



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

**PERSONNEL COMMISSION MEETING
AGENDA**

December 8, 2015

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Tuesday, December 8, 2015**, in the **District Administrative Offices**: 1651 16th Street, Santa Monica, CA.

I. General Functions:

- A. Call To Order**
- B. Roll Call**
- C. Pledge Of Allegiance**
- D. Approval of Agenda for Regular Meeting on November 10, 2015**

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

E. Approval of Minutes for Regular Meeting on October 13, 2015

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

Approval of Minutes for Regular Meeting on November 10, 2015

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

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



PERSONNEL COMMISSION MEETING AGENDA

Electronically Recorded (AUDIO ONLY)

December 8, 2015

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

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Tuesday, December 8, 2015**, in the **District Administrative Offices:** 1651 16th Street, Santa Monica, CA.

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

OPEN SESSION

I. GENERAL FUNCTIONS:

A. Call to Order:

B. Roll Call:

C. Pledge of Allegiance:

D. Approval of Agenda for Regular Meeting on December 8, 2015

E. Approval of Minutes for Regular Meeting on October 13 and November 10, 2015

F. Report from the Director of Classified Personnel:

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

- General Comments and Updates
- Commissioner Reappointment

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.

- Advisory Rules Committee Update
- Advanced Step Placement Criteria 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.

H. Communications:

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

1. SEIU Report
2. Board of Education Report

I. Public Comments:

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

J. Personnel Commission Organization – Election of Personnel Commission Officers:

Election of Personnel Commission Officers (Pursuant to Personnel Commission Rule 2.1.5.)

- a. Nomination of Chair
- b. Nomination of Vice-Chair

II. CONSENT CALENDAR:

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

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

<u>Classification</u>	<u># Eligibles</u>
Accounting Technician	10
Administrative Assistant	1
Campus Security Officer	12
Children’s Center Assistant 1, 2, 3	6

Executive Director of Facilities, Maintenance, and Operations	11
Facilities Technician	2
Human Resources Specialist	13
Lead Vehicle and Equipment Mechanic	3

III. **ACTION ITEMS:**

These items are presented for ACTION at this time.

Advanced Step Placement:

- A.02 Approval of the Advanced Step Placement for new employee Timothy Green in the classification of Maintenance Supervisor at Range: M-45 Step: C
- A.03 Approval of the Advanced Step Placement for new employee Cara LaBarbera in the classification of Instructional Assistant - Bilingual at Range: 20 Step: B
- A.04 Advanced Step Placement:
Approval of the Advanced Step Placement for new employee Raveena Martin in the classification of Paraeducator-1 at Range: 20 Step: B
- A.05 Advanced Step Placement:
Approval of the Advanced Step Placement for new employee Andrey Mosley in the classification of Paraeducator-1 at Range: 20 Step: B
- A.06 Merit Rules:
Approval of the Second Reading of Chapter III: *Classification*.

IV. **DISCUSSION ITEMS:**

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

- None

V. **INFORMATION ITEMS:**

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

- I.01 Advanced Step Placement Status Report
- I.02 Open Personnel Requisitions Status Report
- I.03 Filled Personnel Requisitions Status Report
- I.04 Classified Personnel – Merit Report - No. A.13 (for SMMUSD School Board Agenda)
 - November 19, 2015
- I.05 Classified Personnel – Non-Merit Report – No. A.14
 - November 19, 2015
- I.06 Personnel Commission’s Twelve-Month Calendar of Events
 - 2015 – 2016
 -

- I.07 Board of Education Meeting Schedule
- 2015 – 2016

VI. PERSONNEL COMMISSION BUSINESS:

A. Future Items:

Subject	Action Steps	Tentative Date
Merit Rule Revisions	-First Reading of Changes to Merit Rules: <i>Chapter IV: Application for Employment</i> -Update on Committee's progress regarding Advanced Step Placement	January 2016
	-Second Reading and Approval of Changes to Merit Rules: <i>Chapter IV: Application for Employment</i>	February 2016
	-First Reading of Changes to Merit Rules: <i>Chapter XI: Vacation, Leaves of Absence and Holidays</i>	March 2016

VII. NEXT REGULAR PERSONNEL COMMISSION MEETING:

Tuesday, January 12, 2016, at 4:00 p.m. - *District Office Board Room*

VIII. PUBLIC COMMENTS FOR CLOSED SESSION ITEMS ONLY:

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

IX. CLOSED SESSION:

- No Closed Session

X. ADJOURNMENT:

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

Submitted by:

 Michael Cool
 Secretary to the Personnel Commission
 Director, Classified Personnel

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



PERSONNEL COMMISSION MEETING MINUTES

Electronically Recorded (AUDIO ONLY)

October 13, 2015

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

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission was held on **Tuesday, October 13, 2015**, in the **District Administrative Offices:** 1651 16th Street, Santa Monica, CA.

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

OPEN SESSION

I. GENERAL FUNCTIONS:

- A. Call to Order: The Open Session of the Regular Meeting of the Personnel Commission was called to order at 4:03 p.m.**
- B. Roll Call: Commissioners Inatsugu, Pertel, and Lippman were present.**
- C. Pledge of Allegiance: Mr. Michael Cool, Director of Classified Personnel, led all in attendance in the Pledge of Allegiance.**
- D. Motion to Approve Agenda: October 13, 2015**

It was moved and seconded to approve the agenda with the following amendments. The motion passed.

- **Agenda item III.A.09 – “Advanced Step Placement for Ms. Inelle Taylor”- the job title was corrected.**
- **Agenda item III.A.10 - “Advanced Step Placement for Mr. Joshua Wiggins” was pulled from the agenda.**

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.

- Agenda item III.A.11 - “Working Criteria Revision” was pulled from the agenda due to former adjustments of classification series for Children’s Center Assistant 1, 2, and 3 salary steps using accelerated hiring rate.
- Agenda item IV.D.1 – “Discussion of Advanced Step Placement” was moved after the Consent Calendar.

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

E. Motion to Approve Minutes: August 11, 2015

It was moved and seconded to approve the minutes with the following amendments. The motion passed.

- Adjournment vote was corrected. Commissioner Lippman made the motion and Commissioner Inatsugu seconded it. Commissioner Pertel was absent.
- Commissioner Inatsugu suggested to complete the explanation for Commissioner Lippman’s decision to approve Advanced Step Placements. Commissioner Lippman usually abstains from voting on Advanced Step Placements due to his personal beliefs; however, he voted positively in order not to harm the employees in Commissioner Pertel’s absence.

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

F. Report from the Director of Classified Personnel:

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

- General Comments
 - Director Cool informed the Personnel Commission about the absence of Ms. Jana Hatch, Administrative Assistant, and recognized her for her contribution to the department. He also thanked the Personnel Commission staff for their assistance with the agenda preparation. Director Cool expressed his gratitude to the staff for their dedicated work and support in his transition.
- CSPCA, PCASC and other professional organizations
 - Director Cool notified the Personnel Commission about his involvement in several professional organizations in Southern California that support Personnel Commissions and new directors.
 - Commissioner Lippman recommended joining CASBO for in-service trainings.
- Advisory Rules Committee Update
 - Director Cool informed the Personnel Commission about the next planned meeting on October 21, 2015 to discuss directions of the

committee in the near future. His preference would be to complete the few last chapters that were not revised and then begin revising the already revised chapters again.

- District Tour and Committee Meetings for new Personnel Director
- **Director Cool notified the Personnel Commission about his visits of school sites in Malibu discussing specific classified staffing needs with each principal. It was a great learning experience to gain a new perspective on the classified service.**
- **Director Cool has been getting involved in various District committees like the District Leadership Committee.**
- Recruiting Tracking Tool
- **Director Cool informed the Personnel Commission about a new initiative of Santa Monica College, the City of Santa Monica, and the Los Angeles County Office of Education to develop a new recruiting tracking software. It will be provided to Mr. Cool for testing.**

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 Inatsugu formally welcomed Mr. Michael Cool as the new director. She is looking forward to working with Mr. Cool to support the District's classified employees.**
- **Commissioner Inatsugu expressed her gratitude to the Personnel Commission staff for preparing the current agenda.**
- **Commissioner Inatsugu shared her experience attending the District convocation and requested that the Personnel Commission be acknowledged, along with all the other entities in the District, at the next start of the school year districtwide convocation. Currently, the others are all acknowledged, but not the Personnel Commission, even though we have a significant role in support of Classified Personnel, given that we are a Merit District.**

H. Communications:

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

1. SEIU Report

- **Ms. Cartee-McNeely, Chief Steward, expressed her disappointment with the governor not passing the child care bill. It has been the Union's 11th attempt to obtain bargaining rights for classified employees in early child development.**
- **Ms. Cartee-McNeely informed the Personnel Commission about SEIU's voter registration drive for the presidential election 2016.**
- **Ms. Cartee-McNeely notified the Personnel Commission about her participation on several District committees.**

- **Ms. Cartee-McNeely officially welcomed Mr. Michael Cool to the District wishing him all the best and looking forward to collaborating with him in the support of classified staff.**

2. Board of Education Report

- **Dr. Mark Kelly, Assistant Superintendent of Human Resources, updated the Personnel Commission about the District’s final stage of certificated administrative staffing for John Muir Elementary School and Lincoln Middle School.**
- **Dr. Kelly informed the Personnel Commission about the District’s effort in the anti-bullying campaign providing professional development at the school sites.**
- **Dr. Kelly also updated the Personnel Commission about the new mandated reporting that is provided for all District employees annually.**
- **Dr. Kelly informed the Personnel Commission about the District integrating a pest management program. This topic was also discussed at the last Board of Education meeting.**
- **Dr. Kelly stated that the Financial Oversight Committee has recommended joining the California employee retirement benefit trust fund.**

I. Public Comments:

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

- **None**

II. CONSENT CALENDAR:

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

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

<u>Classification</u>	<u># Eligibles</u>
Fiscal Services Supervisor	7
Construction Supervisor	7
Audience Services Coordinator	10
Custodian	26
Bilingual Community Liaison	7

It was moved and seconded to approve the Consent Calendar – II.A.01 Approval of Classified Personnel Eligibility List(s) with corrections to Fiscal Services Supervisor and Custodian eligibility lists. The motion passed.

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

IV. DISCUSSION ITEMS:

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

D.01 Discussion of Advanced Step Placement

REPORT AND DISCUSSION

- Commissioner Lippman presented his rationale for disagreement with the Advanced Step Placement (ASP) program:
 - 1) The district should pay for only the required education - Many staff hours are invested in determining the required education for each position. Additional stipends are paid for advanced degrees. If the district needs an employee with advanced degrees, then that should be included in the job specification/job description and an adjustment in beginning salary.
 - 2) The district should only pay for required experience - Again, staff has determined the necessary experience for each position. Additional experience, outside of SMMUSD, is not necessarily related to better job performance and should not be compensated.
 - 3) If experience, above minimum requirements, is to be paid, it should be for experience in SMMUSD. That is what steps are designed to compensate for, within our salary structure.
 - 4) Staff time for determining ASP is increasing and a cost to the district. More important work could be performed, if ASP were terminated.
 - 5) The cost of ASP are greatly understated. Only the first year costs are included in the report of ASP. The added costs of each year of the advancement is not reported and can be three to four times more than reported. If the advancement is for three steps, that annualized cost is for an additional two years - not first year only.
 - 6) Pay should be calculated by the JOB required to be performed, as determined by job analyses and outlined in a job description. We should not pay for differences in people hired. Pay for the job - not the person.
 - 7) As the U.S. economy diminished, people with high education and great experience, began to take jobs with requirements below their level.

People with master's degrees work for MacDonal'd's. This is why we find higher backgrounds in our recruitments. This is not a compensable factor.

- 8) I have been told by administration, that ASP is needed to mitigate our low salaries when compared to other employers. We are treating the symptoms, not the disease. We currently are reviewing proposals and salary surveys to correct this problem. Therefore, cancelling ASP would be appropriate, at least if and when the salary structure is changed.
 - 9) I understand that the Commission and the Board of Education would have to amend the union agreement (section 16.1) and merit system rules (12.2.4B) to cancel this program. Since the cost of this program far exceeds the benefits to the district, and is not supported by appropriate personnel policy, I propose that ASP be terminated. If the Commission agrees, we need to place an action item on the next Commission agenda and forward our recommendation to the Board of Education.
- Director Cool presented a survey of ASP practices of local Districts to illustrate that ASP is a common industry practice among California public schools in Merit and Non-Merit systems alike. There is no one single method to determine ASP. Some of the more common criteria are higher education and/or experience that exceed the minimum qualification, difficulty of recruitment, and present salary of the potential candidate.
 - Director Cool stated that many of Commissioner Lippman's rationales are valid, and diversity of opinion is very important. The Merit Rules Advisory Committee will analyze the rules again and change the criteria, if needed.
 - Director Cool presented the purpose of minimum qualifications outlining education and experience. He discussed the salary range as it relates to candidates' abilities, performance level, and duration of their training on the job. ASP provides flexibility to retain certain candidates the District might otherwise lose. The District does benefit from employing a higher level performing employee. Director Cool explained the difficulties in recruitment if the Personnel Commission is limited only to the first step on the salary range. He agreed that evaluation of ASP's eligibility takes staff time; however, the ability to award ASP to a highly qualified candidate results in a faster hire and prevents re-opening of a recruitment. ASP is a moderate and objective mechanism to award well-qualified candidates where the Personnel Commission is not restricted only to the first step, and at the same time, it cannot offer any amount that is not part of the particular salary range.
 - Director Cool is open to revising the criteria using the expertise of the Advisory Rules Committee.
 - Commissioner Inatsugu pointed out that there are provisions outlined in the California Education Code.
 - Commissioner Pertel inquired about the recommended procedure for Commissioner Lippman's suggestions.

- **Director Cool stated that the Advisory Rules Committee, composed of classified staff and management, determines if rules must be revised or modified to reflect the current needs in the classified service. Their recommendations will be presented to the Personnel Commission for first and second reading.**
- **Director Cool will share Commissioner Lippman's position statement with the Committee for consideration and convey the urgency to resolve this issue.**
- **Commissioner Lippman requested clarification about the survey Director Cool presented.**
- **Director Cool explained that several District do not allow awarding the Advanced Step Placement to the top step, but they do implement the program.**
- **Director Cool stated that the survey does not include all public agencies in the region, and not all public agencies have this practice.**

III. ACTION ITEMS:

These items are presented for ACTION at this time.

- A.02 Advanced Step Placement:
Approval of the Advanced Step Placement for new employee Isabella Aivaliotis in the classification of Paraeducator 3 at Range: 26 Step: C
- A.03 Advanced Step Placement:
Approval of the Advanced Step Placement for new employee Michael Atkins in the classification of Elementary Library Coordinator at Range: 26 Step: D
- A.04 Advanced Step Placement:
Approval of the Advanced Step Placement for new employee Jessica Biber in the classification of Occupational Therapist at Range: 61 Step: C
- A.05 Advanced Step Placement:
Approval of the Advanced Step Placement for new employee Deja Butler in the classification of Instructional Assistant - Classroom at Range: 18 Step: D
- A.06 Advanced Step Placement:
Approval of the Advanced Step Placement for new employee Bud Coffey in the classification of Audience Services Coordinator at Range: 38 Step: C
- A.07 Advanced Step Placement:
Approval of the Advanced Step Placement for new employee Karla Madsen in the classification of Health Office Specialist at Range: 25 Step: C
- A.08 Advanced Step Placement:
Approval of the Advanced Step Placement for new employee Jennifer Roe in the classification of Instructional Assistant - Classroom at Range: 18 Step: C

It was moved and seconded to approve the Director's recommendations for item III.A.02-08 as submitted. The motion passed.

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

REPORT AND DISCUSSION

- **None**

A.09 Advanced Step Placement:
Approval of the Advanced Step Placement for new employee Inelle Taylor in the classification of Campus Security Officer at Range: 25 Step: C

It was moved and seconded to approve the Director's recommendations for item III.A.09 with amendment to classification title – Campus Security Officer, not Paraeducator-3. The motion passed.

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

REPORT AND DISCUSSION

- **Director Cool clarified the correction of the classification title from Paraeducator-3 to Campus Security Officer in the public copy of the agenda. Commissioners' documentation was correct.**
- **Director Cool also corrected the source of the two steps awarded to the employee – both are for experience, not for education.**

A.10 Advanced Step Placement:
Approval of the Advanced Step Placement for new employee Joshua Wiggins in the classification of HVAC Mechanic at Range: 37 Step: C

It was pulled from the agenda.

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

REPORT AND DISCUSSION

- **None**

A.11 Working Criteria Revision:
Recommendation of Change to Working Criteria for Advanced Step Placement

It was pulled from the agenda.

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

REPORT AND DISCUSSION

- **None**

V. INFORMATION ITEMS:

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

- I.01 Advanced Step Placement Status Report
- I.02 Open Personnel Requisitions Status Report
- I.03 Filled Personnel Requisitions Status Report
- I.04 Classified Personnel – Merit Report - No. A.13 (for SMMUSD School Board Agenda)
 - September 17, 2015
- Classified Personnel – Merit Report - No. A.14
 - October 1, 2015
- I.05 Classified Personnel – Non-Merit Report – No. A.14
 - September 17, 2015
- Classified Personnel – Non-Merit Report – No. A.15
 - October 1, 2015
- I.06 Personnel Commission’s Twelve-Month Calendar of Events
 - 2015 – 2016
- I.07 Board of Education Meeting Schedule
 - 2015 – 2016

**Commissioner Lippman recommended to hold two (2) regular Personnel Commission meetings per year in Malibu.
Commissioner Inatsugu suggested holding the meetings at a school site, Webster Elementary School, for instance.**

VI. PERSONNEL COMMISSION BUSINESS:

A. Future Items:

Subject	Action Steps	Tentative Date
Merit Rule Revisions	-Approval of Changes to Merit Rules: <i>Chapter III: Classification</i>	November 2015
	Future direction of Merit Rules revisions pending October 21, 2015 Advisory Rules Committee meeting	

VII. NEXT REGULAR PERSONNEL COMMISSION MEETING:
Tuesday, November 10, 2015, at 4:00 p.m. - *District Office Board Room*

VIII. PUBLIC COMMENTS FOR CLOSED SESSION ITEMS ONLY:
Persons wishing to address the Personnel Commission regarding an item scheduled for closed session must submit the "Request to Address" card prior to the start of closed session.

IX. CLOSED SESSION:

- No Closed Session

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

It was moved and seconded to adjourn the meeting.

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

TIME ADJOURNED: 5:02 p.m.

Submitted by:

Michael Cool
Secretary to the Personnel Commission
Director, Classified Personnel

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



PERSONNEL COMMISSION MEETING MINUTES

Electronically Recorded (AUDIO ONLY)

November 10, 2015

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

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission was held on **Tuesday, November 10, 2015**, in the **District Administrative Offices:** 1651 16th Street, Santa Monica, CA.

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

OPEN SESSION

I. GENERAL FUNCTIONS:

- A. Call to Order: The Open Session of the Regular Meeting of the Personnel Commission was called to order at 4:05 p.m.**
- B. Roll Call: Commissioners Inatsugu, Pertel, and Lippman were present.**
- C. Pledge of Allegiance: Ms. Jana Hatch, Administrative Assistant, led all in attendance in the Pledge of Allegiance.**
- D. Motion to Approve Agenda: November 10, 2015**

It was moved and seconded to approve the agenda with the following amendments. The motion passed.

- **Agenda item III.I.04 – “Classified Personnel – Merit Report – No. A.14, October 1, 2015” and agenda item III.I.05 – “Classified Personnel – Non-Merit Report – No. A.15, October 1, 2015” were removed from the agenda.**

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.

- **Agenda item II.A.01 – “Approval of Classified Personnel Eligibility List(s) – Executive Director of Facilities, Maintenance, and Operations” was pulled from the agenda.**

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

E. Motion to Approve Minutes: September 8, 2015

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

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

F. Report from the Director of Classified Personnel:

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

- General Comments
 - **Director Cool welcomed Ms. Jana Hatch, Administrative Assistant, and expressed his appreciation of her hard work.**
 - **Director Cool informed the Personnel Commission about his and Ms. Lamping’s attendance of the Personnel Testing Council Annual Conference. The main topic dealt with innovation and progression within testing.**
 - **Director Cool updated the Personnel Commission on his school visits in Santa Monica to Franklin, Edison, McKinley Elementary Schools, and Lincoln Middle School.**
- Advisory Rules Committee Update
 - **Director Cool informed the Personnel Commission about the meeting on October 21, 2015 that served as a foundation to determine who will still serve on the committee. Dr. Suzanne Webb will participate instead of Dr. Kelly.**
 - **The committee will be revising chapter III: *Classification*, chapter IV: *Application for Employment*, and the Advanced Step Placement.**
 - **Director Cool stated that Chapter III: *Classification* will be presented to the Personnel Commission at the December meeting for second reading.**
 - **The remaining unreviewed chapters will be revised next.**
- Personnel Directors Association
 - **Director Cool notified the Personnel Commission about attending a monthly Personnel Directors Association meeting where directors**

share their experiences resolving various issues. It is a great resource for professional development.

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 Inatsugu welcomed Ms. Jana Hatch back.**
- **Commissioner Inatsugu expressed her gratitude to the Personnel Commission staff, especially Ms. Brooke Lamping, for supporting the Personnel Commission during Ms. Hatch's absence.**

H. Communications:

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

1. SEIU Report

- **None**

2. Board of Education Report

- **Dr. Mark Kelly, Assistant Superintendent of Human Resources, updated the Personnel Commission about the transition in the Human Resources Department. Ms. Carmen Larios, a former Human Resources Specialist, accepted a promotion in the Fiscal Department as Fiscal Supervisor.**
- **Dr. Kelly distributed an insert from the Santa Monica Daily Press that highlights our schools. It was a collaboration between the Santa Monica Daily Press and the District's Community and Public Relations Officer, Ms. Gail Pinsker.**
- **Dr. Kelly also shared a report from School Services celebrating Veterans Day.**

I. Public Comments:

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

- **None**

II. CONSENT CALENDAR:

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

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

<u>Classification</u>	<u># Eligibles</u>
Children’s Center Assistant-1, 2, & 3	8
Executive Director of Facilities, Maintenance, and Operations	11
Instructional Assistant - Bilingual	8
Instructional Assistant – Classroom	21
Paraeducator-1	22
Paraeducator-3	3

It was moved and seconded to approve the Consent Calendar – II.A.01 Approval of Classified Personnel Eligibility List(s) as amended. The motion passed.

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

REPORT AND DISCUSSION

- **Commissioner Lippman inquired about no candidates for written test for Paraeducator-1 and Paraeducator-3.**
- **Director Cool stated that there are cases in which the written test is not required. Candidates’ background and experience will substitute for taking the District’s written exam. They will go directly to the qualification appraisal interview stage.**
- **Commissioner Inatsugu suggested to place N/A instead of numeral 0 for these instances to avoid confusion.**

III. ACTION ITEMS:

These items are presented for ACTION at this time.

A.02 Advanced Step Placement:

Approval of the Advanced Step Placement for new employee Edwin Baghoomian in the classification of HVAC Mechanic at Range: 37 Step: D

A.03 Advanced Step Placement:

Approval of the Advanced Step Placement for new employee Thong Dao in the classification of Technology Support Assistant at Range: 38 Step: F

- A.04 Advanced Step Placement:
Approval of the Advanced Step Placement for new employee Chauncey Etchison in the classification of Custodian at Range: 22 Step: C
- A.05 Advanced Step Placement:
Approval of the Advanced Step Placement for new employee Eder Goldbach in the classification of Paraeducator-1 at Range: 20 Step: B
- A.06 Advanced Step Placement:
Approval of the Advanced Step Placement for new employee Jai Oni Sly in the classification of Paraeducator-1 at Range: 20 Step: B
- A.07 Advanced Step Placement:
Approval of the Advanced Step Placement for new employee Urvashi Sumaria in the classification of Children’s Center Assistant-3 at Range: 19 Step: D
- A.08 Advanced Step Placement:
Approval of the Advanced Step Placement for new employee Sherrevia Williams in the classification of Instructional Assistant - Classroom at Range: 18 Step: C
- A.09 Advanced Step Placement:
Approval of the Advanced Step Placement for new employee Abigail Young in the classification of Paraeducator-3 at Range: 26 Step: B

It was moved and seconded to approve the Director’s recommendations for item III.A.02-09 as submitted. The motion passed.

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

REPORT AND DISCUSSION

- **None**

- A.10 Classification Revision:
Approval of the revisions to the Human Resources Specialist classification within the Personnel Services job family.

It was moved and seconded to approve the Director’s recommendations for item III.A.09 as submitted. The motion passed.

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

REPORT AND DISCUSSION

- **Commissioner Lippman inquired about rationale for titles for Human Resources Specialist, Human Resources Technician, and Personnel Analyst.**
- **Director Cool explained that these titles are industry standards. There are small variations specific to each district.**

IV. DISCUSSION ITEMS:

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

- **None**

V. INFORMATION ITEMS:

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

- I.01 Advanced Step Placement Status Report
- I.02 Open Personnel Requisitions Status Report
- I.03 Filled Personnel Requisitions Status Report
- I.04 Classified Personnel – Merit Report - No. A.12 (for SMMUSD School Board Agenda)
 - October 15, 2015
- Classified Personnel – Merit Report - No. A.19
 - November 5, 2015
- I.05 Classified Personnel – Non-Merit Report – No. A.13
 - October 15, 2015
- Classified Personnel – Non-Merit Report – No. A.20
 - November 5, 2015
- I.06 Personnel Commission’s Twelve-Month Calendar of Events
 - 2015 – 2016
- I.07 Board of Education Meeting Schedule
 - 2015 – 2016

VI. PERSONNEL COMMISSION BUSINESS:

A. Future Items:

Subject	Action Steps	Tentative Date
Merit Rule Revisions	-Second Reading and Approval of Changes to Merit Rules: <i>Chapter III: Classification</i> -First Reading of Changes to Merit Rules: <i>Chapter IV: Application for Employment</i> -Update on Committee’s progress regarding Advanced Step Placement	December 2015

	-Second Reading and Approval of Changes to Merit Rules: <i>Chapter IV: Application for Employment</i>	January 2016
	-First Reading of Changes to Merit Rules: <i>Chapter XI: Vacation, Leaves of Absence and Holidays</i>	February 2016

VII. NEXT REGULAR PERSONNEL COMMISSION MEETING:

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

VIII. PUBLIC COMMENTS FOR CLOSED SESSION ITEMS ONLY:

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

IX. CLOSED SESSION:

- No Closed Session

X. ADJOURNMENT:

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

It was moved and seconded to adjourn the meeting.

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

TIME ADJOURNED: 4:32 p.m.

Submitted by:

Michael Cool
Secretary to the Personnel Commission
Director, Classified Personnel

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



PERSONNEL COMMISSION

Regular Meeting: Tuesday, December 8, 2015

AGENDA ITEM NO: I.J.

SUBJECT: Personnel Commission Election of Officers

BACKGROUND INFORMATION:

Personnel Commission Rule § 2.1.5. – ELECTION OF OFFICERS, states:

- A. The officers of the Personnel Commission shall be designated as Chair and Vice Chair.
- B. At its first meeting in December of each year, the Personnel Commission shall elect one of its members to serve as Chair for the period of one year. A chair may serve more than one term.
- C. At the same time and in the same manner, the Personnel Commission shall elect one of its members to serve as Vice Chair.
- D. The Chair shall be presiding officer at all regular and special meetings of the Commission. In the event of the absence of the Chair, the Vice Chair shall preside.

DIRECTOR'S RECOMMENDATION

The Director of Classified Personnel recommends that the Personnel Commission elect its officers (Chair, Vice Chair) for the period from December 1, 2015 through November 30, 2016.

a. Nomination of Chair

Nomination: _____

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

b. Nomination of Vice-Chair

Nomination: _____

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

II. Consent Calendar:

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

III. Action Items:



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Tuesday, December 8, 2015

AGENDA ITEM NO: III.A.02

SUBJECT: Advanced Step Placement – Timothy Green

BACKGROUND INFORMATION:

Classification Title: Maintenance Supervisor	Employee: Timothy Green	Calculation of Advanced Step Recommendation
Education: <ul style="list-style-type: none"> Graduation from high school or equivalent evidence of proficiency at the high school level 	<ul style="list-style-type: none"> Timothy Green meets the education requirement with a high school diploma 	0 level of education above the required level = <u>0 Step Advance</u>
Experience: <ul style="list-style-type: none"> Three years (3) experience as a journey-level carpenter, electrician, HVAC technician, plumber or metal worker, including at least one (1) year in a supervisor or lead capacity, performing general construction, repair, and maintenance of school or similar institutional facilities, buildings, or properties. 	<ul style="list-style-type: none"> Timothy Green has 20+ years of experience working as a lead facilities maintenance worker, lead construction supervisor, and maintenance supervisor 	5 (3-year periods) of experience above the required level = <u>2 Step Advance</u> (Max Allowed)
<u>Total Advanced Steps: 0 (Education) + 2 (Experience) = 2 Advanced Steps = STEP C</u>		

DIRECTOR'S COMMENTS:

Mr. Green's professional training and experience exceed the minimum requirements specified for this classification. Pay rate at salary Range M-45 at Step A is \$29.55/hour, while Step C is \$32.58/hour. The net difference in pay is an approximate increase of \$3.03 per hour, \$525 per month, or \$6,300 per year.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Timothy Green at Range M-45, Step C on the Classified Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment*

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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Tuesday, December 8, 2015

AGENDA ITEM NO: III.A.03

SUBJECT: Advanced Step Placement – Cara LaBarbera

BACKGROUND INFORMATION:

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

DIRECTOR’S COMMENTS:

Ms. LaBarbera’s education exceeds the minimum requirements specified for this classification. Pay rate at Salary Range A-20, Step A is \$13.42/hour; Step B is \$14.09/hour. The net difference in pay is an increase of \$.67 per hour, \$43.88 per month, or \$439.00 per year.

DIRECTOR’S RECOMMENDATION:

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

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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Tuesday, December 8, 2015

AGENDA ITEM NO: III.A.04

SUBJECT: Advanced Step Placement – Raveena Martin

BACKGROUND INFORMATION:

Classification Title: Paraeducator 1	Employee: Raveena Martin	Calculation of Advanced Step Recommendation
<u>Education:</u> <ul style="list-style-type: none"> • Must have a high school diploma or its recognized equivalent and ONE of the following: • Completed 48 units at an institution of higher learning; OR • Obtained an Associate’s (or higher) degree; OR • Have at least six (6) months experience working with individuals with special needs; OR • Must pass the District’s Instructional Assistant written examination demonstrating knowledge of and the ability to assist in instructing reading readiness, writing readiness and mathematics readiness 	<ul style="list-style-type: none"> • Raveena has a Bachelor’s degree in Child and Adolescent Development/Psychology. 	1 level of education above the required level = 1 Step Advance
<u>Experience:</u> <ul style="list-style-type: none"> • None 	<ul style="list-style-type: none"> • Raveena meets the experience requirement. 	0 (2-year periods) of experience above the required level = 0 Step Advance
<u>Total Advanced Steps:</u> 1 (Education) + 0 (Experience) = 1 Advanced Steps = <u>STEP B</u>		

DIRECTOR’S COMMENTS:

Ms. Martin’s education exceeds the minimum requirement specified for this classification. Pay rate at salary Range A-20 at Step A is \$13.42/hour, while Step B is \$14.09/hour. The net difference in pay is an approximate increase of \$0.67 per hour, \$87.75 per month, or \$878 per year.

DIRECTOR’S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Raveena Martin at Range A-20, Step B on the Classified Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment.*

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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Tuesday, December 8, 2015

AGENDA ITEM NO: III.A.05

SUBJECT: Advanced Step Placement – Andreyra Mosley

BACKGROUND INFORMATION:

Classification Title: Paraeducator 1	Employee: Andreyra Mosley	Calculation of Advanced Step Recommendation
<u>Education:</u> <ul style="list-style-type: none"> • Must have a high school diploma or its recognized equivalent and ONE of the following: • Completed 48 units at an institution of higher learning; OR • Obtained an Associate’s (or higher) degree; OR • Have at least six (6) months experience working with individuals with special needs; OR • Must pass the District’s Instructional Assistant written examination demonstrating knowledge of and the ability to assist in instructing reading readiness, writing readiness and mathematics readiness 	<ul style="list-style-type: none"> • Andreyra has a Bachelor’s degree in English. 	<p>1 level of education above the required level $=$1 Step Advance</p>
<u>Experience:</u> <ul style="list-style-type: none"> • None 	<ul style="list-style-type: none"> • Andreyra meets the experience requirement 	<p>0 (2-year periods) of experience above the required level $=$0 Step Advance</p>
<p><u>Total Advanced Steps:</u> 1 (Education) + 0 (Experience) = 1 Advanced Steps = <u>STEP B</u></p>		

DIRECTOR’S COMMENTS:

Ms. Mosley’s education exceeds the minimum requirement specified for this classification. Pay rate at salary Range A-20 at Step A is \$13.42/hour, while Step B is \$14.09/hour. The net difference in pay is an approximate increase of \$0.67 per hour, \$87.75 per month, or \$878 per year.

DIRECTOR’S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Andreyra Mosley at Range A-20, Step B on the Classified Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment.*

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

RULE 12.2.4.B: SALARY ON EMPLOYMENT

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

16.3 Step Advancement

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

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

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

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

16.4 Advanced Step Placement:

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

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

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

16.5 Salary on Promotion

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

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

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

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



PERSONNEL COMMISSION

Regular Meeting: Tuesday, December 8, 2015

AGENDA ITEM NO: III.A.06

SUBJECT: Second Reading and Approval of Changes to Merit Rules - Chapter III

BACKGROUND INFORMATION:

The Director has collaborated with the Advisory Rules Committee (ARC) to review Chapter III of the Merit Rules in order to identify areas in need of modification. At a separate ARC meeting all proposed revisions were brought back for a second review of the edits before submission to the Commission for a First Reading.

DISCUSSION:

The first reading of Chapter III took place at the May 12, 2015 Personnel Commission Meeting. At that time, the Commission was presented with the following changes:

- Education and Government Code references were reformatted
- Grammatical and spelling corrections were made
- Language was edited to improve clarity
- Notable content edits were made to the following sections:
 - 3.1.4.D – Clarification on yearly professional experts
 - 3.2.2 – Clarification on the Classification Plan structure
 - 3.2.4 – Clarification on the creation of new classifications
 - 3.2.8 – Clarification on the working out of class process
 - 3.3 – Clarification on reclassification

The ARC reconvened in November to address the Commissioners’ comments and suggestions from the first reading. Several minor grammatical and spelling edits were made. However, the most significant change was to 3.1.5.F, in which Merit Rule language was replaced by language taken directly from Ed Code.

RECOMMENDATION:

It is recommended that the Personnel Commission approve the proposed revisions as provided or amended.

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

CHAPTER III: CLASSIFICATION

RULE 3.1

THE CLASSIFIED SERVICE

- Section
- 3.1.1 Positions Included
 - 3.1.2 Exemption from the Classified Service
 - 3.1.3 Effect of Exemption
 - 3.1.4 Professional Expert Assignments
 - 3.1.5 Restricted Positions and Employees
 - 3.1.6 Weekend/Holiday Positions

RULE 3.2

THE CLASSIFICATION PLAN

- Section
- 3.2.1 Assignment of Duties
 - 3.2.2 The General Classification Plan
 - 3.2.3 Class Specifications
 - 3.2.4 Creation of New [PositionsClassifications](#)
 - 3.2.5 Allocation of Positions to Existing [ClassesClassifications](#)
 - 3.2.6 Changes in Duties of Positions
 - 3.2.7 Review of Positions
 - 3.2.8 Working Out of Class
 - ~~3.2.9 Consolidation of a Class~~

RULE 3.3

RECLASSIFICATION

- Section
- 3.3.1 Reclassification of Positions
 - 3.3.2 Effective Date of Reclassification
 - 3.3.3 Effects of Reclassification on Incumbents
 - 3.3.4 Reemployment List for Displaced Incumbents
 - 3.3.5 Reappraisal of Eligibility List Due to Reclassification

CHAPTER III

CLASSIFICATION OF EMPLOYEES AND POSITIONS

RULE 3.1 THE CLASSIFIED SERVICE

3.1.1 POSITIONS INCLUDED

- A. All positions not required by law to have certification qualifications or which are specifically exempted in these Rules shall be designated as classified. All employees serving in classified positions shall be classified employees and the employees and the positions shall be known as the classified service.
- B. In no case may any individual be appointed or paid from District funds, when that individual's contribution consists solely of individual personal services that are normally performed, or could be reasonably expected to be performed, by classified employees.
- C. Nothing in this section shall be construed to prohibit the employment of any individual in a position described by this section as a part of the classified service who is in possession of certification qualifications, nor shall the possession of certification qualifications be grounds for the elimination of an individual for consideration for employment in such a position.

Reference: Education Code Sections 45104 and 45105

3.1.2 EXEMPTION FROM THE CLASSIFIED SERVICE

A. General Exemptions

The following shall be exempt from the classified service:

1. Positions which require certification qualifications;
- ~~2. Part-time playground positions;~~
- ~~3.2.~~ Full-time students who are employed on a part-time basis;
- ~~4.3.~~ Part-time students who are employed part-time in any college work study program, or in a work experience program conducted by a community college district and financed by state or federal funds;
- ~~5.4.~~ Apprenticeship positions; ~~and~~
- ~~6.5.~~ Professional experts employed on a temporary basis for a specific project by the Board or by the Commission, when so designated by the Commission; ~~and~~.

7-6. Part-time playground positions where the employee is not otherwise employed in a classified position. Part-time playground positions shall be considered part of the classified service when the employee in the position also works in the same school district in a classified position.

Reference: Education Code Sections 45103.1, 45256 and 45263

B. Special Categories

The Board may create positions of staff assistants or field representatives to directly assist the Board or individual Board members. Such positions, if created, are exempt from provisions of these Rules insofar as they relate to position classification, recruitment, employment, and salary setting.

Persons employed in such positions shall be members of the classified service for all purposes except that they may not achieve permanency in the classified service. Staff assistants shall serve at the pleasure of the Board. A field representative shall serve at the pleasure of the individual Board member.

If a permanent classified employee is appointed to serve in such an exempt position, the employee shall retain status as a permanent employee. If the employee is terminated from the exempt position, the employee shall have bumping rights in the employee's former class in the same manner as if the employee had been laid off for lack of work or lack of funds.

Reference: Education Code Section 45112

C. Community Representatives

Positions established for the employment of community representatives in an advisory or consulting capacity for not more than ninety (90) working days in a fiscal year shall be exempt from the classified service provided that:

1. The authorized duties are not those normally assigned to a class of positions in the classified service;
2. The authorized duties are approved by the Commission in advance of employment, and
3. The regular classified employee of the school district shall not receive a concurrent appointment to such a position.

Reference: Education Code Section 45258

D. Senior Management

1. The Board may designate certain positions as senior management of the classified service. The decision of the Board shall not be negotiable but shall be subject to review by the Public Employment Relations Board.
2. Employees whose positions are designated as senior management shall be afforded all rights, benefits and burdens of the classified service, except they shall not gain permanent status.
3. Positions shall be filled from an unranked list of eligibles who have demonstrated managerial ability and been found qualified as specified by the Superintendent and determined by the Commission.
4. Notice of reassignment or dismissal shall be in accordance with Education Code 35031.

Reference: Education Code Section 45256.5

3.1.3 EFFECT OF EXEMPTION

- A. Any position or employee lawfully exempted from the classified service shall be excluded from the benefits and burdens imposed by these Rules, except as provided by the law or the Board.
- B. The Director of Classified Personnel shall be responsible for interpreting this policy regarding the employment of classified personnel.

3.1.4 PROFESSIONAL EXPERT ASSIGNMENTS

- A. When a professional expert assignment is to be made, the administration shall submit to the Director of Classified Personnel, a description of the project, its duration, and the duties to be performed. Professional expert assignments shall not be made to avoid payment of overtime to the assigned employee, nor shall a limited-term position be filled by a professional expert if the duties and responsibilities fit an existing class.
- B. In order to be exempted from the classified service as a professional expert, an individual must be recognized as such by reputable members of the individual's own profession as evidenced by one of the following:
 1. Approval of a committee of members of the individual's own profession;
 2. Certification of license to practice that profession by a government agency, if such license is established;
 3. Listing in such professional publications as the BIOGRAPHICAL DIRECTOR OF AMERICAN MEN AND WOMEN OF SCIENCE, or

LEADERS IN EDUCATION, where individuals are chosen for listing by members of their own profession;

4. By membership in professional honor societies limited to that profession;
 5. By advanced degrees from a recognized university with a major in the field of that profession, or
 6. By equivalent criteria acceptable to the Commission.
- C. Evidence of professional qualifications must be presented to the Commission at the time the written request for temporary appointment is made. Professional experts may be hired for a "limited-term" project (i.e., a maximum of ninety (90) working days during the current fiscal year). A supervisor may request an extension of an additional ninety (90) working days during the current fiscal year. Additional service required shall be subject to approval by the Commission.

D. Professional experts may be hired yearly for "on call/as needed" assignments with approval by the Director of Classified Personnel.

Reference: Education Code Sections 45103.1 and 45256

3.1.5 RESTRICTED POSITIONS AND EMPLOYEES

- A. Persons employed under specially funded programs and programs which are restricted to the employment of persons of low-income groups or from designated impoverished areas, or other criteria which restricts competition for employment, shall be employed in restricted positions in their respective classes. They shall have all the rights, benefits, and burdens of other classified employees except that:
1. They shall not attain permanent status in any non-restricted classification for which they are not otherwise entitled;
 2. They shall not be accorded seniority rights for the purpose of lay-off for lack of work, lack of funds, or abolishment of a position in the restricted positions;
 3. They shall not be given provisional appointments concurrent with status in restricted positions, and
 4. They are not eligible to compete in promotional examinations in the regular classified service.
- B. Positions established from general funds as aides-assistants in an instructional setting or other positions involving personal contact with students which are established to assist school staff personnel responsible for school community relations or educational support services in counseling, library, health, or the

correction or prevention of behavioral problems, may also be designated as "restricted."

- C. Positions established solely for the employment of persons having physical, mental, or developmental disabilities may also be designated as "restricted."
- D. The selection and retention of restricted employees shall be made on the same basis as that of persons selected and retained in positions as part of the regular ~~school program~~ classified service.
- E. The selection and retention of restricted employees for Instructional ~~Aide-Assistant~~ positions, when recruitment is limited to specific geographic areas of residency, shall not be subject to all examination procedures prescribed in Rule 3.1.56. The area of residency for each school site shall be limited to the school attendance area as defined in the official Board record. No person shall be employed as a restricted employee unless the specific vacancy has been approved as a restricted position by the Board and meets the residency and other requirements set forth in these Rules and applicable government regulations.
- F. ~~Employees serving in restricted positions may choose to take such competitive examinations as are required for all other persons to be employed in regular positions in the same class of the regular classified service, when they are made available by the Personnel Commission. An employee who successfully completes the examination and attains placement on the eligibility list, regardless of numerical standing on the list, shall be considered part of the regular classified service. Even though the employee may continue to serve in a restricted position, the employee shall be accorded full rights, benefits and burdens of a regular classified employee. Seniority rights shall be accrued as of the date of the employee's initial appointment to the restricted position. At any time, after completion of six months of satisfactory service, a person serving in a "restricted" position shall be given the opportunity to take qualifying examinations that are required for all other persons serving in the same class in the regular classified service. If the person satisfactorily completes the qualifying examination, regardless of final numerical listing on an eligibility list, he or she shall be accorded full rights, benefits and burdens of any other classified employee serving in the regular classified service. His or her service in the regular classified service shall be counted from the original date of employment in the "restricted" position and shall continue even though he or she continues to serve in a "restricted" position.~~
- G. Funds derived from the Federal Emergency Employment Act or any similar law enacted to provide transitional employment in public service positions for unemployed or underemployed personnel shall not be expended for work that:
 - 1. Would otherwise have been performed at federal, state, or local expense;
 - 2. Would result in a decrease in the employment which would otherwise be available;

3. Would result in the displacement of members of the classified service, including partial displacement, such as reduction in the hours of non-overtime work or wages or employment benefits, or
4. Would impair the existing rights of permanent members of the classified service.

Reference: Education Codes Sections 45105, 45108 and 45259.

3.1.6 WEEKEND/HOLIDAY POSITIONS

- A. The Board may create a position or class of positions that require and permit incumbents to work **only** on weekends and holidays. If so created, the Commission shall in classifying the position:
 1. Establish a salary rate which recognizes the peculiarity of the work and the days and hours required to work;
 2. Exempt employees serving in such positions from overtime pay for work required to be performed on a holiday; however, overtime shall be paid for hours worked in excess of eight (8) on any Saturday, Sunday or holiday unless the class is specifically exempted in accordance with Education Code 45127 (for example, recreation and security classes), and
 3. Ensure that the position being created is not being created to avoid payment of overtime to otherwise qualified employees. If it does find that such a position is being created to avoid overtime payment, it shall refuse to classify the position and will notify the Board.

RULE 3.2 THE CLASSIFICATION PLAN

3.2.1 ASSIGNMENT OF DUTIES

The Board shall prescribe the duties to be assigned to all positions in the classified service except those on the Commission staff. When the duties being performed by an employee are found to be inconsistent with the duties officially assigned to a specific position, the Director of Classified Personnel shall report the facts to the responsible administrator in order that appropriate action may be taken.

Reference: Education Code Section 45109

3.2.2 THE GENERAL CLASSIFICATION PLAN

- A. The Commission shall classify all employees and existing and new positions within the jurisdiction of the Board or the Commission, except those positions which are exempt from the classified service under Rule 3.1.2.
- B. For purposes of this Rule, classification shall include, but not be limited to:
- ~~1. Assigning a job classification title;~~
 - ~~— Establishing minimum qualifications for regular employment;~~
 - ~~2. Preparing written class specifications~~
 - ~~3.1. Allocating~~ Assigning positions to the appropriate classes classification;
 - ~~4.2. Arranging classes~~ classifications into appropriate job sub-families occupational hierarchies (job families);
 - ~~5.3. Arranging job sub-families into appropriate job families within the classification plan;~~
 - ~~4. Recommending reasonable relationships between~~ for classifications, within ~~the job sub-family and job family occupational hierarchies, with in order to maintain~~ overall internal alignment within the classification plan; and
 - ~~5. Preparing written classification specifications, as outlined in Rule 3.2.3.B.;~~
- C. The Commission shall maintain a classification plan for all positions in the classified service, organized by ~~class series and~~ occupational hierarchy within the appropriate job sub-family and larger job family. The plan shall indicate the classifications ~~in each series which that~~ are filled by open competitive examination. The Commission shall decide, when it orders an examination, whether the examination shall be open competitive, promotional, or merged promotional and open competitive (dual certification). The list of classes classifications shall contain designation of salary rate and range applicable to each classification.
- D. The Commission may create new classes classifications and abolish, divide, or merge existing classes classifications in the classification plan classified service, as the needs of the classified service District require. In ~~so~~ doing so, the Commission shall establish the relative ranking within occupational hierarchies.

Reference: Education Code sections 45256 and 45260

3.2.3 CLASS SPECIFICATIONS

- A. Class, or classification, specifications are descriptive and explanatory only; they are not restrictive. They indicate the kinds of duties performed across the classification but do not necessarily prescribe the duties and responsibilities for any one position in the classification.

- B. For each class-of-positionsclassification, initially established or subsequently revised by the Commission, the Director of Classified Personnel shall establish and maintain a class specification which shall include:
1. The official class title which should be as descriptive as possible of the duties performed, and in concert with prevailing titles;
 2. The definition of the classification, indicating the general type of duties and responsibilities of the classification, the amount of supervision received and exercised, and placement within the organizational scheme;
 3. A statement of typical tasks to be delegated to persons employed in positions assigned to the classification, and the critical knowledge, skills, and abilities, and/or other characteristics required to perform the tasks successfully;
 4. A statement of the minimum qualifications for admission to examination and regular service in the particular classification – the minimum qualifications may include education, experience, and personal, and physical traits requirements and other characteristics;
 5. A statement of distinguishing characteristics which differentiates the classes from other related or similar classes within a series;
 6. Any licenses or special certificates required as a condition of employment;
 7. Minimum qualifications, which shall not require a teaching, administrative or other credential, nor may the required work experience restrict applicants to credential holders, and. Titles may not be assigned that would restrict competition to holders of credentials,; and
 8. The title of the classification, which shall be used as the title of all positions in the classification on payrolls submitted to the Commission for auditing and in the records and correspondence of the Commission and the Board.

Reference: Education Code Sections 45104, 45109, and 45276

3.2.4 CREATION OF NEW POSITIONS CLASSIFICATIONS(S)

- A. When For the Board to initiate initiate the creates creation of a new positionclassification, it shall submit the duties officially to be performed assigned to the position, in writing, to the Director of Classified Personnel. The Board may recommend minimum educational and work experience requirements for the positionclassification. The Director of Classified Personnel shall present recommendations to the Commission for action. The Commission shall:

1. ~~Classify the position and d~~Determine whether the ~~position duties~~ should be allocated to an existing class~~ification~~ or whether a new class~~ification~~ should be established;
2. ~~If a new class is recommended, the Director of Classified Personnel shall~~ set forth ~~the recommended~~ qualifications ~~recommended and with~~ ~~consideration of~~ those recommended by the Board, if any; ~~The~~ qualifications approved by the Commission must reasonably relate to the duties ~~submitted assigned to the position~~ by the Board;
3. ~~The Commission shall d~~Designate the proper salary placement, ~~when if~~ a new class~~ification~~ is established, and
4. ~~The Commission shall d~~irect its Secretary to notify the Board of the Commission's action.

References: Education Code Sections 45109 and 45276

3.2.5 ALLOCATION OF POSITIONS TO EXISTING CLASSIFICATIONS

All positions which substantially consist of comparable duties, responsibilities, and qualifications shall be allocated to the same class~~ification~~.

3.2.6 CHANGES IN DUTIES OF POSITIONS

Any substantial change in the duties of existing positions shall be promptly reported in writing, by an employee or the administration, to the Director of Classified Personnel, who shall conduct a review of the position (refer to Rule 3.2.7).

3.2.7 REVIEW OF POSITIONS

- A. The Personnel Commission shall ~~maintain monitor~~ the ~~classification system~~ ~~classified service~~ and will conduct studies as necessary to review classification; and maintain internal alignment in the classified service.
- B. The Director of Classified Personnel shall establish a procedure whereby the duties and responsibilities of a position will be reviewed to determine their proper classification. Such review may be initiated by an employee, the Administration, or the Director of Classified Personnel.
- C. Upon receipt of a request for a classification review, the Director of Classified Personnel shall notify the requester in writing of the following:
 1. The date the request was received in the Personnel Commission Office;
 2. The anticipated date of completion of the review, and

3. Should the review of any occupied position require longer than three (3) months to complete, the Personnel Commission will be notified in order that they may consider the use of other available resources for the accomplishment of the review.
- D. As approved by the Commission, the Director of Classified Personnel may recommend reallocation of a class to a new salary range based on internal alignment and without significant change in title, minimum qualifications, and duties assigned. The employee shall be entitled to the increased salary, if any, as determined by the Rules, without examination.
 - E. Cases of reassignment of a position where there has been significant change in title, duties, or minimum qualifications, shall be considered a reclassification and subject to Rule 3.3 of this section.

3.2.8 WORKING OUT OF CLASS

- A. Each classified employee shall be required to perform the duties approved by the Board and classified by the Commission for the class to which assigned. The employee may be required to perform other related duties consistent with the definition of the class to which assigned.
- B. When an employee is assigned to perform work beyond that indicated in the definition of the class to which the employee is assigned for a period of time exceeding five (5) out of fifteen (15) calendar days, shall be compensated as follows:
 1. Classify the position and determine whether the position should be allocated to an existing class or whether a new class should be established.
 2. If a new class is recommended, the Director of Classified Personnel shall set forth the qualifications recommended and those recommended by the Board, if any. ~~The~~ The qualifications approved by the Commission must reasonably relate to the duties assigned to the position by the Board.
- C. Request for differential pay for working out of class shall be submitted in writing to the Director of Classified Personnel by the employee or the supervisor within thirty (30) calendar days of performing the assignment/duties in question ~~by the employee or the supervisor~~.
- ~~C.D.~~ The Director of Classified Personnel will notify the supervisor upon receipt of a request submitted by an employee.
- E. Retroactive pay for working out of class shall be limited to the thirty (30) calendar days preceding the date that the request was submitted.

~~D.F.~~ ~~Such differential p~~ay for working out of class shall be limited to ninety (90) working days in one fiscal year for each employee. The Commission may authorize one extension of working out of class not to exceed an additional ninety (90) working days.

~~D.~~ ~~A claim for pay differential for working out of class shall be submitted by the employee or the supervisor. The Director of Classified Personnel will notify the supervisor upon receipt of a claim submitted by an employee.~~

~~E.G.~~ A claim for pay differential for working out of class must contain a list of the assigned duties that are outside the scope of employee's assigned position.

~~F.H.~~ The Director of Classified Personnel shall review the duties assigned to the position and shall determine if the assigned duties are at a higher level, and shall recommend an appropriate pay differential to the Commission for approval.

~~G.I.~~ If review by the Director of Classified Personnel determines that the assigned duties are not at a higher level, the Director of Classified Personnel shall notify the employee and the appropriate supervisor. If the employee or supervisor wishes to appeal this decision, it must be presented to the Commission at the next regular meeting.

References: Education Code Sections 45110, 45276 and 45310

~~3.2.8~~ CONSOLIDATION OF A CLASS

~~Consolidation is defined as the merging of two (2) or more current classifications into one classification, when the duties, responsibilities, and minimum qualifications are sufficiently similar to be assigned to the same class title.~~

RULE 3.3 RECLASSIFICATION

3.3.1 RECLASSIFICATION OF POSITIONS

- A. The only basis for reclassification of a position with an incumbent shall be the gradual accretion of duties and not a sudden change caused by a reorganization. Recommendations as to gradual accretion will be made by the Director of Classified Personnel. The Commission shall be the final approving authority.
- B. Requests for classification studies of existing positions shall be presented in writing to the Director of Classified Personnel. A request for a reclassification study may be initiated by the incumbent, administrator, or the Personnel Commission.
 - 1. Requests initiated by an employee may shall include a listing of duties and a statement indicating the reasons supporting the reclassification request.

2. Requests initiated by the administration shall include a statement by the employee's supervisor verifying the ~~authorized~~ assigned duties of the position.
 3. ~~If an employee is reclassified, a~~ At least two (2) years ~~from the completion of a reclassification study~~ must elapse from the date of reclassification before another reclassification study can be initiated for the same position.
- C. This Rule shall apply only to positions, ~~which~~ that are occupied at the time of reclassification. If reclassification occurs to a vacant position, the position shall be filled through normal selection procedures.

Reference: Education Code Section 45285

3.3.2 EFFECTIVE DATE OF RECLASSIFICATION

- A. Notification of a recommendation for the classification or reclassification of a position or employee shall be given to the employee(s) affected, their exclusive representative, the employee's supervisor and the Assistant Superintendent–Human Resources/~~Chief of Staff~~ before the classification proposal is adopted.
- B. Changes in classification and salary resulting from the permanent reclassification of a position shall be effective no later than whichever of the following dates is applicable:
 1. The first of the month following the date in which the Personnel Commission received the request for differential pay (per SEIU Article 29.2.6)
 - ~~4.2.~~ The first of the month following the Personnel Commission approval for reclassification, provided the employee is eligible to be reclassified with the position without examination as specified in these Rules, or
 - ~~2.3.~~ The first of the month following the date on which the employee becomes fully qualified for the position by successfully completing all parts of the selection procedure. (Rule 3.3.3A)

3.3.3 EFFECTS OF RECLASSIFICATION ON INCUMBENTS

- A. When positions are reclassified to a class at a higher salary level the following shall apply:
 1. When all of the positions in a class ification are reclassified to a higher classification, the incumbents who have a continuous employment record of regular service in the class for two (2) or more years in the position shall be reclassified with the position, without examination and shall serve a probationary period ~~, or~~

2. When the incumbents do not have a continuous employment record of regular service in the classification for at least two (2) years, the position shall be filled through competitive examination procedures. Prior to filling the position, a promotional only examination for the higher class shall be held, with the resulting eligibility list taking precedence. The examination shall be held in accordance with these Rules.
- B. When positions are reclassified to a class at a lower salary level the following shall apply:
1. An incumbent who has been performing satisfactorily shall be offered a transfer to any vacant position for which the employee is qualified and which is at the present salary level. If no vacancy exists, the incumbent may elect to remain in the position, which would result in a demotion; if neither of these actions is taken, the employee may choose to be demoted to any vacant position for which the incumbent is qualified or may be laid off for lack of work (See Rule 12.2.8). ~~or~~
 2. When a regular classified employee is demoted to a position at a lower salary range due to displacement or abolishment of the position by reclassification, and the employee has been performing satisfactorily, the employee's salary shall be Y-rated. ~~and, t~~ The Y-rate shall terminate on the earlier of these dates:
 - a. The effective date of an annual salary increase which results in the Y-rate falling within the salary range of the class to which the position was reclassified. ~~or~~
 - b. The date an equal vacancy exists in the same class from which the employee was Y-rated. If the employee does not accept the vacancy but elects to remain in his/her present position, the Y-rate shall terminate.
- C. When a position is reclassified to a similar class at the same salary range, the incumbent may elect to remain in the position, in which case the salary shall be treated as if it were a lateral transfer.
- D. When a position is abolished, the incumbent may be transferred, demoted, or laid off as determined by these Rules.
- E. An employee whose position has been reclassified ~~with the position~~, shall be ineligible for subsequent reclassification with the same position for a period of at least two (2) years from the date the position was reclassified.

- F. Any positions which are created or changed as a result of a sudden reorganization or assignment of new duties and responsibilities shall be filled through the normal competitive selection process as provided in these Rules.

Reference: Education Code 45285

3.3.4 REEMPLOYMENT LIST FOR DISPLACED INCUMBENTS

Any displacement of a permanent employee which results from the reclassification of a position or class of positions, shall be considered a layoff for lack of work and an appropriate reemployment list shall be established. The employee shall have the right of reemployment in his/her previous classification for a period of up to thirty-nine (39) months provided that the duties have not changed substantially as determined by job analysis procedures.

3.3.5 REAPPRAISAL OF ELIGIBILITY LIST DUE TO RECLASSIFICATION

When all positions in a classification are reclassified, the Commission shall determine whether the current eligibility and employment lists are to be reclassified. Salary reallocation of classes shall have no effect on eligibility and employment lists.

IV. Discussion Items:

V. Information Items:

Advanced Step Placement Fiscal Impact Report

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

Advanced Step Placement Fiscal Impact Report

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

Advanced Step Placement Fiscal Impact Report

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

Advanced Step Placement Fiscal Impact Report

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

Advanced Step Placement Fiscal Impact Report

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

Advanced Step Placement Fiscal Impact Report

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

Advanced Step Placement Fiscal Impact Report

PC Meeting Approval Date	Position	MO	HR	Salary Range	Adv Step	Step A Monthly Rate	Step A Hourly Rate	Adv Step Monthly Rate	Adv Step Hourly Rate	Annual Cost at Step 1	Annual Cost at Adv Step	Amount change by Hour	Amount change by Month	Annual Fiscal Impact
2014-2015														
5/12/2015	Paraeducator 3	10	6	26	D	\$2,684	\$15.48	\$3,106	\$17.92	20,130	23,295	\$2.43	\$316.50	\$3,165
5/12/2015	Administrative Assistant	12	8	29	B	\$2,887	\$16.66	\$3,031	\$17.49	34,644	36,372	\$0.83	\$144.00	\$1,728
6/9/2015	Pareducator-1	10	6	20	C	\$2,318	\$13.37	\$2,556	\$14.75	17,385	19,170	\$1.37	\$178.50	\$1,785
6/9/2015	IA-Music	10	2.5	20	D	\$2,318	\$13.37	\$2,684	\$15.48	7,244	8,388	\$2.11	\$114.38	\$1,144
6/9/2015	Swimming Instructor/Lifeguard	12	5	21	B	\$2,375	\$13.70	\$2,494	\$14.39	17,813	18,705	\$0.69	\$74.38	\$892
6/9/2015	Pareducator-1	10	6	20	C	\$2,318	\$13.37	\$2,556	\$14.75	17,385	19,170	\$1.37	\$178.50	\$1,785
6/9/2015	Senior Technology Support Assistant	12	8	43	F	\$4,702	\$27.13	\$5,184	\$29.91	56,424	62,208	\$2.78	\$482.00	\$5,784
2014-2015 TOTAL:														\$232,516
2015-2016														
7/14/2015	Student Outreach Specialist	10	8	44	D	\$4,163	\$24.02	\$4,819	\$27.80	41,630	48,190	\$3.78	\$656.00	\$6,560
7/14/2015	IA-Classroom	10	3	18	C	\$2,326	\$13.42	\$2,443	\$14.09	8,723	9,161	\$0.67	\$43.88	\$439
8/11/2015	Director of Food Services	12	8	M55	D	\$6,558	\$37.83	\$7,591	\$43.79	78,696	91,092	\$5.96	\$1,033.00	\$12,396
8/11/2015	Director of Classified Personnel	12	8	M64	C	\$8,189	\$47.24	\$9,029	\$52.09	98,268	108,348	\$4.85	\$840.00	\$10,080
9/8/2015	Custodian	12	5	22	C	\$2,443	\$14.09	\$2,693	\$15.54	18,323	20,198	\$1.44	\$156.25	\$1,875
9/8/2015	IA-Music	10	6	20	B	\$2,326	\$13.42	\$2,443	\$14.09	17,445	18,323	\$0.67	\$87.75	\$878
9/8/2015	IA-Classroom	10	3.5	18	D	\$2,326	\$13.42	\$2,565	\$14.80	10,176	11,222	\$1.38	\$104.56	\$1,046
9/8/2015	IA-Classroom	10	2	18	C	\$2,326	\$13.42	\$2,443	\$14.09	5,815	6,108	\$0.67	\$29.25	\$293
9/8/2015	PAS	10	6	26	C	\$2,693	\$15.54	\$2,969	\$17.13	20,198	22,268	\$1.59	\$207.00	\$2,070
9/8/2015	PAS	10	3	26	C	\$2,693	\$15.54	\$2,969	\$17.13	10,099	11,134	\$1.59	\$103.50	\$1,035
9/8/2015	Occupational Therapist	10	8	61	C	\$6,322	\$36.47	\$6,971	\$40.22	63,220	69,710	\$3.74	\$649.00	\$6,490
9/8/2015	Paraeducator 3	10	6	26	C	\$2,693	\$15.54	\$2,969	\$17.13	20,198	22,268	\$1.59	\$207.00	\$2,070
9/8/2015	Paraeducator 3	10	6	26	D	\$2,693	\$15.54	\$3,117	\$17.98	20,198	23,378	\$2.45	\$318.00	\$3,180
9/8/2015	Paraeducator 3	10	6	26	C	\$2,693	\$15.54	\$2,969	\$17.13	20,198	22,268	\$1.59	\$207.00	\$2,070

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
10/13/2015	Audience Services Coordinator	12	4	38	C	\$3,608	\$20.82	\$3,979	\$22.96	21,648	23,874	\$2.14	\$185.50	\$2,226
10/13/2015	IA-Classroom	10	3	18	C	\$2,326	\$13.42	\$2,443	\$14.09	8,723	9,161	\$0.67	\$43.88	\$439
10/13/2015	IA-Classroom	10	3	18	D	\$2,326	\$13.42	\$2,565	\$14.80	8,723	9,619	\$1.38	\$89.63	\$896
10/13/2015	Paraeducator 3	10	6	26	C	\$2,693	\$15.54	\$2,969	\$17.13	20,198	22,268	\$1.59	\$207.00	\$2,070
10/13/2015	Campus Sec. Offcr.	10	4	25	C	\$2,628	\$15.16	\$2,897	\$16.71	13,140	14,485	\$1.55	\$134.50	\$1,345
10/13/2015	Health Off Spec	10	3.5	25	C	\$2,628	\$15.16	\$2,897	\$16.71	11,498	12,674	\$1.55	\$117.69	\$1,177
10/13/2015	Elem. Library Coord.	10	7	26	D	\$2,693	\$15.54	\$3,117	\$17.98	23,564	27,274	\$2.45	\$371.00	\$3,710
10/13/2015	Occupational Therapist	10	8	61	C	\$6,322	\$36.47	\$6,971	\$40.22	63,220	69,710	\$3.74	\$649.00	\$6,490
11/10/2015	CCA-3	10	3.5	19	D	\$2,383	\$13.75	\$2,628	\$15.16	10,426	11,498	\$1.41	\$107.19	\$1,072
11/10/2015	Custodian	12	5	22	C	\$2,443	\$14.09	\$2,693	\$15.54	18,323	20,198	\$1.44	\$156.25	\$1,875
11/10/2015	IA-Classroom	10	3	18	C	\$2,326	\$13.42	\$2,443	\$14.09	8,723	9,161	\$0.67	\$43.88	\$439
11/10/2015	HVAC Mechanic	12	8	37	D	\$3,521	\$20.31	\$4,076	\$23.52	42,252	48,912	\$3.20	\$555.00	\$6,660
11/10/2015	Technology Support Assistant	12	8	38	F	\$4,177	\$24.10	\$4,607	\$26.58	50,124	55,284	\$2.48	\$430.00	\$5,160
11/10/2015	Paraeducator 3	10	6	26	B	\$2,693	\$15.54	\$2,828	\$16.32	20,198	21,210	\$0.78	\$101.25	\$1,013
11/10/2015	Paraeducator 1	10	6	20	B	\$2,326	\$13.42	\$2,443	\$14.09	17,445	18,323	\$0.67	\$87.75	\$878
11/10/2015	Paraeducator 1	10	5	20	D	\$2,326	\$13.42	\$2,693	\$15.54	14,538	16,831	\$2.12	\$229.38	\$2,294
12/8/2015	Maintenance Supervisor	12	8	M45	C	\$5,122	\$29.55	\$5,647	\$32.58	61,464	67,764	\$3.03	\$525.00	\$6,300
12/8/2015	IA-Bilingual	10	3	20	B	\$2,326	\$13.42	\$2,443	\$14.09	8,723	9,161	\$0.67	\$43.88	\$439
12/8/2015	Paraeducator 1	10	6	20	B	\$2,326	\$13.42	\$2,443	\$14.09	17,445	18,323	\$0.67	\$87.75	\$878
12/8/2015	Paraeducator 1	10	6	20	B	\$2,326	\$13.42	\$2,443	\$14.09	17,445	18,323	\$0.67	\$87.75	\$878
2015-2016 TOTAL														\$96,716
CUMULATIVE 2-YEAR TOTAL (FROM 7/1/14)														\$329,232
CUMULATIVE 3-YEAR TOTAL (FROM 7/1/13)														\$396,948
CUMULATIVE 4-YEAR TOTAL (FROM 7/1/12)														\$543,389
CUMULATIVE 5-YEAR TOTAL (FROM 7/1/11)														\$657,118

Open Requisitions (as of 12/4/2015)

Req Number	Req Title	Department	Position Type	FTE%	Date From HR
15-146	ADMINISTRATIVE ASSISTANT	EDUCATIONAL SERVICES	New	100	2/18/15
16-015	BILINGUAL COMMUNITY LIAISON (SPANISH)	STUDENT SERVICES	New	37.5	7/15/15
16-085	CAFETERIA WORKER I	JOHN ADAMS MIDDLE SCHOOL	Vac	43.75	10/23/15
16-086	CAFETERIA WORKER I	LINCOLN MIDDLE SCHOOL	Vac	43.75	10/23/15
16-088	CAFETERIA WORKER I	SANTA MONICA HIGH SCHOOL	New	37.5	10/20/15
16-027	CAMPUS SECURITY OFFICER	SANTA MONICA HIGH SCHOOL	New	50	8/5/15
15-142	CHILDREN'S CENTER ASSISTANT-1	JOHN MUIR ELEMENTARY SCHOOL	Vac	43.75	2/13/15
14-181	CHILDREN'S CENTER ASSISTANT-3	CHILD DEVELOPMENT SERVICES	Vac	43.75	5/27/14
15-046	CHILDREN'S CENTER ASSISTANT-3	CHILD DEVELOPMENT SERVICES	Vac	43.75	8/22/14
16-020	CHILDREN'S CENTER ASSISTANT-3	CDS-PINE STREET	Vac	43.75	7/29/15
16-021	CHILDREN'S CENTER ASSISTANT-3	CDS-WEST WASHINGTON	Vac	43.75	7/29/15
16-022	CHILDREN'S CENTER ASSISTANT-3	CDS-WEST WASHINGTON	Vac	43.75	7/29/15
16-023	CHILDREN'S CENTER ASSISTANT-3	WILL ROGERS LEARNING ACADEMY	Vac	43.75	7/29/15
16-034	CUSTODIAN	BUSINESS SERVICES	Vac	37.5	8/12/15

Req Number	Req Title	Department	Position Type	FTE%	Date From HR
16-044	EXECUTIVE DIRECTOR OF FACILITIES, MAINTENANCE, AND OPERATIONS	BUSINESS SERVICES	New	100	8/19/15
16-078	PARAEDUCATOR-1	WILL ROGERS LEARNING ACADEMY	Vac	56.25	9/12/15
16-092	PARAEDUCATOR-1	MCKINLEY ELEMENTARY SCHOOL	New	75	11/13/15
16-093	PARAEDUCATOR-1	WILL ROGERS LEARNING ACADEMY	New	75	11/13/15
16-094	PARAEDUCATOR-1	MCKINLEY ELEMENTARY SCHOOL	New	75	11/13/15
16-089	PARAEDUCATOR-3	SPECIAL EDUCATION	Vac	79.16	11/5/15
16-095	SENIOR ADMINISTRATIVE ASSISTANT	EDUCATIONAL SERVICES	Vac	100	11/16/15
15-169	TECHNOLOGY SUPPORT ASSISTANT	INFORMATION SERVICES	New	100	4/28/15
15-170	TECHNOLOGY SUPPORT ASSISTANT	INFORMATION SERVICES	New	100	4/28/15

Filled Requisitions (11/1/2015 – 11/30/2015)

Req Number	Req Title	Department	Date of Accepted Job Offer
16-051	ACCOUNTING TECHNICIAN	FISCAL SERVICES	11/23/15
16-011	BILINGUAL COMMUNITY LIAISON (SPANISH)	CHILD DEVELOPMENT SERVICES	11/2/15
16-084	CAFETERIA WORKER I	JOHN ADAMS MIDDLE SCHOOL	11/6/15
16-013	CUSTODIAN	CHILD DEVELOPMENT SERVICES	11/4/15
16-075	HUMAN RESOURCES SPECIALIST	HUMAN RESOURCES	11/23/15
15-200	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	EDISON LANGUAGE ACADEMY	11/2/15
16-036	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL	11/2/15
16-066	INSTRUCTIONAL ASSISTANT-CLASSROOM	WEBSTER ELEMENTARY SCHOOL	11/2/15
16-072	INSTRUCTIONAL ASSISTANT-CLASSROOM	JOHN MUIR ELEMENTARY SCHOOL	11/2/15
16-073	INSTRUCTIONAL ASSISTANT-CLASSROOM	ROOSEVELT ELEMENTARY SCHOOL	11/2/15
16-077	INSTRUCTIONAL ASSISTANT-CLASSROOM	WILL ROGERS LEARNING ACADEMY	11/2/15
16-057	PARAEDUCATOR-1	GRANT ELEMENTARY SCHOOL	11/4/15
16-059	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	11/2/15
16-060	PARAEDUCATOR-1	ROOSEVELT ELEMENTARY SCHOOL	11/2/15
16-083	PARAEDUCATOR-1	JOHN MUIR ELEMENTARY SCHOOL	11/25/15
16-051	ACCOUNTING TECHNICIAN	FISCAL SERVICES	11/23/15

Req Number	Req Title	Department	Date of Accepted Job Offer
16-090	PARAEDUCATOR-1	JOHN MUIR ELEMENTARY SCHOOL	11/24/15
16-091	PARAEDUCATOR-1	FRANKLIN ELEMENTARY SCHOOL	11/20/15
16-049	SPEECH LANGUAGE PATHOLOGY ASSISTANT	SPECIAL EDUCATION	11/2/15

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

ACTION/CONSENT
 11/19/15

RECOMMENDATION NO. A.13

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

<u>NEW HIRES</u>		<u>EFFECTIVE DATE</u>
Baghoomian, Edwin Maintenance	HVAC Mechanic 8 Hrs/12-Month/Range: 37 Step: A	11/2/15
Biber, Jessica Special Education	Occupational Therapist 8 Hrs/SY/Range: 61 Step: C	11/2/15
Flores, Francisco Operations	Custodian 5 Hrs/12-Month/Range: 22 Step: A	10/26/15
Hall, Eve Malibu HS/Special Ed	Paraeducator 3 6 Hrs/SY/Range: 26 Step: A	10/26/15
Jala, Ariel Operations	Custodian 5 Hrs/12-Month/Range: 22 Step: A	11/2/15
Lomando, Athena Lincoln MS/Special Ed	Paraeducator 3 6 Hrs/SY/Range: 26 Step: A	10/26/15
Morrison, Catherine Webster Elementary	Sr. Office Specialist 4 Hrs/SY/Range: 26 Step: A	11/9/15
<u>TEMP/ADDITIONAL ASSIGNMENTS</u>		<u>EFFECTIVE DATE</u>
Adams, Daryl Webster Elementary	Physical Activity Specialist [additional hours, professional development]	8/17/15-8/21/15
Adams, Melissa Webster Elementary	Paraeducator 1 [additional hours, professional development]	8/17/15-8/21/15
Adams, Toni Facility Use Dept.	Custodian [overtime, as needed for FUD events]	7/1/15-6/30/16
Aguilar, Mark Facility Use Dept.	Custodian [overtime, as needed for FUD events]	7/1/15-6/30/16
Alba, Raul Facility Use Dept.	Custodian [overtime, as needed for FUD events]	7/1/15-6/30/16
Aldana, Monica Edison Elementary	Children's Center Assistant II [additional hours, as needed for child care]	10/14/15-6/9/16
Alex, Milton Facility Use Dept.	Custodian [overtime, as needed for FUD events]	7/1/15-6/30/16
Alvarado, Nivia Superintendent	Bilingual Community Liaison [additional hours, as needed for translation]	10/1/15-6/9/16

Anderson, Bruno Facility Use Dept.	Custodian [overtime, as needed for FUD events]	7/1/15-6/30/16
Anderson, Michael Facility Use Dept.	Custodian [overtime, as needed for FUD events]	7/1/15-6/30/16
Anderson, Sally Malibu HS	Sr. Office Specialist [additional hours, ASB/Athletic events]	10/1/15-6/9/16
Avitia-Quintana, Hector Facility Use Dept.	Custodian [overtime, as needed for FUD events]	7/1/15-6/30/16
Beavers, Marcus Facility Use Dept.	Custodian [overtime, as needed for FUD events]	7/1/15-6/30/16
Becerra, Daniel Facility Use Dept.	Custodian [overtime, as needed for FUD events]	7/1/15-6/30/16
Bolan, Anette Student Services	Campus Security Officer [overtime, as needed for residential checks]	8/20/15-6/9/16
Bonilla, Leroy Facility Use Dept.	Custodian [overtime, as needed for FUD events]	7/1/15-6/30/16
Boyd, Katherine Facility Use Dept.	Custodian [overtime, as needed for FUD events]	7/1/15-6/30/16
Bracamonte, Jorge Facility Use Dept.	Custodian [overtime, as needed for FUD events]	7/1/15-6/30/16
Bravo, Richard Facility Use Dept.	Custodian [overtime, as needed for FUD events]	7/1/15-6/30/16
Brooks-Redondo, Karen Webster Elementary	Instructional Assistant – Classroom [additional hours, professional development]	8/17/15-8/21/15
Brown, Murphy Facility Use Dept.	Custodian [overtime, as needed for FUD events]	7/1/15-6/30/16
Buchanan, Timothy Facility Use Dept.	Custodian [overtime, as needed for FUD events]	7/1/15-6/30/16
Burkett, Deena Facility Use Dept.	Audience Services Coordinator [additional hours, as needed for FUD events]	10/20/15-6/30/16
Burkett, Deena Facility Use Dept.	Audience Services Coordinator [overtime, as needed for FUD events]	10/20/15-6/30/16
Burton, Jerome Facility Use Dept.	Custodian [overtime, as needed for FUD events]	7/1/15-6/30/16
Cage, Joann Facility Use Dept.	Custodian [overtime, as needed for FUD events]	7/1/15-6/30/16
Cage, Ramondo Facility Use Dept.	Custodian [overtime, as needed for FUD events]	7/1/15-6/30/16
Calderon, Bianca Facility Use Dept.	Custodian [overtime, as needed for FUD events]	7/1/15-6/30/16

Chiriboga, Giovanni Facility Use Dept.	Custodian [overtime, as needed for FUD events]	7/1/15-6/30/16
Cobbs, Rufus Facility Use Dept.	Custodian [overtime, as needed for FUD events]	7/1/15-6/30/16
Coffey, Bud Facility Use Dept.	Audience Services Coordinator [additional hours, as needed for FUD events]	10/5/15-6/30/16
Coffey, Bud Facility Use Dept.	Audience Services Coordinator [overtime, as needed for FUD events]	10/5/15-6/30/16
Coleman, Daniel Webster Elementary	Physical Activities Specialist [additional hours, professional development]	8/17/15-8/21/15
Colvin, Lovell Facility Use Dept.	Custodian [overtime, as needed for FUD events]	7/1/15-6/30/16
Conrad, Wei-Jin Webster Elementary	Instructional Assistant – Classroom [additional hours, professional development]	8/17/15-8/21/15
Cueva, Felipe Facility Use Dept.	Custodian [overtime, as needed for FUD events]	7/1/15-6/30/16
Davis, Anthony Facility Use Dept.	Custodian [overtime, as needed for FUD events]	7/1/15-6/30/16
Davis, Katherine Facility Use Dept.	Custodian [overtime, as needed for FUD events]	7/1/15-6/30/16
Davis, Stevie Facility Use Dept.	Custodian [overtime, as needed for FUD events]	7/1/15-6/30/16
De la Rosa, Johanna Lincoln MS	Bilingual Community Liaison [additional hours, opening of school]	8/11/15-8/12/15
De la Rosa, Johanna Student Services	Bilingual Community Liaison [overtime, as needed for translation]	8/20/15-6/9/16
De la Rosa, Johanna Educational Services	Bilingual Community Liaison [overtime, ELAC Parent Meetings]	9/15/15-6/5/16
Doty, Kenneth Facility Use Dept.	Custodian [overtime, as needed for FUD events]	7/1/15-6/30/16
Durham, Michael Facility Use Dept.	Custodian [overtime, as needed for FUD events]	7/1/15-6/30/16
Frazier, Ashley Facility Use Dept.	Custodian [overtime, as needed for FUD events]	7/1/15-6/30/16
Fuller, Charesse Facility Use Dept.	Custodian [overtime, as needed for FUD events]	7/1/15-6/30/16
Fynn, Elliott Facility Use Dept.	Audience Services Coordinator [additional hours, as needed for FUD events]	11/2/15-6/30/16
Fynn, Elliott Facility Use Dept.	Audience Services Coordinator [additional hours, as needed for FUD events]	11/2/15-6/30/16

Gallegos-Martin, Agustin Facility Use Dept.	Custodian [overtime, as needed for FUD events]	7/1/15-6/30/16
Gleason, Tim Facility Use Dept.	Custodian [overtime, as needed for FUD events]	7/1/15-6/30/16
Gomez, Jack Facility Use Dept.	Custodian [overtime, as needed for FUD events]	7/1/15-6/30/16
Gonzalez, Arthur Facility Use Dept.	Custodian [overtime, as needed for FUD events]	7/1/15-6/30/16
Gonzalez, Cecilia Edison Elementary	Children's Center Assistant II [additional hours, as needed for child care]	10/14/15-6/9/16
Gonzalez, Jose Facility Use Dept.	Custodian [overtime, as needed for FUD events]	7/1/15-6/30/16
Gonzalez, Xavier Facility Use Dept.	Custodian [overtime, as needed for FUD events]	7/1/15-6/30/16
Graciano, Luis Edison Elementary	Children's Center Assistant I [additional hours, as needed for child care]	10/14/15-6/9/16
Green, Joseph Facility Use Dept.	Custodian [overtime, as needed for FUD events]	7/1/15-6/30/16
Harris, Kenneth Facility Use Dept.	Custodian [overtime, as needed for FUD events]	7/1/15-6/30/16
Harris, Tracey Facility Use Dept.	Custodian [overtime, as needed for FUD events]	7/1/15-6/30/16
Hernandez, Yolanda Webster Elementary	Health Office Specialist [additional hours, professional development]	8/17/15-8/21/15
Herrada, Joe Facility Use Dept.	Custodian [overtime, as needed for FUD events]	7/1/15-6/30/16
Hofland, Keri Santa Monica HS/Spec Ed	Paraeducator 1 [additional hours, for absence coverage]	8/20/15-6/9/16
Jelks, Curtis Facility Use Dept.	Campus Security Officer [overtime, as needed for FUD events]	7/1/15-6/30/16
Jelks, Curtis Facility Use Dept.	Campus Security Officer [additional hours, as needed for FUD events]	7/1/15-6/30/16
Jimenez, Maria Sylvia Edison Elementary	Children's Center Assistant II [additional hours, as needed for child care]	10/14/15-6/9/16
Johnson, Peter Facility Use Dept.	Custodian [overtime, as needed for FUD events]	7/1/15-6/30/16
Kratz, Damon Facility Use Dept.	Custodian [overtime, as needed for FUD events]	7/1/15-6/30/16
Le, Corinne Webster Elementary	Instructional Assistant – Classroom [additional hours, professional development]	8/17/15-8/21/15

Lo Greco, Vincent Webster Elementary	Paraeducator 3 [additional hours, professional development]	8/17/15-8/21/15
Marquez, Lily Student Services	Bilingual Community Liaison [overtime, as needed for translation]	8/20/15-6/9/16
Martin, Eric Facility Use Dept.	Custodian [overtime, as needed for FUD events]	7/1/15-6/30/16
McAlpin, Michael Facility Use Dept.	Custodian [overtime, as needed for FUD events]	7/1/15-6/30/16
McNeely, Debrah Facility Use Dept.	Custodian [overtime, as needed for FUD events]	7/1/15-6/30/16
Menendez, Joshua Facility Use Dept.	Custodian [overtime, as needed for FUD events]	7/1/15-6/30/16
Miller, Maurice Facility Use Dept.	Custodian [overtime, as needed for FUD events]	7/1/15-6/30/16
Monte, Peri Webster Elementary	Elementary Library Coordinator [additional hours, after school reading program]	10/12/15-6/9/16
Morales, Steve Facility Use Dept.	Custodian [overtime, as needed for FUD events]	7/1/15-6/30/16
Morales, Yanet Malibu HS	Technology Support Assistant [overtime, as needed for ASB/Athletic events]	10/1/15-6/30/16
Morris Sean Facility Use Dept.	Custodian [overtime, as needed for FUD events]	7/1/15-6/30/16
Moton, Wilson Facility Use Dept.	Custodian [overtime, as needed for FUD events]	7/1/15-6/30/16
Myles, Donald Facility Use Dept.	Custodian [overtime, as needed for FUD events]	7/1/15-6/30/16
Odom, Lamont Facility Use Dept.	Custodian [overtime, as needed for FUD events]	7/1/15-6/30/16
Omari, Saleem Facility Use Dept.	Custodian [overtime, as needed for FUD events]	7/1/15-6/30/16
O'Rourke, Thomas Facility Use Dept.	Custodian [overtime, as needed for FUD events]	7/1/15-6/30/16
Peoples, Jeffrey Facility Use Dept.	Custodian [overtime, as needed for FUD events]	7/1/15-6/30/16
Perez, Graciela Facility Use Dept.	Custodian [overtime, as needed for FUD events]	7/1/15-6/30/16
Perez, Maria Facility Use Dept.	Custodian [overtime, as needed for FUD events]	7/1/15-6/30/16
Rising, Robert Facility Use Dept.	Custodian [overtime, as needed for FUD events]	7/1/15-6/30/16

Saad, Metias Facility Use Dept.	Custodian [overtime, as needed for FUD events]	7/1/15-6/30/16
Segura, Bethel Facility Use Dept.	Custodian [overtime, as needed for FUD events]	7/1/15-6/30/16
Skowland, Carol Educational Svcs	Sr. Administrative Assistant [overtime, as needed for committee meetings]	10/20/15-5/30/16
Smith, Luz Student Services	Translator [overtime, as needed for translation]	8/20/15-6/9/16
Stern, Ellen Webster Elementary	Instructional Assistant – Classroom [additional hours, professional development]	8/17/15-8/21/15
Tangum, Cathy Olympic HS	Campus Security Officer [overtime, Saturday School]	10/3/15-6/3/16
Tate, Jarrell Facility Use Dept.	Custodian [overtime, as needed for FUD events]	7/1/15-6/30/16
Tate, Wiley Facility Use Dept.	Custodian [overtime, as needed for FUD events]	7/1/15-6/30/16
Taylor, Candice Facility Use Dept.	Custodian [overtime, as needed for FUD events]	7/1/15-6/30/16
Vazquez-Gomez, Miguel Facility Use Dept.	Custodian [overtime, as needed for FUD events]	7/1/15-6/30/16
Velasquez, Jose Facility Use Dept.	Custodian [overtime, as needed for FUD events]	7/1/15-6/30/16
Venable, Mark Facility Use Dept.	Custodian [overtime, as needed for FUD events]	7/1/15-6/30/16
Viesca, Joseph Facility Use Dept.	Custodian [overtime, as needed for FUD events]	7/1/15-6/30/16
Walker, Louis Facility Use Dept.	Custodian [overtime, as needed for FUD events]	7/1/15-6/30/16
Walley, Dayna Webster Elementary	Instructional Assistant – Classroom [additional hours, professional development]	8/17/15-8/21/15
Ward, Victor Facility Use Dept.	Custodian [overtime, as needed for FUD events]	7/1/15-6/30/16
Watkins, Ernest Facility Use Dept.	Custodian [overtime, as needed for FUD events]	7/1/15-6/30/16
West, Malcolm Facility Use Dept.	Custodian [overtime, as needed for FUD events]	7/1/15-6/30/16
Widner, Kim Facility Use Dept.	Custodian [overtime, as needed for FUD events]	7/1/15-6/30/16
Woodworth-DeVault, Dorie Webster Elementary	Instructional Assistant – Classroom [additional hours, professional development]	8/17/15-8/21/15

Yamamoto, Mikiko Webster Elementary	Paraeducator 3 [additional hours, professional development]	8/17/15-8/21/15
Ybarra Jr., Jose Facility Use Dept.	Custodian [overtime, as needed for FUD events]	7/1/15-6/30/16
Ybarra, Angel Facility Use Dept.	Custodian [overtime, as needed for FUD events]	7/1/15-6/30/16

SUBSTITUTES

EFFECTIVE DATE

Acevado, Roger Grounds	Gardener	7/1/15-6/30/16
Adeyemi, Latrina Operations	Custodian	7/1/15-6/30/16
Adeyemi, Olayiwola Operations	Custodian	10/14/15-6/30/16
Alonzo, Sergio Grounds	Gardener	7/1/15-6/30/16
Alvarez, Jose L. Grounds	Gardener	7/1/15-6/30/16
Alvarez, Jose L. Operations	Custodian	7/1/15-6/30/16
Anderson, Julie Special Education	Paraeducator 1	10/14/15-6/9/16
Berry, Andrew Operations	Custodian	7/1/15-6/30/16
Carter, Amber Operations	Custodian	7/1/15-6/30/16
Coleman, Brandon Operations	Custodian	7/1/15-6/30/16
Coleman, Deval Operations	Custodian	7/1/15-6/30/16
Didario, Joann Special Education	Paraeducator 1	10/1/15-6/9/16
Etchison, Chauncey Operations	Custodian	7/1/15-6/30/16
Frias, Angel Grounds	Gardener	7/1/15-6/30/16
Gonzalez, Arturo Grounds	Gardener	7/1/15-6/30/16
Green, Doshawn Operations	Custodian	7/1/15-6/30/16
Green, Lamonta Operations	Custodian	10/1/15-6/30/16

Guardado, Francisco Operations	Custodian	7/1/15-6/30/16
Guardado, Francisco Grounds	Gardener	7/1/15-6/30/16
Gudiel, Ana Food Services	Cafeteria Worker I	10/1/15-6/9/16
Haro, Frank Operations	Custodian	7/1/15-6/30/16
Harris, Eddie Operations	Custodian	7/1/15-6/30/16
Hart, Walter Jr. Operations	Custodian	7/1/15-6/30/16
Haywood, Chanel Operations	Custodian	7/1/15-6/30/16
Hudnall, Jessica Child Develop Svcs	Children's Center Assistant I	10/1/15-6/9/16
Hughes, Mike Adult Education	Campus Security Officer	10/1/15-6/9/16
Isaac, Arthur Operations	Custodian	7/1/15-6/30/16
Jala, Ariel Operations	Custodian	7/1/15-6/30/16
Johnson, Dashay Operations	Custodian	10/1/15-6/30/16
Jones, Bronden Grounds	Gardener	7/1/15-6/30/16
Lampley, Keyona Operations	Custodian	7/1/15-6/30/16
Lew, Shawn Operations	Custodian	7/1/15-6/30/16
Longstreet, Willie Operations	Custodian	7/1/15-6/30/16
Lopez, Manuel Operations	Custodian	7/1/15-6/30/16
Lyons, Robert Operations	Custodian	7/1/15-6/30/16
Macon, Phillip Operations	Custodian	10/12/15-6/30/16
Mamon, Stephanie Operations	Custodian	7/1/15-6/30/16

Martin, Raveena Special Education	Paraeducator 1	10/1/15-6/90/16
Martinez, Angelina Operations	Custodian	7/1/15-6/30/16
McKeever, Devon Operations	Custodian	7/1/15-6/30/16
Mejia, Shamika Child Develop Svcs	Children's Center Assistant I	10/28/15-6/9/16
Miller, Melvyn Operations	Custodian	7/1/15-6/30/16
Montes, Julio Operations	Custodian	7/1/15-6/30/16
Mora, Vicente Grounds	Gardener	7/1/15-6/30/16
Morrison, Robert Operations	Custodian	7/1/15-6/30/16
Murrillo, Joel Operations	Custodian	8/28/15-6/30/16
Nixon, Robert Operations	Custodian	7/1/15-6/30/16
Orozco, Eugene Operations	Custodian	7/1/15-6/30/16
Quintana, Anthony Operations	Custodian	7/1/15-6/30/16
Rangel Ramirez, Eduardo Grounds	Gardener	7/1/15-6/30/16
Rascon, Jesse Operations	Custodian	7/1/15-6/30/16
Reynoso, Ivan Operations	Custodian	7/1/15-6/30/16
Rodriguez, Christian Special Education	Paraeducator 1	10/1/15-6/9/16
Rodriguez, Sergio Operations	Custodian	7/1/15-6/30/16
Rugamas, Castro, Angel Grounds	Gardener	7/1/15-6/30/16
Salazar, Melina Special Education	Paraeducator 1	10/1/15-6/9/16
Smith, Christopher Operations	Custodian	7/1/15-6/30/16

Smith, Terry Operations	Custodian	7/1/15-6/30/16
Solis, David Special Education	Paraeducator 1	10/1/15-6/9/16
Solis, Robert Operations	Custodian	7/1/15-6/30/16
Sutton, Marcel Operations	Operations	10/20/15-6/30/16
Tjaden, Jeremy Grounds	Gardener	7/1/15-6/30/16
Venable, Shelton Operations	Custodian	7/1/15-6/30/16
Venable, Terance T. Operations	Custodian	7/1/15-6/30/16
Villasenor, Luis Operations	Custodian	7/1/15-6/30/16
Watson, Marsha Special Education	Paraeducator 1	10/28/15-6/9/16
Windt, Neil Santa Monica HS	Accompanist	10/23/15-6/9/16

INVOLUNTARY TRANSFER

Howard, Leslie
Special Ed-McKinley Elem

Paraeducator 1
6 Hrs/SY
From: 6 Hrs/SY/Special Education-Rogers Elementary

EFFECTIVE DATE

10/5/15

LEAVE OF ABSENCE (PAID)

Gevorkyan, Arutyun
Transportation

Vehicle & Equipment Mechanic
CFRA

EFFECTIVE DATE

9/16/15-11/30/15

PROFESSIONAL GROWTH

Ortega-Maya, Lisa
John Adams MS

Paraeducator 3

EFFECTIVE DATE

11/1/15

Rodriguez, Cecelia
Child Develop Svcs

Children's Center Assistant

7/1/15

WORKING OUT OF CLASS

Clifford, Kari
Special Ed/Santa Monica HS

Paraeducator 3
From: Paraeducator 2

EFFECTIVE DATE

10/1/15

Jackson, Donte
Food Services

Cafeteria Worker1/Transporter
From: Cafeteria Worker I, as needed

10/19/15-6/30/16

Jackson, Donte
Food Services

Stock Delivery Clerk
From: Cafeteria Worker I, as needed

10/21/15-6/30/16

Lomando, Athena Special Education	Paraeducator 3 From: Paraeducator 1	9/21/15-9/25/15
Myles, Donald Maintenance	Skilled Maintenance Worker From: Custodian	10/19/15
Suaste, Eduardo Operations	Utility Worker From: Lead Custodian	10/5/15-12/1/15

ABOLISHMENT

Lincoln MS

Paraeducator 1
6 Hrs/SY

EFFECTIVE DATE

10/15/15

DISQUALIFICATION FROM PROBATION

DF9750506
Information Technology

EFFECTIVE DATE

11/20/15

RESIGNATION

Russell, Tanica
Muir Elementary

Paraeducator 3

EFFECTIVE DATE

11/6/15

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

TO: BOARD OF EDUCATION

ACTION/CONSENT

11/19/15

FROM: SANDRA LYON / MARK O. KELLY / MICHAEL COOL

RE: CLASSIFIED PERSONNEL – NON-MERIT

RECOMMENDATION NO. A.14

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.

AVID TUTOR

Rankin, Ben Santa Monica HS 9/1/15-6/9/16

COACHING ASSISTANT

Collison-Jarel, Justin Santa Monica HS 10/9/15-12/18/15
Curry, Krishna Santa Monica HS 8/20/15-12/31/15
Goldberg, Matt Malibu HS 10/22/15-6/30/16
Goldberg, Vincent Malibu HS 10/1/15-6/30/16
Leonard, Scott Santa Monica HS 10/22/15-6/9/16
Meck, Nancy Santa Monica HS 10/19/15-12/18/15

NOON SUPERVISION AIDE

Alvarez, Elba Cabrillo Elementary 10/14/15-6/9/16
Velazquez, Alejandro McKinley Elementary 9/28/15-6/9/16
Villafana, Hisamy McKinley Elementary 9/29/15-6/9/16
Womack, Raven Muir Elementary 10/26/15-6/9/16

STUDENT WORKER - WORKABILITY

Lucero, Antonio Santa Monica HS 9/1/15-6/30/16
Register, Ian Santa Monica HS 10/20/15-6/30/17
Tirado Jr., Fortino Santa Monica HS 10/11/15-6/30/16

TECHNICAL SPECIALIST – LEVEL III

Mullen, Russell SMASH 9/18/15-6/3/16
[Jazz Band Instructor]
- Funding: Reimbursed by PTA

Zaslov, Diana Santa Monica HS 8/28/15-6/9/16
[Vocal Instructor]
- Funding: Gifts – Santa Monica Arts Parents Assoc

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

ABSENT:

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

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

SMMUSD Board of Education Meeting Schedule 2015-16

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

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

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

VI. Personnel Commission Business:

A. Future Items:

Subject	Action Steps	Tentative Date
Merit Rule Revisions	-First Reading of Changes to Merit Rules: <i>Chapter IV: Application for Employment</i> -Update on Committee's progress regarding Advanced Step Placement	January 2016
	-Second Reading and Approval of Changes to Merit Rules: <i>Chapter IV: Application for Employment</i>	February 2016
	-First Reading of Changes to Merit Rules: <i>Chapter XI: Vacation, Leaves of Absence and Holidays</i>	March 2016

VII. Next Regular Personnel Commission Meeting:

Tuesday, January 12, 2016 at 4:00 pm - *District Office Board Room*

VIII. Public Comments for Closed Session Items Only:

IX. Closed Session:

X. Adjournment: