
I. General Functions:

A. Call To Order

B. Roll Call

C. Pledge Of Allegiance

D. Motion To Approve Agenda

E. Motion To Approve Minutes

F. Public Comments

G. Communications

1. SEIU Report

2. Board Of Education/District Report

SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
District Office Board Room
1651 Sixteenth Street, Santa Monica CA 90404

AGENDA

REGULAR MEETING
April 17, 2012 @ 5:00 p.m.
District Office Board Room

Electronically Recorded

Guiding Principles: Ensures the District's merit system is performed as well as possible, that it supports the mission of the School District, and it is done in a manner that is highly transparent and user friendly for all employees and the public.

Advocates that the Employee Performance Evaluations are consistently done on an annual basis, that they are designed to measure the effectiveness of each employee's performance, that they are valued by both management and employees as a tool to improve the effectiveness of the District, and that the results are used to support the professional development of all employees.

PERSONNEL COMMISSIONERS: Mrs. Barbara Inatsugu, Mr. Shane McCloud, and Mr. Michael Sidley

I. General Functions:

A. Call to Order:

B. Roll Call:

C. Pledge of Allegiance:

D. Motion to Approve Agenda:

Motion by: _____

Seconded by: _____

Vote: _____

E. Motion to Approve Minutes: March 13, 2012

Motion by: _____

Seconded by: _____

Vote: _____

F. Public Comments: Public Comments is the time when members of the audience may address the Personnel Commission on items scheduled and also not scheduled on the meeting's agenda. All speakers are limited to three (3) minutes. When there is a large number of speakers, the Personnel Commission may reduce the allotted time to two (2) minutes per speaker. The Brown Act (Government Code) states that Personnel Commission members may not engage in discussion of issues raised during "Public Comments" except to ask clarifying questions, make a brief announcement, make a brief report on his or her own activities, or to refer the matter to staff.

1. Request to Speak on Agenda Items
2. Request to Speak on Non-agenda Items

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

1. SEIU Report
2. Board of Education Report

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

A. Approved Professional Experts Request (less than 90 working days or total of 720 work hours per Personnel Commission Rule §3.1.5.(C): *Professional Expert Program*) by the Director of Classified Personnel

- Ms. Tiffany Estrada, Technical Specialist II, English Language Learners Instructor, from March 1, 2012 to June 20, 2012, Will Rogers Elementary School
- Ms. Nena Lauerman, Technical Specialist I, Community Service Coordinator, from March 14, 2012 to June 30, 2012, Malibu High School

B. Merit Rules Advisory Committee (A.R.C.) Update

- Advisory Rules Committee Agendas – March 8, 2012 and March 22, 2012
- Meeting with Mrs. Washington and Mrs. Cartee-McNeely – March 30, 2012

C. Disciplinary Hearings

- Ref. Number: 7003 1680 0002 6368 3401
- Ref. Number: 7003 1680 0002 6368 3517
- Hearings: TBD
- Ref. Number: 7011 0470 0002 6451 4053
- Pre-hearing Conference: TBD

D. Approved Working Out of Class Request (90 working days per Personnel Commission Rule §3.2.8.(C): *Working Out of Class*) by the Director of Classified Personnel

- **Mr. Damone Fowler, Cafeteria Cook - Baker, in the position of the Production Kitchen Coordinator from March 26, 2012 to March 30, 2012**
- **Ms. LuAnne Reed, License Vocational Nurse, in the position of the Athletic Trainer from February 21, 2012 to February 28, 2012**

E. Personnel Commission Staffing Update

- **Mrs. Elizabeth Papp, Human Resources Technician**
- **Effective date: March 26, 2012**

F. Intercultural Equity and Excellence District Advisory Committee

- **Ms. Stephanie Perry, Personnel Analyst, member**

III. Consent List:

A. Approve Classified Personnel Eligibility List(s):

<u>Classification</u>	<u># Eligibles</u>
Instructional Assistant – Physical Education	12
Instructional Assistant - Special Education	15

Motion by: _____

Seconded by: _____

Vote: _____

IV. Action/Discussion Items/or Other Information:

A. Action Item(s):

1. Advanced Step Placements:

- a. The Director of Classified Personnel recommends that the Personnel Commission disapprove Advanced Step Placement for new employee Victor Cole in the classification of Instructional Assistant – Physical Education pursuant to Personnel Commission Rule §12.2.4.(B): *Salary on Employment* based on criteria for the minimum experience and education.

Director's Recommendation: *Disapprove*

Motion by: _____

Seconded by: _____

Vote: _____

- b. The Director of Classified Personnel recommends that the Personnel Commission approve Advanced Step Placement for new employee Lori Ebner in the classification of Administrative Assistant pursuant to Personnel Commission Rule §12.2.4.(B): Salary on Employment based on criteria for the minimum experience and education.

Director's Recommendation: *Approve*

Motion by: _____

Seconded by: _____

Vote: _____

- c. The Director of Classified Personnel recommends that the Personnel Commission disapprove Advanced Step Placement for new employee Marla Fisher in the classification of Health Office Specialist pursuant to Personnel Commission Rule §12.2.4.(B): *Salary on Employment* based on criteria for the minimum experience and education.

Director's Recommendation: *Disapprove*

Motion by: _____

Seconded by: _____

Vote: _____

- d. The Director of Classified Personnel recommends that the Personnel Commission approve Advanced Step Placement for new employee Heidi Lara in the classification of Specialized Instructional Assistant pursuant to Personnel Commission Rule §12.2.4.(B): Salary on Employment based on criteria for the minimum experience and education.

Director's Recommendation: *Approve*

Motion by: _____

Seconded by: _____

Vote: _____

2. Classification Revisions:

Director's Recommendation: *Approve*

- a. The Director of Classified Personnel recommends that the Personnel Commission approve the revision to the Cafeteria Cook/Baker classification specification within the Food and Nutrition Services

Motion by: _____

Seconded by: _____

Vote: _____

3. Recruitment for the Director of Classified Personnel at Santa Monica-Malibu Unified School District
Director's Recommendation: *Approve*

Motion by: _____
 Seconded by: _____
 Vote: _____

B. Discussion Item(s):

1. Proposed Budget - Personnel Commission Fiscal Year 2012/13 – First Reading
2. HR-PC Reorganization
3. Position Control Approval Process
4. Personnel Requisition Status Report
5. First Reading of Changes to Merit Rule:
 - *Chapter XV: Resignation and Reinstatement*
6. Personnel Commission's Twelve-Month Calendar of Events
 - 2011 – 2012

C. Information Item(s):

1. Classified Personnel – Merit Report - No. A. 14
 - March 15, 2012
 Classified Personnel – Merit Report - No. A. 19
 - April 19, 2012
2. Classified Personnel – Non-Merit Report – No. A. 15
 - March 15, 2012
 Classified Personnel – Non-Merit Report - No. A. 20
 - April 19, 2012
3. Career Development Training – Module 3: Interview Skills Workshop
4. Merit Rules Review Tracker
5. Workforce Organization Development and Strategic District Partnership Tracker

V. Personnel Commission Business:

A. Personnel Commissioner Comments

B. Future Items:

Subject	Action Steps	Tentative Date
Merit Rules Revisions	Second Reading of Changes to Merit Rules: <i>Chapter XI: Vacation, Leaves of Absence and Holidays</i> <i>Chapter XII: Salaries, Overtime Pay, and Benefits</i> First Reading of Changes to Merit Rules: <i>Chapter XIV: Disciplinary Action and Appeal</i> <i>Chapter XVI: Grievance Procedure</i>	May 2012
Classified Employees		May 2012

Appreciation Reception		
Proposed Budget - Personnel Commission Fiscal Year 2012/13	Second Reading	May 2012
Job Fair (Malibu)		June 2012

VI. Closed Session:

Public Employee, to consider appointment, employment, performance evaluation, or dismissal of employee pursuant to GC §54957 as cited in the Brown Act

- Personnel Commission Employment

VII. Next Regular Personnel Commission Meeting:

Tuesday, May 8, 2012, at 5:00 pm - *District Office Board Room*

VIII. Adjournment:

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

Motion by: _____
 Seconded by: _____
 Vote: _____

TIME ADJOURNED: _____

Transparency: characterized by visibility or ability to access information especially concerning business practices. It may include open meetings, financial disclosure statements, the freedom of information legislation, budgetary reviews, audits, etc.
 The Personnel Commission's intention is to create a safe environment to be able to ask unpopular questions. The Personnel Commission is committed to accomplish its work in a transparent manner.

Submitted by:

 Wilbert Young, Ph.D.
 Secretary to the Personnel Commission
 Director, Classified Personnel

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

SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
District Office Board Room
1651 Sixteenth Street, Santa Monica CA 90404

MINUTES

REGULAR MEETING
March 13, 2012 @ 5:00 p.m.
District Office Board Room

Electronically Recorded

PERSONNEL COMMISSIONERS: Mrs. Barbara Inatsugu, Mr. Shane McLoud, and Mr. Michael Sidley

I. General Functions:

- A. Call to Order:** The Regular Meeting of the Personnel Commission was called to order at 5:05 p.m.
- B. Roll Call:** Commissioners Inatsugu, McLoud, and Sidley were present.
- C. Pledge of Allegiance:** Commissioner Inatsugu led all in attendance in the Pledge of Allegiance.
- D. Motion to Approve Agenda:**

Motion by: **Michael Sidley**
Seconded by: **Barbara Inatsugu**
Vote: **3 – 0**

The agenda was amended. The agenda item IV.B.1. “Personnel Requisition Status Report – Executive Summary” was revised.

- E. Motion to Approve Minutes:** December 13, 2011; January 10, 2012

Motion by: **Shane McLoud**
Seconded by: **Personnel Commission Staff in Attendance at These Meetings**
Vote: **6 – 0**

The December 13, 2011 minutes were amended. The agenda item IV.A.2.a. “Action Item: Advanced Step Placement” was revised.

- F. Public Comments:** Public Comments is the time when members of the audience may address the Personnel Commission on items not scheduled on the meeting’s agenda. All speakers are limited to three (3) minutes. When there are a large number of speakers, the Personnel Commission may reduce the allotted time to two (2) minutes per speaker. The Brown Act (Government Code) states that Personnel Commission members may not engage in discussion of issues raised during “Public Comments” except to ask clarifying questions, make a brief announcement, make a brief report on his or her own activities, or to refer the matter to staff.

1. Request to Speak on Agenda Items
2. Request to Speak on Non-agenda Items

Mrs. Beth Papp introduced herself as the new Human Resources Technician in the Personnel Commission replacing a former employee. Mrs. Papp has transferred from the Human Resources Department. She has been a District employee for the last seventeen (17) years. Her first assignment was the Personnel Assistant in the Personnel Commission, and then she worked in the Child Development Services and then Human Resources. Also, she has been serving on the Advisory Rules Committee revising the Personnel Commission Merit Rules for the last two (2) years. She expressed her pleasure to be part of the Personnel Commission team.

Commissioner McLoud welcomed Mrs. Papp and wished her the best on this new assignment.

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

1. SEIU Report

Ms. Keryl Cartee-McNeely, the Chief Steward, welcomed the new Personnel Commissioners, Mrs. Inatsugu and Mr. Sidley. She reported that SEIU continues its battle for a fair economy on local, state and national level for all working families. The international SEIU Convention in Denver will address this issue of a fair economy.

SEIU conducted a very successful Citizenship Workshop in December 2011. Due to the high interest, it will be offered again on March 24, 2012.

SEIU is mobilizing its membership through informational meetings, trainings, and turnaround trips to Sacramento to address the governor's proposed budget cuts that will impact student and child care services.

SEIU Local 99 Early Education Industry has conducted an early education conference on March 12, 2012 in Manhattan Beach. It was the first conference of this kind for union members who work with young children.

SEIU is currently conducting elections for executive board for the following term beginning in July 2012.

Board of Education Report

Ms. Debra Moore Washington, Assistant Superintendent of Human Resources, informed the Personnel Commission about the District processes that address the structural deficit including classified staff reductions in Human Resources and the Personnel Commission.

Ms. Washington also informed the Personnel Commission about centralized fund raising in the District. A committee was established to provide recommendations to the Board of Education as early as in June 2012.

The District Administration is preparing for negotiations with SMMCTA and SEIU in near future.

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

A. Welcome New Personnel Commissioners

Commissioner McCloud officially welcomed Commissioners Inatsugu and Sidley to their new post wishing them his best. Dr. Young also expressed his gratitude to the new Personnel Commissioners for their willingness to serve the District.

B. Acknowledgment of Service for Commissioners Pam Brady and Suzanne Kim

Commissioner McCloud, Chief Steward Cartee-McNeely, and Dr. Young acknowledged Commissioners Brady and Kim's valuable contribution to the Personnel Commission and the District. Former Commissioner Kim personally accepted plaques from the Personnel Commission staff and also SEIU Local 99 as a thank you for her dedicated service. Former Commissioner Brady was not able to attend this meeting due to work obligations. These plaques will be delivered to her via messenger.

C. Merit Rules Advisory Committee (A.R.C.) Update

- Advisory Rules Committee Agendas – January 12, 2012; January 26, 2012; February 9, 2012; February 23, 2012
- Memorandum Regarding Merit Rules Revision Procedure – January 31, 2012

Dr. Young drew attention to the A.R.C. agenda and sign-up sheet from January 12, 2012, January 26, 2012, and February 23, 2012 for the Personnel Commission's review. He also pointed out the Advisory Rules Committee memorandum addressed to Assistant Superintendent Washington regarding chapters XI and XII. Dr. Young provided a brief history of the revision process that led to this memorandum. He agreed to meet with Mrs. Washington to discuss the logistics of the revision process that the Advisory Rules Committee has used, not the actual content. Mrs. Washington was invited by the Committee to attend their meeting for discussion of the recommended changes in the language. Dr. Young met with Mrs. Washington on February 25, 2012. Based on that meeting, he presented to the Personnel Commission Mrs. Washington's proposed options regarding her preferences of the revision process. First option included discussion between Mrs. Washington and Dr. Young on proposed rules language change prior to the second reading. The agreed upon changes would go directly to the Personnel Commission for approval. The second option consisted of discussion among Mrs. Washington, Dr. Young, and Mrs. Cartee-McNeely if the revisions and the Merit Rules language extend beyond the SEIU Collective Bargaining Agreement. The agreed upon changes would go directly to the Personnel Commission for approval. The third option included discussion between Mrs. Washington and Dr. Young to agree to proposed revisions. If they are not in full agreement about the changes, they would meet with the Merit Rules committee. Then the agreed upon changes would be presented directly to the Personnel Commission for approval.

Mrs. Washington's preference is for option one. Dr. Young also provided a brief account of the past practice for the revisions and the Personnel Commission's direction for this process.

Mrs. Washington stated her concerns not only about the revisions, but also about the revision process.

Commissioner Inatsugu requested more background information regarding the Merit Rules revision committee, its composition and functions. Dr. Young provided history of the committee's creation, representation from various employee groups, and also the committee's responsibilities in alignment with the California Education Code, Government Code, Health Code, Collective Bargaining Agreement, and also examining past practices from this district as well as other agencies.

Dr. Young stated that the focus lies in defining the revision process itself. Currently, it is a committee process under which there are several steps for input from various interested parties. Dr. Young is a committee member; therefore, he will not be able to provide independent recommendations as the Director of Classified Personnel.

Commissioner Sidley inquired about the Administration's concern with the process that has been in place for several years. Mrs. Washington stated she was not privy to the background regarding the revision process, but that the District was concerned with chapter XI on vacation and leaves of absence. She understood that she and Dr. Young were supposed to discuss the revisions which would be given to the committee.

Commissioner Inatsugu suggested bringing this issue back to the Personnel Commission for a full discussion when properly agendaized at a future regular Personnel Commission meeting.

Dr. Young stated that based on former Commissioner Brady's recommendation, the current process should remain until the completion of this first Merit Rules' revision for consistency and the same methodology. The process can be adjusted for future revisions.

D. Disciplinary Hearings

- Ref. Number: 7003 1680 0002 6368 3401
- Ref. Number: 7003 1680 0002 6368 3517
 - Hearings: TBD
- Ref. Number: 7011 0470 0002 6451 4053
 - Pre-hearing Conference: TBD

Dr. Young updated the Personnel Commission about the disciplinary hearings requesting the Personnel Commissioners' availability to conduct them.

Commissioner Sidley requested hearing procedures to become familiar with the disciplinary process.

Dr. Young expressed hope that the pre-hearing conference will be successful, and both parties will reach agreement, so there will be no need for a disciplinary hearing. Personnel Commissioners are not required to participate at the pre-hearing conference.

E. District-wide Administrative Assistant Classification Study

- February 24, 2012

Dr. Young informed the Personnel Commission about his meeting with Mrs. Washington and Mrs. Cartee-McNeely to discuss a new District-wide classification study. The District and SEIU will negotiate the timelines as well as implementation of such a study.

Commissioner Inatsugu requested documentation regarding the last classification study. Staff will provide her with the report and also the SEIU Contract language.

F. District Leadership Team Update

- **January 11, 2012**

Dr. Young reported that the District Leadership Team meeting on January 11, 2012 focused on communication.

G. Approved Working Out of Class Request (90 working days per Personnel Commission Rule §3.2.8.(C): *Working Out of Class*) by the Director of Classified Personnel

- **Mr. Jesse Bunayog, Accountant, in the position of the Fiscal Services Supervisor from March 1, 2012 to May 31, 2012**
- **Ms. Charesse Fuller, Cafeteria Worker I, in the position of the Cafeteria Worker II from February 1, 2012 to June 11, 2012**
- **Mr. Arturo Gonzalez, Custodian, in the position of the Sprinkler Technician from March 5, 2012 to June 30, 2012**

Dr. Young reported the Working Out of Class requests were due to either medical reasons or recruiting for vacant positions.

III. Consent List: It is recommended that the Personnel Commission consider approving a number of Agenda Items as a Consent List. Consent Items are routine in nature, and can be enacted in one motion without further discussion. This procedure conserves meeting time for a full discussion of significant issues.

A. Approve Classified Personnel – Merit Report - No. A. 21

1. January 19, 2012

Approve Classified Personnel – Merit Report - No. A. 15

2. February 2, 2012

Approve Classified Personnel – Merit Report - No. A. 20

3. February 16, 2012

Approve Classified Personnel – Merit Report - No. A. 16

4. March 1, 2012

B. Approve Classified Personnel – Non-Merit Report – No. A. 22

1. January 19, 2012

Approve Classified Personnel – Non-Merit Report - No. A. 16

2. February 2, 2012

Approve Classified Personnel – Non-Merit Report - No. A. 21

3. February 16, 2012

Approve Classified Personnel – Non-Merit Report - No. A. 17

4. March 1, 2012

C. Approve Classified Personnel Eligibility List(s):

Classification

Eligibles

Bilingual Community Liaison

3

Bus Driver

2

Children's Center Assistant	89
Custodian	22
Health Office Specialist	8
Instructional Assistant – Bilingual	6
Instructional Assistant - Classroom	41
Instructional Assistant - Special Education	13
Reprographics Operator	2
Senior Buyer	6
Specialized Instructional Assistant	5
Stock and Delivery Clerk	7

Motion by: **Barbara Inatsugu**
 Seconded by: **Michael Sidley**
 Vote: **3 – 0**

Commissioner Sidley requested information reflecting fiscal impact on these items as well as the Working Out of Class.

Commissioner Inatsugu inquired about the role of Board of Education in granting the Advanced Step Placement requests.

Dr. Young provided an explanation of the Board of Education merit reports. A preliminary discussion about the value of Merit and Non-Merit reports on the Personnel Commission agenda took place since these items were already approved by the Board of Education. Dr. Young recommended placing them under Information Items. He will renew the discussion with Mrs. Washington on this subject.

Mrs. Cartee-McNeely stated that the Working Out of Class as well as the Advanced Step Placement requests are included in the Merit Rules and SEIU Collective Bargaining Agreement, so employees have right to make such requests. The Working Out of Class request is usually associated with a long term absent employee or a vacated position, so the position is already funded. A lower level classification employee is substituting on the lowest level of the higher level classification to assure the least financial impact.

Dr. Young explained the Position Control Form system and its levels of approvals-- a mechanism for fiscal control of a specific personnel action.

To address Commissioner Sidley's concern, Dr. Young will present the topic to the District's CFO, Ms. Jan Maez, for her response.

IV. Discussion/Action Items/or Other Information:

A. Action Item(s):

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

- a. Nomination of Chair

Nomination: **Shane McLoud**
 Motion by: **Michael Sidley**
 Seconded by: **Barbara Inatsugu**
 Vote: **3 - 0**

b. Nomination of Vice-Chair

Nomination: **Michael Sidley**
Motion by: **Barbara Inatsugu**
Seconded by: **Shane McCloud**
Vote: **3 – 0**

2. Advanced Step Placements:

Health Office Specialist Classification

- a. The Director of Classified Personnel recommends that the Personnel Commission approve Advanced Step Placement for new employee Magdalena Ayala in the classification of Health Office Specialist pursuant to Personnel Commission Rule §12.2.4.(B): *Salary on Employment* based on criteria for the minimum experience and education.

Director's Recommendation: *Approve*

Motion by: **Barbara Inatsugu**
Seconded by: **Michael Sidley**
Vote: **3 – 0**

- b. The Director of Classified Personnel recommends that the Personnel Commission approve Advanced Step Placement for new employee Christina Hobkirk in the classification of Health Office Specialist pursuant to Personnel Commission Rule §12.2.4.(B): *Salary on Employment* based on criteria for the minimum experience and education.

Director's Recommendation: *Approve*

Motion by: **Barbara Inatsugu**
Seconded by: **Michael Sidley**
Vote: **3 – 0**

- c. The Director of Classified Personnel recommends that the Personnel Commission approve Advanced Step Placement for new employee Eva Villalobos in the classification of Health Office Specialist pursuant to Personnel Commission Rule §12.2.4.(B): *Salary on Employment* based on criteria for the minimum experience and education.

Director's Recommendation: *Approve*

Motion by: **Barbara Inatsugu**
Seconded by: **Michael Sidley**
Vote: **3 – 0**

- d. The Director of Classified Personnel recommends that the Personnel Commission approve Advanced Step Placement for new employee Bibiana Villegas in the classification of Health Office Specialist pursuant to Personnel Commission Rule §12.2.4.(B): *Salary on Employment* based on criteria for the minimum experience and education.

Director's Recommendation: *Approve*

Motion by: **Barbara Inatsugu**

Seconded by: **Michael Sidley**

Vote: **3 – 0**

Instructional Assistant Classifications

- e. The Director of Classified Personnel recommends that the Personnel Commission approve Advanced Step Placement for new employee Alia Tate in the classification of Instructional Assistant - Classroom pursuant to Personnel Commission Rule §12.2.4.(B): *Salary on Employment* based on criteria for the minimum experience and education.

Director's Recommendation: *Approve*

Motion by: **Barbara Inatsugu**

Seconded by: **Michael Sidley**

Vote: **3 – 0**

- f. The Director of Classified Personnel recommends that the Personnel Commission approve Advanced Step Placement for new employee Julia Barnett in the classification of Instructional Assistant - Music pursuant to Personnel Commission Rule §12.2.4.(B): *Salary on Employment* based on criteria for the minimum experience and education.

Director's Recommendation: *Approve*

Motion by: **Barbara Inatsugu**

Seconded by: **Michael Sidley**

Vote: **3 – 0**

- g. The Director of Classified Personnel recommends that the Personnel Commission approve Advanced Step Placement for new employee April Gonzalez in the classification of Instructional Assistant – Special Education pursuant to Personnel Commission Rule §12.2.4.(B): *Salary on Employment* based on criteria for the minimum experience and education.

Director's Recommendation: *Approve*

Motion by: **Barbara Inatsugu**

Seconded by: **Michael Sidley**

Vote: **3 – 0**

- h. The Director of Classified Personnel recommends that the Personnel Commission approve Advanced Step Placement for new employee Leslie Howard in the classification of Instructional Assistant – Special Education pursuant to Personnel Commission Rule §12.2.4.(B): *Salary on Employment* based on criteria for the minimum experience and education.

Director's Recommendation: *Approve*

Motion by: **Barbara Inatsugu**

Seconded by: **Michael Sidley**

Vote: **3 – 0**

Physical Therapist Classification

- i. The Director of Classified Personnel recommends that the Personnel Commission approve Advanced Step Placement for new employee Lauren Cowan in the classification of Physical Therapist pursuant to Personnel Commission Rule §12.2.4.(B): *Salary on Employment* based on criteria for the minimum experience and education.

Director's Recommendation: *Approve*

Motion by: **Barbara Inatsugu**

Seconded by: **Michael Sidley**

Vote: **3 – 0**

Reprographics Operator Classification

- j. The Director of Classified Personnel recommends that the Personnel Commission approve Advanced Step Placement for new employee Moises Casillas in the classification of Reprographics Operator pursuant to Personnel Commission Rule §12.2.4.(B): *Salary on Employment* based on criteria for the minimum experience and education.

Director's Recommendation: *Approve*

Motion by: **Barbara Inatsugu**

Seconded by: **Michael Sidley**

Vote: **3 – 0**

Mrs. Cartee-McNeely commented that the significant number of these requests at higher step placements were a direct result of classification and compensation studies that were not implemented in the past fifteen (15) years.

Commissioner Inatsugu commended the high professional level of the new employees. She also inquired about the process after the Advanced Step Placement requests are granted. Dr. Young stated that the information is presented in the Merit Report for the Board of Education.

Mrs. Washington expressed her concern regarding the high number of approved Advanced Step Placements. Dr. Young agreed that this issue should be further examined.

Mrs. Cartee-McNeely stated that this issue has been addressed during furlough discussions with the District's Administration. SEIU has generated a comprehensive report including the fact that thirty-three percent (33%) of new hires are coming in at advanced step placement in the past three years. This out of alignment situation would be resolved by the implementation of a classification and compensation study.

3. Working Out of Class Requests:

Director's Recommendation: *Approve*

- a. Mr. Jose Lopez, Gardener, in the position of the Equipment Operator-Tree Trimmer from January 4, 2012 to May 14, 2012 (First Extension)

Motion by: **Barbara Inatsugu**

Seconded by: **Michael Sidley**

Vote: **3 – 0**

- b. Mr. Abel Orozco, Gardener, in the position of the Equipment Operator-Tree Trimmer from July 1, 2011 to March 9, 2012 (First Extension)

Motion by: **Barbara Inatsugu**

Seconded by: **Michael Sidley**

Vote: **3 – 0**

B. Discussion Item(s):

1. Personnel Requisition Status Report

Ms. Stephanie Perry, Personnel Analyst, welcomed new Personnel Commissioners. She provided a brief overview of the vacancies. There were six (6) vacancies on a certification list (meaning that the Personnel Commission staff has submitted a list of candidates who qualified and ranked in the first three (3) ranks) and nine (9) were currently open (meaning that the hiring authority has not received a certification list because the recruitment is still in process) as of March 7, 2012. The Month-to-Month Comparison Report showed forty (40) vacancies on file in January 2012. The Personnel Commission has received twenty-six (26) vacancies of which forty (40) positions have been filled, and eleven (11) positions were cancelled and/or placed on hold. Ms. Perry provided a monthly comparison over the past year as well as a detailed description of individual vacancies and their current status.

In the graphic representation: forty percent (40%) of positions have been certified to managers; sixty percent (60%) of positions are open; ninety-three percent (93%) of positions are more than twenty (20) hours a week; twenty-seven percent (27%) of positions are new and seventy-three percent (73%) are vacant; one hundred percent (100%) positions are located in Santa Monica.

Commissioner Sidley inquired about the concept of "three plus ranks." Ms. Perry stated that the top three ranks of candidates on the eligibility list will be sent to the hiring authority for a selection interview.

Commissioner Sidley inquired about the length of time it takes for a position to be filled from when listed to hiring. Dr. Young provided a detailed explanation of various stages of the hiring process, including the selection period by the hiring authorities, and the processing time by the Human Resources department.

Commissioner McLoud suggested covering this subject during the new Personnel Commissioners retreat. Dr. Young will provide documentation clarifying the recruitment process.

Mrs. Washington shared with the Personnel Commission that Commissioner Sidley's inquiry is being examined with recruitments for Instructional Assistant-Special Education by Special Education, Human Resources, and the Personnel Commission. A committee representing these departments is studying the timelines.

Dr. Young clarified the focus of the committee. One focus has been to look at the substitute pool and timelines related to the availability of classified substitutes instead of using certificated staff. The other focus was filling Specialized Instructional Assistant positions, which are all currently filled.

Dr. Young explained individual steps in the position control form cycle as well as the pre-employment process. He emphasized the possibility of using NEOGOV, recruitment software, for the position control process replacing paperwork. It would be a more effective and precise way of tracking position control forms at any given time.

Dr. Young brought the Personnel Commission's attention to the detailed report of vacancies including specific comments for each opening.

2. Personnel Commission's Twelve-Month Calendar of Events

- Personnel Commission Retreat
- 2011 – 2012

Personnel Commission retreat is scheduled for April 17, 2012 at 2 p.m. The next regular Personnel Commission meeting was rescheduled from April 10, 2012 to April 17, 2012 due to spring break.

Dr. Young offered to inquire about possible trainers from California Schools Personnel Commission Association to provide instruction for the new personnel commissioners at the retreat.

3. Recruitment for the Director of Classified Personnel at Santa Monica-Malibu Unified School District

- Letter from Mr. George Cole, Executive Director of California School Personnel Commissioners Association

Commissioner McLoud announced Dr. Young's retirement. Dr. Young suggested inviting Mr. Cole, the Executive Director of California Schools Personnel Commission Association to conduct the recruitment with assistance of other Personnel Commission directors.

Mrs. Washington expressed her best wishes for Dr. Young's retirement. She suggested using it as an opportunity for reorganization of the Human Resources and Personnel Commission, including staff reductions. Dr. Young stated that Mrs. Beth Papp, Human Resources Technician is transferring from the Human Resources to Personnel Commission to fill a vacant position of an employee who did not pass probation. Mrs. Papp would serve as a resource for Human Resources staff members who assumed her former duties. However, it is essential for her to complete the transfer and undertake recruitment responsibilities as soon as possible.

Chief Steward Cartee-McNeely shared her concern about the length of time for this transfer. She stated that Merit Rules stipulate the transfer shall take 10 days unless agreed otherwise by all parties including the employee.

Dr. Young invited the District Administration to participate in the Personnel Commission budgetary process that will begin in April 2012 which will include public discussions regarding reorganization and organizational alignment.

Commissioner Sidley inquired about a list of recruitment agencies for reference. Commissioner McLoud recalled the Board of Education recruitment practices.

C. Information Item(s):

1. Merit Rules Review Tracker

No changes

Dr. Young informed the Personnel Commission about the status and timelines of individual rules.

2. Workforce Organization Development and Strategic District Partnership Tracker

No changes

Dr. Young notified the Personnel Commission about the purpose for the Workforce Organization Development and Strategic Partnership. He also mentioned specific workshops presented by the Human Resources and Personnel Commission for District employees' professional advancement.

V. Personnel Commission Business:

A. Personnel Commissioner Comments

Commissioner Inatsugu expressed her appreciation of being appointed into her role and is looking forward to working with Personnel Commission staff, District and SEIU.

B. Future Items

Subject	Action Steps	Tentative Date
Career Advancement Training		April 2012
Merit Rules Revisions	Second Reading of Changes to Merit Rules: Chapter XI: <i>Vacation, Leaves of Absence and Holidays</i> Chapter XII: <i>Salaries, Overtime Pay, and Benefits</i>	April 2012

	First Reading of Changes to Merit Rules: Chapter XIV: <i>Disciplinary Action and Appeal</i> Chapter XV: <i>Resignation and Reinstatement</i> Chapter XVI: <i>Grievance Procedure</i>	
Preliminary Budget – Fiscal Year 2012-2013	First Reading	April 2012
Classified Employees Appreciation Reception		May 2012

VI. Closed Session:

- Public Employee, to consider appointment, employment, performance evaluation, or dismissal of employee pursuant to GC §54957 as cited in the Brown Act

None

VII. Next Regular Personnel Commission Meeting:

Tuesday, April 10, 2012, at 5:00 pm - *District Office Board Room*

The next regular Personnel Commission meeting was rescheduled to April 17, 2012 due to Spring Break.

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

Motion by: **Michael Sidley**
 Seconded by: **Shane McLoud**
 Vote: **3 – 0**

TIME ADJOURNED: 7:39 p.m.

Submitted by:

 Wilbert Young, Ph.D.
 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.

II. Report From The Director Of Classified Personnel:

- A. Approved Professional Experts Request (less than 90 working days or total of 720 work hours per Personnel Commission Rule §3.1.5.(C): *Professional Expert Program*) by the Director of Classified Personnel**
- Ms. Tiffany Estrada, Technical Specialist II, English Language Learners Instructor, from March 1, 2012 to June 20, 2012, Will Rogers Elementary School
 - Ms. Nena Lauerman, Technical Specialist I, Community Service Coordinator, from March 14, 2012 to June 30, 2012, Malibu High School
- B. Merit Rules Advisory Committee (A.R.C.) Update**
- Advisory Rules Committee Agendas – March 8, 2012 and March 22, 2012
 - Meeting with Mrs. Washington and Mrs. Cartee-McNeely – March 30, 2012
- C. Disciplinary Hearings**
- Ref. Number: 7003 1680 0002 6368 3401
 - Ref. Number: 7003 1680 0002 6368 3517
- Hearings: TBD
 - Ref. Number: 7011 0470 0002 6451 4053
- Pre-hearing Conference: TBD
- D. Approved Working Out of Class Request (90 working days per Personnel Commission Rule §3.2.8.(C): *Working Out of Class*) by the Director of Classified Personnel**
- Mr. Damone Fowler, Cafeteria Cook - Baker, in the position of the Production Kitchen Coordinator from March 26, 2012 to March 30, 2012
 - Ms. LuAnne Reed, License Vocational Nurse, in the position of the Athletic Trainer from February 21, 2012 to February 28, 2012
- E. Personnel Commission Staffing Update**
- Mrs. Elizabeth Papp, Human Resources Technician
 - Effective date: March 26, 2012
- F. Intercultural Equity and Excellence District Advisory Committee**
- Ms. Stephanie Perry, Personnel Analyst, member

SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
Advisory Rules Committee (A.R.C.)
District Office Testing Room
1651 Sixteenth Street, Santa Monica CA 90404

AGENDA

March 8, 2012 @ 1:00 p.m.

1. Update of Memo to Debbie (Dated 1.31.12) about the Merit Rules Revision Procedure
 - Chapter XI: Vacation, Leaves of Absence and Holidays
 - Chapter XII: Salaries, Overtime Pay, and Benefits
2. Review of Chapter XIV: Disciplinary Action and Appeal (cont.)
3. Review of Chapter XV: Resignation and Reinstatement (cont)
4. Review of Chapter XVI: Grievance Procedure
5. Other Business:
6. Next Regular A.R.C. Meeting
 - TBD

A.R.C. Meeting

SIGN-IN SHEET

Date: March 8, 2012

1. Cindy Johnston Cindy Johnston
2. Wilbert Young WILBERT YOUNG
3. ~~_____~~ KERRY McNEBBY
4. Anette Bolan Anette Bolan
5. _____
6. _____
7. _____

SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
Advisory Rules Committee (A.R.C.)
District Office Testing Room
1651 Sixteenth Street, Santa Monica CA 90404

AGENDA

March 22, 2012 @ 1:00 p.m.

1. Prepare for a 1st Reading by the Personnel Commission on 4.17.12
 - Chapter XV: Resignation and Reinstatement
2. Review of Chapter XVI: Grievance Procedure
3. Review of Chapter XIV: Disciplinary Action and Appeal (cont.)
4. Other Business:
5. Next Regular A.R.C. Meeting
 - TBD

A.R.C. Meeting

SIGN-IN SHEET

Date: March 22, 2012

1. Cindy Johnston Cindy Johnston
2. Virginia Hyatt - Virginia Hyatt
3. ~~_____~~ KERYL CARTER McNEELY
4. Wilbert Young - WILBERT YOUNG
5. Beth Papp - BETH PAPP
6. _____
7. _____

III. Consent List:

A. Approve Classified Personnel Eligibility List(s):

<u>Classification</u>	<u># Eligibles</u>
Instructional Assistant – Physical Education	12
Instructional Assistant - Special Education	15

Motion by: _____

Seconded by: _____

Vote: _____

IV. Discussion/Action Items/or Other Information:

A. Action Item(s):

1. Advanced Step Placements:

- a. The Director of Classified Personnel recommends that the Personnel Commission disapprove Advanced Step Placement for new employee Victor Cole in the classification of Instructional Assistant – Physical Education pursuant to Personnel Commission Rule §12.2.4.(B): *Salary on Employment* based on criteria for the minimum experience and education.

Director's Recommendation: *Disapprove*

Motion by: _____

Seconded by: _____

Vote: _____

- b. The Director of Classified Personnel recommends that the Personnel Commission approve Advanced Step Placement for new employee Lori Ebner in the classification of Administrative Assistant pursuant to Personnel Commission Rule §12.2.4.(B): *Salary on Employment* based on criteria for the minimum experience and education.

Director's Recommendation: *Approve*

Motion by: _____

Seconded by: _____

Vote: _____

- c. The Director of Classified Personnel recommends that the Personnel Commission disapprove Advanced Step Placement for new employee Marla Fisher in the classification of Health Office Specialist pursuant to Personnel Commission Rule §12.2.4.(B): *Salary on Employment* based on criteria for the minimum experience and education.

Director's Recommendation: *Disapprove*

Motion by: _____

Seconded by: _____

Vote: _____

- d. The Director of Classified Personnel recommends that the Personnel Commission approve Advanced Step Placement for new employee Heidy Lara in the classification of Specialized Instructional Assistant pursuant to Personnel Commission Rule §12.2.4.(B): *Salary on Employment* based on criteria for the minimum experience and education.

Director's Recommendation: *Approve*

Motion by: _____

Seconded by: _____

Vote: _____

2. Classification Revisions:

Director's Recommendation: *Approve*

- a. The Director of Classified Personnel recommends that the Personnel Commission approve the revision to the Cafeteria Cook/Baker classification specification within the Food and Nutrition Services

Motion by: _____

Seconded by: _____

Vote: _____

3. Recruitment for the Director of Classified Personnel at Santa Monica Malibu Unified School District
Director's Recommendation: *Approve*

Motion by: _____

Seconded by: _____

Vote: _____

B. Discussion Item(s):

1. Proposed Budget - Personnel Commission Fiscal Year 2012/13 –
First Reading
2. HR-PC Reorganization
3. Position Control Approval Process
4. Personnel Requisition Status Report
5. First Reading of Changes to Merit Rule:
 - *Chapter XV: Resignation and Reinstatement*
6. Personnel Commission's Twelve-Month Calendar of Events
 - 2011 – 2012

C. Information Item(s):

1. Classified Personnel – Merit Report - No. A. 14
 - March 15, 2012Classified Personnel – Merit Report - No. A. 19
 - April 19, 2012
2. Classified Personnel – Non-Merit Report – No. A. 15
 - March 15, 2012Classified Personnel – Non-Merit Report - No. A. 20
 - April 19, 2012
3. Career Development Training – Module 3: Interview Skills Workshop
4. Merit Rules Review Tracker
5. Workforce Organization Development and Strategic District Partnership Tracker

PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
Regular Meeting: Tuesday, April 17, 2012

AGENDA ITEM NO: IV.A.1.a.

SUBJECT: Advanced Step Placement – Victor Cole

BACKGROUND INFORMATION:

<p>Classification Title: Instructional Assistant-Physical Education</p>	<p>Employee: Victor Cole</p>
<p><u>Education and Experience:</u></p> <ul style="list-style-type: none"> • At least six months paid or verifiable volunteer experience working with school aged children or young people in organized group activities, such as those sponsored by a department of parks and recreation, summer camps, YWCA, YMCA, etc. 	<ul style="list-style-type: none"> • Victor has almost two years experience working as a Community Service Leader for the City of Santa Monica. He has also been a seasonal volunteer coach at a city park and the Santa Monica Boys' and Girls' Club.

DIRECTOR'S RECOMMENDATION:

Mr. Cole's professional training and experience does not significantly exceed the minimum requirements specified for this classification. The Director of Classified Personnel recommends that the Personnel Commission disapprove this request for Advanced Step Placement at Range 20 , Step on the 2007-08 Classified Employee's Salary Schedule pursuant to Merit Rule §12.2.4. (B). (attachments).

Motion by: _____
 Second by: _____
 Vote: _____

PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

INSTRUCTIONAL ASSISTANT PHYSICAL EDUCATION

Classified Employees Salary Schedule – 20

DEFINITION

Under supervision, assists in carrying out the physical education program at elementary and secondary schools by working with students individually and in a group.

TYPICAL DUTIES

1. Demonstrates and instructs basic skills, knowledge and strategies of organized sports, games and related physical activities, including warm-up and cool-down exercises.
2. Demonstrates and instructs good sportsmanship and citizenship through physical education activities.
3. Assures student participation in the physical education program and reports on student progress to assigned certificated personnel.
4. Maintains acceptable student behavior by observing students in the physical education program and reports problems to assigned certificated personnel.
5. Observes and enforces safety measures to assure the health and safety of students.
6. Assists in the planning, preparation and organization of physical education activities.
7. Maintains inventory of athletic equipment and requests replacements and repairs as needed.
8. Performs routine clerical duties.
9. May participate in physical education activities as player, scorekeeper, coach, referee or official as required.
10. May supervise students in the locker rooms in secondary schools.
11. May administer first aid to students as required.
12. Perform other duties as assigned.

SUPERVISION

Supervision is received from certificated personnel. No supervision is exercised.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Behavior, needs and characteristics of school aged children.
Basics of good disciplinary techniques, including conflict resolution.
Basic safety rules.
Basic record-keeping techniques.

Ability to:

Learn individual and team sports and games.
Use positive reinforcement to help build students' self esteem.
Communicate and relate effectively with students, teachers, school administrators and parents.
Be a positive role model to students.
Be flexible and adapt positively to change.
Handle student problems with patience and tact.
Exercise good judgment.
Keep simple records accurately.
Respond appropriately to emergencies.

ENTRANCE QUALIFICATIONS

Experience:

At least six months paid or verifiable volunteer experience working with school aged children or young people in organized group activities, such as those sponsored by a department of parks and recreation, summer camps, YWCA, YMCA, etc.

PHYSICAL REQUIREMENTS

Ability to see, hear, communicate: stamina to stand, walk, run, throw, jump; agility to bend, kneel, squat; ability to safely lift and carry up to 50 lbs.

LICENSES AND OTHER REQUIREMENTS

Incumbents during the probationary period are required to obtain and to subsequently maintain a valid First Aid Certificate issued by an authorized agency and provide proof of certification to the Personnel Commission.

6/77

08/81

06-09-82

Rev: 04-05-93

Rev:06-13-94

Title Change only

PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
Regular Meeting: Tuesday, April 17, 2012

AGENDA ITEM NO: IV.A.1.b.

SUBJECT: Advanced Step Placement – Lori Ebner

BACKGROUND INFORMATION:

<p>Classification Title: Administrative Assistant</p>	<p>Employee: Lori Ebner</p>
<p><u>Education and Experience:</u></p> <p>Education: Must have a high school diploma or its recognized equivalent.</p> <p>Experience: Three (3) or more years of varied administrative, secretarial and clerical support experience.</p>	<p>Education:</p> <ul style="list-style-type: none"> • Lori has obtained a High School diploma. • Lori has completed 30 units of study at an Institute of Higher Learning. <p>Experience:</p> <ul style="list-style-type: none"> • Lori has 5 years' experience working in the capacity of Administrative Assistant.

DIRECTOR'S RECOMMENDATION:

Ms. Ebner's professional training and experience exceed the minimum requirements specified for this classification. The Director of Classified Personnel recommends that the Personnel Commission approve this request for Advanced Step Placement at Range 29, Step B on the 2006-07 Classified Employee's Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment* (attachments).

Motion by: _____
 Second by: _____
 Vote: _____

CLASSIFIED PERSONNEL

January 9, 2012

2012 JAN 11 A 9 38

Dr. Wilbert R. Young
Santa Monica-Malibu Unified School District
Director (Classified), Personnel Commission
1651 16th Street
Santa Monica, CA 90404

Dear Dr. Young:

This letter is to formally request to be placed higher than Step A on the salary schedule upon my start date Thursday, January 12, 2012. My title will be Administrative Assistant in the Special Education department.

I have over 20 years administrative and accounting experience in various mid to small sized companies. I have handled all aspects of budgeting, invoicing, purchase orders, and financial reports. Additionally, I am fully competent in Microsoft Word, Excel, PowerPoint, and QuickBooks.

I've held Office Manager, Accounting Assistant, and Executive Assistant titles in my previous jobs. I wear many hats and have a can-do attitude.

I look forward to joining the SMMUSD team.

Thank you in advance for your consideration.

Lori Ebner

Administrative Assistant

Job Summary:

Under general supervision, provides administrative, secretarial and clerical support on behalf of designated managerial, supervisory or administrative positions; performs a variety of administrative, database, and support functions to relieve staff of administrative details; and performs other related work as necessary.

Examples of Essential Functions:

1. Composes, types and proofreads agendas, reports and memos on behalf of managers, supervisors and administrators.
2. Maintains and updates master calendars.
3. Prepares office correspondence and newsletters.
4. Tracks budgetary expenditures for a number of different accounts; researches vendor and purchasing information; administers petty cash funds.
5. Compiles and distributes special mailings and promotional materials.
6. Prepares, reviews and approves school, division or departmental payroll reports and distributes payroll checks.
7. Administers work orders and facility service requests.
8. Prepares committee agendas and minutes.
9. Explains procedures and provides work direction to classified office support personnel.
10. Researches work practices and office procedures and participates in surveys sponsored by the District or other organizations.
11. Establishes and maintains word processing and spreadsheet information used in school, division or department databases and reports; organizes and maintains related office filing systems.
12. Answers incoming calls and routes individuals to appropriate staff; greets and directs visitors to appropriate personnel; screens, sorts, distributes and prepares department mail and special deliveries.
13. Coordinates and makes travel arrangements for conferences, workshops and other meetings to be attended or administered by managers, supervisors, administrators, or other personnel.

14. Compiles and presents information within budgetary and activity reports that are used by the school, department, division, or other organizations; assists managerial, professional and administrative staff in completing special projects as needed.
15. Performs other functions as assigned or as the situation requires.

Note: *The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed 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.*

Education/Training/Experience:

Required: Equivalent to completion of high school. Three or more years of varied administrative, secretarial and clerical support experience.

Desirable: Education, training or coursework in the use of word processing and spreadsheet applications programs and customer relations principles.

Knowledge:

- Administrative policies and department procedures.
- Budgeting procedures and basic accounting procedures.
- Proper usage of the English language and business protocols.
- Record keeping principles and procedures.
- School admissions, attendance and enrollment practices or department practices, services and programs.
- Report writing methods.
- Purchasing procedures.
- Customer service principles.
- Office practices, procedures, and equipment.
- Relevant provisions of the Education Code.
- Word-processing, spreadsheet and graphics applications programs.

Skills/Abilities:

- Compile, verify and use information from school, department or division databases.
- Take and transcribe minutes.
- Organize, coordinate and complete tasks to meet scheduled deadlines and provide technical direction to office support staff.
- Interpret and apply administrative policies and procedures.
- Compile and maintain files.

- Operate personal computer and standard office equipment including fax machine, computer printer and copier machines.
- Understand and follow oral and written instructions.
- Provide technical direction to clerical and student support staff.
- Communicate effectively and work cooperatively with co-workers, supervisors, management, public, and other department representatives.
- Work cooperatively with others.
- Demonstrate flexibility and respond to changing requirements and job assignments.
- Work independently.

Physical Elements:

This is primarily a sedentary classification and the employee works in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances. The employee interfaces with school administrators, program coordinators, and educational agency representatives in preparing reports, reviewing accounting activities, and requesting and providing information. The employee also interfaces with a range of different managers, supervisors, staff, students, and public and private representatives.

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

PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
Regular Meeting: Tuesday, April 17, 2012

AGENDA ITEM NO: IV.A.1.c.

SUBJECT: Advanced Step Placement – Marla Fisher

BACKGROUND INFORMATION:

<p>Classification Title: Health Office Specialist</p> <p><u>Education</u></p> <ul style="list-style-type: none"> • Educational attainment equivalent to a high school diploma or its recognized equivalent <p><u>Experience:</u></p> <ul style="list-style-type: none"> • One (1) year of clerical support experience and some experience or certificate in a medically-related field. <p><u>Licenses and other Requirements</u></p> <ul style="list-style-type: none"> • Valid First Aid, CPR and AED Certification. • A valid California Class C driver's license and an acceptable Motor Vehicle Report (MVR) and availability of private transportation between job sites may be required. 	<p>Employee: Marla Fisher</p> <ul style="list-style-type: none"> • Marla has a high school diploma. (Her Bachelor degree is in political science/international relations.) • She has three (2) years of clerical experience, including assignments such as health clerk, instructional assistant, library clerk and secretary. • Marla is First Aid, CPR and AED (automated external defibrillator) certified and possess a valid California Driver's License.
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DIRECTOR'S RECOMMENDATION:

Ms. Fishers' professional training and experience do not significantly exceed the minimum requirements specified for this classification. The Director of Classified Personnel recommends that the Personnel Commission disapprove this request for Advanced Step Placement at Range 25, Step D on the 2006-07 Classified Employee's Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment* (attachments).

Motion by: _____
 Second by: _____
 Vote: _____

SANTA MONICA – MALIBU UNIFIED SCHOOL DISTRICT

CLASS TITLE: HEALTH OFFICE SPECIALIST

Classified Employee's Salary Range: A-25

BASIC FUNCTION:

Under general supervision of the Director of Student Services, assist in the daily operation of a school health office, administer first aid, assist students in taking prescribed medications and perform a variety of clerical duties related to the school health programs.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES:

- A Health Office Specialist assists professional health services personnel in a school health office by maintaining clerical records and administering first aid in emergencies.
- The Senior Office Specialist performs a variety of clerical and typing duties ranging from beginning level to those requiring the exercise of judgment based on training and experience.
- A Licensed Vocational Nurse possesses a California Vocational Nurse License and performs specialized physical health care procedures requiring technical manual skills practiced under the technical and functional direction of the Credentialed School Nurse.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Assist students in taking prescribed medications.
- Assist the Credentialed School Nurse in maintaining health records and preparing reports.
- Type and file student health records.
- Communicate orally or in writing with parents and school personnel.
- Prepare documents and reports for the Credentialed School Nurse or the school administrator when immunizations are not in compliance with current state laws.
- Assist students with toileting and activities of daily living.
- Maintain supplies in the health office and prepare requisitions for needed replacements
- Provide first aid to students and others who are hurt or become injured at school.
- Record temperature readings.
- Contact parents and paramedics as required.
- Performs limited specialized physical healthcare procedures (treatments) such as glucose monitoring, mechanical nebulizer treatment or emergency injections of medications with appropriate training and supervision by the Credentialed School Nurse.
- Maintain safety and sanitation of the school health office.

OTHER DUTIES

- Perform related duties as assigned.

SUPERVISION:

Supervision is received from the Director of Student Services. Technical and functional direction is provided by the Credentialed School Nurse. No supervision of other staff is exercised.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Office practices and recordkeeping procedures.
- Basic math.
- Appropriate telephone etiquette and customer relations techniques.
- Uses wordprocessing, database and spreadsheet applications programs.
- First aid procedures and practices, including CPR and use of AED.

ABILITY TO:

- Proficiently operate personal computer and standard office equipment.
- Assemble, maintain and verify information contained in records, reports and documents.
- Understand and follow oral and written instructions.
- Communicate effectively and work cooperatively with co-workers, management, faculty, students, parents, public and private representatives, and other department personnel.
- Demonstrate flexibility and respond to changing requirements and job assignments.
- Work cooperatively with others.

EDUCATION AND EXPERIENCE:

EDUCATION:

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

EXPERIENCE:

One (1) year of clerical support experience and some experience or certificate in a medically-related field.

Note: For positions which require the ability to communicate effectively in a designated second language, candidates must successfully pass the District's bilingual oral exam.

LICENSES AND OTHER REQUIREMENTS:

- Valid First Aid, CPR and AED Certification.
- A valid California Class C driver's license and an acceptable Motor Vehicle Report (MVR) and availability of private transportation between job sites may be required.

WORKING CONDITIONS:

ENVIRONMENT:

The employee works in an office environment with many interruptions, moderate noise levels. Depending upon the position assignment, the employee interfaces with students, teachers, school administrators, staff, and public and private representatives in performing a variety of clerical functions and in requesting and providing information.

PHYSICAL DEMANDS:

Hand and finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate standard office equipment. The position occasionally bends, stoops, reaches, pushes and pulls drawers to retrieve and file information and lifts and carries reports and records that typically weigh less than twenty (20) pounds. Must be able to lift, push and pull up to fifty (50) pounds as required to move or assist an injured or ill student. Sitting, stooping, crouching, standing, bending at the waist, kneeling or walking to assist students. Must have hand and finger dexterity to operate specialized equipment and adaptive tools for lifting heavy students (such as the hoist lift). Must be physically able to provide rapid response to emergent situation throughout the school campus.

HAZARDS:

Exposure to contact with blood and other bodily fluids. May be required to work with harsh and toxic substances such as bleach.

**DUTIES APPROVED
BOARD OF EDUCATION:**
February 17, 2011

**CLASSIFICATION APPROVED
PERSONNEL COMMISSION:**
June 14, 2011
Revised July 12, 2011

PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
Regular Meeting: Tuesday, April 17, 2012

AGENDA ITEM NO: IV.A.1.d.

SUBJECT: Advanced Step Placement – Heidi Lara

BACKGROUND INFORMATION:

<p>Classification Title: Specialized Instructional Assistant</p>	<p>Employee: Heidi Lara</p>
<p><u>Education and Experience:</u></p> <ul style="list-style-type: none"> • At least three hundred (300) contact hours of working with individuals with exceptional needs and/or behavioral, social-emotional deficits are required. This experience must be directly related to behavior management within the last five (5) years. <p>All positions require a high school diploma or its recognized equivalent <u>AND</u></p> <ul style="list-style-type: none"> • Completed 48 units at an institution of higher learning; or • Obtained an Associate’s (or higher) degree; or • Must pass the District’s Instructional Assistant written examination demonstrating knowledge of and the ability to assist in instructing reading readiness, writing readiness and mathematics readiness. 	<ul style="list-style-type: none"> • Heidi has over 4,000 contact hours working with students with developmental disabilities, specifically from non-public agencies. • Heidi has the qualifications for the position in education; she has obtained an undergraduate degree from Wellesley College. • She has passed the District’ examination.

DIRECTOR’S RECOMMENDATION:

Ms. Lara’s professional training and experience significantly exceed the minimum requirements specified for this classification. The Director of Classified Personnel recommends that the Personnel Commission approve this request for Advanced Step Placement at Range 26, Step F on the 2006-07 Classified Employee’s Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment* (attachments).

Motion by: _____
 Second by: _____
 Vote: _____



Santa Monica Malibu Schools

Santa Monica-Malibu Unified School District
1651 Sixteenth Street • Santa Monica, California 90404 • 310.450.8338

Department of Special Education

Date: March 22, 2012

To: Dr. Wilbert Young
Director, Personnel Commission

From: Brianne Huff, M.A.
Kenneth Mitchell, Ed.S, NCSP, BCBA
Behavior Intervention Specialist

The purpose of this correspondence is to discuss the starting salary for Heidi Lara. Heidi is a new hire to the Santa Monica-Malibu Unified School District in the position of Specialized Instructional Assistant. It is our recommendation that Heidi be placed on Step-F of the appropriate salary schedule.

This recommendation is based on two factors. First, Heidi is seeking her Masters Degree in Psychology and has completed 18 semester units. Second, Heidi has significant experience working with students with behavioral and developmental disorders through a nonpublic agency. Additionally, it is challenging to locate qualified individuals for this position due to competition from private agencies.

It is our feeling that the Step-F salary rate would compensate Heidi fairly for her educational background in addition to her employment experience. Thank you in advance for your consideration of this recommendation.

Cc: Sara Woolverton, Director of Special Education

PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

SPECIALIZED INSTRUCTIONAL ASSISTANT

Classified Employees Salary Schedule – Range 26

BASIC FUNCTION:

Under the general supervision of the Behavior Intervention Specialist, the Specialized Instructional Assistant (SIA) will provide intensive behavior intervention services and support for students with exceptional needs as specified on the student's Individualized Educational Program (IEP). The SIA will provide assistance at the school.

ESSENTIAL DUTIES:

1. Provides intensive behavior intervention services to designated students with exceptional needs in a variety of settings, including but not limited to, the classroom, home and community under the supervision and direction of the Behavior Intervention Specialist.
2. Provides information to assist instructional personnel in developing or modification of behavior intervention including, but not limited to, individual and/or site-based behavior support plans involving behavior modification, reinforcement procedures, and Nonviolent Crises Intervention[®] (NCPI) strategies.
3. Follows implementation plan for intensive behavioral intervention services.
4. Records student progress including, but not limited to, data collection in a manner designated by the Behavior Intervention Specialist (BIS).
5. Provides input to instructional personnel for the purpose of behavior intervention, including but not limited to, strategies and learning materials for behavior modification plans.
6. Provides assistance for the instruction of students on an individual or groups basis to reinforce academics and/or behavioral skills.
7. Assists in monitoring the safety of students in various educational settings.
8. Tutors students individually or in small groups to reinforce learning, in accordance with the Individualized Education Program (IEP).
9. Provides assistance for the scheduling of activities.
10. Provides assistance for the preparation of charts, records, graphs, or other displays of student performance data.
11. Helps provide assistance for the students with personal hygiene, self-reliance, and behavior modification.
12. Provide assistance for the students in proper usage of computer applications and related assistive technology.

SPECIALIZED INSTRUCTIONAL ASSISTANT

Page Two

13. Attends trainings, workshops, and staff development meetings as required.
14. Guide children with severe handicaps toward more acceptable social behaviors.
15. Assist in managing behavior of children through use of a variety of reinforcement techniques.

OTHER DUTIES:

16. Performs related duties as assigned.

SUPERVISION:

The Behavior Intervention Specialist provides the supervision with input from designated school personnel. No supervision of other staff is exercised.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Basic characteristics of human behavior and practical learning patterns.
- Child development principles and practices related to students with exceptional needs, especially with autism spectrum disorder and/or with behavioral, social-emotional deficits.
- Intensive Behavioral modification techniques and procedures.
- Oral and written communication skills; correct English usage, grammar, spelling, punctuation and vocabulary.
- Basic computer applications and other assistive technology (e.g., assists with creating graphs/typing reports).
- Data collection/summarization and progress report preparation techniques.
- Personal hygiene practices; health and safety regulations.

Ability to:

- Provide intensive behavioral intervention to designated students at school and/or the home.
- Assist in the instruction of state standards-based curriculum and behavior management for students with exceptional needs, especially those identified with autism spectrum disorder and/or social-emotional difficulties.
- Effectively follow an intervention plan within clearly defined guidelines.
- Record/summarize data and advise Behavior Intervention Specialist of progress.
- Demonstrate awareness and sensitivity toward students and their individual differences in terms of abilities, cultures and languages.

SPECIALIZED INSTRUCTIONAL ASSISTANT

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- Maintain confidentiality of student records or other sensitive and privileged information in accordance with district, state and federal mandates and other specified legal requirements or policies.
- Use computer applications and other assistive technology.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to:

Education:

Must have a high school diploma or its recognized equivalent and

- Completed 48 units at an institution of higher learning; or
- Obtained an Associate's (or higher) degree; or
- Must pass the District's Instructional Assistant written examination demonstrating knowledge of and the ability to assist in instructing reading readiness, writing readiness and mathematics readiness.

Experience:

At least three hundred (300) contact hours of working with individuals with exceptional needs and/or behavioral, social-emotional deficits are required. This experience must be directly related to behavior modification within last five (5) years.

At least one (1) year experience working with students/adolescents with autism spectrum disorder is highly desirable.

LICENSES AND OTHER REQUIREMENTS: Must maintain a valid California driver's license and be insurable by the District's carrier and must have the use of a personal vehicle and telephone.

SPECIAL INFORMATION: May be assigned any duties normally assigned from the class specification for Instructional Assistant-Special Education.

WORKING CONDITIONS (ENVIRONMENT): Works in a classroom environment with students with exceptional needs exhibiting severe behavioral problems, including physical and emotional outbursts toward self/others such as kicking, spitting, scratching and biting. May require protection of physical safety at school/home with behavior modification techniques. May require sitting, stooping, crouching, standing, and walking to work with assigned students. Must have hand and finger dexterity to operate office equipment, learning aids and instructional materials.

May require driving to various district sites and/or to designated students' home. May occasionally lift or move a student weighing up to fifty (50) pounds.

SPECIALIZED INSTRUCTIONAL ASSISTANT

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DUTIES APPROVED
BOARD OF EDUCATION:
Approved 2005

CLASSIFICATION APPROVED
PERSONNEL COMMISSION:
June 14, 2005
Revised February 21, 2006
Revised September 2, 2008

Title/Revision change from **Instructional
Assistant-Intensive Behavioral Intervention**
March 10, 2009

RULE 12.2.4.B: SALARY ON EMPLOYMENT

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

16.3 Step Advancement

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

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

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

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

16.4 Advanced Step Placement:

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

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

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

16.5 Salary on Promotion

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

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

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

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

**PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
Regular Meeting: Tuesday, April 17, 2012**

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

SUBJECT: Classification Specification Revision–Cafeteria Cook/Baker

BACKGROUND INFORMATION:

The Director of Food and Nutrition Services has requested the revision of the classification specification to reflect the new requirements of the California Health and Safety Code, the current reporting relationship, as well as the emphasis of the classification.

The changes are not sufficient to alter the salary allocation for the classification. The classification specification revision is presented in legislative format. Please see attachment.

Note: SEIU Local 99 is the exclusive representative of classified employees assigned to the Cafeteria Cook/Baker. The SEIU Chief Steward has been consulted with regard to the classification specification revisions.

DIRECTOR’S RECOMMENDATION:

The Director of Classified Personnel recommends that the Personnel Commission approve the update to the classification specification for the Cafeteria Cook/Baker.

Motion by: _____
Second by: _____
Vote: _____

PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

CLASS TITLE: CAFETERIA COOK/BAKER

Classified Employee Salary Range: A-18

BASIC FUNCTION:

Under general supervision, perform a wide variety of food service activities related to the preparation **and heating of, cooking and baking** a variety of foods in large quantity at a production kitchen for distribution to adjacent and satellite cafeterias **and assigned school** sites.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- **Heat** ~~Cook or bake~~ a wide variety of **cooked** foods, such as **pizza, burritos, chicken, beef, and turkey items, breakfast items** ~~sweet rolls, buns, breads, cakes, pies, pastas, and~~ vegetables ~~and main course meats~~, to meet production schedules. ~~E~~
- Estimate **food** quantities needed; and ~~select, measure,~~ prepare **as required**, ~~adjust, and extend~~ recipes ~~and ingredients for cooking or baking~~; accurately follow menus and Food **and Nutrition Services** approved recipes. ~~E~~
- Clean cooking, **heating** ~~baking~~ and food preparation areas and related equipment; store kitchen equipment and supplies in proper conditions and location. ~~E~~
- Operate a variety of standard kitchen equipment including ~~mixers, slicers, choppers~~ **stove, steamer,** ovens, **titling skillet**, barbecues and other equipment and utensils. ~~E~~
- Rotate stock according to established procedures; maintain inventory records of stock and notify appropriate personnel of inventory needs. ~~E~~
- Operate a cash register/computer terminal and serving line. **Count and reconcile cash collected at assigned register or food cart.**
- Assist in the maintenance of records on the number of items sold. **Prepare and complete daily a la carte report.**
- ~~Substitute for the Production Kitchen Coordinator or Site Food Service Coordinator as required.~~
- **Serve foods in a cafeteria or snack bar or remote food cart location.**
- **Prepare food production reports for serving lines.**
- Prepare food for catering and special events.

OTHER DUTIES

- Perform related duties as assigned.

SUPERVISION:

Supervision is received from the **Director of Food and Nutrition Services or** Food Service Operations Supervisor.

Work ~~direction and~~ guidance is provided by the ~~High School~~ Production Kitchen Coordinator ~~or the Site Food Service Coordinator.~~

~~Work direction and guidance may be provided to Cafeteria Worker I/II and student workers.~~

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Methods of preparing, **heating** ~~mixing~~, cooking, ~~baking~~, and serving food in large quantities.
- Methods of computing food quantities required by menus.
- Food handling techniques and kitchen sanitation.
- Methods of cleaning and maintaining food service areas, utensils and equipment.
- Kitchen sanitation and safety precautions.
- Time management techniques.
- **The National School Lunch and Breakfast Program regulations.**

ABILITY TO:

- Understand and follow oral and written directions.
- Prepare, **heat** ~~bake~~, and cook foods in large quantities.
- Follow recipes.
- Operate appliances found in school cafeterias.
- Maintain **accurate** records.
- Prepare meats, vegetables, and baked goods in large quantities.
- Compute food quantities required by menus.
- Understand and carry out oral and written instructions.
- Maintain cooperative working relationships.
- Operate a computer terminal/cash register.
- Count money and make change accurately.
- Meet production schedules.
- Work under pressure of time deadlines.
- **Establish and maintain cooperative and effective working relationships with others.**
- Be flexible.

EDUCATION AND EXPERIENCE:

EDUCATION:**EXPERIENCE:**

One **(1)** year of experience in preparing and serving large quantities of food or completion of an approved course in food preparation.

LICENSES AND OTHER REQUIREMENTS

An approved (CA Health and Safety Code Chapter 3, Article 2 section 113947 and 113947 (1-6)) food safety certificate must be obtained by the time of appointment and maintained.

113947.3a: Food safety certification required pursuant to Section 113947.1 shall be achieved by successfully passing an examination from an accredited food protection manager certification organization. The certification organization must be accredited by the American National Standards Institute as meeting the requirements of the Conference for Food Protection's "Standards for Accreditation of Food Protection Manager Certification Programs".

Some positions in this class may be required to provide his/her own transportation between school sites and be required to possess a valid California driver's license.

WORKING CONDITIONS:**ENVIRONMENT:**

Production kitchen environment; heat from ovens and stoves, cold from walk-in refrigerators and freezers.

PHYSICAL ABILITIES:

Standing and walking for extended periods of time; dexterity of hands and fingers to operate kitchen equipment; carrying, pushing or pulling food trays and carts; **occasionally** lifting **carrying, pushing or pulling moderately** heavy objects **up to forty-five (45) pounds**; seeing to assure proper quantities of food; bending at the waist; reaching overhead, above the shoulders and horizontally.

HAZARDS:

Exposures to very hot foods, equipment, metal objects; exposure to sharp knives, slicers, cleaning solvents and detergents.

~~Established P.C. June 1977~~

~~Revised Ewing — personnel Commission April 1, 1996~~

DUTIES APPROVED
BOARD OF EDUCATION:

No date.

CLASSIFICATION APPROVED
PERSONNEL COMMISSION:

June 1997

Revised April 1, 1996

Revised April 17, 2012

**PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
Regular Meeting: Tuesday, April 17, 2012**

AGENDA ITEM NO: IV.A.3.

SUBJECT: Recruitment for the Director of Classified Personnel at Santa Monica-Malibu Unified School District

BACKGROUND INFORMATION:

Mr. George Cole, Executive Director of The California School Personnel Commissioners Association will present his plan to conduct the recruitment to fill the position of Director of Classified Personnel at the Santa Monica-Malibu Unified School District.

DIRECTOR'S RECOMMENDATION

The Director of Classified Personnel recommends that the Personnel Commission approve Mr. George Cole, Executive Director of The California School Personnel Commissioners Association to conduct the recruitment to fill the position of Director of Classified Personnel at the Santa Monica-Malibu Unified School District.

Motion by: _____

Second by: _____

Vote: _____

**PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
Regular Meeting: Tuesday, April 17, 2012**

AGENDA ITEM NO: IV.B.1.

SUBJECT: Proposed Budget – Personnel Commission FY 2012-2013 - First Reading

BACKGROUND INFORMATION:

Attached is the Personnel Commission’s FY 2012-2013 proposed budget for a first reading. In accordance with Education Code Section §45253, “the Personnel Commission shall prepare an annual budget for its own office which, upon the approval of the county superintendent of schools, shall be included by the governing board in the regular budget of the school district.” The budget shall be prepared for a public hearing by the Commission to be held no later than May 30, 2012. (Please see Attachment 1)

The proposed budget reflects two percent (2%) increase from the 2011-2012 adopted budget, in part, due to mandated increase in Object Code 3412 (Health and Welfare Benefits) and also in Object Code 2410 (Clerical/Office Salaries). (Please see Attachment 2).

The second reading, a public hearing and adoption, will be held at the Personnel Commission meeting of May 8, 2012.

DIRECTOR’S RECOMMENDATION

The Director of Classified Personnel recommends that the Personnel Commission receive and review the proposed budget for FY 2012-2013 for a first reading.

Santa Monica-Malibu Unified School District ATTACHMENT 2
Personnel Commission Proposed Budget
2012-2013

Object Code	Expenditure by Object	Column I 2010-2011 Actual (dollars only)	Column II 2011-2012 Actual (dollars only)	Column III 2012-2013 Actual or Estimated (dollars only)	Column IV Maintenance Actual or Estimated \$+/-
2000	Classified Salaries¹	362,649	360,148	364,217	4,069
2319	Commission Members ²	2,000	2,400	1,800	-600
2300	Director	121,750	120,840	94,477	-26,363
2317- 2410	Personnel Analyst/ Technicians/Admin.	236,899	234,908	267,940	33,032
---	Other ³	2,000	2,000	0	-2,000
3000	Employee Benefits	128,108	149,095	157,079	7,984
	Subtotal (Obj. Codes 2 & 3)	490,757	509,243	521,296	12,053
4000	Supplies and Equipment Replacement	8,000	8,000	8,000	0
4310	General Supplies and Materials	8,000	8,000	8,000	0
4400	Non-Capital Equipment	0	0	0	0
5000	Operating Expenses	18,000	16,300	14,800	-1,500
5210	Mileage Reimbursement	200	200	200	0
5220	Conference/Travel Expense	1,000	500	300	-200
5300	Dues and Memberships	1,300	1,000	800	-200
5640	Repair by Vendor	0	0	0	0
5650	Maintenance Agreement	9,000	9,100	8,500	-600
5710	Direct Cost TRF-Intrafund	1,500	1,500	1,500	0
5750	FNS Receptions	0	0	0	0
5802	Independent Contractors/Consultants	0	0	0	0
5810	Advertising	4,000	3,000	2,500	-500
5820	Legal Costs	1,000	1,000	1,000	0
5890	Other Operating Expenses	0	0	0	0
5910	Postage and Postage Meters	0	0	0	0

Santa Monica-Malibu Unified School District ATTACHMENT 2
Personnel Commission Proposed Budget
2012-2013

Object Code	Expenditure by Object	Column I 2010-2011 Actual (dollars only)	Column II 2011-2012 Actual (dollars only)	Column III 2012-2013 Actual or Estimated (dollars only)	Column IV Maintenance Actual or Estimated \$/-
6000	Equipment	0	0	0	0
	37810				
	Subtotal (Obj. Codes 4,5 & 6)	26,000	24,300	22,800	-1,500
	Appropriation for Contingencies ⁴				
	Total Expenditures	516,757	533,543	544,096	10,553
	Actual Expenses				
			Amount Budgeted	544,096	2%

¹Do not include those expenditures not directly attributable to the activities of the Commission and their employees. For example, salaries of administrators having a line responsibility for all district operations should not be prorated even though some time may be spent working with the personnel director.

²Salaries for Commission members should not be included without prior and specific authorization by the Governing Board.
(E.C. Section 45250)

³ Additional clerical support for Classified Personnel office.

⁴Include as Appropriation for Contingencies only such amount as may seem necessary for unforeseen requirements.



February 21, 2012

TO: Personnel Commission
Directors of Classified Personnel
Selected Los Angeles County School and Community College Districts

FROM: Catherine Alarcon, Business Advisory Services Manager
Division of Business Advisory Services

SUBJECT: Annual Budget of Personnel Commission

This bulletin is directed to those districts that have adopted the merit system under the provisions of Article 6 of the Education Code (EC), beginning with EC Section 45240.

Pursuant to EC Sections 45253 and 88073, each Personnel Commission must prepare an annual budget for their office. The Personnel Commission must also hold a public hearing for that budget no later than May 30 of each year, or on a date agreed upon by the Governing Board and the Personnel Commission. The date must coincide with the adoption process for the school district's budget. The Personnel Commission must consider the views of the district's Governing Board prior to the adoption of the Personnel Commission budget.

Attached are the following documents which will assist districts in preparing and submitting the proposed 2012-13 Personnel Commission Budget:

- "Procedures and Instructions, 2012-13" related to the adoption of the Personnel Commission Budget (Attachment No. 1);
- "Notification of District Intent to Concur With or Reject the Proposed Fiscal Year 2012-13 Personnel Commission Budget" (Attachment No. 2);
- Form No. 504-035, "Annual Budget of Personnel Commission" (Attachment No. 3).

In addition, an electronic, fillable version of the "Annual Budget of Personnel Commission" budget form is available on the Los Angeles County Office of Education (LACOE) Web site at:

www.lacoe.edu/bas

Select "Documents & Forms" on the left side of the screen under the heading "BAS Resources," and then use the "Find" function to locate Form No. "504-035." The fillable form includes formulas that will assist you in preparing the form by calculating totals.

Please note that the "Notification of District Intent to Concur With or Reject the Proposed Fiscal Year 2012-13 Personnel Commission Budget," must be signed by the district superintendent, and submitted with the proposed Personnel Commission Budget to LACOE's Division of Business Advisory Services. This document assists us in our review and analysis of the proposed Personnel Commission Budget.

After the public hearing, **please forward the original and two copies of the proposed budget along with the "Notification of District Intent to Concur With or Reject the Proposed Fiscal Year 2012-13 Personnel Commission Budget" to:**

Los Angeles County Office of Education Division of Business Advisory Services Attention: Ms. Catherine Alarcon
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This bulletin and its attachments are posted on the LACOE Web site at the following address:

www.lacoe.edu/bas

Select "Bulletins" on the left side of the screen under the heading "BAS Resources," and then use the "Find" function to locate a specific bulletin by number or keyword.

If you have any questions regarding this bulletin, please contact me at (562) 922-6740, or the Business Services Consultant assigned to your district.

Approved:
Melvin Iizuka, Director
Division of Business Advisory Services

CA:lc
Attachments

Informational Bulletin No. 185
BAS-89-2011-12

LOS ANGELES COUNTY OFFICE OF EDUCATION

Division of Business Advisory Services

ANNUAL BUDGET OF PERSONNEL COMMISSION PROCEDURES AND INSTRUCTIONS, 2012-13

1. The Personnel Commission shall prepare an annual budget for its own office, which upon the approval of the Los Angeles County Superintendent of Schools (County Superintendent) shall be included by the Governing Board in the regular budget of the school or community college district. The annual budget of the Personnel Commission may include amounts for the purposes of Education Code (EC) Sections 45255 and 88075.
2. The budget shall be prepared for a public hearing by the Personnel Commission to be held within the time limits specified in EC Sections 45253(b) and 88073.
3. The Personnel Commission shall forward a copy of its proposed budget to the Governing Board indicating the time, date, and place for the public hearing of the budget, and shall invite board and district administrative representatives to attend and present their views. The Personnel Commission shall fully consider the views of the Governing Board prior to adoption of its proposed budget.
4. The Personnel Commission shall then forward its budget to the County Superintendent for action, **along with the "Notification of District Intent to Concur With or Reject the Proposed Fiscal Year 2012-13 Personnel Commission Budget."**
5. If the County Superintendent proposes to reject the budget as submitted by the Personnel Commission, or is requested in writing by the Governing Board to reject the budget, he or she shall, within 30 days after the Personnel Commission's submission of the budget, hold a public hearing on the proposed rejection within the district. A Governing Board request that the County Superintendent reject the Personnel Commission budget must be received **within the 30 days following the County Superintendent's receipt of the proposed budget** so that a hearing can be held within the legal time limits.
6. A notice of public hearing on the proposed rejection will be forwarded to the Personnel Commission and district's governing board. After such public hearing, the County Superintendent may reject, or with the concurrence of the Personnel Commission, amend the proposed budget.
7. Upon approval by the County Superintendent, one copy of the adopted budget will be returned to the Personnel Commission and one copy to the district, and shall be included by the Governing Board in the regular budget of the district.
8. In the absence of an approval by the County Superintendent, the Personnel Commission will be requested to prepare a new budget not to exceed the budget of the preceding year (2011-12), and the items of expenditure shall be determined by the Personnel Commission.
9. If with the concurrence of the Personnel Commission the budget is amended, the County Superintendent will request that a new budget be prepared not to exceed the amended amount.

Attachment No. 1 to:

Informational Bulletin No. 185

BAS-89-2011-12

LOS ANGELES COUNTY OFFICE OF EDUCATION
Division of Business Advisory Services

NOTIFICATION OF DISTRICT INTENT TO CONCUR WITH OR REJECT THE
PROPOSED FISCAL YEAR 2012-13 PERSONNEL COMMISSION BUDGET

_____ The Governing Board concurs with the proposed fiscal year 2012-13 Personnel Commission Budget.

_____ The Governing Board intends to request that the County Superintendent of Schools reject the Personnel Commission's budget and follow the provisions of Education Code (EC) Section 45253 or EC Section 88073. **The superintendent, on behalf of the district Governing Board, will be submitting a formal written request that the Los Angeles County Superintendent of Schools reject the budget.**

_____ The Governing Board neither concurs with nor intends to request that the County Superintendent reject the Personnel Commission's budget.

Date

District Name

Signature
District Superintendent/President

NOTE: The "Notice of Intent" **must** be attached to the proposed Personnel Commission Budget when it is submitted to the Los Angeles County Office of Education.



Los Angeles County
Office of Education

Leading Educators • Supporting Students • Serving Communities

Division of Business Advisory Services

Annual Budget of Personnel Commission
Fiscal Year 2012-2013
(Education Code Section 45253)

_____ School District, Los Angeles County, California.

Notice of Public Hearing by the Personnel Commission

To the Governing Board and District Administration:

The Public Hearing on this proposed budget will be held at

_____ (Place)

on _____, 2012 at _____ o'clock ____ M.

You are invited to attend and present your views.

Signed _____
Chairman or Director of Personnel Commission

Adopted Annual Budget of Personnel Commission

To: Los Angeles County
Office of Education

This proposed budget was adopted subsequent to a public hearing by the Personnel Commission of the District.

Date of meeting _____, 2012

Signed _____
Chairman or Director of Personnel Commission

Approval Annual Budget of Personnel Commission

To the Governing Board and Personnel Commission:

This report has been examined and approved by _____
Los Angeles County Office of Education

By _____, Deputy

Date _____, 2012

Annual Financial and Budget Report
Fiscal Year 2012-2013

Expenditure by Object	Column I 2010-2011 Actual (dollars only)	Column II 2011-2012 Actual or Estimated (dollars only)	Column III 2012-2013 Budget (dollars only)
2000 Classified Salaries ¹			
Commission Members ²	\$	\$	\$
Director			
Secretaries, Clerks			
Other			
3000 Employee Benefits			
Subtotal			
4000 Supplies and Equipment Replacement			
5000 Operating Expenses			
6000 Equipment			
Subtotal			
Appropriation for Contingencies ³			
Total Expenditures	\$	\$	\$
	Actual Expense	\$	
		Amount Budgeted	\$

¹ Do not include those expenditures not directly attributable to the activities of the Commission and their employees. For example, salaries of administrators having a line responsibility for all district operations should not be prorated even though some time may be spent working with the personnel director.

² Salaries for Commission members should not be included without prior and specific authorization by the Governing Board. (E.C. Section 45250)

³ Include as Appropriation for Contingencies only such amount as may seem necessary for unforeseen requirements.

Proposal

Board of Education
Superintendent

Confidential

Personnel Commission

Asst. Superintendent – Human Resources

Sr. Admin. Asst.-Conf. (Lisa)

Director of Classified Personnel

Admin. Asst. (Jana)

Personnel Analyst (Stephanie)

HR Tech. (Julie)

HR Tech. .5 (Cindy)

HR Tech. (Leslie)

HR Specialist (Carmen)

HR Tech.-Conf. (Beth)

HR Spec.-Conf. (Leyla)

Sr. Office Specialist (Irene)

Employee Benefits Tech. (Cheryl)

Credential Analyst (Marcia)

- Plan recruitment/selection activities
- Job analysis
- Compensation studies
- Recommendations to Commission
- NeoGov Admin
- Admin. in charge
- Prof. Dev.

- Recruitment
- Post job bulletins
- Coordinate testing and interviews
- Assign substitutes

- Recruitment
- Post job bulletins
- Coordinate testing and interviews
- Transfer Bulletins
- School break assignments

- Recruitment
- Post job bulletins
- Coordinate testing and interviews
- Assign substitutes
- Employment processing, including fingerprinting (Irene)
- -coaches (Leyla)
- -non-merit (Carmen)
- -volunteers (Irene)
- Switchboard Back-up (Irene)

- Classified & non-merit employment processing (including fingerprinting)
- Position control
- HRS input
- Surveys and reports
- Classified unemployment claims
- Seniority list
- Classified employment verifications
- Wage adjustments
- Customer service

- Certified sub desk including processing employees, renewing sub credentials
- -daily and long term assignments
- -payroll
- Classified sub desk special ed aides
- HRS and subfinder input
- Leaves
- Accommodations
- Customer service

- Certified position control processing
- Manage HRS data system
- Staffing reports
- Non reelects
- Salary advancements
- J90
- Vacancy postings
- Processing coaches
- Customer service

- Maintain employee files
- Certified unemployment claims
- Certified employment verifications
- Certified fingerprinting
- Classified fingerprinting
- Switchboard-back-up
- Processing veterans
- Sub back-up
- HR reception
- Classified benefits

- Benefits oversight
- Open enrollment
- NEO/safety training
- COBRA maintenance
- LTD claims processing
- Certified employee sign-up
- Classified employee sign-up

- Process new certificated employees
- Evaluate salary placement for new teachers, administrators
- Monitor credential renewals
- Evaluate and maintain NCLB information
- Process clear and induction credentials
- Teacher summer employment
- Answer inquiries regarding credentials, salary placement, union guidelines, etc.

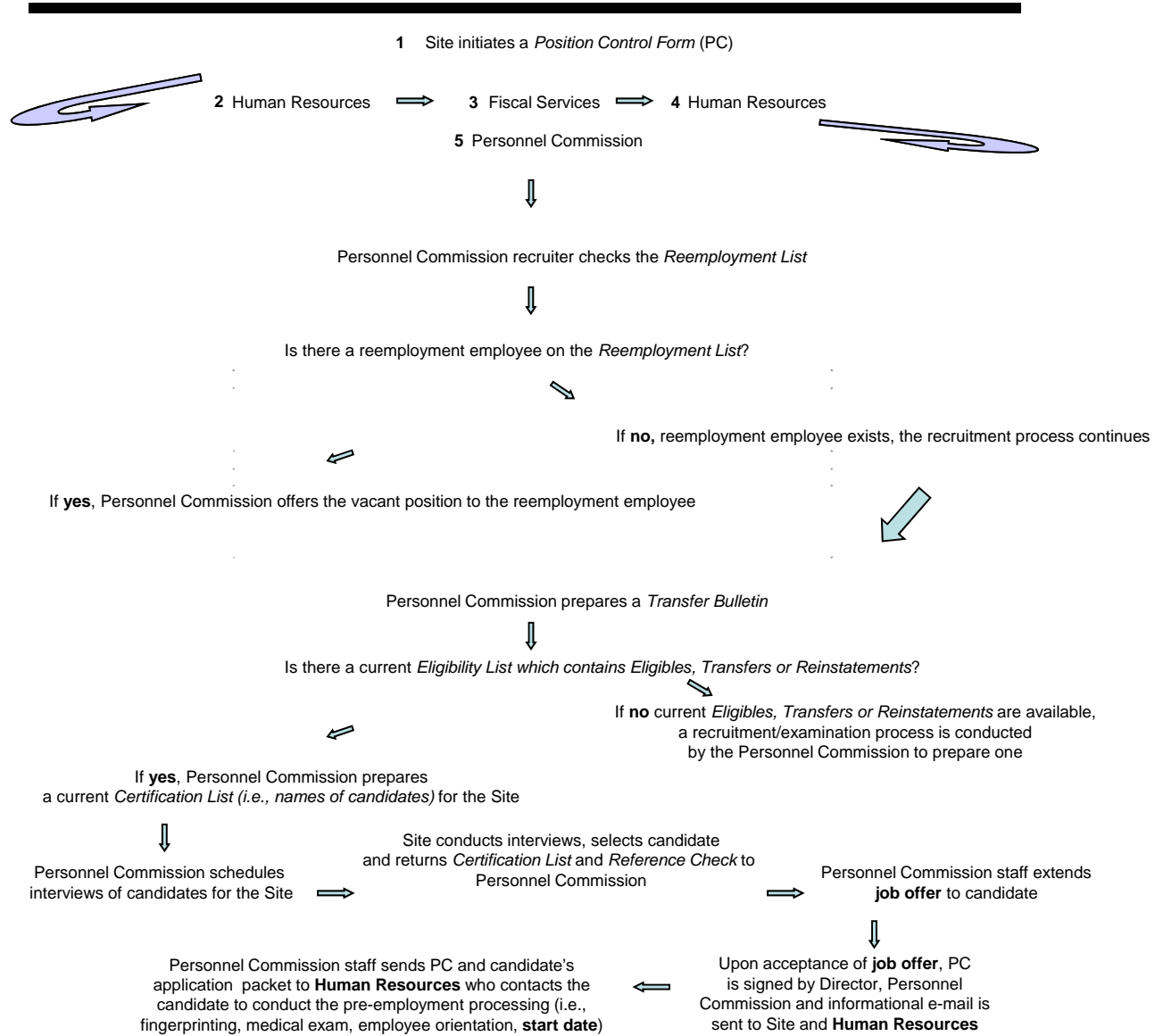
Blue – Combine Jobs to One

Green – Job Task Transfer (from various employees)

Red – Job Task Transfer (from Cheryl)

Diagram of the Recruitment Process

Wilbert Young, Ph.D.
Director, Personnel Commission



Personnel Requisition Executive Summary

as of April 11, 2012

REQUISITION STATUS

<u>Req Status</u>	<u>Count</u>
* Cert. List [Selection interviews held/scheduled for 2 positions.]	3
* Open [None of these positions are on Transfer Bulletin.]	7
Total:	10

REQUISITION ACTIVITY

	<u>Count</u>
* Previous Requisition Total (03/07/12)	15
* Requisitions Received (+)	6
* Requisitions Filled (-)	10
* Requisitions Cancelled/On Hold (-)	1
* Current Requisition Total (04/11/12)	10

Personnel Commission

Personnel Requisition Monthly Comparison

Req Status	4/7/2011	5/5/2011	6/7/2011	7/6/2011	8/8/2011	9/8/2011	10/6/2011	10/28/2011	12/7/2011	1/4/2012	3/7/2012	4/11/2012
Cert. List	3	4	2	2	32	10	9	5	23	7	6	3
Open	9	17	21	23	28	37	33	39	17	33	9	7
Total	12	21	23	25	60	47	42	44	40	40	15	10

Req Status: "Cert. List" indicates that the Personnel Commission staff has submitted a list of names of persons who have qualified in all parts of the appropriate examination process to the appointing authority. "Open" indicates that the appointing authority has not received a Cert. List.

Personnel Requisition Detailed Report

#	Req. ID	Date From HR	Working Days as of 4/11/12	Requisition Title	Dept/Site	FTE%	Hrs Per Day	Position Type ¹	Replacing	Transfer Bulletin #	PC Status ²	Cert Date	Comments	3+ Ranks
1	12-219	03/23/12	11	DEVELOPMENTAL/HEALTH INSTRUCTIONAL ASST	SPECIAL ED	56.25	4.50	New	-	36	Open		RECRUITMENT OPENED 03/12/12 TO 04/03/12. EXAM PROCESS REVISION IN PROGRESS. TRANSFER BULLETIN #36 CLOSED 03/30/12. [THIS IS A 1:1 POSITION.]	
2	12-165	11/09/11	101	ELEMENTARY LIBRARY COORD	JOHN MUIR ELEMENTARY	87.50	7.00	Vac	SUZANNE MOSCOSO	15	Cert. List	11/17/11	SELECTION INTVWS HELD 12/07/11. FOLLOW-UP INTVWS HELD 12/19/11. STAFF CONTACTED HIRING AUTHORITY ON 12/21/11 REGARDING SELECTION. SELECTED CANDIDATE DECLINED OFFER 01/05/12. THREE RANKS REMAIN FOR SELECTION. HIRING AUTHORITY INDICATED COMMITTEE NEEDED TO RECONVENE TO SELECT ANOTHER ELIGIBLE CANDIATE. (NOTE: A SUBSTITUTE WAS ASSIGNED PENDING SELECTION.) STAFF CONFERRED WITH HIRING AUTHORITY REGARDING STATUS OF SELECTION AND REQUISITION CERT. LIST ON 02/08/12, 02/09/12, 02/28/12, 03/06/12, 03/07/12 AND 03/22/12. STAFF ADVISED THAT A SELECTION MUST BE MADE WHEN THERE ARE THREE RANKS OF ELIGIBLE CANDIDATES. ALSO, IF THE POSITION IS NO LONGER REQUIRED, A PC SHOULD BE SUBMITTED TO ABOLISH THE POSITION AND A SUBSITUTE WOULD NO LONGER BE PROVIDED.	YES
3	12-075	08/17/11	157	EQUIPMENT OPERATOR/SPORTS FACILITIES	MAINTENANCE & OPERATIONS	100.00	8.00	New	---	6	Open		STAFF WORKING WITH SMEs TO DEVELOP EXAM. (MOST RECENT MEETING HELD 03/28/12). CLASS SPEC REVISED 10/11/11. RECRUITMENT REOPENED 02/03/12 TO 02/28/12. ORIGINAL APPLICATION FILING PERIOD WAS 09/27/11 to 10/18/11. CURRENT EMPLOYEE WORKING OUT OF CLASS PENDING COMPLETION OF RECRUITMENT/EXAMINATION PROCESS. [TRANSFER BULLETIN #6 CLOSED 08/24/11.]	

Personnel Requisition Detailed Report

#	Req. ID	Date From HR	Working Days as of 4/11/12	Requisition Title	Dept/Site	FTE%	Hrs Per Day	Position Type ¹	Replacing	Transfer Bulletin #	PC Status ²	Cert Date	Comments	3+ Ranks
4	12-201	01/23/12	54	FISCAL SERVICES SUPERVISOR (PAYROLL)	FISCAL SVCS	100.00	8.00	Vac	RICARDO LOPEZ	27	Open		RECRUITMENT OPENED 12/21/11 THROUGH 01/20/12. TRAINING AND EXPERIENCE EVALUATION COMPLETED 02/10/12. QAI SCHEDULED FOR 04/20/12. [TRANSFER BULLETIN #26 CLOSED 02/08/12.]	
5	12-207	02/15/12	37	INSTRUCTIONAL ASST-CLASSROOM	FRANKLIN ELEMENTARY	45.00	3.60	Vac	SERGIO RODRIGUEZ	31	Cert List	02/29/12	SELECTION INTVW DATE PENDING. (STAFF CONTACTED HIRING AUTHORITY TO COORDINATE INTVW DATE ON 02/29/12 AND 03/30/12.) [TRANSFER BULLETIN #31 CLOSED 02/22/12.]	YES
6	12-215	03/07/12	23	INSTRUCTIONAL ASST-CLASSROOM	JOHN MUIR ELEMENTARY	43.75	3.50	Vac	PAULITA HERNANDEZ	34	Cert List	03/12/12	SELECTION INTVWS SCHEDULED 04/25/12. (STAFF CONTACTED HIRING AUTHORITY TO COORDINATE INTVW DATE ON 03/12/12 AND 03/19/12. RESPONSE RECEIVED 03/20/12.) [TRANSFER BULLETIN #34 CLOSED 03/15/12.]	YES
7	12-105	09/08/11	142	INSTRUCTIONAL ASST-PHYSICAL ED	SANTA MONICA HIGH	50.00	4.00	New	---	7	Open		INITIAL CERT LIST TO HIRING AUTHORITY 09/23/11. RECRUITMENT RE-OPENED 11/30/11 TO 12/20/11 TO SECURE ADDITIONAL RANKS TO MEET BFOQ. WRITTEN EXAM ADMINISTERED 01/09/12 DID NOT RESULT IN FEMALE CANDIDATES. RECRUITMENT RE-OPENED ON A CONTINUOUS BASIS TO OBTAIN FEMALE CANDIDATES. STAFF CONTACTED HIRING AUTHORITY ON 02/08/12 TO CONFIRM NEED FOR FEMALE CANDIDATE. MOST RECENT EXAM, ADMINISTERED 03/29/12, RESULTED IN TWO RANKS. HIRING AUTHORITY CONTACTED FOR SELECTION INTVW DATES. [BFOQ: FEMALE ONLY FOR GIRLS LOCKER ROOM.] RECRUITMENT IS NOW CONTINUOUS IN ORDER TO OBTAIN FEMALE CANDIDATES.	

Personnel Requisition Detailed Report

#	Req. ID	Date From HR	Working Days as of 4/11/12	Requisition Title	Dept/Site	FTE%	Hrs Per Day	Position Type ¹	Replacing	Transfer Bulletin #	PC Status ²	Cert Date	Comments	3+ Ranks
8	12-210	02/15/12	38	JOB DEVELOPMENT & PLACEMENT	SANTA MONICA HIGH	75.00	6.00	Vac	KELLIE LE DUFF	31	Open		TRANSFER BULLETIN #31 CLOSED 02/22/12. WORKING WITH HIRING MANAGER TO UPDATE CLASS SPEC. JAQ PROVIDED ON IN FEB. A CLECRICAL SUB HAS BEEN IN PLACE SINCE 2/28/2012	
9	12-103	09/08/11	142	SCHOOL OCCUPATIONAL THERAPY ASST (COTA)	SPECIAL ED	100.00	8.00	Vac	KARI ISACKSON	7	Open		RECRUITMENT OPENED 09/08/11 UNTIL FILLED. [TRANSFER BULLETIN #7 CLOSED 09/14/11.]	
10	12-213	02/28/12	29	SPECIALIZED INSTRUCTIONAL ASST	SPECIAL ED	75.00	6.00	New	---	32	Open		POSITION FILLED 03/12/12; HOWEVER, THE CANDIDATE RESCINDED ACCEPTANCE ON 3/20/12. NEXT EXAM SCHEDULED FOR WEEK OF 04/23/12; PREVIOUS EXAM ADMINISTERED 03/14/12. [TRANSFER BULLETIN #32 CLOSED 03/06/12.] BFOQ: MALE CANDIDATES ONLY.	

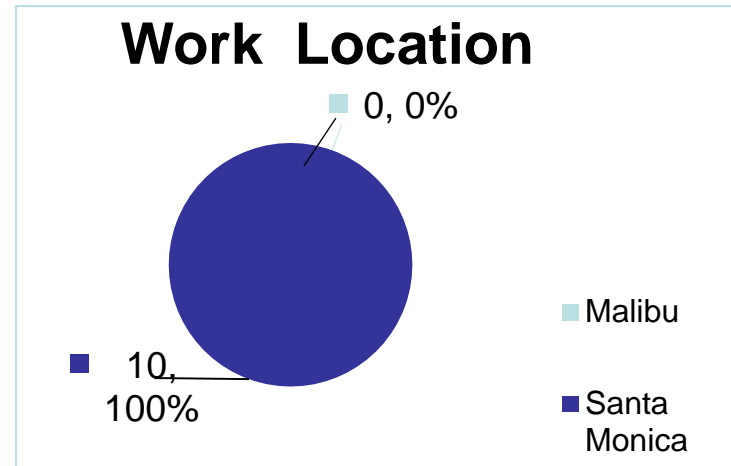
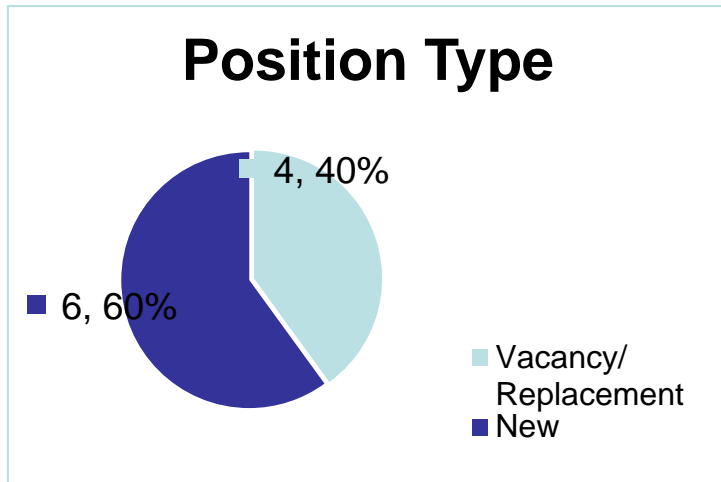
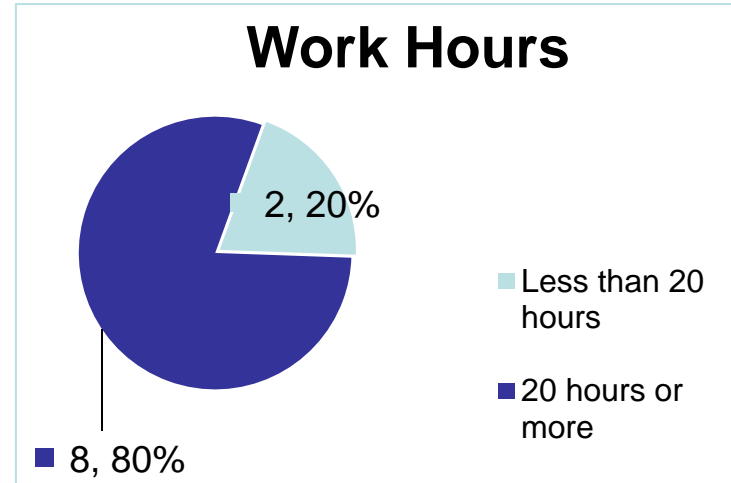
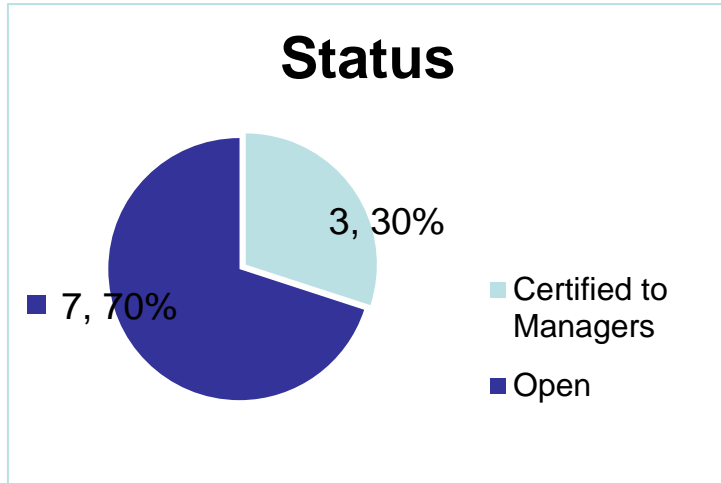
NOTES:

- ¹ **Position Type** : "Vac" (Vacancy) refers to a personnel requisition initiated to replace a separated employee. "New" refers to a personnel requisition initiated for a newly established position.
- ² **Req Status** : "Cert. List" indicates that the Personnel Commission staff has submitted a list of names of persons who have qualified in all parts of the appropriate examination process to the appointing authority. "Open" indicates that the appointing authority has not received a Cert. List.

Personnel Commission

Personnel Requisition Graphic Summary

as of April 11, 2012



**PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
Regular Meeting: Tuesday, April 17, 2012**

AGENDA ITEM NO: IV.B.5.

SUBJECT: First Reading of Changes to Personnel Commission Merit Rules – *Chapter XV: Resignation and Reinstatement*

BACKGROUND INFORMATION:

The Advisory Rules Committee (ARC) met during January 2012 through March 2012, and has recommended the proposed revisions to *Chapter XV: Resignation and Reinstatement*. The proposed revisions update the language contained in this Rule to reflect alignment with the Education Code.

DIRECTOR'S RECOMMENDATION

The Director of Classified Personnel recommends that the Personnel Commission consider for the first reading the proposed revisions to *Chapter XV: Resignation and Reinstatement* (attachment).

CHAPTER XV

RESIGNATION, AND REINSTATEMENT AND **RETIREMENT**

Rule 15.1 RESIGNATION AND RETIREMENT

15.1.1 RESIGNATION (EDUCATION CODE 45201)

A. The governing boards of any school district may accept the resignation of any employee and may fix the time when the resignation shall take effect, which, except as noted in the next paragraph, shall not be later than the close of the school year during which the resignation is received by the board.

Notwithstanding any other provision of law, an employee and the governing board of a school district may agree that a resignation be accepted at a mutually agreed upon date not later than two years beyond the close of the school year during which the resignation is received by the board.

~~A.~~ **B.** When an employee desires to resign from **their** his/her position, he/she shall submit a Separation Form to **Human Resources** Personnel Services.

~~B.~~ **C.** A resignation is accepted on the date tendered and may be withdrawn **with a request in writing** by the employee only **and** with the approval of the Assistant Superintendent-Human Resources.

~~C.~~ **D.** A resignation relates only to the specific position from which the employee resigns and does not impair **their** his/her standing on eligibility lists for other classes, except that an employee who resigns shall be removed from all promotional eligibility lists and preference points removed from all merged lists.

~~D.~~ **E.** Employees who resign in lieu of termination **may** shall be removed from all eligibility lists.

F. **If an employee resigns while in good standing during probation, the employee's name may be returned to its original place on the eligibility list.**

Anyone who resigns in lieu of pending discipline will be held not to have resigned while in good standing.

Reference: Education Code Section 45201

Rule 15.2 **REINSTATEMENT**

15.2.1 **REINSTATEMENT PROCEDURE-(EDUCATION CODE 45309)**

A. Any permanent classified employee of a school district who voluntarily resigns from his permanent classified position my be reinstated or reemployed by the governing board of the district within 39 months after his last day of paid service and without further competitive examination, to a position in his former classification as a permanent or limited-term employee, or as a permanent or limited-term employee in a related lower class or a lower class in which the employee formerly had permanent status.

If the governing board elects to reinstate or reemploy a person as a permanent employee under the provisions of this section, it shall disregard the break in service of the employee and classify him as, and restore to him all of the rights, benefits and burdens of a permanent employee in the class to which he is reinstated or reemployed.

Reference: Education Code Section 45309

Rule 15.3 RETIREMENT

15.3.1 **RETIREMENT PROCEDURE**

A. When an employee intends to retire, **they** he/she shall submit a Separation Form to **Human Resources** Personnel Services at least one (1) month prior to the planned date of retirement.

- B. The minimum age for retirement is fifty (50), provided that the employee meets the eligibility requirement of the Public Employees Retirement System (PERS). There is no compulsory retirement age for classified employees, ~~however, upon reaching age seventy (70), classified employees may be required to take a mental and/or physical examination annually.~~
- ~~C. Employees who became members of PERS prior to July 1, 1980 receive retirement service credit of 0.004 years for each day of unused sick leave at the time of retirement. This provision does not apply to employees who became members of PERS on or after July 1, 1980.~~

45.4.3

15.3.2 EARLY RETIREMENT BENEFIT

- A. The District shall provide health and welfare benefits for retired employees as follows:
 - 1. The benefit paid will be the same pro-rata percent the employee was earning at the time of retirement not to exceed the amount approved by the Board and
 - 2. benefits are limited to health insurance **and dental plan** for the retiree only ~~and a family dental plan.~~
- B. This benefit will be provided when the employee retires at age fifty (50) or greater with at least ten (10) consecutive years of service to the District immediately proceeding **preceding** retirement.
- C. This benefit shall continue until the first of the month prior to the retiree's sixty-fifth birthday. In the event of the retiree's death this benefit terminates with no benefits provided to the retiree's estate or surviving dependents.
- D. In addition to the above benefit the retiree may continue in any additional health and welfare benefit provided at no cost to the District. Participation in these additional programs is subject to any reasonable requirements or limitations imposed by

the District or benefit carrier regarding timely premium payment.

Rule 15.2 REINSTATEMENTS

15.2.1 REINSTATEMENT PROCEDURE (EDUCATION CODE 45309)

B. A classified employee who resigned in good standing may be reinstated to a vacant position in any former class in which he/she held permanency. Reinstatement is subject to the following:

1. Reinstatement must be within thirty-nine (39) months of the last date of paid service.
2. Reinstatement shall be at the discretion of the appointing authority.

C. Reinstatement shall have the following effects:

1. When a former employee is reinstated to a vacant position, all rights, benefits and burdens of classified employees shall be restored.
2. Salary shall be in accordance with Rule 12.2.12.

**SANTA MONICA – MALIBU UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
MEETING CALENDAR
2011 – 2012**

Date	Time	Location	Discussion Item
2011			
July 12, 2011	5:00 p.m.	Board Room – District Office	
August 9, 2011	5:00 p.m.	Board Room – District Office	
September 13, 2011	5:00 p.m.	Board Room – District Office	
October 11, 2011	5:00 p.m.	Board Room – District Office	
October 18, 2011	5:30 p.m.	Board Conference Room – District Office	Progress Review of Strategic Goals - Director, Classified Personnel
November 8, 2011	5:00 p.m.	Board Room – District Office	
November 21, 2011	5:30 p.m.	Board Conference Room – District Office	Progress Review of Strategic Goals - Director, Classified Personnel
December 13, 2011	5:00 p.m.	Board Room – District Office	
2012			
January 10, 2012	5:00 p.m.	Board Room – District Office	
January 26 – 29, 2012	Daily Conference	San Diego, California	CSPCA 2012 Annual Conference
February 14, 2012	5:00 p.m.	Board Room – District Office	
March 13, 2012	5:00 p.m.	Board Room – District Office	
April 10, 2012	5:00 p.m.	Board Room – District Office	2012–13 Budget Discussion and Development,
May 8, 2012	5:00 p.m.	Board Room – District Office	2012-13 Budget Adoption
June TBD, 2012	5:30 p.m.	Board Conference Room – District Office	Progress Review of Strategic Goals - Director of Classified Personnel
June 12, 2012	5:00 p.m.	Board Room – District Office	

SMMUSD Board of Education Meeting Schedule 2011-2012

Closed Session begins at 4:30pm
Public Meetings begin at 6:00pm

July through December 2011					
Month	1 st Thursday	2 nd Thursday	3 rd Thursday	4 th Thursday	Special Note:
July			7/20* DO	7/23* DO 7/26* DO	*Wednesday, 7/20 *Saturday, 7/23: retreat *Wednesday, 7/26: special mtg
August		8/10* DO		8/24* DO	*Wednesday, 8/10 *Wednesday, 8/24 First day of school: 8/30
September	9/8 DO			9/22 DO	
October	10/6 M		10/20 DO	10/22* DO	*Saturday, 10/22: retreat
November	11/3 M		11/17 DO		Thanksgiving: 11/24-25
December			12/15 DO	winter break	
Winter Break: December 21 – January 3					
January through June 2012					
Winter Break: December 21 – January 3					
January			1/19 DO		
February	2/2 M		2/16 DO		
March	3/1 DO		3/15 DO	3/29* DO	*3/22 & 3/23: Stairway *3/29: 5 th Thursday
Spring Break: April 2 – April 13					
April	spring break	spring break	4/19 DO		
May	5/3 M		5/17 DO		
June	6/7 DO			6/27* DO	Last day of school: 6/15 *Wednesday: 6/27

District Office (DO): 1651 16th Street, Santa Monica.
 Malibu City Council Chambers (M): 23825 Stuart Ranch Road, Malibu, CA

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

ACTION/CONSENT
 03/15/12

RECOMMENDATION NO. A.14

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

<u>ELECTION</u>		<u>EFFECTIVE DATE</u>
Carrillo, Brenda Child Develop Svcs	Administrative Assistant – Bilingual 8 Hrs/12 Mo/Range: 29 Step: A	2/27/12
Casillas, Moises Purchasing	Reprographics Operator 8 Hrs/12 Mo/Range: 23 Step: A	3/1/12
Hernandez, Yolanda Student Services	Health Office Specialist 3.5 Hrs/SY/Range: 25 Step: A	2/27/12
Howard, Leslie Webster Elementary	Inst Asst – Special Ed 6 Hrs/SY/Range: 20 Step: A	2/21/12
Kamrany, Lisa McKinley Elementary	Inst Asst – Classroom 2 Hrs/SY/Range: 18 Step: A	2/27/12
Phillips, Ledoree Child Develop Svcs	Children Center Asst 3.5 Hrs/SY/Range: 18 Step: A	2/27/12
Sandoval, Vanessa Child Develop Svcs	Children Center Asst 3.5 Hrs/SY/Range: 18 Step: A	2/27/12
<u>PROMOTION</u>		<u>EFFECTIVE DATE</u>
Barrera, Amanda Special Education	Inst Asst – Specialized 6 Hrs/SY/Range: 26 Step: D Fr: Inst Asst – Special Ed/6 Hrs; Santa Monica HS	2/21/12
McCarthy, Kimiko Child Develop Svcs	Children Center Asst 3.5 Hrs/SY/Range: 18 Step: C Fr: Cafeteria Worker 1/3 Hrs; Food Services	2/21/12
<u>APPOINTMENT OF COMISSIONER</u>		<u>EFFECTIVE DATE</u>
Inatsugo, Barbara Personnel Commission	Personnel Commissioner	2/14/12-12/1/12
Sidley, Michael Personnel Commission	Personnel Commissioner	2/14/12-12/1/14
<u>TEMP/ADDITIONAL ASSIGNMENTS</u>		<u>EFFECTIVE DATE</u>
Casillas, Veronica Student Services	Student Outreach Specialist [overtime, as needed for translation]	2/15/12-6/15/12
Castillo, John Measure BB	Network Engineer [overtime, as needed]	1/1/12-6/30/12

Cooper, Raymond Measure BB/SaMo	Campus Security Officer [additional hours, move emergency bin]	12/28/11-12/30/11
Gutierrez, Nancy Student Services	Bilingual Community Liaison [overtime, as needed for translation]	2/8/12-6/15/12
Lockett, Tyrone Measure BB/SaMo	Custodian [additional hours, move emergency bin]	12/28/11-12/30/11
Manzur, Juan Measure BB	Technology Support Asst [overtime, as needed]	1/1/12-6/30/12
McCrum, David Measure BB/SaMo	Tech Theater Coordinator [additional hours, move emergency bin]	12/28/11-12/30/11
Marmolejo, David Measure BB	Network Engineer [overtime, as needed]	1/1/12-6/30/12
Martin, Anthony Measure BB/SaMo	Campus Security Officer [additional hours, move emergency bin]	12/28/11-12/30/11
Oyenoki, Aimee McKinley Elementary	Inst Asst – Classroom [additional hours, student supervision]	2/6/12-6/15/12
Reed, LuAnn Measure BB/SaMo	Licensed Vocational Nurse [additional hours, move emergency bin]	12/28/11-1/31/12
Rodriguez, Maria John Adams MS	Bilingual Community Liaison [additional hours, Valued Youth Coord]	8/30/11-6/18/12
Sato, Naomi Educational Svcs	Inst Asst – Music [additional hours, Stairway rehearsals]	1/1/12-6/30/12
<u>SUBSTITUTES</u>		<u>EFFECTIVE DATE</u>
Bosque, Genet Special Education	Inst Asst – Special Ed	3/1/12-6/30/12
Bravo, Maria Special Education	Inst Asst – Special Ed	2/27/12-6/30/12
Collins, Barry Special Education	Inst Asst – Special Ed	2/27/12-6/30/12
Greenfield, Jean Child Develop Svcs	Children Center Asst	2/27/12-6/30/12
Gutierrez, Adriana McKinley Elementary	Inst Asst – Classroom	1/30/12-6/15/12
Lewis, Lefifia Personnel Commission	Office Specialist	2/7/12-6/30/12
Malone, LaShae Food Services	Cafeteria Worker I	2/28/12-6/18/12
Monroy, Rosa McKinley Elementary	Inst Asst – Classroom	2/23/12-6/15/12
Pernell, Jade Child Develop Svcs	Children Center Asst	2/1/12-6/30/12

TERMINATION DUE TO EXHAUSTION OF ALL PAID LEAVES

(39-MONTH MEDICAL REEMPLOYMENT LIST)

RS5346350 Special Education	Inst Asst – Special Ed	3/20/12
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SW3201064 Operations	Equipment Operator (date changed from 3/1/12 Agenda due to on-going accommodation process)	4/16/12
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RESIGNATION

McCarthy, Kimiko Food Services	Cafeteria Worker I	<u>EFFECTIVE DATE</u> 2/20/12
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Perez-Hernandez, Carina Olympic High School	Inst Asst – Classroom	3/2/12
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MOTION MADE BY:
SECONDED BY:
STUDENT ADVISORY VOTE:
AYES:
NOES:

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

ACTION/CONSENT
 04/19/12

RECOMMENDATION NO. A.19

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

<u>ELECTION</u>		<u>EFFECTIVE DATE</u>
Bernadou, Michelle Pt Dume Elementary	Sr. Office Specialist 4 Hrs/10 Mo/Range: 25 Step: A	3/8/12
Escobar, Lilian Special Ed/McKinley	Inst Asst – Special Ed 4.5 Hrs/SY/Range: 20 Step: A	3/12/12
Espinoza, Lery Malibu High School	Sr. Office Specialist 8 Hrs/10 Mo/Range: 25 Step: A	3/12/12
Farley, Barbara Franklin Elementary	Inst Asst – Classroom 3.6 Hrs/SY/Range: 18 Step: A	3/12/12-6/15/12
Hart-Alvarez, Jennifer Roosevelt Elementary	Inst Asst – Classroom 3 Hrs/Sy/Range: 18 Step: A	3/13/12
Lardo, Michael Roosevelt Elementary	Inst Asst – Physical Education 6 Hrs/SY/Range: 20 Step: A	3/5/12
Ortiz, Patricia Student Services	Health Office Specialist 3.5 Hrs/SY/Range: 25 Step: A	3/7/12
Palmer, Roula Rogers Elementary	Inst Asst – Classroom 3 Hrs/SY/Range: 18 Step: A	3/12/12
Saad, Metias Operations	Custodian 8 Hrs/12 Mo/Range: 22 Step: A	3/21/12
Villa, Yoana Special Ed/Grant	Inst Asst – Special Ed 4.5 Hrs/SY/Range: 20 Step: A	3/12/12

<u>TEMP/ADDITIONAL ASSIGNMENTS</u>		<u>EFFECTIVE DATE</u>
Burleigh, David Santa Monica HS	Campus Security Officer [additional assignment, construction]	3/36/12 – 6/14/12
Carrillo, Ivan Special Ed	Inst Asst – Specialized [additional hours, training]	1/23/12
Casillas, Veronica Santa Monica HS	Student Outreach Specialist [overtime, parent meeting]	2/28/12
Davis, Kathy Webster Elementary	Custodian [overtime, campus project]	3/16/12
Ebner, Lori Special Education	Administrative Asst [overtime, as needed]	2/27/12-6/30/12

Greene, Milton Malibu HS	Campus Security Officer [overtime, training]	1/23/12
Jones, Chancy John Adams MS	Campus Security Officer [overtime, training]	1/23/12
King, Anthony Cabrillo Elementary	Inst Asst – Special Ed [additional hours, training]	1/23/12
Lucas, Ralph McKinley Elementary	Inst Asst – Classroom [additional hours, program assistance]	3/5/12-3/7/12
Nunez, Sherry Lincoln MS	Campus Security Officer [overtime, training]	1/23/12
Paz, Trevor Malibu HS	Inst Asst – Special Ed [additional hours, Math Intervention]	3/1/12-6/15/12
Preciado, Daniel Olympic HS	Campus Security Officer [overtime, training]	1/23/12
Santino, Susan Grant Elementary	Inst Asst – Classroom [additional hours, Math Nite]	3/2/12
Thomas, William Malibu HS	Inst Asst – Special Ed [additional hours, Math Intervention]	3/1/12-6/15/12
Valenzuela, Laurel Pt Dume Elementary	Inst Asst – Special Ed [additional hours, training]	1/23/12
Wilson, Stanley John Adams MS	Campus Security Officer [overtime, training]	1/23/12

SUBSTITUTES

		<u>EFFECTIVE DATE</u>
Doyle, Cathy Child Develop Svcs	Childrens Center Asst	2/9/12-6/30/12
Dunn, Stephanie Child Develop Svcs	Childrens Center Asst	3/1/12-6/30/12
Featherstone, Christian Personnel Commission	Inst Asst – Physical Ed	3/19/12-6/15/12
Mathews, Camille Child Develop Svcs	Childrens Center Asst	3/19/12-6/30/12
Nashunian, Johnny Personnel Commission	Inst Asst – Physical Ed	3/19/12-6/15/12
Nunez, Eric Food Services	Cafeteria Worker I	3/19/12-6/18/12
Palacios, Veronica Food Services	Cafeteria Worker I	3/7/12-6/18/12
Pinks, Marlon Food Services	Cafeteria Worker I	3/8/12-6/18/12
Tello, Alicia Food Services	Cafeteria Worker I	3/1/12-6/18/12

Villa, Maria Food Services	Cafeteria Worker I	3/1/12-6/18/12
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Wells, Tawanna Food Services	Cafeteria Worker I	3/8/12-6/18/12
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<u>VOLUNTARY TRANSFER</u>		<u>EFFECTIVE DATE</u>
Papp, Elizabeth Personnel Commission	Human Resources Tech 8 Hrs/12 Month Fr: 8 Hrs/12 Month/Human Resources	3/26/12

<u>CHANGE IN ASSIGNMENT</u>		<u>EFFECTIVE DATE</u>
Johnson, Kerri Lincoln MS	Inst Asst – Special Ed 6 Hrs/SY Fr: Rogers Elementary	3/7/12

<u>LEAVE OF ABSENCE (PAID)</u>		<u>EFFECTIVE DATE</u>
Casey, Brittany Children Center Asst	Children Center Asst Maternity	4/2/12-5/31/12

Davis, Jeff Maintenance	Carpenter Medical	2/14/12-3/7/12
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Gonzales, Gabrielle Grant Elementary	Inst Asst – Special Ed Medical	3/2/12-4/2/12
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Purser, Jessica Special Education	Inst Asst – Special Ed Medical	2/29/12-6/15/12
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<u>LEAVE OF ABSENCE (UNPAID)</u>		<u>EFFECTIVE DATE</u>
Abdel Malak, Mariam Franklin Elementary	Inst Asst – Special Ed Child Care	2/28/12-4/15/12

Casey, Brittany Child Develop Svcs	Children Center Asst Child Care	6/1/12-6/15/12
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Cooper, Dionne Pt Dume Elementary	Elementary Library Coord FMLA	3/26/12-5/18/12
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<u>WORKING OUT OF CLASS</u>		<u>EFFECTIVE DATE</u>
Bunayog, Jesse Fiscal Services	Fiscal Supervisor Fr: Accountant	3/1/12-5/31/12

Gonzalez, Arturo Operations	Sprinkler Repair Tech Fr: Custodian	3/5/12-6/30/12
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Orozco, Abel Operations	Tree Trimmer/Equipment Operator Fr: Gardener	11/10/11-3/9/12
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Reed, LuAnne Santa Monica HS	Athletic Trainer Fr: LVN	2/21/12-2/28/12
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<u>ABOLISHMENT OF POSITION</u>		<u>EFFECTIVE DATE</u>
	Inst Asst – Specialized 6 Hrs/SY; Special Education	3/21/12

<u>RESCISSION OF TERMINATION DUE TO EXHAUSTION OF ALL PAID LEAVES</u>	<u>EFFECTIVE DATE</u>
(39-MONTH MEDICAL REEMPLOYMENT LIST)	
SW3201064 Operations	Equipment Operator (Employee was able to return to work) [from 3/15/12 Board Agenda]
	4/16/12

<u>TERMINATION DUE TO EXHAUSTION OF ALL PAID LEAVES</u>	<u>EFFECTIVE DATE</u>
(39-MONTH MEDICAL REEMPLOYMENT LIST)	
KX3756411 Food Services	Cafeteria Worker I
	4/23/12

<u>RESIGNATION</u>	<u>EFFECTIVE DATE</u>
Smith, Jill Malibu High School	Inst Asst – Special Ed
	6/15/12

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

TO: BOARD OF EDUCATION ACTION/CONSENT
03/15/12
FROM: SANDRA LYON / DEBRA MOORE WASHINGTON / WILBERT YOUNG
RE: CLASSIFIED PERSONNEL – NON-MERIT

RECOMMENDATION NO. A.15

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

COACHING ASSISTANT

AZPURU, KELLEY	MALIBU HIGH SCHOOL	2/21/12-6/30/12
CULPEPPER, JASMYN	SANTA MONICA HIGH SCHOOL	2/16/12-6/30/12
DE OLIVERIA, MARK	MALIBU HIGH SCHOOL	2/24/12-6/30/12
MAYS, GREG	MALIBU HIGH SCHOOL	1/1/12-6/30/12
O'NEILL, STEVEN	MALIBU HIGH SCHOOL	1/1/12-6/30/12

NOON SUPERVISION AIDE

KAMRANY, LISA	MCKINLEY ELEMENTARY	2/27/12-6/15/12
SILVESTRE, GIOVANNI	JOHN ADAMS MIDDLE SCHOOL	2/13/12-6/15/12

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

TO: BOARD OF EDUCATION ACTION/CONSENT
04/19/12
 FROM: SANDRA LYON / DEBRA MOORE WASHINGTON / WILBERT YOUNG
 RE: CLASSIFIED PERSONNEL – NON-MERIT

RECOMMENDATION NO. A.20

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

COACHING ASSISTANT

ARMENDARIZ, RICHARD	SANTA MONICA HS	3/5/12-6/30/12
CURSON-MAYORGA, LOUIS	MALIBU HIGH SCHOOL	2/11/12-6/30/12
BRENNAN, CHRIS	SANTA MONICA HS	3/14/12-6/30/12
DI CESARE, CASEY	SANTA MONICA HS	3/26/12-6/30/12
FUKUYAMA, LES	SANTA MONICA HS	3/14/12-6/30/12
GOUDEAU, TAJANIEACE	SANTA MONICA HS	2/27/12-6/30/12
HEAVENS, JOHN	SANTA MONICA HS	3/13/12-6/30/12
HERNANDEZ, RAFAEL	SANTA MONICA HS	3/14/12-6/30/12
HIGGINS, SHAUN	SANTA MONICA HS	3/14/12-6/30/12
HUGHES, GARY	MALIBU HIGH SCHOOL	1/1/12-6/30/12
HUMPHREY, REGENCE	MALIBU HIGH SCHOOL	1/1/12-6/30/12
MERRICK, SEAN	MALIBU HIGH SCHOOL	1/1/12-6/30/12
PHILIP-GUIDE, SHELDON	SANTA MONICA HS	3/5/12-6/30/12
RAMOS, DANIEL	SANTA MONICA HS	3/12/12-6/30/12
SLAWTER, CYNTHIA	MALIBU HIGH SCHOOL	1/1/12-6/30/12
SMITH, KATHLEEN	MALIBU HIGH SCHOOL	3/9/12-6/30/12
YOUNG, BRUCE	MALIBU HIGH SCHOOL	1/1/12-6/30/12

NOON SUPERVISION AIDE

ALVAREZ, JENNIFER	ROOSEVELT ELEMENTARY	3/13/12-6/15/12
OYENOKI, AIMEE	MCKINLEY ELEMENTARY	2/1/12-6/15/12
ROBERSON, KIMBERLY	MUIR ELEMENTARY	7/1/12-6/15/12

STUDENT WORKER – WORKABILITY

BOSTON, SHELBY	SPECIAL EDUCATION	9/12/11-6/30/12
BROWN, JOLENE	SPECIAL EDUCATION	2/1/12-6/30/16
CAMPOS, MONICA	SPECIAL EDUCATION	9/12/11-6/30/15
GARCIA, MARCELA	SPECIAL EDUCATION	9/12/11-6/30/12
MENKES, PESACH	SPECIAL EDUCATION	9/12/11-6/30/12
PARIS, SARAH	SPECIAL EDUCATION	9/12/11-6/30/13
TELLO, VENESSA	SPECIAL EDUCATION	3/1/12-6/30/18

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

Career Development Training

Module 3: Interview Skills Workshop

AGENDA

- ▶ Welcome
- ▶ Introductions
- ▶ Agenda
- ▶ Presentation
 - Interview Planning and Preparation: Reducing Anxiety
 - Interview Planning and Preparation: Responding to Questions (STAR Method)
- ▶ Interview Skills Preparation: Response Development Worksheet
- ▶ Interview Skills Practice: Role Play & Feedback
- ▶ Questions and Answers
- ▶ Wrap-Up

Santa Monica-Malibu Personnel Commission - Merit Rules Review Tracker

Section	Number	Title	PC Review Dates	Comments (Requests)	Adoption Date by PC
Chapter II	2nd Reading	The Personnel Commission	9.19.06		9.19.06
Chapter III	2nd Reading	Classification of Employees and Positions	1.12.10	Excluding Rule 3.1.2.B	1.12.10
Rule 3.1.2.B	2nd Reading	Special Categories	2.9.10		2.9.10
Chapter IV	2nd Reading	Application for Employment	1.12.10	Excluding Rule 4.6.2.B	1.12.10
Rule 4.6.2.B	2nd Reading	Appeal from Disqualification	2.9.10		2.9.10
Chapter V	2nd Reading	Recruitment and Examinations	2.9.10		2.9.10
Chapter VI	1st Reading	Eligibility Lists	4.13.10		
	2nd Reading		6.8.10		6.8.10
Chapter VII	1st Reading	Appointment to Classified Positions	6.8.10	Excluding Rule 7.3.3	
				Review to the Superintendent and SEIU - 7.26.10	
	2nd Reading		9.14.10		9.14.10
Rule 7.3.3	1st Reading	Summer Session Assignment	4.13.10		
	2nd Reading		6.8.10		6.8.10
Chapter VIII	1st Reading	Employee Clearances	7.13.10		
				Review to the Superintendent and SEIU - 7.26.10	
	2nd Reading		9.14.10		9.14.10
Chapter IX	1st Reading	Employment Status	11.9.10		
				Review to the Superintendent and SEIU - 12.6.10	
	2nd Reading		2.8.11		2.8.11

Santa Monica-Malibu Personnel Commission - Merit Rules Review Tracker

Section	Number	Title	PC Review Dates	Comments (Requests)	Adoption Date by PC
Chapter X	1st Reading	Performance Evaluation	11.9.10		
				Review to the Superintendent and SEIU - 12.6.10	
	2nd Reading		2.8.11		2.8.11
Chapter XI	1st Reading	Vacation, Leaves of Absence and Holidays	4.12.11		
				Review to the Superintendent and SEIU - 6.7.11 Per the Assistant Superintendent's Request - Deadline Extended	
Chapter XII	1st Reading	Salaries, Overtime Pay and Benefits	4.12.11	Review to the Superintendent and SEIU - 6.7.11 Per the Assistant Superintendent's Request - Deadline Extended	
Rule 12.2.4.B	2nd Reading	Salary on Employment	1.12.10		1.12.10
Chapter XIII	2nd Reading	Seniority, Layoff, Displacement and Reemployment	1.12.10		1.12.10
Chapter XV	1st Reading	Resignation and Reinstatement	4.17.12		

**Santa Monica - Malibu Unified School District
Workforce Organization Development Tracker**

Activity	Staff	Date	Comments
Human Resource Forum (in-service training)			
Participate in collaborative planning sessions		1.24.11	
		3.1.11	Collaborators (Fiscal, HR, and PC)
	PA	4.12.11	
		4.21.11	
Workshop presentation on <i>The Recruitment Guide</i>	PA/DOC	4.28.11	Two session held (9a.m.-12 p.m. and 1 p.m.-4 p.m.)
			Attendees included Administrators, Department Heads, and Office Managers
			Approx. number of attendees: 55
District's New Employee Orientation Program	Staff		
Prepare PowerPoint slides to overview PC		TBD	Collaborate with the HR to put into District's <i>New Employee Orientation Program</i>
Career In-Service Training Seminars	Staff		Develop a series of seminars to augment employees' knowledge and skills to work within a Merit System school district. To explore such questions as:
Merit Principles of Personnel Administration/Merit System under the State of California Education Codes		TBD	1. What is a Merit System?
			2. Is there an outline of appropriate Education Code Sections to reference?
			3. What is the relationship between the Education Code and Merit Rules?
Personnel Commission Merit Rules		TBD	4. How to navigate the Personnel Commission's website?
			5. How to get useful feedback from users?
Classification Titles and Descriptions		TBD	6. How to mediate issues?
			7. Which Personnel Commission staff to contact?
Overview of the Personnel Commission		TBD	8. Why this and not that?
Welcome Letter (Electronic) to New Administrators and Managers	DOC/AA	TBD	
Introduction to the Personnel Commission			

**Santa Monica - Malibu Unified School District
Workforce Organization Development Tracker**

Activity	Staff	Date	Comments
Link to Website			
Link to Personnel Commission Staff			
Personnel Commission Website			
Update	AA/DOC	On-going	Collaborate with District's Information Systems Department
Employee Development Workshops	Staff	3.30.11	Targeted and District-wide workshops on such topics as:
		4.7.11	1. Interviewing Skills
		TBD	2. Employment Application Skills
			3. Understanding the Employment Application Process
			4. Resume Skills
			5. Examination Preparations
			6. Career Planning
		4.7.12 & 4.11.12	Interview Skills
Feedback Mechanisms	Staff		
One-to-One Meetings with Administrators and Managers		On-going	
Customer Satisfaction Surveys		On-going	
Review "Best Practices" from the literature and other Agencies		On-going	
Key:			
AA - Administrative Assistant			
DOC - Director of Classified Personnel			
HRT - Human Resources Technician			
PA - Personnel Analyst			

V. Personnel Commission Business:

A. Personnel Commissioner Comments

B. Future Items:

Subject	Action Steps	Tentative Date
Merit Rules Revisions	Second Reading of Changes to Merit Rules: Chapter XI: <i>Vacation, Leaves of Absence and Holidays</i> Chapter XII: <i>Salaries, Overtime Pay, and Benefits</i> First Reading of Changes to Merit Rules: Chapter XIV: <i>Disciplinary Action and Appeal</i> Chapter XVI: <i>Grievance Procedure</i>	May 2012
Classified Employees Appreciation Reception		May 2012
Proposed Budget - Personnel Commission Fiscal Year 2012/13	Second Reading	May 2012
Job Fair (Malibu)		June 2012

VI. Closed Session:

- Public Employee, to consider appointment, employment, performance evaluation, or dismissal of employee pursuant to GC §54957 as cited in the Brown Act
 - Personnel Commission Employment

VII. Next Regular Personnel Commission Meeting:

Tuesday, May 8, 2012, at 5:00 pm - *District Office Board Room*

VIII. Adjournment: