



PERSONNEL COMMISSION MEETING AGENDA

August 11, 2015

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Tuesday, August 11, 2015**, in the **District Administrative Offices**: 1651 16th Street, Santa Monica, CA.

I. General Functions:

- A. Call To Order**
- B. Roll Call**
- C. Pledge Of Allegiance**
- D. Approval of Agenda for Regular Meeting on August 11, 2015**

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

E. Approval of Minutes for Regular Meetings on July 14, 2015

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

- F. Report from the Director of Classified Personnel**
- G. Personnel Commissioner Comments/Reports**
- H. Communications**
- I. Public Comments**



PERSONNEL COMMISSION MEETING AGENDA

Electronically Recorded (AUDIO ONLY)

August 11, 2015

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

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Tuesday, August 11, 2015**, in the **District Administrative Offices:** 1651 16th Street, Santa Monica, CA.

- ❖ **Instructions on Public Comments:** Persons wishing to address the Personnel Commission regarding an item scheduled for this meeting must submit the "Request to Address" card before consideration of that item. Persons wishing to address the Personnel Commission regarding an item within the Commissions subject matter jurisdiction but not scheduled on this meeting's agenda may speak during the Public Comments section by submitting the "Request to Address" card before the Commission reaches that section of the agenda.

OPEN SESSION

I. GENERAL FUNCTIONS:

A. Call to Order:

B. Roll Call:

C. Pledge of Allegiance:

D. Approval of Agenda for Regular Meeting on August 11, 2015

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

F. Report from the Director of Classified Personnel:

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

- General Comments

If you will require an accommodation to participate in the Commission meeting, please notify the Personnel Commission Office at least 48 hours prior to the meeting.

G. Personnel Commissioner Comments/Reports:

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

H. Communications:

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

1. SEIU Report
2. Board of Education Report

I. Public Comments:

Public Comments is the time when members of the audience may address the Personnel Commission on items not scheduled on the meeting's agenda. All speakers are limited to five (5) minutes. When there is a large number of speakers, the Personnel Commission may reduce the allotted time to three (3) minutes per speaker. The Brown Act (Government Code) states that Personnel Commission members may not engage in discussion of issues raised during "Public Comments" except to ask clarifying questions, make a brief announcement, make a brief report on his or her own activities, or to refer the matter to staff.

II. CONSENT CALENDAR:

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

A.01 Approval of Classified Personnel Eligibility List(s):

<u>Classification</u>	<u># Eligibles</u>
Administrative Assistant	3
Cafeteria Worker I	9
Children's Center Assistant 1, 2, & 3	5
Director of Classified Personnel	3
Director of Food Services	3
Elementary Library Coordinator	4
Instructional Assistant – Physical Education	2
Paraeducator-1	8
Paraeducator-3	4
Physical Activities Specialist	4

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

Instructional Assistant – Bilingual	5
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III. ACTION ITEMS:

These items are presented for ACTION at this time.

- A.02 Advanced Step Placement:
Approval of the Advanced Step Placement for new employee Michael Cool in the classification of Director of Classified Personnel at Range: M-64 Step: C
- A.03 Advanced Step Placement:
Approval of the Advanced Step Placement for new employee Elizabeth Powell in the classification of Director of Food Service at Range: M-55 Step: D
- A.04 Classification Revision:
Approval of revisions to the HVAC Mechanic classification within the Maintenance job family.
- A.05 New Classification:
Approval of the new classification Audience Services Coordinator within the Facility Use job family.
- A.06 New Classification:
Approval of the new classification Executive Director of Facilities, Maintenance, and Operations within the Facility Use job family.

IV. DISCUSSION ITEMS:

These items are submitted for discussion only. Any action that might be required will generally be scheduled for the next regularly scheduled meeting of the Commission.

- None

V. INFORMATION ITEMS:

These items are placed on the agenda as information and do not require discussion.

- I.01 Advanced Step Placement Status Report
- I.02 Open Personnel Requisitions Status Report
- I.03 Filled Personnel Requisitions Status Report
- I.04 Classified Personnel – Merit Report - No. A.26 (for SMMUSD School Board Agenda)
 - July 15, 2015
- I.05 Classified Personnel – Non-Merit Report – No. A.27
 - July 15, 2015
- I.06 Personnel Commission's Twelve-Month Calendar of Events
 - 2015 – 2016
- I.07 Board of Education Meeting Schedule
 - 2015 – 2016

VI. PERSONNEL COMMISSION BUSINESS:

A. Future Items:

Subject	Action Steps	Tentative Date
Merit Rule Revisions	-Approval of Changes to Merit Rules: <i>Chapter III: Classification</i> -First Reading of Changes to Merit Rules: <i>Chapter IV: Application for Employment</i>	October 2015
	-Approval of Changes to Merit Rules: <i>Chapter IV: Application for Employment</i> -First Reading of Changes to Merit Rules: <i>Chapter V: Recruitment and Examination</i>	November 2015
	-Approval of Changes to Merit Rules: <i>Chapter V: Recruitment and Examination</i> -First Reading of Changes to Merit Rules: <i>Chapter VI: Eligibility Lists</i>	December 2015

VII. NEXT REGULAR PERSONNEL COMMISSION MEETING:

Tuesday, September 8, 2015, at 4:00 p.m. - *District Office Board Room*

VIII. PUBLIC COMMENTS FOR CLOSED SESSION ITEMS ONLY:

Persons wishing to address the Personnel Commission regarding an item scheduled for closed session must submit the "Request to Address" card prior to the start of closed session.

IX. CLOSED SESSION:

- No Closed Session

X. ADJOURNMENT:

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

Submitted by:

Brooke Lamping
Secretary to the Personnel Commission
Interim Director, Classified Personnel

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

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

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

MINUTES

REGULAR MEETING

July 14, 2015 @ 4:20 p.m.
District Office Board Room

Electronically Recorded

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

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission was held on **Tuesday, July 14, 2015, in the District Administrative Offices:** 1651 16th Street, Santa Monica, CA. The Personnel Commission called the meeting to order at 2:17 p.m. in the Board Conference Room at the District Offices, at which time the Personnel Commission moved to Closed Session regarding the item listed below. The public meeting reconvened at 4:44 p.m. in the Board Room.

The public meeting began at 4:44 p.m.

- ❖ **Instructions on Public Comments:** Persons wishing to address the Personnel Commission regarding an item scheduled for this meeting must submit the "Request to Address" card before consideration of that item. Persons wishing to address the Personnel Commission regarding an item within the Commissions subject matter jurisdiction but not scheduled on this meeting's agenda may speak during the Public Comments section by submitting the "Request to Address" card before the Commission reaches that section of the agenda.

CLOSED SESSION

Call to Order: The Regular Meeting of the Personnel Commission was called to order at 2:17 p.m.

Roll Call: Commissioners Inatsugu, Lippman, and Pertel were present. Commissioner Pertel arrived at 3:15 p.m. due to a work commitment.

I. PUBLIC COMMENTS FOR CLOSED SESSION ITEMS ONLY

Persons wishing to address the Personnel Commission regarding an item scheduled for closed session must submit the "Request to Address" card prior to the start of closed session.

- None

II. CLOSED SESSION

- Government Code §54957

PUBLIC EMPLOYEE APPOINTMENT/EMPLOYMENT

- Title: Director of Classified Personnel

OPEN SESSION

I. General Functions:

- A. Call to Order:** The Open Session of the Regular Meeting of the Personnel Commission was called to order at 4:44 p.m.
- B. Roll Call:** Commissioners Inatsugu, Lippman, and Pertel were present.
- C. Pledge of Allegiance:** Interim Director Lamping led all in attendance in the Pledge of Allegiance.
- D. Report out of Closed Session:** The Santa Monica – Malibu Unified School District Personnel Commission met in Closed Session this afternoon to interview candidates for the position of Director of Classified Personnel. The Commission by the vote of three (3) ayes and zero (0) noes will be offering one of the candidates the position of Director of Classified Personnel pending a follow-up reference check.

- E. Motion to Approve Agenda:** July 14, 2015

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

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

- F. Motion to Approve Minutes:** June 9, 2015

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

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

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

- General Comments
 - Interim Director Lamping updated the Personnel Commission on the current recruitments including the Director of Food and Nutrition Services and Fiscal Services Supervisor.
 - Interim Director Lamping expressed her gratitude to the Personnel Commission staff for meeting the District's needs in this intense recruitment season.

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

- **Commissioner Inatsugu commended Interim Director Lamping and the entire Personnel Commission staff for their hard work during this time.**
- **Commissioner Inatsugu commented on the selection interview process for the Director of Classified Personnel, specifically on the composition of the interview panel that included the following advisory panelists: the Assistant Superintendent of Human Resources, Dr. Mark Kelly, a classified manager, Mr. Carey Upton, an SEIU representative, Ms. Rebel Harrison, and the Personnel Commission representative, Ms. Jana Hatch. The Personnel Commission found that it was a very useful structure that will be implemented in future interviews.**
- **Commissioner Inatsugu extended the Personnel Commission's gratitude to the panel members for their thoughtful input.**

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

1. SEIU Report

- **None**

2. Board of Education Report

- **Dr. Mark Kelly, Assistant Superintendent of Human Resources, updated the Personnel Commission about the District's activities such as summer school and PTA's summer enrichment program, and certificated staffing for Principals for Grant Elementary School, Lincoln Middle School, Malibu High School, Olympic High School, House Principals of Santa Monica High School, and several teachers.**
- **Dr. Kelly commended the Personnel Commission staff for their effort meeting the District's classified staffing needs.**
- **Dr. Kelly informed the Personnel Commission about the Board of Education approving the District budget for fiscal year 2015-2016.**
- **Dr. Kelly notified the Personnel Commission about a presentation regarding the Malibu unification scheduled for the Board of Education meeting on July 15, 2015.**
- **Dr. Kelly introduced Dr. Suzanne Webb, the new Director of Human Resources. Dr. Webb expressed her appreciation working with the Personnel Commission staff.**

H. Public Comments: Public Comments is the time when members of the audience may address the Personnel Commission on items not scheduled on the meeting's agenda. All speakers are limited to five (5) minutes. When there is a large number of speakers, the Personnel Commission may reduce the allotted time to three (3) minutes per speaker. The Brown Act (Government Code) states that Personnel Commission members may not engage in discussion of issues raised during "Public Comments" except to ask clarifying questions, make a brief announcement, make a brief report on his or her own activities, or to refer the matter to staff.

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

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

<u>Classification</u>	<u># Eligibles</u>
Health Office Specialist	3
HVAC Mechanic	3
Instructional Assistant - Classroom	18
Instructional Assistant – Music (Band)	3
Instructional Assistant – Music (Strings)	1
Library Assistant II	8
Paraeducator-1	10
Paraeducator-3	10

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

Gardener	8
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It was moved and seconded to approve the Consent Calendar – II.A. *Approval of Classified Personnel Eligibility List(s)* as submitted. The motion passed.

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

B. Approval of Advanced Step Placements:

1. Advanced Step Placements:
 - a. Approve the Advanced Step Placement for new employee Yesenia Hernandez in the classification of Instructional Assistant - Classroom at Range: 18 Step: C
 - b. Approve the Advanced Step Placement for new employee Tracee Logan in the classification of Student Outreach Specialist at Range: 44 Step: D

The Consent Calendar- II.B. *Approval of Advanced Step Placements* was moved to the end of Action Items as III.A.2.

III. Action Items/ Discussion/or Other Information:

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

1. Classification Revisions:
Recommendation: *Approve*

- a. Approve the revisions to the Construction Supervisor classification within the Facility Services job family.

It was moved and seconded to approve the Director's recommendations for item III.A.1.a. as submitted. The motion passed.

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

REPORT AND DISCUSSION

- **Interim Director Lamping provided a brief background and rationale for revisions to meet current standards since a recruitment for this position will be opened in near future.**
- b. Approve the revisions to the Payroll Specialist classification within the Fiscal Services job family.

It was moved and seconded to approve the Director's recommendations for item III.A.1.b. as submitted pending consultation with subject matter experts. The motion passed.

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

REPORT AND DISCUSSION

- **Interim Director Lamping provided a rationale for the revisions regarding essential duties and supervisory matrix.**
- **Commissioner Lippman recommended revising the language regarding preparing prelist authorization for payment requisitions related to payroll and general fund related duties.**
- **The item was approved, pending consultation with the subject matter experts in the Fiscal Department.**

2. Advanced Step Placements:

- a. Approve the Advanced Step Placement for new employee Yesenia Hernandez in the classification of Instructional Assistant - Classroom at Range: 18 Step: C

It was moved and seconded to approve the Director's recommendations for item III.A.2.a. as submitted. The motion passed.

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

- b. Approve the Advanced Step Placement for new employee Tracee Logan in the classification of Student Outreach Specialist at Range: 44 Step: D

It was moved and seconded to approve the Director's recommendations for item III.A.2.b. as submitted. The motion passed.

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

REPORT AND DISCUSSION

- **Commissioner Lippman repeatedly expressed his concern regarding the high cost of advanced step placements awarded to newly hired employees. Hence, Commissioner Lippman stated he will abstain from voting until a full discussion at a future regular Personnel Commission meeting with the newly appointed director takes place.**
- **Commissioner Inatsugu suggested for Commissioner Lippman to review the criteria the Director of Classified Personnel established for awarding the advanced step placement using precise formulas.**

B. Discussion Item(s): These items are submitted for discussion only. Any action that might be required will generally be scheduled for the next regularly scheduled meeting of the Commission.

- **None**

C. Information Item(s): These items are placed on the agenda as information and do not require discussion.

1. Advanced Step Placement Status Report
2. Open Personnel Requisitions Status Report
3. Filled Personnel Requisitions Status Report
4. Classified Personnel – Merit Report - No. A.18 (for SMMUSD School Board Agenda)
 - May 21, 2015
Classified Personnel – Merit Report - No. A.28
 - June 11, 2015
Classified Personnel – Merit Report - No. A.21
 - June 24, 2015
5. Classified Personnel – Non-Merit Report – No. A.19
 - May 21, 2015
Classified Personnel – Non-Merit Report – No. A.29

- June 11, 2015
Classified Personnel – Non-Merit Report – No. A.22
 - June 24, 2015
6. Personnel Commission’s Twelve-Month Calendar of Events
- 2015 – 2016
7. Board of Education Meeting Schedule
- 2015 – 2016

IV. Personnel Commission Business:

A. Future Items

Subject	Action Steps	Tentative Date
Merit Rule Revisions	-Second Reading and Approval of Changes to Merit Rules: <i>Chapter III: Classification</i> -First Reading of Changes to Merit Rules: <i>Chapter IV: Application for Employment</i>	August 2015
	-Second Reading and Approval of Changes to Merit Rules: <i>Chapter IV: Application for Employment</i> -First Reading of Changes to Merit Rules: <i>Chapter V: Recruitment and Examination</i>	September 2015
	-Second Reading and Approval of Changes to Merit Rules: <i>Chapter V: Recruitment and Examination</i> -First Reading of Changes to Merit Rules: <i>Chapter VI: Eligibility Lists</i>	October 2015

V. Next Regular Personnel Commission Meeting:

Tuesday, August 11, 2015, at 4:00 p.m. - *District Office Board Room*

Commissioner Pertel will not be able to attend the meeting due to being abroad.

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

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

It was moved and seconded to adjourn the meeting.

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

TIME ADJOURNED: 5:22 p.m.

Submitted by:

Brooke Lamping
Secretary to the Personnel Commission
Interim Director of Classified Personnel

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

II. Consent Calendar:

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

III. Action Items



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Tuesday, August 11, 2015

AGENDA ITEM NO: III.A.02

SUBJECT: Advanced Step Placement – Michael Cool

BACKGROUND INFORMATION:

Classification Title: Director of Classified Personnel	Employee: Michael Cool	Calculation of Advanced Step Recommendation
<u>Education:</u> <ul style="list-style-type: none"> Bachelor's degree from an accredited college or university 	<ul style="list-style-type: none"> Michael has a Master's degree in Industrial and Organizational Psychology 	1 level of education above the required level =1 Step Advance (Max. allowed)
<u>Experience:</u> <ul style="list-style-type: none"> Five (5) years of public sector personnel experience at the Analyst level or higher, with at least two (2) years in supervising assigned staff 	<ul style="list-style-type: none"> Michael meets the experience requirements 	0 (2-year periods) of experience above the required level =0 Step Advance
<u>Difficulty of Recruitment:</u> <ul style="list-style-type: none"> The Director of Classified Personnel determines the recruitment was difficult as evidenced by a failure to obtain three (3) ranks, or by concluding that it would be very challenging to find alternative qualified applicants 	<ul style="list-style-type: none"> Michael was one of two ranks on the eligibility list The Director has concluded that it would be very challenging to find alternative qualified applicants 	Less than 3 ranks and concluded challenge of finding alternative qualified applicants = 1 Step Advance
<u>Total Advanced Steps:</u> 1 (Education) + 0 (Experience) + 1 (Difficulty) = 2 Advanced Steps = <u>STEP C</u>		

DIRECTOR'S COMMENTS:

Mr. Cool's education exceed the minimum requirements specified for this classification. Pay rate at salary Range M-64 at Step A is \$47.24/hour, while Step C is \$52.09/hour. The net difference in pay is an approximate increase of \$4.85 per hour, \$840 per month, or \$10,080 per year.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Michael Cool at Range M-64, Step C on the Classified Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment*

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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Tuesday, August 11, 2015

AGENDA ITEM NO: III.A.03

SUBJECT: Advanced Step Placement – Elizabeth Powell

BACKGROUND INFORMATION:

Classification Title: Director of Food & Nutrition Services	Employee: Elizabeth Powell	Calculation of Advanced Step Recommendation
<u>Education:</u> <ul style="list-style-type: none"> Bachelor's degree in food service management, dietetics, nutrition, or related field 	<ul style="list-style-type: none"> Bachelor's Degree in Food & Nutrition 	0 level of education above the required level = 0 Step Advance
<u>Experience:</u> <ul style="list-style-type: none"> Five (5) years' experience in a food service operation including two (2) years in a supervisory capacity. 	<ul style="list-style-type: none"> Over thirty (30) years of experience in the food service industry as a Food Service Director, Manager, Assistant Child Nutrition Director, and Coordinator of Food Service & Warehouse 	5 (5-year periods) of experience above the required level = 2 Step Advances (Max. allowed)
<u>Difficulty of Recruitment:</u> <ul style="list-style-type: none"> The Director of Classified Personnel determines the recruitment was difficult as evidenced by a failure to obtain three (3) ranks, or by concluding that it would be very challenging to find alternative qualified applicants 	<ul style="list-style-type: none"> Elizabeth was the only rank after two were removed from the list due to a lack of interest in the position The Director has concluded that it would be very challenging to find alternative qualified applicants 	Less than 3 ranks and concluded challenge of finding alternative qualified applicants = 1 Step Advance
<u>Total Advanced Steps:</u> 0 (Education) + 2 (Experience) + 1 (Difficulty) = 3 Advanced Steps = <u>STEP D</u>		

DIRECTOR'S COMMENTS:

Elizabeth Powell's experience exceed the minimum requirements specified for this classification. Pay rate at salary Range M-55 at Step A is \$37.83/hour, while Step D is \$43.79/hour. The net difference in pay is an approximate increase of \$5.96 per hour, \$1,033 per month, or \$12,396 per year.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Elizabeth Powell at Range M-55, Step D on the Classified Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment*

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

RULE 12.2.4.B: SALARY ON EMPLOYMENT

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

16.3 Step Advancement

16.3.1 Upon entering employment on Step A, each regular classified unit member, after satisfactory completion of the first six (6) months in a permanent position, shall advance to the next step on the appropriate range of the salary schedule. Thereafter, he/she shall advance one (1) step on the salary schedule upon completion of each year of continuous and satisfactory service until the maximum salary is reached.

16.3.2 Upon entering employment on Step B or higher, each regular classified unit member shall advance to the next step on the appropriate range of the salary schedule after the completion of one (1) year of satisfactory service and in one (1)-year increments thereafter until the maximum salary is reached.

16.3.2.1 The parties agree that there shall be a single classified salary schedule upon which all unit members shall be compensated.

16.3.3 Salary advancement shall be computed only on the first (1st) of each calendar month. When an anniversary date falls on or before the fifteenth (15th) of the month, the increment shall be figured on the first (1st) of the month. When the anniversary date falls after the fifteenth (15th) of the month, the increment shall be figured the first (1st) of the following month.

16.4 Advanced Step Placement:

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

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

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

16.5 Salary on Promotion

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

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

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

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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Tuesday, August 11, 2015

AGENDA ITEM NO: III.A.04

SUBJECT: Classification Specification Revisions – HVAC Mechanic

BACKGROUND INFORMATION:

The Manager of Maintenance and Construction initiated the process to revise the classification specification for HVAC Mechanic by meeting with the Director of Classified Personnel. The Manager of Maintenance and Construction requested the minimum qualifications be changed for the position of HVAC Mechanic as they currently lack several important certifications necessary to be successful in the position.

METHODOLOGY:

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

- Reviewed several similar classification specifications from other comparable agencies
- Held a meeting with the Manager of Maintenance and Construction to discuss required certifications and potential recommendations

ANALYSIS:

- The comparison of minimum qualifications with other relatable classifications show that most agencies require the Universal EPA certification
- The current certification requirements for the HVAC Mechanic position are included in the Universal EPA certification

DISCUSSION:

Based on the discussion and review with the Manager of Maintenance and Construction, the Personnel Commission's findings are as follows:

- The HVAC Mechanic minimum qualifications should be revised as follows:
 - Removal of Valid EPA Refrigerant Recycling certification
 - Removal of Freon Recovery certification
 - Addition of Valid Universal EPA certification

RECOMMENDATION:

It is recommended that the Personnel Commission approve the recommendations to the HVAC Mechanic position as provided.

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

PERSONNEL COMMISSION KEY STATS	
JOB FAMILY	Maintenance
JOB TITLE	HVAC Mechanic
SALARY RANGE	37

HVAC MECHANIC

BASIC FUNCTION:

Under general supervision, perform skilled work in the repair and maintenance of refrigeration, air conditioning, heating and ventilation, kitchen, and boiler equipment and systems.

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

REPRESENTATIVE DUTIES:

Task Statement	Code
Install, maintain, replace, and repair <u>electrical and pipefitting duct work</u> : bolt, rivet, weld, braze, and cut all types of materials to assure safe and proper operation of heating, air conditioning, refrigeration and boiler equipment.	HVAC-1
Install, maintain, replace, and repair <u>electrical and pneumatic control systems</u> such as switches, gauges, thermostats, valves, tubing transformers, pressure regulators, controllers, fans and pumps: clean coils, adjust air flow and replace gas or fluid in system; replace and adjust filters and belts; lubricate and oil equipment according to manufacturer's specification and industry standards	HVAC-2
Install, maintain, replace, and repair <u>heating and refrigeration systems</u> such as heaters, heat exchanges, ignition systems, boilers, circulation pumps: flush boilers, descale tubing, check control circuits and refrigeration units in order to prevent gas leaks and maintain safe operation	HVAC-3
Install, maintain, replace, and repair <u>ventilation and air control systems</u> such as blowers, exhaust fans, motors, water pumps and chemical injection to maintain proper and safe operation of air conditioning, ventilation, and heating equipment	HVAC-4
Perform <u>preventative maintenance</u> by routinely inspecting and repairing freezers, refrigerators, forced air and convection ovens, steam kettles, ice machines, food warmers, electric warming trays, ovens, stoves, grills and other cafeteria and District kitchen equipment	HVAC-5
Complete <u>work orders</u> and tasks assigned by comprehending and interpreting schematics, plans, sketches, blueprints and work orders	HVAC-6
Assure supplies and <u>parts are adequately stocked</u> ; make rough working sketches of heating and air conditioning installations to determine parts and equipment needed for maintenance and repair work; request quotes from vendors and estimate costs of materials, supplies and equipment; submit job estimates; maintain service records, routine records and other documentation as needed	HVAC-7
<u>Respond to emergency calls</u> through work order back up to assure a safe work environment and protection for goods and equipment	HVAC-8
<u>Drive a service vehicle</u> to conduct work involved in maintaining heating, air conditioning, and refrigeration and boiler equipment	HVAC-9

Task Statement	Code
Performs other duties as assigned.	GEN-1

SUPERVISION MATRIX:

Supervision:	<i>Establishing overall expectations, goals and objectives, and aligning departmental resources</i>
Received from:	Manager of Maintenance & Construction
Given to:	None
Work Direction:	<i>Providing specific instruction and expectations on how to complete daily activities</i>
Received from:	Maintenance Supervisor
Given to:	Skilled Workers
Work Evaluation:	<i>Assessing the performance outcomes based on work direction and supervision expectations</i>
Collaborators:	Manager of Maintenance & Construction and Maintenance Supervisor
Given to:	None

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

- Methods, materials, tools, and equipment used in the maintenance and repair of ventilation, refrigeration, heating, and kitchen related equipment such as hand tools, multimeters, refrigerator gauges, and Freon
- Building codes, policies, regulations, and guidelines pertaining to typical School District ventilation and heating systems
- Safe work methods and procedures
- Proper use of refrigerant recovery equipment and safe disposal of refrigerant containers
- Technical aspects of field of specialty
- Beginner level computer usage
- Health and safety regulations

ABILITY TO:

- Perform journey-level repair, maintenance, and installation of ventilation, heating, and food storage refrigeration equipment
- Use hand tools, equipment gauges and meters, metal benders, plasma cutter, rivet gun, and welding equipment
- Use a computer based Building Management System (BMS)
- Work from blueprints, shop drawing, sketches, manuals and diagrams
- Maintain records and prepare complete and concise reports
- Work independently with minimal supervision
- Understand and carry out oral and written directions
- Establish and maintain cooperative working relationships
- Work efficiently to meet schedules and deadlines
- Maintain work pace appropriate to given work load
- Operate, adjust and service specialized equipment used in the basic trade
- Observe legal and defensive driving practices
- Be flexible

MINIMUM QUALIFICATIONS

EXPERIENCE:

Three (3) years journey-level HVAC & refrigerant experience.

LICENSES AND OTHER REQUIREMENTS:

- Possession of a valid California Driver's License.
- Insurable by the District's carrier
- ~~Valid Universal EPA Certification~~ Valid EPA Refrigerant Recycling certification
- ~~Certification in Freon recovery~~

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and shop work environment; subject to driving a vehicle to conduct work; subject to fumes and noise from air conditioning and refrigeration equipment.

PHYSICAL DEMANDS:

Lifting and carrying heavy objects; climbing ladders; walking and standing for extended periods of time; bending at the waist; kneeling or crouching; reaching overhead, above the shoulders, and horizontally; perform heavy physical labor; hearing and speaking to exchange information; dexterity of hands and fingers to safely and efficiently operate hand tools and specialized equipment; visual and auditory acuity sufficient to maintain safety standards.

HAZARDS:

Electrical power supply and high voltage; working in a cramped or restrictive work chamber; exposure to vapors and fumes.

HVAC Specialist- June 1977
Revised: March 7, 1994
HVAC Mechanic Revised: April 17, 1995 (Ewing & Company)
Revised: February 4, 2015
Revised: March 10, 2015



PERSONNEL COMMISSION

Regular Meeting: Tuesday, August 11, 2015

AGENDA ITEM NO: III.A.05

SUBJECT: Proposed New Classification– Audience Services Coordinator

BACKGROUND INFORMATION:

The Facility Use Department has a gap in the workforce that has been filled by the use of an Independent Contractor and a significant amount of overtime being worked by their employees. This was the solution implemented in 2008 by Mike Matthews, the Assistant Superintendent of Human Resources at the time. Since then, the department has been experiencing inconsistencies and structural concerns due to this solution. A new position has been requested to reduce these structural concerns, limit the use of Independent Contractors and avoid other employees from continually working beyond their classification.

The Director of Theater Operations and Facility Permits met with the Director of Classified Personnel to initiate the process to create a new position in the Facility Use Department. A classification study was then initiated to possibly create a new classification and salary range that aligns with the needs of the department and best represents the level of duties being performed by employees working out of class.

METHODOLOGY:

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

- Held a preliminary interview with the Director of Theater Operations and Facility Permits to discuss the current status of the department and obtain further information about the job functions
- Reviewed the organizational structure of the Facility Use Department and other District jobs that may have comparable or overlapping duties
- Researched comparable classifications to collect qualifications and salary information for positions with similar work characteristics
- Conducted a job analysis with the Director of Theater Operations and Facility Permits, Independent Contractor and the Facility Permit Supervisor to collect information in essential tasks performed and the required knowledge, skills, and abilities for the position
- Met with the Director of Theater Operations and Facility Permits to discuss preliminary findings and possible resolutions

ANALYSIS:

- Clarified, defined, and operationalized all task statements by obtaining input from the supervisor, department personnel, job incumbent, and comparable agencies/positions

- Task analysis was performed to identify which tasks were an essential part of the job function and the knowledge, skills, abilities, and other worker characteristics (KSAO) needed to complete each task. Tasks identified as non-essential were removed or reassigned other appropriate personnel
- Analyzed the salary of other comparable positions with similar qualifications. The analysis demonstrated an average top hourly rate of \$26.
- Analysis using comparable positions also demonstrated an average of three (3) years' experience in Event Support or Audience Services and an average education requirement of a high school diploma

FINDINGS:

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

- The District does not currently have an established classification that closely overlaps the tasks/responsibilities and function needed in the Facility Use Department
- Based on the level of current work, Sports Facility Coordinator is a comparable position with differing tasks related to the athletic and recreation facilities of the district; warranted salary should be similar to the position of Sports Facility Coordinator

DIRECTOR'S RECOMMENDATIONS:

Establish the classification of Audience Services Coordinator to meet the current and future needs of the Facility Use Department, pending approval of the salary and assignment by the Board of Education. Based on a salary study of comparable Districts, the recommended salary for Audience Services Supervisor should be at or above salary range A38.

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

PERSONNEL COMMISSION KEY STATS	
JOB TITLE	Audience Services Coordinator
JOB FAMILY	Facility Services
JOB SUB-FAMILY	Facility Use
SUPERVISOR TITLE	Director of Facility Use
SALARY RANGE	A38

AUDIENCE SERVICES COORDINATOR

BASIC FUNCTION:

Under the general direction of the Director of Facility Use, plan, organize, coordinate, and oversee Front of House services for performance facilities, including the support functions for patrons attending events, the operations of the Front of House for ushers, custodians, security and other non-technical event staff, and the event services for permit users, primarily in theatres and other performances and events.

DISTINGUISHING CHARACTERISTICS:

The Audience Services Coordinator position utilizes expertise in customer service and event/performance support. The position requires clear and effective oral and written communication skills for all types of audiences. The Audience Services Coordinator meets frequently with Facility Department staff, school site staff, and the community in order to provide these groups with event support.

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

REPRESENTATIVE DUTIES:

Task Statement	Code
Oversee Front of House services for Facility Use Department performance facilities, including but not limited to Barnum Hall and the Memorial Greek Amphitheater, by leading the execution of receptions, special events, intermissions, artist meet-and-greets, and other pre/post event activities	ASC-1
Coordinate and communicate with event staff and organizers regarding Front of House services to provide effective customer service to patrons; resolve issues such as ticketing problems, late seating, crowd control, facility maintenance and general public relations	ASC-2
Ensure ambiance and appearance of lobby, auditorium, restrooms, and other patron accessible areas of the facilities are appropriate; ensure events are accessible to persons with disabilities in accordance with the Americans with Disabilities Act	ASC-3
Identify and determine safety and security needs of the event; coordinate with contract security and law enforcement for audience and artist safety; assume leadership role in emergency situations by leading evacuations, perform crisis intervention, call for police and/or fire, and provide first aid as trained	ASC-4
Train, schedule, and coordinate classified staff, students, and volunteers to support safety, security, parking, ushers, set up/strike and cleaning for events; instruct staff and volunteers in work and safety procedures	ASC-5

Task Statement	Code
Act as liaison and confer with site administrators, event organizers, and campus staff to arrange details for facility use and overcome any challenges between the event and other events at the site	ASC-6
Read, interpret, and apply applicable district policies, municipal codes, environmental and safety regulations; conduct facility inspections before, during, and after permits to ensure the user group complies with rules of use and safety regulations	ASC-7
Complete, prepare, and maintain accurate records and files, correspondence, and the Event Report, which includes extraordinary occurrences at the event, running times, accounting for employees' time worked, concessions, accident reports, facility maintenance requests, and other related items of note for all events	ASC-8
Develop audience services production plan for each event in coordination with the user groups and department staff	ASC-9
Cultivate and operate a marketing plan for public events, including social media to encourage the use and rental of district facilities; coordinate and arrange with user groups to promote their events	ASC-10
Work with web master and other district staff to enhance and maintain the websites and social media presence of the department	ASC-11
Perform other related duties as assigned	GEN-1

SUPERVISION MATRIX:

Supervision:	<i>Establishing overall expectations, goals and objectives, and aligning departmental resources</i>
Received from:	Director of Facility Use
Given to:	None
Work Direction:	<i>Providing specific instruction and expectations on how to complete daily activities</i>
Received from:	Director of Facility Use and Facility Permit Supervisor
Given to:	Classified staff assigned to Events, students and volunteers
Work Evaluation:	<i>Assessing the performance outcomes based on work direction and supervision expectations</i>
Collaborators:	Director of Facility Use with input from Facility Permit Supervisor and the Facility Use Department Coordinators
Given to:	Input on Classified staff assigned to Events

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

- Principles and practices of customer service and event management
- Methods and techniques of crowd control and event support services
- Wide-ranging performing arts and public entertainment
- Effective techniques of supervision, training, coaching, conflict resolution and motivation of employees, students and volunteers

- National, state, and local laws and policies for public assembly such as ADA regulations
- Microsoft suite (Excel, Word, Publisher, PowerPoint, Outlook) and other software and applications used for publishing electronic and print media. Graphics, photography and media software
- Marketing and social media techniques to support event activities
- Public speaking and instructional techniques
- Clear and effective oral and written communication skills for all types of audiences

ABILITY TO:

- Access and manage diverse customer service activities, including unanticipated service needs and/or emergencies
- Effectively plan, organize, direct, coordinate, and assign activities to meet district goals and objectives
- Complete multiple projects with competing deadlines and to establish goals and work load priorities
- Compile data to prepare complex reports
- Set priorities based on event needs and successfully complete tasks in a timely manner
- Work effectively and efficiently without close supervision
- Understand and carry out verbal and written directions
- Work cooperatively, efficiently and effectively with other departments, school sites and organizations, and with individuals from diverse backgrounds to ensure effectiveness of events
- Apply excellent verbal communication skills to give appropriate consideration to others' concerns in order to address and resolve a variety of problems
- Read, write, and speak English with sufficient comprehension to perform duties accurately and competently
- Communicate positively and effectively, orally and in writing, with user groups, district staff, in front of large groups of people, students and various community partners
- Work non-traditional and/or extended hours, including events and weekends
- Take charge and direct people in a calm and professional manner
- Work under pressure of deadlines in a demanding environment

MINIMUM QUALIFICATIONS

EDUCATION:

A high school diploma or it's recognized equivalent.

EXPERIENCE:

Three (3) years' experience in Front of House, Event Support or Audience Services, or related experience in Entertainment or Performing Arts.

PREFERRED QUALIFICATIONS

EDUCATION:

A Bachelor's Degree in Performing Arts, Public Relations or related major.

WORKING CONDITIONS:

ENVIRONMENT:

Work is performed on a school campus (i.e., auditoriums, classrooms, and offices). Work is typically performed at indoor and outdoor program sites in seasonal weather conditions. The employee is exposed to moderate and loud noise levels and no direct exposure to hazardous physical substances. The employee interfaces with staff, students, faculty, management, contractors, vendors, and the general public in coordinating performing arts events. Must be available to attend meetings, program events and activities. May be required to work a varied schedule including days, evenings, weekends, and holidays.

PHYSICAL DEMANDS:

Employees in this position must be able to hear and speak to exchange information in person or on the telephone and to make presentations; see to read and prepare documents; manual dexterity of hands and fingers to operate a computer keyboard and other office equipment. Physical demands may include bending at the waist, kneeling or crouching, prolonged standing, reaching overhead and above the shoulders horizontally, lifting and carrying moderately heavy objects that typically weigh less than 20 pounds.



PERSONNEL COMMISSION

Regular Meeting: Tuesday, August 11, 2015

AGENDA ITEM NO: III.A.06

SUBJECT: Proposed New Classification– Executive Director of Facilities, Maintenance, and Operations

BACKGROUND INFORMATION:

The Assistant Superintendent of Business and Fiscal Services met with the Director of Classified Personnel to discuss a change in the organizational structure within the Facility, Maintenance, and Operations Departments. There is currently a need for a high-level management position to oversee and act as a liaison for these departments, as well as serve as the connection to the Bond Program Manager. A new position has been requested to initiate the improvements in the organizational structure and to better match the needs of the departments. This position was budget approved by the Board of Education on June 29th, 2015.

METHODOLOGY:

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

- Held a preliminary interview with the Assistant Superintendent of Business and Fiscal Services to discuss the current status of the departments and obtain further information about the job functions
- Reviewed the new organizational structure that will be implemented for the facility, maintenance, and operations department and current District jobs that may have comparable or overlapping duties
- Researched comparable classifications to collect qualifications and salary information for positions with similar work characteristics
- Conducted a job analysis with the Assistant Superintendent of Business and Fiscal Services and Assistant Superintendent of Human Resources to collect information on essential tasks performed and the required knowledge, skills, and abilities for the position
- Met with the Assistant Superintendent of Business and Fiscal Services to discuss preliminary findings and possible resolutions

ANALYSIS:

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

- Analyzed the salary of other comparable positions with similar qualifications. The analysis demonstrated an average top monthly rate of \$13,383 and a median of \$13,383.
- Analysis using comparable positions also demonstrated an average of six (6) years' experience and an average education requirement of a Bachelor's degree

FINDINGS:

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

- The District does not currently have an established classification that closely overlaps the tasks/responsibilities and function needed in the Facility, Maintenance, or Operations Department. A new classification should be created to align with the work scope, task involvedness, and warranted salary

DIRECTOR'S RECOMMENDATIONS:

Establish the classification of Executive Director of Facilities, Maintenance, and Operations to meet the current and future needs of the Facility, Maintenance, and Operations Department. Based on a salary study of comparable Districts, the recommended salary for Executive Director of Facilities, Maintenance, and Operations should be at or above salary range M76.

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



PERSONNEL COMMISSION KEY STATS	
JOB TITLE	Executive Director of Facilities, Maintenance, and Operations
JOB FAMILY	Facility Services
JOB SUB-FAMILY	Facility Services
SUPERVISOR TITLE	Chief Financial Officer
SALARY RANGE	M76

EXECUTIVE DIRECTOR OF FACILITIES, MAINTENANCE, AND OPERATIONS

BASIC FUNCTION:

Under director of the Chief Financial Officer, provide high-level management services to the District's facilities, maintenance, and operations functions; integrates the functions of the facilities, maintenance, and operations departments; assures efficient and cost-effective departmental operations; supervise and evaluate the performance of assigned personnel.

DISTINGUISHING CHARACTERISTICS:

The Executive Director of Facilities, Maintenance, and Operations is a management-level position that directs the activities of facilities, maintenance, and operations services and assists with the District-wide administration and coordination of special projects, long-term planning, and operational planning.

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

REPRESENTATIVE DUTIES:

Task Statement	Code
Plan, organize, control and direct the District's facility use, construction, maintenance, and operations functions; assure economy, safety, effective communications, efficient use of facilities, equipment, and supplies and appropriate appearance and condition of buildings, grounds and vehicles	EDFMO-1
Collaborate with District administrators to promote comprehensive planning and policy implementation for the safe and efficient operation of school facilities and services	EDFMO-2
Serve as District liaison and representative for the Bond Program Manager, engineers, architects, contractors, planning and zoning departments, and state agencies on functions related to facility use, construction, maintenance, and operations	EDFMO-3
Supervise and evaluate the performance of assigned personnel; schedule, assign and inspect work; analyze staffing requirements and make recommendations; schedule and arrange training as needed; assure supervisory personnel carry out responsibilities in accordance with laws, rules, policies, and the provisions of labor contracts	EDFMO-4
Attend and conduct a variety of meetings as assigned; represent the District at various community meetings as needed	EDFMO-5
Communicate with contractors, vendors, employee organizations, and consultants with regard to facilities, maintenance and operations functions	EDFMO-6
Coordinate, analyze, organize, and direct the preparation and establishment of project plans for new construction, major renovations, and work to be performed by District employees and outside firms	EDFMO-7

Task Statement	Code
Coordinate, communicate, and address a variety of groups, including Board of Education, Superintendent's Cabinet, school administrators, employees, advisory councils, and officials of other public agencies in regard to facility use, construction, maintenance, and operation plans and activities	EDFMO-8
Develop and implement District facility goals, objectives, and policies, including short-term and long-term strategic plans and facilities master plan; integrate and coordinate capital projects with scheduled maintenance activities, and current facility use needs	EDFMO-9
Develop and implement policies for facility use, maintenance, and operations programs; monitor and review progress for on-going programs	EDFMO-10
Direct, prepare, develop and manage the annual preliminary budget for the facility use, construction, maintenance, and operations departments; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations; forecast additional funds needed for staffing, equipment, materials and supplies; direct the implementation of budgetary adjustments if necessary	EDFMO-11
Maintain up-to-date knowledge of new trends and innovations in the fields of facility use, construction, maintenance, and operations	EDFMO-12
Review and manage the budget and expenditures for Bond Program projects, pursue matching funds or grants to augment District capital fund; review and evaluate project costs	EDFMO-13
Ensure District is in compliance with appropriate laws, codes, and regulations regarding construction, building safety, and safe work practices; establish standards and suitability requirements for construction equipment, materials, and workmanship	EDFMO-14
Direct and facilitate the preparation of specifications for bids, proposals, and projects; consult with and advise administrators, contractors, and architects on the design, construction, or alteration of school buildings and grounds; develop management information and control processes to evaluate work-in-progress	EDFMO-15
Direct the establishment and maintenance of records and the preparation of reports related to facility use, construction, maintenance, and operations; present reports to Board of Education and other District personnel	EDFMO-16
Establish systems for financial management and cost recovery of projects; participate in preparing reports and documentation for reimbursement claims	EDFMO-17
Perform other related duties as assigned	GEN-1

SUPERVISION MATRIX:

Supervision:	<i>Establishing overall expectations, goals and objectives, and aligning departmental resources</i>
Received from:	Chief Financial Officer
Given to:	Director of Facility Use, Director of Facility Improvement, Manager of Maintenance and Construction, Manager of Operations
Work Direction:	<i>Providing specific instruction and expectations on how to complete daily activities</i>
Received from:	Chief Financial Officer

Given to:	Director of Facility Use, Director of Facility Improvement, Manager of Maintenance and Construction, Manager of Operations
Work Evaluation:	<i>Assessing the performance outcomes based on work direction and supervision expectations</i>
Collaborators:	Chief Financial Officer, Superintendent
Given to:	Director of Facility Use, Director of Facility Improvement, Manager of Maintenance and Construction, Manager of Operations

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

- Current practices, processes, and materials utilized in the maintenance and repair field, including the construction, installation, and maintenance of school buildings and grounds facilities
- Facilities, maintenance, and operations requirements for a large, multi-site organization
- Building Codes, materials, techniques and costs related to construction and building maintenance
- Principles and practices of structure design and construction project management
- Methods, techniques, materials, tools and equipment used in modern facilities planning, design and construction organizations
- Legal rights and responsibilities of the District under applicable State, Federal, County and Local ordinances pertaining to school building programs, real estate acquisition/disposition, and developer fee collection
- Practices, terminology and procedures used in skilled trades, custodial and grounds maintenance
- Financial and statistical record-keeping techniques
- Contract negotiation and administration
- Principles and practices of administration, personnel management, supervision and training, budget preparation and cost control
- Operation of a computer including budgeting, scheduling, project management control and financial management software systems
- Methods, practices, equipment and supplies used in reinforced steel and concrete, wood frame, brick and mortar construction
- Methods, practices, material and equipment used in maintenance of school grounds, landscaped areas, playing fields, concrete and asphalt surfaces, sprinkler systems and related facilities
- Principles of leadership, training, and performance evaluation
- Oral and written communication skills
- Public speaking techniques

ABILITY TO:

- Plan, organize, control and direct the District's facilities, maintenance, and operations projects for school buildings, grounds, and equipment for maximum efficiency and cost effectiveness
- Plan, organize, direct and coordinate the work of management, professional, and trades personnel
- Manage and coordinate the District's construction program
- Direct the work of supervisory and office personnel
- Prepare and administer large and complex budgets
- Estimate cost of construction, landscaping and maintenance projects
- Allocate limited resources in a cost-effective manner
- Develop and implement comprehensive cleaning, grounds and maintenance projects
- Analyze work methods, schedules, equipment and staffing levels to increase division efficiency
- Train and evaluate the performance of assigned staff
- Communicate effectively both orally and in writing
- Interpret, apply, and explain rules, regulations, policies, and procedures

- Prepare clear and concise plans, proposals, and reports
- Interpret statistics, trends, and forecasts
- Read, understand, and interpret drawings, plans, blueprints, and specifications for building and grounds projects
- Establish and maintain cooperative and effective working relationships with others

MINIMUM QUALIFICATIONS

EDUCATION:

A Bachelor's Degree from an accredited college or university.

EXPERIENCE:

Six (6) years of increasingly responsible experience in building operations or maintenance, construction project management, or facility planning, including two (2) years of successful experience in a supervisory capacity.

PREFERRED QUALIFICATIONS

EDUCATION:

A Bachelor's Degree with major course work in construction management, engineering, architecture, business administration, or a related field.

WORKING CONDITIONS:

ENVIRONMENT:

Work is performed indoors and outdoors at construction sites; subject to driving a vehicle to conduct work; subject to fumes, dust, odors and noise.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations; dexterity of hands and fingers to operate a computer keyboard; seeing to inspect facilities; climbing ladders to inspect roofs; sitting, standing, or walking for extended periods of time.

HAZARDS:

Exposure to chemical fumes; working at heights; working around machinery having moving parts.

IV. Discussion Items:

V. Information Items:

Advanced Step Placement Fiscal Impact Report

PC Meeting Approval Date	Position	MO	HR	Salary Range	Adv Step	Step A Monthly Rate	Step A Hourly Rate	Adv Step Monthly Rate	Adv Step Hourly Rate	Annual Cost at Step 1	Annual Cost at Adv Step	Amount change by Hour	Amount change by Month	Annual Fiscal Impact
2011-2012														
7/12/2011	Elem Library Coor	10	7	26	B	\$2,581	\$14.89	\$2,710	\$15.63	22,584	23,713	\$0.74	\$112.88	\$1,129
8/9/2011	IA-Specialized	10	6	26	F	\$2,581	\$14.89	\$3,294	\$19.00	19,358	24,705	\$4.11	\$534.75	\$5,348
8/9/2011	Licensed Vocational Nurse	10	8	34	E	\$3,137	\$18.10	\$3,813	\$22.00	31,370	38,130	\$3.90	\$676.00	\$6,760
10/11/2011	Electrician	12	8	37	F	\$3,374	\$19.47	\$4,306	\$24.84	40,488	51,672	\$5.38	\$932.00	\$11,184
10/11/2011	IA-Specialized	10	6	26	F	\$2,581	\$14.89	\$3,294	\$19.00	19,358	24,705	\$4.11	\$534.75	\$5,348
12/13/2011	Fiscal Supv-CDS	12	8	M41	B	\$4,462	\$25.74	\$4,685	\$27.03	53,544	56,220	\$1.29	\$223.00	\$2,676
12/13/2011	Accounting Asst II	12	4	26	F	\$2,581	\$14.89	\$3,294	\$19.00	15,486	19,764	\$4.11	\$356.50	\$4,278
1/10/2012	IA-Specialized	10	6	26	F	\$2,581	\$14.89	\$3,294	\$19.00	19,358	24,705	\$4.11	\$534.75	\$5,348
1/10/2012	IA-SE	10	6	20	F	\$2,229	\$12.86	\$2,845	\$16.41	16,718	21,338	\$3.55	\$462.00	\$4,620
1/10/2012	IA-Specialized	10	6	26	F	\$2,581	\$14.89	\$3,294	\$19.00	19,358	24,705	\$4.11	\$534.75	\$5,348
3/13/2012	Health Off Spec	10	3.5	25	D	\$2,518	\$14.53	\$2,914	\$16.81	11,016	12,749	\$2.28	\$173.25	\$1,733
3/13/2012	IA-Music	10	3	20	F	\$2,229	\$12.86	\$2,845	\$16.41	8,359	10,669	\$3.55	\$231.00	\$2,310
3/13/2012	Reprographics Operator	12	8	23	F	\$2,398	\$13.83	\$3,060	\$17.65	28,776	36,720	\$3.82	\$662.00	\$7,944
3/13/2012	Physical Therapist	11	8	61	D	\$6,059	\$34.96	\$7,014	\$40.46	66,649	77,154	\$5.51	\$955.00	\$10,505
3/13/2012	IA-SE	10	5	20	F	\$2,229	\$12.86	\$2,845	\$16.41	13,931	17,781	\$3.55	\$385.00	\$3,850
3/13/2012	Health Off Spec	10	3.5	25	D	\$2,518	\$14.53	\$2,914	\$16.81	11,016	12,749	\$2.28	\$173.25	\$1,733
3/13/2012	IA-SE	10	6	20	F	\$2,229	\$12.86	\$2,845	\$16.41	16,718	21,338	\$3.55	\$462.00	\$4,620
3/13/2012	IA-Classroom	10	2	18	F	\$2,167	\$12.50	\$2,710	\$15.63	5,418	6,775	\$3.13	\$135.75	\$1,358
3/13/2012	Health Off Spec	10	3.5	25	D	\$2,518	\$14.53	\$2,914	\$16.81	11,016	12,749	\$2.28	\$173.25	\$1,733
3/13/2012	Health Off Spec	10	3.5	25	B	\$2,518	\$14.53	\$2,914	\$16.81	11,016	12,749	\$2.28	\$173.25	\$1,733
4/17/2012	Admin Asst	12	8	29	B	\$2,776	\$16.02	\$2,914	\$16.81	33,312	34,968	\$0.80	\$138.00	\$1,656
4/17/2012	IA-Specialized	10	6	26	F	\$2,581	\$14.89	\$3,294	\$19.00	19,358	24,705	\$4.11	\$534.75	\$5,348
5/8/2012	IA-PE	10	6	20	F	\$2,229	\$12.86	\$2,845	\$16.41	16,718	21,338	\$3.55	\$462.00	\$4,620
5/8/2012	IA-SE	10	6	20	F	\$2,229	\$12.86	\$2,845	\$16.41	16,718	21,338	\$3.55	\$462.00	\$4,620
5/8/2012	IA-Classroom	10	3	18	B	\$2,167	\$12.50	\$2,229	\$12.86	8,126	8,359	\$0.36	\$23.25	\$233
5/8/2012	IA-SE	10	6	20	F	\$2,229	\$12.86	\$2,845	\$16.41	16,718	21,338	\$3.55	\$462.00	\$4,620
5/8/2012	IA-SE	10	4	20	F	\$2,229	\$12.86	\$2,845	\$16.41	11,145	14,225	\$3.55	\$308.00	\$3,080
2011-2012 TOTAL														\$113,729

Advanced Step Placement Fiscal Impact Report

PC Meeting Approval Date	Position	MO	HR	Salary Range	Adv Step	Step A Monthly Rate	Step A Hourly Rate	Adv Step Monthly Rate	Adv Step Hourly Rate	Annual Cost at Step 1	Annual Cost at Adv Step	Amount change by Hour	Amount change by Month	Annual Fiscal Impact
2012-2013														
7/11/2012	Senior Buyer	12	8	41	F	\$3,720	\$21.46	\$4,747	\$27.39	44,640	56,964	\$5.92	\$1,027.00	\$12,324
7/11/2012	Fiscal Svcs Supv	12	8	M41	D	\$4,462	\$25.74	\$5,165	\$29.80	53,544	61,980	\$4.06	\$703.00	\$8,436
8/14/2012	Elem Library Coord	10	7	26	B	\$2,581	\$14.89	\$2,710	\$15.63	22,584	23,713	\$0.74	\$112.88	\$1,129
8/14/2012	HVAC Mechanic	12	8	37	C	\$3,374	\$19.47	\$3,720	\$21.46	40,488	44,640	\$2.00	\$346.00	\$4,152
8/14/2012	IA-Specialized	10	6	26	F	\$2,581	\$14.89	\$3,294	\$19.00	19,358	24,705	\$4.11	\$534.75	\$5,348
8/23/2012	IA-Dev Hlth	10	8	23	F	\$2,398	\$13.83	\$3,060	\$17.65	23,980	30,600	\$3.82	\$662.00	\$6,620
9/11/2012	IA-Dev Hlth	10	5	23	F	\$2,398	\$13.83	\$3,060	\$17.65	14,988	19,125	\$3.82	\$413.75	\$4,138
9/11/2012	Accountant	12	8	41	C	\$3,720	\$21.46	\$4,101	\$23.66	44,640	49,212	\$2.20	\$381.00	\$4,572
10/10/2012	IA-Specialized	10	6	26	F	\$2,581	\$14.89	\$3,294	\$19.00	19,358	24,705	\$4.11	\$534.75	\$5,348
10/10/2012	Specialist	10	5	26	F	\$2,581	\$14.89	\$3,294	\$19.00	16,131	20,588	\$4.11	\$445.63	\$4,456
10/10/2012	Clerk	10	7	26	B	\$2,581	\$14.89	\$2,710	\$15.63	22,584	23,713	\$0.74	\$112.88	\$1,129
11/13/2012	IA-Specialized	10	6	26	F	\$2,581	\$14.89	\$3,294	\$19.00	19,358	24,705	\$4.11	\$534.75	\$5,348
11/13/2012	IA-Specialized	10	6	26	F	\$2,581	\$14.89	\$3,294	\$19.00	19,358	24,705	\$4.11	\$534.75	\$5,348
1/15/2013	IA-PE	10	6	20	F	\$2,229	\$12.86	\$2,845	\$16.41	16,718	21,338	\$3.55	\$462.00	\$4,620
1/15/2013	IA-SE	10	6	20	F	\$2,229	\$12.86	\$2,845	\$16.41	16,718	21,338	\$3.55	\$462.00	\$4,620
1/15/2013	IA-Specialized	10	6	26	F	\$2,581	\$14.89	\$3,294	\$19.00	19,358	24,705	\$4.11	\$534.75	\$5,348
1/15/2013	IA-Specialized	10	6	26	F	\$2,581	\$14.89	\$3,294	\$19.00	19,358	24,705	\$4.11	\$534.75	\$5,348
1/15/2013	IA-Specialized	10	6	26	C	\$2,581	\$14.89	\$2,845	\$16.41	19,358	21,338	\$1.52	\$198.00	\$1,980
2/12/2013	Bus Driver	9.5	7	28	E	\$2,710	\$15.63	\$3,294	\$19.00	22,527	27,381	\$3.37	\$511.00	\$4,855
2/12/2013	Gardener	12	3	24	F	\$2,458	\$14.18	\$3,137	\$18.10	11,061	14,117	\$3.92	\$254.63	\$3,056
2/12/2013	Dir Class Pers	12	8	M64	C	\$7,874	\$45.43	\$8,682	\$50.09	94,488	104,184	\$4.66	\$808.00	\$9,696
3/12/2013	IA-Classroom	10	3	18	D	\$2,167	\$12.50	\$2,458	\$14.18	8,126	9,218	\$1.68	\$109.13	\$1,091
3/12/2013	IA-Specialized	10	6	26	F	\$2,581	\$14.89	\$3,294	\$19.00	19,358	24,705	\$4.11	\$534.75	\$5,348
4/9/2013	HR Analyst	12	8	M46	C	\$5,048	\$29.12	\$5,565	\$32.11	60,576	66,780	\$2.98	\$517.00	\$6,204
5/14/2013	Sprinkler Repair Technician	12	8	33	F	\$3,060	\$17.65	\$3,906	\$22.53	36,720	46,872	\$4.88	\$846.00	\$10,152
5/14/2013	IA-SE	10	6	20	F	\$2,229	\$12.86	\$2,845	\$16.41	16,718	21,338	\$3.55	\$462.00	\$4,620
5/14/2013	Administrative Assistant	12	8	29	C	\$2,776	\$16.02	\$3,060	\$17.65	33,312	36,720	\$1.64	\$284.00	\$3,408
6/4/2013	Custodian	12	8	22	F	\$2,341	\$13.51	\$2,987	\$17.23	28,092	35,844	\$3.73	\$646.00	\$7,752
2012-2013 TOTAL														\$146,441

Advanced Step Placement Fiscal Impact Report

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Advanced Step Placement Fiscal Impact Report

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

Advanced Step Placement Fiscal Impact Report

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

Advanced Step Placement Fiscal Impact Report

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

Advanced Step Placement Fiscal Impact Report

PC Meeting Approval Date	Position	MO	HR	Salary Range	Adv Step	Step A Monthly Rate	Step A Hourly Rate	Adv Step Monthly Rate	Adv Step Hourly Rate	Annual Cost at Step 1	Annual Cost at Adv Step	Amount change by Hour	Amount change by Month	Annual Fiscal Impact
2014-2015														
5/12/2015	Paraeducator 3	10	6	26	D	\$2,684	\$15.48	\$3,106	\$17.92	20,130	23,295	\$2.43	\$316.50	\$3,165
5/12/2015	Administrative Assistant	12	8	29	B	\$2,887	\$16.66	\$3,031	\$17.49	34,644	36,372	\$0.83	\$144.00	\$1,728
6/9/2015	Pareducator-1	10	6	20	C	\$2,318	\$13.37	\$2,556	\$14.75	17,385	19,170	\$1.37	\$178.50	\$1,785
6/9/2015	IA-Music	10	2.5	20	D	\$2,318	\$13.37	\$2,684	\$15.48	7,244	8,388	\$2.11	\$114.38	\$1,144
6/9/2015	Swimming Instructor/Lifeguard	12	5	21	B	\$2,375	\$13.70	\$2,494	\$14.39	17,813	18,705	\$0.69	\$74.38	\$892
6/9/2015	Pareducator-1	10	6	20	C	\$2,318	\$13.37	\$2,556	\$14.75	17,385	19,170	\$1.37	\$178.50	\$1,785
6/9/2015	Senior Technology Support Assistant	12	8	43	F	\$4,702	\$27.13	\$5,184	\$29.91	56,424	62,208	\$2.78	\$482.00	\$5,784
2014-2015 TOTAL:														\$232,516
2015-2016														
7/14/2015	Student Outreach Specialist	10	8	44	D	\$4,163	\$24.02	\$4,819	\$27.80	41,630	48,190	\$3.78	\$656.00	\$6,560
7/14/2015	IA-Classroom	10	3	18	C	\$2,326	\$13.42	\$2,443	\$14.09	8,723	9,161	\$0.67	\$43.88	\$439
8/11/2015	Director of Food Services	12	8	M55	D	\$6,558	\$37.83	\$7,591	\$43.79	78,696	91,092	\$5.96	\$1,033.00	\$12,396
8/11/2015	Director of Classified Personnel	12	8	M64	C	\$8,189	\$47.24	\$9,029	\$52.09	98,268	108,348	\$4.85	\$840.00	\$10,080
2015-2016 TOTAL														\$29,475
CUMULATIVE 1-YEAR TOTAL (FROM 7/1/14)														\$261,991
CUMULATIVE 2-YEAR TOTAL (FROM 7/1/13)														\$300,231
CUMULATIVE 3-YEAR TOTAL (FROM 7/1/12)														\$446,672
CUMULATIVE 4-YEAR TOTAL (FROM 7/1/11)														\$560,402

Open Requisitions (as of 8/7/2015)

Req Number	Req Title	Department	Position Type	FTE%	Date From HR
15-146	ADMINISTRATIVE ASSISTANT	EDUCATIONAL SERVICES	New	100	2/18/15
15-185	ADMINISTRATIVE ASSISTANT	MCKINLEY ELEMENTARY SCHOOL	Vac	100	5/22/15
16-011	BILINGUAL COMMUNITY LIAISON (SPANISH)	CHILD DEVELOPMENT SERVICES	Vac	50	7/10/15
16-015	BILINGUAL COMMUNITY LIAISON (SPANISH)	STUDENT SERVICES	New	37.5	7/15/15
15-191	CAFETERIA WORKER II	JOHN MUIR ELEMENTARY SCHOOL	Vac	75	5/28/15
15-192	CAFETERIA WORKER II	SANTA MONICA HIGH SCHOOL	Vac	56.25	5/28/15
16-026	CAMPUS SECURITY OFFICER	SANTA MONICA HIGH SCHOOL	New	50	8/5/15
16-027	CAMPUS SECURITY OFFICER	SANTA MONICA HIGH SCHOOL	New	50	8/5/15
15-142	CHILDREN'S CENTER ASSISTANT-1	JOHN MUIR ELEMENTARY SCHOOL	Vac	43.75	2/13/15
15-164	CHILDREN'S CENTER ASSISTANT-1	CHILD DEVELOPMENT SERVICES	Vac	43.75	4/14/15
16-024	CHILDREN'S CENTER ASSISTANT-2	ROOSEVELT ELEMENTARY SCHOOL	Vac	43.75	7/29/15
14-181	CHILDREN'S CENTER ASSISTANT-3	CHILD DEVELOPMENT SERVICES	Vac	43.75	5/27/14
15-044	CHILDREN'S CENTER ASSISTANT-3	MCKINLEY PRESCHOOL	Vac	43.75	8/22/14
15-046	CHILDREN'S CENTER ASSISTANT-3	CHILD DEVELOPMENT SERVICES	Vac	43.75	8/22/14
16-020	CHILDREN'S CENTER ASSISTANT-3	CDS-PINE STREET	Vac	43.75	7/29/15

Req Number	Req Title	Department	Position Type	FTE%	Date From HR
16-021	CHILDREN'S CENTER ASSISTANT-3	CDS-WEST WASHINGTON	Vac	43.75	7/29/15
16-022	CHILDREN'S CENTER ASSISTANT-3	CDS-WEST WASHINGTON	Vac	43.75	7/29/15
16-023	CHILDREN'S CENTER ASSISTANT-3	WILL ROGERS LEARNING ACADEMY	Vac	43.75	7/29/15
16-028	CONSTRUCTION SUPERVISOR	FACILITIES MAINTENANCE	New	100	8/6/15
16-001	CUSTODIAN	M & O (Maintenance & Operations)	New	62.5	7/6/15
16-002	CUSTODIAN	M & O (Maintenance & Operations)	New	62.5	7/6/15
16-003	CUSTODIAN	M & O (Maintenance & Operations)	New	62.5	7/6/15
16-004	CUSTODIAN	M & O (Maintenance & Operations)	New	100	7/6/15
16-005	CUSTODIAN	M & O (Maintenance & Operations)	New	100	7/6/15
16-013	CUSTODIAN	CHILD DEVELOPMENT SERVICES	New	100	7/10/15
16-029	CUSTODIAN	LINCOLN MIDDLE SCHOOL	Vac	100	8/6/15
16-030	CUSTODIAN	MALIBU HIGH SCHOOL	Vac	100	8/6/15
15-186	ELEMENTARY LIBRARY COORDINATOR	MCKINLEY ELEMENTARY SCHOOL	Vac	87.5	5/22/15
16-014	FISCAL SERVICES SUPERVISOR	FISCAL SERVICES	Vac	100	7/13/15

Req Number	Req Title	Department	Position Type	FTE%	Date From HR
15-208	HVAC MECHANIC	FACILITIES MAINTENANCE	Vac	100	6/18/15
15-200	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	EDISON LANGUAGE ACADEMY	Vac	43.75	6/3/15
15-176	INSTRUCTIONAL ASSISTANT-CLASSROOM	MCKINLEY ELEMENTARY SCHOOL	Vac	37.5	5/15/15
15-195	INSTRUCTIONAL ASSISTANT-CLASSROOM	MCKINLEY ELEMENTARY SCHOOL	Vac	37.5	5/28/15
15-204	INSTRUCTIONAL ASSISTANT-CLASSROOM	WILL ROGERS LEARNING ACADEMY	Vac	37.5	6/4/15
15-209	INSTRUCTIONAL ASSISTANT-CLASSROOM	MCKINLEY ELEMENTARY SCHOOL	Vac	25	6/18/15
16-025	INSTRUCTIONAL ASSISTANT-CLASSROOM	WEBSTER ELEMENTARY SCHOOL	New	18.75	7/28/15
16-007	LEAD VEHICLE AND EQUIPMENT MECHANIC	TRANSPORTATION	Vac	100	7/13/15
15-177	PARAEDUCATOR-1	MCKINLEY ELEMENTARY SCHOOL	Vac	56.25	5/14/15
15-182	PARAEDUCATOR-1	MALIBU HIGH SCHOOL	Vac	75	5/15/15
15-183	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	75	5/15/15
15-214	PARAEDUCATOR-1	MCKINLEY ELEMENTARY SCHOOL	New	62.5	6/24/15
15-215	PARAEDUCATOR-1	MCKINLEY ELEMENTARY SCHOOL	New	62.5	6/24/15
15-216	PARAEDUCATOR-1	LINCOLN CHILD DEVELOPMENT CENTER	New	50	6/24/15

Req Number	Req Title	Department	Position Type	FTE%	Date From HR
15-218	PARAEDUCATOR-1	LINCOLN MIDDLE SCHOOL	New	75	6/24/15
16-016	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	New	82.5	7/15/15
15-219	PARAEDUCATOR-2	SPECIAL EDUCATION	New	62.5	6/24/15
15-222	PARAEDUCATOR-3	SPECIAL EDUCATION	New	75	6/24/15
15-223	PARAEDUCATOR-3	SPECIAL EDUCATION	New	75	6/24/15
15-225	PARAEDUCATOR-3	SPECIAL EDUCATION	Vac	75	6/22/15
15-226	PARAEDUCATOR-3	SPECIAL EDUCATION	New	75	6/22/15
15-212	PHYSICAL ACTIVITIES SPECIALIST	CABRILLO ELEMENTARY SCHOOL	Vac	75	6/18/15
16-018	SENIOR OFFICE SPECIALIST	WEBSTER ELEMENTARY SCHOOL	Vac	50	7/20/15
15-169	TECHNOLOGY SUPPORT ASSISTANT	INFORMATION SERVICES	New	100	4/28/15
15-170	TECHNOLOGY SUPPORT ASSISTANT	INFORMATION SERVICES	New	100	4/28/15

Filled Requisitions (7/1/2015 – 7/31/2015)

Req Number	Req Title	Department	Date of Accepted Job Offer
16-012	CAFETERIA WORKER I	LINCOLN MIDDLE SCHOOL	7/24/15
16-017	CAFETERIA WORKER I	LINCOLN MIDDLE SCHOOL	7/24/15
15-193	DIRECTOR-CLASSIFIED PERSONNEL	PERSONNEL COMMISSION	7/22/15
15-194	DIRECTOR-FOOD SERVICES	FOOD & NUTRITION SERVICES	7/28/15
16-006	GARDENER	GROUNDS MAINTENANCE	7/30/15
15-201	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL	7/7/15
15-202	INSTRUCTIONAL ASSISTANT-CLASSROOM	JOHN MUIR ELEMENTARY SCHOOL	7/1/15
15-205	INSTRUCTIONAL ASSISTANT-CLASSROOM	ROOSEVELT ELEMENTARY SCHOOL	7/7/15
16-008	INSTRUCTIONAL ASSISTANT-MUSIC	JOHN ADAMS MIDDLE SCHOOL	7/16/15
16-009	INSTRUCTIONAL ASSISTANT-PHYSICAL EDUCATION	SANTA MONICA HIGH SCHOOL	7/17/15
16-010	INSTRUCTIONAL ASSISTANT-PHYSICAL EDUCATION	SANTA MONICA HIGH SCHOOL	7/7/15
15-210	LIBRARY ASSISTANT II	MALIBU HIGH SCHOOL	7/2/15
15-196	OCCUPATIONAL THERAPIST	SPECIAL EDUCATION	7/23/15
16-019	OCCUPATIONAL THERAPIST	SPECIAL EDUCATION	7/28/15
15-217	PARAEDUCATOR-1	GRANT ELEMENTARY SCHOOL	7/6/15
15-220	PARAEDUCATOR-2	SPECIAL EDUCATION	7/9/15

15-221	PARAEDUCATOR-3	SPECIAL EDUCATION	7/6/15
15-224	PARAEDUCATOR-3	SPECIAL EDUCATION	7/1/15
15-211	PHYSICAL ACTIVITIES SPECIALIST	JOHN MUIR ELEMENTARY SCHOOL	7/10/15
15-197	SENIOR OFFICE SPECIALIST	LINCOLN MIDDLE SCHOOL	7/7/15
15-198	SENIOR OFFICE SPECIALIST	WILL ROGERS LEARNING ACADEMY	7/20/15

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

ACTION/CONSENT
 07/15/15

RECOMMENDATION NO. A.26

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

NEW HIRES

Carrillo, Ruben
 Operations
 Custodian
 2.4 Hrs/12 Mo/Range: 22 Step: A

EFFECTIVE DATE
 6/27/15

SUMMER ASSIGNMENTS

Alaniz, Federico
 Food and Nutrition Services

Stock and Delivery Clerk
 4.5 Hrs/Day

EFFECTIVE DATE
 6/8/15-7/17/15

Alaniz, Federico
 Purchasing

Stock and Delivery Clerk
 4 Hrs/Week

6/22/15-8/5/15

Aldana, Monica
 Health Services

Health Office Specialist
 Not to exceed: 31.5 Hrs

6/15/15-8/14/15

Alvarado, Nivia
 Educational Services

Bilingual Community Liaison
 Not to exceed: 10 Hrs

6/15/15-6/30/15

Amaya, Janene
 Child Development Services

Children's Center Assistant 2
 8 Hrs/Day

6/8/15-8/17/15

Anderson, Amanda
 Special Education

Paraeducator 1
 3 Hrs/Day

6/15/15-7/10/15

Arangoa, Isabel
 Operations

Custodian
 5 Hrs/Day

6/8/15-8/14/15

Ascencio, Miguel
 Special Education

Paraeducator 1
 4 Hrs/Day

6/15/15-7/10/15

Ausmus, Juley
 Child Development Services

Children's Center Assistant 2
 8 Hrs/Day

6/8/15-8/17/15

Bakhyt, Peter
 Operations

Custodian
 5 Hrs/Day

6/8/15-8/14/15

Bazouzi-Palmer, Roula
 Special Education

Paraeducator 1
 6 Hrs/Day

6/15/15-7/10/15

Berman, Terri
 Educational Services

Instructional Assistant - Classroom
 6 Hrs/Day

6/11/15

Berman, Terri
 Educational Services

Instructional Assistant - Classroom
 6 Hrs/Day

6/12/15

Berman, Terri
 Franklin ES

Instructional Assistant - Classroom
 3.75 Hrs/Day

6/15/15-7/10/15

Billoti, Scott Special Education	Paraeducator 1 4 Hrs/Day	6/15/15-7/10/15
Blair, Amanda Educational Services	Instructional Assistant - Classroom 6 Hrs/Day	6/11/15
Blair, Amanda Educational Services	Instructional Assistant - Classroom 6 Hrs/Day	6/12/15
Blair, Amanda Franklin ES	Instructional Assistant - Classroom 3.75 Hrs/Day	6/15/15-7/10/15
Bosque, Gloria Special Education	Paraeducator 3 As Needed	6/15/15-7/10/15
Bourne, Kaila Special Education	Paraeducator 3 4 Hrs/Day	6/29/15-6/30/15
Boyer, Liliana Educational Services	Instructional Assistant - Classroom 6 Hrs/Day	6/11/15
Boyer, Liliana Educational Services	Instructional Assistant - Classroom 6 Hrs/Day	6/12/15
Boyer, Liliana Rogers ES	Instructional Assistant - Classroom 3.75 Hrs/Day	6/15/15-7/10/15
Brackett, Kimberly Child Development Services	Children's Center Assistant 2 8 Hrs/Day	6/8/15-8/17/15
Brewer, Ariana Special Education	Paraeducator 1 3 Hrs/Day	6/15/15-7/10/15
Brigham, Dolores Child Development Services	Children's Center Assistant 2 8 Hrs/Day	6/8/15-8/17/15
Brito, Maria Child Development Services	Children's Center Assistant 2 8 Hrs/Day	6/8/15-8/17/15
Brito, Salvador Transportation	Bus Driver 5.75 Hrs/Day	6/15/15-7/10/15
Brown, Lincoln Child Development Services	Children's Center Assistant 2 8 Hrs/Day	6/8/15-8/17/15
Brynjegard, Peter Child Development Services	Children's Center Assistant 2 8 Hrs/Day	6/8/15-8/17/15
Buendia, Carolina Special Education	Paraeducator 1 4 Hrs/Day	6/15/15-7/10/15
Burnham, Roxanne Special Education	Paraeducator 1 3 Hrs/Day	6/15/15-7/10/15
Burns, Robert Operations	Custodian 5 Hrs/Day	6/8/15-8/14/15
Burrell, Catherine Child Development Services	Swimming Instructor-Lifeguard 16 Hrs/Week	6/8/15-8/12/15

Burrell, Catherine Facility Use	Swimming Instructor-Lifeguard 12 Hrs/Week	6/8/15-8/16/15
Calderon, Bianca Facility Use	Swimming Instructor-Lifeguard 7.5 Hrs/Week	6/8/15-8/16/15
Campos, Mercedes Child Development Services	Children's Center Assistant 2 8 Hrs/Day	6/8/15-8/17/15
Capitano, Angela Special Education	Paraeducator 1 4 Hrs/Day	6/15/15-7/10/15
Carbajal, Patricia Child Development Services	Children's Center Assistant 2 8 Hrs/Day	6/8/15-8/17/15
Carrillo, Steven Transportation	Bus Driver 6.25 Hrs/Day	6/15/15-7/10/15
Castaneda, Laura Special Education	Paraeducator 3 4 Hrs/Day	6/29/15-6/30/15
Cisneros, Yolanda Food and Nutrition Services	Cafeteria Worker II 3 Hrs/Day	6/15/15-7/10/15
Clifford, Kari Special Education	Paraeducator 2 3 Hrs/Day	6/15/15-7/10/15
Cojan, Carmen Food and Nutrition Services	Cafeteria Worker II 3 Hrs/Day	6/15/15-7/10/15
Cole, Raven Child Development Services	Children's Center Assistant 3 8 Hrs/Day	6/8/15-8/17/15
Collins, Barry Operations	Custodian 5 Hrs/Day	6/8/15-8/14/15
Colula, Anilu Special Education	Paraeducator 1 As Needed	6/15/15-7/10/15
Cooper, Raymond Santa Monica HS	Campus Security Officer 5 Hrs/Day	6/15/15-7/17/15
Cornejo, Natalie Operations	Custodian 5 Hrs/Day	6/22/15-8/14/15
Cortez, Griselda Child Development Services	Children's Center Assistant 2 8 Hrs/Day	6/8/15-8/17/15
Crawford, Cynthia Educational Services	Custodian 8 Hrs/Day	6/15/15-7/17/15
Crockett, Della Child Development Services	Children's Center Assistant 2 8 Hrs/Day	6/8/15-8/17/15
Cruz, Carmen Child Development Services	Children's Center Assistant 2 8 Hrs/Day	6/8/15-8/17/15
Cueva, Sandra Child Development Services	Children's Center Assistant 2 8 Hrs/Day	6/8/15-8/17/15

Custodio, Thelma Special Education	Paraeducator 1 4 Hrs/Day	6/15/15-7/17/15
Davis, Kenrick Transportation	Bus Driver 6.25 Hrs/Day	6/11/15-6/12/15
Davis, Kenrick Transportation	Bus Driver 6.25 Hrs/Day	6/15/15-7/10/15
Davis, Lenora Transportation	Bus Driver 6.5 Hrs/Day	6/11/15-6/12/15
Davis, Lenora Transportation	Bus Driver 6.5 Hrs/Day	6/15/15-7/10/15
Delgado, Eduardo Special Education	Paraeducator 1 4 Hrs/Day	6/15/15-7/10/15
Do, Thu Hong Special Education	Paraeducator 1 4 Hrs/Day	6/15/15-7/10/15
Doty, Joel Special Education	Paraeducator 1 3 Hrs/Day	6/15/15-7/10/15
Durst, Peggy Special Education	Paraeducator 1 4 Hrs/Day	6/15/15-7/10/15
Elie, Latrice Transportation	Bus Driver 7 Hrs/Day	6/15/15-7/10/15
Elie-Turner, Banita Transportation	Bus Driver 5.25 Hrs/Day	6/15/15-7/10/15
Elliott, Eugene Special Education	Paraeducator 1 4 Hrs/Day	6/15/15-7/10/15
Fernandez, Angelica Child Development Services	Children's Center Assistant 2 8 Hrs/Day	6/8/15-8/17/15
Fink, Conor Special Education	Paraeducator 1 3 Hrs/Day	6/15/15-7/10/15
Flores, Ardis Special Education	Paraeducator 1 4 Hrs/Day	6/15/15-7/10/15
Friedenberg, Mindy Special Education	Paraeducator 1 4 Hrs/Day	6/15/15-7/10/15
Garcia, Mayra Special Education	Paraeducator 1 4 Hrs/Day	6/15/15-7/10/15
Garcia, Sara Child Development Services	Children's Center Assistant 3 8 Hrs/Day	6/8/15-8/17/15
Gauntt, Deborah Transportation	Bus Driver 6 Hrs/Day	6/15/15-7/10/15
Gergis, Sohair Special Education	Paraeducator 1 4 Hrs/Day	6/15/15-7/10/15

Gheewala, Nasreen Child Development Services	Children's Center Assistant 2 8 Hrs/Day	6/8/15-8/17/15
Godinez, Lorena Child Development Services	Children's Center Assistant 2 8 Hrs/Day	6/8/15-8/17/15
Gomez, Jose Operations	Custodian 5 Hrs/Day	6/8/15-8/14/15
Gomez, Leonor Facility Use	Custodian 8 Hrs/Day	6/16/15-7/17/15
Gomez, Monica Child Development Services	Children's Center Assistant 2 8 Hrs/Day	6/8/15-8/17/15
Gonzalez, Andrea Child Development Services	Children's Center Assistant 2 8 Hrs/Day	6/8/15-8/17/15
Gonzalez, Jessica Child Development Services	Children's Center Assistant 2 8 Hrs/Day	6/8/15-8/17/15
Gould, Travis Special Education	Paraeducator 1 4 Hrs/Day	6/15/15-7/10/15
Granadino, Frank Transportation	Bus Driver 6 Hrs/Day	6/15/15-7/10/15
Grantham, Maralee Olympic HS	Instructional Assistant - Classroom 4 Hrs/Day	6/15/15-7/17/15
Green, Shanna Child Development Services	Children's Center Assistant 2 8 Hrs/Day	6/8/15-8/17/15
Griffis, Crystal Special Education	Paraeducator 1 4 Hrs/Day	6/15/15-7/10/15
Griffis, Denise Food and Nutrition Services	Cafeteria Worker I 3.5 Hrs/Day	6/8/15-7/17/15
Guberman, Jesse Operations	Custodian 5 Hrs/Day	6/8/15-8/14/15
Gutierrez, Corina Child Development Services	Children's Center Assistant 2 8 Hrs/Day	6/8/15-8/17/15
Gutierrez, Martha Educational Services	Senior Office Specialist 5 Hrs/Day	6/12/15-7/13/15
Gutierrez, Yoly Edison ES	Bilingual Community Liaison Not to exceed: 20 Hrs	6/11/15-8/12/15
Hampton, Kizzie Child Development Services	Children's Center Assistant 2 8 Hrs/Day	6/8/15-8/17/15
Hansberry, Felicia Special Education	Paraeducator 1 4 Hrs/Day	6/17/15-7/10/15
Hansberry, Felicia Special Education	Paraeducator 1 As Needed	6/15/15-7/10/15

Haro, Irma Child Development Services	Children's Center Assistant 2 8 Hrs/Day	6/8/15-8/17/15
Harris, Alexandra Child Development Services	Children's Center Assistant 2 8 Hrs/Day	6/8/15-8/17/15
Hendricks, David Transportation	Bus Driver 5 Hrs/Day	6/15/15-8/12/15
Hernandez, Christopher Educational Services	Instructional Assistant - Classroom 6 Hrs/Day	6/11/15
Hernandez, Christopher Educational Services	Instructional Assistant - Classroom 6 Hrs/Day	6/12/15
Hernandez, Christopher Rogers ES	Instructional Assistant - Classroom 3.75 Hrs/Day	6/15/15-7/10/15
Hernandez, Maira Child Development Services	Children's Center Assistant 2 8 Hrs/Day	6/8/15-8/17/15
Hernandez, Rita Child Development Services	Children's Center Assistant 2 8 Hrs/Day	6/8/15-8/17/15
Hernandez, Steven Special Education	Paraeducator 1 4 Hrs/Day	6/15/15-7/10/15
Hill, Erin Educational Services	Instructional Assistant - Classroom 3 Hrs/Day	6/12/15
Hill, Erin Lincoln MS	Instructional Assistant - Classroom 3.5 Hrs/Day	6/15/15-7/10/15
Hills, Kevin Operations	Custodian 5 Hrs/Day	6/8/15-8/14/15
Hobkirk, Christina Special Education	Paraeducator 1 As Needed	6/15/15-7/10/15
Hobkirk, Christina Special Education	Paraeducator 2 As Needed	6/15/15-7/10/15
Holsome, Dorothy Food and Nutrition Services	Cafeteria Worker I 2 Hrs/Day	6/15/15-7/10/15
Honore, Crystal Operations	Custodian 5 Hrs/Day	6/22/15-8/14/15
Hoorizadeh, Shayesteh Child Development Services	Children's Center Assistant 2 8 Hrs/Day	6/8/15-8/17/15
Hunter-Sallustio, Dominique Child Development Services	Children's Center Assistant 2 8 Hrs/Day	6/8/15-8/17/15
Islas, Gloria Operations	Custodian 5 Hrs/Day	6/8/15-8/14/15
Islas, Haydee Child Development Services	Children's Center Assistant 2 8 Hrs/Day	6/8/15-8/17/15

Jackson, Latasha Special Education	Paraeducator 2 4 Hrs/Day	6/15/15-7/10/15
Jackson, Sheralynn Special Education	Paraeducator 1 4 Hrs/Day	6/15/15-7/10/15
Jenson, Diane Special Education	Paraeducator 1 As Needed	6/15/15-7/10/15
Jimenez, Maria Child Development Services	Children's Center Assistant 2 8 Hrs/Day	6/8/15-8/17/15
Jimenez, Oswaldo Special Education	Paraeducator 1 4 Hrs/Day	6/15/15-7/10/15
Johnson, Mayra Child Development Services	Children's Center Assistant 2 8 Hrs/Day	6/8/15-8/17/15
Johnson, Mayra Child Development Services	Children's Center Assistant 2 Not to exceed: 400 Hrs	6/8/15-8/17/15
Johnson, Lore Child Development Services	Children's Center Assistant 2 8 Hrs/Day	6/8/15-8/17/15
Kahaleuahi, Joan Special Education	Paraeducator 1 4 Hrs/Day	6/15/15-7/10/15
Karian-Karaghossian, Natale Educational Services	Instructional Assistant - Classroom 6 Hrs/Day	6/11/15
Karian-Karaghossian, Natale Educational Services	Instructional Assistant - Classroom 6 Hrs/Day	6/12/15
Karian-Karaghossian, Natale Rogers ES	Instructional Assistant - Classroom 3.75 Hrs/Day	6/15/15-7/10/15
Krstic, Nadine Special Education	Paraeducator 1 4 Hrs/Day	6/15/15-7/10/15
Lawrence, Adrianna Transportation	Bus Driver 6 Hrs/Day	6/15/15-7/10/15
Levy, Robin Child Development Services	Children's Center Assistant 1 8 Hrs/Day	6/8/15-8/17/15
Lewis, Jessie Transportation	Bus Driver 5.5 Hrs/Day	6/15/15-7/10/15
Long, Lakesha Child Development Services	Children's Center Assistant 2 8 Hrs/Day	6/8/15-8/17/15
Lopez, Maribel Special Education	Paraeducator 2 4 Hrs/Day	6/15/15-7/10/15
Lopez, Sandy Educational Services	Senior Office Specialist 5 Hrs/Day	6/12/15-7/13/15
Lopez, Sarah Child Development Services	Children's Center Assistant 2 8 Hrs/Day	6/8/15-8/17/15

Loza, Adelsa Special Education	Paraeducator 1 4 Hrs/Day	6/15/15-7/10/15
Lucas, Ralph Operations	Custodian 5 Hrs/Day	6/8/15-8/14/15
Lucero, Amy Child Development Services	Children's Center Assistant 2 8 Hrs/Day	6/8/15-8/17/15
Luis, Noemi Child Development Services	Children's Center Assistant 2 8 Hrs/Day	6/8/15-8/17/15
Mangum, Don Facility Use	Campus Security Officer 3 Hrs/Day	6/15/15-8/20/15
Mangum, Don Santa Monica HS	Campus Security Officer 3 Hrs/Day	6/15/15-7/17/15
Marshall, Shaquita Special Education	Paraeducator 1 4 Hrs/Day	6/15/15-7/10/15
Martinez, Daniel Child Development Services	Children's Center Assistant 2 8 Hrs/Day	6/8/15-8/17/15
Martinez, Martha Child Development Services	Children's Center Assistant 2 8 Hrs/Day	6/8/15-8/17/15
Martinez, Melinda Special Education	Paraeducator 1 4 Hrs/Day	6/15/15-7/10/15
Martino, Jesica Special Education	Occupational Therapist Not to exceed: 6 Hrs	6/10/15
Martino, Jesica Special Education	Occupational Therapist 6 Hrs/Day	6/15/15-7/10/15
McGrath, Kathy Educational Services	Custodian 4 Hrs/Day	6/15/15-7/17/15
McKeever, Marissa Special Education	Paraeducator 1 4 Hrs/Day	6/15/15-7/10/15
Medellin, Diana Special Education	Paraeducator 1 4 Hrs/Day	6/15/15-7/10/15
Mehta, Jaimini Special Education	Braille Transcriber Not to exceed: 30 Hrs	6/15/15-7/10/15
Mercado, Carmen Operations	Custodian 5 Hrs/Day	6/8/15-8/14/15
Miller, Karen Special Education	Paraeducator 1 4 Hrs/Day	6/15/15-7/10/15
Miller, Patrina Special Education	Special Education Data Technician Not to exceed: 320 Hrs	6/17/15-7/31/15
Miller, Ronald Operations	Custodian 5 Hrs/Day	6/8/15-8/14/15

Mirabal, Jessica Special Education	Paraeducator 1 3 Hrs/Day	6/15/15-7/10/15
Mock, Christopher Special Education	Paraeducator 2 4 Hrs/Day	6/15/15-7/10/15
Mollman, Irene Special Education	Paraeducator 1 Not to exceed: 20 Hrs	6/15/15-7/10/15
Monte, Peri Rogers ES	Custodian 4 Hrs/Day	6/15/15-7/17/15
Montoya, Gerald Special Education	Paraeducator 1 4 Hrs/Day	6/15/15-7/10/15
Moore, Sandra Operations	Custodian 5 Hrs/Day	6/8/15-8/14/15
Morales, Stephany Special Education	Paraeducator 3 4.25 Hrs/Day	6/15/15-7/17/15
Moscoso, Suzanne Educational Services	Elementary Library Coordinator Not to exceed: 16 Hrs	6/11/15-6/30/15
Moya, Kim Transportation	Bus Driver 6 Hrs/Day	6/15/15-7/10/15
Muller, Larissa Educational Services	Instructional Assistant - Classroom 3 Hrs/Day	6/12/15
Muller, Larissa Lincoln MS	Instructional Assistant - Classroom 3.5 Hrs/Day	6/15/15-7/10/15
Murray, April Child Development Services	Swimming Instructor-Lifeguard Not to exceed: 84 Hrs	6/8/15-8/12/15
Murray, April Facility Use	Swimming Instructor-Lifeguard 20 Hrs/Week	6/8/15-8/16/15
Nelli, Maria Special Education	Paraeducator 1 4 Hrs/Day	6/15/15-7/10/15
Nolen, Henry Facility Use	Custodian 8 Hrs/Day	6/16/15-7/17/15
Nunez, Sherry Lincoln MS	Campus Security Officer Not to exceed: 130 Hrs	6/15/15-7/10/15
Osorio, Amanda Special Education	Paraeducator 2 3 Hrs/Day	6/15/15-7/10/15
Padilla, Elva Child Development Services	Children's Center Assistant 2 8 Hrs/Day	6/8/15-8/17/15
Palkovic, Diane Special Education	Paraeducator 1 4 Hrs/Day	6/15/15-7/10/15
Palmore, Renata Food and Nutrition Services	Cafeteria Worker I 3.5 Hrs/Day	6/8/15-7/17/15

Pegues, Forrest Transportation	Bus Driver 5 Hrs/Day	6/11/15-6/12/15
Pegues, Forrest Transportation	Bus Driver 5 Hrs/Day	6/15/15-7/10/15
Pernell, Barbara Child Development Services	Children's Center Assistant 2 8 Hrs/Day	6/8/15-8/17/15
Peterson, Ingrid Special Education	Paraeducator 1 4 Hrs/Day	6/15/15-7/10/15
Phillips, Ledoree Child Development Services	Children's Center Assistant 2 8 Hrs/Day	6/8/15-8/17/15
Pilgrim, James Special Education	Paraeducator 1 As Needed	6/15/15-7/10/15
Pineda, Blanca Child Development Services	Children's Center Assistant 2 8 Hrs/Day	6/8/15-8/17/15
Pineda Balbuena, Luz Special Education	Paraeducator 1 As Needed	6/15/15-7/10/15
Pongas, Dorothea Child Development Services	Children's Center Assistant 2 8 Hrs/Day	6/8/15-8/17/15
Preciado, Daniel Child Development Services	Children's Center Assistant 2 8 Hrs/Day	6/8/15-8/17/15
Preciado, Edwin Operations	Custodian 5 Hrs/Day	6/8/15-8/14/15
Quintanilla, Dino Special Education	Paraeducator 1 4 Hrs/Day	6/15/15-7/10/15
Quiroz, Timothy Food and Nutrition Services	Site Food Services Coordinator 4.5 Hrs/Day	6/8/15-7/17/15
Reuther, Theresa Special Education	Paraeducator 1 4 Hrs/Day	6/19/15-7/10/15
Richards, Ingrid Operations	Custodian 5 Hrs/Day	6/8/15-8/14/15
Richardson, Melvin Operations	Custodian 5 Hrs/Day	6/8/15-8/14/15
Ridley, Tisha Food and Nutrition Services	Cafeteria Worker II 2 Hrs/Day	6/15/15-7/17/15
Riley, Martelle Transportation	Bus Driver 4.5 Hrs/Day	6/15/15-7/10/15
Rodriguez, Cecilia Child Development Services	Children's Center Assistant 2 8 Hrs/Day	6/8/15-8/17/15
Rodriguez, Frances Child Development Services	Children's Center Assistant 2 8 Hrs/Day	6/8/15-8/17/15

Rodriguez, Gerardo Educational Services	Library Assistant I Not to exceed: 16 Hrs	6/11/15-6/30/15
Rodriguez, Sara Special Education	Paraeducator 1 4 Hrs/Day	6/15/15-7/10/15
Roller, Yolanda Special Education	Paraeducator 2 4 Hrs/Day	6/15/15-7/10/15
Rosa, Lucy Special Education	Paraeducator 2 4 Hrs/Day	6/15/15-7/10/15
Rosas, Rose Operations	Custodian 5 Hrs/Day	6/8/15-8/14/15
Ruiz, Juliana Operations	Custodian 5 Hrs/Day	6/8/15-8/14/15
Russell, Tanica Special Education	Paraeducator 1 4 Hrs/Day	6/15/15-7/10/15
Sakamoto-Wengel, James Special Education	Paraeducator 3 4 Hrs/Day	6/29/15-6/30/15
Sammann, Kevin Transportation	Bus Driver 5 Hrs/Day	6/15/15-8/12/15
Sampson, Claudia Child Development Services	Children's Center Assistant 2 8 Hrs/Day	6/8/15-8/17/15
Sanchez, Cecilia Special Education	Paraeducator 1 4 Hrs/Day	6/15/15-7/10/15
Sanchez, Stacy Special Education	Paraeducator 3 4 Hrs/Day	6/15/15-7/10/15
Santino, Susan Educational Services	Instructional Assistant - Classroom 6 Hrs/Day	6/11/15
Santino, Susan Educational Services	Instructional Assistant - Classroom 6 Hrs/Day	6/12/15
Santino, Susan Rogers ES	Instructional Assistant - Classroom 3.5 Hrs/Day	6/15/15-7/10/15
Schlierman, Cherie Special Education	Paraeducator 1 4 Hrs/Day	6/15/15-7/10/15
Sea, Shannon Educational Services	Elementary Library Coordinator Not to exceed: 16 Hrs	6/11/15-6/30/15
Shaw, Johnathan Child Development Services	Children's Center Assistant 2 8 Hrs/Day	6/8/15-8/17/15
Shih, Jennifer Child Development Services	Children's Center Assistant 2 8 Hrs/Day	6/8/15-8/17/15
Simmons, Michael Transportation	Bus Driver 5 Hrs/Day	6/15/15-7/10/15

Simpson, Endeya Special Education	Paraeducator 3 4 Hrs/Day	6/29/15-7/10/15
Smith, Angelique Special Education	Occupational Therapist Not to exceed: 6 Hrs	6/10/15
Smith, Angelique Special Education	Occupational Therapist Not to exceed: 114 Hrs	6/15/15-7/10/15
Smith, Brian Transportation	Bus Driver 4.5 Hrs/Day	6/15/15-7/10/15
Smith, Darlene Operations	Custodian 5 Hrs/Day	6/8/15-8/14/15
Smith, Dunnell Santa Monica HS	Campus Security Officer 5 Hrs/Day	6/15/15-7/17/15
Smith, Jazmon Child Development Services	Children's Center Assistant 2 8 Hrs/Day	6/8/15-8/17/15
Smith, Luz Special Education	Translator Not to exceed: 120 Hrs	6/8/15-8/18/15
Smith, Sabrina Special Education	Paraeducator 2 4 Hrs/Day	6/15/15-7/10/15
Smith, Zekaia Child Development Services	Children's Center Assistant 2 8 Hrs/Day	6/8/15-8/17/15
Soloway, Beth Educational Services	Senior Office Specialist 2 Hrs/Day	6/12/15-7/7/15
Soria, Michelle Special Education	Paraeducator 1 4 Hrs/Day	6/15/15-7/10/15
Stafford, Latanya Child Development Services	Children's Center Assistant 2 8 Hrs/Day	6/8/15-8/17/15
Suhr, Charlotte Special Education	Paraeducator 1 3 Hrs/Day	6/15/15-7/10/15
Sullivan, Brianna Educational Services	Instructional Assistant - Classroom 6 Hrs/Day	6/11/15
Sullivan, Brianna Educational Services	Instructional Assistant - Classroom 6 Hrs/Day	6/12/15
Sullivan, Brianna Rogers ES	Instructional Assistant - Classroom 3.75 Hrs/Day	6/15/15-7/10/15
Tanamas, Ayda Special Education	Paraeducator 2 4 Hrs/Day	6/15/15-7/10/15
Tangum, Cathy Olympic HS	Campus Security Officer 5.5 Hrs/Day	6/15/15-7/17/15
Taylor, Christian Child Development Services	Children's Center Assistant 2 8 Hrs/Day	6/8/15-8/17/15

Terry, Christine Special Education	Paraeducator 1 4 Hrs/Day	6/15/15-7/10/15
Thomas, Craig Special Education	Paraeducator 1 4 Hrs/Day	6/15/15-7/10/15
Thrower, Lois Educational Services	Textbook Coordinator Not to exceed: 16 Hrs	6/11/15-6/30/15
Tolliver, Devari Special Education	Paraeducator 1 4 Hrs/Day	6/15/15-7/10/15
Trepagnier, Bryant Special Education	Paraeducator 1 4 Hrs/Day	6/15/15-7/10/15
Trujillo, Sandy Child Development Services	Children's Center Assistant 2 8 Hrs/Day	6/8/15-8/17/15
Tucker, Jane Special Education	Paraeducator 1 4 Hrs/Day	6/15/15-7/10/15
Valdivia, Brenda Operations	Custodian 5 Hrs/Day	6/8/15-8/14/15
Vargas, Cynthia Special Education	Paraeducator 1 4 Hrs/Day	6/15/15-7/10/15
Vasquez, Graciela Pt. Dume ES	Custodian 6 Hrs/Day	6/15/15-7/17/15
Vasquez, Julie Special Education	Paraeducator 1 4 Hrs/Day	6/15/15-7/10/15
Vecchiotti, John Special Education	Paraeducator 1 4 Hrs/Day	6/15/15-7/10/15
Vethavanam, Savithri Operations	Custodian 5 Hrs/Day	6/8/15-8/14/15
Villegas, Lorena Child Development Services	Children's Center Assistant 2 8 Hrs/Day	6/8/15-8/17/15
Walker, Christine Special Education	Paraeducator 1 4 Hrs/Day	6/15/15-7/10/15
Walsh, Leslie Child Development Services	Children's Center Assistant 2 8 Hrs/Day	6/8/15-8/17/15
Wang, Stephen Special Education	Paraeducator 1 3 Hrs/Day	6/15/15-7/10/15
Watts, Anne Special Education	Paraeducator 1 4 Hrs/Day	6/15/15-7/10/15
Williams, Steven Food and Nutrition Services	Stock and Delivery Clerk 4.5 Hrs/Day	6/15/15-7/17/15
Wilson, Stanley Facility Use	Campus Security Officer 5 Hrs/Week	6/15/15-8/20/15

Wilson, Stanley Educational Services	Custodian 8 Hrs/Day	6/15/15-7/17/15
Winger, Nidra Educational Services	Senior Office Specialist 2 Hrs/Day	6/12/15-7/13/15
Wingfield, Janet Special Education	Paraeducator 2 4 Hrs/Day	6/15/15-7/10/15
Winzey, Fidel Educational Services	Custodian 8 Hrs/Day	6/15/15-7/10/15
Winzey, Fidel Purchasing	Stock and Delivery Clerk 7 Hrs/Day	6/8/15-6/19/15 8/6/15-8/19/15
Winzey, Fidel Purchasing	Stock and Delivery Clerk 7 Hrs/Week	6/23/15-8/5/15
Wolfe, Petra Educational Services	Elementary Library Coordinator Not to exceed: 16 Hrs	6/11/15-6/30/15
Womack, Raven Child Development Services	Children's Center Assistant 2 8 Hrs/Day	6/8/15-8/17/15
Woodard, Christopher Special Education	Paraeducator 1 4 Hrs/Day	6/19/15-7/10/15
Woolridge, Traci Operations	Custodian 5 Hrs/Day	6/8/15-8/14/15
Worthington, Jamie Special Education	Paraeducator 1 4 Hrs/Day	6/15/15-7/10/15
Yamamoto, Mikiko Operations	Custodian 5 Hrs/Day	6/8/15-8/14/15
Yates-Lomax, Kathy Transportation	Bus Driver 6.75 Hrs/Day	6/15/15-7/10/15
Ybarra, Gail Child Development Services	Children's Center Assistant 2 8 Hrs/Day	6/8/15-8/17/15
Young, Jessica Special Education	Paraeducator 3 4 Hrs/Day	6/29/15-6/30/15
Zibahalat, Haide Special Education	Paraeducator 1 4 Hrs/Day	6/15/15-7/10/15

TEMP/ADDITIONAL ASSIGNMENTS

Adams, Toni Facility Use	Custodian [additional hours; Facility Use events]
Adams, Toni Facility Use	Custodian [overtime; Facility Use events]
Adams, Toni Operations	Custodian [limited term; custodial support]

EFFECTIVE DATE

5/1/15-6/30/15
5/1/15-6/30/15
6/8/15-8/14/15

Bonilla, Leroy Operations	Custodian [limited term; custodial support]	6/8/15-8/14/15
Cage, Romando Operations	Custodian [limited term; custodial support]	6/8/15-8/14/15
Castillo, John Information Services	Network Engineer [overtime; technical support]	6/1/15-9/1/15
Cobbs, Rufus Operations	Custodian [limited term; custodial support]	6/8/15-8/14/15
Cooper, Dionne Pt. Dume ES	Elementary Library Coordinator [additional hours; testing support]	1/6/15-5/31/15
Davis, Anthony Operations	Custodian [limited term; custodial support]	6/8/15-8/14/15
Frazier, Ashley Operations	Custodian [limited term; custodial support]	6/8/15-8/14/15
Fuller, Charesse Operations	Custodian [limited term; custodial support]	6/8/15-8/14/15
Garrett, Christine Human Resources	Senior Office Specialist [additional hours; clerical support]	6/11/15-6/30/15
Gonzalez, Jose Operations	Custodian [limited term; custodial support]	6/8/15-8/14/15
Gonzalez, Xavier Operations	Custodian [limited term; custodial support]	6/8/15-8/14/15
Gordon-Johnson, Robin Grant ES	Senior Office Specialist [additional hours; clerical support]	6/11/15-6/19/15
Harris, Richard Facility Use	Campus Security Officer [additional hours; Facility Use events]	6/1/15-6/30/15
Harris, Richard Facility Use	Campus Security Officer [overtime; Facility Use events]	6/1/15-6/30/15
Jones, Mashawnda Health Svcs-McKinley ES	Health Office Specialist [additional hours; health office support]	5/26/15-6/5/15
Lindsey, Gary Operations	Custodian [limited term; custodial support]	6/8/15-8/14/15
Lopez, Sandy Rogers ES	Senior Office Specialist [additional hours; clerical support]	6/11/15-6/17/15
Manzur, Juan Information Services	Senior Technology Support Assistant [overtime; technical support]	6/1/15-9/1/15
Marmolejo, David Information Services	Network Engineer [overtime; technical support]	6/1/15-9/1/15
Martinez, Santiago Facility Use	Technology Support Assistant [overtime; Facility Use events]	6/8/15-8/16/15

Miller, Maurice Operations	Custodian [limited term; custodial support]	6/8/15-8/14/15
Morales, Steve Operations	Custodian [limited term; custodial support]	6/8/15-8/14/15
Morrison, Robert Facility Use	Custodian [additional hours; Facility Use events]	5/1/15-6/30/15
Morrison, Robert Facility Use	Custodian [overtime; Facility Use events]	5/1/15-6/30/15
Murillo, Joel Operations	Custodian [limited term; custodial support]	6/8/15-8/14/15
Oyenoki, Liz McKinley ES	Senior Office Specialist [additional hours; clerical support]	6/11/15-6/17/15
Patterson, Pete Facility Use	Technology Support Assistant [overtime; Facility Use events]	6/8/15-8/16/15
Salaues, Cindy Child Develop Svcs-Wash West	Children's Center Assistant 3 [additional hours; classroom support]	1/1/15-6/5/15
Tate, Jarrell Operations	Custodian [limited term; custodial support]	6/8/15-8/14/15
Tate, Wiley Operations	Custodian [limited term; custodial support]	6/8/15-8/14/15
Taylor, Inelle Facility Use	Campus Security Officer [additional hours; Facility Use events]	6/1/15-6/30/15
Taylor, Inelle Facility Use	Campus Security Officer [overtime; Facility Use events]	6/1/15-6/30/15
Tursi, Lisa Roosevelt ES	Administrative Assistant [overtime; office support]	5/26/15-6/17/15
Viesca, Joseph Operations	Custodian [limited term; custodial support]	6/8/15-8/14/15
Wakefield, Donita Facility Use	Campus Security Officer [additional hours; Facility Use events]	6/1/15-6/30/15
Wakefield, Donita Facility Use	Campus Security Officer [overtime; Facility Use events]	6/1/15-6/30/15
Wilkinson, Gregory Rogers ES	Physical Activities Specialist [additional hours; meeting]	6/11/15

SUBSTITUTES

Acevedo, Roger
Operations

Gardener

EFFECTIVE DATE

6/10/15-6/30/15

Mamon, Stephanie
Operations

Custodian

6/10/15-6/30/15

Washington, Chanee
District

Campus Security Officer

6/19/15-6/30/15

CHANGE IN ASSIGNMENT

Higgins, Shaun
Special Ed-Lincoln MS

Paraeducator 3
7.4 Hrs/SY
From: 7 Hrs/SY/Special Ed-Lincoln MS

EFFECTIVE DATE

8/18/15

Jimenez, Paul
Operations

Gardener
8 Hrs/12 Mo
From: 5.6 Hrs/12 Mo/Operations

6/1/15

LEAVE OF ABSENCE (PAID)

James, Carolin
Rogers ES

Administrative Assistant
Medical

EFFECTIVE DATE

4/6/15-6/17/15

LEAVE OF ABSENCE (UNPAID)

Fruchtman, Bettelyn
Franklin ES

Administrative Assistant
FMLA

EFFECTIVE DATE

5/30/15-6/5/15

Mexas, Nancy
CDS-Business Office

Bilingual Community Liaison
Personal

6/5/15-8/5/15

PROFESSIONAL GROWTH

Godinez, Lorena
CDS-ITC Santa Monica HS

Children's Center Assistant 2

EFFECTIVE DATE

6/1/15

WORKING OUT OF CLASS

Aguilar, Mark
Operations

Lead Custodian
From: Custodian

EFFECTIVE DATE

6/8/15-8/14/15

Alex, Milton
Operations

Lead Custodian
From: Custodian

6/8/15-8/14/15

Gonzalez, Xavier
Operations

Lead Custodian
From: Custodian

6/8/15-8/14/15

Lamping, Brooke
Personnel Commission

Director of Classified Personnel
From: Personnel Analyst

6/22/15-7/31/15

Placencia, Henry
Operations

Plant Supervisor
From: Lead Custodian

6/8/15-8/14/15

Sebastiani, Guido
Operations

Equipment Operator
From: Gardener

5/1/15-6/30/15

LAYOFF/REDUCTION OF HOURS

RG4647677
Muir ES

Paraeducator 1
4 Hrs/SY
From: 6 Hrs/SY

EFFECTIVE DATE

9/22/15

RESIGNATION

Alvarez Hart, Jennifer
Grant ES

Paraeducator 3

EFFECTIVE DATE

6/21/15

Cannon, Kermit
Santa Monica HS

Instructional Assistant – Physical Education

8/18/15

Chocha, Puja Malibu HS	Paraeducator 3	6/5/15
Glaser, Christie Adams MS	Instructional Assistant - Music	6/5/15
Schmidt, Phillip Malibu HS	Paraeducator 3	7/15/15
<u>RETIREMENT</u> Martinez, Emilio Transportation	Lead Mechanic	<u>EFFECTIVE DATE</u> 12/15/15

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

TO: BOARD OF EDUCATION
FROM: SANDRA LYON / MARK O. KELLY
RE: CLASSIFIED PERSONNEL – NON-MERIT

ACTION/CONSENT
07/15/15

RECOMMENDATION NO. A.27

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

Andrus, Kyle	Malibu HS	7/1/15-6/30/16
Ashley, Billy	Malibu HS	7/1/15-6/30/16
Cannon, Kermit	Santa Monica HS	6/1/15-7/31/15
Deoliveira, Mark	Malibu HS	7/1/14-6/30/15
Dos Santos, Luiz	Santa Monica HS	6/1/15-7/31/15
Le Carner, Nicole	Santa Monica HS	6/5/15-8/31/15
Shorten, Terry	Malibu HS	7/1/15-6/30/16
Yniguez, Carlos	Malibu HS	7/1/14-6/30/15

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

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

Date	Time	Location	Notes
2015			
July 14, 2015	4:00 p.m.	Board Room – District Office	
August 11, 2015	4:00 p.m.	Board Room – District Office	
September 8, 2015	4:00 p.m.	Board Room – District Office	
October 13, 2015	4:00 p.m.	Board Room – District Office	
November 10, 2015	4:00 p.m.	Board Room – District Office	
December 8, 2015	4:00 p.m.	Board Room – District Office	
2016			
January 12, 2016	4:00 p.m.	Board Room – District Office	
February 9, 2016	4:00 p.m.	Board Room – District Office	
February 2016	Daily Conference	TBD	CSPCA 2016 Annual Conference
March 8, 2016	4:00 p.m.	Board Room – District Office	
April 12, 2016	4:00 p.m.	Board Room – District Office	2016–17 Budget Discussion and Development,
May 10, 2016	3:00 p.m.	Board Room – District Office	Classified Employees Appreciation Reception
May 10, 2016	4:45 p.m.	Board Room – District Office	2016-17 Budget Adoption
June 14, 2016	4:00 p.m.	Board Room – District Office	

SMMUSD Board of Education Meeting Schedule 2015-16

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

July through December 2015					
Month	1 st Thursday	2 nd Thursday	3 rd Thursday	4 th Thursday	Special Note:
July			7/15* DO		*Wednesday, 7/15
August		8/12* DO			*Wednesday: 8/12 First day of school: 8/20
September	9/2* DO		9/17 DO	9/29*	*Wednesday: 9/2 *9/29: Board visits LMS pathway schools
October	10/1 M	10/8*	10/13* 10/15 DO	10/22*	*10/8: Board visits MHS pathway schools *10/13: Board visits JAMS pathway schools *10/22: Board visits Samohi & Olympic
November	11/5 M		11/19 DO		Thanksgiving: 11/26-27
December		12/10 DO		winter break	
Winter Break: December 21 – January 1					
January through June 2016					
Winter Break: December 21 – January 1					
January	1/7* DO		1/21 DO		*1/7: Special Meeting
February	2/4 M		2/18 DO		
March	3/3 DO		3/17 M	spring break	
Spring Break: March 21 – April 1					
April	4/7* DO	4/14 DO			
May	5/5 M		5/19 DO		
June	6/2 DO			6/22* DO 6/29* DO	Last day of school: 6/9 *6/22: Special Meeting (Wed.) *Wednesday: 6/29

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

VI. Personnel Commission Business:

A. Future Items:

Subject	Action Steps	Tentative Date
Merit Rule Revisions	-Second Reading and Approval of Changes to Merit Rules: <i>Chapter III: Classification</i> -First Reading of Changes to Merit Rules: <i>Chapter IV: Application for Employment</i>	October 2015
	-Second Reading and Approval of Changes to Merit Rules: <i>Chapter IV: Application for Employment</i> -First Reading of Changes to Merit Rules: <i>Chapter V: Recruitment and Examination</i>	November 2015
	-Second Reading and Approval of Changes to Merit Rules: <i>Chapter V: Recruitment and Examination</i> -First Reading of Changes to Merit Rules: <i>Chapter VI: Eligibility Lists</i>	December 2015

VII. Next Regular Personnel Commission Meeting:
Tuesday, September 8, 2015 at 4:00 pm - *District Office Board Room*

VIII. Public Comments for Closed Session Items Only:

IX. Closed Session:

X. Adjournment: