

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

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

AGENDA

REGULAR MEETING

September 9, 2014 @ 4:00 p.m.

District Office Board Room

I. General Functions:

- A. Call To Order**
- B. Roll Call**
- C. Pledge Of Allegiance**
- D. Approval of Agenda for Regular Meeting on September 9, 2014**

Commissioner	M	S		Yes	No	Abstain	ABSENT
Barbara Inatsugu							
Joseph Pertel							
Michael Sidley							

E. Approval of Minutes for Regular Meetings on August 12, 2014

Commissioner	M	S		Yes	No	Abstain	ABSENT
Barbara Inatsugu							
Joseph Pertel							
Michael Sidley							

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

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

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

AGENDA

REGULAR MEETING
September 9, 2014 @ 4:00 p.m.
District Office Board Room

Electronically Recorded

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

PERSONNEL COMMISSIONERS: Mrs. Barbara Inatsugu, Mr. Joseph Pertel and Mr. Michael Sidley

I. General Functions:

A. Call to Order:

B. Roll Call:

C. Pledge of Allegiance:

D. Approval of Agenda for Regular Meeting on September 9, 2014

E. Approval of Minutes for Regular Meeting on August 12, 2014

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

- General Comments
- District Technology Team Update
- Professional Growth & Training Committee Update
- Affordable Care Act Committee Update
- Advisory Rules Committee Update

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

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

H. Communications: The Communications section provides an opportunity for the Personnel Commission to hear from the individuals or representatives listed below. All reports are limited to 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 three (3) minutes. When there is a large number of speakers, the Personnel Commission may reduce the allotted time to two (2) minutes per speaker. The Brown Act (Government Code) states that Personnel Commission members may not engage in discussion of issues raised during "Public Comments" except to ask clarifying questions, make a brief announcement, make a brief report on his or her own activities, or to refer the matter to staff.

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

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

<u>Classification</u>	<u># Eligibles</u>
Audio-Visual Technician	5
Bilingual Community Liaison	7
Cafeteria Cashier	9
Carpenter	4
Employee Benefits Technician	4
Library Assistant I	12
Instructional Assistant - Classroom	5
Instructional Assistant - Classroom	7
Instructional Assistant - Music	5
Paraeducator 1	11
Paraeducator 1	8
Paraeducator 2	7
Paraeducator 3	6
Paraeducator 3	3
Technology Support Assistant	2

B. Approval of Advanced Step Placements:

1. Advanced Step Placements:

- a. Approval of Advanced Step Placement for new employee Terri Berman in the classification of Instructional Assistant - Classroom at Range: 18 Step: B
- b. Approval of Advanced Step Placement for new employee Christopher Fazio in the classification of Paraeducator 3 at Range: 26 Step: B

- c. Approval of Advanced Step Placement for new employee Angela Flores in the classification of Instructional Assistant - Classroom at Range: 18 Step: B
- d. Approval of Advanced Step Placement for new employee Brian Gonzalez in the classification of Audio Visual Technician at Range: 26 Step: C
- e. Approval of Advanced Step Placement for new employee Gary Gonzalez in the classification of Plumber at Range: 37 Step: D
- f. Approval of Advanced Step Placement for new employee Hiroko Inoki in the classification of Instructional Assistant - Classroom at Range: 18 Step: B
- g. Approval of Advanced Step Placement for new employee Natalie Karaghosian in the classification of Instructional Assistant - Classroom at Range: 18 Step: B
- h. Approval of Advanced Step Placement for new employee Deborah Leonhard in the classification of Paraeducator 1 at Range: 20 Step: C
- i. Approval of Advanced Step Placement for new employee Lorena Matos in the classification of Facilities Technician at Range: 45 Step: D
- j. Approval of Advanced Step Placement for new employee Zakesha McGowan in the classification of Bus Driver at Range: 28 Step: C
- k. Approval of Advanced Step Placement for new employee Blanca Rivas in the classification of Paraeducator 3 at Range: 26 Step: D
- l. Approval of Advanced Step Placement for new employee Ronne Sibley in the classification of Paraeducator 1 at Range: 20 Step: D
- m. Approval of Advanced Step Placement for new employee Endeya Simpson in the classification of Instructional Assistant - Classroom at Range: 18 Step: B
- n. Approval of Advanced Step Placement for new employee Christine Terry in the classification of Paraeducator 1 at Range: 20 Step: B
- o. Approval of Advanced Step Placement for new employee Johanna Valadez in the classification of Instructional Assistant - Classroom at Range: 18 Step: D
- p. Approval of Advanced Step Placement for new employee Elizabeth Villalobos in the classification of Carpenter at Range: 35 Step: C
- q. Approval of Advanced Step Placement for new employee James Walton in the classification of Paraeducator 3 at Range: 26 Step: D

- r. Approval of Advanced Step Placement for new employee James Sakamoto Wengel in the classification of Paraeducator 3 at Range: 26 Step: C
- s. Approval of Advanced Step Placement for new employee Adriana Flores in the classification of Student Information Systems Specialist at Range: 49 Step: E

III. Action/Discussion Items/or Other Information:

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

- 1. Accelerated Hiring Rate for the classification of Children's Center Assistant 3 at Range: 19 Step: B (\$13.71 per hour)
- 2. Classification Revisions:
Recommendation: *Approve*
 - a. It is recommended that the Personnel Commission approve the revisions to the Accounting Technician classification within the Fiscal Services job family.
 - b. It is recommended that the Personnel Commission approve the revisions to the Student Information Systems Specialist within the Student Services job family.

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

- None

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

- 1. Advanced Step Placement Status Report
- 2. Open Personnel Requisitions Status Report
- 3. Filled Personnel Requisitions Status Report
- 4. Classified Personnel – Merit Report - No. A.22 (for SMMUSD School Board Agenda)
 - August 13, 2014
- Classified Personnel – Merit Report - No. A.12
 - August 28, 2014
- 5. Classified Personnel – Non-Merit Report – No. A.23
 - August 13, 2014
- Classified Personnel – Non-Merit Report – No. A.13
 - August 28, 2014
- 6. Personnel Commission's Twelve-Month Calendar of Events
 - 2014 - 2015
- 7. Board of Education Meeting Schedule
 - 2014 – 2015

IV. Personnel Commission Business:

A. Future Items:

Subject	Action Steps	Tentative Date
Merit Rules	-First Reading of Changes to Merit Rule: <i>Chapter XI: Vacation, Leaves of Absence and Holidays</i>	October 2014
	-Approval of Changes to Merit Rules: <i>Chapter XI: Vacation, Leaves of Absence and Holidays</i>	November 2014
	-First Reading of Changes to Merit Rules: <i>Chapter XII: Salaries, Overtime Pay and Benefits</i>	
	-Approval of Changes to Merit Rules: <i>Chapter XII: Salaries, Overtime Pay and Benefits</i>	December 2014
	-First Reading of Changes to Merit Rules: <i>Chapter XIV: Disciplinary Action and Appeal</i>	
	-Approval of Changes to Merit Rules: <i>Chapter XIV: Disciplinary Action and Appeal</i>	January 2015
	-First Reading of Changes to Merit Rules: <i>Chapter XV: Resignation and Reinstatement</i>	
	-Approval of Changes to Merit Rules: <i>Chapter XV: Resignation and Reinstatement</i>	February 2015
	-First Reading of Changes to Merit Rules: <i>Chapter XVI: Grievance Procedure</i>	
	-Approval of Changes to Merit Rules: <i>Chapter XVI: Grievance Procedure</i>	March 2015
	-First Reading of Changes to Merit Rules: <i>Chapter I: Preliminary Statement and Definition of Terms</i>	
Personnel Commission Annual Report		October 2014

V. Next Regular Personnel Commission Meeting:

Tuesday, October 14, 2014, at 4:00 p.m. - *District Office Board Room*

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

VI. Closed Session:

- No Closed Session

VII. Adjournment:

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

Submitted by:

Brandon Tietze
Secretary to the Personnel Commission
Director, Classified Personnel

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

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

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

MINUTES

REGULAR MEETING

August 12@ 4:00 p.m.

District Office Board Room

Electronically Recorded

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

PERSONNEL COMMISSIONERS: Mrs. Barbara Inatsugu, Mr. Joseph Pertel and Mr. Michael Sidley

I. General Functions:

A. Call to Order: The Regular Meeting of the Personnel Commission was called to order at 4:10 p.m.

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

B. Pledge of Allegiance: Commissioner Pertel led all in attendance in the Pledge of Allegiance.

C. Motion to Approve Agenda: August 12, 2014

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

Commissioner	M	S		Yes	No	Abstain	ABSENT
Barbara Inatsugu				✓			
Joseph Pertel		✓		✓			
Michael Sidley	✓			✓			

D. Motion to Approve Minutes: June 10, 2014

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

Commissioner	M	S		Yes	No	Abstain	ABSENT
Barbara Inatsugu		✓		✓			
Joseph Pertel						✓	
Michael Sidley	✓			✓			

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

- General Comments
- Summer Workload Review
 - **Director Tietze reported on the summer recruitments the Personnel Commission staff have been conducting in order to staff the District with classified positions for the new school year.**
 - **Director Tietze expressed his gratitude to the Personnel Commission staff for their hard work and dedication during the hectic summer months accomplishing majority of the recruitment goals.**
He particularly thanked Ms. Beth Papp, Human Resources Technician, who was assigned the greatest number of recruitments and vacancies. She has filled approximately fifty-five (55) positions at this time when the average number of filled positions for the entire department is between ten (10) and twenty (20) per month. The District placed a challenging demand on the Personnel Commission Office regarding vacancies for the Instructional Assistant – Classroom and Custodian positions.
 - **Director Tietze was pleased to inform the Personnel Commission that the Human Resources Analyst position was filled.**
 - **Director Tietze invited the Personnel Commissioners to the District's Convocation that will take place on August 14, 2014 at Santa Monica High School's Barnum Hall. It will be a great opportunity for all employees to get together.**
- Management Retreat Update
 - **Director Tietze reported on the annual management retreat that was very beneficial, especially for new administrators. At the retreat, he provided an update on the classified workforce including the new Paraeducator structure and addressed the issue of Paraeducators' attendance.**
- District Technology Team Update
 - **Director Tietze provided a brief report on the District Technology Team's progress.**
 - **The Team has participated in a few vendor presentations for broad systems which would integrate several of the District's functions into one or two systems, including time and assignment tracking. The systems will have to be compatible with the systems used by LACOE.**
- Professional Growth and Training Committee Update
 - **Director Tietze updated the Personnel Commission on the Professional Growth and Training committee. There was not much activity during summer due to absences of several committee members.**
 - **The committee will continue creating a master training calendar that includes both mandatory and optional professional development.**

- **Affordable Care Act Committee Update**
 - **Director Tietze updated the Personnel Commission on initiatives of this committee. Ms. Washington will be providing recommendations to the Board of Education regarding specific changes to assignments and substitution lists.**
- **Advisory Rules Committee Update**
 - **Director Tietze stated that there was no activity for this committee during the summer months.**
 - **The committee will reconvene after the new school year starts.**
 - **Director Tietze expressed his appreciation for Ms. Keryl Cartee-McNeely's contribution and valuable insight on several District committees.**
 - **Director Tietze expressed his gratitude to Ms. Jana Hatch for developing Merit reports for the Board of Education agenda as well as for managing several tracking systems within the Personnel Commission department.**

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 Sidley announced that he would not seek re-appointment to the Personnel Commission once his term expires in December 2014. He expressed his gratitude having the opportunity to serve the District in this capacity.**
- **Commissioner Inatsugu thanked Commissioner Sidley for his valuable contribution to the Personnel Commission.**
- **Commissioner Inatsugu will attend the District's Convocation.**

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 5 minutes or less.

1. SEIU Report

- **None**

2. Board of Education Report

- **Ms. Debra Moore Washington, Assistant Superintendent of Human Resources, informed the Personnel Commission about the District's activities in preparation for the new school year including hiring several new principals, managers, and teachers.**
- **Ms. Washington invited the Personnel Commission to attend the District Convocation on August 14, 2014.**
- **Ms. Washington informed the Personnel Commission about teachers' workshops that will take place after the Convocation.**

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 three (3) minutes. When there is a large number of speakers, the Personnel Commission may reduce the allotted time to two (2) minutes per speaker. The Brown Act (Government Code) states that Personnel Commission members may not engage in discussion of issues raised during "Public Comments" except to ask clarifying questions, make

a brief announcement, make a brief report on his or her own activities, or to refer the matter to staff.

- **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. Approval of Classified Personnel Eligibility List(s):

<u>Classification</u>	<u># Eligibles</u>
Accounting Technician	3
Administrative Assistant	2
Bus Driver	2
Cafeteria Worker I	14
Custodian	47
Instructional Assistant – Bilingual (Spanish)	5
Instructional Assistant – Bilingual (Spanish)	6
Instructional Assistant - Classroom	6
Instructional Assistant - Classroom	10
Instructional Assistant - Classroom	8
Lead Custodian	10
Paraeducator 1	4
Paraeducator 3	2
Physical Activities Specialist	18
Plant Supervisor	7
Senior Office Specialist	10
Student Information Systems Specialist	4

B. Approval of Advanced Step Placements:

1. Advanced Step Placements:

- a. Approval of Advanced Step Placement for new employee Julianne Bautista in the classification of Sports Facility Attendant at Range: 22 Step: D
- b. Approval of Advanced Step Placement for new employee Lauren Callahan in the classification of Instructional Assistant - Classroom at Range: 18 Step: C
- c. Approval of Advanced Step Placement for new employee Peter Dacanay in the classification of Paraeducator 1 at Range: 20 Step: C
- d. Approval of Advanced Step Placement for new employee Wayne Day in the classification of Lead Custodian at Range: 25 Step: C
- e. Approval of Advanced Step Placement for new employee Yesenia Hernandez in the classification of Office Specialist at Range: 22 Step: C

- f. Approval of Advanced Step Placement for new employee Brooke Lamping in the classification of Human Resources Analyst at Range: 46 Step: B, pending approval of Item III.A.1.
- g. Approval of Advanced Step Placement for new employee Jorge Lopez in the classification of HVAC Mechanic at Range: 37 Step: C
- h. Approval of Advanced Step Placement for new employee Nancy Navarro in the classification of Senior Office Specialist at Range: 25 Step: D
- i. Approval of Advanced Step Placement for new employee Ramon Palacio in the classification of Accounting Technician at Range: 29 Step: F
- j. Approval of Advanced Step Placement for new employee Ryan Webster in the classification of Paraeducator 1 at Range: 20 Step: B

It was moved and seconded to ratify the Consent Calendar with corrections to the Accounting Technician Eligibility List and to the dates for Eligibility Lists that were moved from July Personnel Commission agenda.

Commissioner	M	S		Yes	No	Abstain	ABSENT
Barbara Inatsugu				✓			
Joseph Pertel		✓		✓			
Michael Sidley	✓			✓			

III. Action Items/ Discussion/or Other Information:

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

1. Personnel Commission Staff Approval

It is recommended that the Personnel Commission approve the hiring of Brooke Lamping to the Commission staff as the Human Resources Analyst, effective August 17, 2014.

It was moved and seconded to approve the Director's recommendations as submitted.

Commissioner	M	S		Yes	No	Abstain	ABSENT
Barbara Inatsugu				✓			
Joseph Pertel	✓			✓			
Michael Sidley		✓		✓			

REPORT AND DISCUSSION

- **Director Tietze provided Ms. Lamping's professional background including education and also her expertise working on high level projects for large corporations like Toyota.**

2. New Classifications:
Recommendation: *Approve*

- a. It is recommended that the Personnel Commission approve the new classification of the classification Children's Center Assistant 1 within the Student Support job family at Range: 17 on the Classified Employee's Salary Schedule.

It was moved and seconded to approve the Director's recommendations as submitted.

Commissioner	M	S		Yes	No	Abstain	ABSENT
Barbara Inatsugu				✓			
Joseph Pertel		✓		✓			
Michael Sidley	✓			✓			

REPORT AND DISCUSSION

- **Director Tietze provided a brief rationale for establishing the tier system within the classification of Children's Center Assistant in order to meet the state requirements for Child Development Services.**
- b. It is recommended that the Personnel Commission approve the new classification of the classification Community and Public Relations Officer within the management job family at Range: 62 on the Management Salary Schedule.

It was moved and seconded to approve the Director's recommendations as submitted.

Commissioner	M	S		Yes	No	Abstain	ABSENT
Barbara Inatsugu				✓			
Joseph Pertel		✓		✓			
Michael Sidley	✓			✓			

REPORT AND DISCUSSION

- **Director Tietze provided an explanation for developing this classification and its importance for the Superintendent's Office as it relates to public interaction with the Santa Monica and Malibu communities.**

3. Classification Revisions:
Recommendation: *Approve*

- a. It is recommended that the Personnel Commission approve the revisions to the Children's Center Assistant 1 classification within the Student Support job family.

It was moved and seconded to approve the Director's recommendations with an amendment to the motion that the revisions relate to the title change – from Children's Center Assistant 1 to Children's Center Assistant 2.

Commissioner	M	S		Yes	No	Abstain	ABSENT
Barbara Inatsugu				✓			
Joseph Pertel	✓			✓			
Michael Sidley		✓		✓			

- b. It is recommended that the Personnel Commission approve the revisions to the Children's Center Assistant 2 classification within the Student Support job family.

It was moved and seconded to approve the Director's recommendations with an amendment to the motion that the revisions relate to the title change – from Children's Center Assistant 2 to Children's Center Assistant 3.

Commissioner	M	S		Yes	No	Abstain	ABSENT
Barbara Inatsugu				✓			
Joseph Pertel	✓			✓			
Michael Sidley		✓		✓			

REPORT AND DISCUSSION

- None

4. Personnel Commission's Twelve-Month Calendar of Events
- 2014-2015

It was moved and seconded to approve the Director's recommendations to reschedule the November 11, 2014 regular Personnel Commission meeting to November 12, 2014 due to a national holiday – Veterans' Day.

Commissioner	M	S		Yes	No	Abstain	ABSENT
Barbara Inatsugu				✓			
Joseph Pertel	✓			✓			
Michael Sidley		✓		✓			

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

1. No Discussion Item(s)

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

1. Advanced Step Placement Status Report
2. Open Personnel Requisitions Status Report
3. Filled Personnel Requisitions Status Report

- **Director Tietze stated that there are a few discrepancies when utilizing the NEOGOV recruitment system for this report. The number of filled vacancies is actually about sixty-five (65).**

4. Classified Personnel – Merit Report - No. A.22 (for SMMUSD School Board Agenda)
 - June 25, 2014
 Classified Personnel – Merit Report – No. A.22
 - July 16, 2014
5. Classified Personnel – Non-Merit Report – No. A.23
 - June 25, 2014
 Classified Personnel – Non-Merit Report – No. A.23
 - July 16, 2014
6. Personnel Commission’s Twelve-Month Calendar of Events
 - 2014 - 2015
7. Board of Education Meeting Schedule
 - 2014 – 2015

IV. Personnel Commission Business:

A. Future Items

Subject	Action Steps	Tentative Date
	-First Reading of Changes to Merit Rule: <i>Chapter XI: Vacation, Leaves of Absence and Holidays</i>	September 2014
	-Approval of Changes to Merit Rules: <i>Chapter XI: Vacation, Leaves of Absence and Holidays</i> -First Reading of Changes to Merit Rules: <i>Chapter XII: Salaries, Overtime Pay and Benefits</i>	October 2014
	-Approval of Changes to Merit Rules: <i>Chapter XII: Salaries, Overtime Pay and Benefits</i> -First Reading of Changes to Merit Rules: <i>Chapter XIV: Disciplinary Action and Appeal</i>	November 2014
	-Approval of Changes to Merit Rules: <i>Chapter XIV: Disciplinary Action and Appeal</i> -First Reading of Changes to Merit Rules: <i>Chapter XV: Resignation and Reinstatement</i>	December 2014
	-Approval of Changes to Merit Rules: <i>Chapter XV: Resignation and Reinstatement</i> -First Reading of Changes to Merit Rules: <i>Chapter XVI: Grievance Procedure</i>	January 2015
	-Approval of Changes to Merit Rules: <i>Chapter XVI: Grievance Procedure</i> -First Reading of Changes to Merit Rules: <i>Chapter I: Preliminary Statement and Definition of Terms</i>	February 2015
Personnel Commission Annual Report		October 2014

V. Next Regular Personnel Commission Meeting:

Tuesday, September 9, 2014, at 4:00 p.m. - *District Office Board Room*

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

VI. Closed Session:

- No Closed Session

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

It was moved and seconded to adjourn the meeting.

Commissioner	M	S		Yes	No	Abstain	ABSENT
Barbara Inatsugu				✓			
Joseph Pertel		✓		✓			
Michael Sidley	✓			✓			

TIME ADJOURNED: 4:56 p.m.

Submitted by:

Brandon Tietze
Secretary to the Personnel Commission
Director of Classified Personnel

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

II. Consent Calendar

Commissioner	M	S		Yes	No	Abstain	ABSENT
Barbara Inatsugu							
Joseph Pertel							
Michael Sidley							

PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
Regular Meeting: Tuesday, September 9, 2014

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

SUBJECT: Advanced Step Placement – Terri Berman

BACKGROUND INFORMATION:

Classification Title: Instructional Assistant – Classroom	Employee: Terri Berman	Calculation of Advanced Step Recommendation
<u>Education:</u> <ul style="list-style-type: none"> Any combination of education, training and/or experience that is likely to provide the required knowledge and abilities is qualifying. Preferred Qualifications: Graduation from high school or its recognized equivalent; successfully completed 48 semester units (72 quarter units) at an institution of higher learning, and 	<ul style="list-style-type: none"> Terri has received a high school diploma as well as a Bachelor's degree in Art and Graphic Design. Terri has also passed the District's Instructional Assistant examination. 	1 level of education above the required level = 1 Step Advance (Max. allowed)
<u>Experience:</u> <ul style="list-style-type: none"> Six (6) months of paid or verifiable, supervised volunteer experience working with school age children in a classroom or organized setting. 	<ul style="list-style-type: none"> Terri has met the minimum experience requirement for Instructional Assistant-Classroom 	0 (2 year periods) more than the required amount of Experience = 0 Step Advance
<u>Total Advanced Steps:</u> 1 + 0 = 1 Advanced Step = <u>STEP B</u>		

DIRECTOR'S COMMENTS:

Ms. Berman's professional training and experience exceed the minimum requirements specified for this classification. Pay rate at Step A is \$13.00/hour; Step B is \$13.37/hour. The net difference in pay is an increase of \$0.37 per hour, \$24.00 per month, or \$240.00 per year.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Terri Berman at Range 18, Step B on the 2013-14 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							
Michael Sidley							

PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
Regular Meeting: Tuesday, September 9, 2014

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

SUBJECT: Advanced Step Placement – Christopher Fazio

BACKGROUND INFORMATION:

Classification Title: Paraeducator-3	Employee: Christopher Fazio	Calculation of Advanced Step Recommendation
<u>Education:</u> Must have a high school diploma or its recognized equivalent and: <ul style="list-style-type: none"> Completed 48 semester units (72 quarter 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"> Christopher has a Master's degree in Special Education 	2 (2-year periods) of experience above the required level = <u>1 Step Advance</u> (Max. allowed)
<u>Total Advanced Steps: 1 + 0 = 1 Advanced Steps = STEP B</u>		

DIRECTOR'S COMMENTS:

Mr. Fazio's education exceeds the minimum requirements specified for this classification. Pay rate at Step A is \$15.48/hour, while Step B is \$16.26/hour. The net difference in pay is an approximate increase of \$.77 per hour, \$100.50 per month, or \$1,005.00 per year.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement Christopher Fazio at Range 26, 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							
Michael Sidley							

PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
Regular Meeting: Tuesday, September 9, 2014

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

SUBJECT: Advanced Step Placement – Angela Flores

BACKGROUND INFORMATION:

Classification Title: Instructional Assistant – Classroom	Employee: Angela Flores	Calculation of Advanced Step Recommendation
<u>Education:</u> <ul style="list-style-type: none"> Any combination of education, training and/or experience that is likely to provide the required knowledge and abilities is qualifying. Preferred Qualifications: Graduation from high school or its recognized equivalent; successfully completed 48 semester units (72 quarter units) at an institution of higher learning, and 	<ul style="list-style-type: none"> Angela has received a high school diploma as well as a Bachelor's degree in Liberal Studies. Angela has also passed the District's Instructional Assistant examination. 	1 level of education above the required level = 1 Step Advance (Max. allowed)
<u>Experience:</u> <ul style="list-style-type: none"> Six (6) months of paid or verifiable, supervised volunteer experience working with school age children in a classroom or organized setting. 	<ul style="list-style-type: none"> Angela has met the minimum experience requirement for Instructional Assistant-Classroom 	0 (2 year periods) more than the required amount of Experience = 0 Step Advance
<u>Total Advanced Steps: 1 + 0 = 1 Advanced Step = STEP B</u>		

DIRECTOR'S COMMENTS:

Ms. Flores' professional training and experience exceed the minimum requirements specified for this classification. Pay rate at Step A is \$13.00/hour; Step B is \$13.37/hour. The net difference in pay is an increase of \$0.37 per hour, \$24.00 per month, or \$240.00 per year.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Angela Flores at Range 18, Step B on the 2013-14 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							
Michael Sidley							

PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
Regular Meeting: Tuesday, September 9, 2014

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

SUBJECT: Advanced Step Placement – Brian Gonzales

BACKGROUND INFORMATION:

Classification Title: Audio Visual Technician	Employee: Brian Gonzales	Calculation of Advanced Step Recommendation
<u>Experience:</u> <ul style="list-style-type: none"> Experience and/or certification with Extron, Smart hardware/software, NEC projectors, and document cameras 	<ul style="list-style-type: none"> Brian has 12 years of experience working as an Audio Visual Technician.. 	6 (2-year periods) more than the required amount of experience = 2 Step Advance (Max. allowed)
<u>Total Advanced Steps: 0 +2 = 2 Advanced Steps = <u>STEP C</u></u>		

DIRECTOR'S COMMENTS:

Mr. Gonzales' professional experience exceeds the minimum requirements specified for this classification. Pay rate at Step A is \$15.48/hour, while Step C is \$17.92/hour. The net difference in pay is an approximate increase of \$2.43 per hour, \$422.00 per month, or \$5,064.00 per year.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement Brian Gonzales 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							
Joseph Pertel							
Michael Sidley							

PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
Regular Meeting: Tuesday, September 9, 2014

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

SUBJECT: Advanced Step Placement – Gary Gonzalez

BACKGROUND INFORMATION:

Classification Title: Plumber	Employee: Gary Gonzalez	Calculation of Advanced Step Recommendation
<u>Education:</u> <ul style="list-style-type: none"> Educational attainment equivalent to a high school diploma or its recognized equivalent. 	<ul style="list-style-type: none"> Gary has a C36 Contractors Plumbing License 	1 level of education above the required level = 1 Step Advance (Max. allowed)
<u>Experience:</u> <ul style="list-style-type: none"> Three (3) years journey-level plumbing experience. 	<ul style="list-style-type: none"> Gary has 8 years of journey level experience. 	1 (3-year period) more than the required amount of experience = 1 Step Advance (Max. allowed)
<u>Difficulty of Recruitment:</u> <ul style="list-style-type: none"> The Director of Classified Personnel determines the recruitment was difficult as evidenced by a failure to obtain three (3) ranks, or by concluding that it would be very challenging to find alternative qualified applicants 	<ul style="list-style-type: none"> The Director has concluded that it would be very challenging to find alternative qualified applicants 	Less than 3 ranks (at time of selection) and concluded challenge of finding alternative qualified applicants = 1 Step Advance
<u>Total Advanced Steps:</u> 1 + 1 + 1 = 3 Advanced Steps = <u>STEP D</u>		

DIRECTOR'S COMMENTS:

Mr. Gonzalez's professional education and experience exceeds the minimum requirements specified for this classification. Pay rate at Step A is \$20.24/hour, while Step D is \$23.43/hour. The net difference in pay is an approximate increase of \$3.19 per hour, \$553.00 per month, or \$6,636.00 per year.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement Gary Gonzalez at Range 37, 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							
Michael Sidley							

PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
Regular Meeting: Tuesday, September 9, 2014

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

SUBJECT: Advanced Step Placement – Hiroko Inoki

BACKGROUND INFORMATION:

Classification Title: Instructional Assistant – Classroom	Employee: Hiroko Inoki	Calculation of Advanced Step Recommendation
<u>Education:</u> <ul style="list-style-type: none"> Any combination of education, training and/or experience that is likely to provide the required knowledge and abilities is qualifying. Preferred Qualifications: Graduation from high school or its recognized equivalent; successfully completed 48 semester units (72 quarter units) at an institution of higher learning, and 	<ul style="list-style-type: none"> Hiroko has received a high school diploma as well as a Bachelor's degree in Psychology. Hiroko has also passed the District's Instructional Assistant examination. 	1 level of education above the required level = 1 Step Advance (Max. allowed)
<u>Experience:</u> <ul style="list-style-type: none"> Six (6) months of paid or verifiable, supervised volunteer experience working with school age children in a classroom or organized setting. 	<ul style="list-style-type: none"> Hiroko has met the minimum experience requirement for Instructional Assistant-Classroom 	0 (2 year periods) more than the required amount of Experience = 0 Step Advance
<u>Total Advanced Steps: 1 + 0 = 1 Advanced Step = STEP B</u>		

DIRECTOR'S COMMENTS:

Ms. Inoki's professional training and experience exceed the minimum requirements specified for this classification. Pay rate at Step A is \$13.00/hour; Step B is \$13.37/hour. The net difference in pay is an increase of \$0.37 per hour, \$24.00 per month, or \$240.00 per year.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Hiroko Inoki at Range 18, Step B on the 2013-14 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							
Michael Sidley							

PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
Regular Meeting: Tuesday, September 9, 2014

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

SUBJECT: Advanced Step Placement – Natalie Karaghosian

BACKGROUND INFORMATION:

Classification Title: Instructional Assistant – Classroom	Employee: Natalie Karaghosian	Calculation of Advanced Step Recommendation
<u>Education:</u> <ul style="list-style-type: none"> Any combination of education, training and/or experience that is likely to provide the required knowledge and abilities is qualifying. Preferred Qualifications: Graduation from high school or its recognized equivalent; successfully completed 48 semester units (72 quarter units) at an institution of higher learning, and 	<ul style="list-style-type: none"> Natalie has received a high school diploma as well as a Bachelor's degree in Psychology. Natalie has also passed the District's Instructional Assistant examination. 	1 level of education above the required level = 1 Step Advance (Max. allowed)
<u>Experience:</u> <ul style="list-style-type: none"> Six (6) months of paid or verifiable, supervised volunteer experience working with school age children in a classroom or organized setting. 	<ul style="list-style-type: none"> Natalie has met the minimum experience requirement for Instructional Assistant-Classroom 	0 (2 year periods) more than the required amount of Experience = 0 Step Advance
<u>Total Advanced Steps: 1 + 0 = 1 Advanced Step = STEP B</u>		

DIRECTOR'S COMMENTS:

Ms. Karaghosian's professional training and experience exceed the minimum requirements specified for this classification. Pay rate at Step A is \$13.00/hour; Step B is \$13.37/hour. The net difference in pay is an increase of \$0.37 per hour, \$24.00 per month, or \$240.00 per year.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Natalie Karaghosian at Range 18, Step B on the 2013-14 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							
Michael Sidley							

PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
Regular Meeting: Tuesday, September 9, 2014

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

SUBJECT: Advanced Step Placement – Deborah Leonhard

BACKGROUND INFORMATION:

Classification Title: Paraeducator-1	Employee: Deborah Leonhard	Calculation of Advanced Step Recommendation
<u>Experience:</u> <ul style="list-style-type: none"> At least one hundred (100) contact hours paid or voluntary experience working with individuals with special needs. 	<ul style="list-style-type: none"> Deborah has over 4 years of experience working with individuals with special needs. 	2 (2-year periods) more than the required amount of experience = 2 Step Advance (Max. allowed)
<u>Total Advanced Steps:</u> 0 +2 = 2 Advanced Steps = <u>STEP C</u>		

DIRECTOR'S COMMENTS:

Ms. Leonhard's professional experience exceeds the minimum requirements specified for this classification. Pay rate at Step A is \$13.37/hour, while Step C is \$14.75/hour. The net difference in pay is an approximate increase of \$1.37 per hour, \$178.50 per month, or \$1,785.00 per year.

DIRECTOR'S RECOMMENDATION:

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

Commissioner	M	S		Yes	No	Abstain	ABSENT
Barbara Inatsugu							
Joseph Pertel							
Michael Sidley							

PERSONNEL COMMISSION

SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

Regular Meeting: Tuesday, September 9, 2014

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

SUBJECT: Advanced Step Placement – Lorena Matos

BACKGROUND INFORMATION:

Classification Title: Facilities Technician	Employee: Lorena Matos	Calculation of Advanced Step Recommendation
<u>Education:</u> <ul style="list-style-type: none"> • Educational attainment equivalent to a high school diploma or its recognized equivalent. • Two (2) years of satisfactorily completed course work in a technical school or college in architecture, engineering, or a closely related field. 	<ul style="list-style-type: none"> • Lorena has a Bachelor's degree in Landscaping 	1 level of education above the required level = 1 Step Advance (Max. allowed)
<u>Experience:</u> Three (3) years' experience in the building trades including some experience as a Facilities Inspector, Planner and Estimator, or a Project Manager performing general inspection, planning, and estimating or project management related to construction, repair and maintenance of schools or similar institutional facilities, buildings or properties.	<ul style="list-style-type: none"> • Lorena has over 7 years of experience as a Landscaping Architect. Her experience with the city of Los Angeles on water conservation, storm water management and sustainable land management and also her experience with the Santa Monica High school Science and Technology project as part of the Landscape architectural team is highly advantages to the District. 	1 (3-year period) more than the required amount of experience = 1 Step Advance
<u>Difficulty of Recruitment:</u> The Director of Classified Personnel determines the recruitment was difficult as evidenced by a failure to obtain three (3) ranks, or by concluding that it would be very challenging to find alternative qualified applicants	<ul style="list-style-type: none"> • Lorena was one of one rank available for selection 	Less than 3 ranks = 1 Step Advance
<u>Total Advanced Steps:</u> 1 + 1 + 1 = 3 Advanced Steps = <u>STEP D</u>		

DIRECTOR'S COMMENTS:

Ms. Matos's professional education and experience exceeds the minimum requirements specified for this classification. Pay rate at Step A is \$24.61/hour, while Step D is \$28.48/hour. The net difference in pay is an approximate increase of \$3.88 per hour, \$672.00 per month, or \$8,064.00 per year.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement Lorena Matos at Range 45, 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							
Michael Sidley							

PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
Regular Meeting: Tuesday, September 9, 2014

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

SUBJECT: Advanced Step Placement – Zakesha McGowan

BACKGROUND INFORMATION:

Classification Title: Bus Driver	Employee: Zakesha McGowan	Calculation of Advanced Step Recommendation
<u>Education:</u> <ul style="list-style-type: none"> Educational attainment equivalent to a high school diploma or its recognized equivalent. 	<ul style="list-style-type: none"> Zakesha has received a high school diploma or its recognized equivalent. 	0 levels of education above the required level = 0 Step Advance
<u>Experience:</u> <ul style="list-style-type: none"> Six (6) months of experience in the operation of a school bus in the United States. Experience in the state of California is preferred. 	<ul style="list-style-type: none"> Zakesha has 8 years of experience working as a Bus Driver in the state of California. 	3 (2-year periods) more than the required amount of Experience = 2 Step Advance (Max. allowed)
<u>Total Advanced Steps:</u> 0 + 2 = 2 Advanced Steps = <u>STEP C</u>		

DIRECTOR'S COMMENTS:

Ms. McGowan's professional training and experience exceed the minimum requirements specified for this classification. Pay rate at Step A is \$16.26/hour; Step C is \$17.92/hour. The net difference in pay is an increase of \$1.66 per hour, \$252.00 per month, or \$2,520.00 per year.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Zakesha McGowan at Range 28, Step C on the 2013-14 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							
Michael Sidley							

PERSONNEL COMMISSION

SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

Regular Meeting: Tuesday, September 9, 2014

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

SUBJECT: Advanced Step Placement – Blanca Rivas

BACKGROUND INFORMATION:

Classification Title: Paraeducator-3	Employee: Blanca Rivas	Calculation of Advanced Step Recommendation
<u>Education:</u> Must have a high school diploma or its recognized equivalent and: <ul style="list-style-type: none"> Completed 48 semester units (72 quarter 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"> Blanca has a Bachelor's degree in Sociology/Social Work 	1 level of education above the required level = 1 Step Advance (Max. allowed)
<u>Experience:</u> <ul style="list-style-type: none"> At least three hundred (300) contact hours of working with individuals with exceptional needs and/or behavioral, social-emotional deficits are required. This experience must be directly related to behavior modification within last five (5) years 	<ul style="list-style-type: none"> Blanca has over 6 years of experience working with students with exceptional needs 	3 (2-year periods) of experience above the required level = 2 Step Advance (Max. allowed)
<u>Total Advanced Steps:</u> 1 + 2 = 3 Advanced Steps = STEP D		

DIRECTOR'S COMMENTS:

Ms.Rivas's education and experience exceeds the minimum requirements specified for this classification. Pay rate at Step A is \$15.48/hour, while Step D is \$17.92/hour. The net difference in pay is an approximate increase of \$2.43 per hour, \$316.50 per month, or \$3,165.00 per year.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement Blanca Rivas at Range 26, 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							
Michael Sidley							

PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
Regular Meeting: Tuesday, September 9, 2014

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

SUBJECT: Advanced Step Placement – Ronne Sibley

BACKGROUND INFORMATION:

Classification Title: Paraeducator-1	Employee: Ronne Sibley	Calculation of Advanced Step Recommendation
<u>Education:</u> Must have a high school diploma or its recognized equivalent and: <ul style="list-style-type: none"> Completed 48 semester units (72 quarter 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"> Ronne has a Bachelor's degree in Physical Education/Recreation Ronne has a Master's degree in Health Education 	2 levels of education above the required level = 1 Step Advance (Max. allowed)
<u>Experience:</u> <ul style="list-style-type: none"> At least one hundred (100) contact hours paid or voluntary experience working with individuals with special needs. 	<ul style="list-style-type: none"> Ronne has over 5 years of experience working with individuals with special needs. 	2 (2-year periods) of experience above the required level = 2 Step Advance (Max. allowed)
<u>Total Advanced Steps:</u> 1 + 2 = 3 Advanced Steps = <u>STEP D</u>		

DIRECTOR'S COMMENTS:

Mr. Sibley's professional experience exceeds the minimum requirements specified for this classification. Pay rate at Step A is \$13.37/hour, while Step D is \$15.48/hour. The net difference in pay is an approximate increase of \$2.11 per hour, \$274.50 per month, or \$2,745 per year.

DIRECTOR'S RECOMMENDATION:

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

Commissioner	M	S		Yes	No	Abstain	ABSENT
Barbara Inatsugu							
Joseph Pertel							
Michael Sidley							

PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
Regular Meeting: Tuesday, September 9, 2014

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

SUBJECT: Advanced Step Placement – Endeya Simpson

BACKGROUND INFORMATION:

Classification Title: Instructional Assistant – Classroom	Employee: Endeya Simpson	Calculation of Advanced Step Recommendation
<u>Education:</u> <ul style="list-style-type: none"> Any combination of education, training and/or experience that is likely to provide the required knowledge and abilities is qualifying. Preferred Qualifications: Graduation from high school or its recognized equivalent; successfully completed 48 semester units (72 quarter units) at an institution of higher learning, and 	<ul style="list-style-type: none"> Endeya has received a high school diploma and has passed the District's Instructional Assistant examination. 	0 level of education above the required level = 0 Step Advance
<u>Experience:</u> <ul style="list-style-type: none"> Six (6) months of paid or verifiable, supervised volunteer experience working with school age children in a classroom or organized setting. 	<ul style="list-style-type: none"> Endeya has 2 years and 7 months experience working as an Instructional Assistant. 	1 (2-year period) more than the required amount of Experience = 1 Step Advance
<u>Total Advanced Steps:</u> 0 + 1 = 1 Advanced Step = <u>STEP B</u>		

DIRECTOR'S COMMENTS:

Ms. Simpson's professional training and experience exceed the minimum requirements specified for this classification. Pay rate at Step A is \$13.00/hour; Step B is \$13.37/hour. The net difference in pay is an increase of \$0.37 per hour, \$24.00 per month, or \$240.00 per year.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Endeya Simpson at Range 18, Step B on the 2013-14 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							
Michael Sidley							

PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
Regular Meeting: Tuesday, September 9, 2014

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

SUBJECT: Advanced Step Placement – Christine Terry

BACKGROUND INFORMATION:

Classification Title: Paraeducator-1	Employee: Christine Terry	Calculation of Advanced Step Recommendation
<u>Education:</u> Must have a high school diploma or its recognized equivalent and: <ul style="list-style-type: none"> Completed 48 semester units (72 quarter 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"> Christine has a Bachelor's degree in Psychology and Subsequent ABA Therapy Training 	1 levels of education above the required level = 1 Step Advance (Max. allowed)
<u>Total Advanced Steps: 1 + 0 = 1 Advanced Steps = STEP B</u>		

DIRECTOR'S COMMENTS:

Ms. Terry's professional experience exceeds the minimum requirements specified for this classification. Pay rate at Step A is \$13.37/hour, while Step B is \$14.05/hour. The net difference in pay is an approximate increase of \$.67 per hour, \$73.13 per month, or \$731.00 per year.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement Christine Terry 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							
Michael Sidley							

PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
Regular Meeting: Tuesday, September 9, 2014

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

SUBJECT: Advanced Step Placement – Johanna Valadez

BACKGROUND INFORMATION:

Classification Title: Instructional Assistant – Classroom	Employee: Johanna Valadez	Calculation of Advanced Step Recommendation
<u>Education:</u> <ul style="list-style-type: none"> Any combination of education, training and/or experience that is likely to provide the required knowledge and abilities is qualifying. Preferred Qualifications: Graduation from high school or its recognized equivalent; successfully completed 48 semester units (72 quarter units) at an institution of higher learning, and 	<ul style="list-style-type: none"> Johanna has received a high school diploma as well as a Bachelor's degree in Liberal Studies and a Master's degree in Elementary Education. Johanna has also passed the District's Instructional Assistant examination. 	2 levels of education above the required level = 1 Step Advance (Max. allowed)
<u>Experience:</u> <ul style="list-style-type: none"> Six (6) months of paid or verifiable, supervised volunteer experience working with school age children in a classroom or organized setting. 	<ul style="list-style-type: none"> Johanna has worked as an Elementary School Teacher for 8 years, and prior to that she worked as an Instructional Assistant. 	4 (2-year periods) more than the required amount of Experience = 2 Step Advance (Max. allowed)
<u>Total Advanced Steps: 1 + 2 = 3 Advanced Steps = STEP D</u>		

DIRECTOR'S COMMENTS:

Ms. Valadez's professional training and experience exceed the minimum requirements specified for this classification. Pay rate at Step A is \$13.00/hour; Step D is \$14.75/hour. The net difference in pay is an increase of \$1.75 per hour, \$113.25 per month, or \$1,133.00 per year.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Johanna Valadez at Range 18, Step D on the 2013-14 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							
Michael Sidley							

PERSONNEL COMMISSION

SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

Regular Meeting: Tuesday, September 9, 2014

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

SUBJECT: Advanced Step Placement – Elizabeth Villalobos

BACKGROUND INFORMATION:

Classification Title: Carpenter	Employee: Elizabeth Villalobos	Calculation of Advanced Step Recommendation
<u>Education and Experience:</u> <ul style="list-style-type: none"> Three years journey-level carpentry experience. Successful completion of three years as a Skilled Maintenance Worker with the Santa Monica-Malibu Unified School District performing duties assisting in the carpentry trade may be substituted for the required experience. 	<ul style="list-style-type: none"> Elizabeth has a Bachelor's degree in Project Management and Construction Elizabeth has 5yrs of journey level experience. 	<p>1 level of education above the required level = 1 Step Advance (Max. allowed)</p> <p>1 (3-year periods) more than the required amount of experience = 1 Step Advance (Max. allowed)</p>
<u>Total Advanced Steps:</u> 1 + 2 = 3 Advanced Steps = <u>STEP C</u>		

DIRECTOR'S COMMENTS:

Ms. Villalobos's professional education and experience exceeds the minimum requirements specified for this classification. Pay rate at Step A is \$19.28/hour, while Step D is \$22.32/hour. The net difference in pay is an approximate increase of \$1.98 per hour, \$343.00 per month, or \$4,116.00 per year.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement Elizabeth Villalobos at Range 35, 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							
Michael Sidley							

PERSONNEL COMMISSION

SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

Regular Meeting: Tuesday, September 9, 2014

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

SUBJECT: Advanced Step Placement – James Walton

BACKGROUND INFORMATION:

Classification Title: Paraeducator-3	Employee: James Walton	Calculation of Advanced Step Recommendation
<u>Education:</u> Must have a high school diploma or its recognized equivalent and: <ul style="list-style-type: none"> Completed 48 semester units (72 quarter 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"> James has a Bachelor's degree in Humanities/Psychology James has a Master degree in Industrial Organizational Psychology/Humanities James is working towards is Doctorate in Industrial Organizational Psychology/Humanities 	3 levels of education above the required level = 1 Step Advance (Max. allowed)
<u>Experience:</u> <ul style="list-style-type: none"> At least three hundred (300) contact hours of working with individuals with exceptional needs and/or behavioral, social-emotional deficits are required. This experience must be directly related to behavior modification within last five (5) years 	<ul style="list-style-type: none"> James has over 11 years of experience working with at risk youth 	5 (2-year periods) of experience above the required level = 2 Step Advance (Max. allowed)
<u>Total Advanced Steps:</u> 1 + 2 = 3 Advanced Steps = STEP D		

DIRECTOR'S COMMENTS:

Mr. Walton's education and experience exceeds the minimum requirements specified for this classification. Pay rate at Step A is \$15.48/hour, while Step D is \$17.92/hour. The net difference in pay is an approximate increase of \$2.43 per hour, \$316.50 per month, or \$3,615.00 per year.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement James Walton at Range 26, 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							
Michael Sidley							

PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
Regular Meeting: Tuesday, September 9, 2014

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

SUBJECT: Advanced Step Placement – James Sakamoto-Wengel

BACKGROUND INFORMATION:

Classification Title: Paraeducator-3	Employee: James Sakamoto-Wengel	Calculation of Advanced Step Recommendation
<u>Education:</u> Must have a high school diploma or its recognized equivalent and: <ul style="list-style-type: none"> Completed 48 semester units (72 quarter 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"> James has a Bachelor's degree in Theater 	1 level of education above the required level = 1 Step Advance
<u>Experience:</u> <ul style="list-style-type: none"> At least three hundred (300) contact hours of working with individuals with exceptional needs and/or behavioral, social-emotional deficits are required. This experience must be directly related to behavior modification within last five (5) years 	<ul style="list-style-type: none"> James has 2 years of experience working with students with exceptional needs James has over 7 years working as a Counselor in camp environment interacting with students with exceptional needs 	1 (2-year periods) of experience above the required level = 1 Step Advance
<u>Total Advanced Steps:</u> 1 + 1 = 2 Advanced Steps = <u>STEP C</u>		

DIRECTOR'S COMMENTS:

Mr. Sakamoto-Wengel's education and experience exceeds the minimum requirements specified for this classification. Pay rate at Step A is \$15.48/hour, while Step C is \$17.07/hour. The net difference in pay is an approximate increase of \$1.59 per hour, \$206.25 per month, or \$2,063.00 per year.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement James Sakamoto-Wengel 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							
Joseph Pertel							
Michael Sidley							

PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
Regular Meeting: Tuesday, September 9, 2014

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

SUBJECT: Advanced Step Placement – Adriana Flores

BACKGROUND INFORMATION:

Classification Title: Student Information Systems Specialist	Employee: Adriana Flores	Calculation of Advanced Step Recommendation
<u>Education:</u> <ul style="list-style-type: none"> Associate of Arts (A.A.) or Associate of Science (A.S.) degree in Information Systems, Computer Science, or related field 	<ul style="list-style-type: none"> Bachelor's Degree in Telecommunications Technology 	1 level of education above the required level = <u>1 Step Advance</u> (Max. allowed)
<u>Experience:</u> <ul style="list-style-type: none"> Two (2) or more years of full-time work experience implementing and maintaining data information systems At least one (1) year of progressively responsible experience managing and maintaining the California Longitudinal Pupil Achievement Data System (CALPADS) 	<ul style="list-style-type: none"> Over six (6) years of experience as an Education Data Specialist working as primary CALPADS coordinator and trainer 	2 (2-year periods) of education above the required level = <u>2 Step Advances</u> (Max. allowed)
<u>Difficulty of Recruitment:</u> <ul style="list-style-type: none"> The Director of Classified Personnel determines the recruitment was difficult as evidenced by a failure to obtain three (3) ranks, or by concluding that it would be very challenging to find alternative qualified applicants 	<ul style="list-style-type: none"> Adriana was the only rank available from the most recent recruitment The Director has concluded that it would be very challenging to find alternative qualified applicants 	Less than 3 ranks and concluded challenge of finding alternative qualified applicants = <u>1 Step Advance</u>
<u>Total Advanced Steps:</u> 1 + 2 + 1 = 4 Advanced Steps above STEP A = <u>STEP E</u>		

DIRECTOR'S COMMENTS:

Ms. Flores' experience and education exceed the minimum requirements specified for this classification. Pay rate at salary Range 49 at Step A is \$27.13/hour, while Step E is \$32.98/hour. The net difference in pay is an approximate increase of \$5.85 per hour, \$1,014 per month, or \$12,168 per year.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Adriana Flores at Range 49, Step E 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							
Michael Sidley							

RULE 12.2.4.B: SALARY ON EMPLOYMENT

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

16.3 Step Advancement

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

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

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

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

16.4 Advanced Step Placement:

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

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

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

16.5 Salary on Promotion

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

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

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

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

III. Action Items

III. Action Items

PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
Regular Meeting: Tuesday, September 9, 2014

AGENDA ITEM NO: III.A.1.

SUBJECT: Accelerated Hiring Rate – Children’s Center Assistant-3

BACKGROUND INFORMATION:

The 2013-2014 negotiations between SEIU and SMMUSD resulted in a 4% increase for all salaries in the classified salary schedule with all permanent employees starting at the next step above \$13.00 per hour.

The Children’s Center Assistants (CCA) 1,2, and 3 classifications are compensated at salary ranges 17, 18, and 19, respectively. Due to the \$13.00 minimum starting rate, both the CCA-1 and CCA-2 start at step 2 on the salary range. These adjustments leave the CCA-2 starting at \$13.37 per hour with the CCA-3 starting at a lower rate of \$13.05. In order to correct the salary hierarchy of the CCA classification series, the CCA-3 starting rate should be accelerated to Step 2 at \$13.71 per hour.

DIRECTOR’S COMMENTS:

The accelerated rate will increase the starting salary from \$13.05 to \$13.71 per hour, resulting in an initial fiscal impact of \$848 when assuming a workload of six (6) hours per day over ten (10) months.

DIRECTOR’S RECOMMENDATION:

It is recommended that the Personnel Commission approve this request for an Accelerated Hiring Rate of Step B at Range 19 (\$13.71) on the 2013-14 Classified Employee Salary Schedule pursuant to Merit Rule §12.2.4. (A) for the position of Children’s Center Assistant-3.

Commissioner	M	S		Yes	No	Abstain	ABSENT
Barbara Inatsugu							
Joseph Pertel							
Michael Sidley							

**PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
Regular Meeting: Tuesday, September 9, 2014**

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

SUBJECT: Classification Specification Revisions – Accounting Technician

BACKGROUND INFORMATION:

The Director of Fiscal Services, Assistant Director of Fiscal Services, and Fiscal Services Supervisor have all expressed interest in lowering the qualifications to better attract candidates for a position that is known to pay below the market average.

METHODOLOGY:

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

- Collaborated with Fiscal department managers to identify a sensible reduction in qualifications that would still allow for attractive applicants.

DISCUSSION:

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

- The experience requirement should be adjusted from three (3) to two (2) years of "clerical accounting experience, including at least one year in a paid capacity."
- A small revision should occur to a duty statements regarding "Proposition X" and requisitions.

RECOMMENDATION:

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

Commissioner	M	S		Yes	No	Abstain	ABSENT
Barbara Inatsugu							
Joseph Pertel							
Michael Sidley							

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

CLASS TITLE: ACCOUNTING TECHNICIAN

BASIC FUNCTION

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

REPRESENTATIVE DUTIES

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

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

SUPERVISION

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

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

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

ABILITY TO:

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

MINIMUM QUALIFICATIONS

EDUCATION:

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

EXPERIENCE:

~~Three (3)~~ Two (2) years of clerical accounting experience, including at least ~~(o) One year of experience MUST~~ be in a paid capacity.)

Equivalency Provision:

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

WORKING CONDITIONS

ENVIRONMENT:

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

PHYSICAL DEMANDS:

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

DUTIES APPROVED
BOARD OF EDUCATION:

CLASSIFICATION APPROVED
PERSONNEL COMMISSION:

June 2001

Revised, June 8, 2010

Revised, September 9, 2014

**PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
Regular Meeting: Tuesday, September 9, 2014**

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

SUBJECT: Classification Specification Revisions – Student Information Systems Specialist

BACKGROUND INFORMATION:

The Student Information System Specialist is a recently created position intended to coordinate and communicate a wide variety of needs related to student data information. The Director of Classified Personnel has previously indicated a possible need to update the job title to better indicate the breadth the position is intended to cover.

METHODOLOGY:

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

- Considered alternative job titles.
- Confirmed approval of the revised title with the Director of Student Services, Executive Director Student & Professional Services, and the incumbent going into the position.

DISCUSSION:

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

- The job title for Student Information Systems Specialist should be changed to "Education Data Specialist."

RECOMMENDATION:

It is recommended that the Personnel Commission approve the revisions to the Student Information Systems Specialist classification specification as provided.

Commissioner	M	S		Yes	No	Abstain	ABSENT
Barbara Inatsugu							
Joseph Pertel							
Michael Sidley							

PERSONNEL COMMISSION KEY STATS	
JOB FAMILY	Student Services
JOB TITLE	Education Data Specialist
SALARY RANGE	49

EDUCATION DATA SPECIALIST CLASS TITLE: ~~STUDENT INFORMATION SYSTEMS SPECIALIST~~

BASIC FUNCTION:

Under the general supervision of the Director of Student Services, the Student Information Systems (SIS) Specialist maintains and manages the student information system and other data-related projects. The incumbent also assists other staff in the development, testing, implementation, and modification of all student data systems to monitor and evaluate student progress.

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
Ensure the accuracy and integrity of data entered by system users	EDS-1
Plan and implement training on all SIS modules using a variety of traditional and digital formats	EDS-2
Import and export data files to assist personnel with various state and federal reporting needs	EDS-3
Communicate in oral and written form with end users relative to system status and availability, protocols and policies for systemic use of the SIS	EDS-4
Serve as a liaison between District personnel, administrators, outside agencies, and governmental organizations concerning assigned data processing and reporting functions and resolve related issues and discrepancies as needed	EDS-5
Communicate with sites and departments across the District to exchange information, resolves issues, and coordinate activities	EDS-6
Communicate updates, changes, and issues to applicable users	EDS-7
Organize, prepare, and conduct monthly meetings, trainings, and orientation sessions	EDS-8
Develop documentation manuals dedicated to the most frequently used SIS modules, such as enrollment, attendance, reports, master schedules and create written procedure manuals to standardize SIS procedures	EDS-9
Provide assistance and technical support to District and school site users	EDS-10
Complete various local, state, and federal reports and works with staff in collecting required data	EDS-11
Attend and participate in meetings and conferences to stay abreast of new developments in information systems, particularly in relation to regulations governing student information	EDS-12
Participate in on-going SIS/technology training and seminars to maintain current knowledge and skills in technological advancements and protocol related to SIS activities	EDS-13
Assist in the preparation and maintenance of a variety of narrative and statistical reports, records, and files related to the SIS	EDS-14
Perform related duties as assigned	

SUPERVISION MATRIX

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

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

- Principles, methods, practices, and procedures of all aspects related to student information systems software
- California Longitudinal Pupil Achievement Data System (CALPADS)
- Public K-12 school system operations and procedures
- Information and data systems related to public K-12 school systems
- Components, capabilities, and trouble-shooting methodologies for information systems software
- Various departmental functions, district organization, student data needs and student reporting requirements
- Governmental reporting requirements, guidelines, regulations, and procedures associated with the reporting of student information
- Principles, methods, practices, and techniques related to research, data collection, analysis, interpretation, and statistical reporting
- Simple and complex mathematical procedures related to information systems

ABILITY TO:

- Manage student data collection process specifically required for CALPADS
- Navigate users, troubleshoot, and ensure efficient of CALPADS
- Perform data base extractions using various drivers to compile appropriate representations of information
- Verify data entered by system users for accuracy and prepare technical written and oral reports
- Review, audit, and verify data and various reports as required by the District and regulatory agencies
- Problem solve and troubleshoot simple to complex anomalies in data management systems and relational database systems
- Communicate effectively and work cooperatively with students, co-workers, supervisors, management, and the public
- Communicate and present information for purposes of training staff, preparing reports, and collaborating with all levels of district staff in the planning, integration and support of student data throughout the District
- Provide technical support to student information system users with regards to system requirements, input needs, data entry requirements, and reporting requirements/guidelines

ABILITY TO (continued):

- Identify system needs, requirements and perform tests for system upgrades and enhancements
- Communicate complex and technical information in a simple and comprehensive manner to a variety of stakeholders
- Understand and carry out oral and written instructions in English
- Manage time effectively and feel comfortable with a large-amount of autonomy
- Maintain flexibility working with frequent interruptions and multiple changing priorities
- Maintain cooperative working relationships with others
- Maintain confidentiality with discretion of sensitive information

MINIMUM QUALIFICATIONS

EDUCATION & EXPERIENCE

- Associate of Arts (A.A.) or Associate of Science (A.S.) degree in Information Systems, Computer Science, or related field
- Two (2) or more years of full-time work experience implementing and maintaining data information systems
- At least one (1) year of progressively responsible experience managing and maintaining the California Longitudinal Pupil Achievement Data System (CALPADS)

OR

- Bachelor of Arts (B.A.) or Bachelor of Science (B.S.) degree in Information Systems, Computer Science, or related field
- One (1) or more years of full-time work experience implementing and maintaining data information systems
- At least one (1) year of progressively responsible experience managing and maintaining the California Longitudinal Pupil Achievement Data System (CALPADS)

LICENSES AND OTHER REQUIREMENTS:

- Possession of a valid and current California driver license

WORKING CONDITIONS:

ENVIRONMENT:

This is primarily a sedentary classification, and the employee works in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. The employee interfaces with a range of District managers, supervisors, staff, students, and public and private representatives.

PHYSICAL DEMANDS:

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

DUTIES APPROVED
BOARD OF EDUCATION:

CLASSIFICATION APPROVED
PERSONNEL COMMISSION:

III. Discussion Items

III. Information Items

Advanced Step Placement Fiscal Impact Report

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

Advanced Step Placement Fiscal Impact Report

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

Advanced Step Placement Fiscal Impact Report

[illegible]

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	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	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	B	\$2,254	\$13.00	\$2,318	\$13.37	8,453	8,693	\$0.37	\$24.00	\$240
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	D	\$2,254	\$13.00	\$2,556	\$14.75	8,453	9,585	\$1.74	\$113.25	\$1,133
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	B	\$2,254	\$13.00	\$2,318	\$13.37	8,453	8,693	\$0.37	\$24.00	\$240
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	D	\$3,342	\$19.28	\$3,869	\$22.32	40,104	46,428	\$3.04	\$527.00	\$6,324
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

[illegible]

Open Requisitions (as of 9/5/14)

Req Number	Req Title	Department	Date From HR	Position Type	FTE	Req Status
12-103	CERTIFIED OCCUPATIONAL THERAPY ASSISTANT (COTA)	SPECIAL EDUCATION	09/08/11	Vac	100	Open
14-043	PARAEDUCATOR-1	PT DUME ELEMENTARY SCHOOL	09/12/13	Vac	56.25	Open
14-071	PARAEDUCATOR-1	SPECIAL EDUCATION	12/10/13	New	75	Open
14-112	INSTRUCTIONAL ASSISTANT-MUSIC	SANTA MONICA HIGH SCHOOL	04/07/14	Vac	37.5	Open
14-119	Audio Visual Technician	INFORMATION SERVICES	05/05/14	Vac	100	Open
14-120	HUMAN RESOURCES ANALYST	PERSONNEL COMMISSION	05/05/14	Vac	100	Open
14-123	TECHNOLOGY SUPPORT ASSISTANT	INFORMATION SERVICES	05/05/14	New	100	Open
14-124	TECHNOLOGY SUPPORT ASSISTANT	INFORMATION SERVICES	05/05/14	New	100	Open
14-125	TECHNOLOGY SUPPORT ASSISTANT	INFORMATION SERVICES	05/05/14	New	100	Open
14-132	CUSTODIAN	CABRILLO ELEMENTARY SCHOOL	05/15/14	New	62.5	Open
14-134	CUSTODIAN	FRANKLIN ELEMENTARY SCHOOL	05/15/14	New	62.5	Open
14-135	CUSTODIAN	GRANT ELEMENTARY SCHOOL	05/15/14	New	62.5	Open
14-139	CUSTODIAN	JOHN MUIR ELEMENTARY SCHOOL	05/15/14	New	62.5	Open
14-140	CUSTODIAN	OLYMPIC HIGH SCHOOL	05/15/14	New	62.5	Open
14-141	CERTIFIED OCCUPATIONAL THERAPY ASSISTANT (COTA)	PT DUME ELEMENTARY SCHOOL	05/15/14	New	62.5	Open
14-143	CUSTODIAN	WILL ROGERS LEARNING ACADEMY	05/15/14	New	62.5	Open
14-158	INSTRUCTIONAL ASSISTANT-PHYSICAL EDUCATION	SANTA MONICA HIGH SCHOOL	05/15/14	Vac	75	Open
14-164	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL	05/20/14	New	25	Open
14-173	INSTRUCTIONAL ASSISTANT-CLASSROOM	ROOSEVELT ELEMENTARY SCHOOL	05/20/14	New	37.5	Open
14-180	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	05/23/14	Vac	43.75	Open
14-181	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	05/27/14	Vac	43.75	Open
14-198	FACILITIES TECHNICIAN	BUSINESS SERVICES	05/30/14	New	100	Open

14-199	BILINGUAL COMMUNITY LIAISON (SPANISH)	CHILD DEVELOPMENT SERVICES	06/09/14	New	50	Open
14-208	INSTRUCTIONAL ASSISTANT-CLASSROOM	WILL ROGERS LEARNING ACADEMY	06/13/14	Vac	37.5	Open
14-214	OFFICE SPECIALIST	BUSINESS SERVICES	06/13/14	New	50	Open
14-222	PARAEDUCATOR-1	JOHN ADAMS MIDDLE SCHOOL	06/20/14	Vac	62.5	Open
14-223	PARAEDUCATOR-3	DISTRICT-WIDE	06/20/14	Vac	75	Open
14-224	PARAEDUCATOR-3	DISTRICT-WIDE	06/23/14	New	37.5	Open
14-225	PARAEDUCATOR-3	DISTRICT-WIDE	06/23/14	New	75	Open
14-226	PARAEDUCATOR-3	DISTRICT-WIDE	06/23/14	New	75	Open
14-227	LIBRARY ASSISTANT I	LINCOLN MIDDLE SCHOOL	06/24/14	Vac	75	Open
15-001	BILINGUAL COMMUNITY LIAISON (SPANISH)	FRANKLIN ELEMENTARY SCHOOL	07/02/14	New	50	Open
15-009	EMPLOYEE BENEFITS TECHNICIAN	HUMAN RESOURCES	07/09/14	Vac	100	Open
15-010	PARAEDUCATOR-1	LINCOLN CHILD DEVELOPMENT CENTER	07/09/14	Vac	81.25	Open
15-011	CHILDREN'S CENTER ASSISTANT I	CHILD DEVELOPMENT SERVICES	07/14/14	Vac	43.75	Open
15-015	PARAEDUCATOR-3	DISTRICT-WIDE	07/14/14	New	75	Open
15-016	INSTRUCTIONAL ASSISTANT-CLASSROOM	PT DUME ELEMENTARY SCHOOL	07/18/14	Vac	37.5	Open
15-018	PARAEDUCATOR-3	SPECIAL EDUCATION	07/21/14	New	75	Open
15-024	INSTRUCTIONAL ASSISTANT-CLASSROOM	OLYMPIC HIGH SCHOOL	06/13/14	Vac	62.5	Open
15-026	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	07/29/14	Vac	68.75	Open
15-027	UTILITY WORKER	M & O (Maintenance & Operations)	07/25/14	Vac	100	Open
15-028	ATHLETIC TRAINER	SANTA MONICA HIGH SCHOOL	07/31/14	Vac	87.5	Open
15-029	CHILDREN'S CENTER ASSISTANT-1	CHILD DEVELOPMENT SERVICES	08/04/14	New	43.75	Open
15-030	CHILDREN'S CENTER ASSISTANT-1	CHILD DEVELOPMENT SERVICES	08/04/14	New	81.25	Open
15-031	CHILDREN'S CENTER ASSISTANT-1	CHILD DEVELOPMENT SERVICES	08/04/14	New	43.75	Open
15-034	CHILDREN'S CENTER ASSISTANT-1	CHILD DEVELOPMENT SERVICES	08/13/14	New	43.75	Open
15-035	INSTRUCTIONAL ASSISTANT-CLASSROOM	ROOSEVELT ELEMENTARY SCHOOL	08/12/14	Vac	37.5	Open
15-036	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	08/14/14	Vac	75	Open
15-037	PARAEDUCATOR-3	SPECIAL EDUCATION	08/07/14	Vac	75	Open

15-038	PARAEDUCATOR-3	SPECIAL EDUCATION	08/07/14	Vac	75	Open
15-039	PARAEDUCATOR-3	SPECIAL EDUCATION	08/14/14	Vac	75	Open
15-040	CHILDREN'S CENTER ASSISTANT-2	MCKINLEY ELEMENTARY SCHOOL	08/12/14	New	43.75	Open
15-041	CAFETERIA WORKER I	WILL ROGERS LEARNING ACADEMY	08/18/14	Vac	37.5	Open
15-041	COMMUNITY & PUBLIC RELATIONS OFFICER	DISTRICT-WIDE	08/18/14	New	100	Open
15-043	CHILDREN'S CENTER ASSISTANT-1	GRANT ELEMENTARY SCHOOL	08/22/14	Vac	43.75	Open
15-044	CHILDREN'S CENTER ASSISTANT-2	MCKINLEY PRESCHOOL	08/22/14	Vac	43.75	Open
15-045	CHILDREN'S CENTER ASSISTANT-2	WILL ROGERS LEARNING ACADEMY	08/22/14	Vac	43.75	Open
15-046	CHILDREN'S CENTER ASSISTANT-2	WILL ROGERS LEARNING ACADEMY	08/22/14	Vac	43.75	Open
15-047	CHILDREN'S CENTER ASSISTANT-2	CDS-WEST WASHINGTON	08/22/14	Vac	87.5	Open
15-049	PARAEDUCATOR-1	ROOSEVELT ELEMENTARY SCHOOL	08/21/14	New	75	Open
15-050	ADMINISTRATIVE ASSISTANT	M & O (Maintenance & Operations)	08/27/14	Vac	100	Open
15-051	CUSTODIAN	M & O (Maintenance & Operations)	08/27/14	Vac	62.5	Open
15-052	INSTRUCTIONAL ASSISTANT-CLASSROOM	SMASH (ALTERNATIVE) SCHOOL	08/28/14	Vac	62.5	Open
15-053	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	08/27/14	Vac	68.75	Open
15-055	PARAEDUCATOR-1	PT DUME ELEMENTARY SCHOOL	08/27/14	Vac	56.25	Open

Filled Requisitions (June - August 2014)

Req Number	Req Title	Department	Approx Date of Hire	Req Status
14-083	CHILDREN'S CENTER ASSISTANT-1	CHILD DEVELOPMENT SERVICES	7/22/2014	Filled
14-092	CHILDREN'S CENTER ASSISTANT-2	FRANKLIN PRESCHOOL	7/22/2014	Filled
14-096	PARAEDUCATOR-1	MCKINLEY ELEMENTARY SCHOOL	7/8/2014	Filled
14-129	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	7/22/2014	Filled
14-130	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	7/29/2014	Filled
14-179	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	7/22/2014	Filled
14-186	INSTRUCTIONAL ASSISTANT-CLASSROOM	CABRILLO ELEMENTARY SCHOOL	7/3/2014	Filled
14-192	PARAEDUCATOR-1	WEBSTER ELEMENTARY SCHOOL	7/8/2014	Filled
14-195	SENIOR OFFICE SPECIALIST	CHILD DEVELOPMENT SERVICES	6/2/2014	Filled
14-196	FACILITIES TECHNICIAN	BUSINESS SERVICES	6/2/2014	Filled
14-197	FACILITIES TECHNICIAN	BUSINESS SERVICES	6/2/2014	Filled
14-200	INSTRUCTIONAL ASSISTANT-CLASSROOM	WILL ROGERS LEARNING ACADEMY	6/13/2014	Filled
14-201	INSTRUCTIONAL ASSISTANT-CLASSROOM	WILL ROGERS LEARNING ACADEMY	6/13/2014	Filled
14-202	INSTRUCTIONAL ASSISTANT-CLASSROOM	MCKINLEY ELEMENTARY SCHOOL	6/13/2014	Filled
14-203	INSTRUCTIONAL ASSISTANT-CLASSROOM	MCKINLEY ELEMENTARY SCHOOL	6/13/2014	Filled
14-204	INSTRUCTIONAL ASSISTANT-CLASSROOM	MCKINLEY ELEMENTARY SCHOOL	6/13/2014	Filled
14-205	INSTRUCTIONAL ASSISTANT-CLASSROOM	MCKINLEY ELEMENTARY SCHOOL	6/13/2014	Filled
14-206	INSTRUCTIONAL ASSISTANT-CLASSROOM	JOHN MUIR ELEMENTARY SCHOOL	6/13/2014	Filled
14-207	INSTRUCTIONAL ASSISTANT-CLASSROOM	JOHN MUIR ELEMENTARY SCHOOL	6/13/2014	Filled
14-210	INSTRUCTIONAL ASSISTANT-CLASSROOM	MCKINLEY ELEMENTARY SCHOOL	6/13/2014	Filled
14-211	PARAEDUCATOR-1	MCKINLEY ELEMENTARY SCHOOL	7/8/2014	Filled
14-212	PARAEDUCATOR-1	ROOSEVELT ELEMENTARY SCHOOL	7/8/2014	Filled
14-213	INSTRUCTIONAL ASSISTANT-SPECIALIZED	DISTRICT-WIDE	6/13/2014	Filled

Req Number	Req Title	Department	Approx Date of Hire	Req Status
14-215	OFFICE SPECIALIST	CHILD DEVELOPMENT SERVICES	6/13/2014	Filled
14-216	SENIOR OFFICE SPECIALIST	JOHN MUIR ELEMENTARY SCHOOL	6/13/2014	Filled
14-217	CARPENTER	FACILITIES MAINTENANCE	6/20/2014	Filled
14-218	INSTRUCTIONAL ASSISTANT-CLASSROOM	MCKINLEY ELEMENTARY SCHOOL	6/20/2014	Filled
14-219	OFFICE SPECIALIST	SANTA MONICA HIGH SCHOOL	6/20/2014	Filled
14-220	PHYSICAL ACTIVITIES SPECIALIST	EDISON LANGUAGE ACADEMY	6/20/2014	Filled
14-221	PLUMBER	FACILITIES MAINTENANCE	6/20/2014	Filled
15-002	HEALTH OFFICE SPECIALIST	STUDENT SERVICES	7/8/2014	Filled
15-003	INSTRUCTIONAL ASSISTANT-CLASSROOM	MCKINLEY ELEMENTARY SCHOOL	7/8/2014	Filled
15-004	SENIOR OFFICE SPECIALIST	WILL ROGERS LEARNING ACADEMY	7/8/2014	Filled
15-005 LT	SENIOR OFFICE SPECIALIST	HUMAN RESOURCES	7/8/2014	Filled
15-006	CHILDREN'S CENTER ASSISTANT-1	CABRILLO ELEMENTARY SCHOOL	7/22/2014	Filled
15-007	PHYSICAL ACTIVITIES SPECIALIST	JOHN MUIR ELEMENTARY SCHOOL	7/8/2014	Filled
15-008	PHYSICAL ACTIVITIES SPECIALIST	GRANT ELEMENTARY SCHOOL	7/8/2014	Filled
15-012	GARDENER	M & O (Maintenance & Operations)	7/15/2014	Filled
15-014	INSTRUCTIONAL ASSISTANT-MUSIC	JOHN ADAMS MIDDLE SCHOOL	7/24/2014	Filled
15-017	PARAEDUCATOR-1	MALIBU HIGH SCHOOL	7/22/2014	Filled
15-019	BUS DRIVER	TRANSPORTATION	7/23/2014	Filled
15-020	SENIOR OFFICE SPECIALIST	GRANT ELEMENTARY SCHOOL	7/23/2014	Filled
15-021	CAFETERIA WORKER I	FOOD & NUTRITION SERVICES	7/25/2014	Filled
15-022	CAFETERIA WORKER I	FOOD & NUTRITION SERVICES	7/25/2014	Filled
15-023	CAFETERIA WORKER I	FOOD & NUTRITION SERVICES	7/25/2014	Filled
15-025	CUSTODIAN	SANTA MONICA HIGH SCHOOL	7/29/2014	Filled
15-032	CUSTODIAN	JOHN ADAMS MIDDLE SCHOOL	8/20/2014	Filled
15-033	BUS DRIVER	TRANSPORTATION	8/15/2014	Filled
15-042	CUSTODIAN	ROOSEVELT ELEMENTARY SCHOOL	8/26/2014	Filled
15-048	PARAEDUCATOR-1	CABRILLO ELEMENTARY SCHOOL	8/26/2014	Filled
15-054	PARAEDUCATOR-1	MALIBU HIGH SCHOOL	8/29/2014	Filled

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

ACTION/CONSENT
08/13/14

RECOMMENDATION NO. A.22

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

NEW HIRES

		<u>EFFECTIVE DATE</u>
Gonzalez, Xavier Edison ES	Custodian 5 Hrs/12 Mo/Range: 22 Step: A	7/1/14
Johnson, Peter Adams MS	Custodian 5 Hrs/12 Mo/Range: 22 Step: A	7/1/14
Mamon, Stephanie Roosevelt ES	Custodian 5 Hrs/12 Mo/Range: 22 Step: A	7/1/14
Mamon, Steven Malibu HS	Custodian 8 Hrs/12 Mo/Range: 22 Step: A	7/1/14
Morales, Steve Franklin ES	Custodian 5 Hrs/12 Mo/Range: 22 Step: A	7/1/14
Palacio, Ramon Fiscal Svcs	Accounting Technician 8 Hrs/12 Mo/Range: 29 Step: D	7/15/14

SUMMER ASSIGNMENTS

		<u>EFFECTIVE DATE</u>
Ballat, Nawal Child Develop Svcs	Children's Center Asst	6/11/14-8/14/14
Brito, Salvador Transportation	Bus Driver	7/14/14-8/11/14
Carrillo, Steven Transportation	Bus Driver	7/14/14-8/11/14
Cisneros, Yolanda Operations	Custodian	7/21/14-8/15/14
Cornejo, Natalie Santa Monica HS	Campus Security Officer	6/16/14-7/18/14
Davis, Kenrick Transportation	Bus Driver	7/14/14-8/11/14
Davis, Lenora Transportation	Bus Driver	7/14/14-8/11/14
De La Rosa, Johanna District	Office Specialist	7/21/14-8/8/14
De Los Santos, Gabriela Child Develop Svcs	Children's Center Asst	6/11/14-8/14/14

Gauntt, Deborah Transportation	Bus Driver	7/14/14-8/11/14
Granadino, Frank Transportation	Bus Driver	7/14/14-8/11/14
Greene, Milton Malibu HS	Campus Security Officer	7/21/14-8/8/14
Hernandez, Steven Operations	Custodian	7/21/14-8/15/14
La Brie, Marilyn Educational Svcs	Office Specialist	7/1/14-7/13/14
Lawrence, Adrianna Transportation	Bus Driver	7/14/14-8/11/14
Lewis, Jessie Transportation	Bus Driver	7/14/14-8/11/14
Miller, Karen District	Office Specialist	6/24/14-6/30/14
Monroy, Rosa Child Develop Svcs	Children's Center Asst	6/11/14-8/14/14
Olmos, Maria Rogers ES	Senior Office Specialist	7/7/14-7/31/14
Oyenoki, Liz McKinley ES	Senior Office Specialist	7/7/14-7/31/14
Pegue, Forrest Transportation	Bus Driver	7/14/14-8/11/14
Preciado, Edwin Operations	Custodian	7/21/14-8/15/14
Preciado, Iris District	Office Specialist	7/1/14-8/31/14
Reed, Shuntoria Child Develop Svcs	Children's Center Asst	6/11/14-8/14/14
Sammann, Kevin Transportation	Bus Driver	7/11/14-8/11/14
Silvestre, Ernestina Transportation	Bus Driver	7/8/14-7/11/14
Simmons, Michael Transportation	Bus Driver	7/14/14-8/11/14
Smith, Brian Transportation	Bus Driver	7/14/14-8/11/14
Wilson, Stanley Malibu HS	Campus Security Officer	7/21/14-8/8/14
Wirt, James Transportation	Bus Driver	7/14/14-8/11/14

Yates-Lomax, Kathy
Transportation

Bus Driver

7/14/14-8/11/14

TEMP/ADDITIONAL ASSIGNMENTS

EFFECTIVE DATE

Aquilar, Mark Facility Use	Custodian [overtime; Facility Use events]	6/1/14-6/10/14
Buendia, Carolina McKinley ES	Paraeducator 1 [additional hours; field trip]	5/16/14
Castillo, John Facility Improvement Projects	Network Engineer [overtime; technical support]	7/1/14-6/30/15
Chulack, Sarah McKinley ES	Paraeducator 3 [additional hours; field trip]	5/16/14
Doty, Joel McKinley ES	Paraeducator 1 [additional hours; field trip]	5/16/14
Gaidzik, Bill Facility Improvement Projects	Technology Support Assistant [overtime; technical support]	7/1/14-6/30/15
Gardea-Perez, Lupe Facility Improvement Projects	Bilingual Community Liaison [overtime; translation]	7/1/14-6/30/15
Gaylor, Amanda Human Resources	Office Specialist [additional hours; clerical assistance]	7/2/14-7/22/14
Gold, Kathy Facility Improvement Projects	Technology Support Assistant [overtime; technical support]	7/1/14-6/30/15
Jackson, LaTasha McKinley ES	Paraeducator 2 [additional hours; field trip]	5/16/14
Manzur, Juan Facility Improvement Projects	Technology Support Assistant [overtime; technical support]	7/1/14-6/30/15
Marmolejo, David Facility Improvement Projects	Network Engineer [overtime; technical support]	7/1/14-6/30/15
Martinez, Santiago Facility Improvement Projects	Technology Support Assistant [overtime; technical support]	7/1/14-6/30/15
Olmos, Maria Child Develop Svcs	Senior Office Specialist [additional hours; clerical assistance]	7/7/14-8/1/14
Ortiz, Alondra Facility Improvement Projects	Office Specialist [additional hours; clerical assistance]	7/1/14-8/31/14
Patterson, Pete Facility Improvement Projects	Technology Support Assistant [overtime; technical support]	7/1/14-6/30/15
Ramirez, Phil Maintenance	Painter [overtime; painter assignments]	4/21/14-6/30/14
Savage, Stephanie Special Education	Senior Office Specialist [additional hours; clerical assistance]	6/16/14-8/11/14

Strahn, Yvonne
Santa Monica HS

Senior Office Specialist
[additional hours; ROP office support]

7/1/14-7/31/14

CHANGE IN ASSIGNMENT

EFFECTIVE DATE

Ausmus, Devon
Facility Use

Technical Theater Technician
8 Hrs/12 Mo
From: 6 Hrs/10 Mo

7/1/14

Burkett, Deena
Facility Use

Senior Office Specialist
8 Hrs/12 Mo
From: 4 Hrs/12 Mo

7/1/14

Morris, Sean
Facility Use

Custodian
6 Hrs/12 Mo
From: 3 Hrs/12 Mo

7/1/14

LEAVE OF ABSENCE (PAID)

EFFECTIVE DATE

Brown, Sarah
Santa Monica HS

Paraeducator 1
Medical

8/18/14-12/31/14

Buchanan, Timothy
Adams MS

Custodian
Medical

6/2/14-6/23/14

Mederos, Eden
Santa Monica HS

Paraeducator 3
Medical

5/27/14-6/10/14

Simmonds, Hugh
Operations

Gardener
Medical

8/1/14-10/1/14

Skowlund, Carol
Educational Svcs

Senior Administrative Assistant
Medical

6/19/14-7/14/14

WORKING OUT OF CLASS

EFFECTIVE DATE

Donovan, Marc
Maintenance

Plumber
From: Glazier

7/1/14-11/5/14

McNeely, Deborah
Maintenance

Skilled Maintenance Worker
From: Custodian

7/1/14-11/5/14

Parker, Stephen
Maintenance

Carpenter
From: Skilled Maintenance Worker

7/1/14-11/5/14

Villa, Alejandro
Maintenance

Glazier
From: Skilled Maintenance Worker

6/23/14-6/30/14

7/1/14-11/5/14

TRANSFER IN LIEU OF LAYOFF

EFFECTIVE DATE

Carriere, Leigh
Pt. Dume ES

Inst Asst - Classroom
3 Hrs/SY
From: 4 Hrs/SY/Pt. Dume ES
Inst Asst - Classroom
3 Hrs/SY
From: 6 Hrs/SY/Webster ES

6/30/14

Le, Corrine
Webster ES

6/30/14

Long, Lakesha
McKinley ES

Inst Asst - Classroom
3 Hrs/SY
From: 5 Hrs/SY/McKinley ES

7/18/14

Reinbold, Linda Webster ES	Senior Office Specialist 4 Hrs/12 Mo From: 6 Hrs/10 Mo/Webster ES	7/1/14
Rose, Pamela Cabrillo ES	Senior Office Specialist 4 Hrs/10 Mo From: 6 Hrs/10 Mo/Cabrillo ES	7/1/14
Stern, Ellen Webster ES	Inst Asst - Classroom 3 Hrs/SY From: 6 Hrs/SY/Webster ES	6/30/14
Walley, Dayna Webster ES	Inst Asst - Classroom 3 Hrs/SY From: 5 Hrs/SY/Webster ES	6/30/14
Woodworth, Dorie Webster ES	Inst Asst - Classroom 3 Hrs/SY From: 3.6 Hrs/SY/Webster ES	6/30/14

PROFESSIONAL GROWTH

Flores, Ardis Grant ES	Paraeducator 1	<u>EFFECTIVE DATE</u> 8/1/14
Hall, Caryl Special Education	Accountant	9/1/14

ABOLISHMENT OF POSITION

Inst Asst - Classroom 5 Hrs/SY; Pt. Dume ES	<u>EFFECTIVE DATE</u> 6/30/14
Inst Asst - Classroom 5 Hrs/SY; Pt. Dume ES	6/30/14
Inst Asst - Classroom 2 Hrs/SY; Webster ES	6/12/14
Inst Asst - Classroom 4 Hrs/SY; Webster ES	6/12/14
Inst Asst – Physical Education 3 Hrs/SY; Edison ES	6/10/14
Inst Asst – Physical Education 3.25 Hrs/SY; Franklin ES	6/10/14
Inst Asst – Physical Education 3.5 Hrs/SY; McKinley ES	6/10/14
Inst Asst – Physical Education 4 Hrs/SY; Rogers ES	6/10/14
Inst Asst – Physical Education 2 Hrs/SY; Webster ES	6/10/14
Paraeducator 1 6 Hrs/SY; McKinley ES	8/18/14
Paraeducator 1 6 Hrs/SY; Santa Monica HS	8/18/14

TERMINATION DUE TO EXHAUSTION OF ALL PAID LEAVES

(39-MONTH MEDICAL REEMPLOYMENT LIST)

YJ7620874
Operations

Gardener

EFFECTIVE DATE

6/30/14

RESCIND TERMINATION DUE TO EXHAUSTION OF ALL PAID LEAVES

(39-MONTH MEDICAL REEMPLOYMENT LIST)

TZ0028987
Operations

Custodian

EFFECTIVE DATE

6/19/14

LAYOFFDJ3744478
Special EducationParaeducator 2
7 Hrs/SY**EFFECTIVE DATE**

7/14/14

RESIGNATIONCampos, Andhia
Child Develop Svcs-Washington West

Children's Center Asst

EFFECTIVE DATE

6/10/14

Garnreiter, Sean
Adams MS

Inst Asst - Music

6/10/14

Malfer, Georgiann
Muir ES

Paraeducator 3

6/10/14

Part, Nancy
Santa Monica HS

Paraeducator 1

6/24/14

RETIREMENTBryant, Cheryl
Human Resources

Benefits Technician

EFFECTIVE DATE

11/3/14

Spalding James
Adams MS

Custodian

8/11/14

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

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

ACTION/CONSENT
08/28/14

RECOMMENDATION NO. A.12

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

NEW HIRES

Gonzalez, Gary
Maintenance
Plumber
8 Hrs/12 Mo/Range: 37 Step: A

EFFECTIVE DATE
6/9/14

PROMOTION

Fuller, Charesse
Operations
Custodian
5 Hrs/12 Mo/Range: 22 Step: B
From: Cafeteria Worker I: 6 Hrs/SY

EFFECTIVE DATE
7/19/14

SUMMER ASSIGNMENTS

Crawford, Cynthia
Educational Svcs
Library Assistant I

EFFECTIVE DATE
7/14/14-7/31/14

Everage, Askia
Operations

Custodian

7/22/14-8/15/14

Gutierrez, Yolanda
District

Office Specialist

7/1/14-8/31/14

Hobkirk, Christina
Special Education

Paraeducator 1

6/16/14-7/11/14

Lo Greco, Vincent
Operations

Custodian

7/23/14-8/15/14

McKinley, Tyrone
Child Develop Svcs

Swimming Instructor-Lifeguard

6/19/14-8/14/14

Slawter, Mary
Malibu HS

Accounting Assistant

6/19/14-8/1/14

Walker, Christine
Operations

Custodian

7/22/14-8/15/14

Wilson, Stanley
Operations

Custodian

7/23/14-8/11/14

TEMP/ADDITIONAL ASSIGNMENTS

Aguilar, Mark
Operations

Custodian
[overtime; custodial assignments]

EFFECTIVE DATE
7/1/14-6/30/15

Alba, Paul
Operations

Custodian
[overtime; custodial assignments]

7/1/14-6/30/15

Alex, Milton Operations	Custodian [overtime; custodial assignments]	7/1/14-6/30/15
Anderson, Bruno Operations	Custodian [overtime; custodial assignments]	7/1/14-6/30/15
Avitia, Hector Operations	Custodian [overtime; custodial assignments]	7/1/14-6/30/15
Beavers, Marcus Operations	Custodian [overtime; custodial assignments]	7/1/14-6/30/15
Boyd, Kathryn Operations	Custodian [overtime; custodial assignments]	7/1/14-6/30/15
Bravo, Richard Operations	Custodian [overtime; custodial assignments]	7/1/14-6/30/15
Buchanon, Timothy Operations	Custodian [overtime; custodial assignments]	7/1/14-6/30/15
Burton, Jerome Operations	Custodian [overtime; custodial assignments]	7/1/14-6/30/15
Cage, Joann Operations	Custodian [overtime; custodial assignments]	7/1/14-6/30/15
Carrillo, Rigoberto Maintenance	HVAC Mechanic [overtime; District-wide projects]	7/1/14-6/30/15
Casillas, Veronica Santa Monica HS	Student Outreach Specialist [additional hours; Restorative Justice training]	7/31/14-8/6/14
Chiriboga, Giovanni Operations	Custodian [overtime; custodial assignments]	7/1/14-6/30/15
Cueva, Felipe Operations	Custodian [overtime; custodial assignments]	7/1/14-6/30/15
Cuevas, Jose Operations	Custodian [overtime; custodial assignments]	7/1/14-6/30/15
Cunningham, Brett Maintenance	Plumber [overtime; District-wide projects]	7/1/14-6/30/15
Davis, Anthony Operations	Custodian [additional hours; custodial assignments]	7/1/14-6/30/15
Davis, Jefferey Maintenance	Carpenter [overtime; District-wide projects]	7/1/14-6/30/15
Deanda, Richard Operations	Gardener [overtime; gardening assignments]	7/1/14-6/30/15
Donovan, Marc Maintenance	Glazier [overtime; District-wide projects]	7/1/14-6/30/15
Donovan, Marc Maintenance	Plumber [overtime; District-wide projects]	7/1/14-6/30/15
Doty, Kenneth Operations	Custodian [overtime; custodial assignments]	7/1/14-6/30/15

Durham, Michael Operations	Custodian [overtime; custodial assignments]	7/1/14-6/30/15
Ford, Spikes Maintenance	Metal Worker [overtime; District-wide projects]	7/1/14-6/30/15
Fuller, Charesse Operations	Custodian [additional hours; custodial assignments]	7/1/14-6/30/15
Gallegos, Agustin Operations	Custodian [overtime; custodial assignments]	7/1/14-6/30/15
Gleason, Timothy Operations	Custodian [overtime; custodial assignments]	7/1/14-6/30/15
Gomez, Jack Operations	Custodian [additional hours; custodial assignments]	7/1/14-6/30/15
Gomez, Jack Operations	Custodian [overtime; custodial assignments]	7/1/14-6/30/15
Gomez, Leonor Maintenance	Senior Office Specialist [additional hours; clerical assistance]	8/4/14-8/8/14
Gonzalez, Art Operations	Custodian [overtime; custodial assignments]	7/1/14-6/30/15
Gonzalez, Xavier Operations	Custodian [additional hours; custodial assignments]	7/1/14-6/30/15
Gonzalez, Xavier Operations	Custodian [overtime; custodial assignments]	7/1/14-6/30/15
Green, Joseph Operations	Custodian [overtime; custodial assignments]	7/1/14-6/30/15
Hedges, Eric Maintenance	Electrician [overtime; District-wide projects]	7/1/14-6/30/15
Heiderman, Daniel Operations	Custodian [overtime; custodial assignments]	7/1/14-6/30/15
Herrera, Cesar Maintenance	Locksmith [overtime; District-wide projects]	7/1/14-6/30/15
Jackson, Michael Operations	Gardener [overtime; gardening assignments]	7/1/14-6/30/15
Johnson, Peter Operations	Custodian [additional hours; custodial assignments]	7/1/14-6/30/15
Johnson, Peter Operations	Custodian [overtime; custodial assignments]	7/1/14-6/30/15
Johnston, Cindy Personnel Commission	Human Resources Technician [additional hours; recruitments]	7/1/14-8/12/14
Keller, Jeffrey Santa Monica HS	Student Outreach Specialist [additional hours; Restorative Justice training]	7/31/14-8/6/14

Kratz, Damon Operations	Custodian [overtime; custodial assignments]	7/1/14-6/30/15
Mamon, Stephanie Operations	Custodian [additional hours; custodial assignments]	7/1/14-6/30/15
Mamon, Stephanie Operations	Custodian [overtime; custodial assignments]	7/1/14-6/30/15
Mamon, Stephen Operations	Custodian [overtime; custodial assignments]	7/1/14-6/30/15
Martin, Eric Operations	Custodian [overtime; custodial assignments]	7/1/14-6/30/15
McAlpin, Michael Operations	Custodian [overtime; custodial assignments]	7/1/14-6/30/15
McCarthy, Jennifer Fiscal Svcs	Accounting Technician [additional hours; payroll assistance]	7/22/14-6/30/15
McNeely, Debrah Operations	Custodian [overtime; custodial assignments]	7/1/14-6/30/15
McNeely, Debrah Maintenance	Skilled Maintenance Worker [overtime; District-wide projects]	7/1/14-6/30/15
Morales, Steve Operations	Custodian [additional hours; custodial assignments]	7/1/14-6/30/15
Morales, Steve Operations	Custodian [overtime; custodial assignments]	7/1/14-6/30/15
Moton, Wilson Operations	Custodian [overtime; custodial assignments]	7/1/14-6/30/15
Omari, Steve Operations	Custodian [overtime; custodial assignments]	7/1/14-6/30/15
O'Rourke, Thomas Operations	Custodian [overtime; custodial assignments]	7/1/14-6/30/15
Orozco, Abel Operations	Gardener [overtime; gardening assignments]	7/1/14-6/30/15
Paredes, Jorge Maintenance	HVAC Mechanic [overtime; District-wide projects]	7/1/14-6/30/15
Parker, Stephen Maintenance	Carpenter [overtime; District-wide projects]	7/1/14-6/30/15
Parker, Stephen Maintenance	Skilled Maintenance Worker [overtime; District-wide projects]	7/1/14-6/30/15
Perez, Graciela Operations	Custodian [overtime; custodial assignments]	7/1/14-6/30/15
Plascencia, Henry Operations	Utility Worker [overtime; District-wide assignments]	7/1/14-6/30/15
Prchlak, Stanley Maintenance	Skilled Maintenance Worker [overtime; District-wide projects]	7/1/14-6/30/15

Preciado, Daniel Adult Education Center	Campus Security Officer [additional hours; summer school session]	7/18/14
Ramirez, Philip Maintenance	Painter [overtime; District-wide projects]	7/1/14-6/30/15
Reyes, Pedro Maintenance	Electrician [overtime; District-wide projects]	7/1/14-6/30/15
Rising, Robert Operations	Custodian [overtime; custodial assignments]	7/1/14-6/30/15
Saad, Metias Operations	Custodian [overtime; custodial assignments]	7/1/14-6/30/15
Sebastiani, Guido Operations	Gardener [overtime; gardening assignments]	7/1/14-6/30/15
Sebastiani, Juan Operations	Gardener [overtime; gardening assignments]	7/1/14-6/30/15
Soto, Sara Operations	Gardener [overtime; gardening assignments]	7/1/14-6/30/15
Tabones, Remigio Maintenance	Electrician [overtime; District-wide projects]	7/1/14-6/30/15
Torres, Jose Operations	Utility Worker [overtime; District-wide assignments]	7/1/14-6/30/15
Vasquez, Miguel Operations	Custodian [overtime; custodial assignments]	7/1/14-6/30/15
Villa, Alejandro Maintenance	Glazier [overtime; District-wide projects]	7/1/14-6/30/15
Villa, Alejandro Maintenance	Skilled Maintenance Worker [overtime; District-wide projects]	7/1/14-6/30/15
Walker, Louis Operations	Custodian [overtime; custodial assignments]	7/1/14-6/30/15
Ward, Victor Operations	Custodian [overtime; custodial assignments]	7/1/14-6/30/15
Watkins, Ernest Operations	Custodian [overtime; custodial assignments]	7/1/14-6/30/15
West, Malcom Operations	Custodian [overtime; custodial assignments]	7/1/14-6/30/15
Widner, Kim Operations	Custodian [overtime; custodial assignments]	7/1/14-6/30/15
Ybarra, Joey Operations	Custodian [overtime; custodial assignments]	7/1/14-6/30/15
<u>SUBSTITUTES</u>		<u>EFFECTIVE DATE</u>
Alvarez, Jose Operations	Custodian	7/1/14-6/30/15

Alvarez, Jose Operations	Gardener	7/1/14-6/30/15
Arevalo, Yahjaira District	Office Specialist	7/1/14-6/30/15
Bennett, Claire District	Office Specialist	7/1/14-6/30/15
Berry, Andrew Operations	Custodian	7/11/14-6/30/15
Cage, Ramondo Operations	Custodian	7/1/14-6/30/15
Carter, Joshua Operations	Custodian	7/11/14-6/30/15
Ceja, Karla District	Office Specialist	7/1/14-6/30/15
Cisneros-Garcia, Margarita District	Office Specialist	7/1/14-6/30/15
Cobbs, Rufus Operations	Custodian	7/24/14-6/30/15
Conley, Carolyn District	Office Specialist	7/1/14-6/30/15
Darden, Lem Operations	Custodian	7/16/14-6/30/15
Delgadillo, Cristina District	Office Specialist	7/1/14-6/30/15
Fisher, Nicole District	Office Specialist	7/1/14-6/30/15
Frazier, Ashley Operations	Custodian	7/1/14-6/30/15
Frias, Angel Operations	Gardener	7/1/14-6/30/15
Fuentes, Mario Operations	Gardener	7/1/14-6/30/15
Gardner, Danielle District	Office Specialist	7/1/14-6/30/15
Garduno, Alejandro Operations	Custodian	7/1/14-6/30/15
Gaylor, Amanda District	Office Specialist	7/1/14-6/30/15
Glick, Vala District	Office Specialist	7/1/14-6/30/15

Gonzalez, Arturo Operations	Gardener	7/1/14-6/30/15
Gonzalez, Jose Operations	Custodian	7/16/14-6/30/15
Guardado, Francisco Operations	Gardener	7/1/14-6/30/15
Hamm, Gregg District	Office Specialist	7/1/14-6/30/15
Hansberry, Angie District	Office Specialist	7/1/14-6/30/15
Hart, Walter Operations	Custodian	7/1/14-6/30/15
Hernandez, Yolanda District	Office Specialist	7/1/14-6/30/15
Homami, Christina District	Office Specialist	7/1/14-6/30/15
Jimenez, Paul Operations	Gardener	7/1/14-6/30/15
Lyons, Robert Operations	Custodian	7/1/14-6/30/15
Marotta, Michelle District	Office Specialist	7/1/14-6/30/15
Martinez, Jonathan District	Office Specialist	7/1/14-6/30/15
Mercer, James Operations	Custodian	7/1/14-6/30/15
Miller, Brenda District	Office Specialist	7/1/14-6/30/15
Molina, Scott District	Office Specialist	7/1/14-6/30/15
Montes, Julio Operations	Custodian	7/16/14-6/30/15
Mora, Vicente Operations	Gardener	7/1/14-6/30/15
Murillo, Joel Operations	Custodian	7/1/14-6/30/15
Myles, Donald Operations	Custodian	7/1/14-6/30/15
Nasser, Maisaa District	Office Specialist	7/1/14-6/30/15
Navarro, Roberto Operations	Custodian	7/16/14-6/30/15

O'Brien, Diane District	Office Specialist	7/1/14-6/30/15
Ortiz, Alondra District	Office Specialist	7/1/14-6/30/15
Osaki, Brenda District	Office Specialist	7/1/14-6/30/15
Quon, Rosemary District	Office Specialist	7/1/14-6/30/15
Radford, Karen District	Office Specialist	7/1/14-6/30/15
Rangel, Eduardo Operations	Gardener	7/1/14-6/30/15
Rodriguez, Sergio Operations	Custodian	7/1/14-6/30/15
Sember, Judy District	Office Specialist	7/1/14-6/30/15
Smith, Denise District	Office Specialist	7/1/14-6/30/15
Smith, Reginald Operations	Custodian	7/24/14-6/30/15
Thompson, Raquel District	Office Specialist	7/1/14-6/30/15
Venable, Sheldon Operations	Custodian	7/1/14-6/30/15
Venable, Terance Operations	Custodian	7/1/14-6/30/15
Viesca, Joseph Operations	Custodian	7/1/14-6/30/15
Waltan, James Facility Use	Sports Facility Attendant	6/1/14-6/30/14
Winger, Nidra District	Office Specialist	7/1/14-6/30/15

CHANGE IN ASSIGNMENT

Soto, Sara
Operations

Gardener
8 Hrs/12 Mo
From: 4 Hrs/12 Mo

EFFECTIVE DATE

7/21/14

VOLUNTARY DEMOTION

Davis, Anthony
Operations

Custodian
5 Hrs/12 Mo/Range: 22 Step: F
From: Bus Driver: 7 Hrs/10 Mo

EFFECTIVE DATE

7/18/14

Plascencia, Henry
Santa Monica HS

Lead Custodian
8 Hrs/12 Mo/Range: 25 Step: F
From: Utility Worker: 8 Hrs/12 Mo

7/28/14

LEAVE OF ABSENCE (PAID)

Anderson, Bruno
Santa Monica HS

Custodian
Medical

EFFECTIVE DATE

7/7/14-10/7/14

Taylor, Candice
Malibu HS

Custodian
Medical

7/1/14-7/11/14

LEAVE OF ABSENCE (UNPAID)

Anderson, Michael
Cabrillo ES

Custodian
Personal

EFFECTIVE DATE

7/15/14-8/3/14

Herschberger, Patsy
Food and Nutrition Svcs

Administrative Assistant
FMLA Leave

6/25/14-8/29/14

Holmes, Michael
Pt. Dume ES

Physical Activities Specialist
FMLA Leave

8/18/14-9/18/14

Mayer, Katherine
Grant ES

Paraeducator 3
Personal

8/18/14-9/8/14

Taylor, Candice
Malibu HS

Custodian
Personal

6/20/14-6/30/14

PROFESSIONAL GROWTH

Cline, Christopher
Facility Improvement Projects

Facilities Technician

EFFECTIVE DATE

8/1/14

Rodriguez, Sara
Rogers ES

Paraeducator 1

8/1/14

Schlierman, Cheri
Muir ES

Paraeducator 1

9/1/14

Yates-Lomax, Kathy
Transportation

Bus Driver

9/1/14

SUSPENSION WITHOUT PAY

TA 5256331

Maintenance

(updated information from 7/16/14 agenda)

EFFECTIVE DATE

8/15/14-9/18/14

ABOLISHMENT OF POSITION

Cafeteria Worker I
6 Hrs/SY; Food and Nutrition Svcs – Adams MS

EFFECTIVE DATE

8/18/14

Inst Asst – Physical Education
4 Hrs/SY; Cabrillo ES

6/10/14

Inst Asst – Physical Education
6 Hrs/SY; Roosevelt ES

6/10/14

RESIGNATION

Casillas, Veronica
Santa Monica HS

Student Outreach Specialist

EFFECTIVE DATE

8/11/14

Homerin, Nicole
Rogers ES

Inst Asst - Classroom

6/10/14

Michael, Joshua
Santa Monica HS

Athletic Trainer

8/8/14

Shoemaker, Deirdre
Malibu HS

Paraeducator 1

6/11/14

Vasquez, Amelia
Food and Nutrition Svcs -Rogers ES

Cafeteria Worker I

6/10/14

RETIREMENT

Wirt, James
Transportation

Bus Driver

EFFECTIVE DATE

8/13/14

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

TO: BOARD OF EDUCATION ACTION/CONSENT
08/13/14
FROM: SANDRA LYON / DEBRA MOORE WASHINGTON / BRANDON TIETZE
RE: CLASSIFIED PERSONNEL – NON-MERIT

RECOMMENDATION NO. A.23

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

Humphrey, Regence	Malibu HS	7/1/14-6/30/15
Prost, Corey	Santa Monica HS	7/1/14-6/30/15

TECHNICAL SPECIALIST – LEVEL II

BILL, ANDREW	ED SVCS/SANTA MONICA HS [Percussion Instructor] - Funding: Measure "R"	7/1/14-7/4/14
GONZALEZ, JUAN	ED SVCS/SANTA MONICA HS [Colorguard Instructor] - Funding: Measure "R"	7/1/14-7/4/14

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

TO: BOARD OF EDUCATION ACTION/CONSENT
08/28/14
FROM: SANDRA LYON / DEBRA MOORE WASHINGTON / BRANDON TIETZE
RE: CLASSIFIED PERSONNEL – NON-MERIT

RECOMMENDATION NO. A.13

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

Harris, Richard	Malibu HS	7/1/14-6/30/15
Stephens, Johnathan	Malibu HS	7/1/14-6/30/15

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

**SANTA MONICA – MALIBU UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
MEETING CALENDAR
2014 – 2015**

Date	Time	Location	Notes
2014			
July 8, 2014	4:00 p.m.	Board Room – District Office	
August 12, 2014	4:00 p.m.	Board Room – District Office	
September 9, 2014	4:00 p.m.	Board Room – District Office	
October 14, 2014	4:00 p.m.	Board Room – District Office	
November 12, 2014	4:00 p.m.	Board Room – District Office	
December 9, 2014	4:00 p.m.	Board Room – District Office	
2015			
January 13, 2015	4:00 p.m.	Board Room – District Office	
February 10, 2015	4:00 p.m.	Board Room – District Office	
February 2015	Daily Conference	TBD	CSPCA 2015 Annual Conference
March 10, 2015	4:00 p.m.	Board Room – District Office	
April 14, 2015	4:00 p.m.	Board Room – District Office	2015–16 Budget Discussion and Development,
May 12, 2015	4:00 p.m.	Board Room – District Office	2015-16 Budget Adoption
June 9, 2015	4:00 p.m.	Board Room – District Office	

SMMUSD Board of Education Meeting Schedule 2014-2015

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

July through December 2014					
Month	1 st Thursday	2 nd Thursday	3 rd Thursday	4 th Thursday	Special Note:
July			7/16* DO		*Wednesday, 7/16
August		8/13* DO		8/28 DO	*Wednesday: 8/13 First day of school: 8/19
September	9/4* DO		9/18 DO	9/25* DO	*9/4: MS Back to School Night *9/25: Admissions Day Holiday
October	10/2 M		10/16 DO	10/30* DO	*10/30: 5 th Thursday
November	11/6 M		11/20 DO		Thanksgiving: 11/27-28
December		12/11 DO		winter break	
Winter Break: December 22 – January 2					
January through June 2015					
Winter Break: December 22 – January 2					
January	winter break	1/15 DO			
February	2/5 M		2/19 DO		
March	3/5 DO		3/19 M		
Spring Break: March 30 – April 10					
April	spring break	spring break		4/23 DO	
May	5/7 M		5/21 DO		
June		6/11 DO		6/24* DO	Last day of school: 6/5 *Wednesday: 6/24

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

IV. Personnel Commission Business:

A. Future Items:

Subject	Action Steps	Tentative Date
Merit Rules	-First Reading of Changes to Merit Rules: <i>Chapter XI: Vacation, Leaves of Absence and Holidays</i>	October 2014
	-Approval of Changes to Merit Rules: <i>Chapter XI: Vacation, Leaves of Absence and Holidays</i> -First Reading of Changes to Merit Rules: <i>Chapter XII: Salaries, Overtime Pay and Benefits</i>	November 2014
	-Approval of Changes to Merit Rules: <i>Chapter XII: Salaries, Overtime Pay and Benefits</i> -First Reading of Changes to Merit Rules: <i>Chapter XIV: Disciplinary Action and Appeal</i>	December 2014
	-Approval of Changes to Merit Rules: <i>Chapter XIV: Disciplinary Action and Appeal</i> -First Reading of Changes to Merit Rules: <i>Chapter XV: Resignation and Reinstatement</i>	January 2015
	-Approval of Changes to Merit Rules: <i>Chapter XV: Resignation and Reinstatement</i> -First Reading of Changes to Merit Rules: <i>Chapter XVI: Grievance Procedure</i>	February 2015
	-Approval of Changes to Merit Rules: <i>Chapter XVI: Grievance Procedure</i> -First Reading of Changes to Merit Rules: <i>Chapter I: Preliminary Statement and Definition of Terms</i>	March 2015
Personnel Commission Annual Report		October 2014

V. Next Regular Personnel Commission Meeting:

Tuesday, October 14, 2014, at 4:00 pm - *District Office Board Room*

VI. Closed Session:

No Closed Session

VII. Adjournment:

Commissioner	M	S		Yes	No	Abstain	ABSENT
Barbara Inatsugu							
Joseph Pertel							
Michael Sidley							