran 15:28:14 Data as of 05/17/12

NAME JOB\_TITLE PCT\_FT SENIOR\_DT C\_ENTRY\_DT PAY\_DESC

LANCASTER, KELLY YVONNE FOOD SERV OPERATIONS SUPV 100.00 02/09/01 00/00/00 FOOD SERVICES

JOB\_TITLE (FOOD SERV OPERATIONS SUPV) 1 Record(s)

100.00

1 EMPLOYEE(S)

Date Ran 05/17/12 Time Ran 15:29:20 Data as of 05/17/12

NAME	JOB_TITLE	PCT_FT	SENIOR_DT	C_ENTRY_DT	PAY_DESC
SIMMONDS, HUGH	GARDENER	100.00	06/19/89	06/19/89	OPERATIONS
BURDICK, BARTON	GARDENER	100.00	08/16/94	08/16/94	GROUNDS
DEANDA, RICHARD	GARDENER	100.00	12/20/95	12/20/95	OPERATIONS
GODINEZ, OCTAVIO	GARDENER	100.00	12/20/95	12/20/95	MALIBU
JACKSON, MICHAEL	GARDENER	100.00	04/07/97	11/23/03	OPERATIONS
LOPEZ, JOSE GUADALUPE	GARDENER	100.00	07/02/08	07/02/08	MAINTENANCE
OROZCO, ABEL	GARDENER	100.00	01/08/09	01/08/09	OPERATIONS

JOB\_TITLE (GARDENER) 7 Record(s)

700.00

<sup>7</sup> EMPLOYEE(S)

<sup>7</sup> RECORD(S)

Date Ran 05/17/12 Time Ran 15:29:38 Data as of 05/17/12

NAME

JOB\_TITLE

PCT\_FT SENIOR\_DT C\_ENTRY\_DT PAY\_DESC

DONOVAN, MARC

GLAZIER

100.00 02/14/79 07/01/11

MAINTENANCE

JOB\_TITLE (GLAZIER) 1 Record(s)

100.00

1 EMPLOYEE(S)

Date Ran 05/17/12 Time Ran 15:30:13 Data as of 05/17/12

NAME	JOB_TITLE	PCT_FT	SENIOR_DT	C_ENTRY_DT	PAY_DESC
AYALA QUINTANA, MAGDALENA L	HEALTH OFFICE SPECIALIST	43.75	11/21/11	11/21/11	HEALTH SERVICES
HOBKIRK, CHRISTINA GIANCOLA	HEALTH OFFICE SPECIALIST	43.75	11/21/11	11/21/11	HEALTH SERVICES
VILLALOBOS BENITEZ, EVA C	HEALTH OFFICE SPECIALIST	43.75	11/21/11	11/21/11	HEALTH SERVICES
VILLEGAS, BIBIANA	HEALTH OFFICE SPECIALIST	43.75	11/21/11	11/21/11	HEALTH SERVICES
JONES, MASHAWNDA L	HEALTH OFFICE SPECIALIST	43.75	12/05/11	12/05/11	HEALTH SERVICES
ALDANA, MONICA VERONICA	HEALTH OFFICE SPECIALIST	43.75	12/14/11	12/14/11	HEALTH SERVICES
HENDERSON, LESLIE ANN YURIKO	HEALTH OFFICE SPECIALIST	43.75	01/30/12	01/30/12	HEALTH SERVICES
BONO, MARLA L	HEALTH OFFICE SPECIALIST	43.75	02/06/12	02/06/12	HEALTH SERVICES
HERNANDEZ, YOLANDA	HEALTH OFFICE SPECIALIST	43.75	02/27/12	02/27/12	HEALTH SERVICES
ORTIZ-GONZALEZ, PATRICIA G	HEALTH OFFICE SPECIALIST	43.75	03/07/12	03/07/12	HEALTH SERVICES

JOB\_TITLE (HEALTH OFFICE SPECIALIST) 10 Record(s)

437.50

10 EMPLOYEE(S)

Date Ran 05/17/12 Time Ran 15:40:44 Data as of 05/17/12

NAME	JOB_TI	TLE		PCT_FT	SENIOR_DT	C_ENTRY_DT	PAY_DESC
PLATZ, LEYLA CELINA	HUMAN	RESOURCE S	PEC-CONF	100.00	09/18/95	00/00/00	HUMAN RESOURCES
JOB_TITLE (HUMAN RESOURCE SPEC-	-CONF)	1 Record(s	)	100.	.00		
LARIOS, CARMEN	וובאווו	RESOURCE S	DECTALTST	100 00	12/08/08	12/08/08	HUMAN RESOURCES
LAKIOS, CARMEN	HOLIMIN	REBOONCE B	I ECIADIDI	100.00	12/00/00	12,00,00	HOLIM REBOOKEE
JOB_TITLE (HUMAN RESOURCE SPEC	IALIST)	1 Record(	s)	100.	.00		

- 2 EMPLOYEE(S)
- 2 RECORD(S)

NAME	JOB_TITLE	PCT_FT	SENIOR_DT	C_ENTRY_DT	PAY_DESC
PAPP, ELIZABETH ANN	HUMAN RESOURCE TECHNICIAN	100.00	06/06/94	10/25/96	PERSONNEL COMMISSION
JOHNSTON, CINDY	HUMAN RESOURCE TECHNICIAN	50.00	04/28/95	02/14/97	PERSONNEL COMMISSION
YOUNAN, JULIE SAMIR	HUMAN RESOURCE TECHNICIAN	100.00	10/29/07	10/29/07	PERSONNEL COMMISSION
		<u>·</u>			<b>_</b>
JOB_TITLE (HUMAN RESOURCE TECH	NICIAN) 3 Record(s)	250	.00		

<sup>3</sup> EMPLOYEE(S)

<sup>3</sup> RECORD(S)

Date Ran 05/17/12 Time Ran 15:42:31 Data as of 05/17/12

NAME JOB\_TITLE PCT\_FT SENIOR\_DT C\_ENTRY\_DT PAY\_DESC

CARRILLO, RIGOBERTO HVAC MECHANIC 100.00 10/15/09 10/15/09 MAINTENANCE

JOB\_TITLE (HVAC MECHANIC) 1 Record(s)

100.00

1 EMPLOYEE(S)

NAME	JOB_TITLE	PCT_FT	SENIOR_DT	C_ENTRY_DT	PAY_DESC
VALADEZ, LUZ V.	INST ASST-BILINGUAL	43.75	09/10/91	09/10/91	EDISON
STUCCHI, JUANA	INST ASST-BILINGUAL	43.75	02/10/97	02/10/97	EDISON
BARRERAS-GRACIANO, LAURA	INST ASST-BILINGUAL	43.75	03/14/99	03/14/99	EDISON
VALENCIA, DIANA F.	INST ASST-BILINGUAL	43.75	10/12/09	10/12/09	LINCOLN
CRUZ, CINDY	INST ASST-BILINGUAL	43.75	10/26/09	10/26/09	SAMOHI
MOLINA, MARIA	INST ASST-BILINGUAL	37.50	03/01/10	03/01/10	ADAMS
FLORES, FRANCISCO JAVIER	INST ASST-BILINGUAL	43.75	05/02/11	05/02/11	SAMOHI
CASILLAS,EMMA G	INST ASST-BILINGUAL	43.75	08/29/11	08/29/11	EDISON

JOB TITLE (INST ASST-BILINGUAL) 8 Record(s)

<sup>343.75</sup> 

<sup>8</sup> EMPLOYEE(S)

<sup>8</sup> RECORD(S)

NAME	JOB_TITLE	PCT_FT	SENIOR_DT	C_ENTRY_DT	PAY_DESC
AGUILAR, MARY H	INST ASST-CLASSROOM	37.50	09/01/72	09/01/72	ROOSEVELT
NAVIA, MARY ELLEN	INST ASST-CLASSROOM	43.75	01/02/80	01/02/80	MUIR
MARSHALL, LILLIAN	INST ASST-CLASSROOM	37.50	09/13/88	09/13/88	GRANT
MILLER, SANDRA	INST ASST-CLASSROOM	37.50	09/13/88	09/13/88	FRANKLIN
YERUSHALMI,SARA L.	INST ASST-CLASSROOM	37.50	09/24/90	09/24/90	FRANKLIN
GREEN, JOANN	INST ASST-CLASSROOM	37.50	12/04/90	12/04/90	GRANT
OCHOA, BARBARA	INST ASST-CLASSROOM	46.25	09/10/91	09/10/91	FRANKLIN
BOYD, JACQUELINE S	INST ASST-CLASSROOM	75.00	03/05/76	09/08/92	SMASH
GUSTAFSON, MELANIE T	INST ASST-CLASSROOM	37.50	09/20/93	09/20/93	ROGERS
THRUSTON, LINDA	INST ASST-CLASSROOM	43.75	03/06/95	03/06/95	MUIR
GONZALEZ, TERESA M.	INST ASST-CLASSROOM	37.50	12/04/96	12/04/96	ROOSEVELT
WOODWORTH, DORIE DE VAULT	INST ASST-CLASSROOM	45.00	02/03/97	02/03/97	WEBSTER
REABER, WINIFRED A.	INST ASST-CLASSROOM	37.50	01/05/98	01/05/98	GRANT
MAZAR-ATABAKI, SORAYA	INST ASST-CLASSROOM	37.50	10/01/98	10/01/98	ROOSEVELT
ROGERS, ERICKA TURNER	INST ASST-CLASSROOM	37.50	10/05/98	10/05/98	MC KINLEY
LUCAS, RALPH	INST ASST-CLASSROOM	62.50	01/04/99	01/04/99	MC KINLEY
VAZQUEZ,ANALIA D	INST ASST-CLASSROOM	37.50	04/19/99	04/19/99	ROGERS
CALVERT, CHERYL ANN	INST ASST-CLASSROOM	62.50	09/05/99	0,9/05/99	POINT DUME
DAVIDSON, DIANE	INST ASST-CLASSROOM	60.00	02/23/00	02/23/00	POINT DUME

NAME	JOB_TITLE	PCT_FT	SENIOR_DT	C_ENTRY_DT	PAY_DESC
CONRAD, WEI-JIN KO	INST ASST-CLASSROOM	62.50	09/05/00	09/05/00	WEBSTER
FOUNTAIN, MARESA LOUISE	INST ASST-CLASSROOM	37.50	09/11/00	09/11/00	GRANT
GARY, BARBARA	INST ASST-CLASSROOM	50.00	09/27/00	09/27/00	U S MAIL
KUYAMA, KEIKO	INST ASST-CLASSROOM	37.50	10/02/00	10/02/00	ROOSEVELT
EVANS, LAURA S	INST ASST-CLASSROOM	37.50	03/21/01	03/21/01	ROGERS
GERHARDT, DEBRA JOAN	INST ASST-CLASSROOM	37.50	09/06/01	09/06/01	FRANKLIN
SULLIVAN, BRIANNA	INST ASST-CLASSROOM	25.00	11/21/01	11/21/01	GRANT
DE LOS SANTOS, GABRIELA A	INST ASST-CLASSROOM	43.75	09/29/03	09/29/03	MUIR
LAWRENCE, JENNIFER ANNE	INST ASST-CLASSROOM	40.00	11/22/03	11/22/03	CABRILLO
WALLEY, DAYNA O'BRIEN	INST ASST-CLASSROOM	62.50	09/22/04	09/22/04	WEBSTER
GAGLIONE, LISA ANN	INST ASST-CLASSROOM	37.50	10/18/04	10/18/04	ROOSEVELT
AUSMUS, JULEY	INST ASST-CLASSROOM	40.00	01/11/05	01/11/05	CABRILLO
HERRADOR, KARIN J	INST ASST-CLASSROOM	46.88	09/06/05	09/06/05	SMASH
LE, CORINNE ALISIA	INST ASST-CLASSROOM	62.50	09/19/05	09/19/05	WEBSTER
ARIE, MIKIKO	INST ASST-CLASSROOM	43.75	09/26/05	09/26/05	U S MAIL
SANTIAGO, SANDRA A	INST ASST-CLASSROOM	43.75	05/12/06	05/12/06	MUIR
LENIHAN, KATHLEEN M	INST ASST-CLASSROOM	46.88	09/19/06	09/19/06	FRANKLIN
BRALEY, CHRISTINA J	INST ASST-CLASSROOM	25.00	09/04/07	09/04/07	GRANT
STRAUSS, YOKO NAKATA	INST ASST-CLASSROOM	37.50	09/05/07	09/05/07	ROOSEVELT

NAME	JOB_TITLE	PCT_FT	SENIOR_DT	C_ENTRY_DT	PAY_DESC
BOYER, LILIANA MALAIKA	INST ASST-CLASSROOM	62.50	09/10/07	09/10/07	SMASH
BROOKES, KAREN MICHELE	INST ASST-CLASSROOM	25.00	10/11/07	10/11/07	WEBSTER
GREWOHL, CATHERINE LYNN	INST ASST-CLASSROOM	45.00	10/15/07	10/15/07	FRANKLIN
KUKOR, NADIA	INST ASST-CLASSROOM	37.50	10/22/07	10/22/07	SMASH
SHANDALOV, LISA JONES	INST ASST-CLASSROOM	37.50	11/05/07	11/05/07	ROOSEVELT
CARRIERE, LEIGH A	INST ASST-CLASSROOM	50,00	11/06/07	11/06/07	POINT DUME
SOLOWAY, BETH YENNI	INST ASST-CLASSROOM	62.50	08/29/08	08/29/08	POINT DUME
LEWIS, LEFIFIA EVANGELA	INST ASST-CLASSROOM	60.00	09/22/08	09/22/08	POINT DUME
FLORES, ALBERT	INST ASST-CLASSROOM	75.00	10/06/08	10/06/08	ROOSEVELT
KHODADADI, SHIRIN	INST ASST-CLASSROOM	46.25	11/06/08	11/06/08	FRANKLIN
STERN, ELLEN COHEN	INST ASST-CLASSROOM	62.50	11/06/08	11/06/08	WEBSTER
CURRAN, MEGAN E	INST ASST-CLASSROOM	62.50	11/07/08	11/07/08	POINT DUME
BEAMAN-JACOBS, SHAREEN KATE	INST ASST-CLASSROOM	37.50	12/16/08	12/16/08	POINT DUME
MOORE, DEBORAH J ASHODIAN	INST ASST-CLASSROOM	28.75	05/18/09	05/18/09	U S MAIL
GARCIA, IRENE	INST ASST-CLASSROOM	37.50	09/17/09	09/17/09	ROGERS
MARSHALL, KIMBERLY MARIE.	INST ASST-CLASSROOM	43.75	09/17/09	09/17/09	MC KINLEY
MORALES, ISMAEL G.	INST ASST-CLASSROOM	40.00	09/17/09	09/17/09	CABRILLO
TRETO, SANDRA	INST ASST-CLASSROOM	25.00	09/17/09	09/17/09	GRANŢ
MEDINA, ROCIO	INST ASST-CLASSROOM	37.50	10/01/09	10/01/09	ROGERS

NAME	JOB_TITLE	PCT_FT	SENIOR_DT	C_ENTRY_DT	PAY_DESC
CICCARELLO, NICOLE ADELLE	INST ASST-CLASSROOM	37.50	09/15/10	09/15/10	ROGERS
TERZIS, SANDRA LYNN	INST ASST-CLASSROOM	43.75	10/18/10	10/18/10	MUIR
RIVERA, JENNIFER LIZETTE	INST ASST-CLASSROOM	43.75	10/25/10	10/25/10	MC KINLEY
KISSKALT, MICHAEL RICHARD	INST ASST-CLASSROOM	62.50	11/01/10	11/01/10	WEBSTER
OSAKI, BRENDA S	INST ASST-CLASSROOM	43.75	01/18/11	01/18/11	MC KINLEY
BUCCIONI, TASHA DIDIER	INST ASST-CLASSROOM	43.75	08/29/11	08/29/11	MC KINLEY
GERMAIN, KATHERINE EILEEN	INST ASST-CLASSROOM	37.50	08/29/11	08/29/11	ROGERS
HARTLEY, LOGAN MICHAEL	INST ASST-CLASSROOM	37.50	08/29/11	08/29/11	ROGERS
OLFERT, REBECCA JEAN	INST ASST-CLASSROOM	43.75	08/29/11	08/29/11	MC KINLEY
STOUT-MORAN, AMY LEAH	INST ASST-CLASSROOM	43.75	08/29/11	08/29/11	MUIR
SANTINO, SUSAN DAILY	INST ASST-CLASSROOM	37.50	12/01/11	12/01/11	SMASH
THOBE, JAMES GREGORY	INST ASST-CLASSROOM	47.00	01/04/12	01/04/12	FRANKLIN
OYENOKI, AIMEE JACQUELINE	INST ASST-CLASSROOM	43.75	02/06/12	02/06/12	MC KINLEY
TATE, ALIA MAGGIO	INST ASST-CLASSROOM	25.00	02/06/12	02/06/12	WEBSTER
KAMRANY,LISA MALOUS	INST ASST-CLASSROOM	25.00	02/27/12	02/27/12	MC KINLEY
BAZOUZI-PALMER, ROULA	INST ASST-CLASSROOM	37.50	03/12/12	03/12/12	ROGERS
FARLEY, BARBARA JEAN	INST ASST-CLASSROOM	45.00	03/12/12	03/12/12	FRANKLIN
ALVAREZ, JENNIFER ANN	INST ASST-CLASSROOM	37.50	03/13/12	03/13/12	ROOSEVELT
BURKETT, DEENA	INST ASST-CLASSROOM	62.50	04/16/12	04/16/12	OLYMPIC

Date Ran 05/18/12 Time Ran 12:57:32 Data as of 05/18/12

NAME JOB\_TITLE PCT\_FT SENIOR\_DT C\_ENTRY\_DT PAY\_DESC

JOB\_TITLE (INST ASST-CLASSROOM) 76 Record(s) 3343.26

76 EMPLOYEE(S)

NAME	JOB_TITLE	PCT_FT	SENIOR_DT	C_ENTRY_DT	PAY_DESC
MULLEN, RUSSELL L.	INST ASST-MUSIC	25.00	05/09/94	09/04/97	LINCOLN
SATO, NAOMI	INST ASST-MUSIC	37.50	02/04/03	02/04/03	SAMOHI
REICHENTHAL, SARAH ELIZABETH	INST ASST-MUSIC	31.25	10/04/04	10/04/04	MALIBU
KLENK, HEATHER D	INST ASST-MUSIC	37.50	10/10/07	10/10/07	LINCOLN
RUDDY, COLLEEN	INST ASST-MUSIC	37.50	11/15/10	11/15/10	LINCOLN
GARNREITER, SEAN	INST ASST-MUSIC	50.00	11/15/11	11/15/11	ADAMS
BARNETT, JULIA MICHELLE C	INST ASST-MUSIC	37.50	01/09/12	01/09/12	SAMOHI

JOB\_TITLE (INST ASST-MUSIC) 7 Record(s)

256.25

<sup>7</sup> EMPLOYEE(S)

<sup>7</sup> RECORD(S)

NAME	JOB_TITLE	PCT_FT	SENIOR_DT	C_ENTRY_DT	PAY_DESC
CANNON, KERMIT	INSTR ASST-PHYS ED	100.00	09/20/93	09/20/93	SAMOHI
BARRON-REMIGIO, JOSE	INSTR ASST-PHYS ED	40.62	05/24/94	05/24/94	EDISON
RICHARDSON, MELVIN	INSTR ASST-PHYS ED	87.50	10/08/01	09/06/04	ADAMS
GUTIERREZ, ADRIANA F	INSTR ASST-PHYS ED	37.50	09/05/06	09/05/06	MC KINLEY
PRICE, QUENTIN PRESCOTT	INSTR ASST-PHYS ED	75.00	09/05/06	09/05/06	LINCOLN
HUMPHREY, REGENCE	INSTR ASST-PHYS ED	75.00	04/12/99	01/10/07	MALIBU
HOWARD, LATEEF KAMAL L.	INSTR ASST-PHYS ED	50.00	04/29/09	04/29/09	SAMOHI
AGUILAR, JACQUELINE YESENIA	INSTR ASST-PHYS ED	46.87	09/08/09	09/08/09	FRANKLIN
VASQUEZ, ANGEL	INSTR ASST-PHYS ED	50.00	09/08/09	09/08/09	GRANT
DAVIS, MYCHAL NICHOLAS.	INSTR ASST-PHYS ED	50.00	12/08/09	12/08/09	ROGERS
ROMERO, FREDY J.	INSTR ASST-PHYS ED	50.00	12/17/09	12/17/09	CABRILLO
GOUDEAU, TAJANIEACE L	INSTR ASST-PHYS ED	75.00	10/18/10	10/18/10	SAMOHI
MARTINEZ, MAISHA LIZETH.	INSTR ASST-PHYS ED	40.62	10/03/11	10/03/11	FRANKLIN
WILKINSON, GREGORY CLAIBORNE	INSTR ASST-PHYS ED	25.00	11/07/11	11/07/11	WEBSTER
COLE, VICTOR LAMONT	INSTR ASST-PHYS ED	40.63	12/01/11	12/01/11	FRANKLIN
LARDO, MICHAEL JOEL	INSTR ASST-PHYS ED	75.00		03/05/12	ROOSEVELT

JOB\_TITLE (INSTR ASST-PHYS ED) 16 Record(s)

918.74

Date Ran 05/18/12 Time Ran 13:21:11 Data as of 05/18/12

NAME JOB\_TITLE PCT\_FT SENIOR\_DT C\_ENTRY\_DT PAY\_DESC

HENDERSON, JACOB J. I/A SIGN LANG INTERPRETER 75.00 10/07/10 10/07/10 SPECIAL EDUCATION

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JOB\_TITLE (I/A SIGN LANG INTERPRETER) 1 Record(s)

75.00

1 EMPLOYEE(S)

NAME	JOB_TITLE	PCT_FT	SENIOR_DT	C_ENTRY_DT	PAY_DESC
DURBIN, MURIEL C	INST ASST-SPECIAL ED	75.00	11/01/75	09/15/77	SAMOHI
CUSTODIO, THELMA	INST ASST-SPECIAL ED	75.00	03/02/83	03/02/83	SAMOHI
DO, THU HONG	INST ASST-SPECIAL ED	75.00	10/01/86	10/01/86	SAMOHI
BILOTTI, ALFRED SCOTT	INST ASST-SPECIAL ED	75.00	04/05/84	02/09/87	MALIBU
KAHALEUAHI, JOAN MARIE	INST ASST-SPECIAL ED	75.00	01/04/88	01/04/88	LINCOLN
PALKOVIC, DIANE	INST ASST-SPECIAL ED	75.00	05/18/88	05/18/88	OLYMPIC
ELLIOTT, EUGENE	INST ASST-SPECIAL ED	75.00	09/10/91	09/10/91	ROOSEVELT
JOHNSON, IRA	INST ASST-SPECIAL ED	75.00	09/10/91	09/10/91	SAMOHI
MOLLMANN, IRENE	INST ASST-SPECIAL ED	75.00	03/29/93	03/29/93	SAMOHI
MULLEN, RUSSELL L.	INST ASST-SPECIAL ED	75.00	05/09/94	05/09/94	LINCOLN
BADLISSI,MARY	INST ASST-SPECIAL ED	75.00	11/30/94	11/30/94	SAMOHI
BOSTON, KIMBERLY A	INST ASST-SPECIAL ED	43.75	01/06/97	01/06/97	MC KINLEY
JOHNSON, KERRI D.	INST ASST-SPECIAL ED	75.00	03/17/97	03/17/97	LINCOLN
DURST, PEGGY	INST ASST-SPECIAL ED	75.00	09/22/97	09/22/97	SAMOHI
GOULD, TRAVIS	INST ASST-SPECIAL ED	75.00	01/05/98	01/05/98	SAMOHI
GIAGNI, PAMELA MITCHELL	INST ASST-SPECIAL ED	75.00	08/31/98	08/31/98	MUIR
LOZA, ADELSA	INST ASST-SPECIAL ED	75.00	08/31/98	09/01/98	LINCOLN
GERGIS, SOHAIR	INST ASST-SPECIAL ED	75.00	02/11/99	02/11/99	MC KINLEY
VARGAS, CYNTHIA	INST ASST-SPECIAL ED	75.00	03/08/99	03/08/99	MC KINLEY

NAME	JOB_TITLE	PCT_FT	SENIOR_DT	C_ENTRY_DT	PAY_DESC
ACEVES, CINDY	INST ASST-SPECIAL ED	75.00	03/15/99	03/15/99	FRANKLIN
MEDELLIN, DIANA MARIE	INST ASST-SPECIAL ED	75.00	10/27/97	11/04/99	LINCOLN
MALIK, KIRAN	INST ASST-SPECIAL ED	75.00	11/15/99	11/15/99	FRANKLIN
WORTHINGTON, JAMIE	INST ASST-SPECIAL ED	75.00	11/18/97	12/01/99	MUIR
NEWMAN, PASLEY	INST ASST-SPECIAL ED	81.25	02/14/00	02/14/00	SAMOHI
BROOKS, LATRICIA	INST ASST-SPECIAL ED	75.00	02/28/00	02/28/00	ROOSEVELT
MARZULLI, MARGARET	INST ASST-SPECIAL ED	75.00	03/08/99	03/23/00	CABRILLO
MARTINEZ, MELINDA DEBRA	INST ASST-SPECIAL ED	75.00	05/01/00	05/01/00	ROOSEVELT
FLORES, ARDIS DEANNE	INST ASST-SPECIAL ED	75.00	09/11/00	09/11/00	GRANT
GRAY, CARLOS	INST ASST-SPECIAL ED	75.00	10/05/00	10/05/00	MALIBU
TORRES, VICTOR	INST ASST-SPECIAL ED	75.00	10/16/00	10/16/00	GRANT
ZIBAHALAT,HAIDE MEDHAT	INST ASST-SPECIAL ED	75.00	02/02/99	11/06/00	FRANKLIN
SANTIAGO, GUILLERMO	INST ASST-SPECIAL ED	75.00	02/12/01	02/12/01	ROOSEVELT
RIDLEY, LATRESSE	INST ASST-SPECIAL ED	62.50	09/04/01	09/04/01	ROOSEVELT
GRIFFIS, CRYSTAL ELAINE	INST ASST-SPECIAL ED	75.00	09/05/01	09/05/01	SAMOHI
MCKEEVER, MARISSA DEANN	INST ASST-SPECIAL ED	75.00	11/05/01	11/05/01	ADAMS
MOORE, TERENCE	INST ASST-SPECIAL ED	75.00	11/05/01	11/05/01	MALIBU
FRIEDENBERG, MINDY JO	INST ASST-SPECIAL ED	75.00	09/04/01	01/14/02	LINCOLN
JIMENEZ, OSVALDO	INST ASST-SPECIAL ED	75.00	03/01/02	03/01/02	GRANT

NAME	JOB_TITLE	PCT_FT	SENIOR_DT	C_ENTRY_DT	PAY_DESC
CAPITANO, CAROL ANNETTE	INST ASST-SPECIAL ED	75.00	04/20/98	04/08/02	SAMOHI
COOPER, CAROLE L	INST ASST-SPECIAL ED	75.00	04/01/81	09/03/02	MC KINLEY
FLORES, MARTHA M	INST ASST-SPECIAL ED	75.00	10/12/81	09/03/02	ADAMS
HENDLER, NANETTE L	INST ASST-SPECIAL ED	75.00	09/03/02	09/03/02	MUIR
MARTINEZ, KIM	INST ASST-SPECIAL ED	62.50	09/03/02	09/03/02	ROOSEVELT
WALKER, CHRISTINE MARY	INST ASST-SPECIAL ED	75.00	09/03/02	09/03/02	MALIBU
PADILLA, GLORIA	INST ASST-SPECIAL ED	75.00	11/01/97	10/28/02	ROGERS
DELGADO, EDUARDO	INST ASST-SPECIAL ED	75.00	11/29/02	11/29/02	MALIBU
RATLIFF-WOODS, SHELEITA JANA	INST ASST-SPECIAL ED	75.00	02/27/03	02/27/03	GRANT
BURNHAM, REXANNE LEE	INST ASST-SPECIAL ED	75.00	02/04/02	03/20/03	GRANT
SYMONS, ALYSON LOUISE	INST ASST-SPECIAL ED	75.00	06/10/03	06/10/03	ROOSEVELT
ADAMS, MELISSA S	INST ASST-SPECIAL ED	75.00	09/02/03	09/02/03	WEBSTER
BIGLOW, LAURIE ANN	INST ASST-SPECIAL ED	75.00	10/02/03	10/02/03	MALIBU
FLORES, ANA MARCELA	INST ASST-SPECIAL ED	75.00	04/16/04	04/16/04	OLYMPIC
AJNASSIAN, CARRIE WIENER	INST ASST-SPECIAL ED	75.00	01/18/05	01/18/05	LINCOLN
BUENDIA, CAROLINA	INST ASST-SPECIAL ED	75.00	01/14/03	02/07/05	MC KINLEY
APONTE, NOELLE E	INST ASST-SPECIAL ED	75.00	03/01/05	03/01/05	MUIR
MIRABAL, JESSICA M	INST ASST-SPECIAL ED	75.00	09/06/05	09/06/05	ADAMS
NELLI, MARIA ANTONIA	INST ASST-SPECIAL ED	75.00	04/08/02	09/06/05	SAMOHI

NAME	JOB_TITLE	PCT_FT	SENIOR_DT	C_ENTRY_DT	PAY_DESC
SCHLIERMAN, CHERIE E.	INST ASST-SPECIAL ED	75.00	09/06/05	09/06/05	MUIR
WATSON, NATASHA MULLER	INST ASST-SPECIAL ED	56.25	09/06/05	09/06/05	CDS-LINCOLN PRESCHOL
WATTS, ANNE L	INST ASST-SPECIAL ED	75.00	12/01/05	12/01/05	ADAMS
ANDERSON, AMANDA JOAN	INST ASST-SPECIAL ED	62.50	12/05/05	12/05/05	ADAMS
PETERSON, INGRID R	INST ASST-SPECIAL ED	75.00	01/26/06	01/26/06	MALIBU
SANTIAGO, LAUREN	INST ASST-SPECIAL ED	75.00	02/27/06	02/27/06	MC KINLEY
NEYLAN, SUZANNE MARY	INST ASST-SPECIAL ED	62.50	04/24/06	04/24/06	SAMOHI
BARNETT, JOYCE J	INST ASST-SPECIAL ED	87.50	09/05/06	09/05/06	MALIBU
CASILLAS, ALFREDO	INST ASST-SPECIAL ED	75.00	09/06/06	09/06/06	SAMOHI
KRAMER, QUINTON R	INST ASST-SPECIAL ED	75.00	09/14/06	09/14/06	MALIBU
FORD,M C	INST ASST-SPECIAL ED	75.00	10/02/06	10/02/06	SAMOHI
SMITH, JILL ELIZABETH	INST ASST-SPECIAL ED	81.25	11/13/06	11/13/06	MALIBU
MALKOUN, MIRNA EL-BEAINI	INST ASST-SPECIAL ED	75.00	11/15/06	11/15/06	FRANKLIN
SMITH, SABRINA MARCIA	INST ASST-SPECIAL ED	75.00	11/15/06	11/15/06	SAMOHI
BELT, JIMMY EARL	INST ASST-SPECIAL ED	75.00	02/12/07	02/12/07	SAMOHI
CARY, WENDY LORRAINE	INST ASST-SPECIAL ED	75.00	09/04/07	09/04/07	MALIBU
CORNELL, CONSTANCE ANN	INST ASST-SPECIAL ED	75.00	01/27/03	09/04/07	SAMOHI
KEMNA GONZALES, GABRIELLE MARIE	INST ASST-SPECIAL ED .	56.25	09/04/07	09/04/07	GRANT
LO GRECO, VINCENT JAMES	INST ASST-SPECIAL ED	75.00	09/04/07	09/04/07	SAMOHI

NAME	JOB_TITLE	PCT_FT	SENIOR_DT	C_ENTRY_DT	PAY_DESC
MARTINEZ, ISABEL ELENA	INST ASST-SPECIAL ED	56.25	09/04/07	09/04/07	FRANKLIN
MESROBIAN, KRIKOR VAGO	INST ASST-SPECIAL ED	75.00	09/04/07	09/04/07	FRANKLIN
SCHMIDT, PHILLIP JULIAN	INST ASST-SPECIAL ED	75.00	10/29/07	10/29/07	FRANKLIN
BROTMAN, ESTHER P	INST ASST-SPECIAL ED	56.25	12/17/07	12/17/07	FRANKLIN
REUTHER, THERESA DIANE	INST ASST-SPECIAL ED	75.00	02/22/08	02/22/08	SAMOHI
QUINTANILLA, ALBERT M	INST ASST-SPECIAL ED	75.00	03/06/08	03/06/08	MALIBU
DOTY, JOEL M	INST ASST-SPECIAL ED	75.00	04/01/08	04/01/08	MC KINLEY
LUBER, LINDA JEAN	INST ASST-SPECIAL ED	56.25	04/01/08	04/01/08	CDS-LINCOLN PRESCHOL
KINSEY, NANCY FINK	INST ASST-SPECIAL ED	75.00	04/07/08	04/07/08	ROOSEVELT
HERNANDEZ JR, STEVEN LAWRENCE	INST ASST-SPECIAL ED	81.25	08/29/08	08/29/08	FISCAL SERVICES
HILLS, KEVIN RAYMOND	INST ASST-SPECIAL ED	75.00	08/29/08	08/29/08	SAMOHI
KIDWELL, LACHELL DENE	INST ASST-SPECIAL ED	62.50	08/29/08	08/29/08	OLYMPIC
PURSER, JESSICA ANNE	INST ASST-SPECIAL ED	43.75	08/29/08	08/29/08	CDS-LINCOLN PRESCHOL
RODRIGUEZ, SARA BEATRIZ	INST ASST-SPECIAL ED	75.00	11/30/98	09/22/08	ROGERS
HARTLEY, DANA GAIL	INST ASST-SPECIAL ED	75.00	10/20/08	10/20/08	POINT DUME
PAZ,TREVOR MICHAEL	INST ASST-SPECIAL ED	75.00	11/03/08	11/03/08	MALIBU
BROWN, SARAH K	INST ASST-SPECIAL ED	75.00	01/08/09	01/08/09	SAMOHI
PUTT, MARISA	INST ASST-SPECIAL ED	75.00	01/14/09	01/14/09	ROOSEVELT
MARROQUIN, ROBERTO CARLOS	INST ASST-SPECIAL ED	75.00	02/17/09	02/17/09	MC KINLEY

NAME	JOB_TITLE	PCT_FT	SENIOR_DT	C_ENTRY_DT	PAY_DESC
BENJAMIN, JACQUITA	INST ASST-SPECIAL ED	75.00	02/23/09	02/23/09	LINCOLN
BREWER, ARIANA CHARLENE	INST ASST-SPECIAL ED	62.50	03/19/09	03/19/09	ROOSEVELT
CLAUNCH, EBONI S.	INST ASST-SPECIAL ED	75.00	04/02/09	04/02/09	ROGERS
WARMINGTON, BRIGITTE MONIQUE	INST ASST-SPECIAL ED	75.00	09/08/09	09/08/09	WEBSTER
MOCK, CHRISTOPHER BRANDON	INST ASST-SPECIAL ED	75.00	04/01/08	09/29/09	WEBSTER
FULLER, TERRY ELLEN	INST ASST-SPECIAL ED	75.00	10/05/09	10/05/09	SAMOHI
ZHENG, JIN F	INST ASST-SPECIAL ED	75.00	10/15/09	10/15/09	SAMOHI
MCCABE, PETE JOSEPH	INST ASST-SPECIAL ED	75.00	10/21/09	10/21/09	SAMOHI
YEH, WENDY WENTZU	INST ASST-SPECIAL ED	75.00	04/28/08	11/02/09	MUIR
GRIEGO, NICHOLAS FERNANDO	INST ASST-SPECIAL ED	56.25	11/19/09	11/19/09	POINT DUME
JENSON, DIANE	INST ASST-SPECIAL ED	62.50	11/23/09	11/23/09	ADAMS
VALENZUELA, LAUREL PAIGE A	INST ASST-SPECIAL ED	56.25	02/08/10	02/08/10	POINT DUME
THOMAS, WILLIAM	INST ASST-SPECIAL ED	85.00	02/26/10	02/26/10	MALIBU
LOZA, NANCY M	INST ASST-SPECIAL ED	75.00	05/14/09	03/03/10	SAMOHI
JACKSON, NISHA	INST ASST-SPECIAL ED	75.00	03/08/10	03/08/10	LINCOLN
KARELS, KLOIE B	INST ASST-SPECIAL ED	75.00	10/08/10	10/08/10	FRANKLIN
SHOEMAKER, DEIRDRE FISHER	INST ASST-SPECIAL ED	75.00	10/11/10	10/11/10	MALIBU
ABDEL MALAK, MARIAM S	INST ASST-SPECIAL ED	56.25	11/15/10	11/15/10	FRANKLIN
LANGLEY, BHAKTI GABRIELLE	INST ASST-SPECIAL ED	75.00	12/01/10	12/01/10	MALIBU

NAME	JOB_TITLE	PCT_FT	SENIOR_DT	C_ENTRY_DT	PAY_DESC
MEKARI, NEVEN	INST ASST-SPECIAL ED	75.00	01/18/11	01/18/11	FRANKLIN
MILLER, RONALD H	INST ASST-SPECIAL ED	75.00	04/25/11	04/25/11	ADAMS
MIKHAIL, CHRISTINE I	INST ASST-SPECIAL ED	75.00	08/29/11	08/29/11	ROGERS
IVERSON, OCEA LEI	INST ASST-SPECIAL ED	75.00	11/21/11	11/21/11	ROOSEVELT
FUNDERBURK, ROSEMARY	INST ASST-SPECIAL ED	62.50	12/05/11	12/05/11	WEBSTER
LLOSA, SILVIA	INST ASST-SPECIAL ED	62.50	08/29/08	12/07/11	EDISON
CHEVALIER, CRISPIN D	INST ASST-SPECIAL ED	75.00	12/12/11	12/12/11	CABRILLO
KING, ANTHONY F	INST ASST-SPECIAL ED	75.00	01/04/12	01/04/12	CABRILLO
GARCIA, MAYRA RAQUEL	INST ASST-SPECIAL ED	75.00	01/03/11	01/11/12	SAMOHI
RUBIN, HOBE SIMON	INST ASST-SPECIAL ED	75.00	01/12/12	01/12/12	SAMOHI
CAPITANO, ANGELA LEE	INST ASST-SPECIAL ED	62.50	01/17/12	01/17/12	ADAMS
GONZALEZ, APRIL	INST ASST-SPECIAL ED	62.50	01/30/12	01/30/12	OLYMPIC
HOFLAND, KERI LYN	INST ASST-SPECIAL ED	75.00	01/30/12	01/30/12	LINCÓLN
MAYER, KATHERINE W	INST ASST-SPECIAL ED	75.00	01/30/12	01/30/12	POINT DUME
THOMAS, CRAIG JOSEPH	INST ASST-SPECIAL ED	75.00	01/30/12	01/30/12	OLYMPIC
HOWARD, LESLIE M	INST ASST-SPECIAL ED	75.00	02/21/12	02/21/12	WEBSTER
ESCOBAR, LILIAN	INST ASST-SPECIAL ED	56.25	03/12/12	03/12/12	MC KINLEY
VILLA, YOANA ELIZABETH	INST ASST-SPECIAL ED	56.25	03/12/12	03/12/12	GRANT
DRAYTON, BRANDON L	INST ASST-SPECIAL ED	75.00	04/16/12	04/16/12	MC KINLEY

Date Ran 05/18/12 Time Ran 13:21:49 Data as of 05/18/12

NAME	JOB_TITLE	PCT_FT	SENIOR_DT	C_ENTRY_DT	PAY_DESC
MONTOYA, GERALD	INST ASST-SPECIAL ED	75.00	04/16/12	04/16/12	ROOSEVELT
PARRA, YVETTE M	INST ASST-SPECIAL ED	75.00	04/16/12	04/16/12	ROOSEVELT
REID, SHUNTORIA LYNTRISA	INST ASST-SPECIAL ED	75.00	09/04/01	04/16/12	LINCOLN
SAUGSTAD, AMANDA JESSICA	INST ASST-SPECIAL ED	50.00	04/23/12	04/23/12	SAMOHI
JOB_TITLE (INST ASST-SPECIAL E	D) 137 Record(s)	9903	.75		

137 EMPLOYEE(S)

137 RECORD(S)

seniority report

Date Ran 05/18/12 Time Ran 13:22:18 Data as of 05/18/12

NAME JOB\_TITLE PCT\_FT SENIOR\_DT C\_ENTRY\_DT PAY\_DESC
SHAFIEY, MAHVASH JOB\_DEVELOPMNT/PLACE\_SPEC 37.50 06/01/04 06/01/04 SAMOHI

.

JOB\_TITLE (JOB DEVELOPMNT/PLACE SPEC) 1 Record(s)

37.50

1 EMPLOYEE(S)

Date Ran 05/18/12 Time Ran 13:22:47 Data as of 05/18/12

NAME	JOB_TITLE	PCT_FT	SENIOR_DT	C_ENTRY_DT	PAY_DESC	
GALVAN, HUGO	LABORATORY TECHNICIAN	75.00	11/01/07	11/01/07	SAMOHI	
ROBERTS, MICHAEL L	LABORATORY TECHNICIAN	75.00	02/14/11	02/14/11	MALIBU	
JOB_TITLE (LABORATORY TECHNICI	AN) 2 Record(s)	150	.00			

- 2 EMPLOYEE(S)
- 2 RECORD(S)

Date Ran 05/18/12 Time Ran 13:53:28 Data as of 05/18/12

NAME JOB\_TITLE PCT\_FT SENIOR\_DT C\_ENTRY\_DT PAY\_DESC

MARTINEZ, EMILIO JOSE LEAD VEH & EQUIP MECHANIC 100.00 09/07/99 09/07/99 TRANSPORTATION

JOB TITLE (LEAD VEH & EQUIP MECHANIC) 1 Record(s)

100.00

1 EMPLOYEE(S)

NAME	JOB_TITLE	PCT_FT	SENIOR_DT	C_ENTRY_DT	PAY_DESC
PEAK, DENISE	LIBRARY ASSISTANT I	100.00	09/05/00	00/00/00	MALIBU
CRAWFORD, CYNTHIA	LIBRARY ASSISTANT I	100.00	06/01/89	08/03/89	ADAMS
LEAVITT, LYNN HOLMES	LIBRARY ASSISTANT I	75.00	02/16/11	02/16/11	LINCOLN
JOB_TITLE (LIBRARY ASSISTANT I	) 3 Record(s)	275	.00		

<sup>3</sup> EMPLOYEE(S)

<sup>3</sup> RECORD(S)

NAME JOB\_TITLE PCT\_FT SENIOR\_DT C\_ENTRY\_DT PAY\_DESC

PRICE, LOHREN LIBRARY ASSISTANT II 100.00 11/22/99 02/02/04 SAMOHI

JOB\_TITLE (LIBRARY ASSISTANT II) 1 Record(s)

100.00

1 EMPLOYEE(S)

Date Ran 05/18/12 Time Ran 13:56:09 Data as of 05/18/12

NAME

DOB\_TITLE

LIC. VOCATIONAL NURSE

100.00

08/23/11

08/23/11

SAMOHI

JOB\_TITLE (LIC. VOCATIONAL NURSE) 1 Record(s)

100.00

1 EMPLOYEE(S)

Date Ran 05/18/12 Time Ran 13:56:35 Data as of 05/18/12

NAME JOB\_TITLE PCT\_FT SENIOR\_DT C\_ENTRY\_DT PAY\_DESC

HERRERA, ZENON CESAR LOCKSMITH 100.00 06/01/06 12/13/10 MAINTENANCE

JOB\_TITLE (LOCKSMITH) 1 Record(s) 100.00

1 EMPLOYEE(S)

NAME JOB\_TITLE PCT\_FT SENIOR\_DT C\_ENTRY\_DT PAY\_DESC

KOVACH, KEITH D MAINTENANCE SUPERVISOR 100.00 11/08/10 11/08/10 MAINTENANCE

JOB TITLE (MAINTENANCE SUPERVISOR) 1 Record(s)

100.00

1 EMPLOYEE(S)

Date Ran 05/18/12 Time Ran 13:57:35 Data as of 05/18/12

NAME JOB\_TITLE PCT\_FT SENIOR\_DT C\_ENTRY\_DT PAY\_DESC

KAMIBAYASHI, TERRY N. MGR. MAINT & CONSTRUCTION 100.00 03/03/97 02/19/09 BUSINESS SERVICES

JOB\_TITLE (MGR. MAINT & CONSTRUCTION) 1 Record(s)

100.00

1 EMPLOYEE(S)

Date Ran 05/18/12 Time Ran 13:58:05 Data as of 05/18/12

NAME JOB\_TITLE PCT\_FT SENIOR\_DT C ENTRY\_DT PAY\_DESC

VENABLE, TERANCE TERRELL MGR BUILDING/GROUNDS OPS 100.00 08/25/09 08/25/09 BUSINESS SERVICES

JOB\_TITLE (MGR BUILDING/GROUNDS OPS) 1 Record(s)

100.00

1 EMPLOYEE(S)

NAME	JOB_TITLE	PCT_FT	SENIOR_DT	C_ENTRY_DT	PAY_DESC
WISHART, WILLIAM	MEDIA SERVICE COORDINATOR	100.00	06/14/90	07/01/02	SAMOHI
CORNISH, GLEN JOSEPH.	MEDIA SERVICE COORDINATOR	50.00	10/11/10	10/11/10	ED SERVICES
JOB_TITLE (MEDIA SERVICE COORI	DINATOR) 2 Record(s)	150	0.00		

<sup>2</sup> EMPLOYEE(S)

<sup>2</sup> RECORD(S)

Date Ran 05/18/12 Time Ran 14:00:28 Data as of 05/18/12

NAME

JOB\_TITLE

PCT\_FT SENIOR\_DT C\_ENTRY\_DT PAY\_DESC

FORD, SPIKES D.

METAL WORKER

100.00 07/01/86 07/01/09

MAINTENANCE

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JOB\_TITLE (METAL WORKER) 1 Record(s)

100.00

1 EMPLOYEE(S)

Date Ran 05/18/12 Time Ran 14:02:12 Data as of 05/18/12

NAME	JOB_TITLE	PCT_FT	SENIOR_DT	C_ENTRY_DT	PAY_DESC
CASTILLO, JOHN FRANCISCO	NETWORK ENGINEER	100.00	03/19/08	03/19/08	INFORMATION SERVICES
MARMOLEJO, DAVID ALBERT	NETWORK ENGINEER	100.00	07/01/06	02/08/10	INFORMATION SERVICES
				<b></b>	
JOB_TITLE (NETWORK ENGINEER) 2	Record(s)	200	.00		

<sup>2</sup> EMPLOYEE(S)

<sup>2</sup> RECORD(S)

Date Ran 05/18/12 Time Ran 14:04:34 Data as of 05/18/12

NAME	JOB_TITLE	PCT_FT SENIOR	C_ENTRY_DT	PAY_DESC
MARTINO, JESICA JEAN	OCCUPATIONAL THERAPIST	100.00 09/02	/05 09/02/05	SPECIAL EDUCATION
SMITH, ANGELIQUE JANEAN	OCCUPATIONAL THERAPIST	100.00 12/02,	/05 12/02/05	SPECIAL EDUCATION
RIEDMILLER, JILL	OCCUPATIONAL THERAPIST	100.00 10/30,	/06 10/30/06	SPECIAL EDUCATION
HARPER, ERIN L.	OCCUPATIONAL THERAPIST	100.00 09/08/	/09 .09/08/09	SPECIAL EDUCATION
MORGAN, JENNIFER LYNN	OCCUPATIONAL THERAPIST	100.00 09/08/	/09 09/08/09	SPECIAL EDUCATION
OCKNER, SARI ELIZABETH	OCCUPATIONAL THERAPIST	100.00 10/16,	/09 10/16/09	SPECIAL EDUCATION
FISHER, CAROLINE MARY	OCCUPATIONAL THERAPIST	100.00 09/28/	/10 09/27/10	SPECIAL EDUCATION
KIM, JEONG MI	OCCUPATIONAL THERAPIST	100.00 10/13,	<b>/</b> 10 10/13/10	SPECIAL EDUCATION

JOB\_TITLE (OCCUPATIONAL THERAPIST) 8 Record(s)

800.00

<sup>8</sup> EMPLOYEE(S)

<sup>8</sup> RECORD(S)

NAME	JOB_TITLE	PCT_FT	SENIOR_DT	C_ENTRY_DT	PAY_DESC
GONZALEZ, OFELIA	OFFICE SPECIALIST	100.00	10/27/92	10/27/92	SAMOHI
LA BRIE, MARILYN	OFFICE SPECIALIST	75.00	10/10/00	10/10/00	GRANT
LAIRD, ROSEMARY	OFFICE SPECIALIST	100.00	05/14/07	05/14/07	HUMAN RESOURCES
SAUCEDO, OLGA LIDIA	OFFICE SPECIALIST	80.00	05/14/07	05/14/07	ADULT EDUCATION
MILLER, KAREN ANN	OFFICE SPECIALIST	100.00	09/12/05	10/03/08	ED SERVICES
JOB_TITLE (OFFICE SPECIALIST)	5 Record(s)	455	5.00		

<sup>5</sup> EMPLOYEE(S)

<sup>5</sup> RECORD(S)

Date Ran 05/18/12 Time Ran 14:06:26 Data as of 05/18/12

NAMEJOB\_TITLEPCT\_FTSENIOR\_DTC\_ENTRY\_DTPAY\_DESCFORD, RONALDPAINTER100.0011/11/8602/01/99MAINTENANCE

JOB\_TITLE (PAINTER) 1 Record(s)

100.00

1 EMPLOYEE(S)

Date Ran 05/18/12 Time Ran 14:07:14 Data as of 05/18/12

NAME JOB\_TITLE PCT\_FT SENIOR\_DT C\_ENTRY\_DT PAY\_DESC

PERRY, STEPHANIE R PERSONNEL ANALYST 100.00 01/09/06 01/09/06 PERSONNEL COMMISSION

JOB\_TITLE (PERSONNEL ANALYST) 1 Record(s)

100.00

1 EMPLOYEE(S)

Date Ran 05/18/12 Time Ran 14:08:47 Data as of 05/18/12

NAME	JOB_TITLE	;	PCT_FT	SENIOR_DT	C_ENTRY_DT	PAY_DESC
GONZALEZ, SIMONA	PHYSICAL ACTIVITIES S	PEC	75.00	01/06/97	08/28/00	ROOSEVELT
UTO, RIKA	PHYSICAL ACTIVITIES S	PEC	75.00	09/08/92	01/08/02	GRANT
JONES JR, MELVIN JAMES	PHYSICAL ACTIVITIES S	PEC	62.50	09/05/06	09/05/06	CABRILLO
MUSHIN, RYAN WALLACE	PHYSICAL ACTIVITIES S	PEC	75.00	12/01/06	12/01/06	ROGERS
OYENOKI, DANIEL PABLO	PHYSICAL ACTIVITIES S	PEC	75.00	09/04/07	09/04/07	MC KINLEY
MORALES, LOUIS A	PHYSICAL ACTIVITIES S	PEC	75.00	10/15/07	10/15/07	EDISON
ST CLAIRE, REGINALD EUGENE	PHYSICAL ACTIVITIES S	PEC	75.00	08/29/08	08/29/08	MUIR
ADAMS, DARYL SHERMAN	PHYSICAL ACTIVITIES S	PEC	75.00	09/04/07	12/15/08	WEBSTER
MURPHY, TONY MARTEL	PHYSICAL ACTIVITIES S	PEC	50.00	12/17/09	12/17/09	SMASH
KAHLE, PETER	PHYSICAL ACTIVITIES S	PEC	75.00	11/22/10	11/22/10	FRANKLIN
HOLMES, MICHAEL O.	PHYSICAL ACTIVITIES S	PEC	75.00	10/10/11	10/10/11	POINT DUME

JOB\_TITLE (PHYSICAL ACTIVITIES SPEC) 11 Record(s)

787.50

- 11 EMPLOYEE(S)
- 11 RECORD(S)

NAME	JOB_TITLE	PCT_FT	SENIOR_DT	C_ENTRY_DT	PAY_DESC
ROSENBAUM, JOYCE	PHYSICAL THERAPIST	100.00	09/21/09	09/21/09	SPECIAL EDUCATION
COWAN, LAUREN ERIN	PHYSICAL THERAPIST	100.00	12/08/11	12/08/11	SPECIAL EDUCATION
<u></u>					
JOB_TITLE (PHYSICAL THERAPIST)	2 Record(s)	200	.00		

<sup>2</sup> EMPLOYEE(S)

<sup>2</sup> RECORD(S)

Date Ran 05/18/12 Time Ran 14:09:36 Data as of 05/18/12

NAME	JOB_TITLE	PCT_FT	SENIOR_DT	C_ENTRY_DT	PAY_DESC
SUGARS, CURTIS W	PLANT SUPERVISOR	100.00	08/01/73	04/12/06	MAINTENANCE
FRAZIER, JEFFREY LAWRENCE	PLANT SUPERVISOR	100.00	11/22/10	11/22/10	OPERATIONS
				<b></b>	
JOB_TITLE (PLANT SUPERVISOR) 2	Record(s)	200	.00		

<sup>2</sup> EMPLOYEE(S)

<sup>2</sup> RECORD(S)

NAME	JOB_TITLE	PCT_FT	SENIOR_DT	C_ENTRY_DT	PAY_DESC
CUNNINGHAM, BRETT	PLUMBER	100.00	12/05/07	12/05/07	MAINTENANCE
CLINE, CHRISTOPHER JAMES.	PLUMBER	100.00	07/19/10	07/19/10	MAINTENANCE
		· 			
JOB_TITLE (PLUMBER) 2 Record(s)		200	.00	·	

<sup>2</sup> EMPLOYEE(S)

<sup>2</sup> RECORD(S)

NAME	JOB_TITLE	PCT_FT	SENIOR_DT	C_ENTRY_DT	PAY_DESC	
LAI, CHONG FAH	PRODUCTION KITCHEN COORD	100.00	01/02/90	09/04/01	FS/MALIBU	
GOMEZ, JOSE	PRODUCTION KITCHEN COORD	100.00	09/28/94	11/19/07	FS/SAMOHI	
					_ <u>:</u>	
JOB_TITLE (PRODUCTION KITCHEN	COORD) 2 Record(s)	. 200	.00			

<sup>2</sup> EMPLOYEE(S)

<sup>2</sup> RECORD(S)

Date Ran 05/18/12 Time Ran 14:19:15 Data as of 05/18/12

NAME JOB\_TITLE PCT\_FT SENIOR\_DT C\_ENTRY\_DT PAY\_DESC
HARRISON, REBEL R.O.P. COORDINATOR 100.00 10/31/69 07/01/92 SAMOHI

JOB\_TITLE (R.O.P. COORDINATOR) 1 Record(s) 100.00

1 EMPLOYEE(S)

Date Ran 05/18/12 Time Ran 14:19:55 Data as of 05/18/12

NAME JOB\_TITLE PCT\_FT SENIOR\_DT C\_ENTRY\_DT PAY\_DESC

CASILLAS, MOISES B REPROGRAPHICS OPERATOR 100.00 03/01/12 03/01/12 SAMOHI

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JOB\_TITLE (REPROGRAPHICS OPERATOR) 1 Record(s)

100.00

1 EMPLOYEE(S)

Date Ran 05/18/12 Time Ran 14:20:55 Data as of 05/18/12

NAME JOB\_TITLE PCT\_FT SENIOR\_DT C\_ENTRY\_DT PAY\_DESC

BROTMAN, MARY COTA-OCCUPATIONAL TRPY AS 100.00 10/10/05 10/10/05 SPECIAL EDUCATION

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JOB TITLE (COTA-OCCUPATIONAL TRPY AS) 1 Record(s)

100.00

1 EMPLOYEE(S)

NAME	JOB_TITLE	PCT_FT	SENIOR_DT	C_ENTRY_DT	PAY_DESC		
SERNA, MARIA J	SENIOR ADMIN ASSISTANT	100.00	03/01/02	03/01/02	FISCAL SERVICES		
SPRINGER, CAROLINE	SENIOR ADMIN ASSISTANT	100.00	04/28/03	06/01/05	SAMOHI		
GRAY FORD, NEDRA	SENIOR ADMIN ASSISTANT	100.00	10/01/99	07/18/05	MALIBU		
GOODWIN, SHERI LOU	SENIOR ADMIN ASSISTANT	100.00	01/06/97	10/31/06	SAMOHI		
SKOWLUND, CAROL L	SENIOR ADMIN ASSISTANT	100.00	10/01/99	01/22/07	ED SERVICES		
JOB_TITLE (SENIOR ADMIN ASSIST	PANT) 5 Record(s)	500	.00				
ANDERSEN, LISA ELAINE	SR.ADMIN ASST-(CONFIDENT)	100.00	08/01/94	07/01/97	HUMAN RESOURCES		
NGUYEN, KIM DUNG THI	SR.ADMIN ASST-(CONFIDENT)	100.00	11/15/10	11/15/10	BUSINESS SERVICES		

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<sup>7</sup> EMPLOYEE(S)

<sup>7</sup> RECORD(S)

Date Ran 05/18/12 Time Ran 14:26:11 Data as of 05/18/12

NAME JOB\_TITLE PCT\_FT SENIOR\_DT C\_ENTRY\_DT PAY\_DESC

BERUMEN, THEODORE SENIOR BUYER

100.00 02/14/12 02/14/12 PURCHASING/WAREHOUSE

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JOB\_TITLE (SENIOR BUYER) 1 Record(s)

100.00

1 EMPLOYEE(S)

NAME	JOB_TITLE	PCT_FT	SENIOR_DT	C_ENTRY_DT	PAY_DESC
KAMIBAYASHI, DIANA CORRINA	SR.OFFICE SPEC (CONFIDEN)	100.00	09/19/88	07/01/92	SUPERINTENDENT
JOB_TITLE (SR.OFFICE SPEC (C	ONFIDEN)) 1 Record(s)	100	0.00		
MENDOZA, DINA M	SR.OFFICE SPECIALIST	100.00	02/01/88	02/01/88	SAMOHI
MORGAN, LAURIE	SR.OFFICE SPECIALIST	100.00	09/20/82	09/07/88	MALIBU
FAIRCHILD, KATHLEEN M	SR.OFFICE SPECIALIST	100.00	04/01/74	07/01/92	SAMOHI
GONZALEZ, TERESA	SR.OFFICE SPECIALIST	100.00	09/18/89	07/01/92	LINCOLN
MESTERHAZY, YVONNE	SR.OFFICE SPECIALIST	100.00	09/10/90	07/01/92	MALIBU
PRECIADO, IRIS	SR.OFFICE SPECIALIST	100.00	10/10/88	07/01/92	EDISON
ROSE, PAMELA J.	SR.OFFICE SPECIALIST	62.50	02/24/92	07/01/92	CABRILLO
SMITH, MARY A.	SR.OFFICE SPECIALIST	100.00	09/18/89	07/01/92	GRANT
SNYDER, BARBARA F.	SR.OFFICE SPECIALIST	100 00	09/22/94	11/03/95	CDS-BUSINESS OFFICE
SHIDDIN DANDARG I.	SK.OITION SINGIANISI	100.00	03/22/34	11,03,33	CDS BOSINESS CITICE
MARTIN, LORENA	SR.OFFICE SPECIALIST	87.50	12/15/92	08/01/96	ADULT EDUCATION
JOHNSTON, CINDY	SR.OFFICE SPECIALIST	50.00	04/28/95	09/01/96	PERSONNEL COMMISSION
RADFORD, KAREN	SR.OFFICE SPECIALIST	100.00	12/02/96	12/02/96	SAMOHI
LEE, SHARON MARIE	SR.OFFICE SPECIALIST	100.00	08/01/97	08/01/97	CDS-BUSINESS OFFICE
MESROBIAN, VARSO	SR.OFFICE SPECIALIST	100.00	09/26/94	08/27/97	FRANKLIN
PADDOCK, LORI	SR.OFFICE SPECIALIST	100.00	10/20/97	10/20/97	LINCOLN

NAME	JOB_TITLE	PCT_FT	SENIOR_DT	C_ENTRY_DT	PAY_DESC
`OLMOS,MARIA D.	SR.OFFICE SPECIALIST	100.00	10/26/93	12/03/97	ROGERS
STRAHN, YVONNE PATTEN	SR.OFFICE SPECIALIST	100.00	12/16/96	01/12/98	SAMOHI
FARGNOLI, CATHY	SR.OFFICE SPECIALIST	100.00	08/08/98	08/08/98	SAMOHI
OYENOKI, ELIZABETH	SR.OFFICE SPECIALIST	100.00	10/01/98	10/01/98	MC KINLEY
FLORES, MARIA ESTELA	SR.OFFICE SPECIALIST	100.00	11/23/98	11/23/98	ROOSEVELT
NYDEN, DIANE JOY	SR.OFFICE SPECIALIST	100.00	02/05/99	02/05/99	LINCOLN
PEREZ, BERTHA	SR.OFFICE SPECIALIST	100.00	12/01/99	12/01/99	CDS-BUSINESS OFFICE
GUTIERREZ, MARTHA	SR.OFFICE SPECIALIST	100.00	01/19/00	01/19/00	FRANKLIN
SAVAGE, STEPHANIE	SR.OFFICE SPECIALIST	100.00	02/24/97	09/05/00	LINCOLN
MCGRATH, KATHLEEN JOANN	SR.OFFICE SPECIALIST	100.00	10/02/00	10/02/00	ADAMS
LARIOS, KATY	SR.OFFICE SPECIALIST	100.00	11/06/00	11/06/00	CDS-BUSINESS OFFICE
GORDON-JOHNSON, ROBIN	SR.OFFICE SPECIALIST	100.00	10/01/03	10/01/03	ROGERS
MIYAMOTO, WENDE A	SR.OFFICE SPECIALIST	50.00	02/09/04	02/09/04	SMASH
CISNEROS-GARCIA, MARGARITA	SR.OFFICE SPECIALIST	100.00	11/28/04	11/28/04	ADAMS
MATA, ESTELLA	SR.OFFICE SPECIALIST	100.00	12/24/00	07/16/05	CDS-BUSINESS OFFICE
SLAWTER, CYNTHIA CHRISTINE	SR.OFFICE SPECIALIST	100.00	12/02/05	12/02/05	MALIBU
STOUT, BONNIE	SR.OFFICE SPECIALIST	50.00	01/18/06	01/18/06	ADAMS
REINBOLD, LINDA LEE	SR.OFFICE SPECIALIST	75.00	09/28/06	09/28/06	WEBSTER
HERNANDEZ, PATRICIA	SR.OFFICE SPECIALIST	100.00	05/01/97	02/05/07	ADAMS

NAME	JOB_TITLE	PCT_FT	SENIOR_DT	C_ENTRY_DT	PAY_DESC
DEMUTH, THERESA A	SR.OFFICE SPECIALIST	100.00	05/01/07	05/01/07	CDS-BUSINESS OFFICE
INIGUEZ, WILMA LUCERO	SR.OFFICE SPECIALIST	75.00	01/04/01	02/04/08	MUIR
PERSINGER, LISA ANN	SR.OFFICE SPECIALIST	100.00	01/21/09	01/21/09	ROOSEVELT
LAMONEA, HANNA FAITH	SR.OFFICE SPECIALIST	12.50	09/12/02	12/14/09	CABRILLO
GOMEZ, LEONOR SOCORRO	SR.OFFICE SPECIALIST	100.00	05/17/11	05/17/11	SAMOHI
GARRETT, CHRISTINE	SR.OFFICE SPECIALIST	100.00	08/29/11	08/29/11	HUMAN RESOURCES
BERNADOU, MICHELLE ROSE.	SR.OFFICE SPECIALIST	50.00	03/08/12	03/08/12	POINT DUME
ESPINOSA, LERY	SR.OFFICE SPECIALIST	100.00	03/12/12	03/12/12	MALIBU

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JOB\_TITLE (SR.OFFICE SPECIALIST) 42 Record(s)

3812.50

<sup>43</sup> EMPLOYEE(S)

<sup>43</sup> RECORD(S)

NAME	JOB_TITLE	PCT_FT SENIOR_DT	C_ENTRY_DT PAY_DESC
QUIROZ, TIMOTHY PASQUAL	SITE FOOD SERVICES COORD	87.50 02/07/01	01/30/08 FS/LINCOLN
CASTRO, ESPERANZA	SITE FOOD SERVICES COORD	87.50 03/17/92	09/08/09 FS/ADAMS
JOB_TITLE (SITE FOOD SERVICES (	COORD) 2 Record(s)	175.00	

<sup>2</sup> EMPLOYEE(S)

<sup>2</sup> RECORD(S)

NAME	JOB_TITLE	PCT_FT	SENIOR_DT	C_ENTRY_DT	PAY_DESC
PERCHLAK, STANLEY	SKILLED MAINTENANCE SKR	100.00	07/01/98	05/20/08	MAINTENANCE
PARKER, STEPHEN	SKILLED MAINTENANCE SKR	100.00	11/06/95	09/01/09	MAINTENANCE
VILLA, ALEJANDRO	SKILLED MAINTENANCE SKR	100.00	05/03/04	09/26/11	MAINTENANCE
JOB_TITLE (SKILLED MAINTENANCE	SKR) 3 Record(s)	300	.00		

<sup>3</sup> EMPLOYEE(S)

<sup>3</sup> RECORD(S)

NAME	JOB_TITLE	PCT_FT	SENIOR_DT	C_ENTRY_DT	PAY_DESC
MORALES, STEPHANY NICOLE	INST ASST SPECIALIZED	96.87	09/20/07	09/20/07	SPECIAL EDUCATION
MORICH, KARIN	INST ASST SPECIALIZED	75.00	08/31/98	10/01/07	SPECIAL EDUCATION
UCAN, ABRAHAM R	INST ASST SPECIALIZED	75.00	02/01/08	02/01/08	CABRILLO
PRECIADO, EDWIN	INST ASST SPECIALIZED	75.00	09/28/98	05/15/08	SPECIAL EDUCATION
CHULACK, SARAH CELESTE	INST ASST SPECIALIZED	75.00	05/21/09	05/21/09	SPECIAL EDUCATION
BRISENO, ELIAS	INST ASST SPECIALIZED	75.00	05/26/09	05/26/09	SPECIAL EDUCATION
BROMBERG, JILL NANETTE	INST ASST SPECIALIZED	75.00	09/08/09	09/08/09	SPECIAL EDUCATION
CASTILLO, WENDY G.	INST ASST SPECIALIZED	75.00	09/08/09	09/08/09	SPECIAL EDUCATION
MASHKOVICH, JANE SAM	INST ASST SPECIALIZED	75.00	03/19/07	09/08/09	SPECIAL EDUCATION
ONG, MARY CATHERINE	INST ASST SPECIALIZED	7500	09/08/09	09/08/09	SPECIAL EDUCATION
PAYTON, TAWNY DARA	INST ASST SPECIALIZED	75.00	04/27/09	09/08/09	SPECIAL EDUCATION
KRAUSE, ELIZA B	INST ASST SPECIALIZED	75.00	11/23/09	11/23/09	SPECIAL EDUCATION
HIGGINS, SHAUN	INST ASST SPECIALIZED	75.00	02/17/09	02/08/10	SPECIAL EDUCATION
MONJARAZ,GABRIELA	INST ASST SPECIALIZED	81.25	02/08/10	02/08/10	SPECIAL EDUCATION
PEREZ-MADERA, SALOMON	INST ASST SPECIALIZED	81.25	02/07/05	09/01/10	SPECIAL EDUCATION
EVERAGE,ASKIA DIOP	INST ASST SPECIALIZED	75.00	10/02/08	01/03/11	SPECIAL EDUCATION
TENISON, LAURA J	INST ASST SPECIALIZED	75.00	05/09/11	05/09/11	SPECIAL EDUCATION
CARRILLO, IVAN	INST ASST SPECIALIZED	75.00	05/19/10	05/31/11	SPECIAL EDUCATION
COLEMAN, DAWN	INST ASST SPECIALIZED	75.00	03/22/10	08/29/11	SPECIAL EDUCATION

NAME	JOB_TITLE	PCT_FT	SENIOR_DT	C_ENTRY_DT	PAY_DESC
RAND, ALEX M	INST ASST SPECIALIZED	75.00	11/01/11	11/01/11	SPECIAL EDUCATION
GONZALEZ, MONICA MARIE	INST ASST SPECIALIZED	75.00	01/04/12	01/04/12	SPECIAL EDUCATION
STEWART, APRIL ELIZABETH	INST ASST SPECIALIZED	75.00	01/04/12	01/04/12	SPECIAL EDUCATION
VASQUEZ,MELVIN G	INST ASST SPECIALIZED .	56.25	01/04/12	01/04/12	SPECIAL EDUCATION
BARRERA, AMANDA LYNN.	INST ASST SPECIALIZED	75.00	02/01/11	02/21/12	SPECIAL EDUCATION
LARA, HEIDY C	INST ASST SPECIALIZED	75.00	04/16/12	04/16/12	SPECIAL EDUCATION

JOB\_TITLE (INST ASST SPECIALIZED) 25 Record(s)

1890.62

25 EMPLOYEE(S)

Date Ran 05/18/12 Time Ran 15:06:33 Data as of 05/18/12

NAME	JOB_TITLE	PCT_PT	SENTOR_DT	C_ENTRI_DT	PAI_DESC
DE NOYA, MICHAEL	SPEECH LANG PATHOLOG ASST	100.00	01/20/09	01/20/09	SPECIAL EDUCATION
GUBERMAN, JESSE	SPEECH LANG PATHOLOG ASST	100.00	04/23/09	04/23/09	SPECIAL EDUCATION

JOB\_TITLE (SPEECH LANG PATHOLOG ASST) 2 Record(s)

200.00

2 EMPLOYEE(S)

NAME	JOB_TITLE	PCT_FT	SENIOR_DT	C_ENTRY_DT	PAY_DESC	
GUIRGUIS, RAMEZ	SPORTS FAC ATTENDANT	75.00	01/03/10	10/24/11	SAMOHI	
WHITE, ROBERT D.	SPORTS FAC ATTENDANT	75.00	09/08/09	10/26/11	SAMOHI	
JOB_TITLE (SPORTS FAC ATTENDANS	T) 2 Record(s)	150	.00			

<sup>2</sup> EMPLOYEE(S)

<sup>2</sup> RECORD(S)

Date Ran 05/18/12 Time Ran 15:08:56 Data as of 05/18/12

PART, BRIAN J SPORTS FAC COORDINATOR 100.00 07/01/09 07/01/09 SAMOHI

JOB TITLE (SPORTS FAC COORDINATOR) 1 Record(s) 100.00

1 EMPLOYEE(S)

NAME	JOB_TITLE	PCT_FT	SENIOR_DT	C_ENTRY_DT	PAY_DESC
GONZALEZ, ARTHUR	SPRINKLER REPAIR TECH	100.00	10/02/00	00/00/00	GROUNDS
GONZALEZ, HECTOR	SPRINKLER REPAIR TECH	100.00	02/16/96	05/15/98	GROUNDS
JOB_TITLE (SPRINKLER REPAIR TE	ECH) 2 Record(s)	200	0.00		

<sup>2</sup> EMPLOYEE(S)

<sup>2</sup> RECORD(S)

NAME	JOB_TITLE	PCT_FT SENIOR_DT	C_ENTRY_DT	PAY_DESC
WILLIAMS, STEVEN MICHAEL	STOCK AND DELIVERY CLERK	87.50 03/01/06	00/00/00	FS/ADAMS
ALANIZ, FEDERICO	STOCK AND DELIVERY CLERK	87.50 05/15/95	05/15/95	FOOD SERVICES
MARRUJO, LEONARDO C.	STOCK AND DELIVERY CLERK	87.50 09/29/93	04/29/99	FOOD SERVICES
			- <del></del>	
JOB_TITLE (STOCK AND DELIVERY	CLERK) 3 Record(s)	262.50		

<sup>3</sup> EMPLOYEE(S)

<sup>3</sup> RECORD(S)

JOB\_TITLE (STUDENT OUTREACH SPECILST) 3 Record(s)

NAME	JOB_TITLE	PCT_FT	SENIOR_DT	C_ENTRY_DT	PAY_DESC
NAO,KIMBERLY G.	STUDENT OUTREACH SPECILST	100.00	11/07/05	11/07/05	SAMOHI
CASILLAS, VERONICA O	STUDENT OUTREACH SPECILST	100.00	12/12/05	12/12/05	SAMOHI
KELLER, JEFFREY	STUDENT OUTREACH SPECILST	100.00	08/26/96	08/29/06	SAMOHI

300.00

3 EMPLOYEE(S)

.3 RECORD(S)

NAME .	JOB_TITLE	PCT_FT	SENIOR_DT	C_ENTRY_DT	PAY_DESC
BURRELL, CATHERINE LAURINE	SWIM INSTRUCTOR/LIFEGUARD	100.00	02/24/03	02/24/03	SAMOHI
MURRAY, APRIL MARIE	SWIM INSTRUCTOR/LIFEGUARD	75.00	09/08/09	09/08/09	LINCOLN
GOLDBERG, HAYDEN P	SWIM INSTRUCTOR/LIFEGUARD	37.50	12/01/08	10/26/09	MALIBU
BECHKOVSKI, STEFAN K.	SWIM INSTRUCTOR/LIFEGUARD	50.00	08/29/11	08/29/11	SAMOHI

JOB TITLE (SWIM INSTRUCTOR/LIFEGUARD) 4 Record(s)

262.50

<sup>4</sup> EMPLOYEE(S)

<sup>4</sup> RECORD(S)

Date Ran 05/18/12 Time Ran 15:18:39 Data as of 05/18/12

NAME JOB\_TITLE PCT\_FT SENIOR\_DT C\_ENTRY\_DT PAY\_DESC

MAGALLANES, JOY B.

SYSTEMS ANALYST

100.00 08/02/10 08/02/10

INFORMATION SERVICES

JOB\_TITLE (SYSTEMS ANALYST) 1 Record(s)

100.00

1 EMPLOYEE(S)

NAME JOB\_TITLE PCT\_FT SENIOR\_DT C\_ENTRY\_DT PAY\_DESC

MCCRUM, DAVID JAMES TECH THEATER COORDINATOR 100.00 07/01/08 07/01/08 SAMOHI

JOB\_TITLE (TECH THEATER COORDINATOR) 1 Record(s)

100.00

1 EMPLOYEE(S)

Date Ran 05/18/12 Time Ran 15:19:20 Data as of 05/18/12

NAME	JOB_TITLE	PCT_FT SENIOR_	OT C_ENTRY_DT	PAY_DESC
CIRCENIS, ANITA	TECHNOLOGY SUPPORT ASSIST	100.00 07/01/0	07/01/05	INFORMATION SERVICES
JAUREGUI, JORGE	TECHNOLOGY SUPPORT ASSIST	100.00 07/01/0	07/01/05	INFORMATION SERVICES
MARTINEZ, SANTIAGO	TECHNOLOGY SUPPORT ASSIST	100.00 07/01/0	07/01/05	INFORMATION SERVICES
DOMINGUEZ-MORALES, YANET	TECHNOLOGY SUPPORT ASSIST	100.00 12/03/0	12/01/05	MALIBU
GOMEZ-PEREZ, ARMANDO	TECHNOLOGY SUPPORT ASSIST	100.00 07/01/0	07/01/06	INFORMATION SERVICES
GAIDZIK, GEORGE W	TECHNOLOGY SUPPORT ASSIST	100.00 02/26/0	3 02/26/08 <sup>°</sup>	INFORMATION SERVICES
GOLD, KATHLEEN L.	TECHNOLOGY SUPPORT ASSIST	100.00 10/26/0	0 10/26/09	INFORMATION SERVICES
PATTERSON, PETE	TECHNOLOGY SUPPORT ASSIST	100.00 02/17/9	3 03/22/10	INFORMATION SERVICES
YERA, ALEXANDER ADOLF	TECHNOLOGY SUPPORT ASSIST	100.00 05/02/1	05/02/11	INFORMATION SERVICES
MANZUR, JUAN PABLO	TECHNOLOGY SUPPORT ASSIST	100.00 09/01/1	09/01/11	INFORMATION SERVICES

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JOB\_TITLE (TECHNOLOGY SUPPORT ASSIST) 10 Record(s)

1000.00

- 10 EMPLOYEE(S)
- 10 RECORD(S)

Date Ran 05/18/12 Time Ran 15:20:04 Data as of 05/18/12

NAME JOB\_TITLE PCT\_FT SENIOR\_DT C\_ENTRY\_DT PAY\_DESC

COURSEY, WILLIAM PIERRE TEL SYS/COMPTR EQUIP SPEC 100.00 12/01/03 12/01/03 INFORMATION SERVICES

\_\_\_\_\_

JOB\_TITLE (TEL SYS/COMPTR EQUIP SPEC) 1 Record(s)

100.00

1 EMPLOYEE(S)

NAME JOB\_TITLE PCT\_FT SENIOR\_DT C\_ENTRY\_DT PAY\_DESC

THROWER, LOIS NANCY LEE TEXTBOOK COORDINATOR 100.00 04/01/08 04/01/08 SAMOHI

\_\_\_\_\_

JOB TITLE (TEXTBOOK COORDINATOR) 1 Record(s)

100.00

1 EMPLOYEE(S)

SANTA MONICA-MALIBU USD

Date Ran 05/18/12 Time Ran 15:21:11 Data as of 05/18/12

NAME JOB\_TITLE PCT\_FT SENIOR\_DT C\_ENTRY\_DT PAY\_DESC

SMITH, LUZ-STELLA TRANSLATOR

80.00 06/11/01 06/11/01

SPECIAL EDUCATION

\_\_\_\_\_

JOB\_TITLE (TRANSLATOR) 1 Record(s)

80.00

1 EMPLOYEE(S)

NAME	JOB_TITLE	PCT_FT	SENIOR_DT	C_ENTRY_DT	PAY_DESC
TORRES, JOSE ALONSO	UTILITY WORKER	100.00	08/06/07	01/11/11	OPERATIONS
PLASCENCIA, HENRY GENARO	UTILITY WORKER	100.00	10/10/09	01/17/12	OPERATIONS
JOB_TITLE (UTILITY WORKER) 2	Record(s)	200	0.00		

<sup>2</sup> EMPLOYEE(S)

<sup>2</sup> RECORD(S)

NAME

JOB\_TITLE

VEHICLE & EQUIP MECHANIC

JOB\_TITLE (VEHICLE & EQUIP MECHANIC) 1 Record(s)

PCT\_FT SENIOR\_DT C\_ENTRY\_DT PAY\_DESC

O7/01/02

TRANSPORTATION

100.00

1 EMPLOYEE (S)

### IV. <u>Discussion/Action Items/or Other Information:</u>

A.	Action	<b>Item</b>	$(\mathbf{S})$	):

- 1. Advanced Step Placements:
  - a. The Director of Classified Personnel recommends that the Personnel Commission approve Advanced Step Placement for new employee Ted Berumen in the classification of Senior Buyer pursuant to Personnel Commission Rule §12.2.4.(B): *Salary on Employment* based on criteria for the minimum experience and education.

Director's Recommendation: Approve

Motion by:	
Seconded by:	
Vote:	

2. Classification Revisions:

Director's Recommendation: Approve

a. The Director of Classified Personnel recommends that the Personnel Commission approve the revision to the Developmental/Health Instructional Assistant classification specification within the Special Education department

Motion by:	
Seconded by:	
Vote:	

b. The Director of Classified Personnel recommends that the Personnel Commission approve the revision to the Personnel Analyst classification specification within the Personnel Commission

Motion by:	
Seconded by:	
Vote:	

 c. The Director of Classified Personnel recommends that the Personnel Commission approve the revision to the Specialized Instructional Assistant classification specification within the Special Education department

Motion by:	
Seconded by:	
Vote:	

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

- 1. HR-PC Reorganization Perspective
- 2. Amendment, Deletion or Addition to Merit Rules
- 3. Hearing Protocol
  - Merit Rules: Chapter XIV: Disciplinary Action and Appeal
  - Supplement A: Script for Appeal Hearing
  - Supplement B: *Procedural Steps*
- 4. Personnel Requisition Status Report
- 5. Personnel Commission's Twelve-Month Calendar of Events
  - 2012 2013

#### C. Information Item(s):

- 1. Classified Personnel Merit Report No. A.23
  - May 17, 2012

Classified Personnel – Merit Report - No. A. 18

- June 7, 2012
- 2. Classified Personnel Non-Merit Report No. A.24
  - May 17, 2012

Classified Personnel – Non-Merit Report - No. A. 19

- June 7, 2012
- 3. Recruitment Process Overview
- 4. Merit Rules Review Tracker
- 5. Workforce Organization Development and Strategic District Partnership Tracker

## PERSONNEL COMMISSION SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

Regular Meeting: Tuesday, June 12, 2012

#### **AGENDA ITEM NO: IV.A.1.a.**

SUBJECT: Advanced Step Placement – Ted Berumen

#### **BACKGROUND INFORMATION:**

Classification Title: Senior Buyer	Employee: Ted Berumen
<ul> <li>Education and Experience:         <ul> <li>Educational attainment equivalent to a high school diploma or its recognized equivalent. Some college-level coursework is desirable.</li> </ul> </li> <li>Five (5) years of experience in purchasing, contracting or contract administration. Experience in public works bidding is desired.</li> </ul>	<ul> <li>Ted has a Bachelor's Degree in Business Administration from Cal State Fullerton</li> <li>Ted has over twelve (12) years experience working as a Purchasing/Inventory Specialist and a Purchasing Manager and eight (8) years as a Business Manager. He has also worked as a provisional employee in</li> </ul>
	the Senior Buyer position at SMMUSD.

#### **DIRECTOR'S RECOMMENDATION:**

Mr. Berumen's professional training and experience significantly exceed the minimum requirements specified for this classification. The Director of Classified Personnel recommends that the Personnel Commission approve this request for Advanced Step Placement at Range 41, Step F on the 2007-08 Classified Employee's Salary Schedule pursuant to Merit Rule §12.2.4. (B) Salary on Employment (attachments). Pay rate at Step A is \$20.76/hour, Step F is \$26.50/hour. The net difference in pay is an increase of \$5.74 per hour.

Motion by:	
Second by:	
Vote:	



SMMUSD 1651 16<sup>th</sup> Street Santa Monica, CA 90404

May 3, 2012

RE: Advanced Step Placement

Dear Dr. Young,

I am requesting for an advance step placement. My reasons for this request are as follows. The minimum requirement for education is high school diploma with some college however I have a bachelor's degree from CSUF. The minimum requirement for purchasing experience is 5 years and I have over 15 years of experience ranging from food to printing to audio visual procurement. Also I have over 15 years of management experience, managing from 2 to 8 people.

Thank you for the opportunity to apply for this program and hope to have a positive outcome.

Ted Berumen Senior Buyer

#### SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

#### **CLASS TITLE: SENIOR BUYER**

Classified Employee's Salary Range: A-41

#### **BASIC FUNCTION:**

Under general direction of the Director of Purchasing, assist in contract review and evaluation; public works bidding; construction documents; equipment purchases.

#### **DISTINGUSING CHARACTERISTICS AMONG RELATED CLASSES:**

- Assistant Buyer is the entry-level class in the Buyer series. Positions assigned to this class assist Buyers in the purchase of a variety of commodity items and in the preparation, finalization, and ordering on continuing-price contracts.
- Buyer is the intermediate level class in this series. Positions assigned to this
  class exercise independent judgment in solving problems of average difficulty
  and are responsible for the complete purchasing cycle involved in the acquisition
  of a wide variety of supplies, materials, or equipment for use by the District.
- Senior Buyer is the senior level class in this series. Positions assigned to this
  class are responsible for researching and exercising initiative and judgment in
  solving more difficult problems in the area of facility-related purchases and
  construction and public works contracts.

#### **REPRESENTATIVE DUTIES:**

#### **ESSENTIAL DUTIES:**

- Handle formal bid processes for complex projects including a prequalification process, if appropriate; assist in preparing bid openings and bid results.
- Prepare and process bid specifications and contracts; receive bids and price
  quotes and evaluate according to established criteria; record bid events and
  verifies vendor compliance with bid requirements and restrictions.
- Handle bids for sale of surplus property, which entails preparing bid for advertisement, completing bid forms, and notifying the highest bidders as to the items they are awarded.
- Prepare and process construction and service contracts.
- Manage/monitor leases, contracts and licenses for renewal or expiration; renew as appropriate.
- Meet with vendors regarding new merchandise and sources of supply.
- Review requisitions, purchase orders and bids for conformance and compliance with established standards and regulations; obtain necessary information from District personnel to complete documentation.
- Compose correspondence and design and revise forms.

- Prepare and maintain a variety of logs, contracts, files and records relating to requisitions, inventory, vendors and other purchasing-related issues; prepare periodic and special reports as needed; enter and retrieve data using a computer terminal and assigned software.
- Award bids and quotations and prepare purchase orders.
- Coordinate the transfer of surplus or unused supplies and equipment between departments, as needed, and the sale of all supplies and equipment.
- May provide technical guidance to lower-level technical and clerical staff; may assist lower level personnel in the preparation of more difficult or complex specifications for bid requests.

#### OTHER DUTIES

Perform related duties as assigned.

#### SUPERVISION:

General direction is received from the Director of Purchasing. May provide functional and technical guidance to lower-level technical and clerical staff.

#### **KNOWLEDGE AND ABILITIES:**

#### KNOWLEDGE OF:

- Practices and methods of public agency purchasing, including competitive bidding procedures.
- Purchasing procedures, terminology and inventory control and warehousing methods and procedures.
- Applicable sections of State Education Code and other applicable laws.
- Technical aspects of researching, comparing and purchasing supplies, contracts, materials and equipment.
- Record-keeping and report preparation methods and techniques.
- Personal computers and applicable word processing, spreadsheet, and purchasing software and fixed-asset inventory systems.
- District organization, operations, policies and objectives.
- Research methods.
- Effective customer service techniques.
- Oral and written communication skills.

#### **ABILITY TO:**

- Read and interpret purchase requisitions and specifications.
- Prepare and process construction and service contracts.
- Prepare bid specifications.
- Explain and apply policies, practices and terminology used in purchasing supplies and materials for a school district.

- Operate a personal computer and applicable software, including fixed assets software systems.
- Assure proper and timely resolution of purchasing issues, conflicts and discrepancies.
- Maintain records and prepare reports.
- Accurately compile, tabulate and calculate data.
- Learn about environmentally preferable products that adhere to City of Santa Monica Sustainable Program.
- Work independently with little direction.
- Meet schedules and timelines.
- Provide technical guidance to clerical staff.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Provide effective customer service.

#### **EDUCATION AND EXPERIENCE:**

#### **EDUCATION:**

Educational attainment equivalent to a high school diploma or its recognized equivalent. Some college-level coursework is desirable.

#### **EXPERIENCE:**

Five (5) years of experience in purchasing, contracting or contract administration. Experience in public works bidding is desired.

#### LICENSES AND OTHER REQUIREMENTS:

A valid California Class C driver's license and availability of private transportation or ability to provide transportation between job sites may be required.

#### 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. Some work is performed off-site visiting vendors and District facilities.

#### PHYSICAL DEMANDS:

Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Physical demands include standing, kneeling, crouching, bending, reaching, grasping, lifting, pushing and pulling boxes of files and/or equipment weighing up to twenty (20) lbs.

## DUTIES APPROVED BOARD OF EDUCATION:

CLASSIFICATION APPROVED PERSONNEL COMMISSION:

#### **RULE 12.2.4.B: SALARY ON EMPLOYMENT**

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

#### 16.3 Step Advancement

- 16.3.1 Upon entering employment on Step A, each regular classified unit member, after satisfactory completion of the first six (6) months in a permanent position, shall advance to the next step on the appropriate range of the salary schedule. Thereafter, he/she shall advance one (1) step on the salary schedule upon completion of each year of continuous and satisfactory service until the maximum salary is reached.
- 16.3.2 Upon entering employment on Step B or higher, each regular classified unit member shall advance to the next step on the appropriate range of the salary schedule after the completion of one (1) year of satisfactory service and in one (1)-year increments thereafter until the maximum salary is reached.
  - 16.3.2.1 The parties agree that there shall be a single classified salary schedule upon which all unit members shall be compensated.
- 16.3.3 Salary advancement shall be computed only on the first (1<sup>st</sup>) of each calendar month. When an anniversary date falls on or before the fifteenth (15<sup>th</sup>) of the month, the increment shall be figured on the first (1<sup>st</sup>) of the month. When the anniversary date falls after the fifteenth (15<sup>th</sup>) of the month, the increment shall be figured the first (1<sup>st</sup>) of the following month.

#### 16.4 Advanced Step Placement:

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

- 16.4.1 Unit members being promoted may be offered advanced step placement upon the supervisor's request. This request shall be supported by at least one of the following criteria:
  - a. Unit member was originally hired in an entry level classification in which Advanced Step Placement was not offered; and/or
  - b. Recruitment difficulty as evidenced by failure to obtain a rank of three (3) through the testing process, or a lack of qualified applicants as determined by the Director of Classified Personnel.

#### 16.5 Salary on Promotion

- 16.5.1 When a unit member is promoted to a position in a higher salary range, he/she shall receive the next higher dollar amount above his/her present rate of pay, but not less than the minimum of the new salary range. If that amount is less than a one (1) step (5%) increase, the unit member shall be placed at the next higher step over that authorized above.
- 16.5.2 Some unit members promoted at step A shall advance one (1) step after satisfactory completion of a six (6) month probationary period. Therefore, he/she shall receive regular annual salary increments in accordance with Article 16.3.
  - 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

# PERSONNEL COMMISSION SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT Regular Meeting: Tuesday, June 12, 2012

AGENDA ITEM NO: IV.A.2.a
--------------------------

SUBJECT: Classification Specification Revision-Developmental/Health Instructional Assistant

#### **BACKGROUND INFORMATION:**

In consultation with the Special Education staff, the classification title is being changed for consistency within the instructional support job family.

The classification specification revision is presented in legislative format. Please see attachment.

#### **DIRECTOR'S RECOMMENDATION:**

The Director of Classified Personnel recommends that the Personnel Commission approve the update to the classification specification for the Developmental/Health Instructional Assistant.

Motion by:	
Second by:	
Vote:	

## PERSONNEL COMMISSION SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

#### DEVELOPMENTAL/HEALTH INSTRUCTIONAL ASSISTANT

#### CLASS TITLE: INSTRUCTIONAL ASSISTANT-DEVELOPMENTAL HEALTH

Classified Employees Salary Schedule – Range 23

#### **BASIC FUNCTION:**

Under the general supervision of an administrator, the Developmental/Health Instructional Assistant - will provide assistance with implementation of instructional programs for students with significant disabilities; will provide assistance in meeting special health care needs which may include feeding, toileting, diapering, and/or personal hygiene, positioning students in wheelchairs and other orthopedic equipment, and monitoring physical health conditions of students who are medically fragile, in accordance with established procedures.

#### **REPRESENTATIVE DUTIES**

#### **ESSENTIAL DUTIES:**

- 1. Assists with specialized physical health care services, such as lifting and positioning students in/out of wheelchairs, braces, and other orthopedic equipment, and operating medical equipment as appropriate (e.g., gastrostomy tube, tracheotomy tube, colostomy) after receiving necessary training.
- 2. Assists teachers with activities for students with special needs in all educational settings individually and/or groups to provide instructional support in, but not limited to, cognitive, gross/fine motor and adaptive behavior skills, vocational skills, social and leisure skills, physical development and fitness.
- 3. Assists students to and from transportation (on the bus as needed) within the school schedule by wheeling beds and chairs; positioning and repositioning students and operating medical equipment as appropriate (e.g., gastronomy tube, tracheotomy tube, colostomy) after receiving necessary training; assists during the transporting and instruction of students in off-campus or community based settings.
- 4. Assists the teacher in maintaining health/ safety of severely and multiple handicapped students by being aware of the environment and the potential hazards of each child's actions; assist the teacher according to established guidelines and procedures.
- 5. Serves/prepares meals and feeds students with severe eating problems; monitors self-feeding students as directed by a teacher/health plan; when appropriate, use gastrostomy and suctioning equipment and takes appropriate action when students have difficulty while eating.
- 6. Helps provide assistance for the students with personal hygiene/grooming; monitor individual bathroom routines; change diapers and/or clothing as needed.

## DEVELOPMENTAL/HEALTH INSTRUCTIONAL ASSISTANT INSTRUCTIONAL ASSISTANT- DEVELOPMENTAL HEALTH

Page Two

- 7. Assists designated instructional service providers with physical development activities when applicable.
- 8. Administers medication, first aid and/or CPR in accordance with established health plan.
- 9. Performs routine sanitation duties to ensure a clean/sterile environment (e.g., clean dishes, tables, toys, therapy equipment).
- 10. Assists students in using computer applications and related assistive technology.
- 11. Attends trainings, workshops, and staff development meetings as required.
- 12. Assists teachers with implementation of student's Individualized Education Program (IEP).
- 13. Completes reports and records, such as accident and incident reports.
- 14. Completes reports and records, such as accident and incident reports.

#### OTHER DUTIES:

15. Performs related duties as assigned.

#### SUPERVISION:

Supervision is received from a site administrator. Technical and functional direction is received from teacher and District health personnel. No supervision of other staff is exercised.

#### KNOWLEDGE AND ABILITIES:

#### KNOWLEDGE OF:

- Basic child development as it relates to students with significant disabilities.
- Special needs of students with severe and multiple health/medical problems.
- Basic strategies and techniques of assisting in the instruction of students who are medically fragile.
- Oral and written communication skills; correct English usage, grammar, spelling, punctuation, and vocabulary.
- Basic mathematical skills.
- Basic computer applications/assistive technology
- Personal hygiene practices; health and safety regulations (including first Aid and CPR procedures)

#### **ABILITY TO:**

- Assist teacher in responding to student health emergencies.
- Assist in bathroom routines and feeding
- Prepare instructional materials and maintain records as directed by teacher

## DEVELOPMENTAL/HEALTH INSTRUCTIONAL ASSISTANT INSTRUCTIONAL ASSISTANT- DEVELOPMENTAL HEALTH

Page Three

- Use basic computer applications and assistive technology.
- Assist in lifting students and equipment.
- Demonstrate awareness and sensitivity toward students and their individual differences in terms of abilities, cultures and languages.
- Maintain confidentiality of student records or other sensitive and privileged information in accordance with district, state and federal mandates and other specified legal requirements or policies.

#### **EDUCATION AND EXPERIENCE:**

Any combination of education and experience equivalent to:

#### **EDUCATION:**

Must have a high school diploma or its recognized equivalent and

- 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.

#### **EXPERIENCE:**

At least three hundred (300) contact hours paid or voluntary experience with individuals with special needs.

At least one (1) year of experience working with students with health/orthopedic impairments is highly desirable.

#### LICENSES AND OTHER REQUIREMENTS:

Valid First Aid and CPR Certificate issued by an authorized agency. Some positions in this classification may be required to utilize a designated second language.

#### **SPECIAL INFORMATION:**

None.

#### WORKING CONDITIONS

#### ENVIRONMENT:

Diversified special education classroom environment including students with significant disabilities; subject to changing diapers and bathroom routines.

## DEVELOPMENTAL/HEALTH INSTRUCTIONAL ASSISTANT INSTRUCTIONAL ASSISTANT- DEVELOPMENTAL HEALTH

Page Four

#### **PHYSICAL DEMANDS:**

May require sitting, stooping, crouching, standing, and walking to work with assigned students. Must have hand and finger dexterity to operate specialized equipment and instructional equipment, and lifting heavy students.

DUTIES APPROVED BOARD OF EDUCATION: Approved 2005 CLASSIFICATION APPROVED PERSONNEL COMMISSION:

June 14, 2005

Revised February 21, 2006

Revised September 19, 2006

Revised September 2, 2008

Title/Revision change from Instructional Assistant-Health,

March 10, 2009

Title/Revision change from **Developmental/Health Instructional Assistant**, June 12, 2012

## PERSONNEL COMMISSION SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT Regular Meeting: Tuesday, June 12, 2012

<b>AGENDA</b>	ITEM	NO:	IV.A.2.b.
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SUBJECT: Classification Specification Revision-Personnel Analyst

#### **BACKGROUND INFORMATION:**

The classification title is being changed for consistency within the human resources job family. Job requirements were revised for future recruitment purposes.

The changes are not sufficient to alter the salary allocation for the classification. The classification specification revision is presented in legislative format. Please see attachment.

#### **DIRECTOR'S RECOMMENDATION:**

The Director of Classified Personnel recommends that the Personnel Commission approve the update to the classification specification for the Personnel Analyst.

Motion by:	
Second by:	
Vote:	

## PERSONNEL COMMISION SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

**CLASS TITLE: PERSONNEL ANALYST** 

**Management Salary Range: M-46** 

#### **BASIC FUNCTION**

#### **DEFINITION**

Under the direction of the Director of Classified Personnel, performs professional level, technical personnel work related to examination development; position classification; compensation; selection; analysis of personnel policies, rules and legal issues; and special projects.

#### REPRESENTATIVE DUTIES:

#### **ESSENTIAL DUTIES:**

- Plans and prepares examination content and procedures; devises and develops methods of testing required knowledge, skills and abilities and prepares test standard; obtains, constructs, analyzes and edits examination materials and confers with subject matter experts in the development and evaluation of examinations; recommends weights of test parts and analyzes their effect.
- Plans, supervises and participates in the administration and rating of performance and work sample tests, interviews and other selection methods, including obtaining and briefing raters regarding test standards and procedures.
- Scores examination results; establishes pass points; performs item analysis; establishes eligibility list and prepares related correspondence and reports.
- Develops recruitment sources and campaigns; composes and prepares job bulletins and other announcements and causes their distribution; composes and places recruitment advertisements in appropriate media. E
- Conducts job analyses to determine knowledge, skills and abilities to be measured in content valid selection examinations.
- Participates in examination review procedures and analyzes and recommends responses to examination protests.  $\blacksquare$
- Conducts and participates in position classification studies and recommends salary allocations; develops and revises class descriptions and prepares recommendations for the establishment of new classifications and the reclassification of positions and classes.
- Conducts or participates in surveys of wages, salaries, fringe benefits, differentials, class titles and minimum qualifications required; evaluates comparability of duties, level of responsibilities and conditions of work performed for public and private employers; recommends wages or salaries for classes and group of classes. E
- Plans and conducts statistical and special studies and makes recommendations based on results of such studies in the areas of compensation, position, classification and personnel policies and procedures.

#### **OTHER DUTIES**

• Performs other related duties as assigned.

#### SUPERVISION:

Supervision is received from the Director of Classified Personnel. Supervision may be exercised over assigned Personnel Commission Staff.

#### **KNOWLEDGE AND ABILITIES**

**JOB RELATED AND ESSENTIAL QUALIFICATIONS:** 

#### KNOWLEDGE OF:

- Effective customer service techniques.
- Principles and practices of public personnel administration.
- State and Federal Laws, regulations and guidelines related to employment discrimination.
- Merit principles of public personnel administration based upon selection and retention of the bestqualified individual.
- Personnel Commission Rules and Board of Education policies.
- Appropriate, current methods of examination design, development and validation.
- Test strategies and statistics used in test and item analysis and validation.
- Recruitment, selection and employment principles and practices.
- Methods utilized in the development and administration of position classification and compensation plans.
- Methodology and techniques of job analysis and research.
- Report preparation and presentation methods and techniques.
- Effective oral and written communication skills.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Computer hardware and software.

#### **ABILITY TO:**

- Efficiently organize working time and procedures under pressure of multiple assignments and deadlines.
- Effectively analyze and resolve problems in examination development, employee selection, classification and compensation
- Work independently with minimal direction.
- Maintain confidentiality and security of sensitive information.
- Accurately compile, tabulate and calculate data.
- Perform mathematical calculations with speed and accuracy.
- Effectively prepare surveys, questionnaires and other data gathering instruments.
- Express technical concepts clearly, concisely and persuasively both orally and in writing.
- Learn computer software.
- Stay abreast of developments in examination development, classification and compensation.
- Establish and maintain cooperative working relationship with administrators, coworkers, other employees, job applicants and the public.

EMPLOYMENT STANDARDS: MINIMUM QUALIFICATIONS:

#### **EDUCATION AND EXPERIENCE**

#### Any combination of:

#### Education:

Graduation from an accredited college or university with a bachelor's degree in Industrial/Organizational Psychology, Public Administration, or Personnel Administration.

#### Experience:

Three years of technical personnel experience, including at least one  $(\underline{1})$  year in examination development, preferably in a public agency, merit or civil service system.

Any combination of education, training and/or experience that would be likely to provide the required knowledge, skills and abilities may be substituted on a year-for-year basis.

#### LICENSES AND OTHER REQUIREMENTS

A valid California Class C driver's license and the availability of private transportation or the ability to provide transportation between jobs sites is required.

#### **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.

#### **Physical Requirements:**

#### PHYSICAL DEMANDS

Hearing and speaking to exchange information (in person or by telephone) and make presentations; ability to sitting for long extended periods of time; seeing to read a variety of documents and view a computer monitor; dexterity of hands and fingers to operate a computer keyboard; occasionally bends, stoops, reaches, pushes and pulls drawers to retrieve and file information; occasionally lifts and carries reports and records that typically ability to safely lift and carry weigh up to ten (10) pounds.

DUTIES APPROVED BOARD OF EDUCATION: No date.

CLASSIFICATION APPROVED PERSONNEL COMMISSION: Approved June 25, 1981 Revised June 08, 1983 Revised April 04, 1994 Revised August 16, 2005

Title/Revision change from **Personnel Analyst**,
June 12, 2012

# PERSONNEL COMMISSION SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT Regular Meeting: Tuesday, June 12, 2012

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SUBJECT: Classification Specification Revision-Specialized Instructional Assistant

#### **BACKGROUND INFORMATION:**

In consultation with the Special Education staff, the classification title is being changed for consistency within the instructional support job family.

The classification specification revision is presented in legislative format. Please see attachment.

#### **DIRECTOR'S RECOMMENDATION:**

The Director of Classified Personnel recommends that the Personnel Commission approve the update to the classification specification for the Specialized Instructional Assistant.

Motion by:	
Second by:	
Vote:	

## PERSONNEL COMMISSION SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

#### SPECIALIZED INSTRUCTIONAL ASSISTANT

#### **CLASS TITLE: INSTRUCTIONAL ASSISTANT-SPECIALIZED**

Classified Employees Salary Schedule - Range 26

#### BASIC FUNCTION:

Under the general supervision of the Behavior Intervention Specialist, the Specialized Instructional Assistant (SIA) will provide intensive behavior intervention services and support for students with exceptional needs as specified on the student's Individualized Educational Program (IEP). The SIA will provide assistance at the school.

#### **REPRESENTATIVE DUTIES:**

#### **ESSENTIAL DUTIES:**

- 1. Provides intensive behavior intervention services to designated students with exceptional needs in a variety of settings, including but not limited to, the classroom, home and community under the supervision and direction of the Behavior Intervention Specialist.
- 2. Provides information to assist instructional personnel in developing or modification of behavior intervention including, but not limited to, individual and/or site-based behavior support plans involving behavior modification, reinforcement procedures, and Nonviolent Crises Intervention® (NCPI) strategies.
- 3. Follows implementation plan for intensive behavioral intervention services.
- 4. Records student progress including, but not limited to, data collection in a manner designated by the Behavior Intervention Specialist (BIS).
- 5. Provides input to instructional personnel for the purpose of behavior intervention, including but not limited to, strategies and learning materials for behavior modification plans.
- 6. Provides assistance for the instruction of students on an individual or groups basis to reinforce academics and/or behavioral skills.
- 7. Assists in monitoring the safety of students in various educational settings.
- 8. Tutors students individually or in small groups to reinforce learning, in accordance with the Individualized Education Program (IEP).
- 9. Provides assistance for the scheduling of activities.
- 10. Provides assistance for the preparation of charts, records, graphs, or other displays of student performance data.
- 11. Helps provide assistance for the students with personal hygiene, self-reliance, and behavior modification.
- 12. Provide assistance for the students in proper usage of computer applications and related assistive technology.

### SPECIALIZED INSTRUCTIONAL ASSISTANT INSTRUCTIONAL ASSISTANT-SPECIALIZED

Page Two

- 13. Attends trainings, workshops, and staff development meetings as required.
- 14. Guide children with severe handicaps toward more acceptable social behaviors.
- 15. Assist in managing behavior of children through use of a variety of reinforcement techniques.

#### OTHER DUTIES:

Performs related duties as assigned.

#### SUPERVISION:

The Behavior Intervention Specialist provides the supervision with input from designated school personnel. No supervision of other staff is exercised.

#### **KNOWLEDGE AND ABILITIES:**

#### KNOWLEDGE OF:

- Basic characteristics of human behavior and practical learning patterns.
- Child development principles and practices related to students with exceptional needs, especially with autism spectrum disorder and/or with behavioral, social-emotional deficits.
- Intensive Behavioral modification techniques and procedures.
- Oral and written communication skills; correct English usage, grammar, spelling, punctuation and vocabulary.
- Basic computer applications and other assistive technology (e.g., assists with creating graphs/typing reports).
- Data collection/summarization and progress report preparation techniques.
- Personal hygiene practices; health and safety regulations.

#### ABILITY TO:

- Provide intensive behavioral intervention to designated students at school and/or the home.
- Assist in the instruction of state standards-based curriculum and behavior management for students with exceptional needs, especially those identified with autism spectrum disorder and/or socialemotional difficulties.
- Effectively follow an intervention plan within clearly defined guidelines.
- Record/summarize data and advise Behavior Intervention Specialist of progress.
- Demonstrate awareness and sensitivity toward students and their individual differences in terms of abilities, cultures and languages.

### SPECIALIZED INSTRUCTIONAL ASSISTANT INSTRUCTIONAL ASSISTANT-SPECIALIZED

Page Three

- Maintain confidentiality of student records or other sensitive and privileged information in accordance with district, state and federal mandates and other specified legal requirements or policies.
- Use computer applications and other assistive technology.

#### **EDUCATION AND EXPERIENCE:**

Any combination of education and experience equivalent to:

#### **EDUCATION:**

Must have a high school diploma or its recognized equivalent and

- 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.

#### **EXPERIENCE**:

At least three hundred (300) contact hours of working with individuals with exceptional needs and/or behavioral, social-emotional deficits are required. This experience must be directly related to behavior modification within last five (5) years.

At least one (1) year experience working with students/adolescents with autism spectrum disorder is highly desirable.

#### LICENSES AND OTHER REQUIREMENTS:

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

#### SPECIAL INFORMATION:

<u>Incumbents in the classification</u> may be assigned any duties normally assigned from the class specification for Instructional Assistant-Special Education.

#### WORKING CONDITIONS

#### **ENVIRONMENT:**

Works in a classroom environment with students with exceptional needs exhibiting severe behavioral problems, including physical and emotional outbursts toward self/others such as kicking, spitting, scratching and biting. May require protection of physical safety at school/home with behavior modification techniques.

### SPECIALIZED INSTRUCTIONAL ASSISTANT INSTRUCTIONAL ASSISTANT-SPECIALIZED

Page Four

#### **PHYSICAL DEMANDS:**

May require sitting, stooping, crouching, standing, and walking to work with assigned students. Must have hand and finger dexterity to operate office equipment, learning aids and instructional materials.

May require driving to various district sites and/or to designated students' home. May occasionally lift or move a student weighing up to fifty (50) pounds.

DUTIES APPROVED BOARD OF EDUCATION:

Approved 2005

CLASSIFICATION APPROVED PERSONNEL COMMISSION:

June 14, 2005

Revised February 21, 2006

Revised September 2, 2008

Title/Revision change from Instructional Assistant-Intensive Behavioral Intervention March 10, 2009

Title/Revision change from Specialized Instructional Assistant, June 12, 2012

## PERSONNEL COMMISSION SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT Regular Meeting: Tuesday, June 12, 2012

#### **AGENDA ITEM NO: IV.B.1.**

SUBJECT: HR-PC Reorganization Perspective

#### **BACKGROUND INFORMATION:**

The attached documents give an historical perspective to the HR-PC Reorganization effort during the past several years at Santa Monica-Malibu Unified School District (SMMUSD).

- Memorandum of Understanding MOU) Between SMMUSD and the Personnel Commission December 13, 2004
- MOU Extension Between the District and the Personnel Commission 2006
- SMMUSD HR NEWS February 2005
- Personnel Commission SMMUSD Special Meeting March 6, 2007
- Board of Education Agenda Item: MOU with Personnel Commission Regarding Reorganization of Human Resources Department – April 19, 2007
- Proposed HR-PC Organization Alignment Chart June 6, 2011
- Personnel Commission SMMUSD Regular Meeting June 14, 2011
- Personnel Commission SMMUSD Regular Meeting July 12, 2011
- HR-PC Reorganization Discussion March 12, 2012
- Merit School Districts
- Proposed HR-PC Organizational Alignment Chart May 21, 2012
- Personnel Commission Staff Responsibilities June 2, 2012

#### **DIRECTOR'S RECOMMENDATION**

The Director of Classified Personnel recommends that the Personnel Commission discuss the historical perspective of the HR-PC Reorganization.

#### MEMORANDUM OF UNDERSTANDING

#### Between the Santa Monica-Malibu Unified School District and the Santa Monica-Malibu Personnel Commission

December 13, 2004

The Santa Monica-Malibu Unified School District (SMMUSD) and the Santa Monica - Malibu Personnel Commission (Personnel Commission) will pilot a reorganization of the Human Resources Department. In this pilot program, the Personnel Commission will assign 2.0 FTE positions, the HRIS position and one HR Tech position, to the Human Resources Department. The remainder of the Classified Personnel staff, a full time Director, Personnel Analyst (vacant), 1.5 Human Resources Technicians, and one Administrative Assistant, will have responsibilities related exclusively to the Personnel Commission and the Merit Rules. The pilot program will begin effective February 1, 2005 and will remain in effect until July 1, 2006. It will be evaluated in June, 2005 and November, 2005. At the first Personnel Commission meeting in May of 2006, the pilot program will be reviewed by both parties to determine its effectiveness, at which time this Memorandum of Understanding may be revoked by either party.

The rationale and purpose of this pilot reorganization is to create a classified personnel office that is solely responsible for performing the duties overseen by the Personnel Commission, protecting the rights of fair employment and fair disciplinary practices, while expanding the SMMUSD Human Resources department to be able to address the employment requirements and needs of all employees, certificated and classified, in the most efficient and clear manner possible.

While the pilot program is in effect, the budget for all Personnel Commission positions shall remain unchanged and shall remain with the Personnel Commission. At the May, 2006 meeting, if both parties are satisfied with the pilot program, it shall become permanent on July 1, 2006 and the budget for the two positions described above will be permanently shifted from the Personnel Commission to SMMUSD.

The attached list of duties to be transferred from the Personnel Commission to SMMUSD was created by the Director of Classified Personnel and reviewed by the Assistant Superintendent of Human Resources, the Director of Human Resources, and the employees in the Classified Personnel Office.

The following timeline will be the guide for the transition:

December 14, 2004	Plan approved at Personnel Commission Meeting
December 17, 2004	Full Time Director of Classified Personnel Position Opened for Applications
January 4, 2005	Transition discussed at Classified Personnel Meeting
January 11, 2005	Transition discussed at Classified Personnel Meetings (Additional meetings will be scheduled if necessary)
January 15, 2005	Director of Classified Personnel will notify in writing the employees who will be moved to the Human Resources Department.
February 1, 2005	Pilot program begins
May, 2005	Review of pilot program
November, 2005	Review of pilot program
May, 2006	Evaluation of pilot program

The HRIS position and the HR Tech position will move to the Santa Monica-Malibu Unified School District Human Resources Department at which time the two employees will be under the direction of the Human Resource Department. The two employees will maintain their job position and will be evaluated under the same contract guidelines. The Director of Classified Personnel will evaluate the employees for this current year 2004-2005 prior to February 1, 2005. Beginning February 1, 2005, the Director of Human Resources will have the responsibility of evaluating the employees.

Although the positions are moved for the seventeen-month period, the budget will remain with the Personnel Commission. At the date of the program review, if both parties wish to continue the separation, the budget for the personnel classified side will be shifted to the Santa Monica-Malibu Unified School District as July 1, 2006 and the official separation will be in effect.

The following is a list of job functions the Personnel Commission recommends to transfer to the District along with 2.0 FTE's effective February 1, 2005.

- 1. Board Agenda Reports
- 2. Clerical & Substitute Assignments
- 3. Employee Evaluations
- 4. Employee Processing
- 5. Employment Verification
- 6. Fingerprinting
- 7. Filing of District Records
- 8. HRIS Data Entry & Back-Up (Labels, List & Letter)
- 9. Leaves of Absence Processing
- 10. Processing of Non-Merit, Special Services Employees, and Volunteers
- 11.Salary Adjustments
- 12.Subpoenas for Records
- 13. Unemployment Claims
- 14. Winter and Spring Break Assignments

## Memorandum of Understanding (MOU) Extension Between the District and the Personnel Commission

#### **Proposed Modifications:**

- Reassignment of fifty (50%) of HR Technician position from the District to the Personnel Commission.
- Reassignment of Clerical and Substitute (excluding Instructional Assistant-Special Education) from the District to the Personnel Commission.
- Reassignment of Winter and Spring Break assignments from the District to the Personnel Commission.
- Extend the Pilot Program for another six (6) months. August 1, 2006 to January 31, 2007.
- Personnel Commission and the District will jointly commence a data-based assessment during the proposed six (6) month extension.

### SMMUSD HR NEWS

Volume 1, Issue 1

February, 2005

### Our First Newsletter from the Human Resources Department

This Newsletter will focus on SMMUSD's greatest resource: our employees. By informing you of what you need to know, and by celebrating the successes across the District, the SMMUSD HR NEWS will keep you up to date and informed. We will publish this at the beginning of the year, in February, and again in May

We plan to include information on legal and financial news that affects our employees, health benefits updates, upcoming trainings from the HR department as well as other key trainings, and information about our employees who have been recognized for their outstanding achievements.

Note from the Editor: I believe that great organizations have extended in a communication among employees. I hope that you empty the newsletter, that it improves our internal communications, and that you are more aware of programs and issues in our district. I welcome your suggestions!

- Michael D. Matthews, Assistant Superintendent of HR.

#### INSIDE THIS ISSUE

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LEAD Program II manifilment Achievements

### HR Department Reorganized to Better Serve Employees

Health Benefits will now be in the HR Department

At the January 20, 2005 Board Meeting, the SMMUSD: Board of Education voted unanimously to endurse a Memoof Understanding (MOU) herween the District and the Personnel Commission reorganizing the Human Resources Department. We basically now have one Human Resources Department for Certificated and Classified Employees, and a Personnel Commission Department responsible for insuring a fair living process for classified employees and other Ment Rules responsibilities. Webelieve that you will find better service for all of our employees. It is the Human Resource Department's sob to not only hire and place employees, but to help keep all of us properly credentialed and qualified in the eves of government authorities, to take care of critical needs such as salary placement and health insurance, and to pertium other duties to maximize the effectiveness, officiency and satisfaction of all of our employees

#### Details of the Reorganization

To truly understand how this reorganization occurred, you have to understand that we are a Meni District, which means that our Classified employees are protected by the Ment Rules as administered by a separate and independent Personnel Commission. (Please see the Box on page 3 for more information about the Personnel Commission.)

In the 2003-04 school year, the Personnel Commission and the Board of Education commissioned a study to examine staffing in the SMMUSD HR Department compared to other districts in southern California. After receiving the study, the Personnel Commission held a series of meetings.

Jos "FIR Konganismon" in June 1

#### Advice from HR . . .

#### Do you have Direct Deposit?

If not, why not? Although most of our employees have direct deposit, there are still a good number who do not. It often creates difficulties during paydays that occur when achool is not in session. Those who have direct deposit swear by the reliability and convenience of it. Our CFO Winston Braham states that it is a cost-cutting measure that saves time for the employees in Fiscal Services. Contact Ali, Maria or Sandy in payroll if you are interested.

### What doctor will you see if you get hurt on the job?

If you don't submit the correct form, then our Workers' Compensation insurer will dictate your decision. Go to our IfR website and download the Personal Physician Pre-Designation Form that will allow you to see your own physician if you get injured on the job. We hope that no one has to go through Workers' Comp and we are taking steps to reduce the number that do get injured, but please know that if you do not fill out the form and you do get injured on the job, you cannot fill it out afterwards. Get it done now and check it off your To Do list.

Remember – our Workers' Comp is costing us over \$2 million a year. That's \$2 million we could be spending on helping our employees provide the best possible education for all of our students. Be safe and remind others to do so!

#### Upcoming Learning Opportunities

#### TSAs and Pension Plans

As most of you know, the federal government tax code 403(b) allows education employees to pur aside a considerable amount of money (up to \$14,000 a year) into a Tax Sheltered Annuity (TSA). If you want to learn more about what a TSA is and the options you have for investment, we encourage you to attend a TSA workshop. Mike Marthews and Ali Delawalla will be presenting information and answering all of your questions. The workshop is scheduled for March 8 at 3:45 in the Board Room.

Retirement is one of the hot topics—Social Security, STRS, PERS, defined benefit plans and defined contribution plans are making front page headlines. Come and learn about what the politicians are saying, as well as the basics on STRS and PERS on April 18 at 3:45 in the SMMUSD Boardroom.

### Collaborating for Improvement

#### Joint Committee on Health Benefits Set to Meet

In negotiations with the District last surrouse, both 51 II. and SMMCTA agreed that a journer amminist on health care benefits would convene and work on this important usue. The usue of bealth care extends for beyond the borders of SMMUSD. In California, the recent process workers strike wit all about bealth care, as was a failed proposition, which would have mandated that entployers pay at lasts 60% of health care costs.

The Kaiser Family Postindation researched the tosse and commented on mational mends, "Since 2001, premium of or family coverage flave increased by 50%, coroposed such inflation growth of 9.7% and wage growth of 12.3%." Clearly this growth has a dramatic impact on the financial health of all achieol districts.

The Health Benerits Commune will have to do a great deal of studying and learning, examining the issues and exploring alternatives that will provide high quality medical muotion of all employees while maintaining fiscal responsibility and stability for SMMUSD. The first morning a schooled for February 17.

#### Teachers Pilot New Standards-Based Evaluation System

Approximately 35 teachers are working with site administrators to pilot a new evaluation system based on the California. Standards for the Teaching Profession (CSTP). The diatric to the handbook is on the HR website. Principals have speak several days this year being mained on how to observe and evaluate based on the CSTP. Teachers in the pilot amended a workshop in January to learn about the philotophy and density of the pilot. They gave input on what needed more work and how to best assest teachers using this evaluation especially the pilot attended, as did SMNCTA who have worked on the pilot attended, as did SMNCTA President Harre Keiles. The SMMCTA-SMMUSD Evaluation Committee communities most to communicate and develop the pilot evaluation system to seed on feedback from teachers and administrators.

### UNDERSTANDING THE MERIT SYSTEM

In 1938, the classified employees of SMMUSD voted to become a Mern District. In doing so, they chore a system that is designed to insure that classified employees are hired fairly and without bias, and that whenever a disciplinary measure arises, that it too is maidled fairly and without bias. So every open classified position has an advertising period, qualification through a test, and only the top few candidates, is determined by that test, unerview for the position. To this end, an independent and separate 3-person Personnel Commission was created. This Commission amends the Merr Rules for the District and has a director and a staff to carry out its dense. The Personnel Commission meets mountily and all meetings are open to the public.

#### HUMAN RESOURCES STAFF

DR. MICHAEL D. MATTHEWS

ASSISTANT SUPERINTENDENT, CHIEF OF STATE MATTHEW SUPERINGS DAGING, X220

DR. GABIL SOUMAKIAN

Therefore GARLSON MALLYS WITCH MILES FOR S. X220

CHERYL AYERS

SENIOR ADMINISTRATIVE ASSISTANT AVERSOSMAN STANIE, X220

TRUNK BEHRENS

SENIOR OFFICE SPICIALIST MURROSSIESMOSTLONG, \$274

PAGE DOTY

HR TELFONICIAN, HEALTH INSURANCE PLATT SESSIOL STATIO, X271

MARCIA HAGIEN

CERTIFICATED FREDERITAL ANALYST EACENOISM RESDURG, X273

BETH HOLMES

HR THOUSECLYN, HEADTH DSCHANCE HOLNESGESTBURSDORG, N272

ASHRAF KADIMANI

INFORMATION SYSTEMS TECHNICIAN (CLASSICRO) ETEMATIONAMIC SECURO, X501

LIYLA PLATZ

SENIORING REATION SYSTEMS TRUMNICAN (CERTIFICATED) PRATTIES (MUSICORG, N275 built on the feedback of employees in the HR department, examining ways to provide more services for SMMUSD employees without increasing staffing.

If you have not checked out the Human Resources Website at www.smmusd.org, you should log on and see all of the information available on the reorganization, health benefits and much more.

The Personnel Commission settled on a plan to have a smaller Personnel Commission department devoted solely to the Personnel Commission responsibilities of hining and disciplinary issues. The HR department would receive two employees from the Personnel Commission staff and move from being solely a certificated HR department, to a complete department serving all of the classified and certificated employees. By combining previously duplicated services, HR can now provide health insurance service. Paul Doty (ext. 271) and Beth Holmes (ext. 272) will now answer all questions about health insurance.

"By combining previously duplicated services, HR can now provide health insurance service."

There will be a training period through April, but they are ready to answer your questions. Please see the HR website for a copy of the MOU between the Personnel Commission and SMMUSD.

#### PERSONNEL COMMISSION STAFF

CELLA CARROL, CHAIR, PERSONNEL COMMISSION.

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RUSS BARNARD, PERSONNEL COMMISSIONER

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DRADY GESMAUSDLORG

RICHARD IDE, INTERIM DEPARTMENT MANAGER

RICHARD, HORDERSMALSIA ORG

ANGELA ANTHONY, HR TECHNICIAN

ANTHONY WASHING STUDIES, NZTR

NEDRA GRAY, ADMINISTRATIVE ASSISTANT

NURAYIMSMAN STACING, X270

CINDY JOHNSTON, HR TECHNICIAN IOMNSTON/GEMBUSD, ORG. x526

#### CONGRATULATIONS ON EXTRAORDINARY ACHIEVEMENTS!

#### NATIONAL BOARD CHICKETOATION

We are very proud of all of our National Board Certified Teachers. While the nation and the state of California have approximately 1% of reachers who are National Board Certified, SMMUSD has over 6%. Our National Board Teachers will be working with the Human Resources Department and Educational Services to lead and facilitate excellence in reaching in SMMUSD. The following reachers are National Board Certified:

Delsorah Ackrich Lisa Ramoli

Linda Beasley Amy Beeman-Solano

Wendy Berman Amy Besson

Michael Burnett Anna Deshautelle Kelley Didson Staci Erlandson

Indith Franklin Heather Gardner

Gretchen Gies Stephanie Gross

Lornine Florn Christine Hovest

Victoria Hurst Sylvia Jintines Cynthia Johnson Julie Jones

Tristen longs Adrienne Katyadi

Keri King Katherine Lanza

Brigene Leonard Tracy Levin

Eric Muc

La Shawn Moore Monaca Mora

Jill Matthews

Lori Orum Gabriel Paez

Eric Paul Nancy Rankin

Steten Reifman La Sonja Roberts

Bryan Sunders Susan Scheer Nancy Skorko Susan Stivers

Susan Suomo Amy Teplin

Robert Thais Cynthia Thatcher Cynthic Weinstock Heather Williams

Carol Wrabel Amelia Zimmennann -Woiff

### New LEAD Cohort to Begin in 2005

Information Session Scheduled for March 14

Our fourth LEAD Cohort begins in the fall of 2005. In collaboration with Cal State Northridge, SMMUSD sponsors an educational program that allows participants to earn an Administrative Services Credential and a Master's Degree. The LEAD Cohort meets once a week over a two-year period and take courses taught by CSUN Professors and SMMUSD Administrators. The intent of the program is to provide a convenient educational program that gives SMMUSD teachers the opportunity to become an administrator. Current SMMUSD administrators who completed the LEAD program include: Sasan Samarge, Suzanne Webb Monestero, Luis Ramirez, Jessica Rishe, Amy Fowler and Irene Gonzalez.

The informational meeting will be on Monday, March 14th at 4:30 PM in the PDLC. If you have not already RSVP'd, please email Assistant Superintendent Mike Matthews at matthews@smmusd.org.

#### MORE EXTRAORDINARY ACHIEVEMENTS!

SAMOHI ROP teachers Ten Jones & Anita Kemp received the "Leavey Award" through the Freedoms Foundation at Valley Forge for outstanding project, which teaches free enterprise.

Rochelle Jacobs, a third grade reacher at Juan Cabrillo, was a nominee for the prestigious Disney Teacher of the Year Award.

Franklin Kindergarten Tescher Abby Klein is a published author with two books our for Scholastic – "Reade Preddy".

Lisa Barroli, 4th grade teacher at Franklin, was one of the teachers selected from across the nation to be on the Openh show where she honored teachers with over \$15,000 worth of gifts each, such as a flat screen TV, lap top computer, clothes, school supplies, etc.

#### PERSONNEL COMMISSION SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT Special Meeting: Tuesday, March 6, 2007

#### **AGENDA ITEM NO: II.A.2.**

SUBJECT: Human Resources – Personnel Commission Reorganization Pilot Program: Final Report

#### **BACKGROUND INFORMATION**:

In December 2004, a Memorandum of Understanding (MOU) between the District and the Personnel Commission, which detailed the content of and implementation procedures for, a Pilot Program was agreed upon. The rationale and purpose of this MOU were the following:

- 1. Create a Classified Personnel which is responsible for Personnel Commission-related duties, protecting rights of fair employment and fair disciplinary practices.
- 2. Expand the HR department to be able to address the employment requirements and needs of all employees, certificated and classified, in the most efficient and clear manner possible.

The timeframe to conduct and evaluate the Pilot Program was February 2005 to July 2006. At its August 2006 Personnel Commission meeting, it was determined by the parties involved (i.e., the District and the Personnel Commission) to extend the Pilot Program additional six (6) months. Shortly, thereafter, a decision would be reached about the merits of the Pilot Program.

The attached report - *Human Resources* – *Personnel Commission Reorganization Pilot Program: Final Report* offers a critique.

#### **DIRECTOR'S RECOMMENDATION:**

The Personnel Director recommends that the Personnel Commission and the District review and act upon the efficacy of the Pilot Program.

Motion by:	
Second by:	
Vote:	

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

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

#### **MINUTES**

SPECIAL MEETING
March 6, 2007 @ 4:00 p.m.
District Office Board Room

Electronically Recorded

PERSONNEL COMMISSIONERS: Mrs. Celia Carroll, Mr. Russell Barnard, and Mrs. Pam Brady

#### I. <u>General Functions:</u>

- A. <u>Call to Order:</u> The Special Meeting of the Personnel Commission was called to order at 4:25 p.m.
- B. Roll Call: Commissioners Carroll, Brady and Barnard were present.
- C. Pledge of Allegiance: Commissioner Carroll led all in attendance in the Pledge of Allegiance.
- D. Motion to Approve Agenda:

The agenda was amended. Agenda items number II.A.2 - Discussion/Action Item - Human Resources - Classified Personnel Reorganization Pilot Program Final Report was moved subsequent to agenda item II.A.1

Motion by: Russell Barnard Seconded by: Celia Carroll

Vote: 2-0

- **E. Public Comments:** Public Comments is the time when members of the audience may address the Personnel Commission on items not scheduled on the meeting's agenda. All speakers are limited to three (3) minutes. When there are a large number of speakers, the Personnel Commission may reduce the allotted time to two (2) minutes per speaker. The Brown Act (Government Code) states that Personnel Commission members may not engage in discussion of issues raised during "Public Comments" except to ask clarifying questions, make a brief announcement, make a brief report on his or her own activities, or to refer the matter to staff.
  - 1. Request to Speak on Agenda Items
  - 2. Request to Speak on Non-agenda Items

- **F.** <u>Communications:</u> The Communications section provides an opportunity for the Personnel Commission to hear from the individuals or representatives listed below. All reports are limited to 5 minutes or less.
  - 1. SEIU Report None
  - 2. Board of Education Report **None**

#### II. <u>Discussion/Action Items/or Other Information:</u>

#### A. Action Item(s):

2. Human Resources - Personnel Commission Reorganization Pilot Program: Final Report **Dr. Young presented the overall outline of the report.** 

Dr. Douglas Staine, Director of Human Resources, emphasized the need for conclusion of the program. The primary focus of the Personnel Commission is to provide qualified employees for District vacant positions as well as to conduct Appeal Hearings. The essential responsibility of Human Resources is to provide support for all District employees to be successful in their assignments. The jobs functions allocated between both departments must be in compliance with the Education Code. The Pilot Program extended beyond Classified Personnel and Human Resources duties, specifically into Fiscal department. The goal of this program is to eliminate duplication of duties and to assign them appropriately. Dr. Staine referred to the Gomez-Grobe Reorganization study that was conducted in 2004 to assist the District with analyses of the human resources services and their structure. The study conclusions differ from the Memorandum of Understanding (MOU) between the Personnel Commission and the District signed on December 13, 2004.

Dr. Young emphasized that the Gomez-Grobe study sample size consisted of approximately nine school districts, of which two thirds were not merit school districts, hence the final recommendations did not reflect the needs of a merit school district. Commissioner Barnard stated that the Personnel Commission rejected the report and removed the vendor from a list of approved vendors.

Using a time line, Dr. Young referred to the MOU and its purpose - to identify specific responsibilities and job functions associated with the Personnel Commission and the District.

Dr. Young presented a matrix of classified personnel functions distributed between Human Resources department and Personnel Commission, per the Education Code. He called attention to the division of fourteen (14) specific job functions formulated in the MOU. Additionally, he specified the inclusion of the benefits/insurance functions, which were not part of the MOU.

Commissioner Brady joined the meeting at 4:50 p.m.

Dr. Young also reviewed the classified personnel assignments in terms of pre- and post- MOU. Commissioner Barnard inquired about clerical and substitute

assignments, which should be, according to the Education Code, processed by Classified Personnel. Dr. Young replied that this job function was transferred to Classified Personnel at the extension of the Memorandum of Understanding in August 2006, as 0.5 FTE was designated to the department to manage the clerical and substitute assignments.

Dr. Young presented the results of the Human Resources and Personnel Commission Pilot Program Opinion Survey. The purpose of the survey was to measure the Program's impact on staff, the work that staff performed, and the overall effectiveness of the Human Resources Department and the Office of Classified Personnel, according to each participant's opinion. According to the majority of the staff, the Pilot Program's general goals were not completely met.

Dr. Young recommended concluding the Pilot Program with a transfer of a Human Resources Technician position to the Classified Personnel department to assume responsibilities mainly related to recruitments, but also to perform duties concerning winter and spring break assignments as well as clerical and substitute assignments. The office of Classified Personnel would also be responsible for scheduling and managing employee evaluations.

Dr. Staine recommended retaining both positions, Human Resources Information Specialist and Human Resources Technician, in the Human Resources department.

Commissioner Barnard presented three possible conclusions of the Pilot Program – Personnel Commission may cancel the Memorandum of Understanding and assume all fourteen job functions, or the Personnel Commission may approve the Memorandum of Understanding as a permanent action hoping that the District will also approve it. The District may cancel the Pilot Program as well, hence the two positions would be transferred to the office of Classified Personnel together with all fourteen (14) job functions. The last option is to agree on another solution that would benefit both departments.

Board of Education President, Kathy Wisnicki, requested focusing solely on the Memorandum of Understanding. She encouraged the parties involved to continue dialog to reach a conclusion that would eliminate the duplication of job functions and create an efficient system in personnel services.

Mr. Tim Walker, Deputy Superintendent, expressed his concern about the workload in the Human Resources department.

Commissioner Barnard emphasized the need for Classified Personnel to be sufficiently staffed in order to effectively recruit for the District. In addition to this focus, Classified Personnel is required to assume responsibility for winter and spring break assignments, as well as for clerical and substitute assignments in order to be in compliance with the Education Code. It will not be possible to do so if both positions remain in the Human Resources department. It is apparent that the existing Memorandum of Understanding will not comply with the Education Code, hence there is a need for modification.

Commissioner Barnard made a motion stating "that instead of the temporary, halftime position, the Personnel Commission is requesting a full-time, permanent FTE responsible for clerical and substitute assignments, winter and spring break assignments, employee evaluations and recruitment program, and a professional recruitment program to be developed and maintained."

Motion by: Russell Barnard Seconded by: Pam Brady

Vote: 3-0

This request will be presented at the following Board of Education meeting. Personnel Commissioners will attend this meeting to provide any additional information for the Board of Education.

#### 1. Election of Personnel Commission Officers

Ms. Celia Carroll was elected as the Personnel Commission Chair

Motion by: Russell Barnard
Seconded by: Pam Brady

Vote: 3-0

#### Ms. Pam Brady was elected as the Personnel Commission Vice Chair

Motion by: **Russell Barnard** Seconded by: **Celia Carroll** 

Vote: 3-0

#### **III.** Next Regular Personnel Commission Meeting:

Thursday, March 15, 2007, at 5:00 pm – Ocean Park Branch Library, 2601 Main, Street, Santa Monica

#### IV. Adjournment:

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

Motion by: Russell Barnard
Seconded by: Pam Brady

Vote: 3 - 0

TIME ADJOURNED: 7:07 p.m.

Submitted by:

Wilbert Young, Ph.D.

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. 27

## HUMAN RESOURCES - PERSONNEL COMMISSION REORGANIZATION PILOT PROGRAM

FINAL REPORT

March 6, 2007

By

Dr. Douglas Staine, Director Human Resources Dr. Wilbert Young, Director Classified Personnel

### **Presentation Outline**





Opening Remarks



Overview of the GomezGrobe Reorganization Study (May 2004)



Overview of the Memorandum of Understanding between the District and the Personnel Commission (December 2004)



Overview of the Extension of the Memorandum of Understanding between the District and the Personnel Commission (August 2006)



Article 6. Merit System Education Code Sections §45260 and §45261



Matrix of Classified Personnel Functions for the Board and the Personnel Commission per the Education Code



Matrix of Classified Personnel Functions and Personnel Assignments Pre and Post-2004 MOU



Human Resources Department & Personnel Commission Pilot Program Opinion Survey (December 2006) Results



Conclusions



Appendices:

Functional Chart for Positions Listed for Positions Listed in Figure 1 in GomezGrobe Reorganization Study (May 2004)

Human Resources Department & Personnel Commission Pilot Program Opinion Survey (December 2006)

## **Opening Remarks**

- The Reorganization pilot program needs to be finalized.
- Needs to adhere to a system that works and meets the needs of the District.
- The primary focus for the Personnel Commission should be to recruit and provide qualified employees for permanent and temporary vacant positions.
- Once selected, the primary focus for District is to process new employees and provide them with the support they need to be successful.
- O Job functions allocated between the District and the Personnel Commission should be consistent with the provisions outlined in the Education Code.

## **Opening Remarks**

- It involved more than the PC/HR reorganization MOU.
  - Health Benefits management
  - TSA coordination
  - Salary Schedule development
  - Workers Comp/Risk Management
  - Cross-training staff
  - Sub-finder System for both certificated and classified staff
- o Goals for all involved are the same.
  - Increased efficiency/less duplication
  - Appropriate assignment of responsibility
  - More consistent service
  - Reduce processing time
  - Fill Classified Vacancies

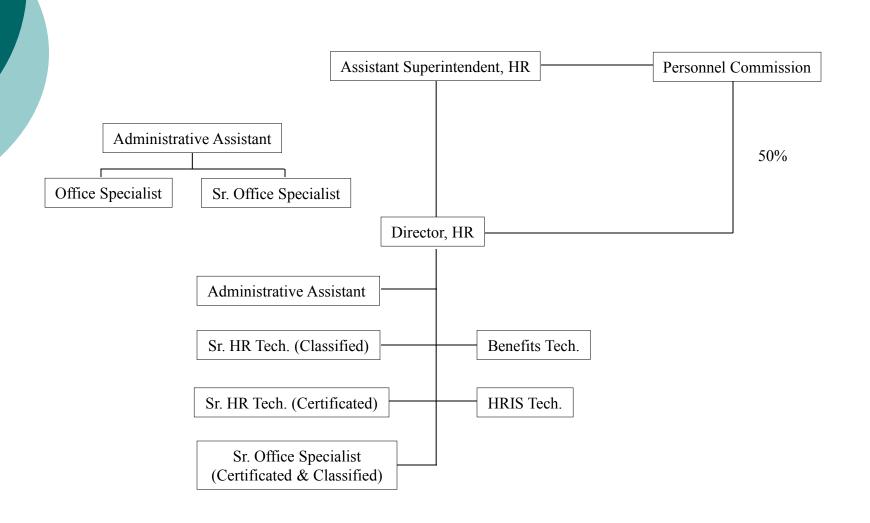
## GomezGrobe Study - May 2004 Purpose

- Assist the District in assuring that the HR services are provided effectively, efficiently and economically to achieve organizational goals.
- Determine whether the current organization structure contributes to organizational goals.
- Determine whether the range of personnel functions is appropriate to the scope of work.
- Determine the number of administrators required
   to oversee the personnel functions in the most efficient, effective and economic manner possible.

## GomezGrobe Study - May 2004 Methodology

- Obtained, analyzed and evaluated forms, processes and information.
- Obtained and analyzed organization charts, position
   titles and job descriptions from nine comparably sized unified school districts.
- Interviewed the nine incumbents in the positions in the current HR structure.
- Reviewed a pre-interview questionnaire prepared by each HR staff member.
- Interviewed four site administrators and one director of a central department as customers of HR.

## GomezGrobe – Preferred Option 1: Re-engineer for Efficiency and Effectiveness



## Memorandum of Understanding (MOU) December 2004 Between the District and the Personnel Commission

#### **Rationale and Purpose:**

- Create a Classified Personnel which is responsible for Personnel Commission-related duties, protecting rights of fair employment and fair disciplinary practices.
- Expanding the HR department to be able to address the employment requirements and needs of all employees, certificated and classified, in the most efficient and clear manner possible.

#### Time frame:

- February 1, 2005 to July 1, 2006.
- Evaluated in June 2005 and November 2005.
- At the Personnel Commission meeting in May 2006, reviewed by both parties and may be revoked by either party.

#### **Budget:**

- Budget remains with the Personnel Commission during the pilot program.
- If both parties are satisfied with the pilot program, it shall become permanent on July 1, 2006 and the budget permanently is shifted from the Personnel Commission to the District.

# Memorandum of Understanding (MOU) – December 2004 Between the District and the Personnel Commission (continued)

#### **Transfer of Personnel and Job Functions:**

- 2.0 FTE's (HR Tech. and HRIS Tech.)
- Board Agenda Reports
- Clerical and Substitute Assignments
- Employee Evaluations
- Employee Processing
- Employment Verification
- Fingerprinting
- Filing of District Records

- HRIS Data Entry and Back-up
- Leaves of Absence Processing
- Processing of Non-merit, SpecialServices Employees and
- Services Employees and Volunteers
- Salary Adjustments
- Subpoenas for Records
- Unemployment Claims
- Winter and Spring Break Assignments

## Memorandum of Understanding (MOU) Extension Between the District and the Personnel Commission

#### **Proposed Modifications:**

- Reassignment of fifty (50%) of HR Technician position from the District to the Personnel Commission.
- Reassignment of Clerical and Substitute (excluding Instructional Assistant-Special Education) from the District to the Personnel Commission.
- Reassignment of Winter and Spring Break assignments from the District to the Personnel Commission.
- Extend the Pilot Program for another six (6) months.- August 1, 2006 to January 31, 2007.
- Personnel Commission and the District will jointly commence a data-based assessment during the proposed six (6) month extension.

## Article 6: Merit System Education Code Section §45260

- 45260. (a) The commission shall prescribe, amend, and interpret, subject to this article, such rules as may be necessary to insure the efficiency of the service and the selection and retention of employees upon a basis of merit and fitness. The rules shall not apply to bargaining unit members if the subject matter is within the scope of representation, as defined in Section 3543.2 of the Government Code, and is included in a negotiated agreement between the governing board and that unit. The rules shall be binding upon the governing board, but shall not restrict the authority of the governing board provided pursuant to other sections of this code.
- (b) No rule or amendment which would affect classified employees who are represented by a certified or recognized exclusive bargaining representative shall be adopted by the commission until the exclusive bargaining representative and the public school employer of the classified employees who would be affected have been given reasonable notice of the proposal.

## Article 6: Merit System Education Code Section §45261

- 45261. (a) The rules shall provide for the procedures to be followed by the governing board as they pertain to the classified service regarding applications, examinations, eligibility, appointments, promotions, demotions, transfers, dismissals, resignations, layoffs, reemployment, vacations, leaves of absence, compensation within classification, job analyses and specifications, performance evaluations, public advertisement of examinations, rejection of unfit applicants without competition, and any other matters necessary to carry out the provisions and purposes of this article.
- (b) With respect to those matters set forth in subdivision (a) which are a subject of negotiation under the provisions of Section 3543.2 of the Government Code, such rules as apply to each bargaining unit shall be in accordance with the negotiated agreement, if any, between the exclusive representative for that unit and the public school employer.

# Matrix of Classified Personnel Functions for the Board and the Personnel Commission per the Education Code

	Function	Code	Commission	Board
PERSON	NNEL ADMINISTRATION		 	
	g of Non-merit, Special Employees and Volunteers		! ! ! ! ! !	X
Filing of	District Records		 	X
Fingerpri	nting			X
Employm	ent Verification		 	X
Employee	e Processing		1 	X
Board Ag	enda Reports		i 	X
Leave of	Absence Processing	45261	X	X
Subpoena	s for Records		 	X
HRIS Da	a Entry and Back-up	45311	X	X
RECRU	TMENT AND SELECTION			
Clerical a	nd Substitute Assignments	45241, 45261, 45310	X	
Winter ar	d Spring Break Assignments	45241, 45261, 45310	х	

## Matrix of Classified Personnel Functions for the Board and the Personnel Commission per the Education Code (continued)

	Function	Code	Commission	Board
,	WAGE AND SALARY			
	Salary Adjustments	45261	x	X
]	EMPLOYEE BENEFITS			
Į	Unemployment Claims			X
	Employee Benefits/Insurance Program *			x
	RETAINING EMPLOYEES ON THE BASIS OF PERFORMANCE			
]	Employee Evaluations	45261	x	X
	* Not identified in 2004 MOU			

## Matrix of Classified Personnel Functions and Personnel Assignments Pre and Post-2004 MOU

Function	Code	PRE-2004 MOU Department/Class	POST-2004 MOU  Department/Class
PERSONNEL ADMINISTRATION			
Processing of Non-merit, Special Services Employees and Volunteers		PC/AA	HRD/HRT, SOS, OS
Filing of District Records		PC/HRIS	HRD/HRIS
Fingerprinting		PC/HRT	HRD/HRT, HRTC, SOS, OS
Employment Verification		PC/HRIS	HRD/HRIS
Employee Processing		PC/HRT	HRD/HRT, HRTC, SOS, OS
Board Agenda Reports		PC/HRIS	HRD/Sr.AA
Leave of Absence Processing	45261	PC/AA	HRD/HRTC
Subpoenas for Records		PC/AA	HRD/Sr.AA
HRIS Data Entry and Back-up	45311	PC/HRIS	HRD/HRIS
RECRUITMENT AND SELECTION			
Clerical and Substitute Assignments	45241, 45261, 45310	PC/HRT	HRD-PC/HRT
Winter and Spring Break Assignments	45241, 45261, 45310	PC/HRT	PC/HRT
			1

## Matrix of Classified Personnel Functions and Personnel Assignments Pre and Post-2004 MOU (continued)

\	Function	Code	PRE-MOU  Department/Class	POST-MOU  Department/Class
	WAGE AND SALARY			 
	Salary Adjustments	45261	PC/HRIS	HRD/HRIS
	EMPLOYEE BENEFITS			
	Unemployment Claims		PC/HRIS	HRD/HRIS
	Employee Benefits/Insurance Program *			HRD/HRT
	RETAINING EMPLOYEES ON THE BASIS OF PERFORMANCE			
	Employee Evaluations	45261	PC/HRT	HRD/HRT
	* Not identified in 2004 MOU			

### Human Resources Department & Personnel Commission Pilot Program Opinion Survey

#### **Purpose and Scope:**

The Human Resources and Personnel Commission Reorganization Pilot Program was initiated in February of 2005. This brief survey was designed to obtain staff's opinions about the Pilot Program. The purpose of the survey was to measure how the Pilot Program impacted staff, the work that staff performed, and the overall effectiveness of the Human Resources Department and the Office of Classified Personnel, according to each participant's opinion.

#### **Methodology:**

The survey was distributed in December 2006 to thirteen former and current staff members of the Human Resources and Personnel Commission departments. Twelve surveys were returned.

## Q1. In your opinion, what was (were) the critical objective(s) in implementing the Pilot Program in February 2005?

## Q2. In your opinion, how successfully did the Pilot Program achieve each of the objectives you listed in Q1?

CRITICAL OBJECTIVE (# of comments = 34)	%	ACHIEVED	NOT ACHIEVED
a. Reduce duplication of work.	18		X
b. Provide better service.	18		X
c. Personnel Commission being held responsible for testing, disciplinary practices and fair employment practices.	12	Neuti	ral
d. Positions filled in a timely manner.	9		X
e. Combine the Personnel Commission and HR departments under one director.	3		X
f. Make the insurance function part of the HR department.	3		X
g. Avoid re-employment of the Risk Management/Benefits employee.	12	X	
h. Weaken/eliminate the Personnel Commission.	9	X	
i. Provide uniform services for all employees.	3		X
j. Evaluate progress of the Pilot Program.	3		X
k. Use Personnel Commission funds and staff to manage and perform health benefits-related position.	3	X	
1. No response.	9		

### Q4. What is the one aspect of the Pilot Program you like most?

### Q5. What is the one aspect of the Pilot Program you like least?

MOST (# of comments = 13)	: %	LEAST (# of comments = 16)	: %
a. Employment processing done by one person.	8	a. Undefined/changing job duties assigned to staff.	38
b. Assignment of HR services functions to HR.	31	b. Everything.	6
c. Communication/working relationship between departments' staff.	31	c. Disregard for compliance to merit rules and contract language.	13
d. Protect interests of classified staff-Personnel Commission.	8	d. Hidden agendas/motives	6
e. Opportunity to discuss process and procedure.	8	<ul><li>underlining reorganization.</li><li>e. Length of Pilot Program extension.</li></ul>	6
E. No response.	14	f. District employees' confusion about whom to contact.	13
		g. Implementation of an untested position control system (i.e., FileMaker Pro).	6
		h. Tension between employees.	6
		i. No response.	6

# Q6. What would be a key recommendation to consider in order to effectively meet the goals of the District in assuring that the human resources services are provided effectively, efficiently and economically?

KEY RECOMMENDATION (# of comments = 17)	
	<u></u> %
a. Fill/reinstate the Risk Management/Benefits insurance position ASAP.	24
b. Have a HR Technician handle all classified processing.	6
c. Have a single person oversee both departments.	6
d. Conduct staffing assessments of both departments to accurately determine the number and types of positions needed.	12
e. Separate from the Personnel Commission.	6
f. Return the bulk of pre Pilot Program duties and personnel back to the Personnel Commission.	18
g. Ensure that both departments work together and communicate well.	6
h. Educate District personnel about what each department does.	6
i. Set tangible goals and objectives to quantitatively measure effectiveness.	6
j. Employees should set aside the history behind the Pilot Program and focus on assigned duties with a positive and cooperative approach.	6
k. No response.	6

# Q7. Finally, please use the space below if you have any other comments you would like to make regarding the HR-PC Reorganization Pilot Program.

FINAL COMMENTS (# of comments = 12)	
	%
a. If the two positions are returned to the Commission staff, they would have to learn how to process employees. The needs of the District will be better served if the two positions are left in Personnel Services.	7
b. Employee processing is not being handled effectively.	14
c. Customer service is not being handled effectively.	7
d. Eliminate the Pilot Program and return to normal.	14
e. Main reason for the reorganization was to have someone process health benefits.	21
f. Commission needs the additional full-time HR Technician position.	14
g. Inconsistencies between the classified and certificated sides of personnel are being resolved by the reorganization.	7
k. No response.	14

# Q3. Since the implementation of the Pilot Program in 2005, in your opinion how would you rate your satisfaction related to each of following job functions:

- A. Processing Board Agenda Reports
- B. Processing clerical and substitute assignments
- C. Processing Employee Evaluations
- D. Employee processing
- E. Processing employment verification
- F. Processing fingerprints
- G. Filing of District records
- H. HRIS data entry and back-up
- I. Processing leaves of absence
- J. Processing of non-merit, special services and volunteers
- K. Processing salary adjustments
- L. Processing subpoenas for records
- M. Processing unemployment claims
- N. Processing Winter and Spring break assignments

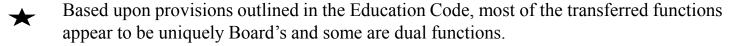
# Q3. Since the implementation of the Pilot Program in 2005, in your opinion how would you rate your satisfaction related to each of following job functions:

	Decline Considerably	Decline Somewhat	Same	Improved Somewhat	Improved Considerably	Don't Know	No Response
A	0%	0%	33%	0%	8.3%	33%	25%
В	0%	16.6%	41.6%	0%	8.3%	8.3%	25%
С	8.3%	8.3%	16.6%	8.3%	16.6%	16.6%	25%
D	25%	33%	0%	0%	8.3%	8.3%	25%
E	0%	0%	66.6%	0%	0%	8.3%	25%
F	8.3%	25%	25%	8.3%	0%	8.3%	25%
G	0%	0%	33%	16.6%	0%	25%	25%
Н	0%	0%	50%	8.3%	0%	16.6%	25%
I	0%	8.3%	8.3%	25%	16.6%	16.6%	25%
J	8.3%	33%	8.3%	0%	8.3%	41.6%	25%
К	0%	0%	41.6%	0%	0%	33%	25%
L	0%	0%	25%	0%	8.3%	41.6%	25%
М	0%	0%	41.6%	0%	0%	33%	25%
N	0%	0%	50%	0%	0%	25%	25%

## Conclusions



#### **Transferred Personnel and Functions:**



For the reassigned HRT, during most of the Pilot Program, only the "clerical and substitute assignments" has remained consistently at the HRT's desk. Upon implementation of the Pilot Program, the HRT has been working out of class performing benefits/insurance related duties. HRT's other job functions have been shared with other HRD personnel.

For the reassigned HRIS, six of seven transferred functions have consistently remained at the incumbent's desk. HRIS' functions are equally split between Board and Personnel Commission responsibilities.

## Conclusions



#### **Survey Results:**



Most of the staff feels, by their definitions, that the Pilot Program's general goals are not fully met.

•Reducing duplication of work.

- •Providing better service.
- •Filling positions in a timely manner.
- •Working in appropriate job assignments.
- •Providing uniform services for all employees.



Most of the staff feels that the main goal of the Pilot Program, to underwrite the benefits/insurance-related functions, is fully met.



Most of the staff feels that "processing leaves of absence" and "processing employee evaluations" have improved.



Most of the staff feels that "processing employment verification," "HRIS data entry and back-up," "processing Winter and Spring break assignments," "processing salary adjustments," "processing clerical and substitute assignments," and "processing Board Agenda Reports" have remained about the same



Most of the staff feels that "employee processing," "processing fingerprinting" and "processing of non-merit, special services and volunteers" have declined.

#### Dear Deberie:

After reviewing your report the Personnel Commission has both comments and questions concerning the reorganization proposal. At the heart of the problem is the fact that Santa Monica-Maliba USD is a hona fide Merit system and this has a marked effect on reporting relationships and structure. It also has a marked positive effect on the system's integrity. This fact has a compelling influence on the possible reporting relationships at the top of the organization. Unfortunately none of the three proposed options takes this dichotomy into account. Much that follows is a reflection of that situation.

The following comments and questions are presented in page sequence going through the report. Comments referencing different lines in Table 2 arbitrarily count the Enrollment line as line one (1).

#### NOTES ON REORGANIZATION PROPOSAL

- (p. 5) In Table 2, line 7 presents a picture indicating that the Classified Personnel Director reports to a certificated higher authority in Santa Monica-Malibu and Bellflower. This is not the case in Santa Monica-Malibu, nor should it be in any bona fide Merit system.
- (p.5) Table 2's format does not present a frue picture of reporting relationships. It infers that there is a direct vertical line of authority from the Classified Director to the Certificated Director, noted above. A line assigned to indicate the presence of a Personnel Commission needs to be inserted, where applicable, to clarify the true relationship.
- (p.5) Table 2, Line 6, Are both the Coving Valley and the Walnut Valley Personnel Directors reporting to a Personnel Commission and an Assistant Superintendent? Are these two Personnel Directors certificated or classified? The table appears to indicate that they are certificated.
- (p5.) Are the Class Specs of each Merit District available for review of the duties of the classes?
- (p. 7) Paragraph 2 statement re "merit" Districts seems highly subjective. A Merit system District that assiduously follows the Merit principles is grossly different from one, which is a "merit" system in name only. Santa Monica-Malibu USD is a bona fide Merit system and in practice it functions wholly as such. The Ed. Code makes provisions for systems that do not adopt a true Merit system, but in part they are dependent upon the beneficence of the administration for the degree of merit that is actually operative.

- (p. 12) Duplication of function where noted is to assure the presence of someone present at any time to carry out the task. Fingerprinting is critical to completion of the hiring process. Until the Calif. Department of Justice (DOJ) clears prints an employee cannot work. Print clearance is an absolute employment condition under the Ed. Code. No clearance from the DOJ — no employment. The Ed. Code is very clear on this point.
- (p.14) The Director Human Resources does report to the Deputy Superintendent/Chief of Staff, but the Director Classified Personnel does not. The Director Classified Personnel reports to the Personnel Commission and is Secretary to the Commission. The Personnel Commission does not report to the BOE. The Commission is responsible for hiring it's own staff. There is absolute separation between the BOE, the Superintendent, and the Personnel Commission. This organizational alignment is at the heart of any bona fide. Merit System, whether it is in a school District, Municipal, County or State government. Lacking that separation of powers, it is not a bona fide Merit System – even though it may give "lip service" to the term "merit."
- (p.14) In the absence of a Personnel Analyst, the Interim Manager of Classified Personnel picked up most of these duties — depriving the Interim Director of time better spent on other functions.
- (p.14) Job Analyses, Position Descriptions, Wage & Salary surveys, Classification studies, (Reclassification studies); Examination development, Examination review are professional level functions. Splitting up these functions and assigning them to subprofessional (technician) classes effectively dilutes the quality of service provided. The sub-professional lacks the knowledge, skills, and abilities required to perform the functions appropriately. You don't hire a bookkeeper to perform an accountants job.

If there are technicians performing these functions at the other Merit Districts in the sample, I would like to see the job descriptions, then query the incumbents at to what they actually do in these functional areas. The functions are professional level for a reason. The educational background required for competent performance of the functions is well beyond that required for technician duties.

- (p.15) "...a single line reporting...." Does not take into consideration the relationship of the Classified Director to the Personnel Commission, and the Personnel Commission's independence from the BOE. Bellflower is not a Merit system so a meaningful comparison is not possible.
- (p.16) Operating without a Personnel Analyst, through the assumption of the Analyst's duties by the Interim Department Manager and the HR Technicians, is not an indication that the Analyst's functions are being fully addressed. First the HR Technicians are not in a position to address the technical assessment of necessary recruitment practices for higher-level positions. To cite several instances, the Nutrition & Food Services position, the Accountant position, etc. The same comment would apply to crafts/trades recruitment. The daties assumed by the Interim Department manager were properly.

- Analyst tasks. Performing those tasks deprived the Interim Manger of time that could have been spent more constructively for the system.
- (p.16) Further iteration on the HR Technicians functional capabilities would be redundant (see the last p. 14 comment, above).
- (p.16) The availability of "store bought" examinations for other than entry level "bench mark" classes is still non-existent, outside of Fire and Police classes. The interim Department. Manager has made use of such a test where applicable to upgrade the quality and predictive reliability of candidate selection. The process is not free. The cost varies inversely to the number of applicants tested. The District does not deal, at present, in testing of significant numbers of candidates at any one time to qualify for quantity discounts. The tests are not bought; they are rented for one time use to test one candidate. Each candidate requires rental of an added test. The District is currently taking advantage of machine scoring of written tests.
- (p.16) There are complete proprietary systems on the market, capable of modification to specific customer needs, that can handle many of the paper and data base tasks in recruitment, selection, and certification. They are not cheap. NeoGov and SIGMA are two of them. SIGMA, however, is antiquated and would be buying into history – not progress. Such systems entail the inclusion of a cost for proper training of staff. These selection efficiencies are processes that should be implemented by any new Director – to not do so is fiscally irresponsible.
- (p. 17) The observation that none of the comparable Districts have a functional position corresponding to Santa Monica-Malibu's Personnel Analyst only makes me curious as to how and at what level they operate — a skepticism that can only be resolved by visits to the "Merit" sites.
- (p.20) To what extent have the workloads of each position been taken into account in the reorganization of positions?
- (p.22) With reference to the use of the "Sub Finder," the current workload and data to be input into the system for classified subs is insufficient to warrant use of the systems. Certificated is called upon to locate many subs for numerous sites on a daily bases. Classified may not need to provide one a week.
- (p.22) The sub needs of Special Education represent an anomaly. It is a critical "sub" area that does not operate on strict system lines lending the process to Sub Finder application. Special Ed. locates its own subs and then certifies them for processing. Those special needs are imposed by Special Education requirement to match specific subs with specific individual recipients of the service.
- (p.23) PCF's (Position Control Forms) that are processed by the HRIS Technician in Classified need to be reviewed by the Classified Personnel Director to assure that Meni

Rules and Contract provisions are met. The Deputy Superintendent already has a full load, without adding this reporting relationship.

(p.23) There is a strong need for extensive training, both in-house by professional staff, and utilizing applicable area resources. There is also a strong need for the establishment of comprehensive office procedures across all functions.

#### CUSTOMER SERVICE RECOMMENDATIONS

- (p.29) The site's "working the process" and abusing the working out of class provision of the Contract and the Merit Rules exists for a multiplicity of reasons.
  The site administrators, leaving a substitute in place once they are presented with a certified list of eligible, are in violation of Merit Rules.
- (p.29) For site administrators to claim the list is "weak" is an unsubstantiated subjective claim without merit. Lacking bona fide proof of the claim the administrator should be given the choice of filling the position from the list – or leaving the position vacant.
- (p.29) Positions being left vacant for extended periods of time are not an acceptable response from the recruitment staff, but without particulars it is not possible to know what remedies are called for.
- (p.30) The Director Nutrition and Food Services is an example of a recruitment that should have been in the hands of a Personnel Analyst conversant with the necessary knowledge for getting at the market, not left to a HR Technician. The Interim Dept. Mgr. provided that knowledge to guide the HR Technician in means to break the "log jamb."
- (p.30) Until there is "paperwork" that indicates the existence of an unfilled budgeted position that management has approved for filling (the PCF) no processing of a replacement is authorized. Being "proactive" in this situation is not an appropriate response to the problem. If an eligible list does exist for the position it should nominally be filled within two to three weeks. If there is no eligible list the best-case scenario is going to be seven weeks if a complete selection process is necessary. This is not an internal problem, Ed. Code would require changing to significantly reduce this time.
- (p.30) "Anticipatory posting," in the absence of an eligibility list, is a procedure only to be implemented when there is absolute assurance that a vacancy is going to be forthcoming. The procedure is used for certain classes that are heavily drawn upon to supply eligibles.
- (p.31) There is no justifiable reason for "problem employees" to get passed around the District. The presence of such a situation is indicative of administrative or supervisory failure to be use the probationary period for its intended purpose. Or, if the problem urnse later, there was a supervisory failure to deal with the problem. There are

Contracutal and Merit procedures in place for dealing with problem employees. Training in these proper use is needed...

(p.32) There is a way to provide new site administrators with the necessary information to carry out their responsibilities in staffing and employees processing. Provide training prior to the start of the school year. Classified personnel would be pleased to provide this service. The lack of such understating is reflected in the PCF's that received for processing in Classified personnel.

## ROUND-TABLE DISCUSSION PERSONNEL COMMISSION MEETING Held September 21, 2004

September 22, 2004

A Round-Table discussion was held at a meeting of the Personnel Commission Meeting for the Santa Monica-Malibu USD. The discussion was energetic and all in attendance participated in a productive, collaborative manner.

#### Attendees:

Russell Barnard Celia Carroll Pam Brady Dick Ide Keryl Carlee Angela Anthony

Paul Doty Bob Seeds Cindy Johnston Ashraf Khimani Julia Brownley Kathy Scott Beth Holmes Jim Jaffe

Maggie Hanson Cheryl Ayers

Please Note:

the following notes are informal only and to serve the purpose of informing Michael Matthews, Asst Supt Human Resources of the content of the meeting as he was unable to attend due to being out of district at a conference. I am forwarding them only to those in attendance at the round-table discussion. Official, formal notes of the meeting will be presented as transcribed from the recording of the meeting by the Personnel Commission.

Celia Carroll opened the meeting by presenting the purpose of the Round Table discussion in regard to the recommended reorganization of the Certificated Human Resource/Classified Personnel Departments in the District.

Jim Jaffe -discussed the report from the Consultant; talked about communication.

leadership and that all departments in the District Office need

"reorganized", not just Human Resources

Dick Ide -discussed handout of classified personnel management duties and

responsibilities and division of work among District and Personnel

Commission

Russell Barnard -discussed conflict of interest, i.e., SEJU criticizing Personnel Commission

Employees of not performing task of following Merit Rules

Ashfraf Khimani -initiated discussion re: hiring of Director, "Certificated Personnel" at the

present time and obligation to whom. General discussion followed on

this topic

Cheryl Avers -indicated that in trying to be foresighted in the possibility of the

reorganization, the position was presented as Director, Human Resources and that the candidates were looked into as far as Merit Rule experience in their past positions. Thus, the Director, Human Resources would serve

both ceruficated and classified personnel - not just certificated

Pam Brady broke down her thoughts as to the needs of reorganization:

√ tasks - no duplication

√ management of tasks
√ system for appeals

system for appea

√ union

Employees believing in the system is the final goal for a better

organization.

Keryl Cartee -expressed concern about the appeal process

Russell Barnard -spoke to this as not happening as the Personnel Commission will be

responsible for appeal process to be followed correctly and feels with

reorganization it would be easier to manage and supervise

Julia Browidey -speaking for the Board of Education indicated that the Board's main

purpose is to take no sides. The Board is committed to working with the Merit System. Board wants improvement in that area and the Board has

no perceived outcome in regard to the reorganization of the departments.

Jim Jaffe -indicated that trust and quality communication is the major need. Shared

with the group that 33 years ago, John Carter, Director of Human Resources was in charge of both classified and certificated personnel. Also spoke to Julia Brownley as representative of the Board, that quality

communication should be a priority of all district issues.

Beth Holmes -Certificated H.R. seen as "stellar" in the District and Classified Personnel

is seen as "negative" and "blocking progress". She felt that reputation could improve with reorganization. "Looser" following of the merit rules more productive for the District. Merit Rules are for protection of the

employee - not prohibiting staffing of District.

Russell Barnard

-Asked for input from staff from this meeting/discussion. Requested investigation of what would be strict legal circumstance of passing recommended reorganization. Sunset clause if it doesn't work or a method of revisiting if it doesn't work out.

Cindy Johnston

-Feels like there have been good changes in the Classified Personnel offices since Interim Directors have been in place and making decisions and taking care of problems that haven't been taken care of in the past. Feels like department is making progress. Indicated need of Administrators to follow merit rule procedures in evaluating employees in the areas of progressive discipline. All Departments in the District need to be run more efficiently.

Dick Ide

-Communication is important to have a successful district. Suggested: √ Superintendent meetings/training with Principals re: Merit Rule System √ In-services with school administrative assistants on Merit System in order to give them training on how to help Principals maintain the rules of the system

Suggested: workshops on Frisk (presentation of Atkinson, Andelson, Loya Ruud) for all staff

Keryl Carree

-"willy nilly" administration of Merit Rules by administrators by not following procedures. Stressed need for documentation. Use the Merit System as a way to turn a marginal employee into a good employee. "Creative violations" of the merit system evolves from loose practice of the merit system. Communication is about building relationships.

Angela Anthony

-expressed that the Classified Personnel Dept faces obstacles from District Administrators not following the Merit System. Sees a positive in this instance in regard to reorganization. Also expressed concern that the recommendation of the consultant is 3 ½ less employees in the department.

Kathy Scott

-clarified that this is just the recommendation of the consultant - wouldn't be any new hires/and no lowering of current staffing numbers

Paul Doty

 -indicated that technicians working on classified positions need to feel comfortable that Director of Human Resources would know and understand Merit Rules.

Russell Barnard

-responded that it is understood that employees need a secure person/place to direct questions for direction and support in order to confront uneasy feelings and anxieties of not knowing direction or timeliness Pam Brady

"obstacles". She feels employees look at the Ment Rules as a barrier - if they would look at them as obstacles and understand the merit rules to work out the problems. To look at the situation that everyone is in it together and need to work on the bigger picture.

Keryl Cartee

-feels the biggest hurdle in the district is a sense of "divide and conquer" with District administration in following merit rules and there is a need to look at this component in reorganization

Bob Seeds

-feels there is a perfect opportunity in the district at this time for communication and interaction between the two departments as there is a new Director, Human Resources coming in now and in the near future there will be a new Classified Director and they can start from the same place at the same time

Dick lde

-indicated that he feels the Consultant on the reorganization study did the district a dis-service in comparison of our district to other districts, i.e., nine of the districts compared were not Merit Rule System districts

Pam Brady

-back to the "obstacle" discussion. Need to get out of the blame game. The best way to get around an obstacle is to figure out what you're trying to do and follow the rules to do it:

√ "What is the problem?"
√ "These are the Merit Rules"

√ "What is it you want to do"

Keryl Cartee

inquired as to new positions in Human Resources: Insurance/Risk
Management/Workers Comp. Indicated that in regards to the Insurance
position that the last employee has re-employment rights so the District
needs to look at job description and that we need a person highly
experienced in Insurance requirements; expert knowledge.

Russell Barnard Dick Ide -Feel that what Keryl expressed is a key issue to the District needs

Break

Commission members reactions/summary of discussion:

Celia Carroll

-hopes there is administrator buy-in of training and support of Merit System

-staff uncertainty - doesn't see staffing structure changing

-questions whether merger is legal

interested in further investigation of duplication of duties

-feels it would have benefit as to morale in District

Russell Barnard

-Commission needs to focus on asking for information to put together some basic suggestions for what minimal staffing would be required and functions of those positions "what is the smallest amount of employees needed to perform effectively?"; "what are legal parameters?"; Look at mandated reorganization training. Employees doing the work/tasks need training.

Feels it is the Personnel Commission's duty to watch over the progress of structuring the suggested reorganization and be involved in the process. Can't be quick savings - change takes time and there is lost time involved in mistakes are made. Need the District to understand it is a long-term change and that there is a clear need for a Director of Classified Personnel in place within 6 months.

Pam Brady

-is extremely interesting in the change/reorganization. Doesn't see it as trimmed down as Russell. Agrees with Russell that there is a need for a sunset clause. Accountability is a big piece of reorganization. Feels a need for further discussions. It makes sense to have Human Resources under a "bigger umbrella". Keep Merit Rules intact.

TO: BOARD OF EDUCATION ACTION/MAJOR 04/19/07

DIANNE TALARICO / TIMOTHY R. WALKER

MEMORANDUM OF UNDERSTANDING WITH PERSONNEL COMMISSION RE:

REGARDING REORGANIZATION OF HUMAN RESOURCES

DEPARTMENT

#### RECOMMENDATION NO. A.21

It is recommended that the Board of Education approve the action of the Personnel Commission to finalize the December 2004 Memorandum of Understanding/"Pilot Program" between the Board of Education and the Personnel Commission regarding the reorganization of the Human Resources Department.

COMMENT: At the March 6, 2007, meeting of the Personnel Commission, the Commission took action on the recommendation from the Director of Classified Personnel to reorganize the Human Resources Department as follows:

- The Personnel Commission will receive a return of .5 FTE in staffing (total return to the Personnel Commission is 1.0 FTE as the Personnel Commission previously received the return of a .5 FTE at the September 28, 2006, board meeting).
- 2. The Personnel Commission will continue to take on the responsibility of clerical and substitute assignments (excluding Instructional Assistants -Special Education). {See C in chart provided.}
- The Personnel Commission will continue to take on 3. the responsibility of assignments for the Winter and Spring break. {See N in chart provided.}
- 4. The Personnel Commission will take on the responsibility of sending out notices and forms for the Employee Evaluation cycle. They will also be responsible for monitoring that evaluations are completed in a timely manner and then delivering the completed evaluations to Human Resources for filing. { See G in chart provided.}
  - The district will retain 1.0 FTE to address the other 11 job functions that were transferred to the district under the MOU when 2.0 FTE were moved from the Personnel Commission to the District. (See original transfer of Personnel and Job Function Chart below.)

- A. 2.0 FTE's (HR Tech and HRIS Tech)
- B. Board Agenda Reports
- C. Clerical and Substitute Assignments
- D. Employee Processing
- E. Employment Verification
- F. Fingerprinting
- G. Filing of District Records
- H. HRIS Data Entry and Back-up
- I. Leaves of Absence Processing
- J. Processing of Non-Merit, Special Services Employees and Volunteers
- K. Salary Adjustments
- L. Subpoenas for Records
- M. Unemployment Claims
- N. Winter and Spring Break

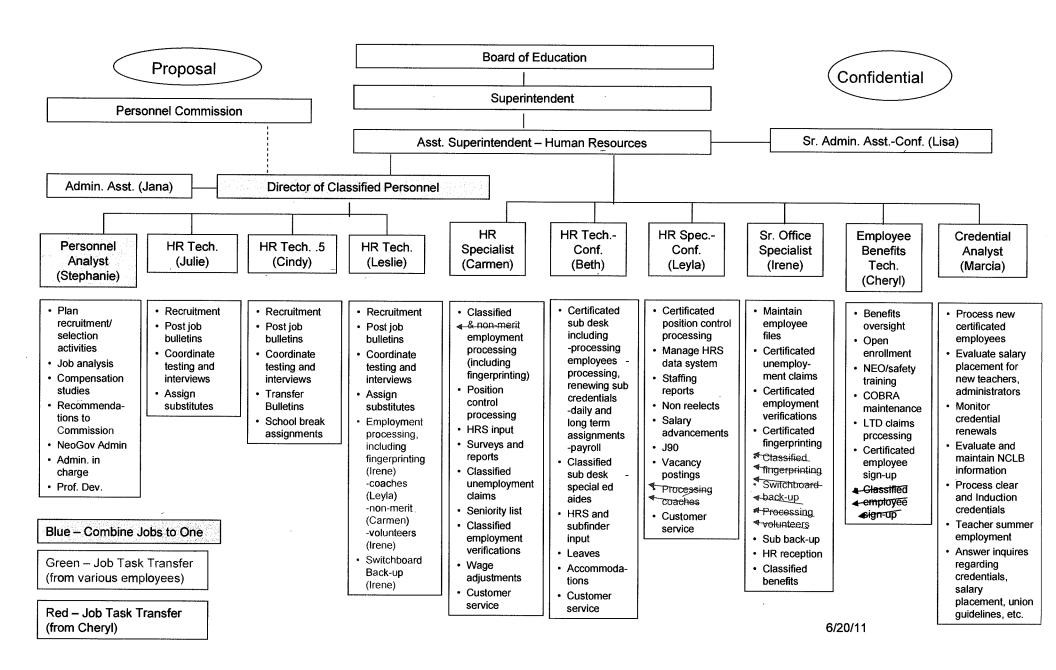
MOTION MADE BY: Ms. Maria Leon-Vazquez

SECONDED BY: Mr. Oscar de la Torre

STUDENT ADVISORY VOTE: N/A

AYES: 5

NOES: 2 - Ms. Emily Bloomfield and Mr. Barry Snell



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

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

#### **MINUTES**

## REGULAR MEETING June 14, 2011 @ 5:00 p.m. District Office Board Room

Electronically Recorded

**PERSONNEL COMMISSIONERS:** Mrs. Pam Brady, Ms. Suzanne Kim, and Mr. Shane McLoud

#### I. General Functions:

- A. <u>Call to Order:</u> The Regular Meeting of the Personnel Commission was called to order at 5:21 p.m.
- B. Roll Call: Commissioners Brady, Kim and McLoud were present.
- C. Pledge of Allegiance: Commissioner Brady led all in attendance in the Pledge of Allegiance.
- D. Motion to Approve Agenda:

Motion by: **Suzanne Kim** Seconded by: **Shane McLoud** 

Vote: 3-0

**E. Motion to Approve Minutes:** May 10, 2011; June 7, 2011

Motion by: **Suzanne Kim** Seconded by: **Shane McLoud** 

Vote: 3-0

- **F.** <u>Public Comments</u>: Public Comments is the time when members of the audience may address the Personnel Commission on items not scheduled on the meeting's agenda. All speakers are limited to three (3) minutes. When there are a large number of speakers, the Personnel Commission may reduce the allotted time to two (2) minutes per speaker. The Brown Act (Government Code) states that Personnel Commission members may not engage in discussion of issues raised during "Public Comments" except to ask clarifying questions, make a brief announcement, make a brief report on his or her own activities, or to refer the matter to staff.
  - Request to Speak on Agenda Items None

#### A. Personnel Commission Staffing Update/HR-PC Reorganization

Commissioner Brady disclosed information from her meeting with Superintendent Cuneo and two Senior Cabinet members regarding reorganization and services provided by the Personnel Commission and the Human Resources departments. Superintendent Cuneo requested establishing a subcommittee including representatives from SEIU and CTA. The subcommittee will evaluate the departments' functions and effectiveness preventing any duplication of efforts. Any potential proposal would be presented to the Personnel Commission and the Board of Education for public discussions, given that there is a proof of duplication of efforts.

Commissioner Brady also stated that the vacant Human Resources Technician position in Personnel Commission as well as the Senior Office Specialist position in Human Resources would remain open at this time.

Commissioner Brady reported that the Personnel Commission budget was discussed-especially the three percent (3%) increase due to increase in mandatory benefits and lack of furlough days.

Last topic of conversation during this meeting evolved around the attendance of Director of Classified Personnel. Commissioner Brady explained to the Administration that a specific condition in Dr. Young's contract addresses his working from home one (1) or two (2) days a week.

Commissioner Brady attended this meeting at the Superintendent's request not taking any action on the Personnel Commission's behalf except the commitment to strategically look at the two departments. She will attend another meeting with the Senior Cabinet on June 20, 2011.

Assistant Superintendent Washington and Dr. Young invited Union representatives to participate in the process. In addition, they met with their staff informing them about the possibility of reorganization.

Ms. Cartee-McNeely presented Mr. Haberberger's letter addressed to Commissioner Brady regarding this subject. Even though SEIU supports improvement of services, they were alarmed by the current process regarding the reorganization review.

Ms. Cartee-McNeely requested SEIU to be an active participant in future evaluation discussions since SEIU bargaining members working in both departments would be impacted by any changes in the Personnel Commission and Human Resources operations. She recalled several round table discussions taking place during the last reorganization. This open process worked well for all involved parties.

Ms. Washington stated that both unions will be informed about the progress of the reorganization. Further clarifications regarding the reorganization process will be provided after the next meeting with Superintendent Cuneo on June 20, 2011. She was under the impression that the process from the previous reorganization was not to be followed.

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

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

#### **MINUTES**

## REGULAR MEETING July 12, 2011 @ 5:00 p.m. District Office Board Room

Electronically Recorded

**PERSONNEL COMMISSIONERS:** Mrs. Pam Brady, Ms. Suzanne Kim, and Mr. Shane McLoud

#### I. General Functions:

- A. <u>Call to Order:</u> The Regular Meeting of the Personnel Commission was called to order at 5:08 p.m.
- B. Roll Call: Commissioners Brady, Kim and McLoud were present.
- C. Pledge of Allegiance: Commissioner Brady led all in attendance in the Pledge of Allegiance.
- D. Motion to Approve Agenda:

Motion by: Suzanne Kim Seconded by: Pam Brady

Vote: 2-0

**E. Motion to Approve Minutes:** June 14, 2011– tabled till August 9, 2011

Motion by: Seconded by:

Vote:

**F. Public Comments:** Public Comments is the time when members of the audience may address the Personnel Commission on items not scheduled on the meeting's agenda. All speakers are limited to three (3) minutes. When there are a large number of speakers, the Personnel Commission may reduce the allotted time to two (2) minutes per speaker. The Brown Act (Government Code) states that Personnel Commission members may not engage in discussion of issues raised during "Public Comments" except to ask clarifying questions, make a brief announcement, make a brief report on his or her own activities, or to refer the matter to staff.

Commissioner McLoud joined the meeting.

#### 1. Proposed Human Resources and the Personnel Commission Departments' Reorganization

Commissioner Brady disclosed information from her meeting with Superintendent Cuneo, Assistant Superintendent, Human Resources, Ms. Washington and Dr. Young regarding reorganization and services provided by the Personnel Commission and the Human Resources departments. The group was to look at the efficiencies both departments. The Administration proposed a new organizational chart that needs further discussions and revision. The reorganization process would be executed in phases.

Commissioner Brady inquired about a substitute working for the Senior Office Specialist in the Human Resources department. Ms. Washington confirmed using a clerical substitute.

Commissioner Brady inquired about staffing solution so that the Personnel Commission responsibilities are fulfilled during this critical period.

Dr. Young informed the Personnel Commission about the fact that the vacant Human Resources Technician is budgeted and approved by the Los Angeles County of Education. He presented several solutions for this staffing issue.

Ms. Cartee-McNeely informed the Personnel Commission that if a limited term position is established, it would be a supplemental temporary position in addition to the vacant permanent position. It would mean increasing the cost to the Personnel Commission, since the current budget is allocated for the permanent position and can't be used for anything else.

Dr. Young explained that in the District there is no clear distinction between a substitute and a limited term position.

Ms. Cartee-McNeely shared the Union's serious concerns about the vacant Human Resources Technician position, a bargaining position, in respect of contractual liability. According to the SEIU Contract, a vacant position shall be filled within sixty (60) days. The Union respects the reorganization process the Personnel Commission and the Human Resources department are trying to engage in, but that does not exclude them from honoring the Contract. SEIU wants the position to be filled in accordance with the Contract.

Assistant Superintendent Washington stated that the substitute in the Human Resources department assists with some of the duties assigned to Senior Office Specialist.

Commissioner Kim emphasized the fact that the substitute is assisting in the Human Resources department while the Personnel Commission office has not been fully staffed since February 2011. The staff has an enormous amount of work that has to be completed and is currently distributed among them, so the additional staff member is absolutely necessary no matter what is his/her status- permanent or temporary. The Human Resources department has the additional employee and the Personnel Commission does not in the most critical time staffing for the new school year. Commissioner Kim shared her concerns about the Personnel Commission staff and the District's staffing needs.

Assistant Superintendent Washington stated that based on her perspective, Dr. Young and she were to continue reviewing the reorganization and the presented format. The new proposal would directly impact the two (2) vacant positions. She inquired about the purpose of this agenda item.

Commissioner Brady explained that she needed to report out from the meeting with former Superintendent Cuneo since it was not a public session. Based on her understanding, development of the organizational chart requires much more complex and broader discussion. It would be placed aside to focus on the analysis of the positions and their assigned duties. Mr. Cuneo suggested implementing the reorganization in phases.

Dr. Young addressed a couple of issues. Firstly, the reason for the agenda item being placed under "Discussion" is the SEIU Grievance assuring the Union that any debates regarding the reorganization would be conducted in a public, open forum. Also, reaffirming Commissioner Brady's declaration at the June Personnel Commission meeting, the Personnel Commission is committed to hold any dialogue regarding the reorganization in a public arena. Therefore, any related discussion, action, or decision would be openly discussed as it was the norm in the previous pilot study. This process would be consistent with the District's practice of developing the Strategic Plan.

Secondly, looking at the vacant Human Resources Technician position, it was budgeted and approved by the Los Angeles County of Education. Dr. Young cited Education Code 45264 regarding appointment of new employees paid with budgeted funds for the Personnel Commission.

Ms. Stephanie Perry, the Personnel Analyst, appreciated Commissioner Kim's statement about fairness and equity with regarding to staffing of both of the departments. In her opinion, it is quite unfair that one position is being filled and the work done, whereas the Personnel Commission has been understaffed for six (6) months. Ms. Perry inquired about getting another staff member to meet the District's staffing needs while the reorganization process continues.

Commissioner Brady agreed that the current situation in the Personnel Commission office is rather grave. The District's positions have to be filled for the next school year, and the Personnel Commission can meet these needs only if the office is properly staffed.

Commissioner McLoud inquired about the desired outcome of the situation. Dr. Young restated that his intent is to fill the vacant Human Resources Technician position while continuing the reorganization discussions. Commissioner McLoud suggested including Superintendent Lyon to learn about her vision in this process.

Commissioner Brady recommended focusing on the District's staffing needs and also to continue with the dialogue regarding the two (2) departments.

Ms. Julie Younan, Human Resources Technician, expressed her appreciation of the constructive discussion; however, she stressed the severity of the situation in both departments and the need for both vacant positions to be filled in order to be ready for the new school year so that the District can provide appropriate learning environment and adequate support for our students. It is our prime objective.

Ms. Cindy Johnston, Human Resources Technician, shared the challenges with the current work overload. Although she is working full time during this summer, it is impossible to meet the present demands.

Commissioner Brady expressed her faith in resolving the situation in a timely manner. She thanked staff of both departments for their dedication and hard work for the welfare of the District's students.

#### Young, Wilbert

From:

Young, Wilbert

Sent:

Monday, March 12, 2012 9:23 AM

To:

Lyon, Sandra; Washington, Debra Moore

Subject:

HR-PC Reorganization Discussion

Hi Sandi and Debbie,

Shane has no problem with us having preliminary discussions or recommendations regarding HR-PC Reorganization. Nor, if you wish, to present any recommendations to the Personnel Commission at its April meeting.

Take care, Wilbert

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#### MERIT SCHOOL DISTRICTS

- Anaheim Union High School District
- Antioch Unified School District
- Apple Valley Unified School District
- Barstow Unified School District
- Bassett Unified School District
- Berkley Unified School District
- Cajon Valley Unified School District
- Calexico Unified School District
- Centinela Valley Union High School District
- Chico Unified School District
- Conejo Valley Unified School District
- Desert Sands Unified School District
- Downey Unified School District
- Escondido Union High School District
- Fountain Valley School District
- Fremont Unified School District
- Palmdale School District

# AGREEMENT BETWEEN BARSTOW UNIFIED SCHOOL DISTRICT AND THE PERSONNEL COMMISSION

## ADMINISTRATIVE COORDINATION FUNCTIONS (NON-MERIT SYSTEM DUTIES AND RESPONSIBILITIES)

- The Barstow Unified School District (hereafter, "DISTRICT") and the Personnel Commission (hereafter, "COMMISSION") have mutually agreed upon administrative coordination duties and responsibilities for the Director, Personnel Commission.
- 2. COLLECTIVE BARGAINING DUTIES: The Director will play an active role in classified negotiations including: facilitating and suggesting solutions, analyzing and reporting the implications of negotiable issues, drafting contract language for consideration by the parties.

The Director's function is one of a resource to both the DISTRICT and the Exclusive Representatives (hereafter, "REPRESENTATIVES") of the bargaining units. The Director shall not serve as the DISTRICT'S spokesperson and shall be free to point out areas to both parties where negotiations may be in conflict with Merit System laws.

The Director may caucus with the DISTRICT or the REPRESENTATIVES if requested, and if appropriate. The Director may facilitate, problem solve, analyze, or suggest alternatives. However, the Director will not pressure either party to reach agreement through the use of a mediation role.

3. DISCIPLINARY PROCESS DUTIES: The Director can advise both the DISTRICT and the REPRESENTATIVES/employee on disciplinary procedures, determine facts but not consequences, and help develop individualized employee training programs to address performance needs.

The Director is the COMMISSION'S representative in the disciplinary process; no duties shall be performed that conflict with this primary role. The Director must be free to be an impartial procedural advisor and resource to the DISTRICT, the REPRESENTATIVES, and employees. The Director's participation at different levels of the disciplinary process should promote fairness, consistency, and due process compliance. The Director will not be the DISTRICT'S spokesperson; the decision as to the specific disciplinary action necessary in due process/progressive discipline will be determined by the supervisor and/or Superintendent—not the Director.

The DISTRICT'S spokesperson or designee will notify the employee of disciplinary action or administrative leave, the Director may be present to assist with procedural issues.

4. CONTRACT ADMINISTRATION DUTIES: The Director will help with administering the contract language as agreed to by the parties. In the event of a grievance, the Director can research factual background information for the parties, act as a facilitator, coordinate procedural issues, and propose solutions/resolutions of alleged violations of the contract.

The Director will not be the DISTRICT'S representative authorized to determine the DISTRICT'S official response to a grievance. The DISTRICT'S response to a grievance is the responsibility of the DISTRICT administrator designated at the appropriate level.

## 5. OTHER MISCELLANEOUS ADMINISTRATIVE COORDINATION DUTIES:

- **5.1** Classified Staffing Levels: The Director will assist with the research of staffing levels in schools or offices and provide information to the DISTRICT. The DISTRICT will determine the necessary course of action, if any.
- 5.2 Layoff Processing: The Director will coordinate the implementation of layoff, displacement, or reassignment of employees based on negotiated layoff impact agreements, contractual, COMMISSION rule, and legal requirements.
- 5.3 New Position Duty Statements: The Director will assist with necessary research and coordinate the drafting of new classification duties based on the functions assigned by the DISTRICT. Upon the Board's approval of the duties for a new position, the Director will submit appropriate items to the COMMISSION for classification and assignment of minimum qualifications.
- **5.4** Job Duty Assignment Issues: The Director will coordinate responses to supervisors and employees regarding duty assignment issues. The Director will consult with the Superintendent or designee for clarification of the DISTRICT'S position as necessary.
- 6. The Director is a representative of the COMMISSION and is one hundred percent (100%) funded from the COMMISSION budget. No additional duties performed by the Director under this agreement may conflict with this role. The COMMISSION is responsible for the supervision and evaluation of the Director, providing for input from the DISTRICT and the REPRESENTATIVES.
- 7. The Merit System duties performed for the COMMISSION under the class specification for the Director, Personnel Commission will take priority over any duties contained in this Agreement. The Director will balance the performance of the administrative coordination functions contained in this Agreement with the core Merit System duties to the extent possible. Where a balance is not possible, the performance of the duties in this Agreement will not be permitted to significantly impact the Director's primary Merit System duties and responsibilities.

- 8. The REPRESENTATIVES of the classified employees has reviewed this agreement and is understanding of the changes in the administrative coordination functions assigned to the Director, Personnel Commission.
- The COMMISSION may revoke or request modification of this Agreement with 60 days notice to the DISTRICT. However, the parties may mutually agree to a shorter timeline.

<u>Mr</u>		
Chairperson,	Signature	Date
Personnel Commission	7	
Mr		1
President, Board of Trustees	Signature	Date
Mr		. <u>8-171</u>
Superintendent	Signature	Date
Ms		
Chapter President, California	Signature	Date
School Employees Association,		
Chapter 306		

#### BARSTOW UNIFIED SCHOOL DISTRICT

CLASS TITLE: DIRECTOR-CLASSIFIED PERSONNEL (PERSONNEL COMMISSION)

#### BASIC FUNCTION:

This is a management position under the direction of the Personnel Commission. The Director of Classified Personnel directs the activities of professional and support personnel in the overall administration of a comprehensive personnel management program for the classified service. Under Merit System law, this includes recruitment, examination and classification, and appeals. The position also performs duties in training, PERB hearings, arbitration cases, employer/employee relations, disciplinary actions and related staffing problems in support of District human resources activities, and supervise and evaluate assigned personnel.

#### REPRESENTATIVE DUTIES:

#### **ESSENTIAL DUTIES:**

Plan, organize, control and direct the classified personnel program in compliance with the Education Code and prescribed merit system rules and regulations.

Administer personnel procedures in connection with applications, examinations, eligibility, appointments, promotions, demotions, transfers, dismissals, resignations, layoffs, re-employment, vacations, leaves of absence, compensation within classification, job analyses and specifications, service rating, public advertisement of examinations, rejection of unfit applicants without competition, and other matters necessary to carry out the provisions and purpose of merit system law, District policy and the rules and regulations of the Personnel Commission.

Train and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.

Conduct salary and classification studies and recommend changes and adjustments as appropriate.

Serve as Secretary to the Personnel Commission and prepares the Revised March 5, 2008

agenda and minutes; prepare Classified Personnel reports for the Governing Board.

Direct the maintenance of the classification plan; gather, analyze and interpret salary data; conduct difficult classification and wage studies and recommend changes in classifications and compensation.

Interpret laws, rules, regulations at Commission and Board of Education meetings and to classified employees.

Arrange for hearings appealed to the Commission.

Advise district administrators, employees and bargaining unit on disciplinary actions and related Education Code and rules and regulations provisions, Assure that all discipline follows due process and management and employee rights are provided.

Meet on individual or group basis with employees and their representatives to resolve problems; resolve grievances as necessary. Assure District classified personnel actions are in compliance with the rules and regulations of the Merit System and Education Code and federal, state and District rules, regulations and policies relating to classified employees.

Provide technical expertise, information and assistance to District Administrators regarding assigned functions; assist in the formulation and development and revision of policies, procedures and programs; conduct internal investigations of merit system or district operations as necessary; advise District Administrators of unusual trends or problems and recommend appropriate corrective action.

Supervise the maintenance and security of personnel records, including eligible registers, official minutes and personal histories.

Coordinate and implement classified employee recognition programs.

Administer the performance evaluation program for District employees through documentation of performance.

Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel.

Certify approved Personnel Action Forms and forward to Payroll that classified employees are hired in accordance with the provisions of the law and Commission rules.

Communicate with other administrators, personnel and outside

Revised March 5, 2008

organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.

Direct research related to personnel administration so that new theories, trends, and laws in the field may be studied for possible application to the classified service.

May serve as a resource member of classified negotiation teams; perform duties in PERB hearings; and arbitration cases as directed.

Serve as a representative of the Personnel Commission on the Superintendents Cabinet and other District committees.

Develop and prepare the annual preliminary budget for Personnel Commission operations; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.

Operate a computer and assigned software programs; operate other office equipment as assigned.

Attend and participate in conferences and meetings; attend Governing Board meetings as a resource person concerning classified personnel Revised March 5, 2008

agenda items and to clarify and assure proper implementation of Personnel Commission rules and regulations as required.

Oversee public relations functions as directed by the Personnel Commission.

Assure compliance for the District with all EEOC and FEPC rules and quidelines relating to classified personnel.

Serve as chief classified internal management consultant on all classified personnel matters.

#### OTHER DUTIES:

Attend and conduct a variety of meetings as assigned.

Perform related duties as assigned.

#### KNOWLEDGE AND ABILITIES:

#### KNOWLEDGE OF:

Planning, organization and direction of the classified personnel program.

Principles of public administration in areas related to personnel administration.

Classification, pay determination, recruitment, examination and related personnel practices and techniques.

Governing Merit System rules and regulations.

Budget preparation and control.

Oral and written communication skills.

Principles and practices of administration, supervision and training.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

Modern office management and procedures.

#### ABILITY TO:

Plan, organize and administer the classified personnel program in compliance with merit system rules and regulations.

Interpret and apply the provisions of law and rules.

Analyze data and to arrive at sound conclusions and recommendations.

Train and evaluate the performance of assigned staff.

Communicate effectively both orally and in writing.

Revised March 5, 2008

Interpret, apply and explain rules, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned office equipment.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines.

Work independently with little direction

Work confidentially with discretion.

Plan and organize work.

Prepare comprehensive narrative and statistical reports.

Direct the maintenance of a variety of reports and files related to assigned activities.

#### **EDUCATION AND EXPERIENCE:**

Any combination equivalent to: bachelor's degree in public administration, human resources, business administration or a related field and three years of recent progressively responsible experience in a school district, public or private personnel administration including at least two years supervisory experience

#### LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

Automobile insurance which meets or exceeds State minimum liability limits.

#### WORKING CONDITIONS:

#### **ENVIRONMENT:**

Office environment.

Constant interruptions

Driving a vehicle to conduct work.

#### PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations.

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

#### **OVERTIME STATUS:**

This position is designated Management under the provisions of the EERA;

This position is designated Overtime Exempt under the provisions of the Education Code.

#### PERSONNEL DIRECTOR

JOB SUMMARY

Under direction of the Personnel Commission administer the procedures as they pertain to the classified service regarding applications, examinations, eligibility, appointments, promotions, demotions, transfers, dismissals, resignations, layoffs, reemployment, vacations, leaves of absence, compensations within classifications, job analyses and specifications, evaluations, recruitments and advertisement, rejection of unfit applicants, and any other matters that would impact the classified service. Interview, recommend selection, supervise, evaluate, and train employees assigned to the Personnel Commission office and other staff performing responsibilities associated with the classified personnel program. Under the direction of the Assistant Superintendent of Personnel, provide administrative and technical staff assistance in areas outside the classified program as required.

TYPICAL DUTIES

Plan, organize, and direct the personnel management program for the classified service of the District in conformance with Merit System law and rules and regulations, federal laws, policies, negotiated agreements, etc., in recruitment, test construction and validation, selection, orientation, assignment and reassignment, promotion, demotion, reduction in force, discipline, and termination. Work cooperatively with the Superintendent to assure an efficient and effective personnel management program. Confer regularly with administrators and supervisors on personnel staffing and other personnel-related concerns. Administer eligibility lists and transfer lists and recommend and approve transfers, reassignments. Prepare, recommend, and maintain a position classification plan through periodic surveys and job analyses; recommend new and/or revised job classifications and specifications as appropriate; conduct reviews and provide periodic recommendations on salaries. Administer employee evaluation program and assess candidates abilities to perform in classified positions; advise the Superintendent and administrators on personnel lawand practices, staffing needs, disciplinary problems, and other matters affecting the classified service. Investigate job-related complaints by, and against, classified employees for purposes of resolution. Oversee preparation and presentation of classified disciplinary cases, grievances, dismissal, suspension, resignation, retirement, and employee relations matters; obtain legal counsel as appropriate, and make recommendations to the Superintendent on cases. Review classified request for leave of absence for approval/disapproval. Administer classified tuition reimbursement program. Monitor the assignment of classified substitutes to temporary positions within the district. Monitor program and site compliance with pertinent rules, regulations, and laws related to personnel issues. Develop budget, prepare cost estimates for budget recommendations and submit justifications for budget items; monitor and control expenditures. Prepare classified seniority lists and administer layoff notices. Prepare and present a variety of reports to the Board and

committees. Counsel employees and job applicants on matters related to working conditions, benefits, job requirements, and related aspects of the district's program of personnel administration. May serve on district negotiation team. Perform other related duties as assigned.

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Any contribution of advantion, inclining conflict experience advantable desired to perform the required duties. A typical qualifying background would include graduation from a four-year college with a major in personnel administration, inclined and five years of progressively responsible comprehensive professional personnel experience including position classification, salary administration, recruitment, selection, test construction and validation, and policy development, preferably within

### CHICO UNIFIED SCHOOL DISTRICT DIRECTOR- CLASSIFIED HUMAN RESOURCES

#### DEFINITION

Under general direction, plan, organize, and administer comprehensive Human Resources program for the District, which includes all human resources transactions and procedures for classified employees; develop/administer the annual budget; propose human resources policies, rules, and procedures and ensure the District human resources programs comply with Commission Rules; research and apply new legislation, coordinate human resources surveys and similar programs; serve as a member of the District negotiating team; serve as secretary and executive officer of the Personnel Commission; and perform related work as required.

#### **CLASS CHARACTERISTICS**

Special working conditions apply to this one position class such as the requirement to attend evening meetings and to travel to attend meetings and represent the District and/or Personnel Commission at meetings. The incumbent participates in labor negotiations, which may require extensive evening work. The incumbent is employed by the Personnel Commission; however, he/she also works closely with the Board requiring the establishment of sound organizational relationships within the District management structure. Position is exempt from overtime compensation.

#### **ESSENTIAL DUTIES**

 Assures that the employment functions comply with EEO guidelines and the Education Code as well as the District rules and regulations; and researches, develops, and proposes new and revised Human Resources policies and regulations.

Supervises job analysis for selection and classification purposes and makes recommendations; reviews
reclassification requests of classified positions; performs or oversees the performance of audits and position analyses
to determine appropriateness of reclassification requests.

 Coordinates and implements the procedures for the administration of human resources policies, rules and regulations, and negotiation proposals.

Proposes amendments to existing rules to ensure the selection and retention of employees is based on merit.

- Prepares Personnel Commission agenda, meeting minutes, and budget, administers Personnel Commission budget;
   prepares classified human resources board agenda information and other documentation of human resources actions.
- Maintains and assures proper security and confidentiality of classified employee personnel files and records.
- Monitors non-routine human resources transactions.
- Researches state and federal law, District policy, and commission rules as they relate to District procedures and human resources transactions; and administers human resources rules and regulations.
- Confers with employee groups, employees, and District managers on interpretation of Board policies, regulations and other problems on classified human resources management matters such as promotion, discipline, transfer, layoff, evaluation, and grievance handling as needed.
- Maintains and develops seniority and funding lists; prepares and administers layoff notices and lists.
- Supervises annual salary surveys to determine community practice with respect to classification and salary matters, establishing study design, collecting data, compiling and analyzing data, and formulating recommendations.
- Prepares and presents oral and written reports.
- Serves as a member of the negotiating team; and assists District management in the administration of the classified labor agreement.
- Selects, trains, supervises, and evaluates the performance of technical and clerical staff, recommending appropriate human resources transactions; provides work direction and guidance to assigned employees in the Classified Human Resources Department; approves human resources time and absence records.
- Attends Personnel Commission meetings and works closely with the School Board and management personnel.
- Researches and prepares written responses in matters related to equal employment opportunity complaints and unemployment insurance claims.
- Assumes and performs related duties and responsibilities as required including compliance with the District's
  affirmative action program and the District's agreements as negotiated with recognized employee organizations.
- Reviews criminal record sheets of new hires or substitutes.
- Assists in evaluating test instruments as appropriate.
- Performs related work as required.



#### Director, Classified Personnel

Class Code: 225

CONEJO VALLEY UNIFIED SCHOOL DISTRICT Revision Date: Apr 18, 2008

#### SALARY RANGE

\$41.43 - \$52.90 Hourly \$3,314.04 - \$4,231.69 Biweekly \$7,180.42 - \$9,168.67 Monthly \$86,165.00 - \$110,024.00 Annually

#### **BASIC FUNCTION:**

Under administrative direction, serves as secretary and executive officer of the Personnel Commission; plans, organizes and administers a comprehensive classified personnel program and performs other related work as required.

#### NATURE AND SCOPE

The Director of Classified Personnel works under the supervision of the Personnel Commission, however, may perform duties on behalf of the Board of Education requiring the establishment of sound organizational relationships within the District's management structure.

The Director of Classified Personnel is a member of the Management Team and will be required to travel and attend meetings (daytime and evenings) representing the District and/or Personnel Commission. A major function of the Classified Personnel office is to provide a high degree of personnel services to a variety of departments and school sites; to develop and implement systems and procedures for the timely and efficient response to the needs and requirements of those utilizing the services.

#### ESSENTIAL DUTIES/RESPONSIBILITIES:

- Plans, develops, conducts and supervises selection processes.
- 2. Develops a selection plan and selection instruments.
- Establishes weighing and scoring of examination parts.
- 4. Selects panel members.
- 5. Trains proctors and raters in selection process documentation.
- 6. Establishes and administers eligibility lists.
- Conducts job analysis for selection and classification purposes.
- 8. Gathers data, document findings and prepares written recommendations.
- Prepares class specifications for new and revised classifications.
- 10. Directs and supervises the maintenance of official classified personnel files and records.
- 11. Conducts salary surveys, collects, compiles and analyzes data.
- 12. Formulates and makes recommendations.
- 13. Advises and assists district managers on classified personnel management matters such as employee complaints, grievances, State Unemployment Insurance and involvement with workers' compensation; promotion, progressive discipline, transfer, layoff, termination and performance appraisals.
- 14. Develops seniority lists, prepares layoff notices and administers layoff lists.

- 15. Prepares Personnel Commission agenda, meeting minutes, budget and annual report.
- 16. Researches state and federal law, district policy and commission rules as they relate to district procedures and personnel transactions.
- 17. Writes policies, rules and regulations.
- 18. Assists district management in the administration of the classified labor agreement, participates in labor negotiations as assigned.
- 19. Conducts process for appointment of Personnel Commissioners.
- 20. Selects, trains, supervises and evaluates the performance of assigned staff, recommending appropriate personnel transactions.

#### JOB COMPETENCIES: KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Principles of personnel administration; principles of administrative analysis; principles of organization, staffing and budgeting; statistical methods; principles, methods and practices of selection and testing; position classification, performance appraisal and related human resource management functions and activities; personnel records systems; labor relations, collective bargaining, contract and grievance administration.

Ability to:

Plan, organize and direct a comprehensive personnel management program, analyze problems, develop problem-solving solutions, gather and analyze data using accepted statistical methods, write policies, regulations and contract language, prepare clear and concise reports, read, interpret and administer complex laws, rules and regulations, develop and present staff development programs, learn and apply provisions of the California State Education Code regarding Merit System; make effective oral presentations, supervise the work of others, establish and maintain effective relationships with those contacted in the course of work.

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#### **MINIMUM ENTRANCE QUALIFICATIONS:**

Education and Experience:

An example of experience and/or training which would provide an individual with the knowledge or skills necessary for successful job performance would be a college degree in public personnel administration, business administration or related field and at least five years of progressive responsible personnel administrative experience. School personnel experience is desired.

#### **WORK CONDITIONS:**

LICENSE

Possession of a valid California driver's license.



#### Job Descriptions

NEOGOV

Class Title: Director, Classified Human Resources

Class Code: 000179

Salary: \$8,819.00 - \$10,727.00 Monthly

**Print Job Information** 

Email me when jobs like this become available

BASIC FUNCTION

Benefits

Under general administrative direction of the Personnel Commission, plans, organizes and administers comprehensive human resources program for the District which includes all personnel transactions and procedures for classified employees; develops/administers the Commission annual budget; proposes personnel policies, rules and procedures and ensures the District personnel program complies with Commission rules and regulations, Board policies, and bargaining unit contracts; researches and applies new legislation; ensures compliance with laws and regulations pertaining to classified employment; serves as member of the negotiating team and on Superintendent's Cabinet; serves as secretary and executive officer of the Personnel Commission; performs related work as required.

#### DISTINGUISHING CHARACTERISTICS:

Special working conditions apply to this one-position class, such as the requirement to travel to, and attend evening and weekend meetings and conferences. The incumbent reports to the Personnel Commission, but also performs duties on behalf of the Board of Education; participates in labor negotiations and contract administration; must develop and maintain effective working relationships with all constituents. This position is exempt from overtime compensation.

#### **REPRESENTATIVE DUTIES:**

Serve as Secretary to the Personnel Commission; prepare, or cause to be prepared, an annual report to the Board of Education on behalf of the Personnel Commission. E

Develop and prepare the annual preliminary budget for the Personnel Commission; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established quidelines. E

Administer the personnel program of the Classified Merit System of the District; perform a variety of duties related to the planning, organization and direction of Classified Personnel. E

Supervise job analyses for selection and classification purposes and make recommendations; review reclassification requests of classified positions; perform or oversee the performance of audits and position analyses to determine

appropriateness of reclassification requests; maintain the classification plan for classified service. E

Oversee conduct of salary surveys to determine community practice with respect to classification and salary matters, establishment of study design, collection, compilation and analysis of data, and formulation of recommendations. E

Provide technical expertise and information to the Personnel Commission regarding assigned functions; assist as needed in the formulation and development of District policies. E

Ensure the establishment of eligibility lists and certify eligibles to hiring authority in accordance with the provisions of law. E

Establish and maintain effective relationships with all constituents on behalf of the Personnel Commission. E

Provide support to District administrators in methods to evaluate and counsel employees through the use of the performance improvement plan or other methodology; assist and counsel employees with problems relating to recruitment, discipline or other issues as requested. E

Administer District's zero tolerance drug and alcohol program. E

Assist in administration of worker's compensation program, reviewing documentation and making recommendations for action; conduct accommodation meetings as needed in industrial and nonindustrial situations; maintain reemployment list for medically separated employees. E

Develop and recommend new and revised rules, regulations and policies as necessary; make necessary investigations pertaining to irregularities in the administration of Personnel Commission rules and regulations. E

Direct the preparation of Personnel Commission agenda, meeting minutes, classified personnel Board of Education agenda information, and other documentation of personnel actions. E

Coordinate all aspects of hearings on appeal by classified employees. E

Maintain and assure proper security and confidentiality of classified employee personnel files and records. E

Develop and maintain seniority lists; prepare and administer layoff notices; and maintain reemployment

Attend Personnel Commission, Board of Education and assigned management and committee meetings.

Review criminal record reports of new hires, substitutes and Contractors. E

Plan, organize and implement long- and short-term programs and activities designed to develop assigned programs and services. E

Assure compliance with a variety of state and federal regulations, laws and reporting requirements. E

Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to the Personnel Commission. E

Communicate with other administrators, employee groups, employees and other District personnel to coordinate activities and programs, resolve issues and conflicts, and exchange information. E

Supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; plan, coordinate and arrange for appropriate training of subordinates. E

Serve as member of negotiating team; assist District management in the administration of the classified labor agreements. E

Serve as member of Professional Growth Committee for classified employees; oversee administration of inservice trainings, including but not limited to those related to the Professional Growth program. E

Conduct process for appointment of Personnel Commissioners. E

Attend and conduct staff meetings; attend state and regional conferences and workshops to maintain current knowledge of the Personnel Commission regulations and requirements. E

Maintain current knowledge of laws and regulations related to assigned activities; review and report on proposed legislation affecting the classified service.

Perform related duties as assigned.

Note: At the end of some of the duty statements there is an "E" which identifies essential duties required of the classification.

#### **KNOWLEDGE AND ABILITIES:**

Knowledge of:

Modern personnel practices and principles, including Equal Employment Opportunity guidelines and their application to District personnel practices.

Job analysis, survey techniques, and salary administration procedures.

Labor relations, state and federal laws, and guidelines related to public personnel administration.

Modern office equipment, procedures, personal computer, and job-related software programs.

Basic research techniques and questionnaire design.

Principles of supervision and management.

Appropriate safety precautions and procedures including safe driving techniques.

Laws relating to driving a motor vehicle.

Provisions of the California State Education Code, Government Code, Labor Code, and other statutes

governing classified employment and merit systems.

Effective public relations and interpersonal relations methods using tact, patience, diplomacy, and courtesy.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Effective oral and written communication methods.

#### Ability to:

Plan, organize, and direct a comprehensive personnel management program.

Analyze situations accurately and adopt an effective course of action including proposing logical solutions to problems.

Gather and analyze data using accepted statistical methods.

Write policies and regulations clearly and concisely.

Research, evaluate, and prepare comprehensive concise reports and recommendations.

Read, interpret, apply and explain laws, rules, regulations, policies and procedures.

Develop and present effective oral presentations for staff development and other programs.

Demonstrate effective leadership of, and supervise, train, and evaluate personnel.

Plan and organize work.

Meet schedules and time lines.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Maintain records and prepare reports.

Work independently with minimal supervision.

Operate a vehicle observing legal and defensive driving practices.

Demonstrate mental acuity sufficient to perform the essential functions of the position, including the management of programs, interpretation and implementation of rules, making policy decisions, evaluating results and making determinations relative to the effective performance of tasks.

Work within stressful situations.

Make evaluations or decisions without immediate supervision.

Accept and carry out responsibility for directions, control and planning.

Relate to others beyond giving and receiving instructions, influencing people on a consistent basis.

Exhibit integrity, ethical behavior and strength of character.

Demonstrate behavior in line with CHARACTER COUNTS! principles of trustworthiness, respect, responsibility, fairness, caring, and citizenship.

#### **EDUCATION AND EXPERIENCE:**

Any combination equivalent to: Bachelor's Degree from an accredited four-year college or university in human resources, industrial psychology, public administration, or related field. Knowledge of and at least five years progressively responsible experience at a professional level in recruitment, classification, job analysis, selection, salary administration, policy development, discipline and labor contract administration. At least two years experience at the level of director in a complex human resources environment. Merit or civil service system experience is highly desirable.

#### LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license. Must be, and remain, insurable under the District's vehicle driver's insurance policy at the standard rate.

#### OTHER:

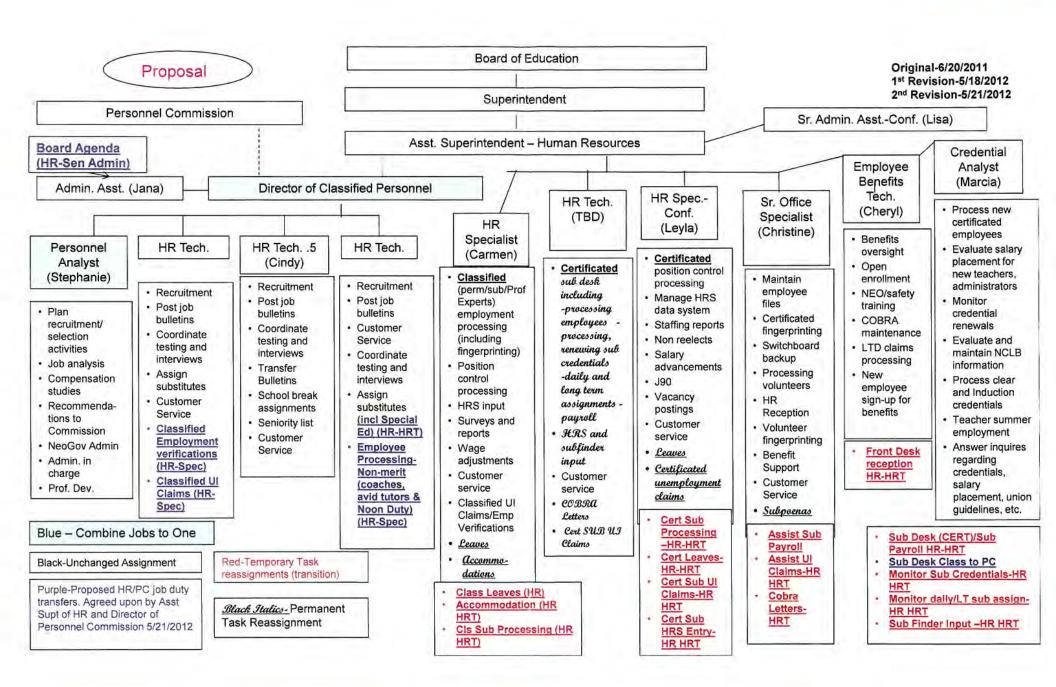
#### WORKING CONDITIONS:

#### ENVIRONMENT:

Office environment, driving to attend various locations and event functions related to assignment.

#### PHYSICAL ABILITIES

Sitting for extended periods of time; hearing and speaking to communicate and exchange information; seeing to assure accuracy of reports and documents; dexterity of hands and fingers to operate a computer terminal and office equipment; lifting light objects weighing up to 20 pounds; and kneeling, bending at the waist, and reaching to maintain and retrieve files.



### **Personnel Commission Staff Responsibilities**

#### **Director of Classified Personnel** (Dr. Wilbert Young)

- Secretary to the Personnel Commission
- Administrator of the Personnel Commission

#### Administrative Assistant (Jana Hatch)

- Commission Meeting Agenda
- Commission Meeting Minutes
- Appeal Hearing Coordination
- Department Budget
- •Performance Evaluation Program
- Master Testing Calendar
- Work Orders/Service Requests
- •External Rater Panel Requests

- •Board Merit And Non-Merit Reports
- Department Payroll
- Switchboard Backup
- Customer Relations
- Annual Report Asst.
- Department Correspondence
- •Web Site Maintenance
- Procedural Forms Development Asst.

#### Personnel Analyst (Stephanie Perry)



- Recruitment & Exam Planning
- Job Analysis Consultation
- Vacancy Postings
- Application Screenings & Notice
- Exam Development Consultation
- Exam Administration & Notice
- •Item Analysis Team Leader
- Exam Reviews
- Eligibility Lists
- Candidate Interviews & Notice
- Classification Consultation
- Director's Backup

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- Substitute Assignments
- Special Reports/Projects
- Customer Relations
- NeoGov Administrator
- Advanced Step Placement
- Procedural Forms Development Team Leader
- Annual Report Team Leader
- Career Development Workshop Team Leader
- Attend PC Meetings

•Recruitment & Exam Meetings

Application Screenings & Notice

Exam Administration & Notice

Candidate Interviews & Notice

Exam Development Asst.

Job Analysis Asst.

Vacancy Postings

·Item Analysis Asst.

Exam Reviews

Eligibility Lists

NeoGov Backup

Unemployment Claims

- Merit Rules & Admin Interpretation
- Applicant's Appeal and Protest Response
- Compensation /Salary Surveys

#### **Human Resources Technician** (Beth Papp)

Recruitment & Exam Meetings

Application Screenings & Notice

Exam Administration & Notice

Candidate Interviews & Notice

Medical Accommodation

Exam Development Asst.

Job Analysis Asst.

Vacancy Postings

·Item Analysis Asst.

Exam Reviews

Eligibility Lists



#### **Human Resources Technician** (Cindy Johnston - .50)

- Job Analysis Asst.
- Vacancy Postings
- Application Screenings & Notice

- Annual Report Asst.

Substitute Assignments

Special Reports/Projects

Advanced Step Placement

Customer Relations

Switchboard Backup

Career Development Workshop Asst.

Procedural Forms Development Asst.

- Attend PC Meetings
- Merit Rules & Admin Interpretation

- •Recruitment & Exam Meetings

- Exam Development Asst.
- Exam Administration & Notice
- ·Item Analysis Asst.
- Exam Reviews
- Eligibility Lists
- Candidate Interviews & Notice
- Seniority Lists
- Transfer Bulletins
- Winter/Spring/Summer Breaks

- Substitute Assignments
- Special Reports/Projects
- Customer Relations
- Switchboard Backup
- Advanced Step Placement

- Procedural Forms Development Asst.
- Annual Report Asst.
- Career Development Workshop Asst.
- Attend PC Meetings
- Merit Rules & Admin Interpretation
- Position Control Forms
- Layoff Process
- Employment Processing (Non-Merit)

#### Human Resources Technician (Julie Younan)



- Substitute Assignments Special Reports/Projects
- Customer Relations
- Switchboard Backup
- Advanced Step Placement
- Procedural Forms Development Asst.
- Annual Report Asst.
- Career Development Workshop Asst.
- Attend PC Meetings
- •Merit Rules & Admin Interpretation
- Employment Verification

\* Please Refer to Classification by Job Family

## PERSONNEL COMMISSION SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT Regular Meeting: Tuesday, June 12, 2012

#### **AGENDA ITEM NO: IV.B.2.**

SUBJECT: Amendment, Deletion or Addition to Merit Rules

#### **BACKGROUND INFORMATION:**

At its March 13, 2012 Personnel Commission meeting, the Commission requested that the process to amend, delete or add language to the Merit Rules return as a discussion item. Attached are the following:

- Merit Rule 1.2 Amendment, Deletion or Addition to Rules
- Education Code Section §45260 Rules, Standards; Authority of Commission
- Education Code Section §45261 Subject of Rules

#### **DIRECTOR'S RECOMMENDATION**

The Director of Classified Personnel recommends that the Personnel Commission discuss the process to amend, delete or add language to the Merit Rules.

#### Rule 1.2 AMENDMENT, DELETION OR ADDITION TO RULES

- 1.2.1 MERIT RULES ADVISORY COMMITTEE (EDUCATION CODE 45260)
  - A. All proposals to amend, delete or add to these Rules will be presented to the Merit Rules Advisory Committee for review and comment before presentation to the Commission.
  - B. The Merit Rules Advisory Committee shall consist of a representative from each classified employee unit, namely:
    - Operations Support
    - Office, Technical and Business Services
    - 3. Instructional Aide and Paraprofessional

### 1.2.2 PROCEDURE FOR AMENDMENT, DELETION, OR ADDITION TO RULES (EDUCATION CODE 45260)

- A. After review by the Merit rules Advisory Committee, all proposals to amend, delete or add to these Rules will be presented to the Commission as a "first reading" and shall include a recommendation by the Director of Classified Personnel.
- B. All Rule proposals shall be distributed to all departments where classified employees are assigned and notification of the proposals shall be made to Administration and the classified employees exclusive bargaining representative(s) before final approval.
- C. A period of at least two (2) weeks shall elapse between the first reading of a new Rule or proposed amendment of an existing Rule, and its final adoption. If the Commission declares an emergency, final action may be taken after the lapse of one week. A special bulletin to all departments shall precede any emergency action.
- Rules of the Commission requiring the expenditure of funds by the Board shall be submitted to the Board for concurrence.

- 45260. (a) The commission shall prescribe, amend, and interpret, subject to this article, such rules as may be necessary to insure the efficiency of the service and the selection and retention of employees upon a basis of merit and fitness. The rules shall not apply to bargaining unit members if the subject matter is within the scope of representation, as defined in Section 3543.2 of the Government Code, and is included in a negotiated agreement between the governing board and that unit. The rules shall be binding upon the governing board, but shall not restrict the authority of the governing board provided pursuant to other sections of this code.
- (b) No rule or amendment which would affect classified employees who are represented by a certified or recognized exclusive bargaining representative shall be adopted by the commission until the exclusive bargaining representative and the public school employer of the classified employees who would be affected have been given reasonable notice of the proposal.
- 45261. (a) The rules shall provide for the procedures to be followed by the governing board as they pertain to the classified service regarding applications, examinations, eligibility, appointments, promotions, demotions, transfers, dismissals, resignations, layoffs, reemployment, vacations, leaves of absence, compensation within classification, job analyses and specifications, performance evaluations, public advertisement of examinations, rejection of unfit applicants without competition, and any other matters necessary to carry out the provisions and purposes of this article.
- (b) With respect to those matters set forth in subdivision (a) which are a subject of negotiation under the provisions of Section 3543.2 of the Government Code, such rules as apply to each bargaining unit shall be in accordance with the negotiated agreement, if any, between the exclusive representative for that unit and the public school employer.

# PERSONNEL COMMISSION SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT Regular Meeting: Tuesday, June 12, 2012

#### **AGENDA ITEM NO: IV.B.3.**

SUBJECT: Hearing Protocol

#### **BACKGROUND INFORMATION:**

The Commission requested that the protocol for it to conduct a disciplinary appeal hearing be presented for discussion. Attached are the following:

• Merit Rule: Chapter XIV Disciplinary Action and Appeal

• Supplement A: Script for Appeal Hearing

• Supplement B: *Procedural Steps* 

#### **DIRECTOR'S RECOMMENDATION**

The Director of Classified Personnel recommends that the Personnel Commission discuss the process to conduct a disciplinary appeal hearing.

#### **CHAPTER XIV**

#### **DISCIPLINARY ACTION AND APPEAL**

### Rule 14.1 <u>DISCIPLINARY ACTION - SUSPENSION, DEMOTION AND</u> DISMISSAL

#### 14.1.1 GENERAL PROVISIONS (EDUCATION CODE 45302)

- A. A regular classified employee shall be subject to disciplinary action only for cause as prescribed by law or this Rule. No disciplinary action shall be taken against any employee for any cause which arose more than two (2) years prior to the date of the notice of disciplinary action unless such cause was concealed or not disclosed by the employee when the facts reasonably should have been disclosed.
- B. No employee shall be suspended, demoted or dismissed, sexually harassed, or in any way discriminated against because of his/her affiliations, race, color, national origin, age, marital status, sex, handicapping condition, ancestry, medical condition (as defined in Government Code 12926), or religious or political beliefs or acts, except as provided in Rule 14.1.4.
- C. No permanent or probationary classified employee shall be suspended, demoted or dismissed until final approval is given by the Board except as provided in Rule 14.1.5.

#### 14.1.2 NOTICE OF DISCIPLINARY ACTION

- A. The notice of disciplinary action shall include a list of causes for discipline as specified in Rule 14.1.4. The notice of disciplinary action shall also include a Statement of Charges. The Statement of Charges must be in ordinary and concise language and be clear enough so that the employee will know the precise complaints against him/her and may be expected to be able to respond to them.
- B. When an employee is to be disciplined, he/she shall be advised of his/her right to answer, explain or deny the charges within five (5) working days after receipt

of the notice of disciplinary action. The answer, explanation or denial of charges shall be made to the person sending the notice of disciplinary action. The answer, explanation or denial of charges shall be made to the person sending the notice of disciplinary action. The employee shall be entitled to review any records or materials which are used as part of the discipline and shall be provided copies upon request.

- C. All communications from the District to the employee shall be:
  - delivered personally and signed for by the employee or
  - 2. sent by certified mail, return receipt requested, to the last known address of the employee on file in the Personnel Office.

#### 14.1.3 DEFINITIONS

- A. Suspension shall mean the temporary removal of an employee from a position for cause with loss of pay as a disciplinary measure, or indefinite removal preliminary to investigation of charges pursuant to Education Code 45304.
- B. Demotion shall mean the involuntary reduction of an employee for cause from a class with a higher pay scale to a class with a lower pay scale or from a higher salary step to a lower salary step on the same pay scale. A disciplinary action reducing salary from a higher to a lower step shall specify the number of months of reduction, not to exceed six (6), and shall establish a new salary increment date.
- C. Dismissal shall mean the involuntary separation of an employee from service for cause.

### 14.1.4 CAUSES FOR SUSPENSION, DEMOTION OR DISMISSAL (EDUCATION CODE 45302, 45303)

A. A regular classified employee may be subject to disciplinary action by the Board for the following causes:

- insubordination, including, but not limited to willful refusal to do reasonably assigned work;
- discourteous, offensive or abusive conduct toward other employees, students or the public;
- 3. misuse, theft, destruction or mishandling of District property, or property of employees or students of the District;
- 4. offering anything of value, or offering any service in exchange for special treatment in connection with an employee's job or employment, or the accepting of anything of value or any service in exchange for granting special treatment to another employee or to any member of the public;
- 5. possession of an alcoholic beverage or drinking alcoholic beverages or being intoxicated while on the job or the unauthorized use or being under the influence of narcotics or any controlled substances not prescribed by a licensed physician;
- engaging in political, religious or personal activities during assigned hours of employment, which impairs the efficiency of the service;
- 7. immoral conduct;
- 8. conviction of a felony or serious crime or a record of one (1) or more convictions which indicate that the person is a poor employment risk for the particular job which he/she holds in the District. (A plea, verdict, or finding of guilty, or a conviction following a plea of nolo contendere is to be deemed a conviction within the meaning of these Rules):
- 9. conviction of a sex or narcotics offense as defined in Education Code 44010 or 44011;

- 10. abuse of leave privileges which impairs the efficiency of the service;
- 11. knowingly falsifying any information supplied to the District including but not limited to information supplied on applications, employment forms, payroll documents or other records;
- 12. willful or persistent violation of, or failure to enforce, rules, regulations, policies or procedures pertaining to health and safety;
- 13. any willful failure of good conduct tending to injure the public service or its reputation;
- 14. any willful or persistent violation of the provisions of the Education Code or of written rules, regulations or procedures adopted or established by the Board, Commission or administration;
- 15. abandonment of position, which means an absence without continued notification, in excess of five (5) working days, except in case of dire emergency;
- 16. advocacy of the overthrow of the federal, state or local government by force, violence or other unlawful means;
- 17. failure to report for a review of criminal records or for a health examination after due notice;
- 18. failure to maintain a valid license or certificate required by the District for the particular position which he/she holds;
- 19. sexual harassment of another (Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature, made by someone from or in the work setting) (EDUCATION CODE 212.5, 230);

- 20. failure to obey a subpoena issued by the Commission and duly served or any refusal to furnish testimony or documents, other than self-incriminating, at a hearing or investigation before the Commission or Board;
- 21. incompetency, which means below standard work performance, a pattern of inefficiency, continued neglect or dereliction in the performance of assigned duties or
- 22. repeated or unexcused tardiness or absence.
- B. A permanent classified employee shall be subject to disciplinary action for the following causes only after completion of Need for Work Improvement, Unsatisfactory Work Performance and Recommendation of Disciplinary Action notices as provided in Rule 14.1.4B, Rule 14.1.5D.
  - incompetency, which means below standard work performance, a pattern of inefficiency, continued neglect or dereliction in the performance of assigned duties or
  - 2. repeated or unexcused tardiness or absence.
- C. A regular classified employee may be subject to removal from service or change in status under this Rule due to physical or mental unfitness as determined by a District authorized physician. The employee shall retain the right to appeal. Administration shall base the decision to recommend removal or change of status under this Section on the following factors:
  - the degree of physical or mental unfitness and the physician's prognosis as they relate to the duties to be performed;
  - 2. The number of positions in the employee's classification, the uniqueness and the degree of specialty required by the position and the availability of a qualified substitute and

3. The degree and frequency of precious sick leave use. Particular attention should be paid to employees who have extraordinary use or lack of use of sick leave with consideration of the circumstance surrounding previous use of sick leave.

### 14.1.5 SUSPENSION FOR SPECIFIC CAUSES (EDUCATION CODE 45304)

- A. A regular employee charged with the commission of any sex offense defined in Section 44010 or narcotics offense defined in Section 44011 of the Education Code, Sections 11357 to 11361, inclusive, 11363, 11364 or 11377 to 11382, inclusive, insofar as such sections relate to any controlled substances in paragraph four (4) or five (5) of subdivision (b) of Section 11056, or any controlled substances in subdivision (d) of Section 11054, except paragraphs ten (10), eleven (11), twelve (12), and seventeen (17) of such subdivisions, of the Health and Safety Code by complaint, information, or indictment filed in a court of competent jurisdiction, may be suspended as provided in Section 45304 of the Education code.
  - 1. When a regular employee is under investigation of charges specified in paragraph A above and the employee has not been charged by complaint, information or indictment filed in a court of competent jurisdiction, the District may suspend such employee, without pay, for up to thirty (30) days after which the employee may be suspended with pay until charges are filed or a decision is made not to pursue the case by the investigating agency.
  - 2. The paid leave of absence requires notice to the employee regarding the reasons for the leave and shall be approved by the Board at their next regular meeting.
- B. An employee may be suspended immediately for up to two (2) days without pay by his/her immediate supervisor with the approval of the Superintendent or

his/her designee. Immediate suspension shall be for cause as listed in Rule 14.1.4A when such suspension is necessary for the safety and/or best interests of students, parents, staff, the District or the employee.

- Such suspension shall be documented on an appropriate notice of disciplinary action and presented to the employee upon return from suspension.
- 2. The immediate supervisor shall schedule a conference with the employee and the Assistant Superintendent-Human Resources to discuss the suspension.
- 3. All procedures for disciplinary action shall be followed.
- 4. The disciplinary action shall be ratified at the next regular meeting of the Board.
- C. An employee may be suspended, without pay, pending recommended termination by the Superintendent or his/her designee. Such suspension shall be for cause as listed in Rule 14.1.4 when the suspension is in the best interest of students, parents, staff, the employee or the District. Suspension under this provision shall otherwise follow the procedure in Rule 14.1.6.
- D. In cases of disciplinary action arising from causes listed in Rule 14.1.4B, the immediate supervisor shall provide the employee with the following three notices before disciplinary action can be taken.
  - 1. Need for Work Improvement First Notice.
    This notice shall include performance standards, areas of needed improvement and suggestions for improvement. The first notice shall provide a minimum thirty (30) calendar day period for the employee to improve.
  - Unsatisfactory Job Performance Second Notice. This notice shall include the date of previous evaluation, performance standards,

- areas of unsatisfactory performance and improvement required. The second notice shall provide a minimum thirty (30) calendar day period for the employee to improve.
- 3. Recommendation of Disciplinary Action Final Notice. This notice shall include the date of previous evaluation, performance standards not met and the recommended disciplinary action. Procedure for disciplinary action shall be followed.
- Job Performance Progress Report This report 4. may be filed at any time prior to submission of the Recommendation of Disciplinary Action. This report shall include performance standards met and a summary of job performance. Submission of this report removes an employee from the Needs to Improve cycle. After a Job Performance Progress Report has been filed an employee who subsequently resumes the behaviors noted during the Needs to Improve Evaluation cycle may be subject to disciplinary action for up to on (1) year without the necessity of completing any of the above steps completed within the previous twelve (12) months.
- 5. Failure to complete the second or the final notice within ninety (90) calendar days shall remove an employee from the Needs to Improve evaluation cycle and the employee shall be deemed to be working at an acceptable level.

### 14.1.6 PROCEDURE FOR DISCIPLINARY ACTION (EDUCATION CODE 45304)

- A. An employee may be suspended, without pay, for cause as listed in this Rule for not more than thirty (30) calendar days upon recommendation of the Assistant Superintendent Human Resources and the Superintendent with approval by the Board.
- B. When a regular classified employee is recommended for disciplinary action for cause as listed in this Rule,

the recommendation shall be prepared by the immediate supervisor, approved by the Departmental Administrator, if any, and forwarded to the Assistant Superintendent - Human Resources for approval.

- C. The Assistant Superintendent Human Resources shall prepare a notice of disciplinary action.
- D. Upon completion of the notice of disciplinary action and prior to action by the Board, the Assistant Superintendent Human Resources shall notify the employee that disciplinary action may be taken and schedule a meeting to discuss the matter. The employee shall be notified that he/she is entitled to be represented by any person of his/her choice.
- Ε. If, subsequent to the above meeting, it is determined that the District is to proceed with the discipline, the notice of disciplinary action shall be delivered to the employee personally, if practicable, and he/she shall be requested to sign acknowledgement of receipt. If an employee refuses to sign an acknowledgement that the notice has been personally delivered and the notice has been presented in the presence of a witness, tat witness may certify to personal delivery to the employee. When personal delivery is impracticable, the notice shall be sent to the employee's last known address by certified mail with return receipt requested. The notice shall be mailed and available to the employee at least five (5) working days prior to the scheduled Board action. A copy of the notice of disciplinary action shall immediately be filed with the Director of Classified Personnel.
- F. An employee who has permanent status in the classified service and who has been promoted to a higher class may be involuntarily demoted during the probationary period to his/her former class without right of appeal. If the demotion results in the separation of the employee from the classified service or is as a result of violation of Rule 14.1.1B, the employee shall have the right of appeal.
- G. Dismissal shall cause removal of the employee's name from all reemployment and eligibility lists.

### 14.1.7 PROCEDURE FOR NOTIFICATION OF RIGHT TO APPEAL

- A. When the Board has taken final action to discipline an employee, the Assistant Superintendent-Human Resources shall, within three (3) working days, notify the Director of Classified Personnel of the Board's action.
- B. The Director of Classified Personnel shall, within ten (10) days of the Board's action to discipline, notify the employee and file written charges with the Commission.
- C. This notification to the employee shall contain:
  - 1. a copy of written charges,
  - 2. the time allowed to file an appeal,
  - 3. the right of an employee to a hearing on the appeal and
  - 4. the requirements for employee's response as set forth in Rule 14.2.1

#### Rule 14.2 PROCEDURE FOR APPEAL AND HEARING

#### 14.2.1 PROCEDURE FOR APPEAL (EDUCATION CODE 45305)

- A. A permanent employee who has been suspended, demoted or dismissed may appeal to the Commission within fourteen (14) days after receipt of the notification of charges from the Director of Classified Personnel by filing a written answer to the charges and he/she may request a hearing.
- B. The employee's written answer to the charges must include facts based on the following grounds:
  - 1. that the charges made do not constitute sufficient cause for the action taken:
  - 2. that the action taken was not in accord with the facts.
  - 3. That there was abuse of discretion;
  - 4. Tat the procedure set forth in these Rules have not been followed or
  - 5. That the disciplinary action was taken because of political affiliations, religious beliefs or opinions, race, color, national origin, ancestry, sex, employee organization membership or non-membership, marital status, handicapping condition or medical condition as defined in Government Code 12926.
- C. For purposes of this rule, if a notice is mailed, the working day following the postmark date of the notice shall be considered to be the official date of receipt.
- D. Failure to appeal disciplinary action as provided in this Rule shall make the action of the Board final.
- 14.2.2 PROCEDURE FOR HEARING (EDUCATION CODE 45306, 45311, 45312)
  - A. After an employee has made and filed an appeal in answer to the charges against him/her, the Commission shall investigate, or cause to be

investigated, the matter on appeal and may require further evidence from either party. The Commission may, and upon request of the appellant, shall order a hearing. If a hearing is so ordered, the Commission shall fix the time and place of the hearing. The hearing shall be held within a reasonable length of time from the receipt of the appeal and the Director of Classified Personnel shall provide written notification to all parties.

- B. The Commission may appoint a hearing officer to conduct any hearing and report Findings and Recommendations to the Commission. The Commission may accept, reject or amend any of the Findings or Recommendations in the proposed decision. Any rejection or amendment shall be based on a review of the transcript or upon the results of such supplemental hearing or investigations as the Commission may order.
- C. Prior to the hearing, each party shall have the right to copy any written documents that may be presented during the hearing and to a list of all witnesses to be called.
- D. Hearings shall be conducted in the manner most conducive to the determination of the truth, and neither the Commission not its hearing officer shall be bound by technical Rules of Evidence. Decisions made by the Commission shall not be invalidated by any informality in the proceedings.
- E. The hearing shall be electronically tape-recorded. However, either party may request that the hearing be recorded by a court reporter, in which case the party making the request shall bear the cost.
- F. The Commission or its hearing officer shall determine the relevancy, weight and credibility of testimony and evidence. Hearsay evidence may be admitted, but shall not be sufficient in and of itself to support a Finding. The Findings of the Commission or its hearing officer shall be based on a preponderance of the evidence.

- G. The burden of proof shall be on the District except in cases of discrimination.
- H. Each party will be permitted an opening statement, with the District opening first. The District shall next present its witnesses and evidence to sustain its charges, then the employee will present witnesses and evidence in defense. Each party shall then be permitted closing arguments with the District closing first except in appeals alleging discrimination, in which case the order is reversed.
- I. Each party will be allowed to examine and crossexamine witnesses, including adverse witnesses. If the appellant does not testify on his/her own behalf, he/she may be called and examined as an adverse witness. (Evidence Code 772)
- J. The Commission, appellant and District may be represented by separate legal counsel or other designated representative.
- K. On request of the District or the appellant the Commission shall order the Director of Classified Personnel to issue subpoenas to require the presence of witnesses or the production of records or information pertinent to the hearing. Subpoenas shall be delivered to the requesting party for service.
- L. The commission may, at any time, grant a continuance for any reason it believes important to its reaching a fair and proper decision.
- M. Disciplinary hearings shall be held in closed session unless an open hearing is requested by the appellant. The Commission may, at its discretion, exclude witnesses not under examination except the appellant, District representative and their respective counsel or designated representative. When hearing testimony on alleged scandalous or indecent conduct, all persons not having direct interest in the hearing shall be excluded.
- N. The Commission may deliberate its decision in closed session and exclude all persons other than members of the Commission, its staff or counsel. If counsel

also served as counsel for the District, he/she shall be excluded from the final deliberations.

### 14.2.3 FINDINGS AND DECISION (EDUCATION CODE 45306, 45307)

- A. The Commission shall render its Decision as soon after the conclusion of the investigation or hearing as possible and unless an agreement for an extension is agreed to by all parties, the Decision shall be made within fourteen (14) calendar days after conclusion of the deliberations.
- B. The Commission's Decision shall set forth which charge(s), if any, are sustained or rejected and the reasons therefor. The Decision shall be set forth in writing by the Director of Classified Personnel and signed by a Commissioner. A true copy of the Decision shall be sent to all parties in interest.
- C. The Commission may sustain or reject any or all of the charges filed against the employee. If the Commission rejects any or all of the charges against the employee, it may:
  - modify the disciplinary action, but not make the action more stringent than that approved by the Board;
  - order all or part of the employee's full compensation from the time of suspension, demotion or dismissal paid;
  - 3. order the employee's reinstatement upon such terms and conditions as it may determine appropriate;
  - 4. order the employee transferred or changed in work location;
  - 5. order seniority credit for off-duty time pending reinstatement;
  - 6. order that the employee's personnel file be expunged of all records pertaining to the

- disciplinary action on charges which were not sustained by the Commission;
- 7. order the District to pay compensation for all or any part of the legitimate expenses incurred by the parties in pursuit of appeal and/or
- 8. order such other action as it may find necessary to effect a just settlement of the appeal.
- D. The decision of the Commission shall be final and shall not be subject to review by the Board.
- E. Upon receipt of the Commission's written decision the Board shall forthwith comply with the provisions thereof. When the board has fully complied with the Commission's decision it shall so notify the Commission in writing.

#### 14.2.4 HEARING TRANSCRIPT

- A. A copy of the hearing transcript shall be prepared and furnished to either party, under the following conditions:
  - the cost of the transcript and copies if requested, shall be born by the party making the request;
  - the request shall be in writing and a cash deposit made in an amount determined by the Director of Classified Personnel prior to preparation;
  - the final cost of the transcript shall be the actual cost of preparation plus the cost of copies as determined by the Director of Classified Personnel and
  - 4. the transcript shall only be release upon payment in full. When the deposit is greater than the actual costs, plus copies, of the document the remainder shall be refunded.

#### **SUPPLEMENT A**

#### **SCRIPT FOR APPEAL HEARING**

Call to order	Good morning. Today is <u>(day)</u> , <u>(month)</u> , <u>(date)</u> , <u>(year)</u> , and it is <u>(time)</u> a.m.
	We are in the facilities of the(school district) in in (room), located at, California.
	The purpose of this Special Meeting of the Personnel Commission of(school district) is to conduct a hearing on the appeal of(case #) from disciplinary action taken by the District, approved by the Board of Education on(date), which resulted in a(suspension, demotion or dismissal) The Appellant has made a timely appeal from this disciplinary action, which brings the matter before the Personnel Commission.
Flag Salute	Pledge of Allegiance to the flag of the United States of America.
Motion to Approve Agenda	
Public Comments for Closed Session Items Only	
Open Hearing	Since we have not received a request for an open hearing, we will go into closed session at this time,a. m., to hear the appeal of(case #)
Closed Session	I ask that all parties to the hearing, including the witnesses, assemble in the(room) to hear a reading of procedures to be followed in the hearing.
	Those parties participating in the hearing include the Personnel Commissioners and staff, the District, and the Appellant.
	For the record, the Personnel Commissioners are:

I have agreed to serve as hearing chair and will make all procedural rulings on behalf of the Commission. I will conduct this hearing in an orderly and equitable fashion so that all relevant facts and evidence bearing upon this case may be presented to the Commission's consideration.

The District is being represented by:	
	(title)
<u>(name)</u> ,	<u>(title)</u>
The Appellant is being represented by	y:
<u>(name)</u> ,	(title)
(name),	(title)
For the record, and according to the be called are as follows:	e list before me, witnesses to
As I read your name, please respond	by saying, "present."
For the District, witnesses to be called	d are:
, (name),	(title)
(name),	(title)
(name),	(title)
For the Appellant, witnesses to be ca	lled are:
	(title)
(name),	(title)
(name),	(title)
Let the record reflect that all parties a or Let the record reflect all parties are processed in the control of	•
<u>(name)</u> ,	(title)
(name),	

I will proceed with a reading of the procedures to be followed in this Hearing.

### Read procedures – move to "Steps to Follow..." (Supplement B)

(If no settlement is reached between the parties, continue with the hearing, as follows:) Stipulate Facts I would like to have a stipulation from each party as to the facts and matters at issue in this case. Do you each stipulate that the facts of the case are that (name) was disciplined by the District which resulted in <u>(suspension, demotion or</u> <u>(name)</u> appealed that discipline to the dismissal) . Personnel Commission on the grounds that 1) (reason) and 2) <u>(reason)</u>. \_\_\_\_\_ ("yes" or "no" response needed)
\_\_\_\_\_ ("yes" or "no" response needed) District? Appellant? Matters at Issue Matters at issue in this case are: Was the action arbitrary or capricious? Was there cause to discipline <u>(name)</u> supported by facts? **Opening Statements** Now we will have the District present its opening statement. And now, the Appellant may present an opening statement. Calling Witnesses District presents its witnesses first. and (Reminder, as witnesses are called, have them state their Presentation of case name for the record.) by District NOTE: witnesses are questioned first by the party calling them as a witness, and may then be cross examined by the other party. The calling party may then ask questions on re-direct.) (If the Commission has any additional questions, they should wait until both parties have questioned the witness, and funnel their questions through the Chair. Questions by Commissioners should only be to clarify a statement, request a direct answer, or clarify relevant and material facts.) After District has called all witnesses, the District's representative should state, "We have completed our case." Presentation of case by Same as above.

Appellant

Appellant representative should state, "We have completed our case." At this point, Chair should ask District if they wish to call or recall rebuttal witnesses. If no, hearing should proceed to closing arguments.

Closing Statements

At the close of the receipt of evidence, both parties shall be afforded an opportunity to make closing statements. Closing statements are not evidence but are intended to summarize each party's view of what the evidence has or has not presented. At the pleasure of the Personnel Commission, closing statements may be made orally, or in writing. If written, they must be received by the Personnel Commission no later than a date set by the Personnel Commission after which the matter will stand submitted for decision and the Personnel Commission will hear no further evidence or argument. Now we will hear closing statements with District proceeding first.

Appellant, you may proceed with closing statements.

Close the Hearing

The Personnel Commission will consider the evidence and testimony submitted. The Personnel Commission and will present its findings and decision in writing as early as possible, and unless an agreement for an extension is agreed to by all parties, the decision shall be me made within fourteen (14) calendar days after conclusion of the deliberations with copies going to the parties. The Personnel Commission's decision shall set forth which charge(s), if any, are sustained or rejected and the reasons therefor. The decision shall be set forth in writing by the Director of Classified Personnel and signed by a Personnel Commissioner.

The decision of the Personnel Commission shall be final and shall not be subject to review by the Board. Upon receipt of the Personnel Commission's written decision, the Board shall forthwith comply with provisions thereof. When the Board has fully completed with Personnel Commission's decision, it shall so notify the Personnel Commission in writing.

The Minutes of this Special Meeting of the Personnel Commission will provide a public record of the decision.

It is now <u>(time, day, month, date, and year)</u>, and I declare that this hearing is now closed.

Commission Deliberates

The Commission will take a short recess, then return to Closed Session to deliberate its decision.

**Return to Open Session** 

Note time returning to Open Session.

We will now return to Open Session.

Next Meeting	The next meeting of the Personnel Commission will be a regular meeting on(month, date), 2012, at 5:00 p.m.
Adjournment	The Special Meeting of the Personnel Commission now stands adjourned at <u>(time)</u> a.m./p.m.

#### **SUPLEMENT B**

#### PROCEDURAL STEPS

## SANTA MONICA – MALIBU UNIFIED SCHOOL DISTRICT STEPS TO FOLLOW IN APPEAL HEARING

Following are the procedures to be used in this hearing.

- ◆ The Commission will not be bound by technical rules of evidence. Decisions made by the Commission shall not be invalidated by any informality in the proceedings.
- An electronic recording will be made of this hearing, which will be kept on file for 90 days.
- All parties are directed to speak clearly and audibly; indicate with a <u>yes</u> or <u>no</u> your response to a question do not nod your head <u>yes</u>, or turn your head from side-to-side to indicate a <u>no</u> response. Do not use slang, such un-huh for your response as it may be difficult to discern a correct response on the tape recording. I also must ask that only one person at a time speak.
- ♦ All witnesses are to stand to be sworn in:

I would ask that all witnesses please stand at this time, raise your right hand, and repeat after me:

"I do solemnly swear	(witnesses repeat)			
that the testimony I give at this hearing	(	"	"	)
will be the truth	(	"	"	)
the whole truth	(	"	"	)
and nothing but the truth."	(	"	"	)

You may be seated.

- ◆ Witnesses will be present in the hearing room **only** while testifying.
- Witnesses are to refrain from discussing this hearing, facts of the case, and their testimony with others.
- Each witness will be asked to please state his/her name for the record.
- Those witnesses who are employees of the District may be assured that you will be free from restraint, interference, coercion, discrimination, or reprisal in presenting your testimony.

- ◆ The Commission shall determine relevancy, weight, and credibility of testimony and evidence; and, shall base its findings on the preponderance of evidence. Irrelevant and unduly repetitious evidence shall be excluded.
- The Chair shall read into the record the stipulations of fact and a statement of the issues.
- Each party shall have an opportunity to present an opening statement with the District's representative presenting first.
- Each party shall have an opportunity to present an closing statement with the Employee's representative presenting first.
- The District's representative shall present witnesses and evidence to sustain its charges, followed by the Employee's representative who will present witnesses and evidence in defense.
- Each party shall have the opportunity for submitting rebuttal evidence or testimony, with the District's representative going first, followed by the Employee's representative. (Rebuttal evidence shall be limited to responding to evidence presented by the owner party, and shall not expand into a new subject.)
- Exhibits entered into evidence shall be identified as follows:

Exhibit D-1, D-2, D-3, etc., for the District Exhibit A-1, A-2, A-3, etc. for the Appellant Exhibit J-1, J-2, J-3, etc. for joint exhibits

Objection may be made to the entering of material into evidence, with ruling on the objection being made by the Chair.

- ♦ Each side is allowed to examine and cross-examine witnesses. Re-direct questioning will be allowed following cross-examination.
- ◆ The Commission reserves the right to question witnesses, **through the**Chair, on information it deems pertinent to the issues under consideration.
- ♦ The Chair will maintain control of the proceedings, and may terminate testimony, which is irrelevant and repetitious.
- The Commission shall deliberate its decision in Closed Session.
- Judgment by the Commission shall be rendered as soon after the conclusion of the hearing as possible; and, shall be submitted to the parties involved in writing, in the form of findings of fact and decision.
- Upon receipt of the Commission's judgment, the Board shall forthwith comply with the provisions thereof, notifying the Commission of its compliance in writing.

◆ At this point I ask that the room be cleared except for those parties participating in this hearing, including Personnel Commission and staff, the District's representative, and the Appellant and his representative.

#### After room is cleared...

•	Before proceeding any further I ask that the representative for each party appeal step forward. We will go off the record now, at a.m		
	(give an opportunity for settlement among the parties)		
	Take a break if parties agree to attempt to settle case.		
	We will return to the record now at a.m./p.m.		
	If no settlement is reached, continue with hearing.  return to script  (Supplement A)		
	If settlement is reached, state that settlement has been reached by the parties and that the Board will be taking action to amend its action if necessary.		
	I'm going to ask each party to respond to the following questions for benefit of the tape:		
	Representative for the District, do you understand the settlement? (need "yes" or "no" response)  Are you in agreement with the settlement? (need "yes" or "no" response)		
	Representative for the Employee, do you understand the settlement? (need "yes" or "no" response).  Are you in agreement with the settlement? (need "yes" or "no" response)		
	Return to Open Session (note time)		
Announce in open session that the parties have reached a settlement case. Therefore, the hearing has been canceled.			
	Next meeting of the Personnel Commission will be, a, a.m./p.m.		
	The Special Meeting of the Personnel Commission stands adjourned a a.m./p.m.		

#### **Personnel Requisition Executive Summary**

as of June 6, 2012

#### **REQUISITION STATUS**

Reg Status	<u>Count</u>
* Cert. List	4
[Selection interviews held/sche	duled for 2 positions.]
* Open	5
[None of these positions are on	Transfer Bulletin.]
Total:	9

#### **REQUISITION ACTIVITY**

* Previous Requisition Total (05/02/12)	<u>Count</u> 8
* Requisitions Received (+)	2
* Requisitions Filled (-)	0
* Requisitions Cancelled/On Hold (-)	1
* Current Requisition Total (06/06/12)	9

#### **Personnel Requisition Monthly Comparison**

Req Status	6/7/2011	7/6/2011	8/8/2011	9/8/2011	10/6/2011	10/28/2011	12/7/2011	1/4/2012	3/7/2012	4/11/2012	5/2/2012	6/6/2012
Cert. List	2	2	32	10	9	5	23	7	6	3	3	4
Open	21	23	28	37	33	39	17	33	9	7	5	5
Total	23	25	60	47	42	44	40	40	15	10	8	9

**Req Status:** "Cert. List" indicates that the Personnel Commission staff has submitted a list of names of persons who have qualified in all parts of the appropriate examination process to the appointing authority. "Open" indicates that the appointing authority has not received a Cert. List.

#### **Personnel Requisition Detailed Report**

#	Req. ID	Date From HR	Working Days as of 6/6/12	Requisition Title	Dept/Site	FTE%	Hrs Per Day	Position Type	Replacing	Transfer Bulletin#	PC Status <sup>2</sup>	Cert Date	Comments	3+ Ranks
1	12-220	05/08/12	20	ACCOUNTANT	SPECIAL ED	100.00	8	New		37	Open		RECRUITMENT OPENED 05/07/12 TO 05/25/12. WRITTEN EXAM SCHEDULED FOR 06/11/12. STAFF COLLABORATING WITH SUBJECT MATTER EXPERT (SME) TO DEVELOP STRUCTURED INTERVIEW COMPONENT (TENTATIVELY SCHEDULED FOR 06/21/12). NEXT MEETING WITH SME SCHEDULED FOR 06/12/12. [TRANSFER BULLETIN #37 CLOSED 05/15/12.]	
2	12-219	03/23/12	10	DEVELOPMENTAL/HEALTH INSTRUCTIONAL ASST	SPECIAL ED	56.25	4.50	New		36	Cert List	05/29/12	RECRUITMENT OPENED 03/12/12 TO 04/03/12. WRITTEN EXAM ADMINISTERED 04/27/12. PROTEST PERIOD ENDS 05/04/12. EXAM PROCESS REVISED IN COLLABORATION WITH SMES TO INCLUDE STRUCTURED INTERVIEW (QAI) COMPONENT. QAI ADMINISTERED 05/22/12. [THIS IS A 1:1 POSITION. TRANSFER BULLETIN #36 CLOSED 03/30/12.]	NO

Report Date: June 6, 2012 Page 1 of 4

#### **Personnel Requisition Detailed Report**

#	Req. ID	Date From HR	Working Days as of 6/6/12	Requisition Title	Dept/Site	FTE%	Hrs Per Day	Position Type	Replacing	Transfer Bulletin #	PC Status <sup>2</sup>	Cert Date	Comments	3+ Ranks
3	12-165	11/09/11	139	ELEMENTARY LIBRARY COORD	JOHN MUIR ELEMENTARY	87.50	7.00	Vac	SUZANNE MOSCOSO	15	Cert. List	11/17/11	SELECTION INTVWS HELD 12/07/11. FOLLOW-UP INTVWS HELD 12/19/11. STAFF CONTACTED HIRING AUTHORITY ON 12/21/11 REGARDING SELECTION. SELECTED CANDIDATE DECLINED OFFER 01/05/12. THREE RANKS REMAIN FOR SELECTION. HIRING AUTHORITY INDICATED COMMITTEE NEEDED TO RECONVENE TO SELECT ANOTHER ELIGIBLE CANDIATE. STAFF CONFERRED WITH HIRING AUTHORITY REGARDING STATUS OF SELECTION AND REQUISITION CERT. LIST ON 02/08/12, 02/09/12, 02/28/12, 03/06/12, 03/07/12 AND 03/22/12. STAFF ADVISED THAT A SELECTION MUST BE MADE WHEN THERE ARE THREE RANKS OF ELIGIBLE CANDIDATES. ALSO, IF THE POSITION IS NO LONGER REQUIRED, A PC SHOULD BE SUBMITTED TO ABOLISH THE POSITION AND A SUBSITUTE WOUD NO LONGER BE PROVIDED. (NOTE: A SUBSTITUTE WAS ASSIGNED PENDING SELECTION. THE SUBSTITUTE WILL REMAIN IN PLACE THROUGH THE END OF THE SCHOOL YEAR. STAFF WILL CONTACT CANDIDATE WHO PREVIOUSLY DECLINED OFFER TO SEE IF INTERESTED, AND CANVAS RANKS PREVIOUSLY INTERVIEWED TO DETERMINE INTERESTED, AND CANVAS RANKS PREVIOUSLY INTERVIEWED TO DETERMINE INTERESTED, STEEP MAY BE ENTITLED TO INTERVIEW ADDITIONAL CANDIDATES. ON 06/05/12, STAFF MET WITH SITE AND DISTRICT ADMINISTRATION TO BEGIN REVIEW ESSENTIAL JOB DUTES OF THE CLASSIFICATION AND DISCUSS POSSIBLE CLASS SPEC REVISIONS.)	TES
4	12-075	08/17/11	197	EQUIPMENT OPERATOR/SPORTS FACILITIES	MAINTENANCE & OPERATIONS	100.00	8.00	New		6	Open		WRITTEN EXAM CONDUCTED 5/22/2012, PERFORMANCE EXAM TENTATIVELY SCHEDULED 6/14/2012 (PENDING RATERS) STAFF WORKING WITH SMES TO DEVELOP EXAM. (MOST RECENT MEETINGS HELD 03/28/12 AND 04/27/12). CLASS SPEC REVISED 10/11/11. RECRUITMENT REOPENED 02/03/12 TO 02/28/12. ORIGINAL APPLICATION FILING PERIOD WAS 09/27/11 to 10/18/11. CURRENT EMPLOYEE WORKING OUT OF CLASS PENDING COMPLETION OF RECRUITMENT/EXAMINATION PROCESS. [TRANSFER BULLETIN #6 CLOSED 08/24/11.]	

Report Date: June 6, 2012 Page 2 of 4

#### **Personnel Requisition Detailed Report**

			Working											
#	Req. ID	Date From HR	Days as of	Requisition Title	Dept/Site	FTE%	Hrs Per Day	Position Type	Replacing	Transfer Bulletin#	PC Status <sup>2</sup>	Cert Date	Comments	3+ Ranks
5	12-201	01/23/12	108	FISCAL SERVICES SUPERVISOR (PAYROLL)	FISCAL SVCS	100.00	8.00	Vac	RICARDO LOPEZ	27	Cert List	05/01/12	RECRUITMENT INITIALLY OPENED 12/21/11 THROUGH 01/20/12. TRAINING AND EXPERIENCE EVALUATION COMPLETED 02/10/12. STRUCTURED INTERVIEW (QAI) ADMINISTERED 04/20/12. ELIG LIST ESTABLISHED 04/30/12. CERT LIST DATED 05/01/12 CONTAINED ONE RANK. AT THE REQUEST OF HIRING AUTHORITY, RECRUITMENT RE- OPENED FROM 04/26/12 TO 05/18/12 TO SECURE ADDITIONAL ELIGIBLES. SECOND ADMINISTRATION OF QAI SCHEDULED FOR 06/22/12. [INCUMBENT'S RESIGNATION WAS EFFECTIVE 01/31/12. TRANSFER BULLETIN #26 CLOSED 02/08/12.]	NO
6	12-221	05/07/12	21	HVAC MECHANIC	MAINTENANCE & OPERATIONS	100.00	8.00	Vac	CRAIG SMITH	38	Open		RECRUITMENT OPENED 05/14/12 TO 06/06/12. WRITTEN EXAM SCHEDULED 06/21/12. [TRANSFER BULLETIN #38 CLOSED 05/17/12.]	
7	12-105	09/08/11	198	INSTRUCTIONAL ASST-PHYSICAL ED	SANTA MONICA HIGH	50.00	4.00	New		7	Cert List	03/29/12	INITIAL CERT LIST TO HIRING AUTHORITY 09/23/11. RECRUITMENT RE-OPENED 11/30/11 TO 12/20/11 TO SECURE ADDITIONAL RANKS TO MEET BFOQ. WRITTEN EXAM ADMINISTERED 01/09/12 DID NOT RESULT IN FEMALE CANDIDATES. RECRUITMENT RE-OPENED ON A CONTINUOUS BASIS TO OBTAIN FEMALE CANDIDATES. STAFF CONTACTED HIRING AUTHORITY ON 02/08/12 TO CONFIRM NEED FOR FEMALE CANDIDATE. MOST RECENT EXAM, ADMINISTERED 03/29/12, RESULTED IN TWO RANKS. SELECTION INTVWS HELD 05/01/12 SELECTION MADE. STAFF AWAITING DOCUMENTION FROM HIRING AUTHORITY TO EXTEND OFFER. NOTE: THIS ASSIGNMENT IS SCHEDULED TO BEGIN AT THE START OF THE 2012-2013 SCHOOL YEAR.	NO
8	12-210	02/15/12	91	JOB DEVELOPMENT & PLACEMENT	SANTA MONICA HIGH	75.00	6.00	Vac	KELLIE LE DUFF	31	Open		STAFF COLLABORATING WITH HIRING AUTHORITY TO REVISE CLASS SPEC TO MORE ACCURATELY REFLECT THE DUTIES, RESPONSIBILITIES AND JOB REQUIREMENTS FOR FUTURE RECRUITMENT PURPOSES. A CLECRICAL SUB ASSIGNED 02/28/12 DURING JOB ANALYSIS AND EXAM DEVELOPMENT PROCESS. INITIAL DISCUSSION WITH SME ON 02/02/12. MOST RECENT MEETING WITH SME HELD 05/02/12. [TRANSFER BULLETIN #31 CLOSED 02/22/12.]	

Report Date: June 6, 2012

#### **Personnel Requisition Detailed Report**

#	Req. ID	Date From HR		Requisition Title	Dept/Site	FTE%	Hrs Per Day	Position Type	Replacing	Transfer Bulletin#	PC Status <sup>2</sup>	Cert Date	Comments	3+ Ranks
9	12-103	09/08/11	198	SCHOOL OCCUPATIONAL THERAPY ASST (COTA)	SPECIAL ED	100.00	8.00	Vac	KARI ISACKSON	7	Open		RECRUITMENT OPENED 09/08/11 UNTIL FILLED. [TRANSFER BULLETIN #7 CLOSED 09/14/11.]	

#### **NOTES:**

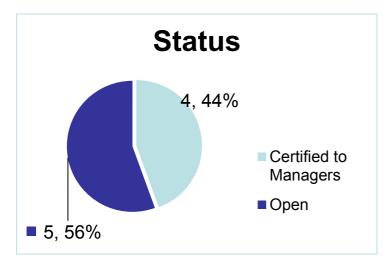
Report Date: June 6, 2012 Page 4 of 4

<sup>1</sup> Position Type: "Vac" (Vacancy) refers to a personnel requisition initiated to replace a separated employee. "New" refers to a personnel requisition initiated for a newly established position.

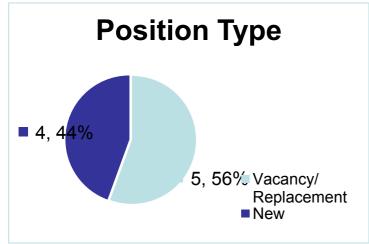
<sup>2</sup> Req Status: "Cert. List" indicates that the Personnel Commission staff has submitted a list of names of persons who have qualified in all parts of the appropriate examination process to the appointing authority. "Open" indicates that the appointing authority has not received a Cert. List.

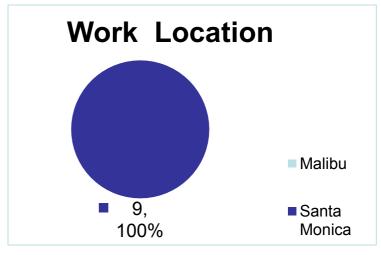
#### **Personnel Requisition Graphic Summary**

as of June 6, 2012









#### SANTA MONICA – MALIBU UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION MEETING CALENDAR 2012 – 2013

Date	Time	Location	Discussion Item
2012			
July 17, 2012	5:00 p.m.	Board Room – District Office	
August 14, 2012	5:00 p.m.	Board Room – District Office	
September 11, 2012	5:00 p.m.	Board Room – District Office	
October 9, 2012	5:00 p.m.	Board Room – District Office	
November 13, 2012	5:00 p.m.	Board Room – District Office	
December 11, 2012	5:00 p.m.	Board Room – District Office	
2013			
January 15, 2013	5:00 p.m.	Board Room – District Office	
February 2013	Daily Conference	TBD	CSPCA 2013 Annual Conference
February 12, 2013	5:00 p.m.	Board Room – District Office	
March 12, 2013	5:00 p.m.	Board Room – District Office	
April 9, 2013	5:00 p.m.	Board Room – District Office	2013–14 Budget Discussion
			and Development,
May 14, 2013	5:00 p.m.	Board Room – District Office	2013-14 Budget Adoption
June TBD, 2013	5:00 p.m.	Board Conference Room -	Progress Review of Strategic
		District Office	Goals - Director of Classified
			Personnel
June 11, 2013	5:00 p.m.	Board Room – District Office	

#### SMMUSD Board of Education Meeting Schedule 2011-2012

#### Closed Session begins at 4:30pm Public Meetings begin at 6:00pm

				-	hrough	Dece	mber 20	11	
	1	st	2 <sup>r</sup>	nd	3 <sup>r</sup>	ď	<b>4</b> <sup>ti</sup>	1	
Month	Thu	rsday	Thur	sday	Thurs	sday	Thurs	day	Special Note:
July					7/20*	DO	7/23* 7/26*	DO DO	*Wednesday, 7/20 *Saturday, 7/23: retreat *Wednesday, 7/26: special mtg
August			8/10*	DO			8/24*	DO	*Wednesday, 8/10 *Wednesday, 8/24 First day of school: 8/30
September	9/8	DO					9/22	DO	
October	10/6	М			10/20	DO	10/22*	DO	*Saturday, 10/22: retreat
November	11/3	M			11/17	DO	11/29*	DO	Thanksgiving: 11/24-25 *Tuesday, 11/29: special mtg
December					12/15	DO	winter b	reak	
Winter Break	: Decen	nber 21	– Janu	iary 3					
				Janu	ary thro	ough J	une 201	2	
Winter Break	: Decen	nber 21	– Janu	ary 3				1	
January					1/19	DO			
February	2/2	M			2/16 2/18*	DO DO			*Saturday, 2/18: special mtg
March	3/1	DO	3/8*	DO	3/15	DO	3/29*	-DO	*Thursday, 3/8: special mtg *3/22 & 3/23: Stairway *3/29: 5 <sup>th</sup> Thursday
Spring Break	: April 2	2 – Apri	il 13						
April	spring	break	spring	break	4/19	DO			
May	5/3	М			5/14*P 5/17 5/19*	DLC DO DO			*Monday, 5/14: special mtg *Saturday, 5/19: special mtg
June	6/7	DO					6/27*	DO	Last day of school: 6/15 *Wednesday: 6/27

District Office (DO): 1651 16<sup>th</sup> Street, Santa Monica. Malibu City Council Chambers (M): 23825 Stuart Ranch Road, Malibu, CA

TO:

**BOARD OF EDUCATION** 

ACTION/CONSENT

FROM:

SANDRA LYON / WILBERT YOUNG

RE:

CLASSIFIED PERSONNEL - MERIT

#### **RECOMMENDATION NO. A.23**

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.

TEMP/ADDITIONAL ASSIGNMENTS Curry, Kimberley Student Services	Administrative Asst [additional hours, as needed]	EFFECTIVE DATE 4/16/12-6/29/12
Flores, Henry Theater Ops/Facility Permits	Campus Security Officer [additional hours, as needed]	4/21/12-6/30/12
Gleason, Tim Rogers Elementary	Custodian [overtime, as needed for special events]	5/4/12-6/14/12
Martinez, Sonia Malibu High School	Inst Asst – Special Ed [additional hours, Fitgram Testing]	1/1/12-6/15/12
Vasquez, Graciela Adult Education	Campus Security Officer [overtime, as needed]	3/1/12-6/30/12
Venable, Mark Rogers Elementary	Custodian [overtime, as needed for special events]	5/4/12-6/14/12
SUBSTITUTES Flores, Henry Operations	Custodian	EFFECTIVE DATE 4/1/12-6/15/12
VOLUNTARY TRANSFER Benjamin, Jacquita Lincoln MS	Inst Asst – Special Ed 6 Hrs/SY Fr: 6 Hrs/SY/McKinley Elementary	EFFECTIVE DATE 5/2/12
LEAVE OF ABSENCE (PAID) Alvarez, Alicia Edison Elementary	Administrative Asst Maternity	EFFECTIVE DATE 4/12/12-6/29/12
Dodd, Jason Maintenance	Carpenter Medical	4/10/12-4/30/12
Holloway, Shirlene Food Services	Cafeteria Worker I Medical	4/18/12-4/23/12
Lopez, Victoria	Campus Security Officer	4/3/12-7/16/12
Santa Monica HS	Medical	

Board of Education Meeting AGENDA: May 17, 2012

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Treto, Sandra Inst Asst - Classroom 4/16/12-6/15/12 Child Care **Grant Elementary** PROFESSIONAL GROWTH **EFFECTIVE DATE** Cuevas, Jose Custodian 5/1/12 Operations Inst Asst - Special Ed Delgado, Eduardo 5/1/12 Malibu High School Mesrobian, Krikor Inst Asst - Special Ed 5/1/12 Franklin Elementary Walker, Louis Custodian 5/1/12 Santa Monica HS **WORKING OUT OF CLASS EFFECTIVE DATE** Williams, Steven Stock Delivery Clerk 5/1/12-6/8/12 **Food Services** Fr: Cafeteria Worker I **RESIGNATION EFFECTIVE DATE** Gaylor, Amanda Inst Ass - Special Ed Santa Monica HS Jones, Victoria Sr. Office Specialist 5/9/12 Special Education Vilchez, Luisa Bilingual Community Liaison 5/31/12 Child Develop Svcs **RETIREMENT EFFECTIVE DATE** Boyd, Jacqueline Inst Asst - Classroom 6/15/12 SMASH Young, Wilbert Director, Classified Personnel 12/31/12

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

Personnel Commission

TO:

**BOARD OF EDUCATION** 

ACTION/CONSENT 06/07/12

FROM:

SANDRA LYON / WILBERT YOUNG

RE:

CLASSIFIED PERSONNEL - MERIT

#### **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.

TEMP/ADDITIONAL ASSIGNMENTS Gomez, Jack Operations	Custodian [overtime, as needed]	EFFECTIVE DATE 4/1/12-6/30/12
Nao, Kimberly Santa Monica HS	Student Outreach Specialist [additional hours, DAC]	4/1/12-6/30/12
O'Rourke, Thomas Operations	Custodian [overtime, as needed]	4/1/12-6/30/12
Spalding, Jim John Adams MS	Custodian [overtime, school event]	5/5/12-5/6/12
Strahn, Yvonne R.O.P.	Sr, Office Specialist [overtime, special project]	3/1/12-6/30/12
Tate, Alea Webster Elementary	Inst Asst – Classroom [additional hours, school project]	5/3/12
Thomas, William Malibu High School	Inst Asst – Special Ed [overtime, overnight field trip]	3/1/12-3/31/12
SUBSTITUTES Cervantes, Tracy Theater Ops/Facility Permits	Lifeguard	EFFECTIVE DATE 5/16/12-6/30/12
Cooper, James Personnel Commission	Campus Security Officer	5/16/12-6/15/12
Eby, David Theater Ops/Facility Permits	Sports Facility Attendant	5/1/12-6/30/12
Hawkins, Shelley Child Develop Svcs	Children Center Asst	5/1/12-6/30/12
Price, Quentin Theater Ops/Facility Permits	Sports Facility Attendant	5/7/12-6/30/12
Quon, Rosemary Special Education	Office Specialist	3/6/12-6/15/12
Romero, Clara Edison Elementary	Administrative Asst	4/18/12-6/30/12
Sebastiani, Guido Operations	Gardener	4/30/12-6/30/12

Vriese, Joshua **Food Services**  Cafeteria Worker I

4/1/12-6/18/12

8/21/12

5/1/12

**EFFECTIVE DATE** 

**EFFECTIVE DATE** 

5/24/12-6/11/12

4/16/12-6/15/12

4/16/12-6/15/12

**EFFECTIVE DATE** 

**EFFECTIVE DATE** 

**EFFECTIVE DATE** 

5/15/12-6/30/12

6/1/12

5/5/12

6/15/12

2/28/12

5/19/12-6/20/12

CHANGE IN ASSIGNMENT

Garnreiter, Sean John Adams MS Inst Asst - Music

6 Hrs/SY

Fr: 4 Hrs/SY

[2 Hrs from abolished position due to retirement]

Soloway, Beth

Pt Dume Elementary

Inst Asst - Classroom

5 Hrs/SY

Fr: 3 Hrs/SY

**LEAVE OF ABSENCE (PAID)** 

Hall, Ana

Special Education

Smith, Angelique Special Education

Zibahalat, Haide

Franklin Elementary

Occupational Therapist Medical

Inst Asst - Developmental Health

Medical

Medical

Inst Asst - Special Ed

**LEAVE OF ABSENCE (UNPAID)** 

Cooper, Dionne

Pt Dume Elementary

**Elementary Library Coord** 

**FMLA** 

**PROFESSIONAL GROWTH** 

Garcia, Sara

Child Develop Svcs

Children Center Asst

**WORKING OUT OF CLASS** 

**ABOLISHMENT OF POSITION** 

Lopez, Jose Grounds Equip Operator/Tree Trimmer

Fr: Gardener

**EFFECTIVE DATE** 

Accountant

8 Hrs/12-Month; Fiscal Services

Inst Asst - Music

2 Hrs/SY; John Adams MS

Inst Asst - Classroom

Inst Asst - Special Ed

3.5 Hrs/SY; Muir Elementary

**DISQUALIFICATION FROM PROBATION** 

XK2797567 Children Center Asst

Child Develop Svcs

**RESIGNATION** 

Santa Monica HS

Gaylor, Amanda

**EFFECTIVE DATE** 6/1/12

**EFFECTIVE DATE** 5/11/12

Board of Education Meeting AGENDA: June 7, 2012

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Jones Jr., Melvin Cabrillo Elementary	Physical Activities Specialist	6/15/12
King, Anthony Cabrillo Elementary	Inst Ast – Special Ed	5/11/12
Martinez, Sonia Malibu HS	Inst Asst – Special Ed	6/7/12
Munoz, Maria Food Services	Cafeteria Worker I	6/15/12
Santin, Delmy Special Education	Inst Asst – Specialized	5/10/12
RETIREMENT Epifani-Worthy, Carla Child Develop Svcs/JAMS	Children Center Asst	EFFECTIVE DATE 6/15/12

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

**BOARD OF EDUCATION** 

ACTION/CONSENT

05/17/12

FROM:

SANDRA LYON / DEBRA MOORE WASHINGTON / WILBERT YOUNG

RE:

CLASSIFIED PERSONNEL - NON-MERIT

#### **RECOMMENDATION NO. A.24**

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**

COOPER, TONI HACKETT, SHANE WILLIAMS, RENARD

SANTA MONICA HS SANTA MONICA HS SANTA MONICA HS

4/19/12-6/30/12 5/2/12-6/30/12 3/20/12-6/30/12

**NOON SUPERVISION AIDE** 

NIXON, ROBERT RUIZ, ANTELMA

ROOSEVELT ELEMENTARY
JOHN ADAMS MIDDLE SCHOOL

4/20/12-6/15/12

2/13/12-6/15/12

**TECHNICAL SPECIALIST – LEVEL II** 

HYZIAK, MICHAEL

**SMASH** 

1/6/12-6/8/12

[Music Instruction, Jazz program] - Funding: Reimbursed by PTA

MOTION MADE BY: SECONDED BY:

STUDENT ADVISORY VOTE:

AYES: NOES: TO:

**BOARD OF EDUCATION** 

**ACTION/CONSENT** 

06/07/12

FROM:

SANDRA LYON / DEBRA MOORE WASHINGTON / WILBERT YOUNG

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.

#### **NOON SUPERVISION AIDE**

BASTILLO, ABDIEL

MUIR ELEMENTARY

5/14/12-6/15/12

#### STUDENT WORKER - WORKABILITY

FELIX, MACQUIRE	SPECIAL EDUCATION	5/1/12-6/20/13
JUAREZ, ALLAN	SPECIAL EDUCATION	5/15/12-6/20/13
O'CONNOR, SIOBHAN	SPECIAL EDUCATION	5/1/12-6/20/13

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

# RECRUITMENT PROCESS OVERVIEW

June 12, 2012 Personnel Commission Staff

#### PRESENTATION AGENDA

- Objective
- Merit System Principles
- Initiating a Recruitment
- Recruitment Process Overview
  - Job Analysis
  - Type of Recruitment
  - Job Bulletin
  - Job Interest Forms
  - Employment Applications Review & Notification
  - Examination Review, Development & Revision
  - Examination Types
  - Eligibility Lists
  - Selection Interview
  - Job Offer
  - Final Steps
- Employment-related Resources and Information



#### **OUR OBJECTIVE**

- Augment your knowledge of the classified recruitment & examination process
- Share Best practices for interviewing and selecting classified employees
- Emphasize the Collaborative effort between departments/sites & Personnel Commission team members.

## MERIT SYSTEM PRINCIPLES

- Employment and promotion on the basis of merit as shown by competitive examination
- Fair and equitable treatment in all personnel matters
- Equal pay for work of equal value
- High standards of integrity and conduct and concern for the public interest
- Efficient and effective use of the work force
- Improved performance through effective education and training
- Protection of employees from arbitrary action, personal favoritism or political coercion

Following District policy, the negotiated contract, the Education Code, and Personnel Commission Merit Rules help to prevent issues associated with grievances and lawsuits.

## INITIATING A RECRUITMENT

- The Classified Position Control Form (PC) is used to initiate a recruitment. This form serves as clearance from the Fiscal Department for expenditure of salary funds.
- Upon receipt of the approved PC form from the Human Resources
   Department, the Personnel Commission recruiter will contact the hiring manager/administrator to discuss:

Recruitment Timelines ~ Advertising ~ Exam Development

#### RECRUITMENT/EXAMINATION PLAN

Recruitment Title:	Senior Administrative Asst.	Job Code/Salary Range	540161 / A-34
Analyst/Technician:	Robert J. Birgeneau	Recruitment Begins:	March 26, 2012
Subject Matter Experts(s):	John Amberton	Recruitment Ends:	April 13, 2012

Item	Comments	Date	Staff
* CHECK RE-EMPLOYMENT LIST PRIOR TO INITI	ATING RECRUITMENT	□Yes	□No
* REVIEW PREVIOUS RECRUITMENT PLAN FILE I	PRIOR TO INITIATING R	RECRUITMENT TYPES	□No
1. Job Analysis Completed		☐ In Progress	
2. Type of Recruitment	Open Competitive		
3. Number of Vacancies	1		
4. Job Bulletin/Flyer Completed		☐ March 23, 2012 Fri	
5. Qualified Applicants on File	N/A	□ N/A	
6. Job Interest Form on File/ Notices Mailed		□ N/A	
7. Recruitment Opens		☐ March 26, 2012 Mon	
8. Examination Review Completed		☐ In Progress	
9. Recruitment Closes	40	☐ April 13, 2012 Fri	
10. NQ Letters Sent	A 700	☐ April 16, 2012 Mon	
11. Protest Period Ends		☐ April 20, 2012 Fri	
12. Exam #1 Type/Weight	Written Test / 50%	☐ May 1, 2012 Tue	
13. Fail Notice Sent	77.47	☐ May 2, 2012 Wed	
14. Protest Period Ends	30 L.Y	☐ May 8, 2012 Tue	
15. Exam #2 Type/Weight	QAI / 50%	☐ May 17, 2012 Thu	
16. Fail Notice Sent	7	☐ May 18, 2012 Fri	
17. Protest Period Ends		☐ May 25, 2012 Fri	
18. Anticipated Eligibility List Date		☐ May 29, 2012 Tue	
19. Commission Agenda Date		☐ June 12, 2012 Tue	
20. Calendar Days to Completion		68 calendar days (46 working days)	

#### RECRUITMENT TARGET:

ADV	ERTISEMENT SOURCES:	COST
1.	Internal Job Board/Job Posting/Governmentjobs.com	Budgeted
2.	ED-JOIN	Budgeted
3.	Craigslist	Budgeted
4.		
5.		

#### ADDITIONAL COMMENTS:

HIRING AUTHORITY	
ACKNOWLEDGEMENT:	

DATE:

For Office Use Only:

#### RECRUITMENT PROCESS OVERVIEW

#### JOB ANALYSIS

#### Purpose of the Job Analysis

- Establishes a legally defensible foundation for a variety of selection decisions
- Documentation must be maintained and validity must be established according to the Uniform Guidelines (1978)
- Griggs v. Duke Power (1971)
- o Albermarle Paper Co. v. Moody (1975)

#### Job Analysis Questionnaire (JAQ)

The JAQ is used to learn more about the duties performed in this position and the completeness required to be successful on the job. This information will give us an overall picture of the requirements of this job and help us to develop a more effective selection process.

#### JAQ Rating Scales

- Task & Duty Statement Rating Scale to determine whether a particular task or duty is *ESSENTIAL* to the overall performance of the job.
- Knowledge, Skills and Abilities (KSA) Statement Rating Scale to measure the relationships between possession of KSA's and overall "SATISFACTORY" job performance.

SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT Personnel Commission

#### **INSTRUCTIONS FOR JOB ANALYSIS**

The purpose of this questionnaire is to learn more about the duties performed in this position and the completeness required to be successful on the job. This information will give us an overall picture of the requirements of this job and help us to develop a more effective selection process.

#### TASK AND DUTY STATEMENT

RATING S	SCALE				
This scale is designed to determine whether a part	This scale is designed to determine whether a particular task or duty is <b>ESSENTIAL</b> to the				
overall performance of the job.					
FREQUENCY (FREQ)	CRITICALITY (CRIT)				
How much time does an individual spend performing the task/duty compared to all other task/duties performed?	What is the consequence of unsatisfactory performance of this task/duty to the overall job performance?				
<ul><li>0 - Not performed</li><li>1 - Rarely</li></ul>	0 - This task/duty is <b>NOT PERFORMED</b> on the job.				
2 - Occasionally 3 - Frequently	Satisfactory performance of this task/duty is IMPORTANT to acceptable performance on the job.				
- Troquentry	Satisfactory performance of this task/duty is CRUCIAL to overall acceptance on the job.				

#### KNOWLEDGE, SKILLS AND ABILITIES (KSA) STATEMENT

RATING S	SCALE
This scale is designed to measure the relationships be "SATISFACTORY" job performance.	tween possession of KSA's and overall
NECESSITY OF THE TASK & DUTIES	CRITICALITY (CRIT) -KSA
What amount of the KSA which is expected to be possessed by new hires when they start the job?	What is the relationship between possession of the KSA and overall "SATISFACTORY" job
<ul> <li>Possession of NONE or a TRIVIAL amount of the KSA is expected.</li> </ul>	performance.  0 - Possession of the KSA or ability is <b>NOT</b>
<ol> <li>Possession of SOME of the KSA is expected.</li> </ol>	<b>RELATED</b> to overall satisfactory job performance.
2 - Possession of MOST of the KSA or ability is expected.	Possession of the KSA or ability is     DESIRABLE for overall satisfactory job performance.
3 - Possession of <b>ALL</b> of the KSA is expected.	Possession of the KSA or ability is     IMPORTANT to overall satisfactory     job performance.      Possession of the KSA is ESSENTIAL to     the overall satisfactory job     performance.

#### SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT Personnel Commission

#### JOB ANALYSIS QUESTIONNAIRE

#### **Senior Administrative Assistant**

Jobclass Code: 540161

DATE:	March 1, 2012	DIVISION:	Administration

SUBJECT MATTER EXPERTS: John Amberton, Manager

Salary Range	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
A-34	18.10	19.00	19.95	20.95	0.00	0.00

#### DUTIES

FREQ (0 - 3)	<b>CRIT</b> (0 - 2)	
1		Schedules and arranges major meetings, workshops, conferences and events; coordinates and prepares materials for special programs and activities and interfaces with public and private representatives.
2		Prepares District Board agenda items and researches past Board actions; prepares committee or Board minutes
3		Creates and utilizes complex databases.
4		Develops departmental and school-wide calendars.
5		Researches and presents department budgets for review at the management level; evaluates cost trends and identifies purchases and equipment needs.
6.		Evaluates operating and grant expenditures and rationale for cost trends and variations.
7		Compiles statistical instructional data for special studies and analyses.
8		Initiates and administers major District-wide projects in support of the Superintendent's Office; participates in surveys sponsored by the District or other organizations.
9		Composes and edits letters and correspondence to officials, consultants, grantors, committee representatives, and public and private representatives.
10		Writes, types and proofreads agendas, reports and memos on behalf of managers, supervisors and administrators; compiles and distributes special mailings.
11.		Reviews and approves school, division or departmental payroll reports.
12		Administers work orders and facility service requests.
13		Explains procedures and provides technical direction to classified office support personnel and Student Assistants.
14		Answers incoming calls and routes individuals to appropriate staff; greets and directs visitors to appropriate personnel; screens, sorts, distributes and prepares department mail and special deliveries.
15.		Performs other functions as assigned or as the situation requires.

#### SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT Personnel Commission

#### KNOWLEDGES

NEC	CRIT	
(0 - 3)	(0 - 3)	
1		Administrative policies and department procedures.
2		Budgeting principles and accounting principles.
3		Cost estimation techniques.
4		Project management principles.
5		Proper usage of the English language and business protocols.
6		Principles of statistics.
7		Organization and uses of instructional data.
8		Record keeping principles and procedures.
9		Report writing methods.
10		Purchasing procedures.
11		Customer service principles.
12		Office practices, procedures, and equipment.
13		Relevant provisions of the Education Code.
14		Word-processing, graphics and spreadsheet applications programs.

**ABILITIES** 

ABIL	<u>ITIES</u>	_
NEC	CRIT	
(0 - 3)	(0 - 3)	
1		Analyze and evaluate budgetary trends and practices.
2		Organize and conduct studies.
3		Plan major events and functions.
4		Administer projects.
5		Compile, verify and use information from school, department or division databases.
6		Take and transcribe minutes.
7.		Organize, coordinate and complete tasks to meet scheduled deadlines.
8.		Interpret and apply administrative policies and procedures.
9.		Compile and maintain files.
10		Operate personal computer and standard office equipment including fax machine, computer printer and copier machines.
11		Understand and follow oral and written instructions.
12		Communicate effectively and work cooperatively with co-workers, supervisors, management, public, and other department representatives.
13		Provide technical direction to classified office support personnel and student assistants.
14		Demonstrate flexibility and respond to changing requirements and job assignments.
15		Work independently

#### SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT Personnel Commission

#### SENIOR ADMINISTRATIVE ASSISTANT

Department/Division: Assigned division, department or school

Reports To: Superintendent, Assistant Superintendent, Principal, Vice

Principal, Director, Manager, Supervisor or Administrator

Provides Technical

**Direction To:** 

Assigned Student Assistants and office support personnel

<u>Date Prepared:</u> September 13, 2000

File Name: SeniorAdministrativeAssistant.doc

#### Job Content

#### Job Summary:

Under general supervision, provides complex and varied analytical, budgetary and administrative support on behalf of designated managerial, supervisory or administrative positions; performs varied administrative assignments and research; completes special projects in support of the department, school or District; and performs other related work as necessary.

#### **Qualifications Guidelines**

#### Education/Training/Experience:

**Required:** Equivalent to completion of high school. Five or more years of varied administrative, secretarial and clerical support experience.

**Desirable:** Education, training or coursework in the use of word processing and spreadsheet applications programs and customer relations principles.

#### Physical Elements:

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

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

#### SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT Personnel Commission

**Special Requirements:** 

None.
Date adopted by the Commission: June 2001
Acknowledgement by Subject Matter Expert:
Acknowledgement by Subject Matter Expert.
I understand the information I provided in this questionnaire will give the Personnel Commission staff an overa picture of the requirements of this job and help to develop a more effective selection process.
Sign ature:
Signature:
Title:
Division/District/Organization:

Date:

O Carina Administrativa Assistant

#### RECRUITMENT PROCESS OVERVIEW

#### Type of Recruitment

- Open Competitive
- Promotional
- Promotional and Open-Competitive (with the promotional list taking precedence)
- Merged Promotional and Open-Competitive

#### RECRUITMENT PROCESS OVERVIEW

#### JOB BULLETIN (GENERAL)



Our recruiters collaborate with our clients to prepare & post a formal job bulletin containing:

- a description of job duties
- minimum qualifications,
- pay level, and
- any special conditions of employment

#### RECRUITMENT PROCESS OVERVIEW

#### JOB BULLETIN (ADVERTISING SOURCES)



#### General

- •SMMUSD website & bulletin boards
- •Governmentjobs.com
- •District Employees
- •ED-Join
- •Craigslist
- Other Districts
- County Agencies

#### **Higher Ed**

- •CSUN
- •LMU
- •USC
- •CSLA
- •SMC

#### **Regional**

- •Malibu Times
- •Ventura County Star
- •The Acorn
- •Santa Monica Mirror

#### **Specialty**

- •AdvanceWeb (OT, PT, SLPA)
- •CASBO
- Choralnet

#### Other

- •Los Angeles Times
- •CareerBuilder.com
- •Monster.com

#### RECRUITMENT PROCESS OVERVIEW

#### JOB INTEREST FORMS

- O Job Seekers may submit an online Job Interest Card to be notified when a recruitment begins
- Job interest cards expire after
   12 months
- Prior to expiration, Job interest cards can be renewed for an additional 12 months



#### Classified Human Resource

310-450-8338 Fax: 310-450-

#### **Job Descriptions**



Class Title: SENIOR ADMINISTRATIVE ASSISTANT

Bargaining Unit: SEIU LOCAL 99

Class Code: 540161

Salary: \$18.10 - \$23.10 Hourly

\$1,448.00 - \$1,848.00 Biweekly \$3,137.33 - \$4,004.00 Monthly \$37,648.00 - \$48,048.00 Annually

# Fields marked with a '\*' are required. \* Last Name: \* Address: \* City: \* State: == Select State == \* Zip Code: \* Country: US Home Phone: Work Phone: \* Email Address:

Classified Homepage

#### RECRUITMENT PROCESS OVERVIEW

#### EMPLOYMENT APPLICATIONS-REVIEW & NOTIFICATION



- Job seekers apply for jobs through the Governmentjobs.com web site.
- Each job contains a link to the Personnel Commission's online applicant tracking system.

#### Our recruiters:

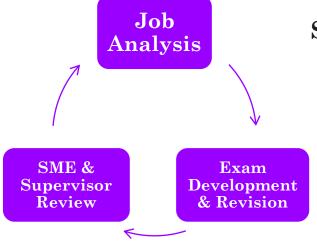
- Review applications to ensure minimum education and experience and application requirements are met.
- Notify applicants of acceptance or rejection of the application.
- **Invite** applicants to participate in exam process.
  - \*Applications are only accepted during the established filing period\*

## RECRUITMENT PROCESS OVERVIEW EXAM REVIEW, DEVELOPMENT & REVISION



Exam development is a collaborative process.

Subject Matter Expert (SME) – an experienced incumbent who is articulate in explaining the job. The SME is the best authority to complete the Job Analysis Questionnaire and accurately rate the importance and frequency of job tasks and the knowledge/skills/ abilities expected upon job entry.



Supervisor – provides
input into the Job
Analysis Questionnaire
to the extent he/she has
actually performed the
job in the recent past
and/or remains close to

the work.

**Personnel Analyst** – conducts job analysis and confers with SME and supervisor to determine appropriate selection methods.

### RECRUITMENT PROCESS OVERVIEW EXAMINATION TYPES



Recruitment and selection for classified positions are on the basis of merit as shown by competitive examination.

Type	Description
1. Written (multiple- choice/short-answer)	Assess knowledge of a particular subject area.
2. Performance/ Practical Demonstration of Skill	Assess ability to perform essential job tasks.
3. Structured Interview	Evaluate training, education and experience.
4.Training & Experience Rating	Evaluate level of experience attained by reviewing essaytype answers to supplemental application questions.  [Supervisory and managerial positions]

#### Santa Monica-Malibu Unified School District

PERSONNEL COMMISSION

# Subject Matter Expert CONFIDENTIALITY AND NON-DISCLOSURE FORM

Examination T	itle:	Senior	Adminis	trative A	Assistant
	IUC.	OCHIOL	TOTAL	HULLIACI	toolotalli

You will be evaluating test materials based on your qualifications and knowledge in the areas covered in the examination listed above in order to assist us in determining whether or not the material is accurate and current.

As this material has been or will be used in examinations, we MUST ensure its confidentiality. Your assistance and cooperation in maintaining the integrity of the testing process is critical. To help the Personnel Commission to ensure this, please read the following paragraph, then sign and date this document.

I will not discuss any test questions or other test material which I have reviewed with anyone other than authorized representatives of the Personnel Commission office. This includes waiving my rights to assist candidates in their preparation for any portion of the selection process. I totally understand and accept my responsibility to keep this material confidential.

Signature:	
Title:	
Division/District/Organization:	

EXAM SUMMARY					
Test Part	Description	Weight			
1. Written Test. CREATED 2009	Office Procedures     English Usage     Budget/Accounting	50%			
2. Structured Interview (QAI)	Evaluation of training and experience using the following factors:  1. Breadth of Experience% 2. Time Management% 3. Computer Knowledge% 4. Work Relations% 5. Oral Communication Skills%	50%			

#### RECRUITMENT PROCESS OVERVIEW

## **ELIGIBILITY LISTS**



- Applicants successful in all parts of the examination process will have their names placed on an **Eligibility List** by score.
- Ranks will be assigned by final score with the highest score receiving Rank 1.

Exam Score	Rank
• 92	• 1
• 92	• 1
• 88	• 2
• 88	• 2
• 85	• 3
	• 92 • 92 • 88 • 88

\*Eligibility Lists are generally active for one year\*

#### RECRUITMENT PROCESS OVERVIEW

## SELECTION INTERVIEW

Our recruiter will provide the hiring manager/administrator with a **Certification Summary** which contains:

A Listing of the Top 3 Ranks of Eligible Candidates to Interview

Sample Interview Questions

Open ended • Probing • Situational

Interview Do's and Don'ts

Classified Reference Request



 Scheduling Interviews - our recruiters schedule interviews upon learning of the hiring manager/administrator's availability and preferences

o Interview Panel

Who? other managers/administrators or supervisors who are familiar with the position

Why? panel members are able to provide different perspectives and lend validity to the selection process

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

#### CERTIFICATION SUMMARY

For Personnel Commission Use Only							
Classification Title: Senior Administrative Assistant			Positions: 1	# of Hou # of Mon		Date Certified: May 29, 2012	
DEPT/SITE CONTACT II		DEPT/SITE					
Contact Name: Gene D. Block, Asst. Principal			Santa Monica High School		Telephone Number: 310.450.8338 x71-5		
PERSONNEL COMMISS	ION CONTACT INFORMA	TION:					
Contact Name: Robert J. Birgeneau, Human Resources Technician					Telephon	e Number: 310.450.8338 x70-2	
Position Ctrl #: 11-150	Transfer Bulletin #: 50	Replacing#:			Dept/Site:	Santa Monica High School	

#### INTERVIEWER'S INSTRUCTIONS

Personnel Commission staff shall schedule interviews of the candidates listed below.

Interviewer's Signature:

Department Director/Principal's Signature:

- 2. Upon final recommendation, you will need to complete the INTERVIEW RESULTS section explaining why the recommen candidate was chosen and why the non-recommended candidates were not chosen. Your reasons must be job related.
- 3. For the candidate selected, please circle their name and indicate the requested start date.
- 4. Sign, date and route the Certification Summary and all applications to your department director/principal. After y department director/principal has signed the Certification Summary, RETURN all paperwork (Certification Summary, refere check and applications) to the Personnel Commission so that a job offer can be extended.
- 5. Personnel Commission staff shall make the job offer and inform you of the recommended candidate's decision. recommended candidate will be informed that appointment is contingent upon successful completion of all pre-employn processing (e.g., TB test, fingerprint, background clearances, safety training and new employee orientation). The Hur Resources staff will schedule an appointment for pre-employment processing for the recommended candidate.

IN ACCORDANCE WITH EDUCATION CODE, APPOINTMENTS MUST BE MADE FROM THE FIRST THREE RANKS OF ELIGIBLE NOTE: APPOINTMENTS MAY BE MADE FROM ADDITIONAL RANKS ONLY AFTER ONE OF THE FIRST THREE RANKS HAS BEEN DEPLETED.

M YES THIS LIST INCLUDES THREE RANKS OF ELIGIBLES: /7 No **Eligible Candidates** Interview Date/Time Reason for Recommendation/ Non-Recommendation\* George Blumenthal 310.55 May-31-2012 @ 9:30 AM lay-31-2012 @ 10:00 AM Susan Desmond Hellmann 310.55 May-31-2012 @ 10:30 AM Mary Anne Fox 310.555.3456 Timothy White 310.555.4567 May-31-2012 @ 11:00 AM Henry Yang 310.555.5678 May-31-2012 @ 11:30 AM Transfer Candidates Interview Date/Time Reason for Recommendation/ Non-Re ation\* Michael Drake 310.555.6789 May-31-2012 @ 1:00 PM Reinstatements Interview Date/Time Reason for Recommendation/ Non-Recommendation\* Sung-Mo (Steve) Kang 310.555-7890 May-31-2012 @ 1:30 PM **Voluntary Demotions** Interview Date/Time Reason for Recommendation/ Non-Recommendation\* Linda P.B. Katehi 310.555-8901 May-31-2012 @ 2:00 PM \*REQUESTED START DATE: \*ARE YOU RECOMMENDING ADVANCED STEP PLACEMENT FOR THE SELECTED CANDIDATE? ☐ No

☐ YES (ATTACH REQUEST)

Date:

Date:

#### INTERVIEW DO'S AND DON'TS

#### DO

- Prepare for interview.
- Arrange for privacy. Hold all incoming telephone calls and visitors.
- Determine how much time you will allow for each interview and be consistent.
- Determine who will participate in the interview and the order the questions will be asked.
- Introduce candidate and panel members.
- Guide the interview to obtain useful information. Concentrate on the candidate. Maintain eye contact and take notes discreetly.

- Close the interview by asking if the candidate has any questions or comments.
- Allow the candidate to answer each question entirely before continuing.
- Talk about your site/department, its operations or services, and the organizational structure if appropriate.
- Be aware of your personal biases and how they may affect your selection process.
- Document job-related reasons for selection and no-selection.

#### **DON'T**

- Keep candidates waiting.
- Be too formal or informal.
- Talk too much. The candidate should do most of the talking.
- Rush or appear to be in a hurry.
- Allow the interview to wander aimlessly or drag on.

- "Lead" the candidate to answers.
- Oversell job opportunities. He/she may be dissatisfied later.
- Make promises you can't keep.
- Discuss salary and/or benefits.
- Violate the confidentiality of the selection process.

# (SAMPLE) GENERAL INTERVIEW QUESTIONS

You may want to use the following questions as a guideline when developing job-related questions for the specific position you are interviewing for:

- 1. Describe your experience and training as it relates to this position.
- 2. What are some of the management techniques you use that have proven to be successful?
- 3. What criteria could you use to assess and evaluate existing programs?
- 4. If you were to be hired for this position, in what areas could you contribute immediately? In what areas would you need training?
- 5. What are some of the major duties and responsibilities of your previous job(s)?
- 6. What are some of the assignments in your previous job(s) that you did particularly well?
- 7. What are some of the assignments in your previous job that you found to be difficult? Why?
- 8. What did you do when you could not resolve a problem on your job?
- 9. How do you manage change?
- 10. What process do you use to make critical decisions?
- 11. Given a new project, how do you plan for completion?
- **12.** What experience have you had in implementing programs with districts, business and industry?
- 13. What experience have you had in development of performance plans and why are performance plans important?
- 14. What are the essential elements of an effective performance plan?
- **15.** Describe a project (project should be job-related) which you have participated in the planning development and implementation.
- 16. Is there anything you would like to tell us that we have not asked during this interview?
- 17. Do you have any questions?

#### SANTA MONICA - MALIBU UNIFIED SCHOOL DISTRICT

#### SELECTION INTERVIEW REPORT INSTRUCTIONS

#### TIPS ON WRITING REASONS FOR NON-SELECTION

SMMUSD's hiring practices mandates that all appointing authorities give complete written justification for non-selection of qualified candidates. Personnel Commission will review and maintain the reasons for non-selection and determine whether the reasons provided are adequate.

Proper documentation of non-selection requires that the appointing authority indicate those specific skills, knowledge and abilities, which the applicant lacks with respect to the requirements for the position. The following are examples of acceptable and unacceptable explanations.

<u>ACCEPTABLE</u>	<u>UNACCEPTABLE</u>
"responses indicated a lack of filing knowledge and communication skills"	"person selected had more experience"
"applicant was weak in areas of supervision"	"candidate was well-qualified, but person hired had better qualification"
"applicant lacked heavy cashiering knowledge required by this position"	"selected another protected class member"
"very limited experience with billing"	"candidate had heavy accent and was hard to understand"
"applicant indicated an unwillingness to work independently with minimal supervision"	"candidate would be going on maternity leave in one month"

#### CANDIDATES NOT INTERVIEWED

If a candidate is not interviewed please indicate the reasons(s) in the explanation section of the form. Common reasons include: 1) Unable to contact, 2) Failure to appear, 3) No longer interested in position, and 4) Accepted position with another employer.

"needed man (woman) for the job"

If you have any questions, please contact the Personnel Commission.

#### PAST EMPLOYMENT / REFERENCE VERIFICATION

One of the best indicators of future behavior and performance is past behavior and performance. Therefore, the best tool that employers have in determining how job candidates will perform in the new job is to examine how well they performed in similar roles in the past. The reference check is an excellent tool for the employer to use to gather this information from the candidate's recent employment history.

Reference checks are required to verify the truthfulness of the information provided by the joapplicant and to give some indication of how the applicant has performed in previous jobs. Checking is also done to make sure that the prospective employee has the education, knowledge, skills, and abilities claimed on the resume and/or application form.

The question thus becomes, what information should be released and whether the proper authorizations have been received and verified. With respect to making former employment references, you need to obtain and use an authorization form completed by finalist applicants Further, all questions must be job-related and relevant to the position for which the job candidate is applying.

Attached is a sample telephone reference check as well as a checklist for conducting reference checks.

### SANTA MONICA – MALIBU UNIFIED SCHOOL DISTRICT CLASSIFIED REFERENCE REQUEST

Candidate:																
This candidate	has	requested	considera	ion for	a pos	sition i	n the	Santa	Monica	_	Malibu	Unified	School	District	and	has
submitted your	name	for evalua	ation of his	her per	sonal	and pro	ofessi	onal qu	ıalificatio	ns.	. Please	e compl	ete this	form and	d retu	ırn it
to the Personne	l Con	nmission a	t your earlie	st conv	enien	ce.										

	Above		Below	Unable to	Declined to	
Organizational/Management Skills:	Average	Average	Average	Appraise	Respond	
Displays skill in organizing and performing duties assigned.						
Identifies problems and develops solution.						
Delegates responsibility. (if applicable)						
4. Show initiative.						
Understands new concepts/ideas.						
Communication Skills and Human Relations:	Above Average	Average	Below Average	Unable to Appraise	Declined to Respond	
Presents ideas in a logical, well-organized manner.						
Makes effective written and oral presentations. (if applicable)						
3. Writes, comprehends and interprets information clearly.						
<ol> <li>Interacts effectively with individuals and groups of varied backgrounds.</li> </ol>						
5. Resolves conflicts and builds morale. (if applicable)						
6. Demonstrates courtesy and tactfulness.						
<ol> <li>Maintains appropriate professional relationships with supervisors, peers and subordinates.</li> </ol>						
8. Displays good judgment and emotional maturity.						
9. Approaches situations with an open mind.						
10. Makes decisions in a timely manner.						
11.Reacts well under pressure and in stressful situations.						
Professional Attitude/Ethics:	Above Average	Average	Below Average	Unable to Appraise	Declined to Respond	
Professional Attitude/Ethics:						
Shows professional integrity.						
2. Adheres to an acceptable code of professional ethics.						
Is honest and trustworthy.						
<ol> <li>Handles confidential matters/materials in an appropriate manner.</li> </ol>						
5. Exhibits a positive attitude when interacting with others.						
6. Incorporates professional growth into job performances.						
7. Punctuality.						
8. Attendance.						
Appropriate professional appearance.						
SUMMARY	Above Average	Average	Below Average	Unable to Appraise	Declined to Response	
Overall Rating						
APPLICANT'S CURRENT POSITION:	PERIOD OF (FROM)	EMPLOYMENT	:	(	то)	
TITLE OR POSITION OF EVALUATOR:	DISTRICT OR ORGANIZATION:					
SIGNATURE OF EVALUATOR:	DATE SIGNED (MO/DAY/YR):					

#### RECRUITMENT PROCESS OVERVIEW

# JOB OFFERS

Our recruiter will:

- omake the job offer
- oinform you of the candidate's decision
- oInform the candidate that the appointment is <u>contingent</u> upon successful completion of all <u>pre-employment</u> processing with the <u>Human Resources Department</u>

Forward candidate materials to the **Human Resources**Department

# Personnel Commission

#### RECRUITMENT PROCESS OVERVIEW

# FINAL STEPS



# Our colleague in the **Human**Resources Department will:

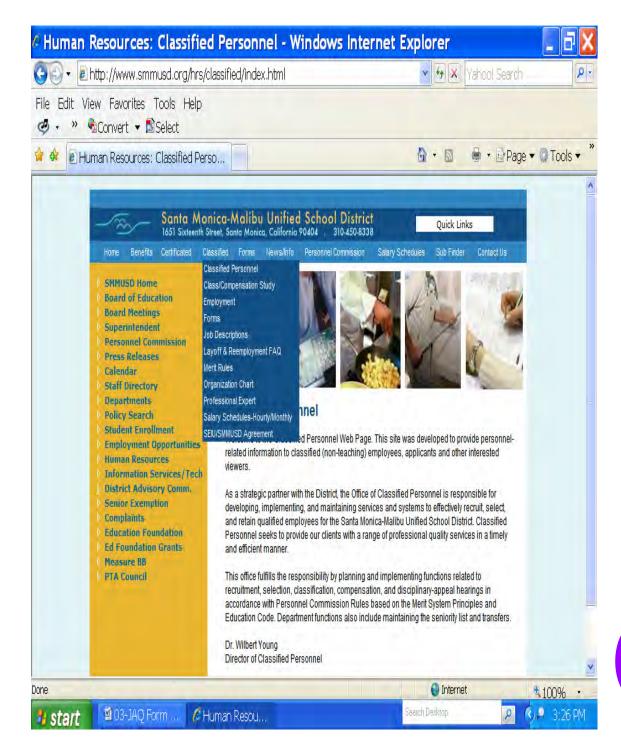
- Schedule the pre-employment processing appointment and coordinate the following:
  - 1. TB test/physical exam
  - 2. Fingerprint
  - 3. background clearances
  - 4. safety training
  - 5. new employee orientation (NEO)
- Notify the hiring manager/ administrator once <u>ALL</u> clearances have been met and provide employee start date.

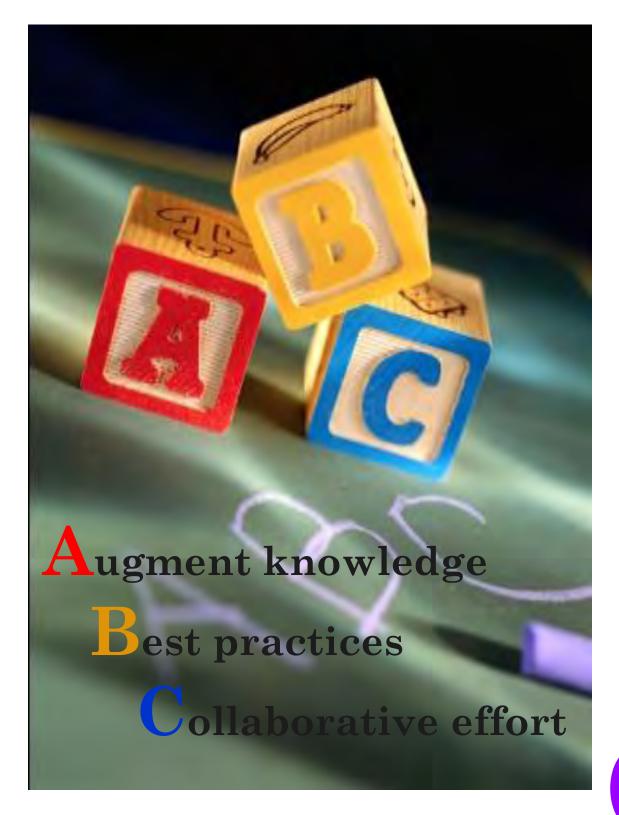
# Personnel Commission

# EMPLOYMENT-RELATED INFORMATION & RESOURCES

- Current Employment Opportunities
- Forms
- Job Descriptions
- Layoff & Reemployment FAQs
- Merit Rules
- Classified Employee Hourly Salary Schedule
- SEIU Bargaining Unit Agreement
- Guide to Hiring Classified
   Employees ← ← Coming Soon

# PERSONNEL COMMISSION WEB PAGE





#### Santa Monica-Malibu Personnel Commission - Merit Rules Review Tracker

					Adoption
Section	Number	Title	PC Review Dates	Comments (Requests)	Date by PC
Chapter II	2nd Reading	The Personnel Commission	9.19.06		9.19.06
		Classification of Employees and			
Chapter III	2nd Reading	Positions	1.12.10	Excluding Rule 3.1.2.B	1.12.10
Rule 3.1.2.B	2nd Reading	Special Categories	2.9.10		2.9.10
Chapter IV	2nd Reading	Application for Employement	1.12.10	Excluding Rule 4.6.2.B	1.12.10
Rule 4.6.2.B	2nd Reading	Appeal from Disqualification	2.9.10		2.9.10
Chapter V	2nd Reading	<b>Recruitment and Examinations</b>	2.9.10		2.9.10
Chapter VI	1st Reading	Eligibility Lists	4.13.10		
	2nd Reading		6.8.10		6.8.10
		Appointment to Classified			
Chapter VII	1st Reading	Positions	6.8.10	Exluding Rule 7.3.3	
				Review to the Superintendent and SEIU -	
				7.26.10	
	2nd Reading		9.14.10		9.14.10
Rule 7.3.3	1st Reading	Summer Session Assignment	4.13.10		
	2nd Reading		6.8.10		6.8.10
Chapter VIII	1st Reading	Employee Clearances	7.13.10		
				Review to the Superintendent and SEIU -	
				7.26.10	
	2nd Reading		9.14.10		9.14.10
Chapter IX	1st Reading	Employment Status	11.9.10		
				Review to the Superintendent and SEIU -	
				12.6.10	
	2nd Reading		2.8.11		2.8.11

#### Santa Monica-Malibu Personnel Commission - Merit Rules Review Tracker

					Adoption
Section	Number	Title	PC Review Dates	Comments (Requests)	Date by PC
Chapter X	1st Reading	Performance Evaluation	11.9.10		
				Review to the Superintendent and SEIU -	
				12.6.10	
	2nd Reading		2.8.11		2.8.11
		Vacation, Leaves of Absence and			
Chapter XI	1st Reading	Holidays	4.12.11		
				Review to the Superintendent and SEIU -	
				6.7.11	
				Per the Assistant Superintendent's	
				Request - Deadline Extended	
				Review to the Superintendent and SEIU -	
				6.7.11	
		Salaries, Overtime Pay and		Per the Assistant Superintendent's	
Chapter XII	1st Reading	Benefits	4.12.11	Request - Deadline Extended	
Rule 12.2.4.B	2nd Reading	Salary on Employment	1.12.10		1.12.10
		Seniority, Layoff, Displacement			
Chapter XIII	2nd Reading	and Reemployment	1.12.10		1.12.10
Chapter XV	1st Reading	Resignation and Reinstatement	4.17.12		

# Santa Monica - Malibu Unified Schood District Workforce Organization Development Tracker

Activity	Staff	Date	Comments
Activity	Stair	Date	Comments
Human Resource Forum (in-service training)			
numan Resource Forum (m-service training)			
Darticinata in collaborativo planning cossions		1.24.11	
Participate in collaborative planning sessions		3.1.11	Collaborators (Fiscal LID and DC)
	PA	4.12.11	Collaborators (Fiscal, HR, and PC)
	PA	+	
		4.21.11	
Workshop procentation on The Description of	DA /DOC	4 20 44	Tive session held (00 ms. 12 m ms. and 1 m ms.
Workshop presentation on <i>The Recruitment</i>	PA/DOC	4.28.11	Two session held (9a.m12 p.m. and 1 p.m
Guide			4 p.m.
			Attendees included Administrators,
			Department Heads, and Office Managers
			Approx. number of attendees: 55
District's New Employee Orientation	Staff		
Program			
Prepare PowerPoint slides to overview PC		TBD	
			Collaborate with the HR to put into District's
			New Employee Orientation Program
Career In-Service Training Seminars	Staff		Develop a series of seminars to augment
			employees' knowledge and skills to work
			within a Merit System school district. To
			explore such questions as:
Merit Principles of Personnel		TBD	1. What is a Merit System?
Administration/Merit System under the State			
of California Education Codes			
			2. Is there an outline of appropriate
			Education Code Sections to reference?
			3. What is the relationship between the
			Education Code and Merit Rules?
		TBD	4. How to navigate the Personnel
Personnel Commission Merit Rules			Commission's website?
			5. How to get useful feedback from users?
Classification Titles and Descriptions		TBD	6. How to mediate issues?
			7. Which Personnel Commission staff to
			contact?
Overview of the Personnel Commission		TBD	8. Why this and not that?
C. C		. 55	a , this and not that
Welcome Letter (Electronic) to New	DOC/AA	TBD	
Administrators and Managers	DOC/AA	""	
Introduction to the Personnel Commission			
ma oduction to the Personnel Commission			

# Santa Monica - Malibu Unified Schood District Workforce Organization Development Tracker

Activity	Staff	Date	Comments
Link to Website			
Link to Personnel Commission Staff			
Personnel Commission Website			
	AA/DOC	On-going	Collaborate with District's Information
Update			Systems Department
	Staff	3.30.11	Targeted and District-wide workshops on
Employee Development Workshops			such topics as:
		4.7.11	1. Interviewing Skills
		TBD	2. Employment Application Skills
			3. Understanding the Employment
			Application Process
			4. Resume Skills
			5. Examination Preparations
			6. Career Planning
		4.4.12 &	
		4.11.12	Interview Skills
Feedback Mechanisms	Staff		
One-to-One Meetings with Administrators		On-going	
and Managers			
Customer Satisfaction Surveys		On-going	
Review "Best Practices" from the literature		On-going	
and other Agencies			
Key:			
AA - Administrative Assistant			
DOC - Director of Classified Personnel			
HRT - Human Resources Technician			
PA - Personnel Analyst			

## V. <u>Personnel Commission Business</u>:

#### **A.** Personnel Commissioner Comments

#### **B.** Future Items:

Subject	Action Steps	Tentative Date
Merit Rules Revisions	Second Reading of Changes to Merit Rules:	July 2012
	Chapter XI: Vacation, Leaves of Absence and	
	Holidays	
	Chapter XII: Salaries, Overtime Pay, and	
	Benefits	
	First Reading of Changes to Merit Rules:	
	Chapter XIV: Disciplinary Action and Appeal	
	Chapter XVI: Grievance Procedure	
Job Fair (Malibu)		July 2012
Personnel Commission's		July 2012
Guiding Principles and		
Transparency		
Overview of the District		July 2012
Strategic Plan 2012		
Strategic Mission		July 2012
Planning and Goals		
Setting for the Personnel		
Commission		

### VI. Closed Session:

None

