



**PERSONNEL COMMISSION MEETING  
AGENDA**

**January 16, 2018**

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Tuesday, January 16, 2018**, at **4:30 p.m.**, the **District Administrative Offices**: 1651 16<sup>th</sup> Street, Santa Monica, CA.

**I. General Functions:**

- G.01 Call to Order
- G.02 Roll Call
- G.03 Pledge of Allegiance
- G.04 Report from Closed Session
- G.05 Approval of Agenda for Regular Meeting on January 16, 2018

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu						
Julie Waterstone						
Vacant						

- G.06 Approval of Minutes for Regular Meeting on December 19, 2017

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu						
Julie Waterstone						
Vacant						

- G.07 Report from the Director of Classified Personnel
- G.08 Personnel Commissioner Comments/Reports
- G.09 Communications
- G.10 Public Comments



## **PERSONNEL COMMISSION MEETING AGENDA**

Electronically Recorded (AUDIO ONLY)

**January 16, 2018**

**PERSONNEL COMMISSIONERS:** Mrs. Barbara Inatsugu, Mrs. Julie Waterstone, and one (1) position vacant

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Tuesday, January 16, 2018**, at **4:30 p.m.**, in the **District Administrative Offices:** 1651 16<sup>th</sup> Street, Santa Monica, CA.

Note: This meeting was originally scheduled for January 9, 2018.

- ❖ **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:**

- G.01 Call to Order:
- G.02 Roll Call:
- G.03 Pledge of Allegiance:
- G.04 Report from Closed Session
- G.05 Approval of Agenda for Regular Meeting on January 16, 2018
- G.06 Approval of Minutes for Regular Meeting on December 19, 2017

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

G.07 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 Recruitment
- Advisory Rules Committee Update

G.08 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.

G.09 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.

- SEIU Report
- Board of Education Report

G.10 Public Comments:  
Public Comments is the time when members of the audience may address the Personnel Commission on items not scheduled on the meeting's agenda. All speakers are limited to five (5) minutes. When there is a large number of speakers, the Personnel Commission may reduce the allotted time to three (3) minutes per speaker. The Brown Act (Government Code) states that Personnel Commission members may not engage in discussion of issues raised during "Public Comments" except to ask clarifying questions, make a brief announcement, make a brief report on his or her own activities, or to refer the matter to staff.

**II. CONSENT CALENDAR:**

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

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

<u>Classification</u>	<u># Eligibles</u>
Audience Services Coordinator	4
Health Office Specialist	3
Instructional Assistant - Classroom	13
Paraeducator-1	8
Paraeducator-3	3
Sports Facility Attendant	4

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

Children's Center Assistant	7
Sports Facility Attendant	6

- C.02 Advanced Step Placement:  
Marlen Avalos in the classification of Senior Office Specialist at Range 25, Step D
- C.03 Advanced Step Placement  
Breony Brown in the classification of Paraeducator-3 at Range 26, Step B
- C.04 Advanced Step Placement:  
Ansuya (Anna) Chhabria in the classification of Director of Purchasing at Range M-59, Step E
- C.05 Extension of Working Out of Class:  
Hector Avitia-Quintana in the classification of Equipment Operator-Tree Trimmer from Gardener, December 19, 2017 – May 1, 2018

**III. ACTION ITEMS:**

These items are presented for ACTION at this time.

- A.01 Classification Revision:  
Buyer within the Fiscal job family
- A.02 Classification Revision:  
Senior Buyer within the Fiscal job family
- A.03 Classification Revision:  
Custodian within the Facility job family
- A.04 Classification Revision:  
Lead Custodian within the Facility job family
- A.05 Classification Revision:  
Director of Classified Personnel within the Personnel job family

**IV. DISCUSSION ITEMS:**

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

- No Discussion

**V. COMMISSIONER TRAINING/BRIEFING:**

These items are to keep the Commissioners up-to-date with relevant information regarding Personnel Commission procedures and practices.

- No Training

**VI. 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 (for SMMUSD School Board Agenda)
  - None
- I.05 Classified Personnel – Non-Merit Report
  - None
- I.06 Personnel Commission’s Twelve-Month Calendar of Events
  - 2017 – 2018
- I.07 Board of Education Meeting Schedule
  - 2017 – 2018

**VII. PERSONNEL COMMISSION BUSINESS:**

B.01 Future Items:

Subject	Action Steps	Tentative Date
New Personnel Commissioner	Selection Interviews	January 2018

**VIII. NEXT REGULAR PERSONNEL COMMISSION MEETING:**

Tuesday, February 13, 2018, at 4:30 p.m. – *District Office Board Room*

**IX. 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.

**X. CLOSED SESSION:**

- No Closed Session

**XI. 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)

**December 19, 2017**

**PERSONNEL COMMISSIONERS:** Mrs. Barbara Inatsugu, Mrs. Julie Waterstone, and one (1) position vacant

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission was held on **Tuesday, December 19, 2017**, at **4:31 p.m.**, in the **District Administrative Offices:** 1651 16<sup>th</sup> Street, Santa Monica, CA.

Note: This meeting was originally scheduled for December 12, 2017.

- ❖ **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:**

- G.01 Call to Order:** The Open Session of the Regular Meeting of the Personnel Commission was called to order at 4:31 p.m.
- G.02 Roll Call:** Commissioners Inatsugu and Waterstone were present.
- G.03 Pledge of Allegiance:** Ms. Clare Caldera, Acting Director of Classified Personnel, led all in attendance in the Pledge of Allegiance.
- G.04 Report from Closed Session:**
  - None
- G.05 Motion to Approve Agenda:** December 19, 2017

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.

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

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu		✓	✓			
Julie Waterstone	✓		✓			
Vacant						

**G.06 Motion to Approve Minutes: November 14, 2017**

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

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu		✓	✓			
Julie Waterstone	✓		✓			
Vacant						

**G.07 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
  - **Acting Director Caldera reported to the Personnel Commission on the impact of the current wild fires on the District’s operation as well as on the department’s testing schedule. Even though the District was officially closed, Director Cool had administered a written test for Student Outreach Specialist. A week after, a make-up session was offered to those candidates who were not able to participate in the original test due to the fires. Acting Director Caldera expressed her gratitude to Director Cool for his dedication.**
  - **Acting Director Caldera informed the Personnel Commission about the District’s appreciation for a prompt and efficient recruitment for the Director of Fiscal and Business Services. Director Ho will be able to provide an introduction and some training to the incoming director. Also the new Director of Purchasing has been recently hired.**
- Advisory Rules Committee Update
  - **Acting Director Caldera stated that the advisory rules committee has not met in December due to members’ busy schedules. Acting Director Caldara announced that she will start participating at the committee’s meetings in January.**

**G.08 Personnel Commissioner Comments/Reports:**

This is a 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 wished everyone happy holidays.**

- Commissioner Inatsugu expressed her gratitude to Acting Director Caldera for working out of class during Director Cool's paternity leave.
- On behalf of the Personnel Commission Office, Ms. Hatch, Administrative Assistant, thanked the Personnel Commissioners for their generous gifts for each staff member as well as for sweets, treats, and tea for the entire department. The gifts' purchase benefited animal protection and welfare.

#### **G.09 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.

- SEIU Report
  - **None**
- Board of Education Report
  - **Dr. Kelly updated the Personnel Commission on the last Board of Education meeting on December 14, 2017. Superintendent Drati and the new Assistant Superintendent for Educational Services, Dr. Jacqueline Mora, presented the second part of the four-part series on the Student Achievement Lead Data. The Maintenance and Operation Department shared with the Board of Education reports of their work done over the past year and discussed priorities and measures for showing improvements. The new Assistant Superintendent of Business and Fiscal Services, Ms. Melody Canady, presented the first interim budget report.**
  - **Dr. Kelly also informed the Personnel Commission about the Board's resolution that was successfully passed in opposition to the resolution that the Malibu City Council submitted to the Los Angeles County Office of Education in support of Malibu Unification.**
  - **Dr. Kelly stated that the Board elected their new officers- Dr. Richard Tahvildaran-Jesswein as the President, and Mr. Jon Kean as the Vice President.**
  - **Dr. Kelly informed the Personnel Commission about the District's actions during the recent wild fires. All schools were closed for a couple of days.**
  - **Dr. Kelly congratulated Ms. Pat Ho, Director of Fiscal and Business Services, on her retirement, expressing the District's appreciation for her dedicated service.**
  - **Dr. Kelly wished everyone happy holidays.**

#### **G.10 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**

**G.11 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: Julie Waterstone

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu	✓		✓			
Julie Waterstone		✓	✓			
Vacant						

**It was moved and seconded to elect Commissioner Inatsugu as the Personnel Commission Chair. The motion passed.**

b. Nomination of Vice-Chair: Barbara Inatsugu

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu		✓	✓			
Julie Waterstone	✓		✓			
vacant						

**It was moved and seconded to elect Commissioner Waterstone as the Personnel Commission Chair, and Commissioner Inatsugu as the Personnel Commission Vice-Chair. The motion passed.**

**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.

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

Classification

# Eligibles

Director of Fiscal and Business Services	4
Director of Purchasing	2

C.02 Advanced Step Placement:

Angel Aparicio in the classification of Physical Activities Specialist at Range 26, Step C

C.03 Advanced Step Placement:

Julie Bechtloff in the classification of Accounting Technician at Range 31, Step C

- C.04 Advanced Step Placement:  
Eddie Harris in the classification of Custodian at Range 24, Step C
- C.05 Advanced Step Placement:  
Tamara Randolph in the classification of Licensed Vocational Nurse at Range 34, Step E
- C.06 Extension of Working Out of Class:  
Henry Plascencia in the classification of Painter from Skilled Maintenance Worker, December 4, 2017 – April 18, 2018

**It was moved and seconded to approve the Consent Calendar as submitted. The motion passed.**

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu		✓	✓			
Julie Waterstone	✓		✓			
Vacant						

**REPORT AND DISCUSSION**

- None

**III. ACTION ITEMS:**

These items are presented for ACTION at this time.

- A.01 Reclassification:  
Reclassification for Ms. Estella Mata from Senior Office Specialist to Administrative Assistant

**It was moved and seconded to approve the Director’s recommendations for item III.A.01 as submitted. The motion passed.**

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu		✓	✓			
Julie Waterstone	✓		✓			
Vacant						

**REPORT AND DISCUSSION**

- **Acting Director Caldera provided a brief background to the reclassification. Based on the data collection analysis, Ms. Mata has been performing duties outside her classification, specifically organizing and processing payroll.**

- A.02 Second Reading of Changes to Merit Rule:  
*Chapter XV: Resignation and Retirement*

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

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu		✓	✓			
Julie Waterstone	✓		✓			
Vacant						

**REPORT AND DISCUSSION**

- None

**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.

- No Discussion

**V. COMMISSIONER TRAINING/BRIEFING:**

These items are to keep the Commissioners up-to-date with relevant information regarding Personnel Commission procedures and practices.

- No Training

**VI. 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. IV.D.2. (for SMMUSD School Board Agenda)
  - November 16, 2017
- Classified Personnel – Merit Report - No. VIII.D.2
  - December 14, 2017
- I.05 Classified Personnel – Non-Merit Report – No. IV.D.3.
  - November 16, 2017
- Classified Personnel – Non-Merit Report – No. VIII.D.3
  - December 14, 2017
- I.06 Personnel Commission's Twelve-Month Calendar of Events
  - 2017 – 2018
- I.07 Board of Education Meeting Schedule
  - 2017 – 2018

**VII. PERSONNEL COMMISSION BUSINESS:**

- B.01 Future Items:

<b>Subject</b>	<b>Action Steps</b>	<b>Tentative Date</b>
New Personnel Commissioner	Selection Interviews	January 2018

**VIII. NEXT REGULAR PERSONNEL COMMISSION MEETING:**  
 Tuesday, January 9, 2018, at 4:30 p.m. – *District Office Board Room*

**IX. 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 the closed session.

- **None**

**X. CLOSED SESSION:**

- **No Closed Session**

**XI. 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.**

<b>Commissioner</b>	<b>M</b>	<b>S</b>	<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>ABSENT</b>
Barbara Inatsugu		✓	✓			
Julie Waterstone	✓		✓			
Vacant						

**TIME ADJOURNED: 5:01 p.m.**

The meeting was adjourned in memory of victims killed in Amtrak train derailment in Washington, and victims of the current wild fires.

Submitted by:

\_\_\_\_\_  
 Clare Caldera  
 Secretary to the Personnel Commission  
 Acting Director

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.

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## II. Consent Calendar:

<b>Commissioner</b>	<b>M</b>	<b>S</b>	<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>ABSENT</b>
Barbara Inatsugu						
Julie Waterstone						
Vacant						



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

## PERSONNEL COMMISSION

### Regular Meeting: Tuesday, January 16, 2018

**AGENDA ITEM NO: II.C.02**

SUBJECT: Advanced Step Placement – Marlen Avalos

Hire Date: 11/20/2017

ASP Request Submitted: 12/18/2017

**BACKGROUND INFORMATION:**

<b>Classification Title:</b> Senior Office Specialist	<b>Employee:</b> Marlen Avalos	<b>Calculation of Advanced Step Recommendation</b>
<b>Education:</b> <ul style="list-style-type: none"> <li>High school diploma or recognized equivalent.</li> </ul>	<ul style="list-style-type: none"> <li>Marlen Avalos has an Associate’s Degree in Hotel Management &amp; Tourism.</li> </ul>	<b>1</b> level of education above the required level = <u>1 Step Advance</u> (Max. allowed)
<b>Experience:</b> <ul style="list-style-type: none"> <li>Two or more years of varied office support experience.</li> </ul>	<ul style="list-style-type: none"> <li>Marlen Avalos exceeds the experience requirement. She has 18 years of office support experience.</li> </ul>	<b>8</b> (2-year periods) of experience above the required level = <u>2 Step Advance</u> (Max. allowed)
<b><u>Total Advanced Steps: 1 (Education) + 2 (Experience) = 3 Advanced Step = STEP D</u></b>		

**DIRECTOR’S COMMENTS:**

Ms. Avalos’s education and experience exceed the minimum requirements specified for this classification. Pay rate at salary Range A-25 at Step A is \$16.07/hour, while Step D is \$18.59/hour. The gross difference in pay is an approximate increase of \$2.52 per hour, \$218.50 per month, or \$1,907.00 per year. (Note: Refer to the Advance Step Placement Fiscal Impact report for the FTE and months of the employee’s assignment.)

**DIRECTOR’S RECOMMENDATION:**

It is recommended that the Personnel Commission approve Advanced Step Placement for Marlen Avalos at Range A-25, Step D on the Classified Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment*

Commissioner	M	S		Yes	No	Abstain	ABSENT
Barbara Inatsugu							
Julie Waterstone							
Vacant							



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

## PERSONNEL COMMISSION

### Regular Meeting: Tuesday, January 16, 2018

**AGENDA ITEM NO: II.C.03**

SUBJECT: Advanced Step Placement – Breony Brown

Hire Date: 11/02/2017

ASP Request Submitted: 12/10/2017

**BACKGROUND INFORMATION:**

<b>Classification Title:</b> Paraeducator-3	<b>Employee:</b> Breony Brown	<b>Calculation of Advanced Step Recommendation</b>
<b>Education:</b> <ul style="list-style-type: none"> <li>Must have a high school diploma or its recognized equivalent.</li> </ul>	<ul style="list-style-type: none"> <li>Ms. Brown meets the education requirement.</li> </ul>	<b>0</b> level of education above the required level $=0$ Step Advance
<b>Experience:</b> <ul style="list-style-type: none"> <li>At least six (6) months experience working with individuals with exceptional needs and/or behavioral, social-emotional deficits are required. This experience must be directly related to behavior modification within last five (5) years</li> </ul>	<ul style="list-style-type: none"> <li>Ms. Brown has over two (2) years of experience working with children with special needs.</li> </ul>	<b>1</b> (2-year periods) of experience above the required level $=1$ Step Advance
<b><u>Total Advanced Steps: 0 (Education) + 1 (Experience) = 1 Advanced Step = STEP B</u></b>		

**DIRECTOR'S COMMENTS:**

Ms. Brown's professional experience exceed the minimum requirements specified for this classification. Pay rate at salary Range A-26 at Step A is \$16.47/hour, while Step B is \$17.30/hour. The gross difference in pay is an approximate increase of \$0.83 per hour, \$107.62 per month, or \$645.75 per year. (Note: Refer to the Advance Step Placement Fiscal Impact report for the FTE and months of the employee's assignment.)

**DIRECTOR'S RECOMMENDATION:**

It is recommended that the Personnel Commission approve Advanced Step Placement for Breony Brown at Range A-26, 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						
Julie Waterstone						
Vacant						



## PERSONNEL COMMISSION

### Regular Meeting: Tuesday, January 16, 2018

**AGENDA ITEM NO: II.C.04**

SUBJECT: Advanced Step Placement – Ansuya (Anna) Chhabria  
 Hire Date: 01/03/2018  
 ASP Request Submitted: 01/04/2018

**BACKGROUND INFORMATION:**

<b>Classification Title:</b> Director, Purchasing	<b>Employee:</b> Ansuya (Anna) Chhabria	<b>Calculation of Advanced Step Recommendation</b>
<b>Education:</b> Bachelor's degree from an accredited institution in purchasing, business administration or related field.	<ul style="list-style-type: none"> <li>Ms. Chhabria has a Master's degree in Business Administration.</li> </ul>	1 level of education above the required level = <span style="border: 1px solid black; padding: 2px;">1 Step Advance</span> (Max. allowed)
<b>Experience:</b> Five (5) years of directly related professional purchasing experience including at least two (2) years in a supervisory role.	<ul style="list-style-type: none"> <li>Ms. Chhabria has around 20 years of experience working in the Purchasing field.</li> </ul>	2 (2-year periods) of experience above the required level = <span style="border: 1px solid black; padding: 2px;">2 Step Advance</span>
<b>Difficulty of Recruitment:</b> The Director of Classified Personnel determined the recruitment was difficult as evidenced by a failure to obtain three (3) ranks, or by concluding that it would be very challenging to find alternative qualified applicants	<ul style="list-style-type: none"> <li>Ms. Chhabria was one of only two candidates who make it to the eligibility list.</li> <li>The Director has concluded that it would be very challenging to find alternative qualified applicants.</li> </ul>	Less than 3 ranks and concluded challenge of finding alternative qualified applicants = <span style="border: 1px solid black; padding: 2px;">1 Step Advance</span>
<b><u>Total Advanced Steps: 1 (Education) + 2 (Experience) + 1 (Difficulty) = 4 Advanced Step = STEP E</u></b>		

**DIRECTOR'S COMMENTS:**

Ms. Chhabria's professional training, education and experience exceed the minimum requirements specified for this classification. This was also a difficult recruitment, as evidenced by failure to obtain three (3) ranks on the eligibility list.

Pay rate at salary Range M-59 at Step A is \$44.26/hour, while Step E is \$53.80/hour.

The net difference in pay is an approximate increase of \$9.54 per hour, \$1,653 per month, or \$19,836 per year. (Note: Refer to the Advance Step Placement Fiscal Impact report for the FTE and months of the employee's assignment.)

**DIRECTOR'S RECOMMENDATION:**

It is recommended that the Personnel Commission approve Advanced Step Placement for Ansuya (Anna) Chhabria at Range M-59, Step E on the Classified Management Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment*

Commissioner	M	S		Yes	No	Abstain	ABSENT
Barbara Inatsugu							
Julie Waterstone							
Vacant							



#### **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 (1<sup>st</sup>) of each calendar month. When an anniversary date falls on or before the fifteenth (15<sup>th</sup>) of the month, the increment shall be figured on the first (1<sup>st</sup>) of the month. When the anniversary date falls after the fifteenth (15<sup>th</sup>) of the month, the increment shall be figured the first (1<sup>st</sup>) 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, January 16, 2018**

**AGENDA ITEM NO: II.C.05**

Extension of Working Out of Class – Hector Avitia-Quintana in the classification of Equipment Operator/Tree Trimmer from Gardener

**BACKGROUND INFORMATION:**

Mr. Avitia-Quintana, Gardener, was previously approved to work out-of-class as an Equipment Operator/Tree Trimmer from August 22, 2017 to December 18, 2017. Upon completion of the initial assignment, District management requested that Mr. Avitia-Quintana be approved to work an additional ninety (90) day assignment, from December 19, 2017 to no later than May 1, 2018.

Agreement between SMMUSD and SEIU, Article 29

29.2.8 Pay differentials for working-out-of-class shall be limited to ninety (90) working days in one (1) fiscal year for each employee. The Personnel Commission may authorize one (1) extension of working out of class not to exceed an additional ninety (90) working days.

**RECOMMENDATION:**

It is recommended that the Personnel Commission approve the request for extension of the working out-of-class assignment for Mr. Avitia-Quintana.

<b>Commissioner</b>	<b>M</b>	<b>S</b>	<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>ABSENT</b>
Barbara Inatsugu						
Julie Waterstone						
Vacant						

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### III. Action Items:

<b>Commissioner</b>	<b>M</b>	<b>S</b>	<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>ABSENT</b>
Barbara Inatsugu						
Julie Waterstone						
Vacant						



## PERSONNEL COMMISSION

### Regular Meeting: Tuesday, January 16, 2018

**AGENDA ITEM NO: III.A.01**

Classification Description Revision: Buyer

**BACKGROUND INFORMATION:**

The District recently procured a new Director – Purchasing, Ms. Anna Chhabria. In anticipation of opening a recruitment for the position of Senior Buyer, Ms. Chhabria recommended increasing the education requirement beyond the level of a high-school diploma.

To remain consistent between the Buyer and Senior Buyer classifications, Ms. Chhabria recommended increasing the education requirements for Buyer as well.

**METHODOLOGY:**

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

- Reviewed the minimum qualifications with the Director – Purchasing.

**DISCUSSION:**

Ms. Chhabria recommended increasing the education requirement beyond the level of high school diploma for two reasons. First, she felt it was unlikely that a person without a college degree would be successful in this position considering the complexity of duties. Second, Ms. Chhabria was concerned that having such a low education requirement might falsely signal to potential applicants that this is a lower level position.

At this time, no changes are being made to the experience requirement, which is two (2) years of experience in purchasing materials, equipment and supplies, preferably including school district purchasing experience.

Ms. Chhabria is currently reviewing the classification description in its entirety. More revisions may be proposed in the future.

**DIRECTOR’S RECOMMENDATION:**

It is recommended that the Personnel Commission approve the revisions to the Buyer classification description as provided.

Commissioner	M	S		Yes	No	Abstain	ABSENT
Barbara Inatsugu							
Julie Waterstone							
Vacant							



**CLASSIFICATION DESCRIPTION**  
BARGAINING UNIT: SEIU LOCAL 99  
CLASS CODE: 541209  
SALARY RANGE: A37

## BUYER

### BASIC FUNCTION:

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Under general supervision, perform a variety of specialized duties involved in the purchasing of supplies and equipment for the District.

### DISTINGUISHING CHARACTERISTICS:

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- Assistant Buyer is the entry-level class in the Buyer series. Positions assigned to this class assist Buyers in the purchase of a variety of commodity items and in the preparation, finalization, and ordering on continuing-price contracts.
- Buyer is the intermediate level class in this series. Positions assigned to this class exercise independent judgment in solving problems of average difficulty and are responsible for the complete purchasing cycle involved in the acquisition of a wide variety of supplies, materials, or equipment for use by the District.
- Senior Buyer is the senior level class in this series. Positions assigned to this class are responsible for researching and exercising initiative and judgment in solving more difficult problems in the area of facility-related purchases and construction and public works contracts.

### MINIMUM QUALIFICATIONS

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#### EDUCATION:

~~Associate Degree in Supply Chain Management, Accounting, Business, or Legal Studies. Educational attainment equivalent to a high school diploma or its recognized equivalent. Some college-level coursework is desirable.~~

#### EXPERIENCE:

Two (2) years of experience in purchasing materials, equipment and supplies. School district purchasing experience preferred.

#### LICENSES AND OTHER REQUIREMENTS:

A valid California Class C driver's license and availability of private transportation or ability to provide transportation between job sites may be required.

### REPRESENTATIVE DUTIES:

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1. Performs a wide variety of difficult, specialized duties involved in the purchasing of supplies, equipment, and material for the District.
  2. Follows guidelines contained in the District Purchasing Manual in the purchasing process from the time the requisition is received, bids prepared, abstracted, and analyzed.
  3. Reconciles items requisitioned if requests differ from established standards.
  4. Consults vendor catalogues, makes comparisons and judgments in writing specifications.
  5. Assists in preparing bid openings and bid results.
-

6. Consults vendor representatives, requisitioners as needed, and examines samples to make determination for recommendation regarding lowest acceptable bid on each item.
7. May provide functional and technical guidance to clerical employees to ensure correct terminology, layout and distribution of bid forms.
8. Handles bids and quotations for sale of surplus property and other commodities following established procedures.
9. Maintain a variety of records and files.
10. Research assigned topics and may prepare reports.
11. Performs related duties as assigned.

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

### **SUPERVISION:**

Supervision is received from the Director of Purchasing. Functional and technical guidance may be received from the Senior Buyer. May provide functional and technical guidance to clerical staff.

### **KNOWLEDGE AND ABILITIES**

#### **KNOWLEDGE OF:**

- Purchasing terminology and proper wording of specifications-
- Rules and regulations governing purchasing procedures-
- General office practice, filing and record keeping procedures-

#### **ABILITY TO:**

- Effectively purchase school district materials, equipment, and supplies-
- Exercise independent judgment-
- Establish and maintain cooperative relationships with those contracted in the work-
- Operate a variety of office machines and equipment-
- Provide effective customer service-

### **WORKING CONDITIONS:**

#### **ENVIRONMENT:**

This is primarily a sedentary classification and the employee works in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Some work is performed off-site visiting vendors and District facilities.

#### **PHYSICAL DEMANDS:**

Office work requires sitting for prolonged periods of time and the use of a computer keyboard and screen. Physical demands include standing, kneeling, crouching, bending, reaching, grasping, lifting, pushing and pulling boxes of files and/or equipment weighing up to twenty (20) lbs.

**DUTIES APPROVED  
BOARD OF EDUCATION**

**CLASSIFICATION APPROVED  
PERSONNEL COMMISSION**

June 1997  
Revised: January 12, 2010  
Revised: November 9, 2010  
Revised: January 16, 2018



## PERSONNEL COMMISSION

### Regular Meeting: Tuesday, January 16, 2018

**AGENDA ITEM NO: III.A.02**

Classification Description Revision: Senior Buyer

**BACKGROUND INFORMATION:**

The District recently procured a new Director – Purchasing, Ms. Anna Chhabria. In anticipation of opening a recruitment for the position of Senior Buyer, Ms. Chhabria recommended increasing the education requirement beyond the level of a high-school diploma.

**METHODOLOGY:**

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

- Reviewed the minimum qualifications with the Director – Purchasing.

**DISCUSSION:**

Ms. Chhabria recommended increasing the education requirement beyond the level of high school diploma for two reasons. First, she felt it was unlikely that a person without a college degree would be successful in this position considering the complexity of duties. Second, despite the *senior* in the classification title, Ms. Chhabria was concerned that having such a low education requirement might falsely signal to potential applicants that this is a lower level position.

At this time, no changes are being made to the experience requirement, which is five (5) years of experience in purchasing, contracting or contract administration.

Ms. Chhabria is currently reviewing the classification description in its entirety, and additional revisions may be presented in the future. She requested that the Personnel Commission open recruitment ASAP, so these changes to the minimum qualifications were of immediate concern.

**DIRECTOR’S RECOMMENDATION:**

It is recommended that the Personnel Commission approve the revisions to the Senior Buyer classification description as provided.

Commissioner	M	S		Yes	No	Abstain	ABSENT
Barbara Inatsugu							
Julie Waterstone							
Vacant							





**CLASSIFICATION DESCRIPTION**  
BARGAINING UNIT: SEIU LOCAL 99  
CLASS CODE: 541213  
SALARY RANGE: A41

## SENIOR BUYER

### BASIC FUNCTION:

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Under general direction of the Director of Purchasing, assist in contract review and evaluation; public works bidding; construction documents; equipment purchases.

### DISTINGUISHING CHARACTERISTICS:

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- Assistant Buyer is the entry-level class in the Buyer series. Positions assigned to this class assist Buyers in the purchase of a variety of commodity items and in the preparation, finalization, and ordering on continuing-price contracts.
- Buyer is the intermediate level class in this series. Positions assigned to this class exercise independent judgment in solving problems of average difficulty and are responsible for the complete purchasing cycle involved in the acquisition of a wide variety of supplies, materials, or equipment for use by the District.
- Senior Buyer is the senior level class in this series. Positions assigned to this class are responsible for researching and exercising initiative and judgment in solving more difficult problems in the area of facility-related purchases and construction and public works contracts.

### MINIMUM QUALIFICATIONS

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#### EDUCATION:

Associate Degree in Supply Chain Management, Accounting, Business, or Legal Studies.  
~~Educational attainment equivalent to a high school diploma or its recognized equivalent.~~  
~~Some college-level coursework is desirable.~~

#### EXPERIENCE:

Five (5) years of experience in purchasing, contracting or contract administration. Experience in public works bidding is desired.

#### LICENSES AND OTHER REQUIREMENTS:

A valid California Class C driver's license and availability of private transportation or ability to provide transportation between job sites may be required.

### REPRESENTATIVE DUTIES:

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1. Handle formal bid processes for complex projects including a prequalification process, if appropriate; assist in preparing bid openings and bid results.
2. Prepare and process bid specifications and contracts; receive bids and price quotes and evaluate according to established criteria; record bid events and verifies vendor compliance with bid requirements and restrictions.

3. Handle bids for sale of surplus property, which entails preparing bid for advertisement, completing bid forms, and notifying the highest bidders as to the items they are awarded.
4. Prepare and process construction and service contracts.
5. Manage/monitor leases, contracts and licenses for renewal or expiration; renew as appropriate.
6. Meet with vendors regarding new merchandise and sources of supply.
7. Review requisitions, purchase orders and bids for conformance and compliance with established standards and regulations; obtain necessary information from District personnel to complete documentation.
8. Compose correspondence and design, and revise forms.
9. Prepare and maintain a variety of logs, contracts, files and records relating to requisitions, inventory, vendors and other purchasing-related issues; prepare periodic and special reports as needed; enter and retrieve data using a computer terminal and assigned software.
10. Award bids and quotations and prepare purchase orders.
11. Coordinate the transfer of surplus or unused supplies and equipment between departments, as needed, and the sale of all supplies and equipment.
12. May provide technical guidance to lower-level technical and clerical staff; may assist lower level personnel in the preparation of more difficult or complex specifications for bid requests.
13. Performs related duties as assigned.

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

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#### **SUPERVISION:**

General direction is received from the Director of Purchasing. May provide functional and technical guidance to lower-level technical and clerical staff.

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#### **KNOWLEDGE AND ABILITIES**

##### **KNOWLEDGE OF:**

- Practices and methods of public agency purchasing, including competitive bidding procedures.
- Purchasing procedures, terminology and inventory control, and warehousing methods and procedures.
- Applicable sections of State Education Code and other applicable laws.
- Technical aspects of researching, comparing and purchasing supplies, contracts, materials and equipment.
- Record-keeping and report preparation methods and techniques.
- Personal computers and applicable word processing, spreadsheet, and purchasing software, and fixed-asset inventory systems.
- District organization, operations, policies, and objectives.
- Research methods.
- Effective customer service techniques.
- Oral and written communication skills.

##### **ABILITY TO:**

- Read and interpret purchase requisitions and specifications.
- Prepare and process construction and service contracts.
- Prepare bid specifications.

- Explain and apply policies, practices and terminology used in purchasing supplies and materials for a school district.
- Operate a personal computer and applicable software, including fixed assets software systems.
- Assure proper and timely resolution of purchasing issues, conflicts, and discrepancies.
- Maintain records and prepare reports.
- Accurately compile, tabulate, and calculate data.
- Learn about environmentally preferable products that adhere to City of Santa Monica Sustainable Program.
- Work independently with little direction.
- Meet schedules and timelines.
- Provide technical guidance to clerical staff.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Provide effective customer service.

### **WORKING CONDITIONS:**

#### *ENVIRONMENT:*

This is primarily a sedentary classification and the employee works in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Some work is performed off-site visiting vendors and District facilities.

#### *PHYSICAL DEMANDS:*

Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Physical demands include standing, kneeling, crouching, bending, reaching, grasping, lifting, pushing and pulling boxes of files and/or equipment weighing up to twenty (20) lbs.

### **DUTIES APPROVED**

#### **BOARD OF EDUCATION:**

September 27, 2007

Revised, November 4, 2010

### **CLASSIFICATION APPROVED**

#### **PERSONNEL COMMISSION:**

November 9, 2010

Revised: January 16, 2018



**PERSONNEL COMMISSION**

**Regular Meeting: Tuesday, January 16, 2018**

**AGENDA ITEM NO: III.A.03**

Classification Description Revision: Custodian

**BACKGROUND INFORMATION:**

It has come to the attention of Personnel Commission staff that many of the classification descriptions for the Maintenance and Operations Departments do not contain 1) minimum education requirements, or 2) specific weight lifting requirements. The proposed revisions are minor, and represent regular upkeep of the classification descriptions.

**METHODOLOGY:**

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

- Reviewed the Risk Manager’s Essential Function Job Analysis (EFJA)
- Corresponded with Operations management regarding proposed revisions

**DISCUSSION:**

The district has a small number of classifications that do not require a high school diploma or equivalent, as this may create an unnecessary barrier to employment. Rather than leaving the education requirement blank, Operations Management preferred the flexible language of “training or education sufficient to demonstrate the knowledge and abilities listed in this job description.” Using this language as the minimum education requirement will still allow Personnel Commission staff to review and screen applications based on prior training and education.

At the bottom of each job description is a list of the physical demands. The Custodian job description listed lifting and carrying “heavy” objects, but “heavy” was not defined. By listing a specific number, the job description gives guidance and clarity to Operations staff and management. Lifting requirements have been a point of contention in the past.

The sixty-five (65) pound requirement proposed comes from the Risk Manager’s EFJA. The purpose of the EFJA is not to determine the maximum weight limit, or the safest weight limit. Instead, the sixty-five (65) pound requirement represents actual functions that Custodians already perform. For example, Custodians are required to sometimes lift the floor buffer machine, and its weight is sixty-five (65) pounds. In collecting data for the EFJA, the Risk Manager leads a committee of subject matter experts to determine accurate requirements for lifting, carrying, pulling, etc.

**DIRECTOR’S RECOMMENDATION:**

It is recommended that the Personnel Commission approve the revisions to the Custodian classification description as provided.

Commissioner	M	S		Yes	No	Abstain	ABSENT
Barbara Inatsugu							
Julie Waterstone							
Vacant							



**CLASSIFICATION DESCRIPTION**  
BARGAINING UNIT: SEIU LOCAL 99  
CLASS CODE: 561012  
SALARY RANGE: A24

## CUSTODIAN

### BASIC FUNCTION:

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Under general supervision, perform a variety of custodial activities on an assigned shift; clean and maintain an assigned school facility, group of buildings, or office space in a clean, orderly, and secure manner.

### ASSIGNMENT TYPES:

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- Custodians assigned to a crew work together as a team to accomplish work objectives, rotating among District sites. Crew-based Custodians typically perform a more narrow range of duties, such as wiping high contact surfaces and dust control, that supplement the regular tasks and duties performed by site-based Custodians. Crew-based Custodians receive technical and functional work direction from the Lead Custodian, but may also collaborate and receive basic guidance from the site-based Custodians who have greater familiarity with the site. Crew-based Custodians are required to perform the full range of custodial duties when needed.
- Custodians assigned to a specific school facility, group of buildings or office space perform a full range of custodial duties. Site-based Custodians may be required to provide guidance and act as a resource to custodial crews with less familiarity with the site. Site-based Custodians are required to collaborate and work alongside custodial crews when needed.

### MINIMUM QUALIFICATIONS

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#### EDUCATION:

Training or education sufficient to demonstrate the knowledge and abilities listed in this job description.

#### *EXPERIENCE:*

Three (3) months paid or volunteer experience performing custodial functions OR completion of a custodial training program.

#### *LICENSES AND OTHER REQUIREMENTS:*

Per assignment, a valid Class "C" California Driver license and a good driving record sufficient to be insurable by the District's carrier may be required.

### PREFERRED QUALIFICATIONS

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#### *EDUCATION:*

Graduation from high school or equivalent evidence of proficiency at the high school level.

### REPRESENTATIVE DUTIES:

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1. Sweep, scrub, mop, seal and wax floors; vacuum rugs and carpets in classrooms, offices, workshops, and other work areas; wash windows, chalkboards and walls; pick up trash; scrub and refinish floors; change light bulbs as required.
2. Dust and polish furniture and woodwork; clean and polish desks.

3. Empty and clean waste receptacles and pencil sharpeners; pick up trash containers and empty into large bins.
4. Inspect for vandalism and illegal entry; report necessary repairs, building deterioration, and other hazardous or unusual conditions to Supervisor and/or Site Administrator.
5. Respond to problems and issues of concern related to classroom conditions.
6. Clean restrooms including floors, walls, fixtures, appliances and mirrors; restock supplies; polish metal fixtures.
7. Move furniture and equipment; set up cafeteria, auditorium, gymnasium, meeting rooms, and classrooms for special events and meetings.
8. Turn lights on and off; unlock and lock doors and gates; raise and lower flags.
9. Wash walk and eating areas; clean drinking fountains; make emergency clean-ups in classrooms as assigned.
10. Participate as part of a cleaning crew, as directed, for major cleaning assignments.
11. Perform outdoor cleaning to entire campus, such as sweeping, vacuuming, and picking up trash.
12. Perform other related duties as assigned.

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

## **SUPERVISION:**

### **SUPERVISION:**

Supervision is received from the Manager of Buildings and Grounds Operations, or the Plant Supervisor. No supervision is exercised over District staff.

~~Received from: Manager of Buildings and Grounds, Plant Supervisor~~

~~Given to: None~~

### **WORK DIRECTION:**

~~Received from: Site Administrator, Manager of Buildings and Grounds Operations, Plant Supervisor, Lead Custodian~~

~~Given to: None~~

### **WORK EVALUATION:**

~~Collaborators: Site Administrator, Manager of Buildings and Grounds Operations, Plant Supervisor~~

~~Given to: None~~

## **KNOWLEDGE AND ABILITIES**

### **KNOWLEDGE OF:**

- Requirements of maintaining school buildings in a safe, clean, and orderly condition
- Basic cleaning methods, procedures, and techniques
- Cleaning materials, supplies, and equipment
- Safe working methods and procedures

### **ABILITY TO:**

- Efficiently and effectively use cleaning materials, supplies, and equipment
- Understand and carry out oral and written instructions
- Establish and maintain cooperative working relationships with others
- Perform simple and repetitive tasks
- Be flexible

**WORKING CONDITIONS:**

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*ENVIRONMENT:*

Indoor and outdoor environment; regular exposure to fumes, dust and odors; exposure to adverse weather conditions.

*PHYSICAL DEMANDS:*

Lifting, carrying, pushing, pulling and moving heavy furniture and equipment up to 65 pounds; climb stairs and ramps; climb 12-foot ladders; visual and auditory acuity sufficient to maintain safety standards; walking or standing for extended periods of time; kneeling or crouching; dexterity of hand and fingers to safely and efficiently operate equipment; bending at the waist; reaching overhead and horizontally; hearing and speaking sufficient for the exchange of information.

*HAZARDS:*

Contact with cleaning agents and chemicals.

**DUTIES APPROVED  
BOARD OF EDUCATION:**

**CLASSIFICATION APPROVED  
PERSONNEL COMMISSION:**

Revised: May 1995 (Ewing)

Revised: April 12, 2016

Revised: May 10, 2016

Revised: January 16, 2018





## **PERSONNEL COMMISSION**

### **Regular Meeting: Tuesday, January 16, 2018**

#### **AGENDA ITEM NO: III.A.04**

Classification Description Revision: Lead Custodian

#### **BACKGROUND INFORMATION:**

It has come to the attention of the Personnel Commission staff that many of the classification descriptions for the Maintenance and Operations Departments do not contain 1) minimum education requirements, and 2) weight lifting requirements. The proposed revisions are minor, and represent regular upkeep of the classification descriptions.

#### **METHODOLOGY:**

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

- Reviewed the Risk Manager's Essential Function Job Analysis (EFJA)
- Corresponded with Operations management regarding proposed revisions

#### **DISCUSSION:**

Some classifications do not require a high school diploma or equivalent, as this may create an unnecessary barrier to employment. Rather than leaving the education requirement blank, Operations Management preferred the flexible language of "training or education sufficient to demonstrate the knowledge and abilities listed in this job description." Using this language as the minimum education requirement would still allow Personnel Commission staff to review and screen applications based on prior training and education.

At the bottom of each job description is a list of the physical demands. The Lead Custodian job description listed lifting and carrying "heavy" objects, but "heavy" was not defined. By listing a specific number, the job description gives guidance and clarity to Operations staff and management. Lifting requirements have been a point of contention in the past.

The sixty-five (65) pound requirement that is proposed comes from the Risk Manager's EFJA. The purpose of the EFJA is not to determine the maximum weight limit, or the safest weight limit. Instead, the sixty-five (65) pound requirement represents actual functions that the Lead Custodians already perform. For example, Lead Custodians are required to sometimes lift the floor buffer machine, and its weight is sixty-five (65) pounds. In collecting data for the EFJA, the Risk Manager leads a committee of subject matter experts to determine accurate requirements for lifting, carrying, pulling, etc.



**DIRECTOR'S RECOMMENDATION:**

It is recommended that the Personnel Commission approve the revisions to the Lead Custodian classification description as provided.

<b>Commissioner</b>	<b>M</b>	<b>S</b>		<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>ABSENT</b>
Barbara Inatsugu							
Julie Waterstone							
Vacant							



**CLASSIFICATION DESCRIPTION**  
BARGAINING UNIT: SEIU LOCAL 99  
CLASS CODE: 561052  
SALARY RANGE: A29

## LEAD CUSTODIAN

### BASIC FUNCTION:

Under general supervision, organize, lead and, participate in the custodial operations at an assigned school site or sites; assign and provide technical and functional work direction to assigned personnel; perform a variety of responsible custodial activities on an assigned shift; and clean and maintain an assigned school facility, group of buildings, or office space in a clean, orderly, and secure manner.

### MINIMUM QUALIFICATIONS

#### EDUCATION:

Training or education sufficient to demonstrate the knowledge and abilities listed in this job description.

#### EDUCATION & EXPERIENCE:

Two (2) years custodial experience.

#### LICENSE AND OTHER REQUIREMENTS:

Must have and maintain a valid Class "C" California Driver's license and a good driving record sufficient to be insurable by the District's carrier.

### PREFERRED QUALIFICATIONS

#### EDUCATION:

Graduation from high school or equivalent evidence of proficiency at the high school level.

### REPRESENTATIVE DUTIES:

1. Organize and lead custodial operations at an assigned school site or sites; ensure the assigned school facility, group of buildings or office spaces are maintained in a clean, orderly, and secure manner; receive work orders and special assignments; prioritize, assign and participate in custodial activities and set-up for special events and meetings; drive District vehicle between sites as required.
2. Provide technical and functional training and work direction to assigned custodial staff; communicate with site staff assignments and directions from supervisor; and inspect areas to ensure they are cleaned in accordance with established health and safety guidelines for the District.
3. Requisition, order, and maintain appropriate inventory of custodial supplies, materials, and equipment; oversee the delivery of supplies and materials at the school site.
4. Organize, lead and, participate as part of a cleaning crew, as directed, for major cleaning assignments.
5. Provide information to the supervisor to be used in evaluation or discipline of workers the position is assigned to lead.
6. Sweep, scrub, mop, seal and wax floors; vacuum rugs and carpets in classrooms, offices, workshops and other work areas; wash windows, chalkboards and walls; pick up trash; scrub and refinish floors; change light bulbs as required.
7. Dust and polish furniture and woodwork; clean and polish desks.

8. Empty and clean waste receptacles and pencil sharpeners; pick up trash containers and empty into large bins.
9. Inspect for vandalism and illegal entry; report necessary repairs, building deterioration and other hazardous or unusual conditions to Supervisor and/or the Site Administrator.
10. Respond to problems and issues of concern related to classroom conditions.
11. Clean restrooms including floors, walls, fixtures, appliances and mirrors; restock supplies; polish metal fixtures Performs related duties as assigned.
12. Move furniture and equipment; set up cafeteria, auditorium, gymnasium, meeting rooms, and classrooms for special events and meetings.
13. Turn lights on and off; unlock and lock doors and gates; raise and lower flags.
14. Wash walk and eating areas; clean drinking fountains; make emergency clean-ups in classrooms as assigned.
15. Perform outdoor cleaning to entire campus, such as sweeping, vacuuming, and picking up trash.
16. Perform other related duties as assigned.

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

## **SUPERVISION:**

### **SUPERVISION:**

Supervision is received from the Manager of Buildings and Grounds Operations, or the Plant Supervisor. Technical and functional work direction is provided to assigned Custodians. No supervision is exercised over District staff.

~~Received from: Manager of Buildings and Grounds Operations or Plant Supervisor~~

~~Given to: None~~

### **WORK DIRECTION:**

~~Received from: Manager of Buildings and Grounds Operations, Plant Supervisor, Site Administrator~~

~~Given to: Assigned Custodians~~

### **WORK EVALUATION:**

~~Collaborators: Manager of Buildings and Grounds Operations, or Plant Supervisor~~

~~Given to: None~~

## **KNOWLEDGE AND ABILITIES**

### **KNOWLEDGE OF:**

- Custodial Operations of a public school site.
- Principles of training and providing work guidance direction.
- Technical and functional requirements of maintaining school buildings in a safe, clean, and orderly condition
- Cleaning methods, procedures, and techniques
- Cleaning materials, supplies, and equipment
- Basic inventory methods and practices
- Safe working methods and procedures

### **ABILITY TO:**

- Efficiently and effectively use cleaning materials, supplies, and equipment
- Assign and review the work of others for the purpose of technical and functional training and direction of work

- Learn, apply, and explain policies, procedures, rules, and regulations
- Meet schedules and time lines
- Establish and maintain cooperative working relationships
- Understand and carry out oral and written directions
- Perform simple and repetitive tasks
- Operate District vehicles safely
- Be flexible

**WORKING CONDITIONS:**

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*ENVIRONMENT:*

Indoor and outdoor environment; regular exposure to fumes, dust and odors; adverse weather conditions.

*PHYSICAL DEMANDS:*

Lifting, carrying, pushing, pulling, and moving heavy furniture and equipment up to 65 pounds; climb stairs and ramps; climb 12-foot ladders; visual and auditory acuity sufficient to maintain safety standards; dexterity of hand and fingers to safely and efficiently operate equipment; kneeling or crouching; bending at the waist; reaching overhead and horizontally; hearing and speaking sufficient for the exchange of information.

*HAZARDS:*

Contact with cleaning agents and chemicals.

**DUTIES APPROVED  
BOARD OF EDUCATION:**

**CLASSIFICATION APPROVED  
PERSONNEL COMMISSION:**

Revised: October, 2000

Revised: April 12, 2016

Revised: May 10, 2016

Revised: January 16, 2018



## **PERSONNEL COMMISSION**

### **Regular Meeting: Tuesday, January 16, 2018**

**AGENDA ITEM NO: III.A.05**

Classification Description Revision: Director-Classified Personnel

**BACKGROUND INFORMATION:**

The Personnel Commission office is currently recruiting for the position of Director – Classified Personnel. In preparing the job bulletin, an inaccuracy was caught in the abilities section. This inaccuracy was not significant enough to delay the recruitment; however, it should be corrected before the conclusion of the selection process.

**DISCUSSION:**

Within the abilities section of the job description it states “receive supervision and/or direction from any designee/delegate of the Personnel Commission and/or the Assistant Superintendent of Human Resources.” Aside from being awkwardly stated, as receiving supervision is not normally thought of as an ability, it is also inaccurate. The Director – Classified Personnel reports to the Personnel Commission, and to remain a neutral figure within the District, does not report to the Assistant Superintendent of Human Resources.

**DIRECTOR’S RECOMMENDATION:**

It is recommended that the Personnel Commission approve the revisions to the Director – Classified Personnel classification description as provided.

<b>Commissioner</b>	<b>M</b>	<b>S</b>		<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>ABSENT</b>
Barbara Inatsugu							
Julie Waterstone							
Vacant							



**CLASSIFICATION DESCRIPTION**  
BARGAINING UNIT: Non-Represented  
CLASS CODE: 510902  
SALARY RANGE: M64

## **DIRECTOR – CLASSIFIED PERSONNEL**

### **BASIC FUNCTION:**

Under the direction of the Personnel Commission, plan, organize, and direct the personnel management program for the classified service of the District in conformance with the Education Code; supervise and evaluate the performance of assigned staff.

### **MINIMUM QUALIFICATIONS**

#### *EDUCATION:*

Bachelor's degree from an accredited college or university.

#### *EXPERIENCE:*

Five (5) years of public sector personnel experience at the Analyst level or higher. Including experience in recruitment and selection, examination development and administration, classification and salary administration, with at least two (2) years in supervising assigned staff. Management experience in K-14 public education is preferred.

#### *EQUIVALENCY:*

An advanced degree from an accredited University may be considered in lieu of required experience.

#### *LICENSES AND OTHER REQUIREMENTS:*

A valid California Class C driver's license and availability of private transportation or ability to provide transportation between job sites may be required.

### **REPRESENTATIVE DUTIES:**

1. Direct the establishment and maintenance of procedures required for the administration of the District's classified personnel program in conformity with applicable Federal and State law, Merit System provisions of the State Education Code, Personnel Commission Rules, Board of Education policies and procedures, and collective bargaining agreements.
2. Direct the preparation and maintenance of the District's classification plan by supervising and/or conducting classification and compensation studies, and prepare and approve recommendations for presentation to the Personnel Commission.
3. Plan, organize, direct, and evaluate the work of the Personnel Commission staff and supervise the maintenance of classified personnel files and records.
4. Plan, organize, implement, direct, and evaluate a program of recruitment, equal employment opportunity, job-related employment examinations, selection, assignment of classified employees by supervising staff assigned to the preparation of vacancy announcements, screening of employment applications, development and administration of employment examinations, promulgation of eligibility lists, and certification of eligibles to vacancies. Receive criminal conviction information of applicants and employees from authorized district representatives; audit and approve the assignment of employees; maintain transfer lists and approve transfer requests.

5. Serve as secretary to the Personnel Commission; oversee the preparation of meeting agendas and minutes; provide technical expertise, information, and assistance to the Personnel Commission regarding assigned functions, and assist as needed in the formulation and development of policy and goals.
6. Provide assistance and counseling to classified employees and District administrators in the interpretation of Merit System law, Personnel Commission Rules and procedures, Board of Education policies and procedures, collective bargaining agreements, and disciplinary action matters.
7. Communicate with administrators, employee organizations, employees and independent contractors to coordinate programs and activities, resolve issues and conflicts, and exchange information.
8. Regularly brief the Assistant Superintendent of Human Resources on the state of the Classified Service to assure efficient, timely communication.
9. Investigate employee appeals to disciplinary action and complaints of Personnel Commission Rules violations. Direct arrangement for hearings ordered by the Personnel Commission.
10. Develop, prepare, administer and present to the Board of Education the Personnel Commission's annual budget, and annual report of Personnel Commission activities.
11. Prepare a variety of narrative and statistical reports and conduct research in areas related to public personnel management or as directed by the Personnel Commission.
12. Work effectively as a member of the district management team.

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

#### **SUPERVISION:**

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Supervision is received from the Personnel Commission and/or their designee/delegatee. Supervision is exercised over the Personnel Commission staff.

#### **KNOWLEDGE AND ABILITIES**

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##### **KNOWLEDGE OF:**

- Planning, organization and direction of the personnel management program for classified service.
- Merit System and provisions of the Education Code applicable to personnel practices and procedures
- Principles and practices of public personnel administration including position classification, salary administration, recruitment, examination, and employee assignments
- Principles and practices of employee training and supervision
- Statistical, research, and survey methods and techniques
- Report writing methods and techniques
- Budget preparation and control
- Oral and written communication skills
- Principles and practices of administration, supervision, and training
- Applicable laws, codes, regulations, policies and procedures, including Equal Employment Opportunity, Disability Law, policies and practices
- Interpersonal skills using tact, patience and courtesy
- Effective customer service techniques

**ABILITY TO:**

- Efficiently plan, organize, and direct the personnel management program for the classified service of the District in conformance with Merit System law and the rules and regulation of the Personnel Commission
- Obtain, organize, accurately, analyze, and evaluate a wide range of data and information and make appropriate recommendations to the Personnel Commission and the Board
- Effectively supervise and evaluate the performance of assigned staff
- Exercise sound judgment in the interpretation of laws, rules, policies, practices and procedures.
- Prepare and present comprehensive and effective oral and written reports
- Effectively advise appropriate personnel on disciplinary hearings, procedures, and problems
- Communicate effectively both orally and in writing
- Establish and maintain cooperative and effective working relationships with others
- Analyze situations accurately and adopt an effective course of action
- Meet schedules and time lines
- Work independently with little or no direction
- Plan and organize work
- Direct the maintenance of variety of reports and files related to classified personnel
- Provide effective customer service
- Effectively interact with other Departments
- ~~Receive supervision and/or direction from any designee/delegatee of the Personnel Commission and/or the Assistant Superintendent of Human Resources.~~

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Work is primarily performed in an office environment. Occasional site visits may be required. Incumbent will be required to attend occasional evening and weekend meetings.

**PHYSICAL DEMANDS:**

Hearing and speaking to exchange information. Seeing to read a variety of materials. Dexterity of hands and fingers to operate a keyboard and other standard office equipment. Sitting for extended periods of time.

**DUTIES APPROVED**

**BOARD OF EDUCATION:**

No date.

**CLASSIFICATION APPROVED**

**PERSONNEL COMMISSION:**

Revised: December 14, 2004

Revised: August 23, 2012

Revised: January 16, 2018



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**IV. Discussion Items:**

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V. **Commissioner Training/Briefing:**

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**VI. Information Items:**

**Advanced Step Placement Fiscal Impact Report**

	PC Meeting Approval Date	Position	Salary Schedule	Salary Range	Class Starting Step	Adv Step	FTE	Months	Hourly Change	Monthly Change	DIFFERENCE IN YEAR 1
<b>2017-18</b>											
1	8/8/2017	Vehicle & Equipment Mechanic	A	36	A	B	100.00%	12	\$1.04	\$180.09	\$1,080.56
2	9/12/2017	IA - Classroom	A	18	B	D	37.50%	10	\$1.46	\$94.79	\$947.86
3	10/24/2017	Paraeducator-1	A	20	A	B	75.00%	10	\$0.72	\$93.00	\$558.00
4	10/24/2017	Education Data Specialist	A	49	A	E	100.00%	12	\$6.22	\$1,077.74	\$11,432.57
5	11/14/2017	Paraeducator 1	A	20	A	B	75.00%	10	\$0.72	\$93.00	\$558.00
6	11/14/2017	IA - Classroom	A	18	B	C	37.50%	10	\$0.72	\$46.51	\$465.09
7	12/19/2017	LVN	A	34	C	E	87.50%	10	\$2.27	\$344.75	\$3,447.50
8	12/12/2017	Accounting Technician	A	31	A	C	100.00%	12	\$1.91	\$331.00	\$2,997.82
9	12/19/2017	Physical Activities Specialist	A	26	A	C	75.00%	10	\$1.69	\$219.44	\$1,763.90
10	12/19/2017	Custodian	A	24	A	C	100.00%	12	\$1.61	\$279.43	\$2,537.57
11	1/16/2018	Senior Office Specialist	A	25	A	D	50.00%	10	\$2.52	\$218.50	\$1,907.00
12	1/16/2018	Director, Purchasing	M	59	A	E	100.00%	12	\$9.54	\$1,653.00	\$19,836.00
13	1/16/2018	Paraeducator	A	26	A	B	75.00%	10	\$0.83	\$107.62	\$645.75
									<b>2017-18 TOTAL</b>		<b>\$48,177.60</b>

<b>Requests Not Recommended for Advanced Step Placement</b>					
Hire Date	ASP Request Date	Position	Salary Schedule	Salary Range	FTE
<b>2017-18</b>					
6/26/2017	7/24/2017	Custodian I, NSI	A	24	100.00%
6/28/2017	8/31/2017	Custodian I, NSI	A	24	100.00%
9/7/2017	10/4/2017	IA - Classroom	A	18	37.50%
9/22/2017	9/28/2017	IA - Classroom	A	18	37.50%
10/4/2017	11/6/2017	Custodian I, Day	A	24	100.00%
1/8/2017	1/7/2017	Paraeducator 1	A	20	75.00%

**New Hires Report 2017-2018**

	Board Approval Date	Effective Date	Position	Hours/Months	Salary Schedule	Salary Range
1	8/9/2017	8/21/2017	Paraeducator-1	4 Hrs/SY	A	20
2	8/9/2017	8/15/2017	Senior Office Specialist	4 Hrs/10 Mo	A	25
3	8/9/2017	8/21/2017	Paraeducator-1	6 Hrs/SY	A	20
4	8/9/2017	8/15/2017	Bilingual Community Liaison	8 Hrs/10 Mo	A	27
5	8/9/2017	8/21/2017	Paraeducator-1	4.5 Hrs/SY	A	20
6	8/30/2017	8/21/2017	Instructional Assistant - Classroom	3 Hrs/SY	A	18
7	8/30/2017	8/21/2017	Paraeducator-1	6 Hrs/SY	A	20
8	9/13/2017	8/21/2017	Paraeducator-1	6 Hrs/SY	A	20
9	9/13/2017	8/21/2017	Instructional Assistant - Classroom	3 Hrs/SY	A	18
10	9/13/2017	8/21/2017	Physical Activities Specialist	6 Hrs/SY	A	26
11	9/13/2017	8/23/2017	Instructional Assistant - Classroom	3 Hrs/SY	A	18
12	9/13/2017	8/21/2017	Paraeducator-1	5.5 Hrs/SY	A	20
13	9/13/2017	8/28/2017	Instructional Assistant - Classroom	3 Hrs/SY	A	18
14	9/13/2017	8/21/2017	Physical Activities Specialist	4 Hrs/SY	A	26
15	9/13/2017	8/21/2017	Paraeducator-1	6.33 Hrs/SY	A	20
16	9/13/2017	8/24/2017	Instructional Assistant - Classroom	3 Hrs/SY	A	18
17	9/13/2017	8/28/2017	Instructional Assistant - Music	6 Hrs/SY	A	20
18	9/13/2017	8/21/2017	Paraeducator-1	4 Hrs/SY	A	20
19	9/13/2017	8/23/2017	Instructional Assistant - Classroom	3 Hrs/SY	A	18
20	9/13/2017	8/22/2017	Instructional Assistant - Classroom	3 Hrs/SY	A	18
21	10/5/2017	9/11/2017	Education Data Specialist	8 Hrs/12 Mo	A	49
22	10/5/2017	9/1/2017	Paraeducator-1	6 Hrs/SY	A	20
23	10/5/2017	9/12/2017	Custodian	6 Hrs/12 Mo	A	24
24	10/5/2017	9/8/2017	Paraeducator-1	6 Hrs/SY	A	20
25	10/5/2017	9/14/2017	Communications Specialist	4 Hrs/12 Mo	A	36
26	10/5/2017	9/1/2017	Custodian	5 Hrs/12 Mo	A	24
27	10/5/2017	9/7/2017	Instructional Assistant - Classroom	3 Hrs/SY	A	18
28	10/5/2017	9/7/2017	Instructional Assistant - Classroom	3.5 Hrs/SY	A	18
29	10/5/2017	9/1/2017	Production Kitchen Coordinators	7 Hrs/SY	A	31
30	10/5/2017	9/1/2017	Custodian	5 Hrs/12 Mo	A	24
31	10/5/2017	9/13/2017	Instructional Assistant - Classroom	3 Hrs/SY	A	18
32	10/19/2017	9/22/2017	Instructional Assistant - Classroom	3 Hrs/SY	A	18
33	10/19/2017	10/2/2017	Cafeteria Worker I	3 Hrs/SY	A	13
34	10/19/2017	10/2/2017	Instructional Assistant - Classroom	3 Hrs/SY	A	18
35	10/19/2017	9/27/2017	Instructional Assistant - Classroom	3 Hrs/SY	A	18
36	10/19/2017	9/22/2017	Instructional Assistant - Classroom	3 Hrs/SY	A	18
37	10/19/2017	9/28/2017	Instructional Assistant - Classroom	3 Hrs/SY	A	18
38	11/2/2017	10/16/2017	Accounting Technician	8 Hrs/12 Mo	A	31

	Board Approval Date	Effective Date	Position	Hours/Months	Salary Schedule	Salary Range
39	11/2/2017	10/2/2017	Paraeducator-1	5 Hrs/SY	A	20
40	11/2/2017	10/4/2017	Custodian	8 Hrs/11 Mo	A	24
41	11/16/2017	10/23/2017	Gardener	5.6 Hrs/12 Mo	A	26
42	11/16/2017	10/23/2017	Instructional Assistant - Classroom	3 Hrs/SY	A	18
43	12/14/2017	11/13/2017	Paraeducator-1	6 Hrs/SY	A	20
44	12/14/2017	11/13/2017	Paraeducator-1	6 Hrs/SY	A	20
45	12/14/2017	11/2/2017	Paraeducator-3	6 Hrs/SY	A	26
46	12/14/2017	1/16/2017	Director - Fiscal and Business Services	8 Hrs/12 Mo	M	68
47	12/14/2017	11/13/2017	Instructional Assistant - Classroom	3 Hrs/SY	A	18
48	12/14/2017	10/21/2017	Bilingual Community Liaison	8 Hrs/10 Mo	A	27
49	12/14/2017	11/20/2017	Instructional Assistant - Classroom	2 Hrs/SY	A	18
50	12/14/2017	11/8/2017	Instructional Assistant - Classroom	1.5 Hrs/SY	A	18
51	12/14/2017	11/14/2017	Instructional Assistant - Classroom	3.5 Hrs/SY	A	18
52	12/14/2017	1/2/2017	Director - Food Services	8 Hrs/12 Mo	M	59
53	12/14/2017	11/15/2017	Elementary Library Coordinator	6 Hrs/10 Mo	A	26
54	12/14/2017	11/9/2017	Licensed Vocational Nurse	7 Hrs/SY	A	34
55	12/14/2017	11/20/2017	Instructional Assistant - Classroom	3 Hrs/SY	A	18

## Open Requisitions (as of 01/01/2018)

Req Number	Req Title	Department	Position Type	FTE%	Date From HR
16-021	CHILDREN'S CENTER ASSISTANT-3	CDS-WEST WASHINGTON	Vac	43.8	7/29/2015
17-038	CHILDREN'S CENTER ASSISTANT-3	CHILD DEVELOPMENT SERVICES	Vac	43.8	8/29/2016
17-209	PARAEDUCATOR-1	LINCOLN MIDDLE SCHOOL	New	75	5/19/2017
18-008	BILINGUAL COMMUNITY LIAISON (SPANISH)	SANTA MONICA HIGH SCHOOL	Vac	100	7/13/2017
18-016	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	JOHN ADAMS MIDDLE SCHOOL	Vac	37.5	7/13/2017
18-032	SENIOR OFFICE SPECIALIST	ADULT EDUCATION CENTER	New	60	7/25/2017
18-040	PARAEDUCATOR-1	MALIBU HIGH SCHOOL	Vac	75	8/10/2017
18-048	CHILDREN'S CENTER ASSISTANT-1, 2 & 3	CHILD DEVELOPMENT SERVICES	Vac	43.8	8/24/2017
18-049	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	New	43.8	8/24/2017
18-050	CHILDREN'S CENTER ASSISTANT-3	CHILD DEVELOPMENT SERVICES	Vac	43.8	8/24/2017
18-053	INSTRUCTIONAL ASSISTANT-MUSIC	LINCOLN MIDDLE SCHOOL	Vac	37.5	8/24/2017
18-054	LIBRARY ASSISTANT	MALIBU HIGH SCHOOL	Vac	100	8/24/2017
18-055	SPORTS FACILITY ATTENDANT	BUSINESS SERVICES	Vac	62.5	8/22/2017
18-056	STUDENT OUTREACH SPECIALIST	SANTA MONICA HIGH SCHOOL	Vac	100	8/24/2017
18-057	INSTRUCTIONAL ASSISTANT-CLASSROOM	WILL ROGERS LEARNING ACADEMY	Vac	37.5	8/28/2017
18-061	INSTRUCTIONAL ASSISTANT-MUSIC	MALIBU HIGH SCHOOL	Vac	31.3	8/30/2017
18-062	HEALTH OFFICE SPECIALIST	EDISON LANGUAGE ACADEMY	New	37.5	9/1/2017
18-064	INSTRUCTIONAL ASSISTANT-MUSIC	LINCOLN MIDDLE SCHOOL	Vac	37.5	9/1/2017
18-065	CUSTODIAN	M & O (Maintenance & Operations)	Vac	100	9/8/2017
18-068	PARAEDUCATOR-1	LINCOLN MIDDLE SCHOOL	Vac	75	9/11/2017
18-073	SENIOR OFFICE SPECIALIST	PT DUME ELEMENTARY SCHOOL	Vac	50	9/15/2017
18-074	CHILDREN'S CENTER ASSISTANT-1	CHILD DEVELOPMENT SERVICES	New	43.8	9/26/2017
18-075	CHILDREN'S CENTER ASSISTANT-1	CHILD DEVELOPMENT SERVICES	Vac	43.8	9/26/2017
18-076	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	New	43.8	1/8/2018
18-077	PARAEDUCATOR-3	SPECIAL EDUCATION	Vac	75	9/27/2017



Req Number	Req Title	Department	Position Type	FTE%	Date From HR
18-078	HEALTH OFFICE SPECIALIST	MCKINLEY ELEMENTARY SCHOOL	Vac	43.8	9/28/2017
18-081	SPEECH LANGUAGE PATHOLOGY ASSISTANT	SPECIAL EDUCATION	Vac	100	9/29/2017
18-082	SPORTS FACILITY ATTENDANT	BUSINESS SERVICES	New	75	9/29/2017
18-083	SPORTS FACILITY ATTENDANT	BUSINESS SERVICES	New	87.5	9/29/2017
18-084	SPORTS FACILITY ATTENDANT	BUSINESS SERVICES	New	87.5	9/29/2017
18-088	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	New	68.9	10/4/2017
18-092	SPORTS FACILITY ATTENDANT	BUSINESS SERVICES	New	75	10/12/2017
18-095	PARAEDUCATOR-3	SPECIAL EDUCATION	Vac	75	10/16/2017
18-096	PARAEDUCATOR-3	SPECIAL EDUCATION	New	62.5	10/10/2017
18-098	CUSTODIAN	M & O (Maintenance & Operations)	Vac	100	10/23/2017
18-100	LICENSED VOCATIONAL NURSE (LVN)	PT DUME ELEMENTARY SCHOOL	New	87.5	11/2/2017
18-101	CUSTODIAN	M & O (Maintenance & Operations)	Vac	75	10/20/2017
18-102	CUSTODIAN	MALIBU HIGH SCHOOL	Vac	100	11/2/2017
18-103	CUSTODIAN	M & O (Maintenance & Operations)	Vac	100	11/2/2017
18-103	LEAD CUSTODIAN	M & O (Maintenance & Operations)	Vac	100	11/2/2017
18-109	BILINGUAL COMMUNITY LIAISON (SPANISH)	MCKINLEY PRESCHOOL	Vac	100	11/15/2017
18-110	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	SANTA MONICA HIGH SCHOOL	Vac	37.5	11/15/2017
18-114	DIRECTOR OF PURCHASING	FISCAL SERVICES	Vac	100	11/28/2017
18-115	CAFETERIA WORKER II	FOOD & NUTRITION SERVICES	Vac	50	11/4/2017
18-116	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	Vac	62.5	12/5/2017
18-117	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	EDISON LANGUAGE ACADEMY	New	37.5	11/29/2017
18-118	CUSTODIAN	M & O (Maintenance & Operations)	Vac	100	12/11/1917
18-119	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	Vac	43.8	12/11/2017
18-120	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	Vac	43.8	12/11/2017
18-121	PARAEDUCATOR-1	GRANT ELEMENTARY SCHOOL	Vac	75	12/12/2017
18-123	PARAEDUCATOR-3	SPECIAL EDUCATION	Vac	75	12/12/2017
18-124	PARAEDUCATOR-3	CABRILLO ELEMENTARY SCHOOL	Vac	75	12/14/1917

Req Number	Req Title	Department	Position Type	FTE%	Date From HR
18-125	SENIOR OFFICE SPECIALIST	FRANKLIN ELEMENTARY SCHOOL	Vac	100	11/29/2017
18-126	OCCUPATIONAL THERAPIST	SPECIAL EDUCATION	New	100	12/21/2017
18-127	HEALTH OFFICE SPECIALIST	ROOSEVELT ELEMENTARY SCHOOL	Vac	43.8	12/20/2017
18-128	PARAEDUCATOR-1	GRANT ELEMENTARY SCHOOL	New	75	1/8/2017
18-129	PARAEDUCATOR-1	JOHN ADAMS MIDDLE SCHOOL	Vac	62.5	1/8/2018
18-130	PARAEDUCATOR-3	SPECIAL EDUCATION	Vac	75	1/8/2018

## Filled Requisitions - December 2017

Req Number	Req Title	Department	Date of Accepted Job Offer
18-098	CUSTODIAN	M & O (Maintenance & Operations)	12/14/2017
18-101	CUSTODIAN	M & O (Maintenance & Operations)	12/14/2017

**SANTA MONICA – MALIBU UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
MEETING CALENDAR  
2017 – 2018**

<b>Date</b>	<b>Time</b>	<b>Location</b>	<b>Notes</b>
<b>2017</b>			
July 11, 2017	4:00 p.m.	Board Room – District Office	
August 8, 2017	4:00 p.m.	Board Room – District Office	
September 12, 2017	4:00 p.m.	Board Room – District Office	
October 10, 2017	4:00 p.m.	Board Room – District Office	
November 14, 2017	4:00 p.m.	Board Conference Room – District Office	
December 19, 2017	4:00 p.m.	Board Room – District Office	
<b>2018</b>			
January 9, 2018	4:00 p.m.	Board Room – District Office	
February 1, 2018 – February 4, 2018	Daily Conference	San Diego	CSPCA 2018 Annual Conference
February 13, 2018	4:00 p.m.	Board Room – District Office	
March 13, 2018	4:00 p.m.	Board Room – District Office	
April 10, 2018	4:00 p.m.	Board Room – District Office	2018–19 Budget Discussion and Development,
May 8, 2018	4:00 p.m.	Malibu Site - TBD	2018-19 Budget Adoption
May 15, 2018	3:00 p.m.	Board Room – District Office	Santa Monica Classified Employees Appreciation Reception
June 12, 2018	4:00 p.m.	Board Room – District Office	

## Board of Education Meetings 2017-18

Date	Location	Meeting Format	Notes
Wed., July 19, 2017	District Office	Hybrid	
Wed., August 9, 2017	District Office	A	
Tues., August 15, 2017	District Office		Special Meeting: Retreat
Wed., August 30, 2017	District Office	A	
Mon., September 11, 2017	TBD		Special Meeting: Joint Mtg w/ SMC
Wed., September 13, 2017	District Office	B	
Thurs., October 5, 2017	Malibu City Hall	A	
Thurs., October 19, 2017	District Office	B	
Thurs., November 2, 2017	Malibu City Hall	A	
Thurs., November 16, 2017	District Office	B	
Tues., December 5, 2017	District Office		Special Meeting: Retreat
Thurs., December 14, 2017	District Office	Hybrid	
Thurs., January 18, 2018	District Office	Hybrid	
Tues., January 23, 2018	District Office		Special Meeting: Budget Workshop
Thurs., February 1, 2018	Malibu City Hall	A	
Thurs., February 15, 2018	District Office	B	
Thurs., March 1, 2018	District Office	A	
Thurs., March 15, 2018	Malibu City Hall	B	
Tues., March 20, 2018	District Office		Special Meeting: Budget Workshop
Thurs., April 12, 2018	District Office	Hybrid	
Tues., April 17, 2018	District Office		Special Meeting: Retreat
Thurs., May 3, 2018	Malibu City Hall	A	
Thurs., May 17, 2018	District Office	B	
Thurs., May 31, 2018	District Office		Special Meeting (will most likely need for prelim budget and LCAP)
Thurs., June 14, 2018	District Office	A	
Tues., June 19, 2018	District Office		Special Meeting: Retreat
Thurs., June 28, 2018	District Office	B	

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## VII. Personnel Commission Business:

### A. Future Items:

<b>Subject</b>	<b>Action Steps</b>	<b>Tentative Date</b>
New Personnel Commissioner	Selection Interviews	January 2018

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**VIII. Next Regular Personnel Commission Meeting:**

Tuesday, February 13, 2018, at 4:30 pm, *District Office Board Room*

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**IX. Public Comments for Closed Session Items Only:**



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**X. Closed Session:**

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**XI. Adjournment:**