



**PERSONNEL COMMISSION MEETING
AGENDA**

September 8, 2015

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Tuesday, September 8, 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 September 8, 2015**

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

E. Approval of Minutes for Regular Meetings on August 11, 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)

September 8, 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, September 8, 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 September 8, 2015

E. Approval of Minutes for Regular Meeting on August 11, 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>
Bus Driver	2
Instructional Assistant - Classroom	12
Technology Support Assistant	3

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 Alberto Areliz in the classification of Paraeducator 3 at Range: 26 Step: C

A.03 Advanced Step Placement:

Approval of the Advanced Step Placement for new employee Jan Chantarasompoth in the classification of Instructional Assistant - Classroom at Range: 18 Step: D

- A.04 Advanced Step Placement:
Approval of the Advanced Step Placement for new employee Anilu Colula in the classification of Paraeducator 3 at Range: 26 Step: C
- A.05 Advanced Step Placement:
Approval of the Advanced Step Placement for new employee Nick Comeau in the classification of Physical Activities Specialist at Range: 26 Step: C
- A.06 Advanced Step Placement:
Approval of the Advanced Step Placement for new employee Chloe Hawkins in the classification of Instructional Assistant - Music at Range: 20 Step: B
- A.07 Advanced Step Placement:
Approval of the Advanced Step Placement for new employee Jessica Jackson in the classification of Instructional Assistant - Classroom at Range: 18 Step: C
- A.08 Advanced Step Placement:
Approval of the Advanced Step Placement for new employee Alaina Krumbach in the classification of Occupational Therapist at Range: 61 Step: C
- A.09 Advanced Step Placement:
Approval of the Advanced Step Placement for new employee Lee Olitt in the classification of Physical Activities Specialist at Range: 26 Step: C
- A.10 Advanced Step Placement:
Approval of the Advanced Step Placement for new employee Molly Plowe in the classification of Paraeducator 3 at Range: 26 Step: D
- A.11 Advanced Step Placement:
Approval of the Advanced Step Placement for new employee Joseph Viesca in the classification of Custodian at Range: 22 Step: C
- A.12 Reclassification Study:
Approval of the reclassification from Library Assistant I to Library Assistant II.
- A.13 Classification Revision:
Approval of the title change to the Library Assistant II classification within the Instructional Support job family.
- A.14 Classification Revision:
Approval of the revisions to the Executive Director of Facilities, Maintenance, and Operations classification within the Facility Use job family.
- A.15 Classification Revision:
Approval of the revisions to the Lead Vehicle and Equipment Repair Mechanic classification within the Transportation job family.
- A.16 Classification Revision:
Approval of the revisions to the Vehicle and Equipment Repair Mechanic classification within the Transportation 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.20 (for SMMUSD School Board Agenda)
 - August 12, 2015
- Classified Personnel – Merit Report - No. A.16
 - September 2, 2015
- I.05 Classified Personnel – Non-Merit Report – No. A.21
 - August 12, 2015
- Classified Personnel – Non-Merit Report – No. A.17
 - September 2, 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, October 13, 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:

Michael Cool
Secretary to the Personnel Commission
Director, Classified Personnel

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



PERSONNEL COMMISSION MEETING MINUTES

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 was 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: The Open Session of the Regular Meeting of the Personnel Commission was called to order at 4:06 p.m.**
- B. Roll Call: Commissioners Inatsugu and Lippman were present. Commissioner Pertel was absent due to a travel abroad.**
- C. Pledge of Allegiance: Ms. Jan Maez, Associate Superintendent, Business & Fiscal Services/Chief Financial Officer, led all in attendance in the Pledge of Allegiance.**
- D. Motion to Approve Agenda: August 11, 2015**

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

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.

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

E. Motion to Approve Minutes: July 14, 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						✓

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
 - **Interim Director Lamping updated the Personnel Commission on the current recruitments and vacancies and expressed her gratitude to the Personnel Commission staff for meeting the District's needs during this demanding recruitment season.**
 - **Interim Director Lamping announced that both new administrators, the Director of Classified Personnel, and Director of Food Services will start on September 1, 2015.**
 - **Interim Director Lamping informed the Personnel Commission about implementation of the new sub finder system, AESOP, for the new school year. This process is done in close cooperation with the Human Resources Department.**
 - **Interim Director Lamping invited the Personnel Commissioners to the District's convocation on August 18, 2015 in Santa Monica High School, at the Barnum Hall.**

G. Personnel Commissioner Comments/Reports:

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

- **Commissioner Lippman commended Interim Director Lamping for her hard work and leadership during this summer.**
- **Commissioner Inatsugu also expressed her appreciation for Interim Director Lamping's diligent efforts in the absence of the new permanent director.**
- **Commissioner Inatsugu informed the Personnel Commission about her meeting with the new Director of Classified Personnel, Mr. Michael Cool.**
- **Commissioner Inatsugu was also looking forward to meeting the new Director of Food Services.**

H. Communications:

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

1. SEIU Report

- **Ms. Cartee-McNeely, Chief Steward, expressed her gratitude to Interim Director Lamping for her high level of professionalism and her commitment to the District during this interim time.**
- **Ms. Cartee-McNeely also acknowledged a great working relationship between SEIU and Dr. Mark Kelly, Assistant Superintendent of Human Resources, and thanked him for the high level of collaboration and professionalism when resolving several challenging unresolved issues in regard to classified employees.**
- **Ms. Cartee-McNeely expressed her hope for working collaboratively with the new Director of Classified Personnel as well as with other newly hired administrators.**
- **Ms. Cartee-McNeely informed the Personnel Commission about the benefits of labor management practices implemented in the Maintenance and Operations Department.**
- **Ms. Cartee-McNeely expressed her appreciation of participating in the convocation each year. It is a great opportunity to share the District's vision with certificated and classified staff alike.**

2. Board of Education Report

- **Dr. Mark Kelly, Assistant Superintendent of Human Resources, updated the Personnel Commission about the District's final preparations for the coming school year including certificated staffing.**
- **Dr. Kelly also informed the Personnel Commission about the management team's summer retreat where the District's strategy and direction, concepts such as team versus group, leadership, purpose, and motivation were discussed at length.**
- **Dr. Kelly expressed his enthusiasm for the convocation, where the key speaker will be Dr. Pedro Noguera.**

I. Public Comments:

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- **None**

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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It was moved and seconded to approve the Consent Calendar – II.A.01 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						✓

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

It was moved and seconded to approve the Director’s recommendations for item III.A.02. as submitted. The motion passed.

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

REPORT AND DISCUSSION

- Interim Director Lamping recommended to grant the Advanced Step Placement to the new Director of Classified Personnel for his education – he holds a master degree in industrial and organizational psychology.
- The Advanced Step Placement is also recommended for the difficulty of recruitment- there were less than three (3) ranks.
- Commissioner Lippman explained his rationale for voting positively in these two cases (also referencing III.A.03) in order not to harm the employees.
- Commissioner Lippman expressed his concern regarding the high cost of advanced step placements awarded to newly hired employees and its relation to the classification and compensation study.
- Ms. Cartee-McNeely inquired about the difficulty of recruitment and the implementation of an accelerated hiring rate versus advanced step placement.
- Ms. Maez mentioned the specific criteria established by the former Director of Classified Personnel that allow for Advanced Step Placement in this case.

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

It was moved and seconded to approve the Director's recommendations for item III.A.03. with revisions regarding the difficulty of recruitment rationale. The motion passed.

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

REPORT AND DISCUSSION

- Interim Director Lamping provided revisions in the rationale in regards to the difficulty of recruitment with only one (1) rank after removal of two (2) ranks due to a lack of interest and a failed reference check.

A.04 Classification Revision:

Approval of revisions to the HVAC Mechanic classification within the Maintenance job family.

It was moved and seconded to approve the Director's recommendations for item III.A.04. 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 of the minimum qualifications requirements for EPA certification.**

A.05 New Classification:
Approval of the new classification Audience Services Coordinator within the Facility Use job family.

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

It was moved and seconded to approve the Director’s recommendations for item III.A.05. as corrected. The motion passed.

REPORT AND DISCUSSION

- **Interim Director Lamping corrected the verbiage in the rationale under the Director’s recommendations section in regard to the salary placement at range 38.**
- **Interim Director Lamping provided a brief background for creating this position and the District’s specific needs for it. In the past, it was either contracted out or District employees would work out of class.**

A.06 New Classification:
Approval of the new classification Executive Director of Facilities, Maintenance, and Operations within the Facility Use job family.

It was moved and seconded to approve the Director’s recommendations for item III.A.06. as corrected. The motion passed.

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

REPORT AND DISCUSSION

- **Interim Director Lamping corrected the verbiage in the rationale under the Director’s recommendations section in regard to the salary placement at range M-76.**

- This position was created in order to direct and manage the new structure of the Facilities, Maintenance, and Operations Department as it also relates to the District's bond program.
- Commissioner Lippman inquired about the restructuring of the department as it relates to management positions.
- Ms. Maez provided a brief background of the District's need for establishing this new position. Essentially, it is a reconfigured position, similar to the Director of Maintenance and Operations position that was eliminated during the recession. The bond operation duties were added to this new position. The current vacant Director of Facilities Improvement position may not be filled in the future.

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:	November 2015

	<i>Chapter V: Recruitment and Examination</i>	
	-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.

It was moved and seconded to adjourn the meeting.

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

TIME ADJOURNED: 5:42 p.m.

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.

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, September 8, 2015

AGENDA ITEM NO: III.A.02

SUBJECT: Advanced Step Placement – Alberto Areliz

BACKGROUND INFORMATION:

<p>Classification Title: Paraeducator 3</p>	<p>Employee: Alberto Areliz</p>	<p>Calculation of Advanced Step Recommendation</p>
<p><u>Education:</u></p> <ul style="list-style-type: none"> • Must have a high school diploma or its recognized equivalent and ONE of the following: • Completed 48 units at an institution of higher learning; OR • Obtained an Associate's (or higher) degree; OR • Have at least one (1) year experience working with individuals with special needs; OR • Must pass the District's Instructional Assistant written examination demonstrating knowledge of and the ability to assist in instructing reading readiness, writing readiness and mathematics readiness 	<ul style="list-style-type: none"> • Alberto has a Bachelor's degree in Psychology 	<p>1 level of education above the required level = 1 Step Advance (Max. allowed)</p>
<p><u>Experience:</u></p> <ul style="list-style-type: none"> • At least six (6) months experience working with individuals with exceptional needs and/or behavioral, social-emotional deficits are required. This experience must be directly related to behavior modification within last five (5) years 	<ul style="list-style-type: none"> • Alberto has over three (3) years of experience working with students with exceptional needs. 	<p>1 (2-year periods) of experience above the required level = 1 Step Advance</p>
<p><u>Total Advanced Steps: 1 (Education) + 1 (Experience) = 2 Advanced Steps = STEP C</u></p>		

DIRECTOR'S COMMENTS:

Mr. Areliz's education exceed the minimum requirements specified for this classification. Pay rate at salary range A-26 at Step A is \$15.54/hour; Step C is \$17.13/hour. The net difference in pay is an increase of \$1.59 per hour, \$207.00 per month, or \$2070.00 per year.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Alberto Areliz at Range A-26, 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, September 8, 2015

AGENDA ITEM NO: III.A.03

SUBJECT: Advanced Step Placement – Jan Chantarasompoth

BACKGROUND INFORMATION:

<p>Classification Title: Instructional Assistant – Classroom</p>	<p>Employee: Jan Chantarasompoth</p>	<p>Calculation of Advanced Step Recommendation</p>
<p><u>Education:</u></p> <ul style="list-style-type: none"> • Must have a high school diploma or its recognized equivalent; AND • Completed 48 units at an institution of higher learning; OR • Obtained an Associate’s (or higher) degree; OR • Must pass the District’s Instructional Assistant written examination demonstrating knowledge of and the ability to assist in instructing reading readiness, writing readiness and mathematics readiness. 	<ul style="list-style-type: none"> • Jan holds a Bachelor’s degree in Political Science and a Master’s degree in Education. Jan has also earned a Multiple Subject Teaching Credential. 	<p>2 levels of education above the required level = 1 Step Advance (Max. allowed)</p>
<p><u>Experience:</u></p> <ul style="list-style-type: none"> • None required. 	<ul style="list-style-type: none"> • Jan has 2 ½ years of experience working as a classroom teacher. She has also worked as a parent volunteer in SMMUSD. 	<p>1 (2-year period) of experience above the required level = 1 Step Advance (Max. allowed)</p>
<p><u>Total Advanced Steps:</u> Starting Step: B (Living Wage) + 1 (Education) + 1 (Experience) = 2 Advanced Step = STEP D</p>		

DIRECTOR’S COMMENTS:

Ms. Chantarasompoth’s professional training and experience exceed the minimum requirements specified for this classification. Pay rate at Step B is \$13.42/hour; Step D is \$14.80/hour. The net difference in pay is an increase of \$1.38 per hour, \$104.56 per month, or \$1,046.00 per year.

DIRECTOR’S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Jan Chantarasompoth at Range 18, Step D on the Classified Employee’s Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment* (see attachments).

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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Tuesday, September 8, 2015

AGENDA ITEM NO: III.A.04

SUBJECT: Advanced Step Placement – Anilu Colula

BACKGROUND INFORMATION:

<p>Classification Title: Paraeducator 3</p>	<p>Employee: Anilu Colula</p>	<p>Calculation of Advanced Step Recommendation</p>
<p><u>Education:</u></p> <ul style="list-style-type: none"> • Must have a high school diploma or its recognized equivalent and ONE of the following: • Completed 48 units at an institution of higher learning; OR • Obtained an Associate's (or higher) degree; OR • Have at least one (1) year experience working with individuals with special needs; OR • Must pass the District's Instructional Assistant written examination demonstrating knowledge of and the ability to assist in instructing reading readiness, writing readiness and mathematics readiness 	<ul style="list-style-type: none"> • Anilu Colula has a Bachelor's degree in Sociology 	<p>1 level of education above the required level =1 Step Advance (Max. allowed)</p>
<p><u>Experience:</u></p> <ul style="list-style-type: none"> • At least six (6) months experience working with individuals with exceptional needs and/or behavioral, social-emotional deficits are required. This experience must be directly related to behavior modification within last five (5) years 	<ul style="list-style-type: none"> • Anilu has three (3) years of experience working with students with exceptional needs. 	<p>1 (2-year periods) of experience above the required level =1 Step Advance</p>
<p><u>Total Advanced Steps: 1 (Education) + 1 (Experience) = 2 Advanced Steps = <u>STEP C</u></u></p>		

DIRECTOR'S COMMENTS:

Ms. Colula's education exceed the minimum requirements specified for this classification. Pay rate at salary range A-26 at Step A is \$15.54/hour; Step C is \$17.13/hour. The net difference in pay is an increase of \$1.59 per hour, \$207.00 per month, or \$2070.00 per year.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Anilu Colula at Range A-26, 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, September 8, 2015

AGENDA ITEM NO: III.A.05

SUBJECT: Advanced Step Placement – Nick Comeau

BACKGROUND INFORMATION:

Classification Title: Physical Activities Specialist	Employee: Nick Comeau	Calculation of Advanced Step Recommendation
Education: <ul style="list-style-type: none"> Graduation from high school or equivalent. College level course work or equivalent training in physical education is desirable. 	<ul style="list-style-type: none"> Meets minimum requirements. 	0 levels of education above the required level = 0 Step Advance
Experience: <ul style="list-style-type: none"> One year of paid or volunteer experience working with school aged children or young people in organized group activities, such as those sponsored by a department of parks and recreation, summer camps, YWCA, YMCA, etc. 	<ul style="list-style-type: none"> Nick has over seven (7) years' experience working with school aged children as a camp director. 	3 (2-year periods) more than the required amount of Experience = 2 Step Advance (Max allowed)
<u>Total Advanced Steps:</u> 0 (Education) +2 (Experience) = 2 Advanced Step = <u>STEP C</u>		

DIRECTOR'S COMMENTS:

Mr. Comeau's professional training and experience exceed the minimum requirements specified for this classification. Pay rate at salary range A-26 at Step A is \$15.54/hour; Step C is \$17.13/hour. The net difference in pay is an increase of \$1.59 per hour, \$207.00 per month, or \$2070.00 per year.

DIRECTOR'S RECOMMENDATION:

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

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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Tuesday, September 8, 2015

AGENDA ITEM NO: III.A.06

SUBJECT: Advanced Step Placement – Chloe Hawkins

BACKGROUND INFORMATION:

Classification Title: Instructional Assistant – Music	Employee: Chloe Hawkins	Calculation of Advanced Step Recommendation
<u>Education:</u> <ul style="list-style-type: none"> • Must have a high school diploma or its recognized equivalent, and • Completed 48 units at an institution of higher learning (with some college coursework related to music), or • Obtained an Associate’s (or higher) degree, with some college coursework related to music, and • Must pass the District’s Instructional Assistant written examination. 	<ul style="list-style-type: none"> • Chloe holds a Bachelor’s degree in Music Education and Music Business 	1 level of education above the required level = 1 Step Advance (Max. allowed)
<u>Experience:</u> <ul style="list-style-type: none"> • None required. 	<ul style="list-style-type: none"> • While Chloe has experience working with students in organized setting, including an organized music setting, she does not have enough experience to qualify for an advanced step. 	0 (2-year periods) of experience above the required level = 0 Step Advance
<u>Total Advanced Steps:</u> 1 (Education) + 0 (Experience) = 1 Advanced Step = STEP B		

DIRECTOR’S COMMENTS:

Ms. Hawkins professional training and experience exceed the minimum requirements specified for this classification. Pay rate at Step A is \$13.42/hour; Step B is \$14.09/hour. The net difference in pay is an increase of \$.67 per hour, \$87.75 per month, or \$878.00 per year.

DIRECTOR’S RECOMMENDATION:

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

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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Tuesday, September 8, 2015

AGENDA ITEM NO: III.A.07

SUBJECT: Advanced Step Placement – Jessica Jackson

BACKGROUND INFORMATION:

<p>Classification Title: Instructional Assistant – Classroom</p>	<p>Employee: Jessica Jackson</p>	<p>Calculation of Advanced Step Recommendation</p>
<p><u>Education:</u></p> <ul style="list-style-type: none"> • Must have a high school diploma or its recognized equivalent; AND • Completed 48 units at an institution of higher learning; OR • Obtained an Associate's (or higher) degree; OR • Must pass the District's Instructional Assistant written examination demonstrating knowledge of and the ability to assist in instructing reading readiness, writing readiness and mathematics readiness. 	<ul style="list-style-type: none"> • Jessica holds a Bachelor's degree in Organizational Leadership. 	<p>1 level of education above the required level = 1 Step Advance (Max. allowed)</p>
<p><u>Experience:</u></p> <ul style="list-style-type: none"> • None required. 	<ul style="list-style-type: none"> • While Jessica has experience working with students in organized setting, she does not have enough experience to qualify for an advanced step. 	<p>0 (2-year periods) of experience above the required level = 0 Step Advance</p>
<p><u>Total Advanced Steps:</u> Starting Step: B (Living Wage) + 1 (Education) + 0 (Experience) = 1 Advanced Step = <u>STEP C</u></p>		

DIRECTOR'S COMMENTS:

Ms. Jackson's professional training and experience exceed the minimum requirements specified for this classification. Pay rate at Step B is \$13.42/hour; Step C is \$14.09/hour. The net difference in pay is an increase of \$.67 per hour, \$29.25 per month, or \$293.00 per year.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Jessica Jackson at Range 18, Step C on the Classified Employee's Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment* (see attachments).

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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Tuesday, September 8, 2015

AGENDA ITEM NO: III.A.08

SUBJECT: Advanced Step Placement – Alaina Krumbach

BACKGROUND INFORMATION:

Classification Title: Occupational Therapist	Employee: Alaina Krumbach	Calculation of Advanced Step Recommendation
Education: <ul style="list-style-type: none"> No education requirements 	<ul style="list-style-type: none"> Ms. Krumbach has received her Master's in Occupational Therapist 	2 levels of education above the required level = 1 Step Advance (Max. allowed)
Experience: <ul style="list-style-type: none"> One (1) year work experience providing occupational therapy services for children ages three to twenty-two 	<ul style="list-style-type: none"> Ms. Krumbach has three and a half years of experience working as an Occupational Therapist 	1 (2-year periods) of experience above the required level = 1 Step Advance
<u>Total Advanced Steps:</u> 1 (Education) + 1 (Experience) = 2 Advanced Steps = <u>STEP C</u>		

DIRECTOR'S COMMENTS:

Ms. Krumbach's education and experience exceed the minimum requirements specified for this classification. Pay rate at salary Range A-61 at Step A is \$36.47/hour, while Step C is \$40.22/hour. The net difference in pay is an approximate increase of \$3.74 per hour, \$649 per month, or \$6,490 per year.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Alaina Krumbach at Range A-61, 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, September 8, 2015

AGENDA ITEM NO: III.A.09

SUBJECT: Advanced Step Placement – Lee Olitt

BACKGROUND INFORMATION:

Classification Title: Physical Activities Specialist	Employee: Lee Olitt	Calculation of Advanced Step Recommendation
Education: <ul style="list-style-type: none"> Graduation from high school or equivalent. College level course work or equivalent training in physical education is desirable. 	<ul style="list-style-type: none"> Meets minimum requirements. 	0 levels of education above the required level = 0 Step Advance
Experience: <ul style="list-style-type: none"> One year of paid or volunteer experience working with school aged children or young people in organized group activities, such as those sponsored by a department of parks and recreation, summer camps, YWCA, YMCA, etc. 	<ul style="list-style-type: none"> Lee has over six (6) years' experience working with school aged children as a physical education teacher and recreation leader. 	2 (2-year periods) more than the required amount of Experience = 2 Step Advance
<u>Total Advanced Steps:</u> 0 (Education) +2 (Experience) = 2 Advanced Step = <u>STEP C</u>		

DIRECTOR'S COMMENTS:

Mr. Olitt's professional training and experience exceed the minimum requirements specified for this classification. Pay rate at Step A is \$15.54/hour; Step C is \$17.13/hour. The net difference in pay is an increase of \$1.59 per hour, \$103.50 per month, or \$1035.00 per year.

DIRECTOR'S RECOMMENDATION:

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

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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Tuesday, September 8, 2015

AGENDA ITEM NO: III.A.10

SUBJECT: Advanced Step Placement – Molly Plowe

BACKGROUND INFORMATION:

Classification Title: Paraeducator 3	Employee: Molly Plowe	Calculation of Advanced Step Recommendation
<u>Education:</u> <ul style="list-style-type: none"> • Must have a high school diploma or its recognized equivalent and ONE of the following: • Completed 48 units at an institution of higher learning; OR • Obtained an Associate’s (or higher) degree; OR • Have at least one (1) year experience working with individuals with special needs; OR • Must pass the District’s Instructional Assistant written examination demonstrating knowledge of and the ability to assist in instructing reading readiness, writing readiness and mathematics readiness 	<ul style="list-style-type: none"> • Molly has a Bachelor’s degree in Psychology/Special Education 	1 level of education above the required level <u>=1 Step Advance</u> (Max. allowed)
<u>Experience:</u> <ul style="list-style-type: none"> • At least six (6) months experience working with individuals with exceptional needs and/or behavioral, social-emotional deficits are required. This experience must be directly related to behavior modification within last five (5) years 	<ul style="list-style-type: none"> • Molly has over five (5) years of experience working with students with exceptional needs. 	2 (2-year periods) of experience above the required level <u>=2 Step Advance</u> (Max. allowed)
<u>Total Advanced Steps: 1 (Education) + 2 (Experience) = 3 Advanced Steps = STEP D</u>		

DIRECTOR’S COMMENTS:

Ms. Plowe’s education exceed the minimum requirements specified for this classification. Pay rate at salary Range A-26 at Step A is \$15.54/hour, while Step D is \$17.98/hour. The net difference in pay is an approximate increase of \$2.45 per hour, \$318 per month, or \$3,180 per year.

DIRECTOR’S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Molly Plowe at Range A-26, 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							



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Tuesday, September 8, 2015

AGENDA ITEM NO: III.A.11

SUBJECT: Advanced Step Placement – Joseph Viesca

BACKGROUND INFORMATION:

Classification Title: Custodian	Employee: Joseph Viesca	Calculation of Advanced Step Recommendation
Education: • None	• N/A	N/A
Experience: • Three months of paid or volunteer experience performing custodian functions OR completion of a custodian training program	• Mr. Viesca has 6.25 years of experience working in grounds and maintenance	3 (2-year periods) of experience above the required level <u>= 2 Step Advance</u> (Max Allowed)
<u>Total Advanced Steps: 0 (Education) + 2 (Experience) = 2 Advanced Steps = STEP C</u>		

DIRECTOR'S COMMENTS:

Mr. Viesca's professional training and experience exceed the minimum requirements specified for this classification. Pay rate at Step A is \$14.09/hour; Step C is \$15.54/hour. The net difference in pay is an increase of \$1.44 per hour, \$156.25 per month, or \$1,875.00 per year.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Joseph Viesca at Range 22, Step C on the Classified Employee's Salary Schedule pursuant to Merit Rule §12.2.4. (B) Salary on Employment (see attachments).

Commissioner	M	S		Yes	No	Abstain	ABSENT
Barbara Inatsugu							
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



PERSONNEL COMMISSION

Regular Meeting: Tuesday, September 8, 2015

AGENDA ITEM NO: III.A.12

SUBJECT: Reclassification Study– Library Assistant I

BACKGROUND INFORMATION:

The Director of Classified Personnel initiated the process to review the position of Library Assistant I. A Reclassification study of Cynthia Crawford revealed a limited amount of difference between the Library Assistant I and Library Assistant II. The Director of Classified Personnel and Senior Cabinet agreed to perform an analysis on the Library Assistant I and Library Assistant II positions.

METHODOLOGY:

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

- Reviewed the reclassification study performed for Ms. Cynthia Crawford
- Reviewed the classification specification for Library Assistant I and Library Assistant II
- Reviewed several similar classification specifications from other comparable agencies
- Performed an observation of the Library Assistant I's at Malibu High School and Lincoln Middle school, and the Library Assistant II at Santa Monica High School for about one (1) hour each
- Administered a survey to both Library Assistant I's and II's containing 20 assorted task statements to be completed and ranked on job importance and frequency
- Interviewed Librarian at Lincoln Middle School to collect information regarding the Library Assistant I's duties, responsibilities, interactions with others, and to identify the actual needs of the position

ANALYSIS:

- Clarified, defined, and operationalized all task statements by obtaining input from department personnel, job incumbents, 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
- Reviewed and analyzed production data information collected from observations which included the tasks being completed and length of time to complete tasks

FINDINGS:

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

- The Library Assistant I's are performing higher-level duties outside the scope of Library Assistant I, but within the scope of Library Assistant II. These duties are required to support

normal Department and District operations and cannot be absorbed by other staff members

DIRECTOR'S RECOMMENDATIONS:

It is recommended that the Personnel Commission approve the reclassification of Library Assistant I to Library Assistant II.

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



PERSONNEL COMMISSION
Regular Meeting: Tuesday, September 8, 2015

AGENDA ITEM NO: III.A.13

SUBJECT: Classification Specification Revision– Library Assistant II

BACKGROUND INFORMATION:

The classification title of Library Assistant II has been requested to be changed to Library Assistant by the Director of Classified Personnel as there are no longer multiple levels of Library Assistants. No other changes are requested as the classification title change is not sufficient to change the job requirements or salary for this position.

DIRECTOR'S RECOMMENDATIONS:

It is recommended that the Personnel Commission approve the revision to the Library Assistant II classification title to Library Assistant.

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



PERSONNEL COMMISSION KEY STATS	
JOB FAMILY	Instructional Support
JOB TITLE	Library Assistant #
SALARY RANGE	26

LIBRARY ASSISTANT #

BASIC FUNCTION:

Under the direction of a Certified Librarian, perform a variety of paraprofessional and specialized clerical duties related to the operation of the Library/Media Center; provide library service to students and instructional personnel; supervise clerks, aides, student helpers and volunteers.

***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
Perform on-line circulation and related procedures; check materials in and out of the Library; inspect materials for damage and wear; bill and receipt overdue, lost and/or damaged materials; mail overdue, lost and damage notices; collect and account for money due; maintain records of payments; compile and maintain circulation statistics; prepare circulation related reports as required; assure materials' security system is functioning	LB2-1
Provide assistance and support to students, instructional personnel and other staff in locating materials and information by using, demonstrating the use of, and assisting in the instruction of the use of print and non-print media, such as reference sources and serials, computers, on-line catalogs, and CD-ROM databases	LB2-2
Respond to inquiries and complaints and explain Library policies and procedures, rules and regulations	LB2-3
Assist with student supervision by collecting student hall passes and by observing student behavior; advise students of acceptable behavior and refer behavior problems to the Librarian or other appropriate personnel	LB2-4
Operate and maintain photocopiers, microfiche reader/printer, computers, fax, TV, VCR and other equipment by making minor adjustments and replacing paper supplies, toner cartridges, bulbs, meter reading and counting, and depositing and crediting proper accounts for coin operated equipment	LB2-5
Shelve and supervise the shelving of library materials; assist in determining materials to be bound, mended or discarded, prepare materials for bindery and maintain bindery records; mend damaged materials; assure that materials are maintained in proper order	LB2-6
Prepare materials and equipment requisitions and purchase orders in accordance with District procedures and maintain Library budget records and related files	LB2-7

Task Statement	Code
Maintain inventory control by assuring regular physical inventories of books, materials and equipment and by maintaining up-to-date inventory records; order and maintain library supplies, such as barcodes, toner cartridges and computer paper	LB2-8
Process new books, periodicals and other materials by checking invoices and purchase orders, bar coding, stamping and adding security stripping and labeling materials for location purposes	LB2-9
Perform bibliographic checking; maintain publishers catalogs, and other sources of bibliographic information; input bibliographic data into the on-line catalog; modify commercial cataloging under the direction of a Librarian	LB2-10
Assist in preparation of reports and type correspondence, notices and bulletins	LB2-11
Assist in maintaining an educational and motivational environment; design appropriate displays, bulletins, and exhibits	LB2-12
Conduct orientation sessions, book talks, literary reviews and student club meetings as required	LB2-13
Performs other duties as assigned	GEN-1

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

- Contemporary standard library practices, procedures and equipment, including the Dewey Decimal classification system and basic reference sources
- Current office practices and equipment, including business correspondence, filing systems, computer hardware and software applications
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Principles of training students and providing work direction for clerks, aides, volunteers and others
- Basic arithmetic
- Record-keeping techniques
- Oral and written communication skills
- Interpersonal skills using tact, patience, and courtesy

ABILITY TO:

- Perform a variety of paraprofessional and specialized clerical duties related to the operation of the library/Media Center
- Provide library service to students and instructional personnel
- Supervise student helpers and volunteers
- Exercise sound judgment to perform assigned duties
- Work independently and accurately under the pressure of frequent interruptions
- Operate a computer and other equipment as assigned
- Establish and maintain cooperative and effective working relationships with others
- Work independently with little direction
- Explain policies and procedures of the library
- Assign and review work

MINIMUM QUALIFICATIONS

EXPERIENCE:

Any combination equivalent to: two (2) years college-level coursework in library science and two (2) years of paraprofessional or responsible clerical experience in a library or media center.

WORKING CONDITIONS:

ENVIRONMENT:

Library environment with constant interruptions.

PHYSICAL DEMANDS:

- Hearing and speaking to exchange information
- Seeing to read a variety of materials
- Dexterity of hands and fingers to operate a computer keyboard
- Lifting and carrying moderately heavy objects
- Pushing and pulling book cards
- Reaching overhead, above the shoulders and horizontally
- Bending at the waist, kneeling or crouching



PERSONNEL COMMISSION

Regular Meeting: Tuesday, September 8, 2015

AGENDA ITEM NO: III.A.14

SUBJECT: Classification Specification Revision– Executive Director of Facilities, Maintenance, and Operations

BACKGROUND INFORMATION:

The Executive Director of Facilities, Maintenance, and Operations was established in August of 2015. The Interim Director of Classified Personnel requested for revisions to be made to the minimum qualifications with the Associate Superintendent of Business and Fiscal Services. Based on other related positions in the market, the minimum qualifications were lacking substitute opportunities that were found in the comparable job descriptions. The Associate Superintendent of Business and Fiscal Services agreed that there should be substitute opportunities in the minimum qualifications to best allow for the most qualified candidates to meet the requirements of the position.

METHODOLOGY:

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

- Researched comparable classifications to collect information on substitute opportunities for minimum qualifications for positions with similar work characteristics
- Met with the Associate Superintendent of Business and Fiscal Services to discuss preliminary findings and possible resolutions

ANALYSIS:

- Analyzed other comparable positions in salary, responsibility, and qualifications. The analysis demonstrated about 75% of the comparable agencies provide substitute opportunities for the minimum qualifications
- Analysis of qualifications using comparable positions demonstrated an average substitution opportunity on a two (2) year experience to one (1) year of education basis

FINDINGS:

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

- The Executive Director of Facilities, Maintenance, and Operations should include substitute opportunities on a two (2) year experience to one (1) year of education basis within their minimum qualifications

DIRECTOR'S RECOMMENDATIONS:

It is recommended that the Personnel Commission approve the revisions to the Executive Director of Facilities, Maintenance, and Operations classification specification as provided.

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.

Additional related experience may be substituted for the education requirement on the basis of two (2) years of experience for one (1) year of education.

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.



PERSONNEL COMMISSION

Regular Meeting: Tuesday, September 8, 2015

AGENDA ITEM NO: III.A.15

SUBJECT: Classification Specification Revision– Lead Vehicle and Equipment Mechanic

BACKGROUND INFORMATION:

The Lead Vehicle and Equipment Mechanic was last revised in October of 2000. Minor changes were initiated by the Interim Director of Classified Personnel and Director of Transportation. The changes are focused on the minimum qualifications to better align with the requirements of the position.

METHODOLOGY:

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

- Reviewed comparable job descriptions in Southern California regarding qualifications, duties performed, and salary
- Met with the Director of Transportation to discuss preliminary findings and possible resolutions

FINDINGS:

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

- Related classifications with similar duties performed and salary placement show experience requirements to allow for certification substitutions
- The revisions made to the Lead Vehicle and Equipment Mechanic classification specification are not significant enough to warrant any changes to the salary range of the position

DIRECTOR’S RECOMMENDATIONS:

It is recommended that the Personnel Commission approve the revisions to the Lead Vehicle and Equipment Mechanic classification specification as provided.

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



PERSONNEL COMMISSION KEY STATS	
JOB TITLE	Lead Vehicle and Equipment Mechanic
JOB FAMILY	Student Services
JOB SUB-FAMILY	Transportation
SUPERVISOR TITLE	Director of Transportation
SALARY RANGE	A-39

LEAD VEHICLE AND EQUIPMENT MECHANIC

BASIC FUNCTION:

Under general supervision, train and provide work direction to assigned staff; perform journey-level mechanical work in the inspection, repair and maintenance of a variety of District vehicles and equipment including gasoline and diesel-powered equipment and grounds maintenance equipment.

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
Train and provide work direction to assigned staff; schedule, assign, review and participate in the work of shop mechanics involved with routine and difficult work on District vehicles and equipment; assure compliance to safety procedures and work orders	LVEM-1
Perform a variety of complex repair and maintenance to gasoline and diesel-powered equipment, including buses, heavy vehicles, trucks, vans, cars and other large and small grounds equipment	LVEM -2
Assure compliance with safety standards on buses, vehicles and other equipment; prepare and maintain related safety, repair and maintenance records; submit to appropriate District personnel and outside agency representatives as required	LVEM -3
Inspect and diagnose mechanical malfunctions in gasoline and diesel engines; remove and install engines, clutch assemblies, transmissions, differentials, and other assemblies	LVEM -4
Overhaul, rebuild, and time engines and carburetors	LVEM -5
Determine necessary parts for repair; requisition equipment, tools, parts, and materials according to established procedures; conduct inventory on shop supplies and materials; assure proper stock levels are maintained	LVEM -6
Diagnose, repair, and rebuild engine electrical and ignition systems, such as batteries, distributors, relays, alternators, starters, and related systems	LVEM -7
Adjust and line brakes; maintain, rebuild, and replace air and hydraulic brake system components; change and balance tires	LVEM -8
Operate a variety of specialized electronic diagnosis equipment and machinery	LVEM -9

Task Statement	Code
Operate a school bus to transport students as assigned	LVEM -10
Conduct storm water outlet inspections and testing; take sample water tests; assure storm water drains and passages are clear from obstruction as assigned; maintain related reports	LVEM -11
Conduct road test for vehicles; respond to emergency road calls and make roadside repairs as necessary	LVEM -12
Maintain shop area, equipment and tools in a safe, clean and orderly condition	LVEM -13
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 Transportation
Given to:	None
Work Direction:	<i>Providing specific instruction and expectations on how to complete daily activities</i>
Received from:	Director of Transportation
Given to:	Vehicle and Equipment Mechanic
Work Evaluation:	<i>Assessing the performance outcomes based on work direction and supervision expectations</i>
Collaborators:	Director of Transportation
Given to:	Vehicle and Equipment Mechanic

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

- Techniques and practices of maintenance and repair of heavy and light automotive vehicles and grounds maintenance equipment.
- Operation theory and principles of gasoline, diesel-powered engines.
- Methods, equipment, tools and materials used in the repair and maintenance of vehicles and equipment.
- Principles of training and providing work direction.
- Laws, rules and regulations related to assigned activities.
- Inventory methods and practices.
- Diagnostic procedures for vehicles and equipment.
- Technical aspects of field of specialty.
- Shop math applicable to vehicle maintenance.
- Health and safety regulations.

ABILITY TO:

- Diagnose, repair and maintain a wide variety of large and small gasoline and diesel powered equipment and small engines
- Inspect, diagnose, and repair mechanical, electrical, and computerized malfunctions
- Prioritize and schedule work

- Operate specialized equipment used in repairing or servicing of vehicles
- Read and apply technical and mechanical diagrams, schematics and repair manuals
- Analyze situations accurately and adopt an effective course of action
- Establish and maintain cooperative working relationships
- Meet scheduled and time lines
- Prepare and maintain records related to safety, preventive maintenance and work performed
- Understand and carry out oral and written directions
- Observe legal and defensive driving practices
- Communicate effectively both orally and in writing
- Be flexible

MINIMUM QUALIFICATIONS

EXPERIENCE:

Five (5) years journey-level experience in automotive engine maintenance and repair including two (2) years working with diesel and alternatively fueled (e.g. CNG, propane, etc.) engines.

Possession of an ASE Certification may substitute for one (1) year of the required experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class A or B driver's license with passenger endorsement and insurability by District's carrier, current H6 DMV print-out; unrestricted California School Bus Driver certificate, and valid First Aid Certificate must be obtained within probationary period; ~~valid First Aid certificate.~~

PREFERRED QUALIFICATIONS:

EXPERIENCE:

One (1) year of supervisory experience in a related field is desired.

WORKING CONDITIONS:

ENVIRONMENT:

Shop environment; subject to driving a vehicle to conduct work; driving during adverse weather conditions.

PHYSICAL DEMANDS:

Lifting and carrying heavy objects, bending, reaching above the shoulder, overhead and horizontally, crawling, seeing to perform and observe repairs, dexterity of hands and fingers to operate specialized tools and equipment, standing for extended periods of time, and hearing to listen to engines, visual and auditory acuity sufficient to maintain safety standards; hearing and speaking sufficient to exchange information.

HAZARDS:

Work around grease, diesel, and gasoline powered equipment; solvents, chemical cleaners, machinery having moving parts, exhaust fumes and gasoline.

Revised: 10/2000

Revised: 9/2015



PERSONNEL COMMISSION

Regular Meeting: Tuesday, September 8, 2015

AGENDA ITEM NO: III.A.16

SUBJECT: Classification Specification Revision– Vehicle and Equipment Mechanic

BACKGROUND INFORMATION:

The Vehicle and Equipment Mechanic was last revised in April of 1995. Minor changes were initiated by the Interim Director of Classified Personnel and Director of Transportation. The changes are focused on the minimum qualifications to better align with the requirements of the position.

METHODOLOGY:

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

- Reviewed comparable job descriptions in Southern California regarding qualifications, duties performed, and salary
- Met with the Director of Transportation to discuss preliminary findings and possible resolutions

FINDINGS:

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

- Related classifications with similar duties performed and salary placement show experience requirements to allow for certification substitutions
- The revisions made to the Vehicle and Equipment Mechanic classification specification are not significant enough to warrant any changes to the salary range of the position

DIRECTOR’S RECOMMENDATIONS:

It is recommended that the Personnel Commission approve the revisions to the Vehicle and Equipment Mechanic classification specification as provided.

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



PERSONNEL COMMISSION KEY STATS	
JOB TITLE	Vehicle and Equipment Mechanic
JOB FAMILY	Student Services
JOB SUB-FAMILY	Transportation
SUPERVISOR TITLE	Director of Transportation
SALARY RANGE	A-36

VEHICLE AND EQUIPMENT MECHANIC

BASIC FUNCTION:

Under general supervision, perform journey-level mechanical work in the inspection, diagnosis, repair, and maintenance of a variety of District vehicles and equipment, including gasoline and diesel-powered equipment and grounds maintenance equipment.

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
Repair and maintain gasoline, diesel-powered equipment, including buses, heavy vehicles, trucks, vans, cars, and other large and small grounds equipment	VEM-1
Inspect and diagnose mechanical malfunctions in gasoline and diesel engines; remove and install engines, clutch assemblies, transmissions, differentials, and other assemblies	VEM -2
Diagnose, repair, and rebuild engine electrical and ignition systems, such as batteries, distributors, relays, alternators, starters, and related systems	VEM -3
Determine necessary parts for repair; requisition equipment, tools, parts, and materials according to established procedures	VEM -4
Perform routine preventative maintenance safety checks and inspections; complete and submit vehicle maintenance and California Highway Patrol inspection reports as required	VEM -5
Repair and install tires; maintain proper inflation level of tires	VEM -6
Lubricate buses, automotive, and other power equipment, replace defective lubrication fittings; inspect and fill gearboxes with lubricants	VEM -7
Adjust and line brakes; maintain, rebuild, and replace air and hydraulic brake system components; change and balance tires	VEM -8
Operate a variety of specialized electronic diagnosis equipment and machinery	VEM -9
Conduct road tests for vehicles; respond to emergency road calls and make roadside repairs as necessary	VEM -10
Operate a school bus to transport students as assigned	VEM -11

Task Statement	Code
Maintain shop area, equipment and tools in a safe, clean, and orderly condition	VEM -12
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 Transportation
Given to:	None
Work Direction:	<i>Providing specific instruction and expectations on how to complete daily activities</i>
Received from:	Director of Transportation and Lead Vehicle and Equipment Mechanic
Given to:	None
Work Evaluation:	<i>Assessing the performance outcomes based on work direction and supervision expectations</i>
Collaborators:	Director of Transportation and Lead Vehicle and Equipment Mechanic
Given to:	None

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

- Techniques and practices of maintenance and repair of heavy and light automotive vehicles and grounds maintenance equipment.
- Operation, theory, and principles of gasoline, diesel-powered engines.
- Methods, equipment, tools, and materials used in the repair and maintenance of vehicles and equipment.
- Diagnostic procedures for vehicles and equipment.
- Technical aspects of field of specialty.
- Health and safety regulations.
- Shop math applicable to vehicle maintenance

ABILITY TO:

- Diagnose, repair, and maintain a wide variety of large and small gasoline and diesel powered equipment and small engines.
- Diagnose and repair mechanical, electrical, and computerized malfunctions.
- Operate specialized equipment used in repairing or servicing of vehicles.
- Read and apply technical and mechanical diagrams, schematics, and repair manuals.
- Analyze situations accurately and adopt an effective course of action.
- Maintain records related to safety, preventive maintenance, and work performed.
- Understand and carry out oral and written directions.
- Establish and maintain cooperative working relationships.
- Communicate effectively both orally and in writing
- Observe legal and defensive driving practices.
- Be flexible.

MINIMUM QUALIFICATIONS

EXPERIENCE:

Three (3) years journey-level experience in automotive engine maintenance and repair including work with diesel and alternatively fueled (e.g. CNG, propane, etc.) engines.

Possession of an ASE Certification may substitute for one (1) year of the required experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class B driver's license with passenger endorsement and insurability by District's carrier, current H6 DMV print-out; unrestricted California School Bus Driver certificate within probationary period; valid First Aid certificate.

WORKING CONDITIONS:

ENVIRONMENT:

Shop environment; subject to driving a vehicle to conduct work; driving during adverse weather conditions.

PHYSICAL DEMANDS:

Lifting and carrying heavy objects; bending; reaching above the shoulder, overhead, and horizontally; crawling; seeing to perform and observe repairs; dexterity of hands and fingers to safely and efficiently operate specialized tools and equipment; standing for extended periods of time; hearing to listen to engines; hearing and speaking to exchange information.

HAZARDS:

Work around grease, diesel, and gasoline powered equipment; solvents, chemical cleaners, machinery having moving parts, exhaust fumes and gasoline.

Automotive Service

And Repair Worker - June 1977

Revised: October 1979

Revised: November 1986

Vehicle and

Equipment Mechanic- Revised: April 17, 1995 (Ewing & Co)

Revised: September 2015

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

PC Meeting Approval Date	Position	MO	HR	Salary Range	Adv Step	Step A Monthly Rate	Step A Hourly Rate	Adv Step Monthly Rate	Adv Step Hourly Rate	Annual Cost at Step 1	Annual Cost at Adv Step	Amount change by Hour	Amount change by Month	Annual Fiscal Impact
2013-2014														
8/13/2013	Athletic Trainer	10	7	35	B	\$3,213	\$18.54	\$3,374	\$19.47	28,114	29,530	\$0.93	\$20.23	\$1,416
8/13/2013	IA-Specialized	10	6	26	F	\$2,581	\$14.89	\$3,294	\$19.00	19,358	24,700	\$4.11	\$534.29	\$5,343
9/13/2013	Physical Therapist	11	8	61	D	\$6,059	\$34.96	\$7,014	\$40.47	66,649	77,164	\$5.51	\$955.91	\$10,515
9/13/2013	Administrative Assistant	12	8	29	D	\$2,776	\$16.02	\$3,213	\$18.54	33,312	38,564	\$2.52	\$437.65	\$5,252
9/13/2013	Bus Driver	9.5	7	28	F	\$2,710	\$15.63	\$3,458	\$19.95	22,527	28,745	\$4.32	\$654.55	\$6,218
9/13/2013	Accountant	12	8	41	F	\$3,720	\$21.46	\$4,747	\$27.39	44,640	56,972	\$5.93	\$1,027.67	\$12,332
11/12/2013	Physical Activities Specialist	9.5	5.4	26	D	\$2,581	\$14.89	\$2,987	\$17.23	16,551	19,154	\$2.34	\$274.05	\$2,603
11/12/2013	IA-Physical Education	9.5	4	20	C	\$2,229	\$12.86	\$2,458	\$14.18	10,588	11,676	\$1.32	\$114.50	\$1,088
11/12/2013	IA-Classroom	9.5	3	18	D	\$2,123	\$12.50	\$2,458	\$14.18	7,719	8,757	\$1.68	\$109.24	\$1,038
11/12/2013	IA-Classroom	9.5	3	18	C	\$2,123	\$12.50	\$2,341	\$13.51	7,719	8,340	\$1.01	\$65.36	\$621
11/12/2013	IA-Classroom	9.5	3	18	B	\$2,123	\$12.50	\$2,229	\$12.86	7,719	7,941	\$0.36	\$23.36	\$222
11/12/2013	Elementary Library Coord.	10	7	26	C	\$2,581	\$14.89	\$2,845	\$16.41	22,584	24,894	\$1.52	\$231.00	\$2,310
12/10/2013	IA-Classroom	9.5	3	18	B	\$2,123	\$12.50	\$2,229	\$12.86	7,719	7,941	\$0.36	\$23.36	\$222
12/10/2013	Administrative Assistant	12	8	29	C	\$2,776	\$16.02	\$2,914	\$16.81	33,312	34,968	\$0.80	\$138.00	\$1,656
12/10/2013	Paraeducator-3	10	6	26	C	\$2,581	\$14.89	\$2,987	\$16.41	19,358	21,333	\$1.52	\$197.58	\$1,976
12/10/2013	Paraeducator-3	10	6	26	C	\$2,581	\$14.89	\$2,845	\$16.41	19,358	21,338	\$1.52	\$198.00	\$1,980
1/14/2014	Campus Sec. Offcr.	10	8	25	C	\$2,518	\$14.53	\$2,776	\$16.02	25,180	27,760	\$1.49	\$258.00	\$2,580
1/14/2014	IA-Music	9.5	3	20	C	\$2,229	\$12.86	\$2,458	\$14.18	7,941	8,757	\$1.32	\$85.88	\$816
2/11/2014	Accounting Tech (Acc. Hiring Rate)	12	8	29	D	\$2,776	\$16.02	\$3,213	\$18.54	33,312	38,556	\$2.52	\$437.00	\$5,244
3/11/2014	Paraeducator-3	10	6	26	D	\$2,581	\$14.89	\$2,987	\$17.23	19,358	22,403	\$2.34	\$304.50	\$3,045
4/8/2014	IA-Classroom	9.5	3.5	18	D	\$2,167	\$12.50	\$2,458	\$14.18	9,007	10,216	\$1.68	\$127.31	Rescinded
5/13/2014	IA-Music	9.5	3	20	B	\$2,229	\$12.86	\$2,341	\$13.51	7,941	8,340	\$0.65	\$42.00	\$399
5/13/2014	Paraeducator-1	10	6	20	B	\$2,229	\$12.86	\$2,341	\$13.51	16,718	17,558	\$0.65	\$84.00	\$840
2013-2014 TOTAL														\$67,716

Advanced Step Placement Fiscal Impact Report

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

Advanced Step Placement Fiscal Impact Report

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

Advanced Step Placement Fiscal Impact Report

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

Advanced Step Placement Fiscal Impact Report

PC Meeting Approval Date	Position	MO	HR	Salary Range	Adv Step	Step A Monthly Rate	Step A Hourly Rate	Adv Step Monthly Rate	Adv Step Hourly Rate	Annual Cost at Step 1	Annual Cost at Adv Step	Amount change by Hour	Amount change by Month	Annual Fiscal Impact
2014-2015														
5/12/2015	Paraeducator 3	10	6	26	D	\$2,684	\$15.48	\$3,106	\$17.92	20,130	23,295	\$2.43	\$316.50	\$3,165
5/12/2015	Administrative Assistant	12	8	29	B	\$2,887	\$16.66	\$3,031	\$17.49	34,644	36,372	\$0.83	\$144.00	\$1,728
6/9/2015	Paraeducator-1	10	6	20	C	\$2,318	\$13.37	\$2,556	\$14.75	17,385	19,170	\$1.37	\$178.50	\$1,785
6/9/2015	IA-Music	10	2.5	20	D	\$2,318	\$13.37	\$2,684	\$15.48	7,244	8,388	\$2.11	\$114.38	\$1,144
6/9/2015	Swimming Instructor/Lifeguard	12	5	21	B	\$2,375	\$13.70	\$2,494	\$14.39	17,813	18,705	\$0.69	\$74.38	\$892
6/9/2015	Paraeducator-1	10	6	20	C	\$2,318	\$13.37	\$2,556	\$14.75	17,385	19,170	\$1.37	\$178.50	\$1,785
6/9/2015	Senior Technology Support Assistant	12	8	43	F	\$4,702	\$27.13	\$5,184	\$29.91	56,424	62,208	\$2.78	\$482.00	\$5,784
2014-2015 TOTAL:														\$232,516
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
9/8/2015	Custodian	12	5	22	C	\$2,443	\$14.09	\$2,693	\$15.54	18,323	20,198	\$1.44	\$156.25	\$1,875
9/8/2015	IA-Music	10	6	20	B	\$2,326	\$13.42	\$2,443	\$14.09	17,445	18,323	\$0.67	\$87.75	\$878
9/8/2015	IA-Classroom	10	3.5	18	D	\$2,326	\$13.42	\$2,565	\$14.80	10,176	11,222	\$1.38	\$104.56	\$1,046
9/8/2015	IA-Classroom	10	2	18	C	\$2,326	\$13.42	\$2,443	\$14.09	5,815	6,108	\$0.67	\$29.25	\$293
9/8/2015	PAS	10	6	26	C	\$2,693	\$15.54	\$2,969	\$17.13	20,198	22,268	\$1.59	\$207.00	\$2,070
9/8/2015	PAS	10	3	26	C	\$2,693	\$15.54	\$2,969	\$17.13	10,099	11,134	\$1.59	\$103.50	\$1,035
9/8/2015	Occupational Therapist	10	8	61	C	\$6,322	\$36.47	\$6,971	\$40.22	63,220	69,710	\$3.74	\$649.00	\$6,490
9/8/2015	Paraeducator 3	10	6	26	C	\$2,684	\$15.48	\$2,959	\$17.07	20,130	22,193	\$1.59	\$206.25	\$2,063
9/8/2015	Paraeducator 3	10	6	26	D	\$2,684	\$15.48	\$3,106	\$17.92	20,130	23,295	\$2.43	\$316.50	\$3,165
9/8/2015	Paraeducator 3	10	6	26	C	\$2,684	\$15.48	\$2,959	\$17.07	20,130	22,193	\$1.59	\$206.25	\$2,063

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
2015-2016 TOTAL														\$50,450
CUMULATIVE 2-YEAR TOTAL (FROM 7/1/14)														\$282,966
CUMULATIVE 3-YEAR TOTAL (FROM 7/1/13)														\$350,682
CUMULATIVE 4-YEAR TOTAL (FROM 7/1/12)														\$497,123
CUMULATIVE 5-YEAR TOTAL (FROM 7/1/11)														\$610,852

Open Requisitions (as of 9/4/2015)

Req Number	Req Title	Department	Position Type	FTE%	Date From HR
16-051	ACCOUNTING TECHNICIAN	FISCAL SERVICES	Vac	100	9/1/15
15-146	ADMINISTRATIVE ASSISTANT	EDUCATIONAL SERVICES	New	100	2/18/15
15-185	ADMINISTRATIVE ASSISTANT	MCKINLEY ELEMENTARY SCHOOL	Vac	100	5/22/15
16-050	AUDIENCE SERVICES COORDINATOR	FISCAL SERVICES	New	50	8/25/14
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
16-043	CAFETERIA WORKER II	PT DUME ELEMENTARY SCHOOL	Vac	50	8/19/15
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
16-047	CAMPUS SECURITY OFFICER	SANTA MONICA HIGH SCHOOL	Vac	100	8/26/15
15-142	CHILDREN'S CENTER ASSISTANT-1	JOHN MUIR ELEMENTARY SCHOOL	Vac	43.75	2/13/15
14-181	CHILDREN'S CENTER ASSISTANT-3	CHILD DEVELOPMENT SERVICES	Vac	43.75	5/27/14
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
16-038	CHILDREN'S CENTER ASSISTANT-3	CHILD DEVELOPMENT SERVICES	Vac	43.75	8/13/15
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
16-013	CUSTODIAN	CHILD DEVELOPMENT SERVICES	New	100	7/10/15
16-034	CUSTODIAN	BUSINESS SERVICES	Vac	37.5	8/12/15
16-053	CUSTODIAN	BUSINESS SERVICES	Vac	37.5	9/1/15
16-044	EXECUTIVE DIRECTOR OF FACILITIES, MAINTENANCE, AND OPERATIONS	BUSINESS SERVICES	New	100	8/19/15
16-014	FISCAL SERVICES SUPERVISOR	FISCAL SERVICES	Vac	100	7/13/15
15-208	HVAC MECHANIC	FACILITIES MAINTENANCE	Vac	100	6/18/15

Req Number	Req Title	Department	Position Type	FTE%	Date From HR
15-200	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	EDISON LANGUAGE ACADEMY	Vac	43.75	6/3/15
16-025	INSTRUCTIONAL ASSISTANT-CLASSROOM	WEBSTER ELEMENTARY SCHOOL	New	18.75	7/28/15
16-036	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL	Vac	37.5	8/12/15
16-039	INSTRUCTIONAL ASSISTANT-CLASSROOM	MCKINLEY ELEMENTARY SCHOOL	Vac	37.5	8/18/15
16-040	INSTRUCTIONAL ASSISTANT-CLASSROOM	MCKINLEY ELEMENTARY SCHOOL	Vac	37.5	8/19/15
16-048	INSTRUCTIONAL ASSISTANT-CLASSROOM	FRANKLIN ELEMENTARY SCHOOL	Vac	46.88	8/25/15
16-054	INSTRUCTIONAL ASSISTANT-CLASSROOM	WILL ROGERS LEARNING ACADEMY	Vac	37.5	9/1/15
16-007	LEAD VEHICLE AND EQUIPMENT MECHANIC	TRANSPORTATION	Vac	100	7/13/15
16-045	PARAEDUCATOR-1	MALIBU HIGH SCHOOL	Vac	75	8/24/15
16-052	PARAEDUCATOR-1	JOHN ADAMS MIDDLE SCHOOL	Vac	75	8/28/15
15-219	PARAEDUCATOR-2	SPECIAL EDUCATION	New	62.5	6/24/15
16-018	SENIOR OFFICE SPECIALIST	WEBSTER ELEMENTARY SCHOOL	Vac	50	7/20/15
16-049	SPEECH LANGUAGE PATHOLOGY ASSISTANT	SPECIAL EDUCATION	Vac	100	8/25/15

Req Number	Req Title	Department	Position Type	FTE%	Date From HR
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 (8/1/2015 – 8/31/2015)

Req Number	Req Title	Department	Date of Accepted Job Offer
15-191	CAFETERIA WORKER II	JOHN MUIR ELEMENTARY SCHOOL	8/13/15
15-192	CAFETERIA WORKER II	SANTA MONICA HIGH SCHOOL	8/12/15
15-164	CHILDREN'S CENTER ASSISTANT-1	CHILD DEVELOPMENT SERVICES	8/10/15
16-024	CHILDREN'S CENTER ASSISTANT-2	ROOSEVELT ELEMENTARY SCHOOL	8/10/15
16-004	CUSTODIAN	M & O (Maintenance & Operations)	8/21/15
16-005	CUSTODIAN	M & O (Maintenance & Operations)	8/21/15
16-029	CUSTODIAN	LINCOLN MIDDLE SCHOOL	8/21/15
16-030	CUSTODIAN	MALIBU HIGH SCHOOL	8/21/15
15-186	ELEMENTARY LIBRARY COORDINATOR	MCKINLEY ELEMENTARY SCHOOL	8/7/15
15-176	INSTRUCTIONAL ASSISTANT-CLASSROOM	MCKINLEY ELEMENTARY SCHOOL	8/7/15
15-195	INSTRUCTIONAL ASSISTANT-CLASSROOM	MCKINLEY ELEMENTARY SCHOOL	8/7/15
15-204	INSTRUCTIONAL ASSISTANT-CLASSROOM	WILL ROGERS LEARNING ACADEMY	8/12/15
15-209	INSTRUCTIONAL ASSISTANT-CLASSROOM	MCKINLEY ELEMENTARY SCHOOL	8/7/15
15-213	INSTRUCTIONAL ASSISTANT-CLASSROOM	WEBSTER ELEMENTARY SCHOOL	8/4/15
16-031	INSTRUCTIONAL ASSISTANT-CLASSROOM	MCKINLEY ELEMENTARY SCHOOL	8/7/15
16-032	INSTRUCTIONAL ASSISTANT-CLASSROOM	MCKINLEY ELEMENTARY SCHOOL	8/7/15

Req Number	Req Title	Department	Date of Accepted Job Offer
16-033	INSTRUCTIONAL ASSISTANT-CLASSROOM	SMASH (ALTERNATIVE) SCHOOL	8/19/15
16-035	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL	8/12/15
16-041	INSTRUCTIONAL ASSISTANT-CLASSROOM	WILL ROGERS LEARNING ACADEMY	8/19/15
16-042	INSTRUCTIONAL ASSISTANT-CLASSROOM	WILL ROGERS LEARNING ACADEMY	8/19/15
15-177	PARAEDUCATOR-1	MCKINLEY ELEMENTARY SCHOOL	8/12/15
15-182	PARAEDUCATOR-1	MALIBU HIGH SCHOOL	8/7/15
15-214	PARAEDUCATOR-1	MCKINLEY ELEMENTARY SCHOOL	8/14/15
15-215	PARAEDUCATOR-1	MCKINLEY ELEMENTARY SCHOOL	8/14/15
15-218	PARAEDUCATOR-1	LINCOLN MIDDLE SCHOOL	8/14/15
16-016	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	8/7/15
15-200	PARAEDUCATOR-2	SPECIAL EDUCATION	8/7/15
15-222	PARAEDUCATOR-3	SPECIAL EDUCATION	8/12/15
15-223	PARAEDUCATOR-3	SPECIAL EDUCATION	8/12/15
15-226	PARAEDUCATOR-3	SPECIAL EDUCATION	8/12/15
15-225	PARAEDUCATOR-3	SPECIAL EDUCATION	8/24/15
16-046	PARAEDUCATOR-3	SPECIAL EDUCATION	8/31/15
15-212	PHYSICAL ACTIVITIES SPECIALIST	CABRILLO ELEMENTARY SCHOOL	8/10/15

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

ACTION/CONSENT
 08/12/15

RECOMMENDATION NO. A.20

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

<u>NEW HIRES</u>		<u>EFFECTIVE DATE</u>
Butler, Deja Rogers ES	Inst Assistant - Classroom 3 Hrs/SY/Range: 18 Step: B	8/19/15
Cajas, Debbie Roosevelt ES	Inst Assistant - Classroom 3 Hrs/SY/Range: 18 Step: B	8/20/15
Chantarasompoth, Jan Muir ES	Inst Assistant - Classroom 3.5 Hrs/SY/Range: 18 Step: B	8/19/15
Dilworth, Shunise FNS-Adams MS	Cafeteria Worker I 3.5 Hrs/SY/Range: 11 Step: E	8/19/15
Gonzalez, Martha FNS-Franklin ES	Cafeteria Worker I 3 Hrs/SY/Range: 11 Step: E	8/19/15
Hernandez, Yesenia Rogers ES	Inst Assistant - Classroom 3 Hrs/SY/Range: 18 Step: B	8/19/15
Jackson, Jessica Grant ES	Instructional Assistant - Classroom 2 Hrs/SY/Range: 18 Step: B	8/20/15
Logan, Tracee Santa Monica HS	Student Outreach Specialist 8 Hrs/10 Mo/Range: 44 Step: D	8/13/15
Orozco, Cecilia FNS-Lincoln MS	Cafeteria Worker I 3.5 Hrs/SY/Range: 11 Step: E	8/19/15
Ortiz, Alma FNS- Lincoln MS	Cafeteria Worker I 3 Hrs/SY/Range: 11 Step: E	8/19/15
Park, Ko Lincoln MS	Accompanist 5 Hrs/SY/Range: 31 Step: F	8/19/15
Pollack, Bridget Rogers ES	Inst Assistant - Classroom 3 Hrs/SY/Range: 18 Step: B	8/19/15

<u>PROMOTION</u>		<u>EFFECTIVE DATE</u>
Montoya, Gerald Special Ed-Roosevelt ES	Paraeducator 3 6 Hrs/SY/Range: 26 Step: D From: Paraeducator 1: 6 Hrs/SY	8/19/15
Palacio, Ramon Fiscal Services	Payroll Specialist 8 Hrs/12 Mo/Range: 32 Step: E From: Accounting Technician: 8 Hrs/12 Mo	7/1/15

RECLASSIFICATION

Burton, Lisa
Fiscal Services

Payroll Specialist
8 Hrs/12 Mo/Range: 32 Step: F
From: Accounting Technician: 8 Hrs/12 Mo

EFFECTIVE DATE

7/1/15

Rizk, Rizk
Fiscal Services

Payroll Specialist
8 Hrs/12 Mo/Range: 32 Step: F
From: Accounting Technician: 8 Hrs/12 Mo

7/1/15

SUMMER ASSIGNMENTS

Brito, Salvador
Transportation

Bus Driver
Not to exceed: 20 Hrs

EFFECTIVE DATE

7/13/15-8/12/15

Carrillo, Steven
Transportation

Bus Driver
Not to exceed: 20 Hrs

7/13/15-8/12/15

Cisneros, Yolanda
Operations

Custodian
8 Hrs/Day

7/20/15-8/14/15

Donaldson, Adee
Santa Monica HS

Athletic Trainer
Not to exceed: 101 Hrs

7/13/15-8/12/15

Flores, Ana
Special Education

Paraeducator 1
4 Hrs/Day

7/7/15-7/10/15

Gauntt, Deborah
Transportation

Bus Driver
Not to exceed: 20 Hrs

7/13/15-8/12/15

Gomez, Leonor
Operations

Custodian
8 Hrs/Day

7/20/15-8/14/15

Gomez, Leonor
Special Education

Paraeducator 1
4 Hrs/Day

7/10/15

Gonzalez, Diane
Special Education

Paraeducator 1
4 Hrs/Day

6/15/15-7/10/15

Hansberry, Angie
Special Education

Paraeducator 1
Not to exceed: 29 Hrs

6/24/15-6/30/15

Hendricks, David
Transportation

Bus Driver
Not to exceed: 20 Hrs

7/13/15-8/12/15

Jimenez, Osvaldo
Operations

Custodian
8 Hrs/Day

7/20/15-8/14/15

Lawrence, Adrianna
Transportation

Bus Driver
Not to exceed: 20 Hrs

7/13/15-8/12/15

Lewis, Jessie
Transportation

Bus Driver
Not to exceed: 20 Hrs

7/13/15-8/12/15

Lomanda, Athena
Special Education

Paraeducator 1
4 Hrs/Day

7/2/15-7/10/15

Medellin, Diana
Operations

Custodian
8 Hrs/Day

7/20/15-8/14/15

Noh, Josephine Child Development Services	Swimming Instructor-Lifeguard Not to exceed: 84 Hrs	6/26/15-8/12/15
Nolen, Henry Operations	Custodian 8 Hrs/Day	7/20/15-8/14/15
Oyenoki, Elizabeth McKinley ES	Senior Office Specialist Not to exceed: 96 Hrs	7/13/15-8/12/15
Riley, Martelle Transportation	Bus Driver Not to exceed: 20 Hrs	7/13/15-8/12/15
Sammann, Kevin Transportation	Bus Driver Not to exceed: 20 Hrs	7/13/15-8/12/15
Sanchez, Cecilia Special Education	Paraeducator 3 6 Hrs/Day	8/3/15-8/7/15
Silvestre, Ernestina Transportation	Bus Driver Not to exceed: 60 Hrs	7/13/15-8/12/15
Smith, Brian Transportation	Bus Driver Not to exceed: 20 Hrs	7/13/15-8/12/15
Smith, Luz Educational Services	Translator Not to exceed: 4 Hrs	7/1/15-7/7/15
Smith, Luz Special Education	Translator Not to exceed: 8 Hrs	7/1/15-7/10/15
Thomas, Craig Special Education	Paraeducator 1 6 Hrs/Day	6/10/15-7/17/15
Wilson, Stanley Operations	Custodian 8 Hrs/Day	7/20/15-8/14/15
Yates-Lomax, Kathy Transportation	Bus Driver Not to exceed: 20 Hrs	7/13/15-8/12/15

TEMP/ADDITIONAL ASSIGNMENTS

EFFECTIVE DATE

Alaniz, Federico Food and Nutrition Services	Stock and Delivery Clerk [additional hours; cafeteria support]	8/20/15-6/9/16
Aldana, Monica Health Services	Health Office Specialist [additional hours; health office support]	8/17/15-6/9/16
Alvarez, Guillermina Food and Nutrition Services	Cafeteria Worker I [additional hours; cafeteria support]	8/20/15-6/9/16
Anderson, Bruno Santa Monica HS	Custodian [overtime; school events]	7/1/15-6/30/16
Anderson, Janice Health Services	Health Office Specialist [additional hours; health office support]	8/17/15-6/9/16
Arangoa, Isabel Food and Nutrition Services	Cafeteria Worker I [additional hours; cafeteria support]	8/20/15-6/9/16
Arriola, Olga Food and Nutrition Services	Cafeteria Worker I [additional hours; cafeteria support]	8/20/15-6/9/16

Ayala, Magdalena Health Services	Health Office Specialist [additional hours; health office support]	8/17/15-6/9/16
Bakhyt, Peter Food and Nutrition Services	Cafeteria Worker I [additional hours; cafeteria support]	8/20/15-6/9/16
Bernadou, Michelle Pt. Dume ES	Senior Office Specialist [additional hours; enrollment support]	8/6/15-8/12/15
Bolan, Anette Santa Monica HS	Campus Security Officer [overtime; school events]	7/1/15-6/30/16
Boyd, Katherine Santa Monica HS	Custodian [overtime; school events]	7/1/15-6/30/16
Bracamonte, Jorge Santa Monica HS	Custodian [overtime; school events]	7/1/15-6/30/16
Bravo, Richard Maintenance	Skilled Maintenance Worker [overtime; District projects]	7/1/15-11/10/15
Burleigh, David Santa Monica HS	Campus Security Officer [overtime; school events]	7/1/15-6/30/16
Burns, Robert Food and Nutrition Services	Cafeteria Worker I [additional hours; cafeteria support]	8/20/15-6/9/16
Carpenter, Eddie Food and Nutrition Services	Cafeteria Worker I [additional hours; cafeteria support]	8/20/15-6/9/16
Carrillo, Rigoberto Maintenance	HVAC Technician [overtime; District projects]	7/1/15-6/30/16
Castillo, John Facility Improvement Projects	Network Engineer [overtime; technical support]	7/1/15-6/30/16
Castro, Esperanza Food and Nutrition Services	Site Food Services Coordinator [additional hours; cafeteria support]	8/20/15-6/9/16
Chiriboga, Giovanni Maintenance	Skilled Maintenance Worker [overtime; District projects]	7/1/15-11/10/15
Cisneros, Yolanda Food and Nutrition Services	Cafeteria Worker II [additional hours; cafeteria support]	8/20/15-6/9/16
Cobbs, Rufus Santa Monica HS	Custodian [overtime; school events]	7/1/15-6/30/16
Cojan, Carmen Food and Nutrition Services	Cafeteria Worker II [additional hours; cafeteria support]	8/20/15-6/9/16
Cooper, Raymond Santa Monica HS	Campus Security Officer [overtime; school events]	7/1/15-6/30/16
Cornejo, Ana Food and Nutrition Services	Cafeteria Worker I [additional hours; cafeteria support]	8/20/15-6/9/16
Cornejo, Natalie Santa Monica HS	Campus Security Officer [overtime; school events]	7/1/15-6/30/16

Cruz-Aguilar, Julia Food and Nutrition Services	Cafeteria Worker I [additional hours; cafeteria support]	8/20/15-6/9/16
Cueva, Felipe Santa Monica HS	Custodian [overtime; school events]	7/1/15-6/30/16
Davis, Jeffery Maintenance	Carpenter [overtime; District projects]	7/1/15-6/30/16
De La Rosa, Johanna Superintendent's Office	Bilingual Community Liaison [overtime; translations]	7/1/15-6/30/16
Dilworth, Shunise Food and Nutrition Services	Cafeteria Worker I [additional hours; cafeteria support]	8/20/15-6/9/16
Donovan, Marc Maintenance	Electrician [overtime; District projects]	7/1/15-11/10/15
Doty, Ken Santa Monica HS	Custodian [overtime; school events]	7/1/15-6/30/16
Escobar, Victoria Food and Nutrition Services	Cafeteria Worker II [additional hours; cafeteria support]	8/20/15-6/9/16
Fernandez, Ramona Food and Nutrition Services	Cafeteria Worker I [additional hours; cafeteria support]	8/20/15-6/9/16
Ford, Spikes Maintenance	Metal Worker [overtime; District projects]	7/1/15-6/30/16
Gaidzik, George Facility Improvement Projects	Technology Support Assistant [overtime; technical support]	7/1/15-6/30/16
Gardea-Perez, Guadalupe Facility Improvement Projects	Bilingual Community Liaison [overtime; translations]	7/1/15-6/30/16
Gardea-Perez, Guadalupe Superintendent's Office	Bilingual Community Liaison [overtime; translations]	7/1/15-6/30/16
Gheewala, Nasreen Child Develop Svcs-Rogers ES	Children's Center Assistant 2 [additional hours; classroom support]	1/1/15-6/30/15
Gibson, Leticia Food and Nutrition Services	Cafeteria Worker I [additional hours; cafeteria support]	8/20/15-6/9/16
Girgis, Salwa Food and Nutrition Services	Cafeteria Worker I [additional hours; cafeteria support]	8/20/15-6/9/16
Gold, Kathleen Facility Improvement Projects	Technology Support Assistant [overtime; technical support]	7/1/15-6/30/16
Gomez, Jose Food and Nutrition Services	Production Kitchen Coordinator [overtime; cafeteria support]	8/20/15-6/9/16
Gonzalez, Diane Health Svcs-Adams MS	Health Office Specialist [limited term; health office support]	8/19/15-2/19/16
Gonzalez, Gary Maintenance	Plumber [overtime; District projects]	7/1/15-6/30/16

Gonzalez, Martha Food and Nutrition Services	Cafeteria Worker I [additional hours; cafeteria support]	8/20/15-6/9/16
Gonzalez, Martina Food and Nutrition Services	Cafeteria Worker I [additional hours; cafeteria support]	8/20/15-6/9/16
Gonzalez Ortiz, Luz Food and Nutrition Services	Cafeteria Worker I [additional hours; cafeteria support]	8/20/15-6/9/16
Greene, Milton Santa Monica HS	Campus Security Officer [overtime; school events]	7/1/15-6/30/16
Griffis, Denise Food and Nutrition Services	Cafeteria Worker I [additional hours; cafeteria support]	8/20/15-6/9/16
Gutierrez, Martha Franklin ES	Senior Office Specialist [additional hours; clerical support]	8/7/15-8/12/15
Hedges, Eric Maintenance	Electrician [overtime; District projects]	7/1/15-6/30/16
Hernandez, Yolanda Health Services	Health Office Specialist [additional hours; health office support]	8/17/15-6/9/16
Herrera, Zenon Maintenance	Locksmith [overtime; District projects]	7/1/15-6/30/16
Hobkirk, Christina Health Services	Health Office Specialist [additional hours; health office support]	8/17/15-6/9/16
Holloway, Shirlene Food and Nutrition Services	Cafeteria Worker I [additional hours; cafeteria support]	8/20/15-6/9/16
Holsome, Dorothy Food and Nutrition Services	Cafeteria Worker I [additional hours; cafeteria support]	8/20/15-6/9/16
Homami, Christina Health Services	Health Office Specialist [additional hours; health office support]	8/17/15-6/9/16
Honore, Crystal Santa Monica HS	Campus Security Officer [overtime; school events]	7/1/15-6/30/16
Islas, Gloria Food and Nutrition Services	Cafeteria Worker I [additional hours; cafeteria support]	8/20/15-6/9/16
Jackson, Donte Food and Nutrition Services	Cafeteria Worker I [additional hours; cafeteria support]	8/20/15-6/9/16
Jaramillo, Guido Santa Monica HS	Campus Security Officer [overtime; school events]	7/1/15-6/30/16
Johnston, Cindy Personnel Commission	Human Resources Technician [additional hours; summer assignments]	6/29/15-6/30/15 7/1/15-8/5/15
Jones, Chancy Santa Monica HS	Campus Security Officer [overtime; school events]	7/1/15-6/30/16
Jones, Mashwanda Health Services	Health Office Specialist [additional hours; health office support]	8/17/15-6/9/16

Kaur, Kulwinder Food and Nutrition Services	Cafeteria Worker I [additional hours; cafeteria support]	8/20/15-6/9/16
Lai, Chong Food and Nutrition Services	Production Kitchen Coordinator [overtime; cafeteria support]	8/20/15-6/9/16
Laird, Monica Food and Nutrition Services	Cafeteria Worker I [additional hours; cafeteria support]	8/20/15-6/9/16
Lopez, Sandy Rogers ES	Senior Office Specialist [additional hours; clerical support]	8/6/15-8/12/15
Lopez de Luis, Asuncion Food and Nutrition Services	Cafeteria Worker I [additional hours; cafeteria support]	8/20/15-6/9/16
Lyons, Debra Health Services	Health Office Specialist [additional hours; health office support]	8/17/15-6/9/16
Mangum, Don Santa Monica HS	Campus Security Officer [overtime; school events]	7/1/15-6/30/16
Manjarrez, Maria Food and Nutrition Services	Cafeteria Worker I [additional hours; cafeteria support]	8/20/15-6/9/16
Manzur, Juan Facility Improvement Projects	Senior Technology Support Assistant [overtime; technical support]	7/1/15-6/30/16
Marmolejo, David Facility Improvement Projects	Network Engineer [overtime; technical support]	7/1/15-6/30/16
Martin, Charles Santa Monica HS	Campus Security Officer [overtime; school events]	7/1/15-6/30/16
Martinez, Santiago Facility Improvement Projects	Technology Support Assistant [overtime; technical support]	7/1/15-6/30/16
McNeely, Debrah Santa Monica HS	Custodian [overtime; school events]	7/1/15-6/30/16
Medina, Elvia Food and Nutrition Services	Cafeteria Worker I [additional hours; cafeteria support]	8/20/15-6/9/16
Mesrobian, Varso Franklin ES	Senior Office Specialist [additional hours; clerical support]	8/4/15-8/12/15
Miranda, Karla Food and Nutrition Services	Cafeteria Worker II [additional hours; cafeteria support]	8/20/15-6/9/16
Montoya, Gerald Special Ed-Roosevelt ES	Paraeducator 1 [additional hours; professional development]	6/29/15-6/30/15
Moore, Sandra Food and Nutrition Services	Cafeteria Worker II [additional hours; cafeteria support]	8/20/15-6/9/16
Morales, Rosa Food and Nutrition Services	Cafeteria Worker I [additional hours; cafeteria support]	8/20/15-6/9/16
Morales, Steve Operations	Custodian [overtime; custodial support]	6/18/15-7/31/15

Morris, Sean Maintenance	Skilled Maintenance Worker [overtime; District projects]	7/1/15-11/10/15
Nairouz, Dina Food and Nutrition Services	Cafeteria Worker I [additional hours; cafeteria support]	8/20/15-6/9/16
Navarro, Nancy Muir ES	Senior Office Specialist [additional hours; enrollment support]	8/13/15-8/28/15
Nolen, Henry Food and Nutrition Services	Cafeteria Worker II [additional hours; cafeteria support]	8/20/15-6/9/16
Nunez, Sherry Santa Monica HS	Campus Security Officer [overtime; school events]	7/1/15-6/30/16
Omari, Saleem Santa Monica HS	Custodian [overtime; school events]	7/1/15-6/30/16
O'Rourke, Thomas Santa Monica HS	Custodian [overtime; school events]	7/1/15-6/30/16
Ortiz, Patricia Health Services	Health Office Specialist [additional hours; health office support]	8/17/15-6/9/16
Osaki, Brenda Lincoln MS	Senior Office Specialist [additional hours; enrollment support]	8/10/15-8/12/15
Palmore, Renata Food and Nutrition Services	Cafeteria Worker I [additional hours; cafeteria support]	8/20/15-6/9/16
Parker, Stephen Maintenance	Painter [overtime; District projects]	7/1/15-11/10/15
Patterson, Pete Facility Improvement Projects	Technology Support Assistant [overtime; technical support]	7/1/15-6/30/16
Peoples, Jeffrey Santa Monica HS	Custodian [overtime; school events]	7/1/15-6/30/16
Perchlak, Stanley Maintenance	Carpenter [overtime; District projects]	7/1/15-11/10/15
Pittman, Angela Food and Nutrition Services	Cafeteria Worker I [additional hours; cafeteria support]	8/20/15-6/9/16
Plascencia, Henry Santa Monica HS	Lead Custodian [overtime; school events]	7/1/15-6/30/16
Preciado, Daniel Santa Monica HS	Campus Security Officer [overtime; school events]	7/1/15-6/30/16
Preciado, Iris Edison ES	Senior Office Specialist [additional hours; enrollment support]	8/7/15-8/12/15
Quiroz, Timothy Food and Nutrition Services	Site Food Services Coordinator [additional hours; cafeteria support]	8/20/15-6/9/16
Reyes, Pedro Maintenance	Skilled Maintenance Worker [overtime; District projects]	7/1/15-11/10/15

Richards, Ingrid Food and Nutrition Services	Cafeteria Worker I [additional hours; cafeteria support]	8/20/15-6/9/16
Ridley, Tischa Food and Nutrition Services	Cafeteria Worker II [additional hours; cafeteria support]	8/20/15-6/9/16
Rodriguez, Maria Adams MS	Bilingual Community Liaison [additional hours; Valued Youth coordinator]	8/19/14-6/5/15
Rodriguez, Maria Food and Nutrition Services	Cafeteria Worker I [additional hours; cafeteria support]	8/20/15-6/9/16
Romo, Jennifer Food and Nutrition Services	Cafeteria Worker II [additional hours; cafeteria support]	8/20/15-6/9/16
Rosas, Rosemarie Food and Nutrition Services	Cafeteria Worker I [additional hours; cafeteria support]	8/20/15-6/9/16
Ruiz, Juliana Food and Nutrition Services	Cafeteria Worker I [additional hours; cafeteria support]	8/20/15-6/9/16
Ruiz de Cortez, Maria Food and Nutrition Services	Cafeteria Worker I [additional hours; cafeteria support]	8/20/15-6/9/16
Saad, Metias Santa Monica HS	Custodian [overtime; school events]	7/1/15-6/30/16
Sanchez, Lucas Food and Nutrition Services	Cafeteria Worker I [additional hours; cafeteria support]	8/20/15-6/9/16
Sargent, Darren Santa Monica HS	Campus Security Officer [overtime; school events]	7/1/15-6/30/16
Shih, Jennifer Child Develop Svcs-Franklin ES	Children's Center Assistant 2 [additional hours; classroom support]	5/1/15-6/5/15
Smith, Darlene Food and Nutrition Services	Cafeteria Worker I [additional hours; cafeteria support]	8/20/15-6/9/16
Smith, Dunell Santa Monica HS	Campus Security Officer [overtime; school events]	7/1/15-6/30/16
Soloway, Beth Malibu HS	Senior Office Specialist [additional hours; clerical support]	7/1/15-6/30/16
Soloway, Beth Pt. Dume ES	Senior Office Specialist [additional hours; clerical support]	7/6/15-7/10/15
Tabones, Reggie Maintenance	Electrician [overtime; District projects]	7/1/15-6/30/16
Tangum, Cathy Santa Monica HS	Campus Security Officer [overtime; school events]	7/1/15-6/30/16
Taylor, Georgia Food and Nutrition Services	Cafeteria Worker I [additional hours; cafeteria support]	8/20/15-6/9/16
Thompson, Raquel Health Services	Health Office Specialist [additional hours; health office support]	8/17/15-6/9/16

Tirado, Leticia Food and Nutrition Services	Cafeteria Worker II [additional hours; cafeteria support]	8/20/15-6/9/16
Tursi, Lisa Roosevelt ES	Administrative Assistant [overtime; office support]	8/20/15-6/9/16
Ubeda, Hanzel Maintenance	Plumber [overtime; District projects]	7/1/15-6/30/16
Valdivia, Br�anda Food and Nutrition Services	Cafeteria Worker I [additional hours; cafeteria support]	8/20/15-6/9/16
Vasquez, Grace Santa Monica HS	Campus Security Officer [overtime; school events]	7/1/15-6/30/16
Vielman, Hernandez Food and Nutrition Services	Cafeteria Worker I [additional hours; cafeteria support]	8/20/15-6/9/16
Villa, Alejandro Maintenance	Glazier [overtime; District projects]	7/1/15-11/10/15
Villa, Maria Food and Nutrition Services	Cafeteria Worker I [additional hours; cafeteria support]	8/20/15-6/9/16
Villalobos, Elizabeth Maintenance	HVAC Technician [overtime; District projects]	7/1/15-11/10/15
Villegas, Bibiana Health Services	Health Office Specialist [additional hours; health office support]	8/17/15-6/9/16
Wahrenbrock, Sarah Superintendent's Office	Assistant to the Superintendent [overtime; administrative assignments]	7/1/15-6/30/16
Walker, Louis Santa Monica HS	Custodian [overtime; school events]	7/1/15-6/30/16
Webster-Joseph, Shirley Food and Nutrition Services	Cafeteria Worker I [additional hours; cafeteria support]	8/20/15-6/9/16
Williams, Steven Food and Nutrition Services	Stock and Delivery Clerk [additional hours; cafeteria support]	8/20/15-6/9/16
Wilson, Stanley Santa Monica HS	Campus Security Officer [overtime; school events]	7/1/15-6/30/16
Wilson, Terry Santa Monica HS	Campus Security Officer [overtime; school events]	7/1/15-6/30/16
Winger, Nidra Health Services	Health Office Specialist [additional hours; health office support]	8/17/15-6/9/16
Woolridge, Traci Food and Nutrition Services	Cafeteria Worker I [additional hours; cafeteria support]	8/20/15-6/9/16
Zaldivar, Guadalupe Food and Nutrition Services	Cafeteria Worker I [additional hours; cafeteria support]	8/20/15-6/9/16

SUBSTITUTES

Aimery, Krhristina
Food and Nutrition Services

Cafeteria Worker I

EFFECTIVE DATE

8/20/15-6/9/16

Aldana, Monica Health Services	Health Office Specialist	8/20/15-6/9/16
Alvarado Orantes, Nancy Food and Nutrition Services	Cafeteria Worker I	8/20/15-6/9/16
Anderson, Janice Health Services	Health Office Specialist	8/20/15-6/9/16
Ayala, Magdalena Health Services	Health Office Specialist	8/20/15-6/9/16
Beltran, Jacqueline Health Services	Health Office Specialist	8/20/15-6/9/16
Beltran, Jacqueline Health Services	Health Office Specialist	8/20/15-6/9/16
Benjamin, Venecia Food and Nutrition Services	Cafeteria Worker I	8/20/15-6/9/16
Clark, Jollity Food and Nutrition Services	Cafeteria Worker I	8/20/15-6/9/16
Cline, Wendy Food and Nutrition Services	Cafeteria Worker I	8/20/15-6/9/16
Colula, Anilu Health Services	Health Office Specialist	8/20/15-6/9/16
Ford, Jamie Food and Nutrition Services	Cafeteria Worker I	8/20/15-6/9/16
Gaylor, Amanda Health Services	Health Office Specialist	8/20/15-6/9/16
Gonzalez, Diane Health Services	Health Office Specialist	8/20/15-6/9/16
Gutierrez, Adriana Food and Nutrition Services	Cafeteria Worker I	8/20/15-6/9/16
Hernandez, Yolanda Health Services	Health Office Specialist	8/20/15-6/9/16
Hobkirk, Christina Health Services	Health Office Specialist	8/20/15-6/9/16
Homami, Christina Health Services	Health Office Specialist	8/20/15-6/9/16
Jones, Mashwanda Health Services	Health Office Specialist	8/20/15-6/9/16
Lyons, Debra Health Services	Health Office Specialist	8/20/15-6/9/16
Martinez, Silvia Food and Nutrition Services	Cafeteria Worker I	8/20/15-6/9/16

Miller, Brenda Health Services	Health Office Specialist	8/20/15-6/9/16
Nava, Virginia Food and Nutrition Services	Cafeteria Worker I	8/20/15-6/9/16
Nava, Virginia Food and Nutrition Services	Cafeteria Worker II	8/20/15-6/9/16
Niazi, Imran Health Services	Health Office Specialist	8/20/15-6/9/16
Orozco, Cecilia Food and Nutrition Services	Cafeteria Worker I	8/20/15-6/9/16
Ortiz, Alondra Health Services	Health Office Specialist	8/20/15-6/9/16
Ortiz, Patricia Health Services	Health Office Specialist	8/20/15-6/9/16
Ortiz Ortiz, Alma Food and Nutrition Services	Cafeteria Worker I	8/20/15-6/9/16
Peterson, Erin Health Services	Health Office Specialist	8/20/15-6/9/16
Soloway, Beth Health Services	Health Office Specialist	8/20/15-6/9/16
Thompson, Raquel Health Services	Health Office Specialist	8/20/15-6/9/16
Vichaidit, Amy Health Services	Health Office Specialist	8/20/15-6/9/16
Villegas, Bibiana Health Services	Health Office Specialist	8/20/15-6/9/16
Ward, Frances Food and Nutrition Services	Cafeteria Worker I	8/20/15-6/9/16
Winger, Nidra Health Services	Health Office Specialist	8/20/15-6/9/16

CHANGE IN ASSIGNMENT

EFFECTIVE DATE

Garrett, Christine Human Resources	Senior Office Specialist 8 Hrs/12 Mo From: 4 Hrs/10 Mo/Lincoln MS	7/1/15
Slawter, Mary Malibu HS	Accounting Assistant II 8 Hrs/11 Mo From: 8 Hrs/10 Mo/Malibu HS	7/1/15

INVOLUNTARY TRANSFER

EFFECTIVE DATE

Hendler, Nanette Special Ed-Lincoln MS	Paraeducator 1 6 Hrs/SY From: 6 Hrs/SY/Special Ed-Muir ES	8/19/15
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Jackson, Latasha Special Ed-Muir ES	Paraeducator 2 6 Hrs/SY From: 6 Hrs/SY/Special Education	8/19/15
Rosa, Lucy Special Ed-Lincoln MS	Paraeducator 2 6.5 Hrs/SY From: 6.5 Hrs/SY/Special Ed-Santa Monica HS	8/20/15
Vargas, Cynthia Special Ed-Adams MS	Paraeducator 1 6 Hrs/SY From: 6 Hrs/SY/Special Ed-McKinley ES	8/19/15
Vasquez, Julie Special Ed-Grant ES	Paraeducator 1 6 Hrs/SY From: 6 Hrs/SY/Special Ed- Adams MS	8/19/15
Wolff, Amy Special Ed-Adams MS	Paraeducator 1 4 Hrs/SY From: 4 Hrs/SY/Special Ed-McKinley ES	8/19/15
Yeh, Wendy Special Ed-McKinley ES	Paraeducator 1 6 Hrs/SY From: 6 Hrs/SY/ Special Ed-Lincoln MS	8/19/15

VOLUNTARY TRANSFER

Romero, Fredy Grant ES	Physical Activities Specialist 5 Hrs/SY From: 6 Hrs/SY/Cabrillo ES	<u>EFFECTIVE DATE</u> 8/19/15
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LEAVE OF ABSENCE (PAID)

Durham, Michael Pt. Dume ES	Custodian Medical	<u>EFFECTIVE DATE</u> 6/12/15-6/24/15
Gutierrez, Adriana McKinley ES	Physical Activities Specialist Maternity	8/27/15-10/9/15
Gutierrez, Nallely McKinley ES	Instructional Assistant - Classroom Maternity	5/21/15-6/5/15
Part, Brian Facility Use	Sports Facility Coordinator CFRA Leave	7/22/15-7/25/15
Ratliff-Woods, Sheleita Special Ed-Grant ES	Paraeducator 1 Medical	8/19/15-9/3/15
Striff, Jill Special Education	Occupational Therapist Maternity	8/19/15-1/1/16
Villegas, Bibiana McKinley ES	Health Office Specialist Maternity	6/2/15-6/5/15

LEAVE OF ABSENCE (UNPAID)

Chulack, Sarah Special Education	Paraeducator 3 Child Care	<u>EFFECTIVE DATE</u> 8/19/15-4/18/16
Chulack, Sarah Special Education	Paraeducator 3 Personal	4/19/16-6/9/16

Ganelis, Inna Santa Monica HS	Accompanist Child Care	8/19/15-10/22/15
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PROFESSIONAL GROWTH

		<u>EFFECTIVE DATE</u>
Benjamin, Jacquita Special Ed-Lincoln MS	Paraeducator 3	8/1/15
Bravo, Richard Roosevelt ES	Custodian	8/1/15
Herrera, Zenon Maintenance	Locksmith	6/1/15
Ridley, Latresse Special Ed-Roosevelt ES	Paraeducator 1	8/1/15
White, Robert Facility Use	Sports Facility Attendant	7/1/15

ABOLISHMENT OF POSITION

	<u>EFFECTIVE DATE</u>
Cafeteria Cashier 2 Hrs/SY; FNS-Edison ES	8/27/15
Cafeteria Cashier Less than 1 Hr/SY; FNS-Grant ES	8/27/15
Library Assistant I 8 Hrs/10 Mo; Malibu HS	7/1/15
Paraeducator 2 6 Hrs/SY; Special Ed-Santa Monica HS	8/19/15
Paraeducator 3 6 Hrs/SY; Special Education	3/2/15
Senior Office Specialist 8 Hrs/11 Mo; Santa Monica HS	7/1/15

DISQUALIFICATION FROM PROBATION

	<u>EFFECTIVE DATE</u>
KT5867317 Custodian	8/13/15

WORKING OUT OF CLASS

		<u>EFFECTIVE DATE</u>
Bakhyt, Peter Food and Nutrition Services	Stock and Delivery Clerk From: Cafeteria Worker I	8/20/15-6/9/16
Ballat, Nawal FNS-Rogers ES	Cafeteria Worker II From: Cafeteria Worker I	8/20/15-6/9/16
Bravo, Richard Maintenance	Skilled Maintenance Worker From: Custodian	7/1/15-11/10/15
Chavez, Dennis Maintenance	Construction Supervisor From: Facilities Technician	7/1/15-11/10/15
Chiriboga, Giovanni Maintenance	Skilled Maintenance Worker From: Custodian	7/1/15-11/10/15

Cornejo, Ana FNS-Muir ES	Cafeteria Worker II From: Cafeteria Worker I	8/20/15-6/9/16
Davis, Anthony Operations	Lead Custodian From: Custodian	6/29/15-7/31/15
Day, Way Operations	Plant Supervisor From: Lead Custodian	1/2/15-1/6/15
Donovan, Marc Maintenance	Electrician From: Glazier	7/1/15-11/10/15
Fowler, Damone FNS-Malibu HS	Production Kitchen Coordinator From: Cafeteria Cook Baker	8/20/15-6/9/16
Gibson, Leticia FNS-McKinley ES	Cafeteria Worker II From: Cafeteria Worker I	8/20/15-6/9/16
Laird, Monica FNS-Lincoln MS	Site Food Services Coordinator From: Cafeteria Worker I	8/20/15-6/9/16
Lancaster, Kelly Food and Nutrition Services	Director of Food Services From: Food Service Operations Supervisor	7/1/15-8/31/15
Morales, Steve Operations	Lead Custodian From: Custodian	6/18/15-7/31/15
Morris, Sean Maintenance	Skilled Maintenance Worker From: Custodian	7/1/15-11/10/15
Parker, Stephen Maintenance	Painter From: Skilled Maintenance Worker	7/1/15-11/10/15
Perchlak, Stanley Maintenance	Carpenter From: Skilled Maintenance Worker	7/1/15-11/10/15
Reyes, Pedro Maintenance	Facilities Technician From: Electrician	7/1/15-11/10/15
Villa, Alejandro Maintenance	Glazier From: Skilled Maintenance Worker	7/1/15-11/10/15
Villalobos, Elizabeth Maintenance	HVAC Mechanic From: Carpenter	7/1/15-11/10/15

TRANSFER IN LIEU OF LAYOFF

Strahn, Yvonne Santa Monica HS	Senior Office Specialist 8 Hrs/11 Mo From: 8 Hrs/11 Mo/Santa Monica HS	<u>EFFECTIVE DATE</u> 8/24/15
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RESIGNATION

Cole, Raven Child Develop Svcs-Rogers ES	Children's Center Assistant 3	<u>EFFECTIVE DATE</u> 7/31/15
Cruz, Gerardo Fiscal Services	Fiscal Services Supervisor	8/7/15
Mexas, Nancy CDS-Business Office	Bilingual Community Liaison	7/2/15

Morris, Diane
McKinley ES

Instructional Assistant - Classroom

7/1/15

Nam, Jeong
Special Ed-McKinley ES

Occupational Therapist

7/9/15

Pacheco, Patricia
FNS-Lincoln MS

Cafeteria Worker I

6/5/15

RENEWAL OF ASSIGNMENT PER COLLECTIVE BARGAINING AGREEMENT

EFFECTIVE DATE

Cartee-McNeely, Keryl
Human Resources/SEIU

Chief Steward

7/1/15-6/30/16

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

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

ACTION/CONSENT
 09/02/15

RECOMMENDATION NO. A.16

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

<u>NEW HIRES</u>		<u>EFFECTIVE DATE</u>
Alvarez, Jose Operations	Gardener 5.6 Hrs/12 Mo/Range: 24 Step: A	8/3/15
Areliz, Alberto Special Ed-Cabrillo ES	Paraeducator 3 6 Hrs/SY/Range: 26 Step: A	8/19/15
Colula, Anilu Special Ed-Malibu HS	Paraeducator 3 6 Hrs/SY/Range: 26 Step: A	8/19/15
Cool, Michael Personnel Commission	Director of Classified Personnel 8 Hrs/12 Mo/Range: M-64 Step: C	9/1/15
Gonzalez, Andrea Child Develop Svcs-Franklin ES	Children's Center Assistant 1 3.5 Hrs/SY/Range: 17 Step: B	8/19/15
Hawkins, Chloe Adams MS	Instructional Assistant - Music 6 Hrs/SY/Range: 20 Step: A	8/19/15
Krumbach, Alaina Special Education	Occupational Therapist 8 Hrs/SY/Range: 61 Step: A	8/24/15
Menchaca, Phillip Malibu HS	Instructional Assistant - Music 2.5 Hrs/SY/Range: 20 Step: A	8/18/15
Morales, Rosa FNS-Santa Monica HS	Cafeteria Worker I 3 Hrs/SY/Range: 11 Step: E	8/19/15
Motoyama Hughes, Patricia Roosevelt ES	Inst-Assistant - Classroom 3 Hrs/SY/Range: 18 Step: B	8/19/15
Perez, Venus Special Ed-Lincoln MS	Paraeducator 3 6 Hrs/SY/Range: 26 Step: A	8/19/15
Powell, Elizabeth Food and Nutrition Services	Director of Food Services 8 Hrs/12 Mo/Range: M-55 Step: D	9/1/15
Roe, Jennifer Roosevelt ES	Inst Assistant - Classroom 3 Hrs/SY/Range: 18 Step: B	8/19/15
Stinson, Sara Malibu HS	Library Assistant II 8 Hrs/10 Mo/Range: 26 Step: A	8/13/15
<u>SUMMER ASSIGNMENTS</u>		<u>EFFECTIVE DATE</u>
Aldana, Monica Child Development Services	Children's Center Assistant 2 8 Hrs/Day	7/1/15-8/17/15

Carrillo, Brenda Educational Services	Administrative Assistant Not to exceed: 2 Hrs	8/29/15
Cooper, Dionne Pt. Dume ES	Elementary Library Coordinator Not to exceed: 24 Hrs	7/1/15-8/31/15
Crawford, Cynthia Adams MS	Library Assistant II Not to exceed: 24 Hrs	7/1/15-8/31/15
Custodio, Thelma Special Ed-Santa Monica HS	Paraeducator 3 Not to exceed: 4 Hrs	6/26/15
De La Rosa, Johanna Student Services	Bilingual Community Liaison Not to exceed: 80 Hrs	7/1/15-8/19/15
De La Rosa, Johanna Educational Services	Bilingual Community Liaison Not to exceed: 3 Hrs	8/11/15
De Los Santos, Gabriela Child Development Services	Children's Center Assistant 2 8 Hrs/Day	7/1/15-8/17/15
Garcia Ramirez, Carol Pt. Dume ES	Elementary Library Coordinator Not to exceed: 24 Hrs	7/1/15-8/31/15
Gomez, Aida Child Development Services	Children's Center Assistant 2 8 Hrs/Day	6/8/15-8/17/15
Gonzalez, Teresa Lincoln MS	Senior Office Specialist Not to exceed: 24 Hrs	8/10/15-8/12/15
Graciano, Luis Child Development Services	Children's Center Assistant 2 8 Hrs/Day	7/15/15
Greenseid, Diane Muir ES	Elementary Library Coordinator Not to exceed: 24 Hrs	7/1/15-8/31/15
Gutierrez, Nancy Child Development Services	Children's Center Assistant 2 8 Hrs/Day	7/1/15-8/17/15
Hobkirk, Christina Child Development Services	Children's Center Assistant 2 8 Hrs/Day	7/1/15-8/17/15
Mark, Ellen Franklin ES	Elementary Library Coordinator Not to exceed: 24 Hrs	7/1/15-8/31/15
McGrath, Kathy Adams MS	Senior Office Specialist Not to exceed: 24 Hrs	8/10/15-8/12/15
Monte, Peri Webster ES	Elementary Library Coordinator Not to exceed: 24 Hrs	7/1/15-8/31/15
Moscoso, Suzanne Cabrillo ES	Elementary Library Coordinator Not to exceed: 24 Hrs	7/1/15-8/31/15
Nyden, Diane Lincoln MS	Senior Office Specialist Not to exceed: 16 Hrs	8/11/15-8/12/15
Price, Lohren Santa Monica HS	Library Assistant II Not to exceed: 24 Hrs	7/1/15-8/31/15

Razon-McMillan, Monica Child Development Services	Children's Center Assistant 2 8 Hrs/Day	7/1/15-8/17/15
Rodriguez, Gerardo Lincoln MS	Library Assistant I Not to exceed: 24 Hrs	7/1/15-8/31/15
Sadeghpour, Charlton Roosevelt ES	Elementary Library Coordinator Not to exceed: 24 Hrs	7/1/15-8/31/15
Sea, Shannon Rogers ES	Elementary Library Coordinator Not to exceed: 24 Hrs	7/1/15-8/31/15
Stinson, Sara Malibu HS	Library Assistant II Not to exceed: 24 Hrs	7/1/15-8/31/15
Wolfe, Petra Grant ES	Elementary Library Coordinator Not to exceed: 24 Hrs	7/1/15-8/31/15
Woodward, Chris Special Ed-Adams MS	Paraeducator 1 Not to exceed: 12 Hrs	8/10/15-8/11/15

TEMP/ADDITIONAL ASSIGNMENTS

EFFECTIVE DATE

Adams, Toni Facility Use	Custodian [overtime; Facility Use events]	3/1/15-6/30/15
Oyenoki, Elizabeth McKinley ES	Senior Office Specialist [additional hours; clerical support]	8/13/15-6/30/16

SUBSTITUTES

EFFECTIVE DATE

Arevalo, Yahjaira District	Office Specialist	7/1/15-6/30/16
Ceja, Karla District	Office Specialist	7/1/15-6/30/16
Clark, Cheryl District	Office Specialist	7/1/15-6/30/16
Delgadillo, Cristina District	Office Specialist	7/1/15-6/30/16
Flores, Maria District	Office Specialist	7/1/15-6/30/16
Gaur, Smriti District	Office Specialist	7/1/15-6/30/16
Gaylor, Amanda District	Office Specialist	7/1/15-6/30/16
Glick, Vala District	Office Specialist	7/1/15-6/30/16
Gonzalez, Diane District	Office Specialist	7/1/15-6/30/16
Gonzalez, Rosalinda District	Office Specialist	7/1/15-6/30/16

Hansberry, Felicia District	Office Specialist	7/1/15-6/30/16
Hardge, Heather District	Office Specialist	7/1/15-6/30/16
Hernandez, Yolanda District	Office Specialist	7/1/15-6/30/16
Hochberg-Sember, Judy McKinley ES	Administrative Assistant	8/6/15-11/6/15
Hochberg-Sember, Judy District	Office Specialist	7/1/15-6/30/16
Homami, Christina District	Office Specialist	7/1/15-6/30/16
Long, Lakesha McKinley ES	Instructional Assistant - Classroom	8/19/15-6/30/16
Marotta, Michelle District	Office Specialist	7/1/15-6/30/16
Martinez, Jonathan District	Office Specialist	7/1/15-6/30/16
McCarthy, Jennifer District	Office Specialist	7/1/15-6/30/16
Miller, Brenda District	Office Specialist	7/1/15-6/30/16
Molina, Scott District	Office Specialist	7/1/15-6/30/16
Molinatto, Jennifer District	Office Specialist	7/1/15-6/30/16
Morrison, Cathy District	Office Specialist	7/1/15-6/30/16
Ortiz, Alondra District	Office Specialist	7/1/15-6/30/16
Osaki, Brenda District	Office Specialist	7/1/15-6/30/16
Rocha, Cynthia District	Office Specialist	7/1/15-6/30/16
Roper-Conley, Carolyn District	Office Specialist	7/1/15-6/30/16
Soloway, Beth Webster ES	Senior Office Specialist	8/13/15-8/31/15
Thompson, Raquel District	Office Specialist	7/1/15-6/30/16
Ward, Michelle District	Office Specialist	7/1/15-6/30/16

Winger, Nidra District	Office Specialist	7/1/15-6/30/16
Williams, LaShondra District	Office Specialist	7/1/15-6/30/16

CHANGE IN ASSIGNMENT

EFFECTIVE DATE

Johnson, Joel Facility Use	Technical Theater Technician 8 Hrs/12 Mo From: 6 Hrs/12 Mo/Facility Use	7/1/15
Mark, Ellen Franklin ES	Elementary Library Coordinator 8 Hrs/10 Mo From: 7 Hrs/10 Mo/Franklin ES	8/13/15
Sadeghpour, Charlton Roosevelt ES	Elementary Library Coordinator 8 Hrs/10 Mo From: 7 Hrs/10 Mo/Roosevelt ES	8/13/15
Sea, Shannon Rogers ES	Elementary Library Coordinator 7.5 Hrs/10 Mo From: 7 Hrs/10 Mo/Rogers ES	8/13/15
Wolfe, Petra Grant ES	Elementary Library Coordinator 7.5 Hrs/10 Mo From: 7 Hrs/10 Mo/Grant ES	8/13/15

INVOLUNTARY TRANSFER

EFFECTIVE DATE

Brown, Elizabeth Special Ed-McKinley ES	Paraeducator 1 6 Hrs/SY From: 6 Hrs/SY/Special Education - Floater	8/19/15
Collins, Barry Special Ed-Malibu HS	Paraeducator 1 6 Hrs/SY From: 6 Hrs/SY/Special Ed-Pt. Dume ES	8/19/15
Delgado, Eddie Special Ed-Malibu HS	Paraeducator 1 6 Hrs/SY From: 6 Hrs/SY/Special Ed-Pt. Dume ES	8/19/15
Hartley, Dana Special Ed-McKinley ES	Paraeducator 1 6 Hrs/SY From: 6 Hrs/SY/Special Education - Floater	8/19/15
Hofland, Keri Special Ed-Santa Monica HS	Paraeducator 1 6 Hrs/SY From: 6 Hrs/SY/Special Education - Floater	8/19/15
Rodgers, Rodney Special Ed-CDS Lincoln MS	Paraeducator 2 6 Hrs/SY From: 6 Hrs/SY/Special Ed-McKinley ES	8/19/15
Schlierman, Cherie Special Ed- Lincoln MS	Paraeducator 1 6 Hrs/SY From: 6 Hrs/SY/Special Ed-Muir ES	8/19/15
Wang, Stephen Special Ed-CDS Pine Street	Paraeducator 1 4 Hrs/SY	8/19/15

Watson, Natasha Special Ed-CDS Pine Street	From: 4 Hrs/SY/Special Ed-CDS Lincoln MS Paraeducator 1 4.5 Hrs/SY From: 4.5 Hrs/SY/Special Ed-CDS Lincoln MS	8/19/15
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VOLUNTARY TRANSFER

Reinbold, Linda Lincoln MS	Senior Office Specialist 8 Hrs/10 Mo From: 4 Hrs/10 Mo/Webster ES	<u>EFFECTIVE DATE</u> 8/13/15
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LEAVE OF ABSENCE (PAID)

Deanda, Richard Operations	Gardener Medical	<u>EFFECTIVE DATE</u> 8/1/15-2/10/16
Gevorkyan, Arutyun Transportation	Vehicle and Equipment Mechanic CFRA Leave	8/17/15-8/28/15
Gutierrez, Adriana McKinley ES	Physical Activities Specialist Maternity	8/20/15-10/10/15
James, Carolin Rogers ES	Administrative Assistant Medical	8/6/15-8/31/15
Keck, Caroline Special Education	Occupational Therapist Maternity	11/16/15-1/16/16
Morales, Louis Edison ES	Physical Activities Specialist Child Care	8/24/15-9/4/15
Warmington, Brigitte Child Develop Svcs-Franklin ES	Paraeducator 3 Maternity	8/30/15-11/11/15
William, Steven Food and Nutrition Services	Stock and Delivery Clerk CFRA Leave	10/26/15-11/6/15

LEAVE OF ABSENCE (UNPAID)

Circenis, Anita Information Services	Technology Support Assistant Intermittent FMLA	<u>EFFECTIVE DATE</u> 7/1/15-6/30/16
Guerrero, Daniel Santa Monica HS	Instructional Assistant – Physical Education Personal	8/19/15-9/30/15
Holmes, Michael Pt. Dume ES	Physical Activities Specialist FMLA Leave	8/20/15-9/9/15
Keck, Caroline Special Education	Occupational Therapist Personal	10/16/15-11/15/15
Maddox, Henderson Special Ed-Franklin ES	Paraeducator 1 Personal	8/19/15-9/20/15
Trujillo, Sandy Child Develop Svcs-Adams MS	Children’s Center Assistant 2	8/19/15-10/31/15
Warmington, Brigitte Special Ed-McKinley ES	Paraeducator 3 Pregnancy Disability	8/19/15-8/29/15

PROFESSIONAL GROWTH

Monroy, Rosa Grant ES	Instructional Assistant - Classroom	<u>EFFECTIVE DATE</u> 9/1/15
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Vazquez-Gomez, Miguel Webster ES	Custodian	9/1/15
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RETURN TO PREVIOUS CLASSIFICATION

Guerrero, Daniel Santa Monica HS	Instructional Assistant – Physical Education 4 Hrs/SY From: Physical Activities Specialist 5 Hrs/SY/Grant ES	<u>EFFECTIVE DATE</u> 8/19/15
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WORKING OUT OF CLASS

Bunayog, Jesse Fiscal Services-Payroll	Fiscal Services Supervisor From: Accountant	<u>EFFECTIVE DATE</u> 8/10/15-9/30/15
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Herschberger, Patsy Food and Nutrition Services	Food Service Operations Supervisor From: Administrative Assistant	7/1/15-8/31/15
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Lamping, Brooke Personnel Commission	Director of Classified Personnel From: Personnel Analyst	8/3/15-8/31/15
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LAYOFF/REDUCTION OF HOURS

GK1488695 Special Ed-Roosevelt ES	Paraeducator 3 6 Hrs/SY From: 6.2 Hrs/SY	<u>EFFECTIVE DATE</u> 11/4/15
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RESIGNATION

Anderson, Janice Health Services-Franklin ES	Health Office Specialist	<u>EFFECTIVE DATE</u> 8/18/15
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Cano, Karen McKinley ES	Instructional Assistant - Classroom	8/18/15
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Fazio, Christopher Special Ed-Adams MS	Paraeducator 3	8/17/15
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Germain, Katherine Rogers ES	Instructional Assistant - Classroom	8/10/15
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Gonzalez, Cinthia Grant ES	Instructional Assistant - Classroom	9/18/15
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Gutierrez, Manuel Special Ed-Lincoln MS	Paraeducator 1	8/14/15
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Hinton, Lisa Rogers ES	Instructional Assistant - Classroom	8/11/15
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Inoki, Hiroko McKinley ES	Instructional Assistant - Classroom	8/12/15
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Jaramillo, Guido Santa Monica HS	Campus Security Officer	8/21/15
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Laird, Monica FNS-Lincoln MS	Cafeteria Worker I	8/19/15
Martinez, Kim Special Ed-Roosevelt ES	Paraeducator 1	8/19/15
Murillo, Joel Operations	Custodian	8/27/15
Nikol, Resa Grant ES	Instructional Assistant - Classroom	7/27/15
Phillips, Ledoree Child Develop Svcs-Woods	Children's Center Assistant 2	7/6/15
Rand, Alex SMASH	Instructional Assistant - Classroom	8/6/15
Sam, Stuart Facility Improvement Projects	Director of Facility Improvement Projects	9/29/15
Shaw, Johnathan Child Develop Svcs-Roosevelt ES	Children's Center Assistant 2	7/10/15
Tolliver, Devari Special Ed-Franklin ES	Paraeducator 3	8/18/15
<u>RETIREMENT</u>		<u>EFFECTIVE DATE</u>
Cuevas, Jose Operations	Custodian	8/31/15
Taylor, Georgia FNS-Lincoln MS	Cafeteria Worker I	8/17/15

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
 08/12/15

RECOMMENDATION NO. A.21

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

NOON SUPERVISION AIDE

Adams, Daryl	Webster ES	8/20/15-6/9/16
Alvarez, Maryke	McKinley ES	8/19/15-6/9/16
Aranda, Antonio	McKinley ES	8/19/15-6/9/16
Batley, Leticia	McKinley ES	8/19/15-6/9/16
Beltran, Manuel	Franklin ES	8/20/15-6/9/16
Boradeh, Fattaneh	Franklin ES	8/20/15-6/9/16
Bransford-Bennett, Elizabeth	Roosevelt ES	8/20/15-6/9/16
Brookes, Karen	Webster ES	8/20/15-6/9/16
Brynjegard, Peter	Point Dume ES	8/20/15-6/9/16
Calvert, Cheryl	Point Dume ES	8/20/15-6/9/16
Carriere, Leigh	Point Dume ES	8/20/15-6/9/16
Cojan, Peter	Roosevelt ES	8/20/15-6/9/16
Coleman, Daniel	Webster ES	8/20/15-6/9/16
Cooper, Bertan	Roosevelt ES	8/20/15-6/9/16
Dalton, Judy	Roosevelt ES	8/20/15-6/9/16
Davidson, Diane	Point Dume ES	8/20/15-6/9/16
Davis, Melissa	Grant ES	8/20/15-6/9/16
De Los Santos, Gabriela	Muir ES	8/20/15-6/9/16
Esquivel, Sandra	Roosevelt ES	8/20/15-6/9/16
Fay, Junalyn	Muir ES	8/20/15-6/9/16
Fountain, Maresa	Grant ES	8/20/15-6/9/16
Fregoso, Anabel	Roosevelt ES	8/20/15-6/9/16
Garcia, Josie	Muir ES	8/20/15-6/9/16
Giroux, Sharon	Edison ES	8/20/15-6/9/16
Gondo, Janet	McKinley ES	8/19/15-6/9/16
Gonzalez, Cinthia	Grant ES	8/20/15-6/9/16
Gonzalez, Ramona	Grant ES	8/20/15-6/9/16
Gridley, Jake	Roosevelt ES	8/20/15-6/9/16
Hiroto, Betty	Franklin ES	8/20/15-6/9/16
Jiwani, Rahim	McKinley ES	8/19/15-6/9/16
Kelly, Patricia	Roosevelt ES	8/20/15-6/9/16
Le, Corrine	Webster ES	8/20/15-6/9/16
Lucas, Ralph	McKinley ES	8/19/15-6/9/16
Marion, Rosa	McKinley ES	8/19/15-6/9/16
Martin-Ybarra, Kevin	Webster ES	8/20/15-6/9/16
McDonough, Barbara	Grant ES	8/20/15-6/9/16
Medrano-Cerceda, Ana	Muir ES	8/20/15-6/9/16
Mendez, Janeal	Grant ES	8/20/15-6/9/16
Mendoza, Ana	Grant ES	8/20/15-6/9/16
Moldonado-Boatman, Monique	Franklin ES	8/20/15-6/9/16
Nunez, Carla	Muir ES	8/20/15-6/9/16
Nunez, Maria	Franklin ES	8/20/15-6/9/16

Nunez, Rocio	Muir ES	8/20/15-6/9/16
Orban, Marie	Grant ES	8/20/15-6/9/16
Oyenoki, Aimee	McKinley ES	8/19/15-6/9/16
Perez, Carmen	Franklin ES	8/20/15-6/9/16
Pershen, Najmeh	Roosevelt ES	8/20/15-6/9/16
Preston, Deborah	Grant ES	8/20/15-6/9/16
Reyes, Modesta	McKinley ES	8/19/15-6/9/16
Richards, Michelle	McKinley ES	8/19/15-6/9/16
Rodriguez, Ofelia	Edison ES	8/20/15-6/9/16
Rodriguez, Sergio	Edison ES	8/20/15-6/9/16
Santin, Aura	Roosevelt ES	8/20/15-6/9/16
Santino, Susan	Muir ES	8/20/15-6/9/16
Shahmoradi, Sima	Franklin ES	8/20/15-6/9/16
Sotoj, Maria	McKinley ES	8/19/15-6/9/16
Stern, Ellen	Webster ES	8/20/15-6/9/16
Torres, Corina	Roosevelt ES	8/20/15-6/9/16
Torres, Virgil	Edison ES	8/20/15-6/9/16
Urizar, Miriam	Grant ES	8/20/15-6/9/16
Walley, Dayna	Webster ES	8/20/15-6/9/16
Yadegari, Shiva	Franklin ES	8/20/15-6/9/16

EDUCATIONAL SPECIALIST – LEVEL II

Baker, Elizabeth	Muir ES [Music Instructor] - Funding: VSS: Stretch Grant	9/1/15-5/31/16
Farokhzadeh, Mersedeh	Franklin ES [Counselor] - Funding: Formula & Old Tier III	8/19/15-6/9/16
Michael, Matthew	Grant ES [STEAM Program Instructor] - Funding: VSS: Stretch Grant	8/19/15-6/9/16
Rattan, Alana	Grant ES [STEAM Program Instructor] - Funding: VSS: Stretch Grant	8/19/15-6/9/16

TECHNICAL SPECIALIST – LEVEL I

Dearth, Walker	Special Education [Psychologist Intern] - Funding: Special Education Medi-Cal Billing Option	8/20/15-6/9/16
Ito-Stone, Travis	Special Education [Psychologist Intern] - Funding: Special Education Medi-Cal Billing Option	8/20/15-6/9/16
Mattesich, Megan	Special Education [Psychologist Intern] - Funding: Special Education Medi-Cal Billing Option	8/20/15-6/9/16

May, Carrie	Special Education [Psychologist Intern] - Funding: Special Education Medi-Cal Billing Option	8/20/15-6/9/16
Parker, Rebecca	Special Education [Psychologist Intern] - Funding: Special Education Medi-Cal Billing Option	8/20/15-6/9/16
Quevedo, Jennifer	Special Education [Psychologist Intern] - Funding: Special Education Medi-Cal Billing Option	8/20/15-6/9/16
Robinson, Suzanne	Special Education [Psychologist Intern] - Funding: Special Education Medi-Cal Billing Option	8/20/15-6/9/16
Rodriguez, Christina	Special Education [Psychologist Intern] - Funding: Special Education Medi-Cal Billing Option	8/20/15-6/9/16
Senores, Ronica	Special Education [Psychologist Intern] - Funding: Special Education Medi-Cal Billing Option	8/20/15-6/9/16

TECHNICAL SPECIALIST – LEVEL II

Bill, Andrew	Education Services/VAPA/SAMOH [Percussion Instructor] - Funding: Measure "R"	7/1/15-7/6/15
Gonzalez, Juan	Education Services/VAPA/SAMOH [Colorguard Instructor] - Funding: Measure "R"	7/1/15-7/6/15

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
09/02/15

RECOMMENDATION NO. A.17

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

Thompson, Michael Malibu HS 8/5/15

NOON SUPERVISION AIDE

Apolinar, Jessica Muir ES 8/20/15-6/9/16

TECHNICAL SPECIALIST – LEVEL I

Burke, Lucia Food and Nutrition Svcs 8/20/15-6/9/16
[School Garden Coordinator]
- Funding: Child Nutrition

Harding, Debbie Food and Nutrition Svcs 8/20/15-6/9/16
[School Garden Coordinator Assistant]
- Funding: Child Nutrition

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, October 13, 2015 at 4:00 pm - *District Office Board Room*

VIII. Public Comments for Closed Session Items Only:

IX. Closed Session:

X. Adjournment: