

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

AGENDA

REGULAR MEETING
July 13 2010 @ 5:00 p.m.
District Office Board Room

Electronically Recorded

Transparency: characterized by visibility or ability to access information especially concerning business practices. It may include open meetings, financial disclosure statements, the freedom of information legislation, budgetary reviews, audits, etc.
The Personnel Commission's intention is to create a safe environment to be able to ask unpopular questions. The Personnel Commission is committed to accomplish its work in a transparent manner.

PERSONNEL COMMISSIONERS: Mrs. Pam Brady, Ms. Suzanne Kim, and Mr. Shane McLoud

I. General Functions:

A. Call to Order:

B. Roll Call:

C. Pledge of Allegiance:

D. Motion to Approve Agenda:

Motion by: _____

Seconded by: _____

Vote: _____

E. Motion to Approve Minutes: June 8, 2010

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

1. SEIU Report
2. Board of Education Report

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

A. Participation in Panel Interviews for the Assistant Superintendent of Human Resources

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

- Ms. Elizabeth Baker, Technical Specialist II, from March 10 to June 30, 2010, Webster Elementary School

C. Approved Limited Term Request (not expected to exceed 6 months per Personnel Commission Rule §7.4.1.(A): *Positions Defined*) by the Director of Classified Personnel

- Mr. Juan Pablo Manzur, Technology Support Assistant, from July 1, 2010 to December 31, 2010, Educational Services (Roosevelt Elementary School, Santa Monica Alternative School, Lincoln Middle School)
- Mr. Henry Plascencia, Equipment Operator, from March 1, 2010 to June 25, 2010, Educational Services – St. Anne's Catholic School

D. Merit Rules Advisory Committee (A.R.C.) Update

- Advisory Rules Committee Agendas – June 10, 2010; July 8, 2010

E. Approved Working Out of Class Request (less than 90 working days per Personnel Commission Rule §3.2.9.(C): *Working Out of Class*) by the Director of Classified Personnel

- Mr. Ronald Ford, Painter, in the position of the Plumber from June 25 to October 22, 2010

- **Mr. Hector Gonzalez, Sprinkler Repair Specialist, in the position of the Painter from June 25 to October 22, 2010**

F. Re-appointment Process for Personnel Commissioner

- **Memorandum to the Superintendent, Mr. Tim Cuneo**
- **Memorandum to SEIU, Local 99 Chief Steward, Ms. Keryl Cartee-McNeely**

G. Disciplinary Hearing – Ref. Number: 7003 1680 0002 6368 3180

- **Regular Hearing – July 21, 2010**
- **Notice to the Board of Education**

III. Consent List:

A. Approve Classified Personnel – Merit Report - No. A. 17

1. June 18, 2010

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

1. June 18, 2010

C. Approve Classified Personnel Eligibility List(s):

<u>Classification</u>	<u># Eligibles</u>
Plumber	6
Systems Analyst	2

Motion by: _____
 Seconded by: _____
 Vote: _____

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

Specialized Instructional Assistant	3
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Motion by: _____
 Seconded by: _____
 Vote: _____

IV. Action/Discussion Items/or Other Information:

A. Action Item(s):

1. Advanced Step Placements:
Director's Recommendation: *Approve*

- a. The Director of Classified Personnel recommends that the Personnel Commission approve Advanced Step Placement for new hire Christopher Cline in the classification of Plumber pursuant to Personnel Commission Rule §12.2.4.(B): *Salary on Employment* based on exceeding the minimum experience and education.

Motion by: _____
Seconded by: _____
Vote: _____

- b. The Director of Classified Personnel recommends that the Personnel Commission approve Advanced Step Placement for new hire Joy Magallanes in the classification of Systems Analyst pursuant to Personnel Commission Rule §12.2.4.(B): *Salary on Employment* based on exceeding the minimum experience and education.

Motion by: _____
Seconded by: _____
Vote: _____

B. Discussion Item(s):

1. First Reading of Changes to Merit Rules:
 - *Chapter VIII: Employee Clearances*
2. Personnel Requisition Status Report
3. Personnel Commission's Twelve-Month Calendar of Events
 - 2010 - 2011

C. Information Item(s):

1. Merit Rules Review Tracker

V. Personnel Commission Business:

A. Personnel Commissioner Comments

B. Future Items:

Subject	Action Steps	Tentative Date
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Hearing Procedures	Review of Current Personnel Commission Procedures	August 2010
Classification Study: Child Care Assistant	In Progress	August 2010
Electronic Version of the Full Personnel Commission Agenda	In Progress	August 2010
No-shows Study	Survey Implementation/Report	August 2010
Appointment of New Personnel Commissioner	In Progress	December 2010
NEOGOV Electronic Position Control Processing	Meeting with Human Resources, Fiscal, and Personnel Commission staff	January 2011

VI. Closed Session:

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

VII. Next Regular Personnel Commission Meeting:

Tuesday, August 10, 2010, at 5:00 pm - *District Office Board Room*

VIII. Adjournment:

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

Motion by: _____
 Seconded by: _____
 Vote: _____

TIME ADJOURNED: _____

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. 279.