



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

## PERSONNEL COMMISSION MEETING AGENDA

**June 12, 2018**

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Tuesday, June 12, 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 June 12, 2018

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu						
Lisa Jenkins						
Julie Waterstone						

- G.06 Approval of Minutes for Regular Meeting on May 8, 2018

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu						
Lisa Jenkins						
Julie Waterstone						

- 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)

**June 12, 2018**

**PERSONNEL COMMISSIONERS:** Mrs. Barbara Inatsugu, Ms. Lisa Jenkins, and Mrs. Julie Waterstone

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Tuesday, June 12, 2018**, at **4:30 p.m.**, in the **District Administrative Offices:** 1651 16<sup>th</sup> 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:**

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 June 12, 2018

G.06 Approval of Minutes for Regular Meeting on May 8, 2018

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

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.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>
Audio-Visual Technician	1
Campus Security Officer	5
Job Development and Placement Specialist	2

C.02 Advanced Step Placement:  
Maria Cerdon in the classification of Accounting Technician at Range 31, Step C

C.03 Advanced Step Placement:  
Alia Joslin Ollikainen in the classification of Children's Center Assistant-2 at Range 18, Step C

C.04 Advanced Step Placement:  
Eric Rowen in the classification of Director of Classified Personnel at Range 64, Step C

**III. ACTION ITEMS:**

These items are presented for ACTION at this time.

A.01 Classification Revision:

Credential Analyst within the HR/Personnel job family

A.02 Personnel Commission's Twelve-Month Calendar of Events:

Consideration/Approval of dates and time for the regular Personnel Commission meetings in fiscal year 2018-2019

**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 Advanced Step Placement Status Report

**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. VI.D.2. (for SMMUSD School Board Agenda)

- May 17, 2018

Classified Personnel - Merit Report - No. IV.D.2

- May 31, 2018

I.05 Classified Personnel - Non-Merit Report - No. VI.D.3.

- May 17, 2018

Classified Personnel - Non-Merit Report - No. IV.D.3

- May 31, 2018

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>
Merit Rules Revisions Update - Definitions	Discussion	September 2018

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

Wednesday, July 11, 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:

\_\_\_\_\_  
Eric Rowen  
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)

**May 8, 2018**

**PERSONNEL COMMISSIONERS:** Mrs. Barbara Inatsugu, Ms. Lisa Jenkins, and Mrs. Julie Waterstone

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission was held on **Tuesday, May 8, 2018**, at **4:39 p.m.**, in the **District Administrative Offices:** 1651 16<sup>th</sup> 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:**

- G.01 Call to Order:** The Open Session of the Regular Meeting of the Personnel Commission was called to order at 4:35 p.m.
- G.02 Roll Call:** Commissioners Inatsugu and Waterstone were present.
- G.03 Pledge of Allegiance:** Director Rowen led all in attendance in the Pledge of Allegiance.
- G.04 Report from Closed Session:**
  - None
- G.05 Motion to Approve Agenda:** May 8, 2018

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

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

- **Agenda Item D.01 – “Discussion Items – Santa Monica-Malibu Unified School District Budget Presentation” was moved before Agenda Item A.01 – “Action Items – Public Hearing: Fiscal Year 2018-2019 Proposed Personnel Commission Budget.”**

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

**G.06 Motion to Approve Minutes: Regular Meetings: March 13, 2018 and April 10, 2018**

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

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

**G.06 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
  - **Director Rowen updated the Personnel Commission with the status of current recruitments and departmental activities.**
  - **Director Rowen informed the Personnel Commission about his participation at the LACOE BEST Project – Business Enhancement System Transformation Project – to replace the PeopleSoft Financial and Human Resources Systems. The goal is to have an integrated system for budget development, finance, human resources, and payroll.**

**G.07 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 Waterstone welcomed Director Rowen to the Personnel Commission and stated that she is looking forward to his leadership expertise and professional experience.**
- **Commissioner Waterstone thanked Ms. Caldera for her leadership and guidance in the interim period when the department was very understaffed. She expressed her appreciation of all her hard work and dedication to the Personnel Commission.**
- **Commissioner Waterstone expressed her gratitude to Ms. Hatch for her contribution to the Personnel Commission during this time.**

- **Commissioner Waterstone stated that the meeting will be adjourned in memory of Mrs. Lippman, a wife of former Commissioner Lippman, who recently passed away.**
- **Commissioner Inatsugu also welcomed Director Rowen to the Personnel Commission.**
- **Commissioner Inatsugu expressed her gratitude to Ms. Caldera for her hard work during the interim period.**

#### **G.08 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**
  - **Ms. Keryl Cartee-McNeely, Chief Steward, thanked Ms. Caldera for the important role she played assisting SEIU with clarifications of job descriptions and resolutions of issues pertaining to classified personnel when she was working as the Interim Director of Classified Personnel.**
  - **Ms. Cartee-McNeely also welcomed Director Rowen wishing him her best for his tenure at the District.**
  - **Ms. Cartee-McNeely reported on the Labor and Management Teams' activities in Maintenance and Operation, Special Education, and Transportation that resulted in more effective communication between management and labor as well as between unit members. Classified staff will be able to participate in additional professional development.**
  - **Ms. Cartee-McNeely provided the Personnel Commission with a packet including information on SEIU Local 99 activities.**
  - **Ms. Cartee-McNeely expressed her appreciation of the Personnel Commission hosting a reception to honor classified employees during the Classified Employee Week.**
  - **Ms. Cartee-McNeely informed the Personnel Commission that Kathy Lomax-Yates, SEIU Steward, and she were re-elected to the Executive Board for another three year term.**
- **Board of Education Report**
  - **Dr. Mark Kelly, Assistant Superintendent of Human Resources, expressed his gratitude to Ms. Caldera for her hard work and dedication to the District.**
  - **Dr. Kelly welcomed Director Rowen to the District. Director Rowen was introduced to principals at their May 8 meeting.**
  - **Dr. Kelly reported from the last Board of Education meeting on May 3, 2018. The agenda included Superintendent Drati's strategy to a potential realignment of Malibu, specifically a merge of Cabrillo Elementary School with Point Dume Marine Science School in the school year 2019-2020. He explained how this merge will affect student learning, Special Education student population, facilities, and also Point Dume community since the merged school will be located the Point Dume campus.**
  - **The Board of Education engaged in a discussion of formation of two school facilities improvement districts in order to potentially pass bonds in two communities in November 2018.**



- **Dr. Kelly notified the Personnel Commission about the Board approving a new job description for the Director of Malibu Pathway to address the needs specific to Malibu learning community and provide them with an administrative support. Mr. Issac Burgess, a former house principal of Santa Monica High School, was appointed as the new director.**
- **Dr. Kelly informed the Personnel Commission about the Day of the Teacher that will be celebrated on May 9 to recognize and honor all District teachers for their valuable contribution.**

**G.09 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.

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

<u>Classification</u>	<u># Eligibles</u>
Bilingual Community Liaison	4
Communications Specialist	10
Occupational Therapist	5
Physical Activities Specialist	1

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

Custodian	26
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**C.02 Advanced Step Placement:**

Devyna Hannah in the classification of Paraeducator-3 at Range 26, Step C

**C.03 Advanced Step Placement:**

Dustin Martini in the classification of Sports Facility Attendant at Range 24, Step B

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

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

**REPORT AND DISCUSSION**

- None

**III. ACTION ITEMS:**

These items are presented for ACTION at this time.

A.01 Public Hearing: Fiscal Year 2018-2019 Proposed Personnel Commission Budget

**It was moved and seconded to open the Action Item – III.A.01 *Public Hearing: Fiscal Year 2018-2019* as submitted. The motion passed.**

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

**REPORT AND DISCUSSION**

- No public comments.

**It was moved and seconded to close the Action Item – III.A.01 *Public Hearing: Fiscal Year 2018-2019* as submitted. The motion passed.**

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

A.02 Adoption: Fiscal Year 2018-2019 Proposed Personnel Commission Budget

**It was moved and seconded to adopt the Fiscal Year 2018-2019 Proposed Personnel Commission Budget as submitted. The motion passed.**

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

## **REPORT AND DISCUSSION**

- **Commissioner Inatsugu and Commissioner Waterstone thanked Ms. Caldera and Mr. Cruz for their cooperation and development of the Personnel Commission 2018-2019 budget.**

### **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 Santa Monica-Malibu Unified School District Budget Presentation

## **REPORT AND DISCUSSION**

- **Mr. Gerardo Cruz, Director of Fiscal Services, expressed his gratitude to Ms. Caldera for her instrumental role in the recruitment for Payroll Specialist.**
- **Mr. Cruz welcomed Director Rowen and expressed his appreciation of working with Director Rowen at LACOE on a couple of recruitments.**
- **Mr. Cruz provided a detailed overview of the 2017-2018 District Second Interim Report that was presented to the Board of Education on March 15, 2018. The report contained the District's financial position as of January 31, 2018, displayed the First Interim, Current Actuals, and Projected Totals for each District fund, included an analysis of standards for financial reporting set by the State, and projected General Fund activity for the current and next two fiscal years.**

D.02 Personnel Commission's Twelve-Month Calendar of Events:  
Consideration of dates and time for the regular Personnel Commission meetings in fiscal year 2018-2019

- **Commissioner Waterstone proposed to schedule the regular monthly meetings every second Wednesday of each month at 4:30 p.m.**

### **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. VIII.D.2. (for SMMUSD School Board Agenda)
  - April 12, 2018
 Classified Personnel - Merit Report - No. VIII.D.2
  - May 3, 2018
- I.05 Classified Personnel - Non-Merit Report - No. VIII.D.3.
  - April 12, 2018
 Classified Personnel - Non-Merit Report - No. VIII.D.3
  - May 3, 2018
- 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:

Classified Employees Appreciation Reception	May 15, 2018
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**VIII. NEXT REGULAR PERSONNEL COMMISSION MEETING:**

Tuesday, June 12, 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.**

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

**TIME ADJOURNED: 5:57 p.m.**

Submitted by:

\_\_\_\_\_  
Eric Rowen  
Secretary to the Personnel Commission  
Director, Classified Personnel

The meeting was adjourned in memory of Elizabeth “Libby” Sparks-Lippman, former Commissioner Lippman’s wife, who passed away on March 26, 2018.

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:

Commissioner	M	S		Yes	No	Abstain	ABSENT
Barbara Inatsugu							
Lisa Jenkins							
Julie Waterstone							



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

## PERSONNEL COMMISSION

### Regular Meeting: Tuesday, June 12, 2018

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

SUBJECT: Advanced Step Placement – Maria “Tessa” Cerdon

Hire Date: 06/01/2018

ASP Request Submitted: 06/05/2018

**BACKGROUND INFORMATION:**

<b>Classification Title:</b> Accounting Technician	<b>Employee:</b> Maria “Tessa” Cerdon	<b>Calculation of Advanced Step Recommendation</b>
<b>Education:</b> <ul style="list-style-type: none"> <li>Educational attainment equivalent to a high school diploma or its recognized equivalent.</li> </ul>	<ul style="list-style-type: none"> <li>Maria “Tessa” Cerdon has a Bachelor of Science Degree in Accounting</li> </ul>	1 level of education above the required level =1 Step Advance (Max. allowed)
<b>Experience:</b> <ul style="list-style-type: none"> <li>Three (3) years of clerical accounting experience, one year of which MUST be in a paid capacity.</li> </ul>	<ul style="list-style-type: none"> <li>Maria “Tessa” Cerdon exceeds the experience requirement. She has 8 ½ years working in the accounting field.</li> </ul>	1 (3-year periods) of experience above the required level =1 Step Advance
<b><u>Total Advanced Steps: 1 (Education) + 1 (Experience) = 2 Advanced Steps = STEP C</u></b>		

**DIRECTOR’S COMMENTS:**

Ms. Cerdon’s professional training and experience exceed the minimum requirements specified for this classification. Pay rate at salary Range A-31 at Step A is \$18.59/hour, while Step C is \$20.50/hour. The gross difference in pay is an approximate increase of \$1.91 per hour, \$331.00 per month, or \$2,997.82 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 Maria “Tessa” Cerdon at Range A-31, 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						
Lisa Jenkins						
Julie Waterstone						



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

## PERSONNEL COMMISSION

### Regular Meeting: Tuesday, June 12, 2018

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

SUBJECT: Advanced Step Placement – Alia Ollikainen

Hire Date: 5/7/18

ASP Request Submitted: 5/7/18

**BACKGROUND INFORMATION:**

<b>Classification Title:</b> Children's Center Assistant-2	<b>Employee:</b> Alia Ollikainen	<b>Calculation of Advanced Step Recommendation</b>
<b>Education:</b> <ul style="list-style-type: none"> <li>Completion of at least twelve (12) semester units of course work in early childhood education or child development or Possess a valid Child Development Associate Teacher Permit approved by the State of California Commission on Teacher Credentialing</li> </ul>	<ul style="list-style-type: none"> <li>Ms. Ollikainen has a Bachelor's Degree in Visual Arts.</li> </ul>	<p>1 level of education above the required level = <b>1 Step Advance</b> (Max. allowed)</p>
<b>Experience:</b> <ul style="list-style-type: none"> <li>Six (6) months paid or verifiable supervised volunteer experience that has provided first-hand knowledge of the needs of children in a learning environment</li> </ul>	<ul style="list-style-type: none"> <li>Ms. Ollikainen meets the minimum experience requirements.</li> </ul>	<p>0 (2-year periods) of experience above the required level = <b>0 Step Advance</b></p>
<p><b>Total Advanced Steps: Starting Step: B (Living Wage) + 1 (Education) + 0 (Experience) = 1 Advanced Step = STEP C</b></p>		

**DIRECTOR'S COMMENTS:**

Ms. Ollikainen's professional training exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-18 at Step B is \$14.23/hour, while Step C is \$14.94/hour. The net difference in pay is an approximate increase of \$0.72 per hour, \$54.26 per month, or \$542.60 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 Alia Ollikainen at Range A18, 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							
Lisa Jenkins							
Julie Waterstone							





SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

## PERSONNEL COMMISSION

### Regular Meeting: Tuesday, June 12, 2018

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

SUBJECT: Advanced Step Placement – Eric Rowen

Hire Date: 05/01/2018

ASP Request Submitted: 05/02/2018

**BACKGROUND INFORMATION:**

<b>Classification Title:</b> Director - Classified Personnel	<b>Employee:</b> Eric Rowen	<b>Calculation of Advanced Step Recommendation</b>
<b>Education:</b> <ul style="list-style-type: none"> <li>Bachelor's degree from an accredited college or university.</li> </ul> <p>Note: An advanced degree from an accredited University may be considered in lieu of required experience.</p>	<ul style="list-style-type: none"> <li>Eric has a Master's Degree industrial-organizational psychology.</li> </ul>	<p>1 level of education above the required level =1 Step Advance (Max. allowed)</p>
<b>Experience:</b> <ul style="list-style-type: none"> <li>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.</li> </ul>	<ul style="list-style-type: none"> <li>Eric meets the minimum experience requirements.</li> </ul>	<p>0 (2-year periods) of experience above the required level =0 Step Advance</p>
<b>Difficulty of Recruitment:</b> <ul style="list-style-type: none"> <li>It has been determined that 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</li> </ul>	<ul style="list-style-type: none"> <li>A rank of three (3) could not be provided.</li> <li>It would be very challenging to find alternative qualified applicants</li> </ul>	<p>Less than 3 ranks and concluded challenge of finding alternative qualified applicants =1 Step Advance</p>
<b>Total Advanced Steps: 1 (Education) + 0 (Experience) + 1 (Difficulty) = 2 Advanced Step = STEP C</b>		

**DIRECTOR'S COMMENTS:**

Mr. Rowen's professional training exceeds the minimum requirements specified for this classification. Pay rate at salary Range M-64 at Step A is \$8680/month, while Step C is \$9,571/month. The net difference in pay is an approximate increase of \$890.75 per month, or \$10,689 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 Eric Rowen at Range M-64 Step C on the Management Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment*

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu						
Lisa Jenkins						
Julie Waterstone						

#### **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

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### III. Action Items:

Commissioner	M	S		Yes	No	Abstain	ABSENT
Barbara Inatsugu							
Lisa Jenkins							
Julie Waterstone							



## **PERSONNEL COMMISSION**

### **Regular Meeting: Tuesday, June 12, 2018**

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

Classification Description Revision: Credential Analyst

**BACKGROUND INFORMATION:**

The District has one Credential Analyst position that reports to the Director of Human Resources. The incumbent in this classification retired on 5/23/18, and revisions to the class description were made in preparation for opening recruitment.

**METHODOLOGY:**

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

- Reviewed the classification description with the Director of Human Resources
- Gathered and compared job descriptions for comparable positions from similar agencies
- Collected input from the incumbent Credential Analyst

**DISCUSSION:**

The bulk of the revisions were made in order to clarify, consolidate and otherwise “clean-up” the class specification. No significant changes were made to the minimum education or experience requirements, although wording was revised for clarification. The requirement for a California driver’s license was removed because a license is not necessary for the position.

**DIRECTOR’S RECOMMENDATION:**

It is recommended that the Personnel Commission approve the revisions to the Credential Analyst 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							
Lisa Jenkins							
Julie Waterstone							



**CLASSIFICATION DESCRIPTION**  
BARGAINING UNIT: Non-Represented  
CLASS CODE: 521319  
SALARY RANGE: M-36

## CREDENTIAL ANALYST

### BASIC FUNCTION:

Under ~~the~~ direction ~~of~~ from the Assistant Superintendent of Human Resources or designee, monitors, maintains, and updates ~~performs and oversees a variety of technical duties involved in ensuring~~ certificated personnel requirements, applications, and renewals; analyzes information and makes decisions related to certificated staffing assignments, salary determinations, employment contracts, teacher onboarding, and related policies and procedures.

~~possess valid and appropriate credentials for their assignment; monitors certificated assignments, salary levels, applications and renewals to ensure compliance with credential requirements; maintains assigned computer databases and generates various reports; performs related duties as assigned.~~

### MINIMUM QUALIFICATIONS:

#### EDUCATION:

Bachelor's degree in business, personnel administration, human resources, or related field.

#### EXPERIENCE:

Three (3) years of experience providing clerical and technical ~~experiences~~ support, including one (1) year in the area of teacher credentialing, school district personnel, or a directly related field.

#### LICENSES AND OTHER REQUIREMENTS:

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

### REPRESENTATIVE DUTIES:

1. Verifies teaching and administrative credentials ~~for validity~~; sends notifications on impending expiration and other required documents; maintains, ~~contact and consult~~ communication with various State, County and District representatives concerning certification and/or changes, procedural changes ~~and course content~~.
2. Maintains computer databases; oversees and participate in the collection, input and update of system information; respond to requests by generating various ~~for~~ personnel reports and data.
3. Maintains, D develops and ~~conducts~~ presents orientation ~~sessions~~ materials for new certificated staff ~~including salary, placement, benefits, retirement and related information~~; coordinates and facilitates processing appointments for new

~~employees processes new substitute teachers according to established procedures.~~

4. Analyzes and make recommendations regarding personnel policies, procedures, programs and collective bargaining issues ~~for legal compliance and their impact on the District, students, employees and the community~~; prepares and submits related reports and correspondence ~~as required and submit to appropriate State, County and District office.~~
5. Coordinates Monitors salary advancement and /professional growth activities for certificated personnel teachers.
6. Evaluates transcripts; verifies ~~previous~~ training and experience to determine proper salary initial placement ~~on the certificated salary schedule~~; evaluates, verifies, and approves course work for certificated personnel salary advancement.
7. Monitors certificated personnel ~~Reviews teaching and administrative~~ assignments and assists in the resolution of improper assignments; prepares related reports.
8. ~~Interprets Explains~~ District certificated personnel policies and procedures, Education Code provisions, collective bargaining agreements, and other related legal and procedural matters to employees and administrators; provides information and assistant to certificated personnel in areas such as employee benefits, leaves of absence and retirement.
9. Trains, ~~and~~ provides work direction, and evaluates to other assigned staff ~~as assigned.~~
10. Attends workshops, conferences and meetings as required.
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 Assistant Superintendent of Human Resources or designee. Supervision is given to assigned Human Resources staff.

## **KNOWLEDGE AND ABILITIES:**

### **KNOWLEDGE OF:**

- ~~• Current California credentialing requirements and procedures~~
- Principles and practices of school certificated personnel administration
- Basic statistical procedures and mathematical concepts
- State Education Code applicable to certificated personnel
- District policies, procedures, rules, regulations, and collective bargaining agreements applicable to certificated personnel management
- ~~• District organization, operations, policies, and objectives~~
- ~~• Interpersonal skills using tact, patience and courtesy~~
- Proper English language usage including grammar and punctuation

- ~~Oral and written communication skills~~
- ~~Correct English usage, grammar, spelling, punctuation, and vocabulary~~
- ~~Record-keeping and report preparation techniques~~
- ~~Operation of a computer and assigned software~~
- Customer service principles and best practices
- Office filing, record keeping and report writing techniques
- Human resources information systems and applicant tracking software

#### ABILITY TO:

- ~~Perform and oversee a variety of technical duties involved in providing support to the certificated personnel program in the areas of credentials, recruitment and selection and compensation~~
- Maintain assigned computer databases and generate various reports
- Operate a computer and utilize word processing and spreadsheet applications
- Research and request information from internal and external sources
- Work independently with ~~little direction~~minimal supervision
- Compile, organize, and integrate data from multiple sources
- ~~Collect, compile, and correctly apply complex technical and legal concepts, applicable laws, policies, procedures, rules, and regulations and other pertinent written and oral communications~~
- Interpret and explain rules, regulations, policies, and procedures
- Prioritize workload and meet competing deadlines
- ~~Operate a computer and assigned software~~
- Communicate effectively both orally and in writing
- Maintain confidentiality of personnel information
- ~~Communicate effectively both orally and in writing~~
- ~~Work confidentially with discretion~~
- Establish and maintain cooperative and effective working relationships with others
- ~~Train and provide work directions to others~~
- ~~Maintain professionalism and courtesy~~
- Work effectively under pressureAdapt and reprioritize as situations change

#### 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.

~~Work is typically performed in an office environment with constant interruptions.~~

##### PHYSICAL DEMANDS:

Physical demands include hearing and speaking to exchange information in person or on the telephone; seeing to read a variety of documents; dexterity of hands and fingers



to operate a computer keyboard; sitting for extended periods of time; bending at the waist, kneeling or crouching to file materials.



## PERSONNEL COMMISSION

### Regular Meeting: Tuesday, June 12, 2018

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

SUBJECT: Personnel Commission’s Twelve-Month Calendar of Events for 2018-2019

**BACKGROUND INFORMATION:**

The Personnel Commissioners’ attendance at Personnel Commission meetings is critical. In order to maximize the likelihood the Commissioners will be available to attend future meetings, it is necessary to receive feedback on specific dates and time. A tentative calendar of scheduled meeting dates for the 2018-2019 fiscal year is provided.

**DIRECTOR’S RECOMMENDATIONS:**

The Director of Classified Personnel recommends that the Personnel Commissioners discuss and approve the proposed calendar dates with adjustment as needed, and they also determine time to accommodate their schedules.

Commissioner	M	S		Yes	No	Abstain	ABSENT
Barbara Inatsugu							
Lisa Jenkins							
Julie Waterstone							

**SANTA MONICA – MALIBU UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
MEETING CALENDAR  
2018 – 2019**

<b>Date</b>	<b>Time</b>	<b>Location</b>	<b>Notes</b>
<b>2018</b>			
July 11, 2018	4:30 p.m.	Board Room – District Office	
August 8, 2018	4:30 p.m.	Board Room – District Office	
September 12, 2018	4:30 p.m.	Board Room – District Office	
October 10, 2018	4:30 p.m.	Board Room – District Office	
November 14, 2018	4:30 p.m.	Board Room – District Office	
December 12, 2018	4:30 p.m.	Board Room – District Office	
<b>2019</b>			
January 9, 2019	4:30 p.m.	Board Room – District Office	
February 7, 2019 – February 10, 2019	Daily Conference	Anaheim	CSPCA 2019 Annual Conference
February 13, 2019	4:30 p.m.	Board Room – District Office	
March 13, 2019	4:30 p.m.	Board Room – District Office	
April 10, 2019	4:30 p.m.	Board Room – District Office	2019–20 Budget Discussion and Development,
May 8, 2019	4:30 p.m.	Board Room – District Office	2019-20 Budget Adoption
May 15, 2019	3:00 p.m.	Board Room – District Office	Santa Monica – Malibu Classified Employees Appreciation Reception
June 12, 2019	4:30 p.m.	Board Room – District Office	

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**IV. Discussion Items:**

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V. **Commissioner Training/Briefing:**

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**VI. Information Items:**

PC Meeting Approval Date	Position	Salary Schedule	Salary Range	Class Starting Step	Adv Step	Months	Hours	FTE	Hourly Rate Starting Step
8/8/2017	Vehicle & Equipment Mechanic	A	36	A	B	12	8	100.00%	\$21.02
9/12/2017	IA - Classroom	A	18	B	D	10	3	37.50%	\$14.23
10/24/2017	Paraeducator-1	A	20	A	B	10	6	75.00%	\$14.23
10/24/2017	Education Data Specialist	A	49	A	E	12	8	100.00%	\$28.85
11/14/2017	Paraeducator 1	A	20	A	B	10	6	75.00%	\$14.23
11/14/2017	IA - Classroom	A	18	B	C	10	3	37.50%	\$14.23
12/19/2017	LVN	A	34	C	E	10	7	87.50%	\$22.06
12/12/2017	Accounting Technician	A	31	A	C	12	8	100.00%	\$18.59
12/19/2017	Physical Activities Specialist	A	26	A	C	10	6	75.00%	\$16.47
12/19/2017	Custodian	A	24	A	C	12	8	100.00%	\$15.68
1/16/2018	Senior Office Specialist	A	25	A	D	10	4	50.00%	\$16.07
1/16/2018	Director, Purchasing	M	59	A	E	12	8	100.00%	\$44.26
1/16/2018	Paraeducator	A	26	A	B	10	6	75.00%	\$16.47
2/13/2018	Director-Fiscal and Business Services	M	68	A	C	12	8	100.00%	\$55.28
2/13/2018	Occupational Therapist	A	61	A	C	10	8	100.00%	\$38.66
2/13/2018	Administrative Assistant	A	31	A	C	10	8	100.00%	\$18.59
2/13/2018	Director – Food Services	M	59	A	B	12	8	100.00%	\$44.26
2/13/2018	Elementary Library Coordinator	A	26	A	B	10	6	75.00%	\$16.47
2/13/2018	IA - Classroom	A	18	B	E	10	3	37.50%	\$14.23
2/13/2018	Paraeducator 1	A	20	A	B	10	5	62.50%	\$14.23
3/13/2018	IA - Classroom	A	18	B	C	10	3	37.50%	\$14.23
4/10/2018	Senior Office Specialist	A	25	A	C	10	8	100.00%	\$16.07
4/10/2018	Paraeducator 1	A	20	A	D	10	6	75.00%	\$14.23
4/10/2018	Paraeducator 1	A	20	A	B	10	6	75.00%	\$14.23
4/10/2018	Paraeducator 1	A	20	A	B	10	6	75.00%	\$14.23
5/8/2018	Paraeducator 3	A	26	A	c	10	6	75.00%	\$16.47
5/8/2018	Sports Facility Attendant	A	24	A	B	10	7	87.50%	\$15.68
6/12/2018	Director-Classified Personnel	M	64	A	C	12	8	100.00%	\$50.08
6/12/2018	Children's Center Assistant 2	A	18	B	C	10	3.5	43.75%	\$14.23
6/12/2018	Accounting Technician	A	31	A	C	12	8	100.00%	\$18.59

Hourly Rate Adv Step	Hourly Change	Monthly Change	DIFFERENCE IN YEAR 1	Employee
\$22.06	\$1.04	\$180.09	\$1,080.56	Moses Nwagwe
\$15.68	\$1.46	\$94.79	\$947.86	Sarah Barrett
\$14.94	\$0.72	\$93.00	\$558.00	Natalia Gonzalez
\$35.07	\$6.22	\$1,077.74	\$11,432.57	Derek Abrego
\$14.94	\$0.72	\$93.00	\$558.00	Marenda Clark
\$14.94	\$0.72	\$46.51	\$465.09	Peggy Moreno
\$24.33	\$2.27	\$344.75	\$3,447.50	Tamara Randolph
\$20.50	\$1.91	\$331.00	\$2,997.82	Julie Bechtloff
\$18.16	\$1.69	\$219.44	\$1,763.90	Angel Aparacio
\$17.30	\$1.61	\$279.43	\$2,537.57	Eddie Harris
\$18.59	\$2.52	\$218.50	\$1,907.00	Marlen Avalos
\$53.80	\$9.54	\$1,653.00	\$19,836.00	Ansuya (Anna) Chhabria
\$17.30	\$0.83	\$107.62	\$645.75	Breony Brown
\$60.95	\$5.67	\$982.00	\$11,784.00	Cruz, Gerardo
\$42.63	\$3.97	\$687.76	\$5,537.59	Talia Friedman
\$20.50	\$1.91	\$331.00	\$2,660.54	Rebecca Lugo
\$46.48	\$2.22	\$384.00	\$4,608.00	Richard Marchini
\$17.30	\$0.83	\$107.62	\$645.75	Keshia Nash-Johnson
\$16.47	\$2.24	\$145.76	\$1,457.62	Stacy Nii-Eastly
\$14.94	\$0.72	\$77.50	\$465.00	Bianca Vanderhorst
\$14.94	\$0.72	\$46.51	\$465.09	Kristina Madsen
\$17.71	\$1.64	\$284.52	\$2,289.17	Sami Reilly
\$16.47	\$2.24	\$291.75	\$2,545.50	Dawn Lee
\$14.94	\$0.72	\$93.00	\$558.00	Amber Purdy
\$14.94	\$0.72	\$93.00	\$558.00	Kothari, Priyanks
\$18.16	\$1.69	\$219.44	\$1,763.90	Hannah, Devyna
\$16.47	\$0.78	\$118.94	\$713.63	Martini, Dustin
\$55.22	\$5.14	\$890.75	\$10,689.00	Rowe, Eric
\$14.94	\$0.72	\$54.26	\$542.60	Ollikainen, Alia
\$20.50	\$1.91	\$331.00	\$2,997.82	Maria "Tessa" Cerdon



## Open Requisitions (6/12/2018)

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
18-016	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	JOHN ADAMS MIDDLE SCHOOL	Vac	37.5	7/13/2017
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-1	CHILD DEVELOPMENT SERVICES	New	43.8	1/12/2018
18-050	CHILDREN'S CENTER ASSISTANT-3	CHILD DEVELOPMENT SERVICES	Vac	43.8	8/24/2017
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
18-065	CUSTODIAN	M & O (Maintenance & Operations)	Vac	100	9/8/2017
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
18-115	CAFETERIA WORKER II	FOOD & NUTRITION SERVICES	Vac	50	11/4/2017
18-117	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	EDISON LANGUAGE ACADEMY	New	37.5	11/29/2017
18-119	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	Vac	43.8	12/11/2017

Req Number	Req Title	Department	Position Type	FTE%	Date From HR
18-120	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	Vac	43.8	12/11/2017
18-124	PARAEDUCATOR-3	CABRILLO ELEMENTARY SCHOOL	Vac	75	12/14/1917
18-135	PLANT SUPERVISOR	M & O (Maintenance & Operations)	Vac	100	1/22/2018
18-136	DIRECTOR-CLASSIFIED PERSONNEL	PERSONNEL COMMISSION	Vac	100	1/12/2018
18-144	JOB DEVELOPMENT AND PLACEMENT SPECIALIST	SPECIAL EDUCATION	Vac	62.5	2/9/2018
18-145	OCCUPATIONAL THERAPIST	SPECIAL EDUCATION	Vac	100	2/9/2018
18-147	COMMUNICATIONS SPECIALIST	FACILITIES MAINTENANCE	Vac	100	2/21/2018
18-150	HEALTH OFFICE SPECIALIST	FRANKLIN ELEMENTARY SCHOOL	Vac	43.8	2/28/2018
18-154	CAFETERIA WORKER I	FOOD & NUTRITION SERVICES	Vac	37.5	3/6/2018
18-155	PARAEDUCATOR-3	SPECIAL EDUCATION	Vac	75	3/6/2018
18-158	PARAEDUCATOR-1	JOHN MUIR ELEMENTARY SCHOOL	Vac	75	3/12/2018
18-161	AUDIO-VISUAL TECHNICIAN	INFORMATION SERVICES	Vac	100	3/20/2018
18-162	HUMAN RESOURCES TECHNICIAN	HUMAN RESOURCES	Vac	100	3/19/2018
18-164	CUSTODIAN	CHILD DEVELOPMENT SERVICES	Vac	100	4/9/2018
18-166	PARAEDUCATOR-1	PT DUME ELEMENTARY SCHOOL	Vac	75	4/16/2018
18-167	SENIOR BUYER	FACILITIES MAINTENANCE	New	100	4/13/2018
18-168	SPORTS FACILITY ATTENDANT	FACILITIES MAINTENANCE	Vac	75	4/16/2018
18-169	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	New	43.8	4/19/2018
18-170	CAMPUS SECURITY OFFICER	MALIBU HIGH SCHOOL	Vac	100	4/25/2018
18-172	CREDENTIAL ANALYST	HUMAN RESOURCES	Vac	100	5/8/2018
18-174	MAINTENANCE SUPERVISOR	FACILITIES MAINTENANCE	Vac	100	5/3/2018

Req Number	Req Title	Department	Position Type	FTE%	Date From HR
18-176	PARAEDUCATOR-3	SPECIAL EDUCATION	Vac	75	5/4/2018

## Filled Requisitions (06/12/18)

Req Number	Req Title	Department	Date of Accepted Job Offer
18-032	SENIOR OFFICE SPECIALIST	ADULT EDUCATION CENTER	5/3/2018
18-073	SENIOR OFFICE SPECIALIST	PT DUME ELEMENTARY SCHOOL	5/9/2018
18-109	BILINGUAL COMMUNITY LIAISON (SPANISH)	MCKINLEY PRESCHOOL	5/9/2018
18-143	INSTRUCTIONAL ASSISTANT-CLASSROOM	FRANKLIN ELEMENTARY SCHOOL	5/21/2018
18-151	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	SANTA MONICA HIGH SCHOOL	5/4/2018
18-165	ELECTRICIAN	FACILITIES MAINTENANCE	5/8/2018
18-171	INSTRUCTIONAL ASSISTANT-CLASSROOM	ROOSEVELT ELEMENTARY SCHOOL	5/21/2018
18-173	INSTRUCTIONAL ASSISTANT-CLASSROOM	ROOSEVELT ELEMENTARY SCHOOL	5/21/2018
18-180	ACCOUNTING TECHNICIAN	FISCAL SERVICES	5/24/2018

**Classified Personnel – Merit  
5/17/18**

<b><u>NEW HIRES</u></b>		<b><u>EFFECTIVE DATE</u></b>
Crilley, Angela Malibu HS	Library Assistant 8 Hrs/10 Mo/Range: 26 Step: A	4/23/18
Gonzalez, Martha Santa Monica HS	Instructional Assistant – Bilingual 3 Hrs/SY/Range: 20 Step: A	5/1/18
Graciano, Luis CDS-Franklin ES	Children’s Center Assistant-1 3.5 Hrs/SY/Range: 17 Step: B	4/9/18
Johnson, Arkeli Special Ed-Adams MS	Paraeducator-1 6 Hrs/SY/Range: 20 Step: A	4/23/18
Mandic, Elvira Muir ES	Instructional Assistant – Classroom 3.5 Hrs/SY/Range: 18 Step: B	4/23/18
Morrison Muhammad, Dawud Facility Use-Malibu HS	Sports Facility Attendant 5 Hrs/12 Mo/Range: 24 Step: A	4/19/18
<b><u>TEMP/ADDITIONAL ASSIGNMENTS</u></b>		<b><u>EFFECTIVE DATE</u></b>
Bazouzi-Palmer, Roula Special Ed-Grant ES	Paraeducator-1 [additional hours; overnight field trip supervision]	2/14/18-2/16/18
Bilotti, Alfred Special Ed-Malibu HS	Paraeducator-1 [additional hours; professional development]	2/23/18
Clark, Marenda Special Ed-Malibu HS	Paraeducator-1 [additional hours; professional development]	3/2/18
Delgado, Eduardo Special Ed-Malibu HS	Paraeducator-1 [additional hours; professional development]	3/2/18
Devis, Juanita Superintendent’s Office	Bilingual Community Liaison [overtime; interpretations & translations]	3/12/18-6/30/18
Doty, Joel Special Ed-McKinley ES	Paraeducator-1 [additional hours; bus supervision]	3/1/18-6/8/18
Ganelis, Inna Educational Services	Accompanist [additional hours; Stairway of the Stars]	3/1/18-3/31/18
Gomez, Aida Superintendent’s Office	Children’s Center Assistant-2 [additional hours; child care-community meetings]	3/12/18-6/30/18
Gonzalez, Cecilia Superintendent’s Office	Children’s Center Assistant-2 [additional hours; child care-community meetings]	3/12/18-6/30/18
Gould, Travis Special Ed-Santa Monica HS	Paraeducator-1 [additional hours; classroom support]	3/16/18-6/8/18
Kothari, Priyanka Special Ed-Malibu HS	Paraeducator-1 [additional hours; professional development]	3/2/18

Martin, Eric Operations-Malibu HS	Lead Custodian [overtime; school sponsored events]	7/1/17-6/30/18
McNaughton, Joellen Educational Services	Accompanist [additional hours; Stairway of the Stars]	3/1/18-3/31/18
Moore, Terence Special Ed-Malibu HS	Paraeducator-1 [additional hours; professional development]	2/23/18
Ortiz, Falconeri Special Ed-Malibu HS	Paraeducator-1 [additional hours; professional development]	3/2/18
Park, Ko Eun Educational Services	Accompanist [additional hours; Stairway of the Stars]	3/1/18-3/31/18
Peterson, Ingrid Special Ed-Malibu HS	Paraeducator-1 [additional hours; professional development]	2/23/18
Vila, Florinda Rogers ES	Bilingual Community Liaison [overtime; interpretations & translations]	3/19/18-3/23/18
Walker, Christine Special Ed-Malibu HS	Paraeducator-1 [additional hours; professional development]	2/23/18

**SUBSTITUTES**

		<b><u>EFFECTIVE DATE</u></b>
Cerdon, Maria Human Resources	Human Resources Technician	4/3/18-6/29/18
Constanza, Siugen Malibu HS	Bilingual Community Liaison	4/16/18
Erikson, Anna Child Development Services	Children's Center Assistant-1	3/12/18-6/30/18
Gotler, Ronald Facility Use	Technical Theater Technician	2/12/18-6/30/18
Hernandez, Johnny Facility Use	Technical Theater Technician	2/12/18-6/30/18
Marinez, Nicolas Webster ES	Instructional Assistant – Physical Education	4/9/18-6/8/18
Martinez, Angel Facility Use	Technical Theater Technician	2/12/18-6/30/18
Ollikainen Joslin, Alia Child Development Services	Children's Center Assistant-2	3/12/18-6/30/18
Schenker, Allison Facility Use	Technical Theater Technician	2/12/18-6/30/18
Webb, Rebecca Facility Use	Technical Theater Technician	2/12/18-6/30/18
Wilson, Raymond Facility Use	Technical Theater Technician	2/12/18-6/30/18

**PROFESSIONAL GROWTH**

Sloboda, Jaclyn  
Special Ed-CDS-Lincoln Preschool

Physical Therapist

**EFFECTIVE DATE**

5/1/18

**LEAVE OF ABSENCE (PAID)**

Carrillo, Brenda  
Educational Services

Administrative Assistant  
CFRA

**EFFECTIVE DATE**

4/17/18-6/8/18

DeLeon, Adrian  
Special Ed-McKinley ES

Paraeducator-3  
CFRA/FMLA/Medical

4/23/18-4/27/18

Gomez, Leonor  
Special Education

Senior Office Specialist  
Intermittent CFRA/FMLA

3/28/18-3/28/19

Morales, Diana  
Santa Monica HS

Office Specialist  
CFRA/FMLA/Medical

5/10/18-6/7/18

Nava, Virginia  
FNS-Point Dume ES

Cafeteria Worker II  
CFRA/FMLA/Medical

3/24/18-4/20/18

Omari, Saleem  
Operations-Roosevelt ES

Custodian  
CFRA/FMLA/Medical

2/6/18-5/6/18

Overton, Marc  
Information Services

Technology Support Assistant  
CFRA

4/9/18-5/18/18

Pernell, Barbara  
CDS-Washington West

Children's Center Assistant-2  
CFRA/FMLA/Medical

3/9/18-3/22/18

Pierce, Elisabeth  
Child Development Services

Accountant  
Maternity

1/12/18-3/23/18

Pierce, Elisabeth  
Child Development Services

Accountant  
CFRA

3/26/18-6/29/18

Rodriguez, Maria Del Rosario  
Operations

Custodian  
CFRA/FMLA/Medical

4/11/18-4/23/18

Smith, Brian  
Transportation

Bus Driver  
Intermittent CFRA/FMLA

4/9/18-10/9/18

Thrower, Lois  
Santa Monica HS

Textbook Coordinator  
CFRA/FMLA/Medical

4/9/18-4/18/18

Velazco, Sarah  
CDS-Washington West

Children's Center Assistant-2  
Intermittent CFRA/FMLA

4/10/18-10/10/18

**LEAVE OF ABSENCE (UNPAID)**

Fuller, Terry  
Special Ed-Santa Monica HS

Paraeducator-1  
Personal

**EFFECTIVE DATE**

4/9/18-4/16/18

**WORKING OUT OF CLASS**

Ford, Spikes  
Maintenance

Maintenance Supervisor  
From: Metal Worker

**EFFECTIVE DATE**

4/30/18-6/30/18

Gomez, Leonor Special Education	Administrative Assistant From: Senior Office Specialist	2/20/18-6/13/18
Mollmann, Irene Special Education	Braille Transcriber From: Paraeducator-1	3/26/18-6/8/18
Morales, Diana Santa Monica HS	Senior Office Specialist From: Office Specialist	4/30/18-5/9/18
Ortiz Ortiz, Alma FNS-Lincoln MS	Site Food Service Coordinator From: Cafeteria Worker I	4/26/18-6/8/18

**TERMINATION DUE TO EXHAUSTION OF ALL PAID LEAVES**

(39-MONTH MEDICAL REEMPLOYMENT LIST)

		<b><u>EFFECTIVE DATE</u></b>
GS2878907 Operations	Custodian	5/29/18
YK1080609 Food and Nutrition Services	Cafeteria Worker II	5/21/18
FB7688920	Senior Office Specialist	5/17/18

**RESIGNATION**

		<b><u>EFFECTIVE DATE</u></b>
Smith, Jazmon CDS-Rogers ES	Children's Center Assistant-2	6/8/18

**RETIREMENT**

		<b><u>EFFECTIVE DATE</u></b>
Greene, Milton Malibu HS	Campus Security Officer	6/13/18
Hagen, Marcia Human Resources	Credential Analyst	6/22/18
Mirabal, Martha Adams MS	Administrative Assistant	6/21/18



**Classified Personnel – Merit  
5/31/18**

**NEW HIRES**

Hamami, Emery McKinley ES	Instructional Assistant – Classroom 3 Hrs/SY/Range: 18 Step: B	<b><u>EFFECTIVE DATE</u></b> 5/16/18
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**TEMP/ADDITIONAL ASSIGNMENTS**

Amaya, Janene CDS-Adams MS	Children's Center Assistant-2 [additional hours; professional development]	<b><u>EFFECTIVE DATE</u></b> 2/13/18
Godinez, Lorena CDS-ITC SAMOHI	Children's Center Assistant-2 [additional hours; professional development]	2/13/18
Rams, Florencia Special Education	Bilingual Community Liaison [overtime; newsletter translation]	3/10/18-6/8/18

**SUBSTITUTES**

Aranda, Antonio McKinley ES	Instructional Assistant – Classroom	<b><u>EFFECTIVE DATE</u></b> 4/13/18-6/8/18
Ballat, Nawall Child Development Services	Children's Center Assistant-1	4/24/18-6/8/18
Indigaro, Mark Facility Use	Audience Services Coordinator	3/16/18-6/30/18
Johnson, Eboni McKinley ES	Instructional Assistant – Classroom	4/13/18-6/8/18
Moreno, Peggy McKinley ES	Instructional Assistant – Classroom	4/13/18-6/8/18
Rivetti, Kimberly District	Office Specialist	4/19/18-6/30/18
Sember, Judith Special Education	Administrative Assistant	4/18/18-6/1/18
Wood, Jeff Special Education	Paraeducator-1	2/26/18-4/30/18

**PROFESSIONAL GROWTH**

Burton, Jerome Operations	Custodian	<b><u>EFFECTIVE DATE</u></b> 6/1/18
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**LEAVE OF ABSENCE (PAID)**

Flores, Francisco Operations	Custodian CFRA/FMLA/Medical	<b><u>EFFECTIVE DATE</u></b> 5/5/18-5/13/18
Mirabal, Jessica Special Ed-Adams MS	Paraeducator-1 Maternity/FMLA	5/7/18-6/8/18

Spitzer, Sarah Special Ed-Grant ES	Paraeducator-3 Maternity/FMLA	4/2/18-5/28/18
Spitzer, Sarah Special Ed-Grant ES	Paraeducator-3 CFRA	5/29/18-6/8/18

**LEAVE OF ABSENCE (UNPAID)**

**EFFECTIVE DATE**

Madiraju, Vidya Muir ES	Instructional Assistant – Classroom Personal	4/30/18-5/11/18
Villatoro, Jennifer FNS-Webster ES	Cafeteria Worker II Child Care	4/9/18-6/8/18
Widner, Kim Operations-Point Dume ES	Custodian Personal	5/2/18-6/30/18

**WORKING OUT OF CLASS**

**EFFECTIVE DATE**

Avitia-Quintana, Hector Operations	Gardener From: Custodian	5/2/18-6/8/18
Herrera, Zenon Maintenance	Electrician From: Locksmith	5/15/18-9/21/18
Jackson, Michael Maintenance	Skilled Maintenance Worker From: Gardener	4/30/18-6/30/18
Parker, Stephen Maintenance	Carpenter From: Skilled Maintenance Worker	4/30/18-6/30/18
Suaste, Eduardo Operations	Plant Supervisor From: Lead Custodian	4/23/18-8/2/18
Villa, Alejandro Maintenance	Metal Worker From: Carpenter	4/30/18-6/30/18

**DISQUALIFICATION FROM PROBATION**

**EFFECTIVE DATE**

VN8902687 Special Education	Paraeducator-1	6/8/18
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**RESIGNATION**

**EFFECTIVE DATE**

Malina, Caroline CDS-Adams MS	Children's Center Assistant-2	5/2/18
Ontiveros, Larry Fiscal Services	Accounting Technician	5/25/18

**RETIREMENT**

**EFFECTIVE DATE**

Hagen, Marcia Human Resources	Credential Analyst	5/23/18 (Revision of date from 5/17/18 Agenda)
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**Classified Personnel – Non-Merit**  
**5/17/18**

**COACHING ASSISTANT**

Watters, Darren

Santa Monica HS

11/1/17-6/9/18

**Classified Personnel – Non-Merit  
5/31/18**

**COACHING ASSISTANT**

Anderson, Robert	Malibu HS	4/9/18-6/30/18
Arreola, Alex	Santa Monica HS	3/27/18-6/8/18
Castillo, Ashley	Santa Monica HS	3/1/18-6/9/18
Halualani, Mike	Malibu HS	4/12/18-6/30/18
Heller, Nicholas	Santa Monica HS	3/8/18-6/8/18
Kent, Mason	Santa Monica HS	3/23/18-6/8/18
LeCarner, Nicole	Santa Monica HS	2/1/18-6/8/18
Norris, Hali	Malibu HS	4/12/18-6/30/18

**TECHNICAL SPECIALIST – LEVEL II**

Call, Emily	Muir ES [String Instructor] - Funding: Gifts – Visual Performance Arts	2/3/18-5/19/18
Reis, Stephen	Roosevelt ES [Cello Instructor] - Funding: Gifts – Stairway to the Stars	3/16/18-5/19/18

**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	4:30 p.m.	Board Room – District Office	
August 8, 2017	4:30 p.m.	Board Room – District Office	
September 12, 2017	4:30 p.m.	Board Room – District Office	
October 10, 2017	4:30 p.m.	Board Room – District Office	
November 14, 2017	4:30 p.m.	Board Conference Room – District Office	
December 19, 2017	4:30 p.m.	Board Room – District Office	
<b>2018</b>			
January 16, 2018	4:30 p.m.	Board Room – District Office	
February 1, 2018 – February 4, 2018	Daily Conference	San Diego	CSPCA 2018 Annual Conference
February 13, 2018	4:30 p.m.	Board Room – District Office	
March 13, 2018	4:30 p.m.	Board Room – District Office	
April 10, 2018	4:30 p.m.	Board Room – District Office	2018–19 Budget Discussion and Development,
May 8, 2018	4:30 p.m.	Board Room – District Office	2018-19 Budget Adoption
May 15, 2018	3:00 p.m.	Board Room – District Office	Santa Monica Classified Employees Appreciation Reception
June 12, 2018	4:30 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>
Merit Rules Revisions Update - Definitions	Discussion	September 2018

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

Wednesday, July 11, 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:**