
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
May 8, 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 McLoud, 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: PC Retreat : April 17, 2012
Regular Meeting: April 17, 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. Classified Employees Week, May 20-26, 2012

B. 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

- **Mr. Michael Hyziak, Technical Specialist II, Music Instructor, from January 6, 2012 to June 8, 2012, Santa Monica Alternative School House**

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

- **Advisory Rules Committee Agendas – April 26, 2012**

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**

III. Consent List:

A. Approve Classified Personnel Eligibility List(s):

<u>Classification</u>	<u># Eligibles</u>
Fiscal Services Supervisor	1

Motion by: _____
Seconded by: _____
Vote: _____

IV. Action/Discussion Items/or Other Information:

A. Action Item(s):

1. Public Hearing and Adoption: Fiscal Year 2012–2013 Proposed Personnel Commission Budget: *See attached*
Director’s Recommendation: *Approve*

Motion to Open Public Hearing regarding the Personnel Commission Budget: _____
Seconded by: _____
Vote: _____

- **TIME OPENED:** _____

Motion to Adopt Personnel Commission Budget for 2012 - 2013: _____
Seconded by: _____
Vote: _____

Motion to Close Public Hearing: _____
Seconded by: _____
Vote: _____

- **TIME CLOSED:** _____

2. Advanced Step Placements:

Instructional Assistant Classifications

- a. The Director of Classified Personnel recommends that the Personnel Commission approve Advanced Step Placement for new employee Michael Lardo 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: *Approve*

Motion by: _____
Seconded by: _____
Vote: _____

- b. The Director of Classified Personnel recommends that the Personnel Commission approve Advanced Step Placement for new employee Jerry Montoya 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: _____
Seconded by: _____
Vote: _____

- c. The Director of Classified Personnel recommends that the Personnel Commission approve Advanced Step Placement for new employee Roula Palmer 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: _____
Seconded by: _____
Vote: _____

- d. The Director of Classified Personnel recommends that the Personnel Commission approve Advanced Step Placement for new employee Yvette Parra 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: _____
Seconded by: _____
Vote: _____

- e. The Director of Classified Personnel recommends that the Personnel Commission approve Advanced Step Placement for new employee Amanda Saugstad 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: _____
 Seconded by: _____
 Vote: _____

3. Working Out of Class Requests:
 Director’s Recommendation: *Approve*

- a. Mr. Steven Williams, Cafeteria Worker I, in the position of Stock and Delivery Clerk from June 11, 2012 to June 15, 2012 (First Extension)

Motion by: _____
 Seconded by: _____
 Vote: _____

B. Discussion Item(s):

1. HR-PC Reorganization
2. Amendment, Deletion or Addition to Merit Rules
3. Personnel Requisition Status Report
4. Personnel Commission’s Twelve-Month Calendar of Events
 - 2011 – 2012

C. Information Item(s):

1. Classified Personnel – Merit Report - No. A.19
 - May 3, 2012
2. Classified Personnel – Non-Merit Report – No. A.20
 - May 3, 2012
3. Merit Rules Review Tracker
4. 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: Chapter XI: <i>Vacation, Leaves of Absence and Holidays</i> Chapter XII: <i>Salaries, Overtime Pay, and</i>	June 2012

	<i>Benefits</i> First Reading of Changes to Merit Rules: <i>Chapter XIV: Disciplinary Action and Appeal</i> <i>Chapter XVI: Grievance Procedure</i>	
Job Fair (Malibu)		June 2012
Personnel Commission's Guiding Principles and Transparency		TBD
Overview of the District Strategic Plan 2012		TBD
Strategic Mission Planning and Goals Setting for the Personnel Commission		TBD

VI. Closed Session:

Pending litigation, abrogation of privilege GC §54956.9 as cited in the Brown Act

- Reorganization of Personnel Commission Staff Function

Motion by: _____
 Seconded by: _____
 Vote: _____

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

- Progress Review of Strategic Goals - Director, Classified Personnel

Motion by: _____
 Seconded by: _____
 Vote: _____

TIME ADJOURNED TO CLOSED SESSION: _____

TIME RETURNED TO OPEN SESSION AT: _____

VII. Next Regular Personnel Commission Meeting:

Tuesday, June 12, 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 Testing Room
1651 Sixteenth Street, Santa Monica CA 90404

MINUTES

PERSONNEL COMMISSION RETREAT

SEIU & District staff representatives invited to participate

April 17, 2012 @ 2:00 p.m. - 4:45 p.m.

District Office Testing Room

Electronically Recorded

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

I. General Functions:

- A. Call to Order: The Regular Meeting of the Personnel Commission was called to order at 2:02 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**

- E. 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

II. Mission of Personnel Commissioners: (Mr. Cole: 1 hour and 45 minutes)

The merit system is a method of personnel management which is designed to promote the efficiency and economy of the workforce and the good of the public by providing for the selection and retention of employees, promotional opportunities, in-service training, and other related matters, on the basis of merit, fitness and the principle of “like pay for like work.”

A. Roles and Responsibilities

- Board and Personnel Commission
- Director and Superintendent

Mr. George Cole, Executive Director of California Schools Personnel Commissioners Association presented the following:

- Essential Functions of Board of Education
- Essential Functions of the Personnel Commission
- The Commission and Collective Bargaining
- The Commission’s Director

B. The Role of the Director

Mr. George Cole, Executive Director of California Schools Personnel Commissioners Association presented the following:

- The Importance of the Director
- Discussion of Director’s Role
- Typical District Functions Performed by Personnel Commission Staff
- Personnel Commission Budget

III. The Brown Act: Open Meetings for Local Legislative Bodies: (Dr. Young: 25 minutes)

A. Overview

Mr. George Cole, Executive Director of California Schools Personnel Commissioners Association presented the following:

- Communication among Personnel Commissioners

IV. Personnel Commission’s Guiding Principles and Transparency: (Dr. Young: 5 minutes) - tabled

- A. 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.

- B. 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.

V. Overview of the District Strategic Plan 2012: (Dr. Young: 5 minutes) - tabled

A. Strengthen Talent at Every Level

VI. Strategic Mission Planning and Goals Setting for the Personnel Commission: (Dr. Young: 20 minutes) - tabled

A. Review of the 2011-12 Personnel Commission Strategic Goals

Communication:

- Provide two way communication structure with all constituent groups.
- Coordinate with Human resource department on a comprehensive procedure manual conducting trainings with each constituent group.
- Regularly visit and communicate with sites and departments.

Governance Management:

- Meet core budgetary responsibilities and demands.
- Provide meaningful opportunities for commissioners training and development.

Merit Rules:

- Collaborate with District and SEIU to implement a 3-year maintenance plan for auditing classification specifications by job families.
- Continue timely review and updating of *Personnel Commission Rules*.

Classified Staffing Management:

- Be pro-active in classified recruitment and testing.
- Communicate and publicize a recruiting system which provides hiring management a list of qualified applicants in a timely manner.
- Provide the Commissioners and department with internal and external comparable merit data to enhance recruitment techniques to identify areas of best practices and improvement

Employee Satisfaction:

- Continue a professional skills development plan for each staff member in the classified commission personnel office and complete annual employee evaluations in a timely manner
-

VII. Robert's Rules - Parliamentary Procedure Cheat Sheet: (Dr. Young: 5 minutes) - tabled

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: _____

Submitted by: _____
Wilbert Young, Ph.D.
Secretary to the Personnel Commission
Director, Classified Personnel

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

MINUTES

**REGULAR MEETING
April 17, 2012 @ 5:00 p.m.
District Office Testing 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 at the Personnel Commission Retreat.**

D. Motion to Approve Agenda:

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

- 1. The agenda was amended. The agenda item IV.A.3. “*Recruitment for the Director of Classified Personnel at Santa Monica-Malibu Unified School District*” superseded section II “*Report from the Director of Classified Personnel.*”**

E. Motion to Approve Minutes: March 13, 2012

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

- 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

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
None

Board of Education Report

Ms. Jan Maez, Assistant Superintendent of Business, Chief Financial Officer, informed the Personnel Commission about the District's general fund budget and the impact on the Personnel Commission budget for next fiscal year.

Commissioner Sidley inquired about the overall percentage of fiscal reductions. Ms. Maez stated that would be around four percent (4%). The Board of Education proposed reductions for certificated as well as classified staff including Special Education department, clerical personnel at school sites, and staff at the District office.

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**

Dr. Young drew attention to the A.R.C. agendas and sign-up sheets March 8, 2012 and March 22, 2012 for the Personnel Commission's review. He also reported from his meeting with Mrs. Washington and Mrs. Cartee-McNeely regarding chapters XI and XII.

Mrs. Washington expressed her appreciation of the meeting. The District's concerns were addressed and conveyed to the Advisory Rules Committee for consideration.

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**

Dr. Young updated the Personnel Commission about the disciplinary hearings regarding communication with the District's attorney who will provide possible dates for the hearings.

Commissioner McCloud commended Dr. Young for instituting the pre-hearing conferences as a proactive approach to resolve the disciplinary issues, so there is no need for a disciplinary hearing.

- 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**

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

- E. Personnel Commission Staffing Update**
- **Mrs. Elizabeth Papp, Human Resources Technician**
 - **Effective date: March 26, 2012**

Dr. Young formally introduced Mrs. Beth Papp as the new Human Resources Technician in the Personnel Commission replacing a former employee. Mrs. Papp has transferred from the Human Resources Department on March 26, 2012.

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

- F. Intercultural Equity and Excellence District Advisory Committee**
- **Ms. Stephanie Perry, Personnel Analyst, member**

Ms. Stephanie Perry informed the Personnel Commission about her participation in the Intercultural Equity and Excellence District Advisory Committee with its focus on equity and closing achievement gap.

Commissioner Inatsugu commended Ms. Perry for her involvement in this District's effort.

- 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 Eligibility List(s):

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

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

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

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

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

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

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

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

Director's Recommendation: *Approve*

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

Dr. Young introduced Mr. George Cole, Director of California Schools Personnel Commissioners Association, who would discuss the recruitment strategy. Mr. Cole presented to the Personnel Commission a recruitment plan and explained each step in great detail. He inquired about professional criteria the Personnel Commission is looking for in a new director. They would be reflected not only in the classification specification, but especially in the recruitment strategy. Commissioner Sidley inquired about director's work load in relation to the District's number of students. Mr. Cole explained the levels of responsibilities based on the size of a particular district including specific examples. Commissioner McLoud asked about the recruitment process in regards to confidentiality. Mr. Cole assured him that the entire process is confidential. The examination panels will sign a confidentiality agreement. Mrs. Washington shared her experience with recruiting for management positions and offered to conduct this recruitment or use School Services, a recruitment consulting firm. She suggested implementing the format of "two-headed" director. Mr. Cole provided a timeline for the recruitment. He would seek input from the principals, SEIU, and the Personnel Commission staff. Dr. Young reviewed the recruitment process if the Personnel Commission would conduct the recruitment internally. He also shared his experiences with School

Services when they were used for the recruitment of the Assistant Superintendent of Business.

Personnel Commission assigned Mr. Cole to conduct the recruitment.

B. Discussion Item(s):

1. Proposed Budget - Personnel Commission Fiscal Year 2012/13 – First Reading

Dr. Young introduced the budgetary process and the deadlines for submitting it to Los Angeles County Office of Education. Then he provided a brief background of the proposed 2012-2013. Dr. Young also informed the Personnel Commission about a budget meeting with Ms. Jan Maez, Assistant Superintendent, Chief Financial Officer, Ms. Pat Ho, Director of Fiscal Services, Ms. Stephanie Perry, Personnel Analyst, and Ms. Jana Hatch, Administrative Assistant, where Dr. Young presented a comparison between the current and the projected expenses regarding salaries, benefits, and the operation of the Personnel Commission department. Several items in the operation were reduced from the current budget.

Dr. Young also pointed out a slight increase in the budget due to an increase in mandated benefits and also due to longevity in clerical office salaries. He also emphasized a salary savings for the new Director of Classified Personnel which would offset the proposed reduction of 0.5 FTE.

Mrs. Washington stated that the District requests reduction of 0.5 FTE from the workforce.

2. HR-PC Reorganization

Mrs. Washington presented a proposal of organizational chart developed in June 2011 to improve efficiency in both departments, especially focusing on reporting structure of the new director. Research of school districts with “two headed” directors responsible for Human Resources as well as the Personnel Commission operation will be conducted in the near future and brought to the Personnel Commission.

Commissioner Sidley requested analysis regarding to the negative impact of losing 0.5 FTE on specific Personnel Commission functions and responsibilities.

Dr. Young stated that the staff reduction is directly related to the reorganization and reassignment of duties. There will be a need to review duties of the Human Resources department if some of the duties will be reassigned to the Personnel Commission. There is a possibility of consolidating positions in the Human Resources department in the reorganization of these departments.

Commissioner Sidley inquired about the Human Resources department budget. Mrs. Washington will provide the Personnel Commission with this information.

3. Position Control Approval Process

Commissioner Sidley inquired about the budgetary impact of approved Advanced Step Placement requests. Dr. Young provided a detailed explanation of the Position Control approval process. He also reported about his meeting with Mrs. Maez, Assistant Superintendent of Business, and Mrs. Pat Ho, Director of Fiscal Services, regarding the District’s fiscal responsibilities and resources if the Advanced Step Placement requests meet the requirements stipulated in the SEIU Bargaining Unit Agreement.

Commissioner Sidley requested staff to provide difference between salary on step A and the recommended step based on the new employee’s qualifications.

4. Personnel Requisition Status Report

Ms. Stephanie Perry, Personnel Analyst, welcomed new Personnel Commissioners. She provided a brief overview of the vacancies. There were three (3) 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 seven (7) were currently open (meaning that the hiring authority has not received a certification list because the recruitment is still in process) as of April 11, 2012. The Month-to-Month Comparison Report showed fifteen (15) vacancies on file in March 2012. The Personnel Commission has received six (6) vacancies, ten (10) positions have been filled, and one (1) position was 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: thirty percent (30%) of positions have been certified to managers; seventy percent (70%) of positions are open; eighty percent (80%) of positions are more than twenty (20) hours a week; sixty percent (60%) of positions are new and forty percent (40%) are vacant; one hundred percent (100%) positions are located in Santa Monica.

5. First Reading of Changes to Merit Rule:

- *Chapter XV: Resignation and Reinstatement*

Commissioner Inatsugu provided specific clarifications in editing for chapter XV on Resignation and Reinstatement. She inquired about an employee's reinstatement if his former position has changed into a different one. Dr. Young explained that since the new position has significantly different minimum qualifications, it is a different position; hence, there are no reinstatement rights.

Commissioner Inatsugu inquired about the required period in which an employee has to submit a resignation form. Suggestion to specify this period will be given to the Advisory Rules Committee.

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

- Personnel Commission Retreat
- 2011 – 2012

Commissioner Sidley will not be available for the July's meeting.

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

No changes

5. Workforce Organization Development and Strategic District Partnership Tracker
Ms. Julie Younan, Human Resources Technician, reported on the Career Advancement Workshops – Interview Skills offered to classified and certificated district employees on April 4, 2012 and April 11, 2012. Personnel Commission staff conducted theoretical as well as “hands on” training to prepare internal candidates for selection interviews in order increase their promotional opportunities. Workshop attendees expressed their satisfaction with the training in an exit survey.
Commissioner McLoud commended staff for this service to all district employees.

V. Personnel Commission Business:

A. Personnel Commissioner Comments

Commissioner Inatsugu thanked Dr. Young and Ms. Cartee-McNeely for very informative individual meetings. She informed the Personnel Commission about her participation in organizing candidates’ forum for the Assembly District 50 regarding education from early child development to high school age.

Commissioner Sidley also expressed his appreciation of a productive meeting with Dr. Young.

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: 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: 7:48 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. Classified Employees Week, May 20-26, 2012**
- B. 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**
 - **Mr. Michael Hyziak, Technical Specialist II, Music Instructor, from January 6, 2012 to June 8, 2012, Santa Monica Alternative School House**
- C. Merit Rules Advisory Committee (A.R.C.) Update**
 - **Advisory Rules Committee Agendas – April 26, 2012**
- 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

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

AGENDA

April 26, 2012 @ 1:00 p.m.

1. Meeting with Debbie, Keryl and Wilbert on 3.30.12
 - Chapter XI: Vacation, Leaves of Absence and Holidays
 - Chapter XII: Salaries, Overtime Pay, and Benefits
2. 1st Reading by the Personnel Commission on 4.17.12
 - Chapter XV: Resignation and Reinstatement
3. Review of Chapter XVI: Grievance Procedure
4. Review of Chapter XIV: Disciplinary Action and Appeal (cont.)
5. Other Business:
6. Next Regular A.R.C. Meeting
 - TBD

A.R.C. Meeting

SIGN-IN SHEET

Date: April 26, 2012

1. Cindy Johnston Cindy Johnston
2. ~~_____~~ KERRI CHATEL-M'GEE
3. Wilbert Young WILBERT YOUNG
4. Anette Bolan Anette Bolan
5. _____
6. _____
7. _____

III. Consent List:

A. Approve Classified Personnel Eligibility List(s):

<u>Classification</u>	<u># Eligibles</u>
Fiscal Services Supervisor	1

Motion by: _____

Seconded by: _____

Vote: _____

IV. Discussion/Action Items/or Other Information:

A. Action Item(s):

1. Public Hearing and Adoption: Fiscal Year 2012–2013 Proposed
Personnel Commission Budget: *See attached*
Director's Recommendation: *Approve*

Motion to Open Public Hearing regarding the Personnel Commission Budget:

Seconded by: _____

Vote: _____

- **TIME OPENED:** _____

Motion to Adopt Personnel Commission Budget for 2012 - 2013:

Seconded by: _____

Vote: _____

Motion to Close Public Hearing: _____

Seconded by: _____

Vote: _____

- **TIME CLOSED:** _____

2. Advanced Step Placements:

Instructional Assistant Classifications

- a. The Director of Classified Personnel recommends that the Personnel Commission approve Advanced Step Placement for new employee Michael Lardo 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: *Approve*

Motion by: _____
Seconded by: _____
Vote: _____

- b. The Director of Classified Personnel recommends that the Personnel Commission approve Advanced Step Placement for new employee Jerry Montoya 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: _____
Seconded by: _____
Vote: _____

- c. The Director of Classified Personnel recommends that the Personnel Commission approve Advanced Step Placement for new employee Roula Palmer 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: _____
Seconded by: _____
Vote: _____

- d. The Director of Classified Personnel recommends that the Personnel Commission approve Advanced Step Placement for new employee Yvette Parra 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: _____
Seconded by: _____
Vote: _____

- e. The Director of Classified Personnel recommends that the Personnel Commission approve Advanced Step Placement for new employee Amanda Saugstad 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: _____
Seconded by: _____
Vote: _____

3. Working Out of Class Requests:

Director's Recommendation: *Approve*

- a. Mr. Steven Williams, Cafeteria Worker I, in the position of Stock and Delivery Clerk from June 11, 2012 to June 15, 2012 (First Extension)

Motion by: _____
Seconded by: _____
Vote: _____

B. Discussion Item(s):

1. HR-PC Reorganization
2. Amendment, Deletion or Addition to Merit Rules
3. Personnel Requisition Status Report
4. Personnel Commission's Twelve-Month Calendar of Events
 - 2011 – 2012

C. Information Item(s):

1. Classified Personnel – Merit Report - No. A.19
 - May 3, 2012
2. Classified Personnel – Non-Merit Report – No. A.20
 - May 3, 2012
3. Merit Rules Review Tracker
4. Workforce Organization Development and Strategic District Partnership Tracker

PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
Regular Meeting: Tuesday, May 8, 2012

AGENDA ITEM NO: IV.A.1.

SUBJECT: Public Hearing and Adoption: Fiscal Year 2012–2013. Proposed Personnel Commission Budget:

Attachments:

- *Notice of Public Hearing by the Personnel Commission (Invitation to the Governing Board and District Administration)*
- *Notification of District Intent to Concur with or Reject the Proposed Fiscal Year 2012-13 Personnel Commission Budget*
- *Annual Financial and Budget Report, Fiscal Year 2012 – 2013*
- *Personnel Commission Proposed Budget, 2012 -2013*

BACKGROUND INFORMATION:

The Personnel Commission is required by Education Code Section §45253 to conduct a public hearing and adoption for its proposed budget by May 30th of each year. Proper notice of this public hearing and adoption has been sent to the Board of Education and the Administration. The Personnel Commission should consider the input of interested parties who wish to address the Personnel Commission on its budget. This budget is the culmination of the Personnel Commission’s review and input from a previous regular meeting held on April 17, 2012.

The proposed budget reflects a six percent (6%) increase from the 2011-2012 adopted budget, in part, due to longevity, mandated increase in benefits and no approved furlough days.

The Personnel Commission budget shall then be forwarded to the County Superintendent for action, along with the “*Notification of District Intent to Concur With or Reject the Proposed Fiscal Year 2012-2013 Personnel Commission Budget.*” 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 thirty (30) days after the Personnel Commission’s submission of the budget, hold a public hearing on the proposed rejection. A Governing Board’s request that the County Superintendent reject the Personnel Commission budget must be received within thirty (30) days following the County Superintendent’s receipt of the proposed budget so that a hearing can be held within the legal time limits. 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 fiscal year of 2011-2012, and the terms of expenditure shall be determined by the Personnel Commission.

DIRECTOR'S RECOMMENDATION

The Director of Classified Personnel recommends that the Personnel Commission conduct a public hearing on the proposed fiscal year 2012-2013 budget.

Motion by: _____

Second by: _____

Vote: _____

DIRECTOR'S RECOMMENDATION

The Director of Classified Personnel recommends that the Personnel Commission approve and adopt its proposed budget for fiscal year 2012-2013, in accordance with Education Code Section §45253.

Motion by: _____

Second by: _____

Vote: _____



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

Santa Monica - Malibu Unified 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

1651 16th Street, Santa Monica, California 90404

(Place)

on May 8, 2012 at 5:00 o'clock P. M.

You are invited to attend and present your views.

Signed Dr. Wilbert Yung
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 May 8, 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

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.

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	\$ 2,000.00	\$ 2,400.00	\$ 1,800.00
Director	121,750.00	120,840.00	112,499.00
Secretaries, Clerks	236,899.00	234,908.00	267,940.00
Other	2,000.00	2,000.00	0.00
3000 Employee Benefits	128,108.00	149,095.00	159,592.00
Subtotal	490,757.00	509,243.00	541,831.00
4000 Supplies and Equipment Replacement	8,000.00	8,000.00	8,000.00
5000 Operating Expenses	18,000.00	16,300.00	14,800.00
6000 Equipment	0.00	0.00	0.00
Subtotal	26,000.00	24,300.00	22,800.00
Appropriation for Contingencies ³	0.00	0.00	0.00
Total Expenditures	\$ 516,757.00	\$ 533,543.00	\$ 564,631.00
	Actual Expense	\$ 533,543.00	
		Amount Budgeted	\$ 564,631.00

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.

Santa Monica-Malibu Unified School District
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	382,239	22,091
2319	Commission Members ²	2,000	2,400	1,800	-600
2300	Director	121,750	120,840	112,499	-8,341
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	159,592	10,497
	Subtotal (Obj. Codes 2 & 3)	490,757	509,243	541,831	32,588
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
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	0	0	0	0
	Total Expenditures	516,757	533,543	564,631	31,088
	Actual Expenses				
			Amount Budgeted	564,631	6%

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.

PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
Regular Meeting: Tuesday, May 8, 2012

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

SUBJECT: Advanced Step Placement – Michael Lardo

BACKGROUND INFORMATION:

<p>Classification Title: Instructional Assistant-Physical Education</p>	<p>Employee: Michael Lardo</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"> • Michael Lardo has a Bachelor’s degree in Physical Education from SUNY. • Michael has over five years experience as a physical education teacher, coach and camp counselor.

DIRECTOR’S RECOMMENDATION:

Mr. Lardo’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 20 , Step F on the 2007-08 Classified Employee’s Salary Schedule pursuant to Merit Rule §12.2.4. (B). (attachments). Pay rate at Step A is \$12.86/hour, Step F is \$16.41/hour. The net difference in pay is an increase of \$3.55 per hour.

Motion by: _____
 Second by: _____
 Vote: _____

April 15, 2012

CLASSIFIED PERSONNEL

2012 APR 18 A 9:33

Mike Lardo
P.E. Instructional Assistant,
1523 Eighteenth St
Santa Monica, CA 90404
716-491-3490
MikeLardoSA@yahoo.com

Dr. Wilbert Young
Director of Classified Personnel
1651 Sixteenth St
Santa Monica, CA 90404

Dear Dr. Young,

I am writing today to formally request an advanced step placement. I was hired March 3, 2012 with Roosevelt Elementary. The following is a brief summary of my qualifications and experience illustrating how I exceed the minimum requirements for the entry-level pay step.

- **Bachelors of Science in Education, specializing in Physical Education.**
State University of New York College at Cortland. *Cortland, NY. Dec 2007*
- **Masters of Education specializing in Health Education.**
State University of New York College at Cortland. *Cortland, NY. Fall 2009*
- **NYS Initial Teaching Certificate K-12**
- **NYS Coaching Certificate**
- **Hamburg Central School District, Hamburg, NY**
 - Substitute Teacher, September 2009 – October 2011
 - Long-Term Phys Ed Substitute 1/09 – 4/09
 - Boys Volleyball Coach, Aug 2010 – October 2011
- **Utica City School District, Utica, New York**
 - Substitute Teacher, September 2007- June 2009
- **Camp Takajo, Naples, Maine.**
 - Counselor, Staff Instructor & Head of Water-Ski, Summer 2006-2011

I have been teaching in a professional environment for 5+ years and working with children in various camps and recreation programs for 6 and more beyond the scope of this letter. Based on my extensive education and background directly related to my position as I.A. P.E. coach, I respectfully request to be placed on step F.

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, May 8, 2012

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

SUBJECT: Advanced Step Placement – Jerry Montoya

BACKGROUND INFORMATION:

<p>Classification Title: Instructional Assistant – Special Education</p>	<p>Employee: Jerry Montoya</p>
<p><u>Education and Experience:</u></p> <p>Education: Must have a high school diploma or its recognized equivalent and</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. <p>Experience: At least one hundred (100) contact hours paid or voluntary experience working with individuals with special needs.</p>	<p>Education:</p> <ul style="list-style-type: none"> • Jerry has obtained a Bachelor’s Degree in Illustration / Fine Arts. • Jerry has a Substitute Teacher Credential • Jerry has passed the District Examinations <p>Experience: Jerry has over 2,900 contact hours working with individuals with special needs.</p>

DIRECTOR’S RECOMMENDATION:

Mr. Montoya’s professional training exceeds 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 20, Step F on the 2006-07 Classified Employee’s Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment* (attachments). Pay rate at Step A is \$12.86/hour; Step F is \$16.41/hour. The net difference in pay is an increase of \$3.55 per hour.

Motion by: _____
 Second by: _____
 Vote: _____

Jerry Montoya
11616 West Pico Blvd.
Los Angeles, CA 90064
310-528-6568

CLASSIFIED PERSONNEL

2017 APR 12 A 8:59

Dr. Wilbert Young
Personell Commission - Director
1651 Sixteenth St.
Santa Monica, CA 90404

Dear Dr. Young:

I would first of all like to thank you for the opportunity to work for the Santa Monica Malibu Unified School District.

It is a goal of mine which has come to fruition and to be able to work at a school with the stellar reputation which Roosevelt Elementary has earned is beyond what I could have expected. I am respectfully requesting to be placed a higher pay step based on the following:

- I have a BFA from the Academy of Art University in San Francisco majoring in Art History, Education and Illustration.
- I am currently a one-on-one instructor at Roosevelt Elementary for a child with Cerebral Palsy. In the 7 weeks I've been with this student, there has been marked academic and behavioral improvement as noted by his SAI and General Ed instructor.
- I am a certificated substitute teacher and one on one special education instructional assistant substitute working primarily with K-5 special education students.
- I have worked extensively with students that have varying special needs, more specifically students with Downs Syndrome, Cerebral Palsy, ADHD and Autism.
- I have been successful in following and implementing lesson plans and worked with students on specific IEP goals. I have a keen sense of what it takes to successfully manage a classroom in a way that keeps students engaged and on task.
- I have implemented one on one behavior plans for autistic students and assisted with lunchtime, physical education, recess times and have experience with toileting needs.
- I have logged in well over 100 volunteer hours at schools working with K-5 classes.
- I have received letters of recommendation from Tristan Komlos, Principal of John Muir Elementary and Eve Pontius, Director of Rustic Canyon Nursery school, where I have also worked as a substitute teacher.

For the above stated reasons, I feel that placement at a higher pay step is appropriate considering my experience and success.

Thank you once again for this opportunity and I look forward to working with the Santa Monica Malibu Unified School District.

Best regards,



Jerry Montoya

PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

INSTRUCTIONAL ASSISTANT-SPECIAL EDUCATION

Classified Employees Salary Schedule – Range 20

Job Summary

Under the general supervision of an administrator, the Instructional Assistant-Special Education will provide assistance in Special Day Class Mild/Moderate (SDC M/M), Resource Specialist or instructing students individually and/or in groups according to state standards, classroom objectives and the individualized education program (IEP).

Representative Duties

1. Works with students with special needs in all educational settings individually and/or in groups to provide instructional support [may assist with functional skills (e.g., bathroom routines) and community-based/vocational instruction] according to state standards, classroom objectives, and the Individualized Education Program (IEP).
2. Assists in the preparation, accommodation, modification, and implementation of lesson plans/instructional materials as directed by the teacher.
3. Assists in the implementation of classroom management plans.
4. Assists in monitoring the safety of students in various educational settings.
5. Communicates student progress to designated service providers.
6. Helps students with personal hygiene, self-reliance, and academic/behavioral approach.
7. Assists students in using computer applications and related assistive technology.
8. Assists students to and from school bus and/or other transportation and with transitions within the school schedule.
9. Attends trainings, workshops, and staff development meetings as required.
10. Completes reports and records, such as accident and incident reports.
11. Performs related duties as assigned.

Supervision

Supervision is received from an administrator. Technical and functional direction is received from teacher. No supervision of other staff is exercised.

Job Related Qualifications

Knowledge of:

- Basic instructional techniques and methods
- State standards specific to grade level(s) assigned
- Establish rapport with and gain confidence of students with special needs.
- Basic mathematical skills.
- Oral and written communication skills; correct English usage, vocabulary, spelling, punctuation, and grammar.
- Basic computer applications (e.g., data entry)
- Personal hygiene practices; health and safety regulations

Ability to:

- Demonstrate awareness and sensitivity toward students and their individual differences in terms of abilities, cultures and languages.
- Assist in the instruction of state standards, classroom management and behavior support plans.
- Use basic computer applications and assistive technology.
- Interact successfully with students, parents, instructional personnel, and community agency representatives.
- Recognize and report safety hazards.
- 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.
- Oral and written communication skills; correct English usage, grammar, spelling, punctuation and vocabulary.

EMPLOYMENT STANDARDS

Any combination of education and experience providing the required knowledge and abilities would meet the qualifying criteria set forth below.

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 one hundred (100) contact hours paid or voluntary experience working with individuals with special needs.

Licenses and Other Requirements:

None.

Special Information:

None.

Working Conditions (Environment):

May require sitting, stooping, crouching, standing, and walking to work with assigned students. Must have hand and finger dexterity to operate office equipment, learning aid, and instructional materials. May occasionally lift or move a student weighing up to fifty (50) pounds.

DUTIES APPROVED
BOARD OF EDUCATION:
Approved 1977

CLASSIFICATION APPROVED
PERSONNEL COMMISSION:
June, 1977
Revised August, 1981
Revised June 13, 1994
Revised February 21, 2006
Revised September 19, 2006
Revised September 2, 2008

PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
Regular Meeting: Tuesday, May 8, 2012

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

SUBJECT: Advanced Step Placement – Roula Palmer

BACKGROUND INFORMATION:

<p>Classification Title: Instructional Assistant - Classroom</p>	<p>Employee: Roula Palmer</p>
<p><u>Education and Experience:</u></p> <p>Education: Any combination of education, training and/or experience that is likely to provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities is:</p> <p>Graduation from high school or equivalent evidence of proficiency at the high school level or six months paid or verifiable, supervised volunteer experience that has provided first-hand knowledge of the needs of school aged children and young people.</p>	<p>Education:</p> <ul style="list-style-type: none"> • Roula has Associate degree in Liberal Studies.

DIRECTOR’S RECOMMENDATION:

Ms. Palmer’s professional training exceeds 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 18, Step B on the 2006-07 Classified Employee’s Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment* (attachments). Pay rate at Step A is \$12.50/hour, Step B is \$12.86/hour. The net difference in pay is an increase of \$0.36 per hour.

Motion by: _____
Second by: _____
Vote: _____

Hatch, Jana

Subject: FW: Salary Increase

Begin forwarded message:

From: Roula Palmer
Date: April 18, 2012 10:17:44 PM PDT
To: <wyoung@smmusd.org>
Subject: Salary Increase

Dear Dr. Young,

Hello. My name is Roula Palmer and I am an Instructional Assistant new hire at Will Rogers. I am writing this letter to convey why I feel I deserve an increase in pay. I have worked for the San Bruno Park School District in Northern California for about nine years. I started out as a classroom volunteer and then was hired as a yard duty supervisor. In 2007, I was hired as an IA and worked with all grade levels and ELL students. In 2008, I was hired as a Para Professional-Special Ed and left in 2010 to move to Santa Monica. My ending salary was \$16.65. I have extensive experience both in working with the teacher and the students. I have set up classrooms, graded papers, taught lessons and much more. I have tested students, worked with them on science, english and history projects as well as reading, writing and arithmetic. Throughout my years at the SBPSD, I have continued to volunteer in the classroom as well as run an art program with another parent. I am so thrilled to be back in the classroom and feel a sense of accomplishment knowing that I am making a difference in a child's life as well as the teachers. I hope you consider my past experience and love for what I do while making your decision. I look forward to hearing from you soon.

Thank You,

Roula Palmer

PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

INSTRUCTIONAL ASSISTANT CLASSROOM

Classified Employees Salary Schedule – 18

DEFINITION

Under the general supervision of a certificated teacher and a site administrator, assists the teacher by providing instructional support to individuals and small groups of students in regular classrooms, monitors and reports student progress regarding performance and behavior and provides clerical and other support assistance related to instructional activities. The Instructional Assistant Classroom also assists students in becoming successful in their academic, social and emotional development.

TYPICAL DUTIES

1. Works with students in small groups and/or on an individual basis in regular classrooms to instruct, reinforce and follow up on learning activities.
2. Assists in the preparation, modification and implementation of lesson plans, instructional materials and learning aids as directed by the teacher, including scoring student reports and papers; and administering, monitoring and scoring a variety of tests (this does not include the administration of standardized assessment measures).
3. Observes students and assists in the supervision and modeling of appropriate student behavior through positive reinforcement techniques and implementation of a teacher designed behavior management system.
4. Confers with teachers concerning student progress and to determine programs, activities and materials to meet individual student needs.
5. Performs clerical support duties, such as preparing, typing and copying instructional materials; recording grades; preparing and maintaining student files, and records as necessary, including confidential records; and distributing and collecting paper, supplies and materials.
6. Operates and assists students in the operation of a variety of instructional aids, media, and computer terminals and software programs.
7. Provides support to the teacher by setting up work areas, displays and exhibits, operating VCR, movie, slide, film strip and overhead projectors and other audio-visual equipment; and maintaining cassettes, tapes, etc.
8. Participates in staff meetings and in-service training programs as assigned.
9. Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Positions in the Instructional Assistant Classroom classification are established to assist certificated teachers in creating successful learning opportunities for students in regular classrooms. Incumbents perform their duties with initiative and independent judgment within standardized procedures as directed by the classroom teacher. Incumbents serve as assistants to the teacher. The full responsibility for appropriate instruction, training, instructional materials and evaluation procedures remains with the teacher.

SUPERVISION

Supervision is received from a certificated administrator with input from the teacher(s) to whom the Instructional Assistant Classroom is assigned. No supervision of other staff is exercised.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Basic needs, characteristics and behavior of children and adolescents.

Correct English usage, spelling, vocabulary, syntax, grammar and punctuation.

Basic arithmetical concepts.

Routine record keeping.

Ability to:

Be aware of and sensitive to the needs of all children, their cultures, languages, life styles and capabilities.

Establish rapport with and gain the confidence of children and students.

Learn basic teaching techniques and methods.

Read, write and communicate effectively for the needs of the grade level(s) to which assigned.

Learn safe practices and procedures for classroom and campus activities.

Learn growth and development patterns of children and adolescents.

Acquire a firm working knowledge of subjects taught in grade level(s) to which assigned.

Learn to utilize appropriate instructional media and materials.

Operate or learn to operate appropriate instructional media, materials, a computer terminal and use appropriate software.

Understand and carry out oral and written directions.

Read and comprehend instructional and related materials.

Maintain confidentiality of matters related to students.

Establish and maintain cooperative working relationships with those contacted during the normal course of work.

Be flexible.

EMPLOYMENT STANDARDS

Minimum Qualifications:

Any combination of education, training and/or experience that is likely to provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities is:

Graduation from high school or equivalent evidence of proficiency at the high school level or six months paid or verifiable, supervised volunteer experience that has provided first hand knowledge of the needs of school aged children and young people.

Physical Requirements:

Ability to safely lift and carry weights of up to 10 pounds.

Ability to stand and sit for extended periods of time.

Ability to reach above the shoulders.

Visual acuity sufficient for observing and monitoring students and for reading, writing, typing and preparing instructional materials.

Ability to hear and speak to exchange information and provide assistance to students.

Manual dexterity sufficient to operate instructional media, copiers, computer terminals and to handle instructional materials and files.

Reasonable accommodations will be considered to enable qualified individuals with disabilities to perform the essential duties of this classification.

Approved: June, 1977

Revised: August, 1981

Revised: June 13, 1994

PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
Regular Meeting: Tuesday, May 8, 2012

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

SUBJECT: Advanced Step Placement – Yvette Parra

BACKGROUND INFORMATION:

<p>Classification Title: Instructional Assistant – Special Education</p>	<p>Employee: Yvette Parra</p>
<p><u>Education and Experience:</u></p> <p>Education: Must have a high school diploma or its recognized equivalent and</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. <p>Experience: At least one hundred (100) contact hours paid or voluntary experience working with individuals with special needs.</p>	<p>Education:</p> <ul style="list-style-type: none"> • Yvette has obtained an Associate’s Degree in Early Childhood Education. • April has passed the District Examinations <p>Experience: Yvette has over 3,000 contact hours working with students with special needs.</p>

DIRECTOR’S RECOMMENDATION:

Ms. Parra’s professional training exceeds 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 20, Step F on the 2006-07 Classified Employee’s Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment* (attachments). Pay rate at Step A is \$12.86/hour; Step F is \$16.41/hour. The net difference in pay is an increase of \$3.55 per hour.

Motion by: _____
 Second by: _____
 Vote: _____

Yvette Parra
346 Madison Avenue
Pomona, CA 91767
(626) 430-8370

CLASSIFIED PERSONNEL
2012 APR 24 P 2: 17

April 23, 2012

Santa Monica-Malibu Unified School District
1651 16th Street
Santa Monica, CA 90404

Dear Dr. Wilbert Young,

I am writing this letter to you requesting an increase in the pay step range. I have been hired as a one on one Special Education Assistant at Roosevelt Elementary School with the Santa Monica-Malibu Unified School District. My previous work experience with assisting, caring, educating, and role modeling for children dates back to 2004. In addition to my thorough work experience I have continued my education while gaining a California teachers permit, an Associates degree in child development and currently working towards my B.A. in Early Childhood Education.

The following information reflects my work experience with children, beginning with the most recent.

*Special Education Assistant one on one aide for Monrovia Unified School District from 2008-2012. I implemented and assisted a one on one student, as well as classroom students in accordance to individual goals in direct relation to each student IEP. In addition, implemented intervention services for intensive behavior, as well as, modifications of daily schedule.

*Assistant enrichment program teacher for Charter Oak Unified from 2008-2010. Under the direction of site supervisor, conducted upper grade classroom of fourth, fifth and sixth graders with after school education, care, and guidance. This included but not limited to homework assistance, individual health care in direct relations to specific students with Individual Education Plans. In addition, music, art, technology, and physical education curriculum was conducted.

*Tutored elementary school children as an AmeriCorps member through teacher prep program under Mount San Antonio College from 2004-2006. During my time employed I led small groups of first and second graders with curriculum under the direction of a classroom teacher during regular school hours. In addition, I assisted teachers with office and paper work.

*Employee of Asian Youth Center as a tutor and mentor for middle school students in an after school program for at-risk females of the probation

department in 2004 during May and June (program cut due to lack of funds). My time employed consisted of tutoring middle school females with daily homework, as well as, self-esteem building projects and workshops on school campus.

In regards to my education the following entails what I have accomplished, beginning with the most recent.

*On April 17, 2012 I was officially admitted to Pacific Oaks College into the B.A. Early Childhood Education program for the 2012 Fall term.

*In December 2011 I received my Associates degree in Child Development from Mount San Antonio College.

*On December 18, 2011 I received a Certificate of Achievement in Infant/Toddler Development from Mount San Antonio College.

*On December 18, 2011 I received a Certificate of Achievement in Children's Program: Teaching from Mount San Antonio College.

*On December 18, 2011 I received a Certificate of Achievement in Children's Program: General-Level II from Mount San Antonio College.

*On December 18, 2011 I received a Certificate of Achievement in Children's Program: General III from Mount San Antonio College.

*On June 3, 2011 I received the Isabel Robertson Memorial Scholarship award from Mount San Antonio College Child Development Department.

*In July 2010 I received a Child Development Teacher Permit from the California Commission on Teacher Credentialing.


*On May 14, 2010 I received the Katie Gerecke award from Mount San Antonio College Child Development Department.

*On June 14, 2009 I received the Children's Program I Certificate of Achievement from Mount San Antonio College.

In addition to my work experience and education I am CPR/First Aid certified, as well as, trained in non-violent crisis prevention intervention. In conclusion, I ask that my education and work experience be taken into consideration for the pay step increase. All of the information above can be verified upon request.

Thank you for your time, and I look forward to hearing from you.

Sincerely,



Yvette Parra

PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

INSTRUCTIONAL ASSISTANT-SPECIAL EDUCATION

Classified Employees Salary Schedule – Range 20

Job Summary

Under the general supervision of an administrator, the Instructional Assistant-Special Education will provide assistance in Special Day Class Mild/Moderate (SDC M/M), Resource Specialist or instructing students individually and/or in groups according to state standards, classroom objectives and the individualized education program (IEP).

Representative Duties

1. Works with students with special needs in all educational settings individually and/or in groups to provide instructional support [may assist with functional skills (e.g., bathroom routines) and community-based/vocational instruction] according to state standards, classroom objectives, and the Individualized Education Program (IEP).
2. Assists in the preparation, accommodation, modification, and implementation of lesson plans/instructional materials as directed by the teacher.
3. Assists in the implementation of classroom management plans.
4. Assists in monitoring the safety of students in various educational settings.
5. Communicates student progress to designated service providers.
6. Helps students with personal hygiene, self-reliance, and academic/behavioral approach.
7. Assists students in using computer applications and related assistive technology.
8. Assists students to and from school bus and/or other transportation and with transitions within the school schedule.
9. Attends trainings, workshops, and staff development meetings as required.
10. Completes reports and records, such as accident and incident reports.
11. Performs related duties as assigned.

Supervision

Supervision is received from an administrator. Technical and functional direction is received from teacher. No supervision of other staff is exercised.

Job Related Qualifications

Knowledge of:

- Basic instructional techniques and methods
- State standards specific to grade level(s) assigned
- Establish rapport with and gain confidence of students with special needs.
- Basic mathematical skills.
- Oral and written communication skills; correct English usage, vocabulary, spelling, punctuation, and grammar.
- Basic computer applications (e.g., data entry)
- Personal hygiene practices; health and safety regulations

Ability to:

- Demonstrate awareness and sensitivity toward students and their individual differences in terms of abilities, cultures and languages.
- Assist in the instruction of state standards, classroom management and behavior support plans.
- Use basic computer applications and assistive technology.
- Interact successfully with students, parents, instructional personnel, and community agency representatives.
- Recognize and report safety hazards.
- 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.
- Oral and written communication skills; correct English usage, grammar, spelling, punctuation and vocabulary.

EMPLOYMENT STANDARDS

Any combination of education and experience providing the required knowledge and abilities would meet the qualifying criteria set forth below.

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 one hundred (100) contact hours paid or voluntary experience working with individuals with special needs.

Licenses and Other Requirements:

None.

Special Information:

None.

Working Conditions (Environment):

May require sitting, stooping, crouching, standing, and walking to work with assigned students. Must have hand and finger dexterity to operate office equipment, learning aid, and instructional materials. May occasionally lift or move a student weighing up to fifty (50) pounds.

DUTIES APPROVED
BOARD OF EDUCATION:
Approved 1977

CLASSIFICATION APPROVED
PERSONNEL COMMISSION:
June, 1977
Revised August, 1981
Revised June 13, 1994
Revised February 21, 2006
Revised September 19, 2006
Revised September 2, 2008

PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
Regular Meeting: Tuesday, May 8, 2012

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

SUBJECT: Advanced Step Placement – Amanda Saugstad

BACKGROUND INFORMATION:

<p>Classification Title: Instructional Assistant – Special Education</p>	<p>Employee: Amanda Saugstad</p>
<p><u>Education and Experience:</u></p> <p>Education: Must have a high school diploma or its recognized equivalent and</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. <p>Experience: At least one hundred (100) contact hours paid or voluntary experience working with individuals with special needs.</p>	<p>Education:</p> <ul style="list-style-type: none"> • Amanda has obtained a Bachelor’s Degree in Kinesiology. • Amanda has passed the District Examinations <p>Experience: Amanda has over 6,500 contact hours working with individuals with special needs.</p>

DIRECTOR’S RECOMMENDATION:

Ms. Saustad’s professional training exceeds 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 20, Step F on the 2006-07 Classified Employee’s Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment* (attachments). Pay rate at Step A is \$12.86/hour; Step F is \$16.41/hour. The net difference in pay is an increase of \$3.55 per hour.

Motion by: _____
 Second by: _____
 Vote: _____

Amanda Saugstad
4325 Dixie Canyon Ave. #2
Sherman Oaks, Ca 91423
AJSaugstad@gmail.com
(916) 952-2545

CLASSIFIED PERSONNEL

2012 APR 27 P 1:50

Santa Monica-Malibu Unified School District
1651 Sixteenth Street Santa Monica, CA 90404
(310) 450-8338

April 27, 2012

Re: Salary Increase

To Whom It May Concern:

I was hired by Santa Monica-Malibu Unified School District for my ability and experience in Special Education. I believe that an increase in my salary is warranted for my previous experience and education. I have worked as a Para-professional 1:1 Aide at Pitman High School approximately 6 months, 6.5 hours a day, M-F. My duties included:

- Provided support during Adaptive Physical Education (mile run/walk, weight room, sports)
- Documented and recorded daily behaviors, wants/desires, and tasking information
- Provided pre-academic/academic, behavioral and functional life skills instruction (i.e. implementing IEP goals/objectives) under direction of the classroom teacher and staff.
- Provided one on one instruction, as appropriate; uses core and supplemental curriculum to support learning; collect data on student performance/behavior.
- Implemented Behavior Support Plan (BSP) and Behavior Intervention Plans (BIP); required to intervene in behavioral situations requiring physical intervention
- Required to utilize specific instructional strategies (ex: ABA, discrete trial training, direction instruction, visual schedules, picture exchange)
- Supervised bus, cafeteria, and/or yard duty, and performs other related work as required.
- Attended to students' physical needs in the classroom, assist in toileting, self-help and special medical needs

As well as my experience, I am currently completing my Special Education Credential, Mild/Moderate, at CSU, Northridge. I would like you to know that I view my future at SMMUSD very positively. I look forward to hearing from you soon.

Best,

Amanda J. Saugstad

PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

INSTRUCTIONAL ASSISTANT-SPECIAL EDUCATION

Classified Employees Salary Schedule – Range 20

Job Summary

Under the general supervision of an administrator, the Instructional Assistant-Special Education will provide assistance in Special Day Class Mild/Moderate (SDC M/M), Resource Specialist or instructing students individually and/or in groups according to state standards, classroom objectives and the individualized education program (IEP).

Representative Duties

1. Works with students with special needs in all educational settings individually and/or in groups to provide instructional support [may assist with functional skills (e.g., bathroom routines) and community-based/vocational instruction] according to state standards, classroom objectives, and the Individualized Education Program (IEP).
2. Assists in the preparation, accommodation, modification, and implementation of lesson plans/instructional materials as directed by the teacher.
3. Assists in the implementation of classroom management plans.
4. Assists in monitoring the safety of students in various educational settings.
5. Communicates student progress to designated service providers.
6. Helps students with personal hygiene, self-reliance, and academic/behavioral approach.
7. Assists students in using computer applications and related assistive technology.
8. Assists students to and from school bus and/or other transportation and with transitions within the school schedule.
9. Attends trainings, workshops, and staff development meetings as required.
10. Completes reports and records, such as accident and incident reports.
11. Performs related duties as assigned.

Supervision

Supervision is received from an administrator. Technical and functional direction is received from teacher. No supervision of other staff is exercised.

Job Related Qualifications

Knowledge of:

- Basic instructional techniques and methods
- State standards specific to grade level(s) assigned
- Establish rapport with and gain confidence of students with special needs.
- Basic mathematical skills.
- Oral and written communication skills; correct English usage, vocabulary, spelling, punctuation, and grammar.
- Basic computer applications (e.g., data entry)
- Personal hygiene practices; health and safety regulations

Ability to:

- Demonstrate awareness and sensitivity toward students and their individual differences in terms of abilities, cultures and languages.
- Assist in the instruction of state standards, classroom management and behavior support plans.
- Use basic computer applications and assistive technology.
- Interact successfully with students, parents, instructional personnel, and community agency representatives.
- Recognize and report safety hazards.
- 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.
- Oral and written communication skills; correct English usage, grammar, spelling, punctuation and vocabulary.

EMPLOYMENT STANDARDS

Any combination of education and experience providing the required knowledge and abilities would meet the qualifying criteria set forth below.

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 one hundred (100) contact hours paid or voluntary experience working with individuals with special needs.

Licenses and Other Requirements:

None.

Special Information:

None.

Working Conditions (Environment):

May require sitting, stooping, crouching, standing, and walking to work with assigned students. Must have hand and finger dexterity to operate office equipment, learning aid, and instructional materials. May occasionally lift or move a student weighing up to fifty (50) pounds.

DUTIES APPROVED
BOARD OF EDUCATION:
Approved 1977

CLASSIFICATION APPROVED
PERSONNEL COMMISSION:
June, 1977
Revised August, 1981
Revised June 13, 1994
Revised February 21, 2006
Revised September 19, 2006
Revised September 2, 2008

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, May 8, 2012**

AGENDA ITEM NO: IV.A.3.a.

SUBJECT: Working Out of Class (WOC) Request – First Extension for Steven Williams, Cafeteria Worker I, Food and Nutrition Services, WOC as a Stock and Delivery Clerk

BACKGROUND INFORMATION:

Mr. Williams is a Cafeteria Worker I in the Food and Nutrition Department. Mr. Orlando Griego, Director of Food and Nutrition Department, requested the initial WOC. This WOC request is an extension of his current assignment from June 11, 2012 to June 15, 2012. The rationale for this request is to grant Mr. Williams a temporary assignment pending the return of Stock and Delivery Clerk from Worker's Compensation Leave.

DIRECTOR'S RECOMMENDATION

The Director of Classified Personnel recommends that the Personnel Commission approve this request pursuant to SEIU Contract Article 29 *Working Out of Class* and Personnel Commission Rule §3.2.8.C *Working Out of Class* (attachments).

Motion by: _____
Second by: _____
Vote: _____

3.2.8 WORKING OUT OF CLASS

- A. Each classified employee shall be required to perform the duties approved by the Board and classified by the Commission for the class to which assigned. The employee may be required to perform other related duties consistent with the definition of the class to which assigned.
- B. When an employee is assigned to perform work beyond that indicated in the definition of the class to which assigned for a period of time exceeding five (5) out of fifteen (15) calendar days, shall be compensated as follows:
 - 1. Classify the position and determine whether the position should be allocated to an existing class or whether a new class should be established;
 - 2. If a new class is recommended, the Director of Classified Personnel shall set forth the qualifications recommended and those recommended by the Board, if any; the qualifications approved by the Commission must reasonably relate to the duties assigned to the position by the Board.
- C. Request for differential pay for working out of class shall be submitted to the Director of Classified Personnel within thirty (30) days of assignment by the employee or the supervisor. Such differential pay for working out of class shall be limited to ninety (90) working days in one fiscal year for each employee. The Commission may authorize one extension of working out of class not to exceed an additional ninety (90) working days.
- D. A claim for pay differential for working out of class shall be submitted by the employee or the supervisor. The Director of Classified Personnel will notify the supervisor upon receipt of a claim submitted by an employee.
- E. A claim for pay differential for working out of class must contain a list of the assigned duties that are outside the scope of employee's assigned position.
- F. The Director of Classified Personnel shall review the duties assigned to the position and shall determine if the assigned duties are at a higher level, and shall recommend an appropriate pay differential to the Commission for approval.
- G. If review by the Director of Classified Personnel determines that the assigned duties are not at a higher level, the Director of Classified Personnel shall notify the employee and the appropriate supervisor. If the employee or supervisor wishes to appeal this decision, it must be presented to the Commission at the next regular meeting.

References: Education Code Sections 45110, 45276 and 45310

ARTICLE 28

ENTIRE AGREEMENT

- §28.1 The District shall not be bound by any requirement which is not expressly and explicitly stated in this Agreement. Specifically, but not exclusively, the District is not bound by any past practices of the District or understandings with any unit member, organization, or council, unless such past practices or understandings are specifically stated in this Agreement.
- §28.2 The Union agrees that this Agreement is intended to cover all matters relating to wages, hours, and all other terms and conditions of employment and supersedes all previous agreements or supplements thereto covering said matters. The parties agree that during the term of the Agreement neither the District nor the Union will be required to meet and negotiate on any further matters affecting these or any other subjects not specifically set forth in this Agreement, unless the District finds it necessary to make changes that are within the scope of representation as defined by Government Code 3543.2. In which case, the District shall negotiate with the union concerning such changes to the extent required by law. Before meeting and negotiating, the parties shall attempt to resolve any such changes informally.

ARTICLE 29

WORKING OUT OF CLASS

- §29.1 Each unit member shall be required to perform the duties approved by the Board of Education and classified by the Personnel Commission for the class to which he/she is assigned. He/she may be required to perform other related duties consistent with the definition of the class to which assigned.
- §29.2 When a unit member is assigned to perform work beyond that indicated in the definition of the class to which he/she is assigned, he/she shall be compensated as of the first (1st) day as follows:
- §29.2.1 If the work assignment is to a position in an existing class, upon the approval of the Director of Classified Personnel, it shall be processed as a limited-term assignment under the applicable Personnel Commission Rules; or
- §29.2.2 If an employee is required to perform duties which are not allocated to an existing class, the assignment shall be reported to the Director of Classified Personnel in writing so that a review may be conducted to determine the appropriate pay differential for the temporary assignment.
- §29.2.3 Requests for differential pay for working out of class may be submitted by the unit member or his/her supervisor to the Director of Classified Personnel at any time. The Director of Classified Personnel will notify the supervisor upon receipt of a claim submitted by a unit member.
- §29.2.4 A claim for pay differential for working out of class must contain a list of the assigned duties.
- §29.2.5 The Personnel Commission staff shall review the duties assigned to the position and shall determine if the assigned duties are at a higher level and shall recommend an appropriate pay differential to the Personnel Commission for approval.

- §29.2.6 Changes in salary resulting from the reclassification of a position shall be effective as of the time the Personnel Commission received the request for differential pay. Retroactive pay increases for working out of class shall be limited to the thirty (30) calendar days proceeding the date that the claim was submitted in writing to the Director of Classified Personnel.
 - §29.2.7 If the Commission staff review determines that the assigned duties are not at a higher level, the Director of Classified Personnel shall notify the employee and the appropriate supervisor and present the findings to the Commission at the next regular meeting.
 - §29.2.8 Pay differentials for working out of class shall be limited to ninety (90) working days in one (1) fiscal year for each employee. The Personnel Commission may authorize one (1) extension of working out of class not to exceed an additional ninety (90) working days.
- §29.3 Whenever a vacant position exists within the Classified service and management determines that the position shall be temporarily filled until a permanent person is hired, management shall provide to all current, permanent department/site employees (whose job classification is the next lower classification) the opportunity to work out-of-class based on seniority rotation. As subsequent assignments arise or if the original assignment exceeds the time line described in §29.2.8, the next senior permanent department/site employee shall be offered the out-of-class assignment. If additional help is needed for the short term, temp/additional employees shall be employed to the lowest possible classification.
- §29.4 Disputes involving this Article shall be resolved pursuant to Personnel Commission Rules, and shall not be subject to the grievance procedure set forth in **Article 13 - Grievance Procedure**.

ARTICLE 30

LAYOFFS/REDUCTION IN HOURS

- §30.1 The District shall not implement any involuntary reduction in regular hours of assignment or layoff of unit members except as provided in the following procedure:
- §30.1.1 Union shall be given written notice at least forty-five (45) calendar days before the meeting at which the Board of Education will take action on the layoffs/reduction in hours due to lack of funds.
 - §30.1.2 The District shall provide the Union with a reasonable opportunity, at the request of the Union, during said forty-five (45) calendar days following notice to the Union, to negotiate regarding the proposed layoff/reduction in hours, including the decision itself and the effects thereof.
 - §30.1.3 If agreement cannot be reached within forty-five (45) calendar days after notice to the Union, the District may proceed with Board action and notification to the unit members affected.
 - §30.1.4 At any time during said forty-five (45) calendar days following notice to the Union, either party may request to proceed to fact finding. The District and the Union shall agree upon a fact finder, who shall meet with the parties and make recommendations. The fact-finding process shall be completed and the fact finder's report issued within ninety (90) calendar days following notice to the Union.
 - §30.1.5 If agreement has not been reached by the end of ninety (90) days after notice to the Union, the District may implement the proposed layoff/reduction in hours.

**PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
Regular Meeting: Tuesday, May 8, 2012**

AGENDA ITEM NO: IV.B.1.

SUBJECT: HR-PC Reorganization

BACKGROUND INFORMATION:

The attached documents give an historical perspective to the HR-PC Reorganization effort during the past several years at Santa Monica-Malibu Unified School District (SMMUSD).

- Memorandum of Understanding (MOU) Between SMMUSD and the Personnel Commission – December 13, 2004
- MOU Extension Between the District and the Personnel Commission - 2006
- SMMUSD HR NEWS – February 2005
- Personnel Commission SMMUSD Special Meeting – March 6, 2007
- Board of Education Agenda Item: MOU with Personnel Commission Regarding Reorganization of Human Resources Department – April 19, 2007
- Proposed HR-PC Organization Alignment Chart – June 6, 2011
- Personnel Commission SMMUSD Regular Meeting – June 14, 2011
- Personnel Commission SMMUSD Regular Meeting – July 12, 2011
- HR-PC Reorganization Discussion – March 12, 2012
- Merit School Districts

DIRECTOR'S RECOMMENDATION

The Director of Classified Personnel recommends that the Personnel Commission discuss the historical perspective of the HR-PC Reorganization.

MEMORANDUM OF UNDERSTANDING

Between the Santa Monica-Malibu Unified School District and the Santa Monica-Malibu Personnel Commission

December 13, 2004

The Santa Monica-Malibu Unified School District (SMMUSD) and the Santa Monica - Malibu Personnel Commission (Personnel Commission) will pilot a reorganization of the Human Resources Department. In this pilot program, the Personnel Commission will assign 2.0 FTE positions, the HRIS position and one HR Tech position, to the Human Resources Department. The remainder of the Classified Personnel staff, a full time Director, Personnel Analyst (vacant), 1.5 Human Resources Technicians, and one Administrative Assistant, will have responsibilities related exclusively to the Personnel Commission and the Merit Rules. The pilot program will begin effective February 1, 2005 and will remain in effect until July 1, 2006. It will be evaluated in June, 2005 and November, 2005. At the first Personnel Commission meeting in May of 2006, the pilot program will be reviewed by both parties to determine its effectiveness, at which time this Memorandum of Understanding may be revoked by either party.

The rationale and purpose of this pilot reorganization is to create a classified personnel office that is solely responsible for performing the duties overseen by the Personnel Commission, protecting the rights of fair employment and fair disciplinary practices, while expanding the SMMUSD Human Resources department to be able to address the employment requirements and needs of all employees, certificated and classified, in the most efficient and clear manner possible.

While the pilot program is in effect, the budget for all Personnel Commission positions shall remain unchanged and shall remain with the Personnel Commission. At the May, 2006 meeting, if both parties are satisfied with the pilot program, it shall become permanent on July 1, 2006 and the budget for the two positions described above will be permanently shifted from the Personnel Commission to SMMUSD.

The attached list of duties to be transferred from the Personnel Commission to SMMUSD was created by the Director of Classified Personnel and reviewed by the Assistant Superintendent of Human Resources, the Director of Human Resources, and the employees in the Classified Personnel Office.

The following timeline will be the guide for the transition:

December 14, 2004	Plan approved at Personnel Commission Meeting
December 17, 2004	Full Time Director of Classified Personnel Position Opened for Applications
January 4, 2005	Transition discussed at Classified Personnel Meeting
January 11, 2005	Transition discussed at Classified Personnel Meetings (Additional meetings will be scheduled if necessary)
January 15, 2005	Director of Classified Personnel will notify in writing the employees who will be moved to the Human Resources Department.
February 1, 2005	Pilot program begins
May, 2005	Review of pilot program
November, 2005	Review of pilot program
May, 2006	Evaluation of pilot program

The HRIS position and the HR Tech position will move to the Santa Monica-Malibu Unified School District Human Resources Department at which time the two employees will be under the direction of the Human Resource Department. The two employees will maintain their job position and will be evaluated under the same contract guidelines. The Director of Classified Personnel will evaluate the employees for this current year 2004-2005 prior to February 1, 2005. Beginning February 1, 2005, the Director of Human Resources will have the responsibility of evaluating the employees.

Although the positions are moved for the seventeen-month period, the budget will remain with the Personnel Commission. At the date of the program review, if both parties wish to continue the separation, the budget for the personnel classified side will be shifted to the Santa Monica-Malibu Unified School District as July 1, 2006 and the official separation will be in effect.

The following is a list of job functions the Personnel Commission recommends to transfer to the District along with 2.0 FTE's effective February 1, 2005.

1. Board Agenda Reports
2. Clerical & Substitute Assignments
3. Employee Evaluations
4. Employee Processing
5. Employment Verification
6. Fingerprinting
7. Filing of District Records
8. HRIS Data Entry & Back-Up (Labels, List & Letter)
9. Leaves of Absence Processing
10. Processing of Non-Merit, Special Services Employees, and Volunteers
11. Salary Adjustments
12. Subpoenas for Records
13. Unemployment Claims
14. Winter and Spring Break Assignments

Memorandum of Understanding (MOU) Extension Between the District and the Personnel Commission

Proposed Modifications:

- Reassignment of fifty (50%) of HR Technician position from the District to the Personnel Commission.
- Reassignment of Clerical and Substitute (excluding Instructional Assistant-Special Education) from the District to the Personnel Commission.
- Reassignment of Winter and Spring Break assignments from the District to the Personnel Commission.
- Extend the Pilot Program for another six (6) months. - August 1, 2006 to January 31, 2007.
- Personnel Commission and the District will jointly commence a data-based assessment during the proposed six (6) month extension.

SMMUSD HR NEWS

Volume 1, Issue 1

February, 2005

Our First Newsletter from the Human Resources Department

This Newsletter will focus on SMMUSD's greatest resource: our employees. By informing you of what you need to know, and by celebrating the successes across the District, the *SMMUSD HR NEWS* will keep you up to date and informed. We will publish this at the beginning of the year, in February, and again in May.

We plan to include information on legal and financial news that affects our employees, health benefits updates, upcoming trainings from the HR department as well as other key trainings, and information about our employees who have been recognized for their outstanding achievements.

Note from the Editor: I believe that great organizations have extraordinary communication among employees. I hope that you enjoy the newsletter, that it improves our internal communications, and that you are more aware of programs and issues in our district. I welcome your suggestions!

- Michael D. Matthews, Assistant Superintendent of HR

INSIDE THIS ISSUE

- 1 Health Insurance Support Now in HR Department
- 2 Health Benefits Committee Set to Begin Work
- 2 A Day in School
- 2 Teacher Evaluation Pilot Underway
- 3 Understanding the Merit System
- 4 LEAD Program: Outstanding Achievements

HR Department Reorganized to Better Serve Employees

Health Benefits will now be in the HR Department

At the January 20, 2005 Board Meeting, the SMMUSD Board of Education voted unanimously to endorse a Memorandum of Understanding (MOU) between the District and the Personnel Commission reorganizing the Human Resources Department. We basically now have one Human Resources Department for Certificated and Classified Employees, and a Personnel Commission Department responsible for insuring a fair hiring process for classified employees and other Merit Rules responsibilities. We believe that you will find better service for all of our employees. It is the Human Resource Department's job to not only hire and place employees, but to help keep all of us properly credentialed and qualified in the eyes of government authorities, to take care of critical needs such as salary placement and health insurance, and to perform other duties to maximize the effectiveness, efficiency and satisfaction of all of our employees.

Details of the Reorganization

To truly understand how this reorganization occurred, you have to understand that we are a Merit District, which means that our Classified employees are protected by the Merit Rules as administered by a separate and independent Personnel Commission. (Please see the Box on page 3 for more information about the Personnel Commission.)

In the 2003-04 school year, the Personnel Commission and the Board of Education commissioned a study to examine staffing in the SMMUSD HR Department compared to other districts in southern California. After receiving the study, the Personnel Commission held a series of meetings

to "HR Reorganization" in June 1

Advice from HR . . .

Do you have Direct Deposit?

If not, why not? Although most of our employees have direct deposit, there are still a good number who do not. It often creates difficulties during payday that occur when school is not in session. Those who have direct deposit swear by the reliability and convenience of it. Our CFO Winston Brahm states that it is a cost-cutting measure that saves time for the employees in Fiscal Services. Contact Ali, Maria or Sandy in payroll if you are interested.

What doctor will you see if you get hurt on the job?

If you don't submit the correct form, then our Workers' Compensation insurer will dictate your decision. Go to our HR website and download the Personal Physician Pre-Designation Form that will allow you to see your own physician if you get injured on the job. We hope that no one has to go through Workers' Comp and we are taking steps to reduce the number that do get injured, but please know that if you do not fill out the form and you do get injured on the job, you cannot fill it out afterwards. Get it done now and check it off your To Do list.

Remember – our Workers' Comp is costing us over \$2 million a year. That's \$2 million we could be spending on helping our employees provide the best possible education for all of our students. Be safe and remind others to do so!

Upcoming Learning Opportunities

TSA's and Pension Plans

As most of you know, the federal government tax code 403(b) allows education employees to put aside a considerable amount of money (up to \$14,000 a year) into a Tax Sheltered Annuity (TSA). If you want to learn more about what a TSA is and the options you have for investment, we encourage you to attend a TSA workshop. Mike Matthews and Ali Delawalla will be presenting information and answering all of your questions. The workshop is scheduled for **March 8 at 3:45** in the Board Room.

Retirement is one of the hot topics – Social Security, STRS, PERS, defined benefit plans and defined contribution plans are making front page headlines. Come and learn about what the politicians are saying, as well as the basics on STRS and PERS on **April 18 at 3:45** in the SMMUSD Boardroom.

Collaborating for Improvement

Joint Committee on Health Benefits Set to Meet

In negotiations with the District last summer, both SDO and SMMCTA agreed that a joint committee on health care benefits would convene and work on this important issue. The issue of health care extends far beyond the borders of SMMUSD. In California, the recent grocery workers' strike was all about health care, as was a failed proposition, which would have mandated that employers pay at least 80% of health care costs.

The Kaiser Family Foundation researched the issue and commented on annual trends, "Since 2001, premiums for family coverage have increased by 58%, compared with inflation growth of 9.7% and wage growth of 12.3%." Clearly this growth has a dramatic impact on the financial health of all school districts.

The Health Benefits Committee will have to do a great deal of studying and learning, examining the issues and exploring alternatives that will provide high quality medical insurance for all employees while maintaining fiscal responsibility and stability for SMMUSD. The first meeting is scheduled for **February 17**.

Teachers Pilot New Standards-Based Evaluation System

Approximately 35 teachers are working with site administrators to pilot a new evaluation system based on the California Standards for the Teaching Profession (CSTP). The draft of the handbook is on the HR website. Principals have spent several days this year being trained on how to observe and evaluate based on the CSTP. Teachers in the pilot attended a workshop in January to learn about the philosophy and details of the pilot. They gave input on what needed more work and how to best assist teachers using this evaluation system. Members of SMMCTA who have worked on the pilot attended, as did SMMCTA President Harry Keiler. The SMMCTA-SMMUSD Evaluation Committee continues to meet to communicate and develop the pilot evaluation system based on feedback from teachers and administrators.

UNDERSTANDING THE MERIT SYSTEM

In 1938, the classified employees of SMMUSD voted to become a Merit District. In doing so, they chose a system that is designed to insure that classified employees are hired fairly and without bias, and that whenever a disciplinary measure arises, that it too is handled fairly and without bias. So every open classified position has an advertising period, qualification through a test, and only the top few candidates, as determined by that test, interview for the position. To this end, an independent and separate 3-person Personnel Commission was created. This Commission amends the Merit Rules for the District and has a director and a staff to carry out its duties. The Personnel Commission meets monthly and all meetings are open to the public.

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built on the feedback of employees in the HR department, examining ways to provide more services for SMMUSD employees without increasing staffing.

If you have not checked out the Human Resources Website at www.smmusd.org, you should log on and see all of the information available on the reorganization, health benefits and much more.

The Personnel Commission settled on a plan to have a smaller Personnel Commission department devoted solely to the Personnel Commission responsibilities of hiring and disciplinary issues. The HR department would receive two employees from the Personnel Commission staff and move from being solely a certificated HR department, to a complete department serving all of the classified and certificated employees. By combining previously duplicated services, HR can now provide health insurance service. Paul Doty (ext. 271) and Beth Holmes (ext. 272) will now answer all questions about health insurance.

"By combining previously duplicated services, HR can now provide health insurance service."

There will be a training period through April, but they are ready to answer your questions. Please see the HR website for a copy of the MOU between the Personnel Commission and SMMUSD.

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CONGRATULATIONS ON EXTRAORDINARY ACHIEVEMENTS!

NATIONAL BOARD CERTIFICATION

We are very proud of all of our National Board Certified Teachers. While the nation and the state of California have approximately 1% of teachers who are National Board Certified, SMMUSD has over 6%. Our National Board Teachers will be working with the Human Resources Department and Educational Services to lead and facilitate excellence in teaching in SMMUSD. The following teachers are National Board Certified:

Delsorah Ackrich	Lisa Bartoli
Linda Bensley	Amy Beeman-Solino
Wendy Berman	Amy Besson
Michael Burnett	Anna Deshautelle
Kelley Dilsan	Staci Erlanson
Judith Franklin	Heather Gardner
Gretchen Gies	Stephanie Gross
Lorraine Hojn	Christine Hovest
Victoria Hurst	Sylvia Jiminez
Cynthia Johnson	Julie Jones
Tristen Jones	Adrienne Karyadi
Keeli King	Katherine Lanza
Brigitte Leonard	Tracy Levin
Jill Matthews	Eric Moe
La Shawn Moore	Monica Mora
Lois Oram	Gabriel Paez
Eric Paul	Nancy Rankin
Steven Reifman	La Sonja Roberts
Bryan Sanders	Susan Scheer
Nancy Skorko	Susan Stivers
Susan Suonio	Amy Tepfin
Robert Thais	Cynthia Thatcher
Cyndie Weinstock	Heather Williams
Carol Wrabel	Amelia Zimmermann-Wolff

New LEAD Cohort to Begin in 2005

Information Session Scheduled for March 14

Our fourth LEAD Cohort begins in the fall of 2005. In collaboration with Cal State Northridge, SMMUSD sponsors an educational program that allows participants to earn an Administrative Services Credential and a Master's Degree. The LEAD Cohort meets once a week over a two-year period and take courses taught by CSUN Professors and SMMUSD Administrators. The intent of the program is to provide a convenient educational program that gives SMMUSD teachers the opportunity to become an administrator. Current SMMUSD administrators who completed the LEAD program include: Susan Samarge, Suzanne Webb Monestero, Luis Ramirez, Jessica Kisho, Amy Fowler and Irene Gonzalez.

The informational meeting will be on Monday, March 14th at 4:30 PM in the PDLC. If you have not already RSVP'd, please email Assistant Superintendent Mike Matthews at matthews@smmusd.org.

MORE EXTRAORDINARY ACHIEVEMENTS!

SAMOHILROP teachers Teri Jones & Anita Kemp received the "Levey Award" through the Freedoms Foundation at Valley Forge for outstanding project which teaches free enterprise.

Roebelle Jacobs, a third grade teacher at Juan Cabrillo, was a nominee for the prestigious Disney Teacher of the Year Award.

Franklin Kindergarten Teacher Abby Klein is a published author with two books out for Scholastic - "Ready Freddy".

Lisa Bartoli, 4th grade teacher at Franklin, was one of the teachers selected from across the nation to be on the Oprah show where she honored teachers with over \$15,000 worth of gifts each, such as a flat-screen TV, lap top computer, clothes, school supplies, etc.

**PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
Special Meeting: Tuesday, March 6, 2007**

AGENDA ITEM NO: II.A.2.

SUBJECT: Human Resources – Personnel Commission Reorganization Pilot Program:
Final Report

BACKGROUND INFORMATION:

In December 2004, a Memorandum of Understanding (MOU) between the District and the Personnel Commission, which detailed the content of and implementation procedures for, a Pilot Program was agreed upon. The rationale and purpose of this MOU were the following:

1. Create a Classified Personnel which is responsible for Personnel Commission-related duties, protecting rights of fair employment and fair disciplinary practices.
2. Expand the HR department to be able to address the employment requirements and needs of all employees, certificated and classified, in the most efficient and clear manner possible.

The timeframe to conduct and evaluate the Pilot Program was February 2005 to July 2006. At its August 2006 Personnel Commission meeting, it was determined by the parties involved (i.e., the District and the Personnel Commission) to extend the Pilot Program additional six (6) months. Shortly, thereafter, a decision would be reached about the merits of the Pilot Program.

The attached report - *Human Resources – Personnel Commission Reorganization Pilot Program: Final Report* offers a critique.

DIRECTOR'S RECOMMENDATION:

The Personnel Director recommends that the Personnel Commission and the District review and act upon the efficacy of the Pilot Program.

Motion by: _____

Second by: _____

Vote: _____

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

MINUTES

**SPECIAL MEETING
March 6, 2007 @ 4:00 p.m.
District Office Board Room**

Electronically Recorded

PERSONNEL COMMISSIONERS: Mrs. Celia Carroll, Mr. Russell Barnard, and Mrs. Pam Brady

I. General Functions:

- A. Call to Order: The Special Meeting of the Personnel Commission was called to order at 4:25 p.m.**
- B. Roll Call: Commissioners Carroll, Brady and Barnard were present.**
- C. Pledge of Allegiance: Commissioner Carroll led all in attendance in the Pledge of Allegiance.**
- D. Motion to Approve Agenda:**

The agenda was amended. Agenda items number II.A.2 - Discussion/Action Item – Human Resources – Classified Personnel Reorganization Pilot Program Final Report was moved subsequent to agenda item II.A.1

Motion by: **Russell Barnard**
Seconded by: **Celia Carroll**
Vote: **2 – 0**

E. 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

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

1. SEIU Report
None
2. Board of Education Report
None

II. Discussion/Action Items/or Other Information:

A. Action Item(s):

2. Human Resources - Personnel Commission Reorganization Pilot Program: Final Report
Dr. Young presented the overall outline of the report.
Dr. Douglas Staine, Director of Human Resources, emphasized the need for conclusion of the program. The primary focus of the Personnel Commission is to provide qualified employees for District vacant positions as well as to conduct Appeal Hearings. The essential responsibility of Human Resources is to provide support for all District employees to be successful in their assignments. The jobs functions allocated between both departments must be in compliance with the Education Code. The Pilot Program extended beyond Classified Personnel and Human Resources duties, specifically into Fiscal department. The goal of this program is to eliminate duplication of duties and to assign them appropriately. Dr. Staine referred to the Gomez-Grobe Reorganization study that was conducted in 2004 to assist the District with analyses of the human resources services and their structure. The study conclusions differ from the Memorandum of Understanding (MOU) between the Personnel Commission and the District signed on December 13, 2004.
Dr. Young emphasized that the Gomez-Grobe study sample size consisted of approximately nine school districts, of which two thirds were not merit school districts, hence the final recommendations did not reflect the needs of a merit school district. Commissioner Barnard stated that the Personnel Commission rejected the report and removed the vendor from a list of approved vendors.
Using a time line, Dr. Young referred to the MOU and its purpose - to identify specific responsibilities and job functions associated with the Personnel Commission and the District.
Dr. Young presented a matrix of classified personnel functions distributed between Human Resources department and Personnel Commission, per the Education Code. He called attention to the division of fourteen (14) specific job functions formulated in the MOU. Additionally, he specified the inclusion of the benefits/insurance functions, which were not part of the MOU.

Commissioner Brady joined the meeting at 4:50 p.m.

Dr. Young also reviewed the classified personnel assignments in terms of pre- and post- MOU. Commissioner Barnard inquired about clerical and substitute

assignments, which should be, according to the Education Code, processed by Classified Personnel. Dr. Young replied that this job function was transferred to Classified Personnel at the extension of the Memorandum of Understanding in August 2006, as 0.5 FTE was designated to the department to manage the clerical and substitute assignments.

Dr. Young presented the results of the Human Resources and Personnel Commission Pilot Program Opinion Survey. The purpose of the survey was to measure the Program's impact on staff, the work that staff performed, and the overall effectiveness of the Human Resources Department and the Office of Classified Personnel, according to each participant's opinion. According to the majority of the staff, the Pilot Program's general goals were not completely met.

Dr. Young recommended concluding the Pilot Program with a transfer of a Human Resources Technician position to the Classified Personnel department to assume responsibilities mainly related to recruitments, but also to perform duties concerning winter and spring break assignments as well as clerical and substitute assignments. The office of Classified Personnel would also be responsible for scheduling and managing employee evaluations.

Dr. Staine recommended retaining both positions, Human Resources Information Specialist and Human Resources Technician, in the Human Resources department.

Commissioner Barnard presented three possible conclusions of the Pilot Program – Personnel Commission may cancel the Memorandum of Understanding and assume all fourteen job functions, or the Personnel Commission may approve the Memorandum of Understanding as a permanent action hoping that the District will also approve it. The District may cancel the Pilot Program as well, hence the two positions would be transferred to the office of Classified Personnel together with all fourteen (14) job functions. The last option is to agree on another solution that would benefit both departments.

Board of Education President, Kathy Wisnicki, requested focusing solely on the Memorandum of Understanding. She encouraged the parties involved to continue dialog to reach a conclusion that would eliminate the duplication of job functions and create an efficient system in personnel services.

Mr. Tim Walker, Deputy Superintendent, expressed his concern about the workload in the Human Resources department.

Commissioner Barnard emphasized the need for Classified Personnel to be sufficiently staffed in order to effectively recruit for the District. In addition to this focus, Classified Personnel is required to assume responsibility for winter and spring break assignments, as well as for clerical and substitute assignments in order to be in compliance with the Education Code. It will not be possible to do so if both positions remain in the Human Resources department. It is apparent that the existing Memorandum of Understanding will not comply with the Education Code, hence there is a need for modification.

Commissioner Barnard made a motion stating “that instead of the temporary, half-time position, the Personnel Commission is requesting a full-time, permanent FTE responsible for clerical and substitute assignments, winter and spring break assignments, employee evaluations and recruitment program, and a professional recruitment program to be developed and maintained.”

Motion by: **Russell Barnard**

Seconded by: **Pam Brady**

Vote: **3 – 0**

This request will be presented at the following Board of Education meeting. Personnel Commissioners will attend this meeting to provide any additional information for the Board of Education.

1. Election of Personnel Commission Officers

Ms. Celia Carroll was elected as the Personnel Commission Chair

Motion by: **Russell Barnard**

Seconded by: **Pam Brady**

Vote: **3 – 0**

Ms. Pam Brady was elected as the Personnel Commission Vice Chair

Motion by: **Russell Barnard**

Seconded by: **Celia Carroll**

Vote: **3 – 0**

III. Next Regular Personnel Commission Meeting:

Thursday, March 15, 2007, at 5:00 pm – *Ocean Park Branch Library, 2601 Main, Street, Santa Monica*

IV. Adjournment:

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

Motion by: **Russell Barnard**

Seconded by: **Pam Brady**

Vote: **3 - 0**

TIME ADJOURNED: 7:07 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. 27



HUMAN RESOURCES - PERSONNEL COMMISSION

REORGANIZATION PILOT PROGRAM

FINAL REPORT

March 6, 2007

By

Dr. Douglas Staine, Director
Human Resources

Dr. Wilbert Young, Director
Classified Personnel

Presentation Outline



- ★ Opening Remarks
- ★ Overview of the GomezGrobe Reorganization Study (May 2004)
- ★ Overview of the Memorandum of Understanding between the District and the Personnel Commission (December 2004)
- ★ Overview of the Extension of the Memorandum of Understanding between the District and the Personnel Commission (August 2006)
- ★ Article 6. Merit System Education Code Sections §45260 and §45261
- ★ Matrix of Classified Personnel Functions for the Board and the Personnel Commission per the Education Code
- ★ Matrix of Classified Personnel Functions and Personnel Assignments Pre and Post-2004 MOU
- ★ Human Resources Department & Personnel Commission Pilot Program Opinion Survey (December 2006) Results
- ★ Conclusions
- ★ Appendices:
 - Functional Chart for Positions Listed for Positions Listed in Figure1 in GomezGrobe Reorganization Study (May 2004)
 - Human Resources Department & Personnel Commission Pilot Program Opinion Survey (December 2006)



Opening Remarks

- The Reorganization pilot program needs to be finalized.
- Needs to adhere to a system that works and meets the needs of the District.
- The primary focus for the Personnel Commission should be to recruit and provide qualified employees for permanent and temporary vacant positions.
- Once selected, the primary focus for District is to process new employees and provide them with the support they need to be successful.
- Job functions allocated between the District and the Personnel Commission should be consistent with the provisions outlined in the Education Code.



Opening Remarks

- It involved more than the PC/HR reorganization MOU.
 - Health Benefits management
 - TSA coordination
 - Salary Schedule development
 - Workers Comp/Risk Management
 - Cross-training staff
 - Sub-finder System for both certificated and classified staff

- Goals for all involved are the same.
 - Increased efficiency/less duplication
 - Appropriate assignment of responsibility
 - More consistent service
 - Reduce processing time
 - Fill Classified Vacancies

GomezGrobe Study - May 2004

Purpose

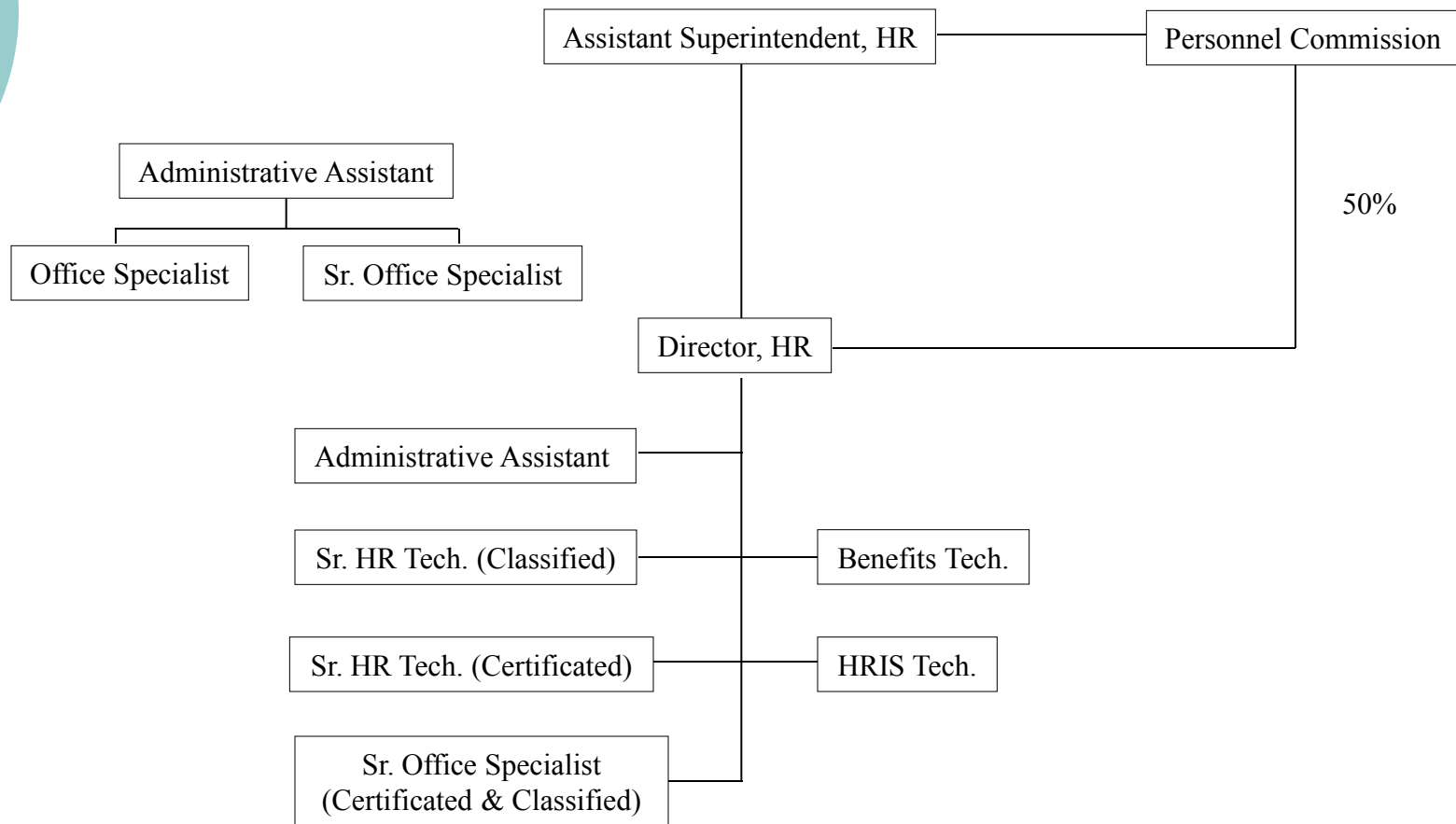
- Assist the District in assuring that the HR services are provided effectively, efficiently and economically to achieve organizational goals.
- Determine whether the current organization structure contributes to organizational goals.
- Determine whether the range of personnel functions is appropriate to the scope of work.
- Determine the number of administrators required to oversee the personnel functions in the most efficient, effective and economic manner possible.

GomezGrobe Study - May 2004

Methodology

- Obtained, analyzed and evaluated forms, processes and information.
- Obtained and analyzed organization charts, position titles and job descriptions from nine comparably sized unified school districts.
- Interviewed the nine incumbents in the positions in the current HR structure.
- Reviewed a pre-interview questionnaire prepared by each HR staff member.
- Interviewed four site administrators and one director of a central department as customers of HR.

GomezGrobe – Preferred Option 1: Re-engineer for Efficiency and Effectiveness



Memorandum of Understanding (MOU) December 2004 Between the District and the Personnel Commission

Rationale and Purpose:

- Create a Classified Personnel which is responsible for Personnel Commission-related duties, protecting rights of fair employment and fair disciplinary practices.
- Expanding the HR department to be able to address the employment requirements and needs of all employees, certificated and classified, in the most efficient and clear manner possible.

Time frame:

- February 1, 2005 to July 1, 2006.
- Evaluated in June 2005 and November 2005.
- At the Personnel Commission meeting in May 2006, reviewed by both parties and may be revoked by either party.

Budget:

- Budget remains with the Personnel Commission during the pilot program.
- If both parties are satisfied with the pilot program, it shall become permanent on July 1, 2006 and the budget permanently is shifted from the Personnel Commission to the District.

Memorandum of Understanding (MOU) – December 2004 Between the District and the Personnel Commission (continued)

Transfer of Personnel and Job Functions:

- | | |
|---------------------------------------|--|
| ➤ 2.0 FTE's (HR Tech. and HRIS Tech.) | ➤ HRIS Data Entry and Back-up |
| ➤ Board Agenda Reports | ➤ Leaves of Absence Processing |
| ➤ Clerical and Substitute Assignments | ➤ Processing of Non-merit, Special Services Employees and Volunteers |
| ➤ Employee Evaluations | ➤ Salary Adjustments |
| ➤ Employee Processing | ➤ Subpoenas for Records |
| ➤ Employment Verification | ➤ Unemployment Claims |
| ➤ Fingerprinting | ➤ Winter and Spring Break Assignments |
| ➤ Filing of District Records | |

Memorandum of Understanding (MOU) Extension Between the District and the Personnel Commission

Proposed Modifications:

- Reassignment of fifty (50%) of HR Technician position from the District to the Personnel Commission.
- Reassignment of Clerical and Substitute (excluding Instructional Assistant-Special Education) from the District to the Personnel Commission.
- Reassignment of Winter and Spring Break assignments from the District to the Personnel Commission.
- Extend the Pilot Program for another six (6) months.- August 1, 2006 to January 31, 2007.
- Personnel Commission and the District will jointly commence a data-based assessment during the proposed six (6) month extension.



Article 6: Merit System

Education Code Section §45260

45260. (a) The commission shall prescribe, amend, and interpret, subject to this article, such rules as may be necessary to insure the efficiency of the service and the selection and retention of employees upon a basis of merit and fitness. The rules shall not apply to bargaining unit members if the subject matter is within the scope of representation, as defined in Section 3543.2 of the Government Code, and is included in a negotiated agreement between the governing board and that unit. The rules shall be binding upon the governing board, but shall not restrict the authority of the governing board provided pursuant to other sections of this code.

(b) No rule or amendment which would affect classified employees who are represented by a certified or recognized exclusive bargaining representative shall be adopted by the commission until the exclusive bargaining representative and the public school employer of the classified employees who would be affected have been given reasonable notice of the proposal.

Article 6: Merit System

Education Code Section §45261

45261. (a) The rules shall provide for the procedures to be followed by the governing board as they pertain to the classified service regarding applications, examinations, eligibility, appointments, promotions, demotions, transfers, dismissals, resignations, layoffs, reemployment, vacations, leaves of absence, compensation within classification, job analyses and specifications, performance evaluations, public advertisement of examinations, rejection of unfit applicants without competition, and any other matters necessary to carry out the provisions and purposes of this article.

(b) With respect to those matters set forth in subdivision (a) which are a subject of negotiation under the provisions of Section 3543.2 of the Government Code, such rules as apply to each bargaining unit shall be in accordance with the negotiated agreement, if any, between the exclusive representative for that unit and the public school employer.

Matrix of Classified Personnel Functions for the Board and the Personnel Commission per the Education Code

Function	Code	Commission	Board
PERSONNEL ADMINISTRATION			
Processing of Non-merit, Special Services Employees and Volunteers			x
Filing of District Records			x
Fingerprinting			x
Employment Verification			x
Employee Processing			x
Board Agenda Reports			x
Leave of Absence Processing	45261	x	x
Subpoenas for Records			x
HRIS Data Entry and Back-up	45311	x	x
RECRUITMENT AND SELECTION			
Clerical and Substitute Assignments	45241, 45261, 45310	x	
Winter and Spring Break Assignments	45241, 45261, 45310	x	

Matrix of Classified Personnel Functions for the Board and the Personnel Commission per the Education Code (continued)

Function	Code	Commission	Board
WAGE AND SALARY			
Salary Adjustments	45261	x	x
EMPLOYEE BENEFITS			
Unemployment Claims			x
<i>Employee Benefits/Insurance Program *</i>			x
RETAINING EMPLOYEES ON THE BASIS OF PERFORMANCE			
Employee Evaluations	45261	x	x
 <i>* Not identified in 2004 MOU</i>			

Matrix of Classified Personnel Functions and Personnel Assignments Pre and Post-2004 MOU

Function	Code	PRE-2004 MOU Department/Class	POST-2004 MOU Department/Class
PERSONNEL ADMINISTRATION			
Processing of Non-merit, Special Services Employees and Volunteers		PC/AA	HRD/HRT, SOS, OS
Filing of District Records		PC/HRIS	HRD/HRIS
Fingerprinting		PC/HRT	HRD/HRT, HRTC, SOS, OS
Employment Verification		PC/HRIS	HRD/HRIS
Employee Processing		PC/HRT	HRD/HRT, HRTC, SOS, OS
Board Agenda Reports		PC/HRIS	HRD/Sr.AA
Leave of Absence Processing	45261	PC/AA	HRD/HRTC
Subpoenas for Records		PC/AA	HRD/Sr.AA
HRIS Data Entry and Back-up	45311	PC/HRIS	HRD/HRIS
RECRUITMENT AND SELECTION			
Clerical and Substitute Assignments	45241, 45261, 45310	PC/HRT	HRD-PC/HRT
Winter and Spring Break Assignments	45241, 45261, 45310	PC/HRT	PC/HRT

Matrix of Classified Personnel Functions and Personnel Assignments Pre and Post-2004 MOU (continued)

Function	Code	PRE-MOU Department/Class	POST-MOU Department/Class
WAGE AND SALARY			
Salary Adjustments	45261	PC/HRIS	HRD/HRIS
EMPLOYEE BENEFITS			
Unemployment Claims		PC/HRIS	HRD/HRIS
<i>Employee Benefits/Insurance Program *</i>			<i>HRD/HRT</i>
RETAINING EMPLOYEES ON THE BASIS OF PERFORMANCE			
Employee Evaluations	45261	PC/HRT	HRD/HRT
 <i>* Not identified in 2004 MOU</i>			



Human Resources Department & Personnel Commission Pilot Program Opinion Survey

Purpose and Scope:

The Human Resources and Personnel Commission Reorganization Pilot Program was initiated in February of 2005. This brief survey was designed to obtain staff's opinions about the Pilot Program. The purpose of the survey was to measure how the Pilot Program impacted staff, the work that staff performed, and the overall effectiveness of the Human Resources Department and the Office of Classified Personnel, according to each participant's opinion..

Methodology:

The survey was distributed in December 2006 to thirteen former and current staff members of the Human Resources and Personnel Commission departments. Twelve surveys were returned.

Q1. In your opinion, what was (were) the critical objective(s) in implementing the Pilot Program in February 2005?

Q2. In your opinion, how successfully did the Pilot Program achieve each of the objectives you listed in Q1?

CRITICAL OBJECTIVE (# of comments = 34)	%	ACHIEVED	NOT ACHIEVED
a. Reduce duplication of work.	18		X
b. Provide better service.	18		X
c. Personnel Commission being held responsible for testing, disciplinary practices and fair employment practices.	12		Neutral
d. Positions filled in a timely manner.	9		X
e. Combine the Personnel Commission and HR departments under one director.	3		X
f. Make the insurance function part of the HR department.	3		X
g. Avoid re-employment of the Risk Management/Benefits employee.	12	X	
h. Weaken/eliminate the Personnel Commission.	9	X	
i. Provide uniform services for all employees.	3		X
j. Evaluate progress of the Pilot Program.	3		X
k. Use Personnel Commission funds and staff to manage and perform health benefits-related position.	3	X	
l. No response.	9		

Q4. What is the one aspect of the Pilot Program you like most?

Q5. What is the one aspect of the Pilot Program you like least?

MOST (# of comments = 13)

	%
a. Employment processing done by one person.	8
b. Assignment of HR services functions to HR.	31
c. Communication/working relationship between departments' staff.	31
d. Protect interests of classified staff-Personnel Commission.	8
e. Opportunity to discuss process and procedure.	8
f. No response.	14

LEAST (# of comments = 16)

	%
a. Undefined/changing job duties assigned to staff.	38
b. Everything.	6
c. Disregard for compliance to merit rules and contract language.	13
d. Hidden agendas/motives underlining reorganization.	6
e. Length of Pilot Program extension.	6
f. District employees' confusion about whom to contact.	13
g. Implementation of an untested position control system (i.e., FileMaker Pro).	6
h. Tension between employees.	6
i. No response.	6

Q6. What would be a key recommendation to consider in order to effectively meet the goals of the District in assuring that the human resources services are provided effectively, efficiently and economically?


KEY RECOMMENDATION (# of comments = 17)

	%
a. Fill/reinstate the Risk Management/Benefits insurance position ASAP.	24
b. Have a HR Technician handle all classified processing.	6
c. Have a single person oversee both departments.	6
d. Conduct staffing assessments of both departments to accurately determine the number and types of positions needed.	12
e. Separate from the Personnel Commission.	6
f. Return the bulk of pre Pilot Program duties and personnel back to the Personnel Commission.	18
g. Ensure that both departments work together and communicate well.	6
h. Educate District personnel about what each department does.	6
i. Set tangible goals and objectives to quantitatively measure effectiveness.	6
j. Employees should set aside the history behind the Pilot Program and focus on assigned duties with a positive and cooperative approach.	6
k. No response.	6

Q7. Finally, please use the space below if you have any other comments you would like to make regarding the HR-PC Reorganization Pilot Program.

FINAL COMMENTS (# of comments = 12)

	%
a. If the two positions are returned to the Commission staff, they would have to learn how to process employees. The needs of the District will be better served if the two positions are left in Personnel Services.	7
b. Employee processing is not being handled effectively.	14
c. Customer service is not being handled effectively.	7
d. Eliminate the Pilot Program and return to normal.	14
e. Main reason for the reorganization was to have someone process health benefits.	21
f. Commission needs the additional full-time HR Technician position.	14
g. Inconsistencies between the classified and certificated sides of personnel are being resolved by the reorganization.	7
k. No response.	14



Q3. Since the implementation of the Pilot Program in 2005, in your opinion how would you rate your satisfaction related to each of following job functions:

- A. Processing Board Agenda Reports**
- B. Processing clerical and substitute assignments**
- C. Processing Employee Evaluations**
- D. Employee processing**
- E. Processing employment verification**
- F. Processing fingerprints**
- G. Filing of District records**
- H. HRIS data entry and back-up**
- I. Processing leaves of absence**
- J. Processing of non-merit, special services and volunteers**
- K. Processing salary adjustments**
- L. Processing subpoenas for records**
- M. Processing unemployment claims**
- N. Processing Winter and Spring break assignments**

Q3. Since the implementation of the Pilot Program in 2005, in your opinion how would you rate your satisfaction related to each of following job functions:

	Decline Considerably	Decline Somewhat	Same	Improved Somewhat	Improved Considerably	Don't Know	No Response
A	0%	0%	33%	0%	8.3%	33%	25%
B	0%	16.6%	41.6%	0%	8.3%	8.3%	25%
C	8.3%	8.3%	16.6%	8.3%	16.6%	16.6%	25%
D	25%	33%	0%	0%	8.3%	8.3%	25%
E	0%	0%	66.6%	0%	0%	8.3%	25%
F	8.3%	25%	25%	8.3%	0%	8.3%	25%
G	0%	0%	33%	16.6%	0%	25%	25%
H	0%	0%	50%	8.3%	0%	16.6%	25%
I	0%	8.3%	8.3%	25%	16.6%	16.6%	25%
J	8.3%	33%	8.3%	0%	8.3%	41.6%	25%
K	0%	0%	41.6%	0%	0%	33%	25%
L	0%	0%	25%	0%	8.3%	41.6%	25%
M	0%	0%	41.6%	0%	0%	33%	25%
N	0%	0%	50%	0%	0%	25%	25%

Conclusions



Transferred Personnel and Functions:

- ★ Based upon provisions outlined in the Education Code, most of the transferred functions appear to be uniquely Board's and some are dual functions.
- ★ For the reassigned HRT, during most of the Pilot Program, only the “clerical and substitute assignments” has remained consistently at the HRT's desk. Upon implementation of the Pilot Program, the HRT has been working out of class performing benefits/insurance related duties. HRT's other job functions have been shared with other HRD personnel.
- ★ For the reassigned HRIS, six of seven transferred functions have consistently remained at the incumbent's desk. HRIS' functions are equally split between Board and Personnel Commission responsibilities.

Conclusions



Survey Results:

- ★ Most of the staff feels, by their definitions, that the Pilot Program’s general goals are not fully met.
 - Reducing duplication of work.
 - Providing better service.
 - Filling positions in a timely manner.
 - Working in appropriate job assignments.
 - Providing uniform services for all employees.
- ★ Most of the staff feels that the main goal of the Pilot Program, to underwrite the benefits/insurance-related functions, is fully met.
- ★ Most of the staff feels that “processing leaves of absence” and “processing employee evaluations” have improved.
- ★ Most of the staff feels that “processing employment verification,” “HRIS data entry and back-up,” “processing Winter and Spring break assignments,” “processing salary adjustments,” “processing clerical and substitute assignments,” and “processing Board Agenda Reports” have remained about the same.
- ★ Most of the staff feels that “employee processing, ” “processing fingerprinting” and “processing of non-merit, special services and volunteers” have declined.

Dear Deberie:

After reviewing your report the Personnel Commission has both comments and questions concerning the reorganization proposal. At the heart of the problem is the fact that Santa Monica-Malibu USD is a *bona fide Merit* system and this has a marked effect on reporting relationships and structure. It also has a marked positive effect on the system's integrity. This fact has a compelling influence on the possible reporting relationships at the top of the organization. Unfortunately none of the three proposed options takes this dichotomy into account. Much that follows is a reflection of that situation.

The following comments and questions are presented in page sequence going through the report. Comments referencing different lines in Table 2 arbitrarily count the *Enrollment* line as line one (1).

NOTES ON REORGANIZATION PROPOSAL

(p. 5) In Table 2, line 7 presents a picture indicating that the Classified Personnel Director reports to a certificated higher authority in Santa Monica-Malibu and Bellflower. This is not the case in Santa Monica-Malibu, nor should it be in any *bona fide Merit* system.

(p.5) Table 2's format does not present a true picture of reporting relationships. It infers that there is a direct vertical line of authority from the Classified Director to the Certificated Director, noted above. A line assigned to indicate the presence of a Personnel Commission needs to be inserted, where applicable, to clarify the true relationship.

(p.5) Table 2, Line 6, Are both the Covina Valley and the Walnut Valley Personnel Directors reporting to a Personnel Commission *and* an Assistant Superintendent? Are these two Personnel Directors certificated or classified? The table appears to indicate that they are certificated.

(p5.) Are the Class Specs of each Merit District available for review of the duties of the classes?

(p. 7) Paragraph 2 statement re "merit" Districts seems highly subjective. A Merit system District that assiduously follows the Merit principles is grossly different from one, which is a "merit" system in name only. Santa Monica-Malibu USD is a *bona fide Merit* system and in practice it functions wholly as such. The Ed. Code makes provisions for systems that do not adopt a true Merit system, but in part they are dependent upon the *beneficence* of the administration for the degree of merit that is actually operative.

(p. 12) Duplication of function where noted is to assure the presence of someone present at any time to carry out the task. Fingerprinting is critical to completion of the hiring process. Until the Calif. Department of Justice (DOJ) clears prints an employee *cannot* work. Print clearance is an *absolute* employment condition under the Ed. Code. No clearance from the DOJ – no employment. The Ed. Code is very clear on this point.

(p.14) The Director Human Resources does report to the Deputy Superintendent/Chief of Staff, but the Director Classified Personnel does not. The Director Classified Personnel reports to the Personnel Commission and is Secretary to the Commission. The Personnel Commission does *not* report to the BOE. The Commission is responsible for hiring it's own staff. There is absolute separation between the BOE, the Superintendent, and the Personnel Commission. This organizational alignment is at the heart of any bona fide Merit System, whether it is in a school District, Municipal, County or State government. Lacking that separation of powers, it is not a bona fide Merit System – even though it may give “lip service” to the term “merit.”

(p.14) In the absence of a Personnel Analyst, the Interim Manager of Classified Personnel picked up most of these duties -- depriving the Interim Director of time better spent on other functions.

(p.14) Job Analyses, Position Descriptions, Wage & Salary surveys, Classification studies, (Reclassification studies); Examination development, Examination review are professional level functions. Splitting up these functions and assigning them to sub-professional (technician) classes effectively dilutes the quality of service provided. The sub-professional lacks the knowledge, skills, and abilities required to perform the functions appropriately. You don't hire a bookkeeper to perform an accountants job.

If there are technicians performing these functions at the other Merit Districts in the sample, I would like to see the job descriptions, then query the incumbents at to what they actually do in these functional areas. The functions are professional level for a reason. The educational background required for competent performance of the functions is well beyond that required for technician duties.

(p.15) “...a single line reporting...” Does not take into consideration the relationship of the Classified Director to the Personnel Commission, and the Personnel Commission's independence from the BOE. Bellflower is not a Merit system so a meaningful comparison is not possible.

(p.16) Operating without a Personnel Analyst, through the assumption of the Analyst's duties by the Interim Department Manager and the HR Technicians, is not an indication that the Analyst's functions are being fully addressed. First the HR Technicians are not in a position to address the technical assessment of necessary recruitment practices for higher-level positions. To cite several instances, the Nutrition & Food Services position, the Accountant position, etc. The same comment would apply to crafts/trades recruitment. The duties assumed by the Interim Department manager were properly

Analyst tasks. Performing those tasks deprived the Interim Manager of time that could have been spent more constructively for the system.

(p.16) Further iteration on the HR Technicians functional capabilities would be redundant (see the last p. 14 comment, above).

(p.16) The availability of “store bought” examinations for other than entry level “benchmark” classes is still non-existent, outside of Fire and Police classes. The interim Department Manager has made use of such a test where applicable – to upgrade the quality and predictive reliability of candidate selection. The process is not free. The cost varies inversely to the number of applicants tested. The District does not deal, at present, in testing of significant numbers of candidates at any one time to qualify for quantity discounts. The tests are not bought; they are rented for one time use to test one candidate. Each candidate requires rental of an added test. The District is currently taking advantage of machine scoring of written tests.

(p.16) There are complete proprietary systems on the market, capable of modification to specific customer needs, that can handle many of the paper and data base tasks in recruitment, selection, and certification.. They are not cheap. NeoGov and SIGMA are two of them. SIGMA, however, is antiquated and would be buying into history – not progress. Such systems entail the inclusion of a cost for proper training of staff. These selection efficiencies are processes that should be implemented by any new Director -- to not do so is fiscally irresponsible

(p.17) The observation that none of the comparable Districts have a functional position corresponding to Santa Monica-Malibu’s Personnel Analyst only makes me curious as to how and at what level they operate -- a skepticism that can only be resolved by visits to the “Merit” sites.

(p.20) To what extent have the workloads of each position been taken into account in the reorganization of positions?

(p.22) With reference to the use of the “Sub Finder,” the current workload and data to be input into the system for classified subs is insufficient to warrant use of the systems. Classified is called upon to locate many subs for numerous sites on a daily bases. Classified may not need to provide one a week.

(p.22) The sub needs of Special Education represent an anomaly. It is a critical “sub” area that does not operate on strict system lines lending the process to Sub Finder application. Special Ed. locates its own subs and then certifies them for processing. Those special needs are imposed by Special Education requirement to match specific subs with specific individual recipients of the service.

(p.23) PCF’s (Position Control Forms) that are processed by the HRIS Technician in Classified need to be reviewed by the Classified Personnel Director to assure that Merit

Rules and Contract provisions are met. The Deputy Superintendent already has a full load, without adding this reporting relationship.

(p.23) There is a strong need for extensive training, both in-house by professional staff, and utilizing applicable area resources. There is also a strong need for the establishment of comprehensive office procedures across all functions.

CUSTOMER SERVICE RECOMMENDATIONS

(p.29) The site's "working the process" and abusing the *working out of class* provision of the Contract and the Merit Rules exists for a multiplicity of reasons.

The site administrators, leaving a substitute in place once they are presented with a certified list of eligible, are in violation of Merit Rules.

(p.29) For site administrators to claim the list is "weak" is an unsubstantiated subjective claim without merit. Lacking bona fide proof of the claim the administrator should be given the choice of filling the position from the list – or leaving the position vacant.

(p.29) Positions being left vacant for extended periods of time are not an acceptable response from the recruitment staff, but without particulars it is not possible to know what remedies are called for.

(p.30) The Director Nutrition and Food Services is an example of a recruitment that should have been in the hands of a Personnel Analyst conversant with the necessary knowledge for getting at the market, not left to a HR Technician. The Interim Dept. Mgr. provided that knowledge to guide the HR Technician in means to break the "log jamb."

(p.30) Until there is "paperwork" that indicates the existence of an unfilled budgeted position that management has approved for filling (the PCF) no processing of a replacement is authorized. Being "proactive" in this situation is not an appropriate response to the problem. If an eligible list does exist for the position it should nominally be filled within two to three weeks. If there is no eligible list the best-case scenario is going to be seven weeks -- if a complete selection process is necessary.. This is not an internal problem, Ed. Code would require changing to significantly reduce this time.

(p.30) "Anticipatory posting," in the absence of an eligibility list, is a procedure only to be implemented when there is *absolute* assurance that a vacancy is going to be forthcoming. The procedure is used for certain classes that are heavily drawn upon to supply eligibles.

(p.31) There is no justifiable reason for "problem employees" to get passed around the District. The presence of such a situation is indicative of administrative or supervisory failure to be use the probationary period for its intended purpose. Or, if the problem arose later, there was a supervisory failure to deal with the problem. There are

Contractual and Merit procedures in place for dealing with problem employees. Training in their proper use is needed.

(p.32) There is a way to provide new site administrators with the necessary information to carry out their responsibilities in staffing and employees processing. Provide training prior to the start of the school year. Classified personnel would be pleased to provide this service. The lack of such understating is reflected in the PCF's that received for processing in Classified personnel.

ROUND-TABLE DISCUSSION
PERSONNEL COMMISSION MEETING
Held September 21, 2004

September 22, 2004

A Round-Table discussion was held at a meeting of the Personnel Commission Meeting for the Santa Monica-Malibu USD. The discussion was energetic and all in attendance participated in a productive, collaborative manner.

Attendees:

Russell Barnard
Celia Carroll
Pam Brady
Dick Ide
Keryl Cartee
Angela Anthony
Paul Doty
Bob Seeds
Cindy Johnston

Ashraf Khimani
Julia Brownley
Kathy Scott
Beth Holmes
Jim Jaffe
Maggie Hanson
Cheryl Ayers

Please Note: the following notes are informal only and to serve the purpose of informing Michael Matthews, Asst Supt Human Resources of the content of the meeting as he was unable to attend due to being out of district at a conference. I am forwarding them only to those in attendance at the round-table discussion. Official, formal notes of the meeting will be presented as transcribed from the recording of the meeting by the Personnel Commission.

Celia Carroll opened the meeting by presenting the purpose of the Round Table discussion in regard to the recommended reorganization of the Certificated Human Resource/Classified Personnel Departments in the District.

Jim Jaffe -discussed the report from the Consultant; talked about communication, leadership and that all departments in the District Office need "reorganized", not just Human Resources

Dick Ide -discussed handout of classified personnel management duties and responsibilities and division of work among District and Personnel Commission

Russell Barnard	-discussed conflict of interest, i.e., SEIU criticizing Personnel Commission Employees of not performing task of following Merit Rules
Ashraf Khimani	-initiated discussion re: hiring of Director, "Certificated Personnel" at the present time and obligation to whom. General discussion followed on this topic
Cheryl Ayers	-indicated that in trying to be foresighted in the possibility of the reorganization, the position was presented as Director, Human Resources and that the candidates were looked into as far as Merit Rule experience in their past positions. Thus, the Director, Human Resources would serve both certificated and classified personnel - not just certificated
Pam Brady	-broke down her thoughts as to the needs of reorganization: <ul style="list-style-type: none"> √ tasks - no duplication √ management of tasks √ system for appeals √ union Employees believing in the system is the final goal for a better organization.
Keryl Cartee	-expressed concern about the appeal process
Russell Barnard	-spoke to this as not happening as the Personnel Commission will be responsible for appeal process to be followed correctly and feels with reorganization it would be easier to manage and supervise
Julia Brownley	-speaking for the Board of Education indicated that the Board's main purpose is to take no sides. The Board is committed to working with the Merit System. Board wants improvement in that area and the Board has no perceived outcome in regard to the reorganization of the departments.
Jim Jaffe	-indicated that trust and quality communication is the major need. Shared with the group that 33 years ago, John Carter, Director of Human Resources was in charge of both classified and certificated personnel. Also spoke to Julia Brownley as representative of the Board, that quality communication should be a priority of all district issues.
Beth Holmes	-Certificated H.R. seen as "stellar" in the District and Classified Personnel is seen as "negative" and "blocking progress". She felt that reputation could improve with reorganization. "Looser" following of the merit rules more productive for the District. Merit Rules are for protection of the employee - not prohibiting staffing of District.

- Russell Barnard -Asked for input from staff from this meeting/discussion. Requested investigation of what would be strict legal circumstance of passing recommended reorganization. Sunset clause if it doesn't work or a method of revisiting if it doesn't work out.
- Cindy Johnston -Feels like there have been good changes in the Classified Personnel offices since Interim Directors have been in place and making decisions and taking care of problems that haven't been taken care of in the past. Feels like department is making progress. Indicated need of Administrators to follow merit rule procedures in evaluating employees in the areas of progressive discipline. All Departments in the District need to be run more efficiently.
- Dick Ide -Communication is important to have a successful district. Suggested:
 ✓ Superintendent meetings/training with Principals re: Merit Rule System
 ✓ In-services with school administrative assistants on Merit System in order to give them training on how to help Principals maintain the rules of the system

 Suggested: workshops on Frisk (presentation of Atkinson, Andelson, Loya Ruud) for all staff
- Keryl Cartee -"willy nilly" administration of Merit Rules by administrators by not following procedures. Stressed need for documentation. Use the Merit System as a way to turn a marginal employee into a good employee. "Creative violations" of the merit system evolves from loose practice of the merit system. Communication is about building relationships.
- Angela Anthony -expressed that the Classified Personnel Dept faces obstacles from District Administrators not following the Merit System. Sees a positive in this instance in regard to reorganization. Also expressed concern that the recommendation of the consultant is 3 ½ less employees in the department.
- Kathy Scott -clarified that this is just the recommendation of the consultant - wouldn't be any new hires/and no lowering of current staffing numbers
- Paul Doty -indicated that technicians working on classified positions need to feel comfortable that Director of Human Resources would know and understand Merit Rules.
- Russell Barnard -responded that it is understood that employees need a secure person/place to direct questions for direction and support in order to confront uneasy feelings and anxieties of not knowing direction or timeliness

- Pam Brady -prefaced her comment by referring to Angela Anthony's concern about "obstacles". She feels employees look at the Merit Rules as a barrier - if they would look at them as obstacles and understand the merit rules to work out the problems. To look at the situation that everyone is in it together and need to work on the bigger picture.
- Keryl Cartee -feels the biggest hurdle in the district is a sense of "divide and conquer" with District administration in following merit rules and there is a need to look at this component in reorganization
- Bob Seeds -feels there is a perfect opportunity in the district at this time for communication and interaction between the two departments as there is a new Director, Human Resources coming in now and in the near future there will be a new Classified Director and they can start from the same place at the same time
- Dick Ide -indicated that he feels the Consultant on the reorganization study did the district a dis-service in comparison of our district to other districts, i.e., nine of the districts compared were not Merit Rule System districts
- Pam Brady -back to the "obstacle" discussion. Need to get out of the blame game. The best way to get around an obstacle is to figure out what you're trying to do and follow the rules to do it:
 ✓ "What is the problem?"
 ✓ "These are the Merit Rules"
 ✓ "What is it you want to do"
- Keryl Cartee -inquired as to new positions in Human Resources: Insurance/Risk Management/Workers Comp. Indicated that in regards to the Insurance position that the last employee has re-employment rights so the District needs to look at job description and that we need a person highly experienced in Insurance requirements; expert knowledge.
- Russell Barnard -Feel that what Keryl expressed is a key issue to the District needs
 Dick Ide

Break

Commission members reactions/summary of discussion:

- Celia Carroll -hopes there is administrator buy-in of training and support of Merit System
 -staff uncertainty - doesn't see staffing structure changing
 -questions whether merger is legal
 -interested in further investigation of duplication of duties
 -feels it would have benefit as to morale in District

Russell Barnard

-Commission needs to focus on asking for information to put together some basic suggestions for what minimal staffing would be required and functions of those positions "what is the smallest amount of employees needed to perform effectively?"; "what are legal parameters?"; Look at mandated reorganization training. Employees doing the work/tasks need training.

Feels it is the Personnel Commission's duty to watch over the progress of structuring the suggested reorganization and be involved in the process. Can't be quick savings - change takes time and there is lost time involved in mistakes are made. Need the District to understand it is a long-term change and that there is a clear need for a Director of Classified Personnel in place within 6 months.

Pam Brady

-is extremely interesting in the change/reorganization. Doesn't see it as trimmed down as Russell. Agrees with Russell that there is a need for a sunset clause. Accountability is a big piece of reorganization. Feels a need for further discussions. It makes sense to have Human Resources under a "bigger umbrella". Keep Merit Rules intact.

TO: BOARD OF EDUCATION

ACTION/MAJOR

04/19/07

FROM: DIANNE TALARICO / TIMOTHY R. WALKER

RE: MEMORANDUM OF UNDERSTANDING WITH PERSONNEL COMMISSION
REGARDING REORGANIZATION OF HUMAN RESOURCES
DEPARTMENT

RECOMMENDATION NO. A.21

It is recommended that the Board of Education approve the action of the Personnel Commission to finalize the December 2004 Memorandum of Understanding/"Pilot Program" between the Board of Education and the Personnel Commission regarding the reorganization of the Human Resources Department.

COMMENT: At the March 6, 2007, meeting of the Personnel Commission, the Commission took action on the recommendation from the Director of Classified Personnel to reorganize the Human Resources Department as follows:

1. The Personnel Commission will receive a return of .5 FTE in staffing (total return to the Personnel Commission is 1.0 FTE as the Personnel Commission previously received the return of a .5 FTE at the September 28, 2006, board meeting).
2. The Personnel Commission will continue to take on the responsibility of clerical and substitute assignments (excluding Instructional Assistants - Special Education). {See C in chart provided.}
3. The Personnel Commission will continue to take on the responsibility of assignments for the Winter and Spring break. {See N in chart provided.}
4. The Personnel Commission will take on the responsibility of sending out notices and forms for the Employee Evaluation cycle. They will also be responsible for monitoring that evaluations are completed in a timely manner and then delivering the completed evaluations to Human Resources for filing. {See G in chart provided.}
5. The district will retain 1.0 FTE to address the other 11 job functions that were transferred to the district under the MOU when 2.0 FTE were moved from the Personnel Commission to the District. (See original transfer of Personnel and Job Function Chart below.)

- A. 2.0 FTE's (HR Tech and HRIS Tech)
- B. Board Agenda Reports
- C. Clerical and Substitute Assignments
- D. Employee Processing
- E. Employment Verification
- F. Fingerprinting
- G. Filing of District Records
- H. HRIS Data Entry and Back-up
- I. Leaves of Absence Processing
- J. Processing of Non-Merit, Special Services
Employees and Volunteers
- K. Salary Adjustments
- L. Subpoenas for Records
- M. Unemployment Claims
- N. Winter and Spring Break

MOTION MADE BY: Ms. Maria Leon-Vazquez

SECONDED BY: Mr. Oscar de la Torre

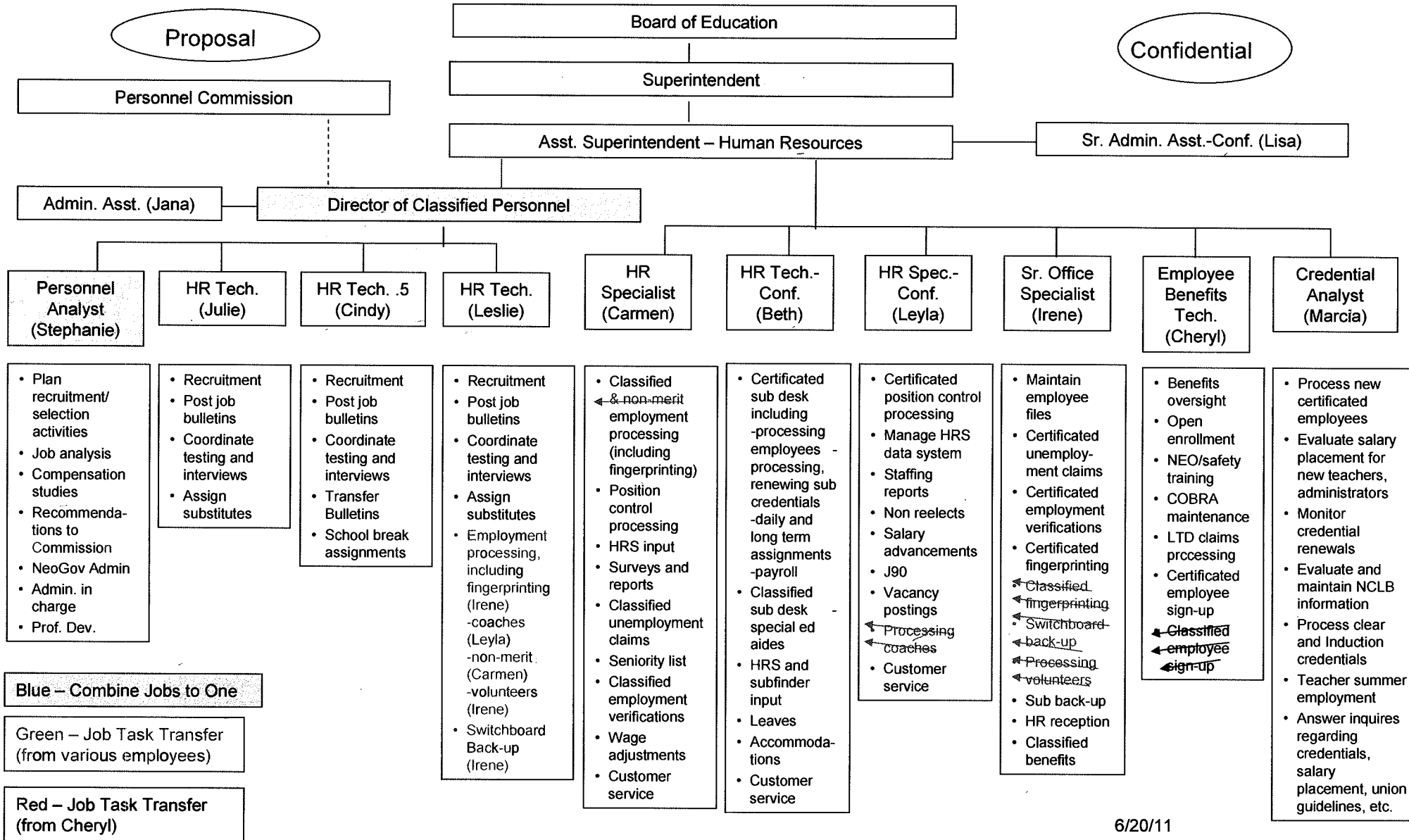
STUDENT ADVISORY VOTE: N/A

AYES: 5

NOES: 2 - Ms. Emily Bloomfield and Mr. Barry Snell

Proposal

Confidential



6/20/11

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

MINUTES

REGULAR MEETING
June 14, 2011 @ 5:00 p.m.
District Office Board Room

Electronically Recorded

PERSONNEL COMMISSIONERS: Mrs. Pam Brady, Ms. Suzanne Kim, and Mr. Shane McLoud

I. General Functions:

A. Call to Order: The Regular Meeting of the Personnel Commission was called to order at 5:21 p.m.

B. Roll Call: Commissioners Brady, Kim and McLoud were present.

C. Pledge of Allegiance: Commissioner Brady led all in attendance in the Pledge of Allegiance.

D. Motion to Approve Agenda:

Motion by: **Suzanne Kim**
Seconded by: **Shane McLoud**
Vote: **3 – 0**

E. Motion to Approve Minutes: May 10, 2011; June 7, 2011

Motion by: **Suzanne Kim**
Seconded by: **Shane McLoud**
Vote: **3 – 0**

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
None

A. Personnel Commission Staffing Update/HR-PC Reorganization

Commissioner Brady disclosed information from her meeting with Superintendent Cuneo and two Senior Cabinet members regarding reorganization and services provided by the Personnel Commission and the Human Resources departments. Superintendent Cuneo requested establishing a subcommittee including representatives from SEIU and CTA. The subcommittee will evaluate the departments' functions and effectiveness preventing any duplication of efforts. Any potential proposal would be presented to the Personnel Commission and the Board of Education for public discussions, given that there is a proof of duplication of efforts.

Commissioner Brady also stated that the vacant Human Resources Technician position in Personnel Commission as well as the Senior Office Specialist position in Human Resources would remain open at this time.

Commissioner Brady reported that the Personnel Commission budget was discussed- especially the three percent (3%) increase due to increase in mandatory benefits and lack of furlough days.

Last topic of conversation during this meeting evolved around the attendance of Director of Classified Personnel. Commissioner Brady explained to the Administration that a specific condition in Dr. Young's contract addresses his working from home one (1) or two (2) days a week.

Commissioner Brady attended this meeting at the Superintendent's request not taking any action on the Personnel Commission's behalf except the commitment to strategically look at the two departments. She will attend another meeting with the Senior Cabinet on June 20, 2011.

Assistant Superintendent Washington and Dr. Young invited Union representatives to participate in the process. In addition, they met with their staff informing them about the possibility of reorganization.

Ms. Cartee-McNeely presented Mr. Haberberger's letter addressed to Commissioner Brady regarding this subject. Even though SEIU supports improvement of services, they were alarmed by the current process regarding the reorganization review.

Ms. Cartee-McNeely requested SEIU to be an active participant in future evaluation discussions since SEIU bargaining members working in both departments would be impacted by any changes in the Personnel Commission and Human Resources operations. She recalled several round table discussions taking place during the last reorganization. This open process worked well for all involved parties.

Ms. Washington stated that both unions will be informed about the progress of the reorganization. Further clarifications regarding the reorganization process will be provided after the next meeting with Superintendent Cuneo on June 20, 2011. She was under the impression that the process from the previous reorganization was not to be followed.

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

MINUTES

REGULAR MEETING
July 12, 2011 @ 5:00 p.m.
District Office Board Room

Electronically Recorded

PERSONNEL COMMISSIONERS: Mrs. Pam Brady, Ms. Suzanne Kim, and Mr. Shane McLoud

I. General Functions:

- A. Call to Order: The Regular Meeting of the Personnel Commission was called to order at 5:08 p.m.**
- B. Roll Call: Commissioners Brady, Kim and McLoud were present.**
- C. Pledge of Allegiance: Commissioner Brady led all in attendance in the Pledge of Allegiance.**
- D. Motion to Approve Agenda:**
- Motion by: **Suzanne Kim**
Seconded by: **Pam Brady**
Vote: **2 – 0**
- E. Motion to Approve Minutes: June 14, 2011– tabled till August 9, 2011**
- 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 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.**

Commissioner McLoud joined the meeting.

1. Proposed Human Resources and the Personnel Commission Departments' Reorganization

Commissioner Brady disclosed information from her meeting with Superintendent Cuneo, Assistant Superintendent, Human Resources, Ms. Washington and Dr. Young regarding reorganization and services provided by the Personnel Commission and the Human Resources departments. The group was to look at the efficiencies both departments. The Administration proposed a new organizational chart that needs further discussions and revision. The reorganization process would be executed in phases.

Commissioner Brady inquired about a substitute working for the Senior Office Specialist in the Human Resources department. Ms. Washington confirmed using a clerical substitute.

Commissioner Brady inquired about staffing solution so that the Personnel Commission responsibilities are fulfilled during this critical period.

Dr. Young informed the Personnel Commission about the fact that the vacant Human Resources Technician is budgeted and approved by the Los Angeles County of Education. He presented several solutions for this staffing issue.

Ms. Cartee-McNeely informed the Personnel Commission that if a limited term position is established, it would be a supplemental temporary position in addition to the vacant permanent position. It would mean increasing the cost to the Personnel Commission, since the current budget is allocated for the permanent position and can't be used for anything else.

Dr. Young explained that in the District there is no clear distinction between a substitute and a limited term position.

Ms. Cartee-McNeely shared the Union's serious concerns about the vacant Human Resources Technician position, a bargaining position, in respect of contractual liability. According to the SEIU Contract, a vacant position shall be filled within sixty (60) days. The Union respects the reorganization process the Personnel Commission and the Human Resources department are trying to engage in, but that does not exclude them from honoring the Contract. SEIU wants the position to be filled in accordance with the Contract.

Assistant Superintendent Washington stated that the substitute in the Human Resources department assists with some of the duties assigned to Senior Office Specialist.

Commissioner Kim emphasized the fact that the substitute is assisting in the Human Resources department while the Personnel Commission office has not been fully staffed since February 2011. The staff has an enormous amount of work that has to be completed and is currently distributed among them, so the additional staff member is absolutely necessary no matter what is his/her status- permanent or temporary. The Human Resources department has the additional employee and the Personnel Commission does not in the most critical time staffing for the new school year. Commissioner Kim shared her concerns about the Personnel Commission staff and the District's staffing needs.

Assistant Superintendent Washington stated that based on her perspective, Dr. Young and she were to continue reviewing the reorganization and the presented format. The new proposal would directly impact the two (2) vacant positions. She inquired about the purpose of this agenda item.

Commissioner Brady explained that she needed to report out from the meeting with former Superintendent Cuneo since it was not a public session. Based on her understanding, development of the organizational chart requires much more complex and broader discussion. It would be placed aside to focus on the analysis of the positions and their assigned duties. Mr. Cuneo suggested implementing the reorganization in phases.

Dr. Young addressed a couple of issues. Firstly, the reason for the agenda item being placed under “Discussion” is the SEIU Grievance assuring the Union that any debates regarding the reorganization would be conducted in a public, open forum. Also, reaffirming Commissioner Brady’s declaration at the June Personnel Commission meeting, the Personnel Commission is committed to hold any dialogue regarding the reorganization in a public arena. Therefore, any related discussion, action, or decision would be openly discussed as it was the norm in the previous pilot study. This process would be consistent with the District’s practice of developing the Strategic Plan.

Secondly, looking at the vacant Human Resources Technician position, it was budgeted and approved by the Los Angeles County of Education. Dr. Young cited Education Code 45264 regarding appointment of new employees paid with budgeted funds for the Personnel Commission.

Ms. Stephanie Perry, the Personnel Analyst, appreciated Commissioner Kim’s statement about fairness and equity with regarding to staffing of both of the departments. In her opinion, it is quite unfair that one position is being filled and the work done, whereas the Personnel Commission has been understaffed for six (6) months. Ms. Perry inquired about getting another staff member to meet the District’s staffing needs while the reorganization process continues.

Commissioner Brady agreed that the current situation in the Personnel Commission office is rather grave. The District’s positions have to be filled for the next school year, and the Personnel Commission can meet these needs only if the office is properly staffed.

Commissioner McLoud inquired about the desired outcome of the situation. Dr. Young restated that his intent is to fill the vacant Human Resources Technician position while continuing the reorganization discussions. Commissioner McLoud suggested including Superintendent Lyon to learn about her vision in this process.

Commissioner Brady recommended focusing on the District’s staffing needs and also to continue with the dialogue regarding the two (2) departments.

Ms. Julie Younan, Human Resources Technician, expressed her appreciation of the constructive discussion; however, she stressed the severity of the situation in both departments and the need for both vacant positions to be filled in order to be ready for the new school year so that the District can provide appropriate learning environment and adequate support for our students. It is our prime objective.

Ms. Cindy Johnston, Human Resources Technician, shared the challenges with the current work overload. Although she is working full time during this summer, it is impossible to meet the present demands.

Commissioner Brady expressed her faith in resolving the situation in a timely manner. She thanked staff of both departments for their dedication and hard work for the welfare of the District’s students.

Young, Wilbert

From: Young, Wilbert
Sent: Monday, March 12, 2012 9:23 AM
To: Lyon, Sandra; Washington, Debra Moore
Subject: HR-PC Reorganization Discussion

Hi Sandi and Debbie,

Shane has no problem with us having preliminary discussions or recommendations regarding HR-PC Reorganization. Nor, if you wish, to present any recommendations to the Personnel Commission at its April meeting.

Take care,
Wilbert

MERIT SCHOOL DISTRICTS

- Anaheim Union High School District
- Antioch Unified School District
- Apple Valley Unified School District
- Barstow Unified School District
- Bassett Unified School District
- Berkley Unified School District
- Cajon Valley Unified School District
- Calexico Unified School District
- Centinela Valley Union High School District
- Chico Unified School District
- Conejo Valley Unified School District
- Desert Sands Unified School District
- Downey Unified School District
- Escondido Union High School District
- Fountain Valley School District
- Fremont Unified School District
- Palmdale School District

**AGREEMENT
BETWEEN
BARSTOW UNIFIED SCHOOL DISTRICT
AND THE PERSONNEL COMMISSION**

**ADMINISTRATIVE COORDINATION FUNCTIONS
(NON-MERIT SYSTEM DUTIES AND RESPONSIBILITIES)**

1. The Barstow Unified School District (hereafter, "DISTRICT") and the Personnel Commission (hereafter, "COMMISSION") have mutually agreed upon administrative coordination duties and responsibilities for the Director, Personnel Commission.
2. **COLLECTIVE BARGAINING DUTIES:** The Director will play an active role in classified negotiations including: facilitating and suggesting solutions, analyzing and reporting the implications of negotiable issues, drafting contract language for consideration by the parties.

The Director's function is one of a resource to both the DISTRICT and the Exclusive Representatives (hereafter, "REPRESENTATIVES") of the bargaining units. The Director shall not serve as the DISTRICT'S spokesperson and shall be free to point out areas to both parties where negotiations may be in conflict with Merit System laws.

The Director may caucus with the DISTRICT or the REPRESENTATIVES if requested, and if appropriate. The Director may facilitate, problem solve, analyze, or suggest alternatives. However, the Director will not pressure either party to reach agreement through the use of a mediation role.

3. **DISCIPLINARY PROCESS DUTIES:** The Director can advise both the DISTRICT and the REPRESENTATIVES/employee on disciplinary procedures, determine facts but not consequences, and help develop individualized employee training programs to address performance needs.

The Director is the COMMISSION'S representative in the disciplinary process; no duties shall be performed that conflict with this primary role. The Director must be free to be an impartial procedural advisor and resource to the DISTRICT, the REPRESENTATIVES, and employees. The Director's participation at different levels of the disciplinary process should promote fairness, consistency, and due process compliance. The Director will not be the DISTRICT'S spokesperson; the decision as to the specific disciplinary action necessary in due process/progressive discipline will be determined by the supervisor and/or Superintendent—**not the Director.**

The DISTRICT'S spokesperson or designee will notify the employee of disciplinary action or administrative leave, the Director may be present to assist with procedural issues.

4. **CONTRACT ADMINISTRATION DUTIES:** The Director will help with administering the contract language as agreed to by the parties. In the event of a grievance, the Director can research factual background information for the parties, act as a facilitator, coordinate procedural issues, and propose solutions/resolutions of alleged violations of the contract.

The Director will not be the DISTRICT'S representative authorized to determine the DISTRICT'S official response to a grievance. The DISTRICT'S response to a grievance is the responsibility of the DISTRICT administrator designated at the appropriate level.

5. **OTHER MISCELLANEOUS ADMINISTRATIVE COORDINATION DUTIES:**

5.1 Classified Staffing Levels: The Director will assist with the research of staffing levels in schools or offices and provide information to the DISTRICT. The DISTRICT will determine the necessary course of action, if any.

5.2 Layoff Processing: The Director will coordinate the implementation of layoff, displacement, or reassignment of employees based on negotiated layoff impact agreements, contractual, COMMISSION rule, and legal requirements.

5.3 New Position Duty Statements: The Director will assist with necessary research and coordinate the drafting of new classification duties based on the functions assigned by the DISTRICT. Upon the Board's approval of the duties for a new position, the Director will submit appropriate items to the COMMISSION for classification and assignment of minimum qualifications.

5.4 Job Duty Assignment Issues: The Director will coordinate responses to supervisors and employees regarding duty assignment issues. The Director will consult with the Superintendent or designee for clarification of the DISTRICT'S position as necessary.

6. The Director is a representative of the COMMISSION and is one hundred percent (100%) funded from the COMMISSION budget. No additional duties performed by the Director under this agreement may conflict with this role. The COMMISSION is responsible for the supervision and evaluation of the Director, providing for input from the DISTRICT and the REPRESENTATIVES.
7. The Merit System duties performed for the COMMISSION under the class specification for the Director, Personnel Commission will take priority over any duties contained in this Agreement. The Director will balance the performance of the administrative coordination functions contained in this Agreement with the core Merit System duties to the extent possible. Where a balance is not possible, the performance of the duties in this Agreement will not be permitted to significantly impact the Director's primary Merit System duties and responsibilities.

8. The REPRESENTATIVES of the classified employees has reviewed this agreement and is understanding of the changes in the administrative coordination functions assigned to the Director, Personnel Commission.
9. The COMMISSION may revoke or request modification of this Agreement with 60 days notice to the DISTRICT. However, the parties may mutually agree to a shorter timeline.

Mr.	_____	_____
Chairperson, Personnel Commission	Signature	Date

Mr.	_____	_____
President, Board of Trustees	Signature	Date

Mr.	_____	_____
Superintendent	Signature	Date

Ms.	_____	_____
Chapter President, California School Employees Association, Chapter 306	Signature	Date

BARSTOW UNIFIED SCHOOL DISTRICT

CLASS TITLE: DIRECTOR-CLASSIFIED PERSONNEL (PERSONNEL COMMISSION)

BASIC FUNCTION:

This is a management position under the direction of the Personnel Commission. The Director of Classified Personnel directs the activities of professional and support personnel in the overall administration of a comprehensive personnel management program for the classified service. Under Merit System law, this includes recruitment, examination and classification, and appeals. The position also performs duties in training, PERB hearings, arbitration cases, employer/employee relations, disciplinary actions and related staffing problems in support of District human resources activities, and supervise and evaluate assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, organize, control and direct the classified personnel program in compliance with the Education Code and prescribed merit system rules and regulations.

Administer personnel procedures in connection with applications, examinations, eligibility, appointments, promotions, demotions, transfers, dismissals, resignations, layoffs, re-employment, vacations, leaves of absence, compensation within classification, job analyses and specifications, service rating, public advertisement of examinations, rejection of unfit applicants without competition, and other matters necessary to carry out the provisions and purpose of merit system law, District policy and the rules and regulations of the Personnel Commission.

Train and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.

Conduct salary and classification studies and recommend changes and adjustments as appropriate.

Serve as Secretary to the Personnel Commission and prepares the

agenda and minutes; prepare Classified Personnel reports for the Governing Board.

Direct the maintenance of the classification plan; gather, analyze and interpret salary data; conduct difficult classification and wage studies and recommend changes in classifications and compensation.

Interpret laws, rules, regulations at Commission and Board of Education meetings and to classified employees.

Arrange for hearings appealed to the Commission.

Advise district administrators, employees and bargaining unit on disciplinary actions and related Education Code and rules and regulations provisions, Assure that all discipline follows due process and management and employee rights are provided.

Meet on individual or group basis with employees and their representatives to resolve problems; resolve grievances as necessary. Assure District classified personnel actions are in compliance with the rules and regulations of the Merit System and Education Code and federal, state and District rules, regulations and policies relating to classified employees.

Provide technical expertise, information and assistance to District Administrators regarding assigned functions; assist in the formulation and development and revision of policies, procedures and programs; conduct internal investigations of merit system or district operations as necessary; advise District Administrators of unusual trends or problems and recommend appropriate corrective action.

Supervise the maintenance and security of personnel records, including eligible registers, official minutes and personal histories.

Coordinate and implement classified employee recognition programs.

Administer the performance evaluation program for District employees through documentation of performance.

Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel.

Certify approved Personnel Action Forms and forward to Payroll that classified employees are hired in accordance with the provisions of the law and Commission rules.

Communicate with other administrators, personnel and outside

organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.

Direct research related to personnel administration so that new theories, trends, and laws in the field may be studied for possible application to the classified service.

May serve as a resource member of classified negotiation teams; perform duties in PERB hearings; and arbitration cases as directed.

Serve as a representative of the Personnel Commission on the Superintendents Cabinet and other District committees.

Develop and prepare the annual preliminary budget for Personnel Commission operations; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.

Operate a computer and assigned software programs; operate other office equipment as assigned.

Attend and participate in conferences and meetings; attend Governing Board meetings as a resource person concerning classified personnel

agenda items and to clarify and assure proper implementation of Personnel Commission rules and regulations as required.

Oversee public relations functions as directed by the Personnel Commission.

Assure compliance for the District with all EEOC and FEPC rules and guidelines relating to classified personnel.

Serve as chief classified internal management consultant on all classified personnel matters.

OTHER DUTIES:

Attend and conduct a variety of meetings as assigned.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and direction of the classified personnel program.

Principles of public administration in areas related to personnel administration.

Classification, pay determination, recruitment, examination and related personnel practices and techniques.

Governing Merit System rules and regulations.

Budget preparation and control.

Oral and written communication skills.

Principles and practices of administration, supervision and training.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

Modern office management and procedures.

ABILITY TO:

Plan, organize and administer the classified personnel program in compliance with merit system rules and regulations.

Interpret and apply the provisions of law and rules.

Analyze data and to arrive at sound conclusions and recommendations.

Train and evaluate the performance of assigned staff.

Communicate effectively both orally and in writing.

Interpret, apply and explain rules, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned office equipment.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines.

Work independently with little direction

Work confidentially with discretion.

Plan and organize work.

Prepare comprehensive narrative and statistical reports.

Direct the maintenance of a variety of reports and files related to assigned activities.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in public administration, human resources, business administration or a related field and three years of recent progressively responsible experience in a school district, public or private personnel administration including at least two years supervisory experience

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

Automobile insurance which meets or exceeds State minimum liability limits.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Constant interruptions

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations.

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

OVERTIME STATUS:

This position is designated Management under the provisions of the EERA;

This position is designated Overtime Exempt under the provisions of the Education Code.

PERSONNEL DIRECTOR

JOB SUMMARY

Under direction of the Personnel Commission administer the procedures as they pertain to the classified service regarding applications, examinations, eligibility, appointments, promotions, demotions, transfers, dismissals, resignations, layoffs, reemployment, vacations, leaves of absence, compensations within classifications, job analyses and specifications, evaluations, recruitments and advertisement, rejection of unfit applicants, and any other matters that would impact the classified service. Interview, recommend selection, supervise, evaluate, and train employees assigned to the Personnel Commission office and other staff performing responsibilities associated with the classified personnel program. Under the direction of the Assistant Superintendent of Personnel, provide administrative and technical staff assistance in areas outside the classified program as required.

TYPICAL DUTIES

Plan, organize, and direct the personnel management program for the classified service of the District in conformance with Merit System law and rules and regulations, federal laws, policies, negotiated agreements, etc., in recruitment, test construction and validation, selection, orientation, assignment and reassignment, promotion, demotion, reduction in force, discipline, and termination. Work cooperatively with the Superintendent to assure an efficient and effective personnel management program. Confer regularly with administrators and supervisors on personnel staffing and other personnel-related concerns. Administer eligibility lists and transfer lists and recommend and approve transfers, reassignments. Prepare, recommend, and maintain a position classification plan through periodic surveys and job analyses; recommend new and/or revised job classifications and specifications as appropriate; conduct reviews and provide periodic recommendations on salaries. Administer employee evaluation program and assess candidates abilities to perform in classified positions; advise the Superintendent and administrators on personnel law and practices, staffing needs, disciplinary problems, and other matters affecting the classified service. Investigate job-related complaints by, and against, classified employees for purposes of resolution. Oversee preparation and presentation of classified disciplinary cases, grievances, dismissal, suspension, resignation, retirement, and employee relations matters; obtain legal counsel as appropriate, and make recommendations to the Superintendent on cases. Review classified request for leave of absence for approval/disapproval. Administer classified tuition reimbursement program. Monitor the assignment of classified substitutes to temporary positions within the district. Monitor program and site compliance with pertinent rules, regulations, and laws related to personnel issues. Develop budget, prepare cost estimates for budget recommendations and submit justifications for budget items; monitor and control expenditures. Prepare classified seniority lists and administer layoff notices. Prepare and present a variety of reports to the Board and Personnel Commission. Attend a variety of meetings and participate on various committees. Counsel employees and job applicants on matters related to working conditions, benefits, job requirements, and related aspects of the district's program of personnel administration. May serve on district negotiation team. Perform other related duties as assigned.

Any consideration of administrative, recruiting, services management, and other duties is subject to the ability to perform the required duties. A typical qualifying background would include graduation from a four-year college with a major in personnel administration, human resources, public administration, psychology, or a community related field and five years of progressively responsible comprehensive professional personnel experience including position classification, salary administration, recruitment, selection, test construction and validation, and policy development, preferably within

**CHICO UNIFIED SCHOOL DISTRICT
DIRECTOR- CLASSIFIED HUMAN RESOURCES**

DEFINITION

Under general direction, plan, organize, and administer comprehensive Human Resources program for the District, which includes all human resources transactions and procedures for classified employees; develop/administer the annual budget; propose human resources policies, rules, and procedures and ensure the District human resources programs comply with Commission Rules; research and apply new legislation, coordinate human resources surveys and similar programs; serve as a member of the District negotiating team; serve as secretary and executive officer of the Personnel Commission; and perform related work as required.

CLASS CHARACTERISTICS

Special working conditions apply to this one position class such as the requirement to attend evening meetings and to travel to attend meetings and represent the District and/or Personnel Commission at meetings. The incumbent participates in labor negotiations, which may require extensive evening work. The incumbent is employed by the Personnel Commission; however, he/she also works closely with the Board requiring the establishment of sound organizational relationships within the District management structure. Position is exempt from overtime compensation.

ESSENTIAL DUTIES

- Assures that the employment functions comply with EEO guidelines and the Education Code as well as the District rules and regulations; and researches, develops, and proposes new and revised Human Resources policies and regulations.
- Supervises job analysis for selection and classification purposes and makes recommendations; reviews reclassification requests of classified positions; performs or oversees the performance of audits and position analyses to determine appropriateness of reclassification requests.
- Coordinates and implements the procedures for the administration of human resources policies, rules and regulations, and negotiation proposals.
- Proposes amendments to existing rules to ensure the selection and retention of employees is based on merit.
- Prepares Personnel Commission agenda, meeting minutes, and budget; administers Personnel Commission budget; prepares classified human resources board agenda information and other documentation of human resources actions.
- Maintains and assures proper security and confidentiality of classified employee personnel files and records.
- Monitors non-routine human resources transactions.
- Researches state and federal law, District policy, and commission rules as they relate to District procedures and human resources transactions; and administers human resources rules and regulations.
- Confers with employee groups, employees, and District managers on interpretation of Board policies, regulations and other problems on classified human resources management matters such as promotion, discipline, transfer, layoff, evaluation, and grievance handling as needed.
- Maintains and develops seniority and funding lists; prepares and administers layoff notices and lists.
- Supervises annual salary surveys to determine community practice with respect to classification and salary matters, establishing study design, collecting data, compiling and analyzing data, and formulating recommendations.
- Prepares and presents oral and written reports.
- Serves as a member of the negotiating team; and assists District management in the administration of the classified labor agreement.
- Selects, trains, supervises, and evaluates the performance of technical and clerical staff, recommending appropriate human resources transactions; provides work direction and guidance to assigned employees in the Classified Human Resources Department; approves human resources time and absence records.
- Attends Personnel Commission meetings and works closely with the School Board and management personnel.
- Researches and prepares written responses in matters related to equal employment opportunity complaints and unemployment insurance claims.
- Assumes and performs related duties and responsibilities as required including compliance with the District's affirmative action program and the District's agreements as negotiated with recognized employee organizations.
- Reviews criminal record sheets of new hires or substitutes.
- Assists in evaluating test instruments as appropriate.
- Performs related work as required.



Director, Classified Personnel

Class Code:
225

CONEJO VALLEY UNIFIED SCHOOL DISTRICT
Revision Date: Apr 18, 2008

SALARY RANGE

\$41.43 - \$52.90 Hourly
 \$3,314.04 - \$4,231.69 Biweekly
 \$7,180.42 - \$9,168.67 Monthly
 \$86,165.00 - \$110,024.00 Annually

BASIC FUNCTION:

Under administrative direction, serves as secretary and executive officer of the Personnel Commission; plans, organizes and administers a comprehensive classified personnel program and performs other related work as required.

NATURE AND SCOPE

The Director of Classified Personnel works under the supervision of the Personnel Commission, however, may perform duties on behalf of the Board of Education requiring the establishment of sound organizational relationships within the District's management structure.

The Director of Classified Personnel is a member of the Management Team and will be required to travel and attend meetings (daytime and evenings) representing the District and/or Personnel Commission. A major function of the Classified Personnel office is to provide a high degree of personnel services to a variety of departments and school sites; to develop and implement systems and procedures for the timely and efficient response to the needs and requirements of those utilizing the services.

ESSENTIAL DUTIES/RESPONSIBILITIES:

1. Plans, develops, conducts and supervises selection processes.
2. Develops a selection plan and selection instruments.
3. Establishes weighing and scoring of examination parts.
4. Selects panel members.
5. Trains proctors and raters in selection process documentation.
6. Establishes and administers eligibility lists.
7. Conducts job analysis for selection and classification purposes.
8. Gathers data, document findings and prepares written recommendations.
9. Prepares class specifications for new and revised classifications.
10. Directs and supervises the maintenance of official classified personnel files and records.
11. Conducts salary surveys, collects, compiles and analyzes data.
12. Formulates and makes recommendations.
13. Advises and assists district managers on classified personnel management matters such as employee complaints, grievances, State Unemployment Insurance and involvement with workers' compensation; promotion, progressive discipline, transfer, layoff, termination and performance appraisals.
14. Develops seniority lists, prepares layoff notices and administers layoff lists.

15. Prepares Personnel Commission agenda, meeting minutes, budget and annual report.
16. Researches state and federal law, district policy and commission rules as they relate to district procedures and personnel transactions.
17. Writes policies, rules and regulations.
18. Assists district management in the administration of the classified labor agreement, participates in labor negotiations as assigned.
19. Conducts process for appointment of Personnel Commissioners.
20. Selects, trains, supervises and evaluates the performance of assigned staff, recommending appropriate personnel transactions.

JOB COMPETENCIES: KNOWLEDGE, SKILLS, AND ABILITIES:**Knowledge of:**

Principles of personnel administration; principles of administrative analysis; principles of organization, staffing and budgeting; statistical methods; principles, methods and practices of selection and testing; position classification, performance appraisal and related human resource management functions and activities; personnel records systems; labor relations, collective bargaining, contract and grievance administration.

Ability to:

Plan, organize and direct a comprehensive personnel management program, analyze problems, develop problem-solving solutions, gather and analyze data using accepted statistical methods, write policies, regulations and contract language, prepare clear and concise reports, read, interpret and administer complex laws, rules and regulations, develop and present staff development programs, learn and apply provisions of the California State Education Code regarding Merit System; make effective oral presentations, supervise the work of others, establish and maintain effective relationships with those contacted in the course of work.

MINIMUM ENTRANCE QUALIFICATIONS:**Education and Experience:**

An example of experience and/or training which would provide an individual with the knowledge or skills necessary for successful job performance would be a college degree in public personnel administration, business administration or related field and at least five years of progressive responsible personnel administrative experience. School personnel experience is desired.

WORK CONDITIONS:**LICENSE**

Possession of a valid California driver's license.



Job Descriptions

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NEOGOV

Class Title: Director, Classified Human Resources

Class Code: 000179

Salary: \$8,819.00 - \$10,727.00 Monthly

[Print Job Information](#)

[Email me when jobs like this become available](#)

BASIC FUNCTION	Benefits
<p>Under general administrative direction of the Personnel Commission, plans, organizes and administers comprehensive human resources program for the District which includes all personnel transactions and procedures for classified employees; develops/administers the Commission annual budget; proposes personnel policies, rules and procedures and ensures the District personnel program complies with Commission rules and regulations, Board policies, and bargaining unit contracts; researches and applies new legislation; ensures compliance with laws and regulations pertaining to classified employment; serves as member of the negotiating team and on Superintendent's Cabinet; serves as secretary and executive officer of the Personnel Commission; performs related work as required.</p>	
<p>DISTINGUISHING CHARACTERISTICS: Special working conditions apply to this one-position class, such as the requirement to travel to, and attend evening and weekend meetings and conferences. The incumbent reports to the Personnel Commission, but also performs duties on behalf of the Board of Education; participates in labor negotiations and contract administration; must develop and maintain effective working relationships with all constituents. This position is exempt from overtime compensation.</p>	
<p>REPRESENTATIVE DUTIES:</p>	
<p>Serve as Secretary to the Personnel Commission; prepare, or cause to be prepared, an annual report to the Board of Education on behalf of the Personnel Commission. E</p>	
<p>Develop and prepare the annual preliminary budget for the Personnel Commission; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established guidelines. E</p>	
<p>Administer the personnel program of the Classified Merit System of the District; perform a variety of duties related to the planning, organization and direction of Classified Personnel. E</p>	
<p>Supervise job analyses for selection and classification purposes and make recommendations; review reclassification requests of classified positions; perform or oversee the performance of audits and position analyses to determine appropriateness of reclassification requests; maintain the classification plan for classified service. E</p>	
<p>Oversee conduct of salary surveys to determine community practice with respect to classification and salary matters, establishment of study design, collection, compilation and analysis of data, and formulation of recommendations. E</p>	
<p>Provide technical expertise and information to the Personnel Commission regarding assigned functions; assist as needed in the formulation and development of District policies. E</p>	
<p>Ensure the establishment of eligibility lists and certify eligibles to hiring authority in accordance with the provisions of law. E</p>	
<p>Establish and maintain effective relationships with all constituents on behalf of the Personnel Commission. E</p>	
<p>Provide support to District administrators in methods to evaluate and counsel employees through the use of the performance improvement plan or other methodology; assist and counsel employees with problems relating to recruitment, discipline or other issues as requested. E</p>	

Administer District's zero tolerance drug and alcohol program. E

Assist in administration of worker's compensation program, reviewing documentation and making recommendations for action; conduct accommodation meetings as needed in industrial and non-industrial situations; maintain reemployment list for medically separated employees. E

Develop and recommend new and revised rules, regulations and policies as necessary; make necessary investigations pertaining to irregularities in the administration of Personnel Commission rules and regulations. E

Direct the preparation of Personnel Commission agenda, meeting minutes, classified personnel Board of Education agenda information, and other documentation of personnel actions. E

Coordinate all aspects of hearings on appeal by classified employees. E

Maintain and assure proper security and confidentiality of classified employee personnel files and records. E

Develop and maintain seniority lists; prepare and administer layoff notices; and maintain reemployment lists. E

Attend Personnel Commission, Board of Education and assigned management and committee meetings. E

Review criminal record reports of new hires, substitutes and Contractors. E

Plan, organize and implement long- and short-term programs and activities designed to develop assigned programs and services. E

Assure compliance with a variety of state and federal regulations, laws and reporting requirements. E

Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to the Personnel Commission. E

Communicate with other administrators, employee groups, employees and other District personnel to coordinate activities and programs, resolve issues and conflicts, and exchange information. E

Supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; plan, coordinate and arrange for appropriate training of subordinates. E

Serve as member of negotiating team; assist District management in the administration of the classified labor agreements. E

Serve as member of Professional Growth Committee for classified employees; oversee administration of inservice trainings, including but not limited to those related to the Professional Growth program. E

Conduct process for appointment of Personnel Commissioners. E

Attend and conduct staff meetings; attend state and regional conferences and workshops to maintain current knowledge of the Personnel Commission regulations and requirements. E

Maintain current knowledge of laws and regulations related to assigned activities; review and report on proposed legislation affecting the classified service.

Perform related duties as assigned.

Note: At the end of some of the duty statements there is an "E" which identifies essential duties required of the classification.

KNOWLEDGE AND ABILITIES:

Knowledge of:

Modern personnel practices and principles, including Equal Employment Opportunity guidelines and their application to District personnel practices.

Job analysis, survey techniques, and salary administration procedures.

Labor relations, state and federal laws, and guidelines related to public personnel administration.

Basic statistics.

Modern office equipment, procedures, personal computer, and job-related software programs.

Basic research techniques and questionnaire design.

Principles of supervision and management.

Appropriate safety precautions and procedures including safe driving techniques.

Laws relating to driving a motor vehicle.

Provisions of the California State Education Code, Government Code, Labor Code, and other statutes

governing classified employment and merit systems.
 Effective public relations and interpersonal relations methods using tact, patience, diplomacy, and courtesy.
 Correct English usage, grammar, spelling, punctuation and vocabulary.
 Effective oral and written communication methods.

Ability to:

Plan, organize, and direct a comprehensive personnel management program.
 Analyze situations accurately and adopt an effective course of action including proposing logical solutions to problems.
 Gather and analyze data using accepted statistical methods.
 Write policies and regulations clearly and concisely.
 Research, evaluate, and prepare comprehensive concise reports and recommendations.
 Read, interpret, apply and explain laws, rules, regulations, policies and procedures.
 Develop and present effective oral presentations for staff development and other programs.
 Demonstrate effective leadership of, and supervise, train, and evaluate personnel.
 Plan and organize work.
 Meet schedules and time lines.
 Communicate effectively both orally and in writing.
 Establish and maintain cooperative and effective working relationships with others.
 Maintain records and prepare reports.
 Work independently with minimal supervision.
 Operate a vehicle observing legal and defensive driving practices.
 Demonstrate mental acuity sufficient to perform the essential functions of the position, including the management of programs, interpretation and implementation of rules, making policy decisions, evaluating results and making determinations relative to the effective performance of tasks.
 Work within stressful situations.
 Make evaluations or decisions without immediate supervision.
 Accept and carry out responsibility for directions, control and planning.
 Relate to others beyond giving and receiving instructions, influencing people on a consistent basis.
 Exhibit integrity, ethical behavior and strength of character.
 Demonstrate behavior in line with CHARACTER COUNTS! principles of trustworthiness, respect, responsibility, fairness, caring, and citizenship.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Bachelor's Degree from an accredited four-year college or university in human resources, industrial psychology, public administration, or related field. Knowledge of and at least five years progressively responsible experience at a professional level in recruitment, classification, job analysis, selection, salary administration, policy development, discipline and labor contract administration. At least two years experience at the level of director in a complex human resources environment. Merit or civil service system experience is highly desirable.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license. Must be, and remain, insurable under the District's vehicle driver's insurance policy at the standard rate.

OTHER:

WORKING CONDITIONS:

ENVIRONMENT:

Office environment, driving to attend various locations and event functions related to assignment.

PHYSICAL ABILITIES:

Sitting for extended periods of time; hearing and speaking to communicate and exchange information; seeing to assure accuracy of reports and documents; dexterity of hands and fingers to operate a computer terminal and office equipment; lifting light objects weighing up to 20 pounds; and kneeling, bending at the waist, and reaching to maintain and retrieve files.

PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
Regular Meeting: Tuesday, May 8, 2012

AGENDA ITEM NO: IV.B.2.

SUBJECT: Amendment, Deletion or Addition to Merit Rules

BACKGROUND INFORMATION:

At its March 13, 2012 Personnel Commission meeting, the Commission requested that the process to amend, delete or add language to the Merit Rules return as a discussion item. Attached are the following:

- Merit Rule 1.2 *Amendment, Deletion or Addition to Rules*
- Education Code Section §45260 *Rules, Standards; Authority of Commission*
- Education Code Section §45261 *Subject of Rules*

DIRECTOR'S RECOMMENDATION

The Director of Classified Personnel recommends that the Personnel Commission discuss the process to amend, delete or add language to the Merit Rules.

- Rule 1.2 AMENDMENT, DELETION OR ADDITION TO RULES
- 1.2.1 MERIT RULES ADVISORY COMMITTEE (EDUCATION CODE 45260)
- A. All proposals to amend, delete or add to these Rules will be presented to the Merit Rules Advisory Committee for review and comment before presentation to the Commission.
- B. The Merit Rules Advisory Committee shall consist of a representative from each classified employee unit, namely:
1. Operations Support
 2. Office, Technical and Business Services
 3. Instructional Aide and Paraprofessional
- 1.2.2 PROCEDURE FOR AMENDMENT, DELETION, OR ADDITION TO RULES (EDUCATION CODE 45260)
- A. After review by the Merit rules Advisory Committee, all proposals to amend, delete or add to these Rules will be presented to the Commission as a "first reading" and shall include a recommendation by the Director of Classified Personnel.
- B. All Rule proposals shall be distributed to all departments where classified employees are assigned and notification of the proposals shall be made to Administration and the classified employees exclusive bargaining representative(s) before final approval.
- C. A period of at least two (2) weeks shall elapse between the first reading of a new Rule or proposed amendment of an existing Rule, and its final adoption. If the Commission declares an emergency, final action may be taken after the lapse of one week. A special bulletin to all departments shall precede any emergency action.
- D. Rules of the Commission requiring the expenditure of funds by the Board shall be submitted to the Board for concurrence.

45260. (a) The commission shall prescribe, amend, and interpret, subject to this article, such rules as may be necessary to insure the efficiency of the service and the selection and retention of employees upon a basis of merit and fitness. The rules shall not apply to bargaining unit members if the subject matter is within the scope of representation, as defined in Section 3543.2 of the Government Code, and is included in a negotiated agreement between the governing board and that unit. The rules shall be binding upon the governing board, but shall not restrict the authority of the governing board provided pursuant to other sections of this code.

(b) No rule or amendment which would affect classified employees who are represented by a certified or recognized exclusive bargaining representative shall be adopted by the commission until the exclusive bargaining representative and the public school employer of the classified employees who would be affected have been given reasonable notice of the proposal.

45261. (a) The rules shall provide for the procedures to be followed by the governing board as they pertain to the classified service regarding applications, examinations, eligibility, appointments, promotions, demotions, transfers, dismissals, resignations, layoffs, reemployment, vacations, leaves of absence, compensation within classification, job analyses and specifications, performance evaluations, public advertisement of examinations, rejection of unfit applicants without competition, and any other matters necessary to carry out the provisions and purposes of this article.

(b) With respect to those matters set forth in subdivision (a) which are a subject of negotiation under the provisions of Section 3543.2 of the Government Code, such rules as apply to each bargaining unit shall be in accordance with the negotiated agreement, if any, between the exclusive representative for that unit and the public school employer.

Personnel Requisition Executive Summary as of May 2, 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.]	5
Total:	8

REQUISITION ACTIVITY

	<u>Count</u>
* Previous Requisition Total (04/11/12)	10
* Requisitions Received (+)	0
* Requisitions Filled (-)	0
* Requisitions Cancelled/On Hold (-)	2
* Current Requisition Total (05/02/12)	8

Personnel Commission

Personnel Requisition Monthly Comparison

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

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 5/2/12	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	26	DEVELOPMENTAL/HEALTH INSTRUCTIONAL ASST	SPECIAL ED	56.25	4.50	New	-	36	Open		RECRUITMENT OPENED 03/12/12 TO 04/03/12. WRITTEN EXAM ADMINISTERED 04/27/12. PROTEST PERIOD ENDS 05/04/12. DEVELOPMENT OF STRUCTURED INTVW COMPONENT IN PROGRESS. MOST RECENT MEETING WITH SMES HELD 03/27/12. FOLLOW-UP MEETING SCHEDULED 05/03/12. [THIS IS A 1:1 POSITION. TRANSFER BULLETIN #36 CLOSED 03/30/12.]	
2	12-165	11/09/11	116	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 CANDIDATE. (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 SUBSTITUTE 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 MEETINGS HELD 03/28/12 AND 04/27/12). 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 5/2/12	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	69	FISCAL SERVICES SUPERVISOR (PAYROLL)	FISCAL SVCS	100.00	8.00	Vac	RICARDO LOPEZ	27	Cert List	05/01/12	RECRUITMENT INITIALLY OPENED 12/21/11 THROUGH 01/20/12. TRAINING AND EXPERIENCE EVALUATION COMPLETED 02/10/12. QAI ADMINISTERED 04/20/12. ELIG LIST ESTABLISHED 04/30/12. CERT LIST DATED 05/01/12 CONTAINED ONE RANK. AT THE REQUEST OF HIRING AUTHORITY, RECRUITMENT RE-OPENED TO SECURE ADDITIONAL ELIGIBLES. APPLICATION FILING PERIOD ENDS 05/18/12. [INCUMBENT'S RESIGNATION WAS EFFECTIVE 01/31/12. TRANSFER BULLETIN #26 CLOSED 02/08/12.]	NO
####	12-105	09/08/11	157	INSTRUCTIONAL ASST-PHYSICAL ED	SANTA MONICA HIGH	50.00	4.00	New	---	7	Cert List	03/29/12	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. SELECTION INTVWS HELD 05/01/12. [BFOQ: FEMALE ONLY FOR GIRLS LOCKER ROOM.] RECRUITMENT IS NOW CONTINUOUS IN ORDER TO OBTAIN FEMALE CANDIDATES.	NO
####	12-210	02/15/12	53	JOB DEVELOPMENT & PLACEMENT	SANTA MONICA HIGH	75.00	6.00	Vac	KELLIE LE DUFF	31	Open		STAFF COLLABORATING WITH HIRING AUTHORITY TO REVISE CLASS SPEC TO MORE ACCURATELY REFLECT THE DUTIES, RESPONSIBILITIES AND JOB REQUIREMENTS FOR FUTURE RECRUITMENT PURPOSES. A CLECRICAL SUB ASSIGNED 02/28/12 DURING JOB ANALYSIS AND EXAM DEVELOPMENT PROCESS. INITIAL DISCUSSION WITH SME ON 02/02/12. MOST RECENT MEETING WITH SME HELD 05/02/12. [TRANSFER BULLETIN #31 CLOSED 02/22/12.]	
####	12-103	09/08/11	157	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.]	

Personnel Requisition Detailed Report

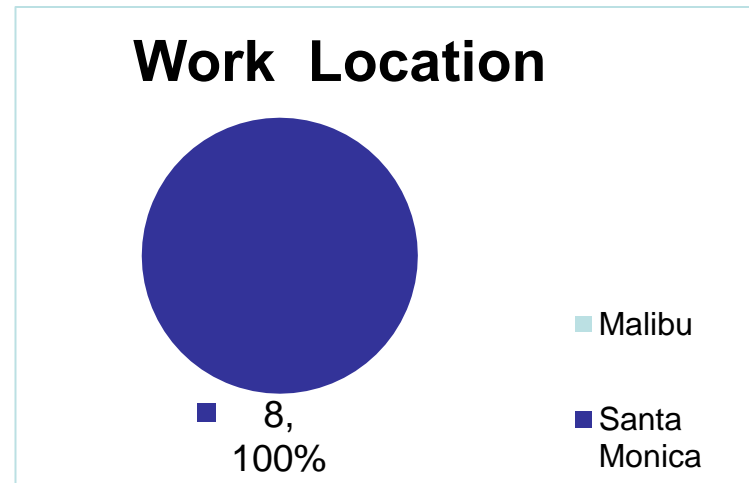
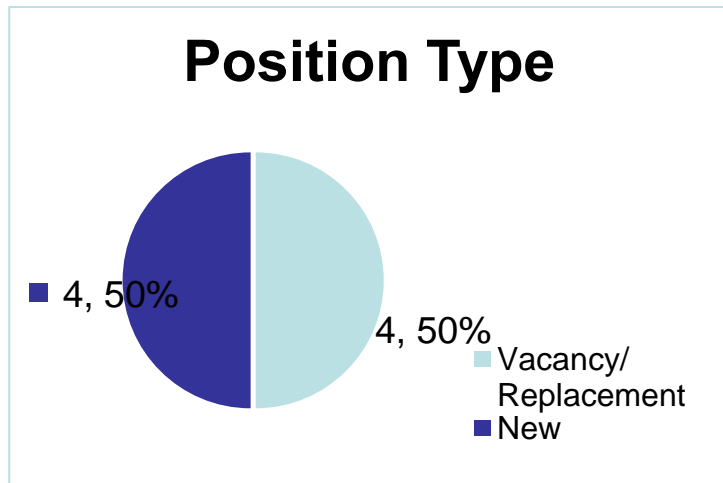
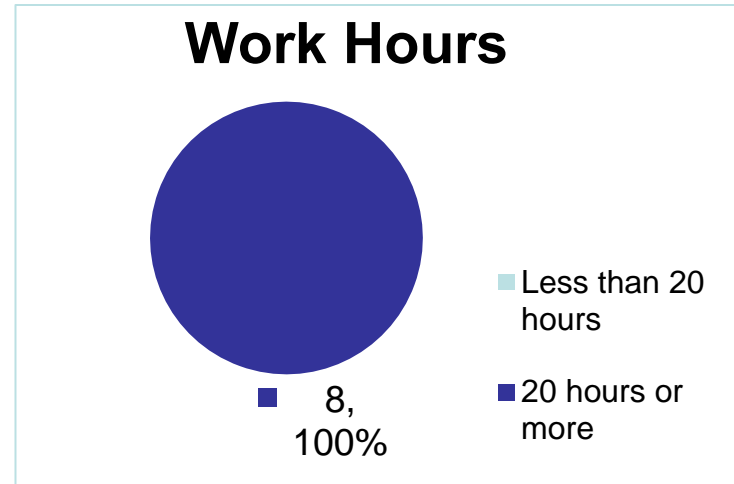
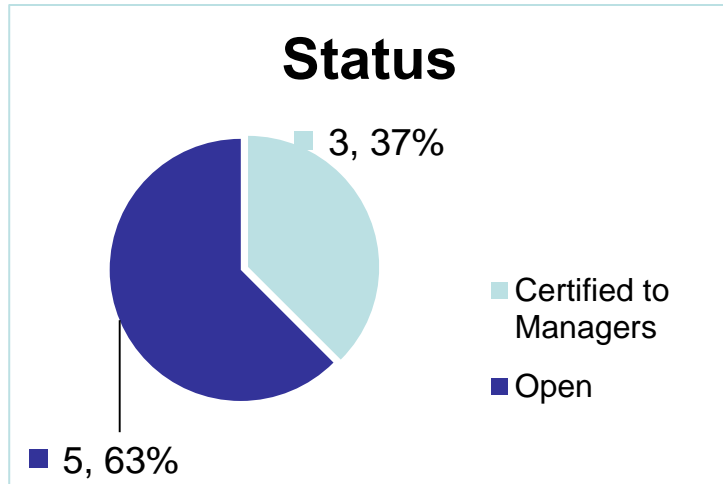
#	Req. ID	Date From HR	Working Days as of 5/2/12	Requisition Title	Dept/Site	FTE%	Hrs Per Day	Position Type ¹	Replacing	Transfer Bulletin #	PC Status ²	Cert Date	Comments	3+ Ranks
####	12-213	02/28/12	44	SPECIALIZED INSTRUCTIONAL ASST	SPECIAL ED	75.00	6.00	New	---	32	Open		POSITION FILLED 03/12/12; HOWEVER, THE CANDIDATE RESCINDED ACCEPTANCE ON 3/20/12. DEPT REQUESTED RECRUITMENT BE PLACED ON HOLD TO ASSESS STAFFING NEEDS EFF. 03/21/12. ON 04/26/12, DEPT ADVISED THAT RECRUITMENT SHOULD BE CONTINUED. NEXT EXAM SCHEDULED FOR WEEK OF 05/07/12; PREVIOUS EXAM ADMINISTERED 03/14/12. [BFOQ: MALE CANDIDATES ONLY. TRANSFER BULLETIN #32 CLOSED 03/06/12.]	

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 Requisition Graphic Summary

as of May 2, 2012



**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 17, 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
 05/03/12

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>
Burkett, Deena Olympic HS	Inst Asst – Classroom 5 Hrs/SY/Range: 18 Step: A	4/16/12
Drayton, Brandon McKinley Elementary	Inst Asst – Special Ed 6 Hrs/SY/Range: 20 Step: A	4/16/12
Gomez, Jack Operations	Custodian 4 Hrs/SY/Range: 22 Step: A	3/26/12
Jones, Victoria Special Education	Sr. Office Specialist 8 Hrs/12 Month/Range: 25 Step: A	3/26/12
Lara, Heidi Special Education	Inst Asst – Specialized 6 Hrs/SY/Range: 20 Step: A	4/16/12
Montoya, Gerald Roosevelt	Inst Asst – Special Ed 6 Hrs/SY/Range: 20 Step: A	4/16/12
Parra, Yvette Roosevelt	Inst Asst – Special Ed 6 Hrs/SY/Range: 20 Step: A	4/16/12
Saugstad, Amanda Santa Monica HS	Inst Asst – Special Ed 4 Hrs/SY/Range: 20 Step: A	4/23/12
<u>TEMP/ADDITIONAL ASSIGNMENTS</u>		<u>EFFECTIVE DATE</u>
Bolan, Anette Educational Services	Campus Security Officer [overtime, Stairway]	3/23/12
Bono, Marla Student Services	Health Office Specialist [additional hours, training]	3/14/12
Cooper, Raymond Educational Services	Campus Security Officer [overtime, Stairway]	3/22/12-3/23/12
Cornejo, Natalie Educational Services	Campus Security Officer [overtime, Stairway]	3/22/12-3/23/12
Cortez, Alicia Food Services	Cafeteria Worker I [additional hours, as needed]	3/11/12-6/15/12
Eikenbary, Mary Santa Monica HS	Administrative Assistant [overtime, special project]	2/1/12-3/31/12
Fairchild, Kathleen Santa Monica HS	Sr. Office Specialist [overtime, special project]	2/1/12-3/31/12

Gardner, Danielle Business Services	Office Specialist [additional assign, Sr. Exemption]	4/16/12-8/3/12
Gilbert, Eileen Santa Monica HS	Administrative Assistant [overtime, special project]	2/1/12-3/31/12
Greene, Milton Educational Services	Campus Security Officer [overtime, Stairway]	3/22/12-3/23/12
Henderson, Leslie Student Services	Health Office Specialist [additional hours, training]	3/14/12
Hernandez, Yolanda Student Services	Health Office Specialist [additional hours, training]	3/14/12
Jaramillo, Guido Educational Services	Campus Security Officer [overtime, Stairway]	3/22/12-3/23/12
Jones, Chancy Educational Services	Campus Security Officer [overtime, Stairway]	3/22/12-3/23/12
Lopez, Manuel Educational Services	Campus Security Officer [overtime, Stairway]	3/22/12-3/23/12
Mangum, Don Educational Services	Campus Security Officer [overtime, Stairway]	3/22/12-3/23/12
Martin, Charles Educational Services	Campus Security Officer [overtime, Stairway]	3/22/12-3/23/12
Miller, Melvin Educational Services	Campus Security Officer [overtime, Stairway]	3/22/12-3/23/12
Nunez, Sherry Educational Services	Campus Security Officer [overtime, Stairway]	3/22/12-3/23/12
O'Flynn, Julie Educational Services	Nurse Substitute [additional assignment, Stairway]	3/22/12
Ortiz, Patricia Student Services	Health Office Specialist [additional hours, training]	3/14/12
Preciado, Daniel Student Services	Campus Security Officer [overtime, Stairway]	3/22/12-3/23/12
Preciado, Daniel Santa Monica HS	Campus Security Officer [overtime, as needed]	2/3/12-6/30/12
Sargent, Darren Educational Services	Campus Security Officer [overtime, Stairway]	3/22/12-3/23/12
Smith, Dunell Educational Services	Campus Security Officer [overtime, Stairway]	3/22/12-3/23/12
Vasquez, Graciela Educational Services	Campus Security Officer [overtime, Stairway]	3/22/12-3/23/12
Villalobos, Eva Student Services	Health Office Specialist [additional hours, as needed]	3/13/12-6/18/12
Wilson, Stanley Educational Services	Campus Security Officer [overtime, Stairway]	3/22/12-3/23/12

SUBSTITUTES

		<u>EFFECTIVE DATE</u>
Alvarez, Amanda Special Education	Inst Asst – Special Ed	4/20/12-6/30/12
Avina, Victor Operations	Custodian	3/21/12-6/15/12
Baker, Lanik Food Services	Cafeteria Worker I	4/23/12-6/18/12
Bravo, Richard Operations	Custodian	4/20/12-6/30/12
Bunting, Alyssa Grant Elementary	Inst Asst – Classroom	4/23/12-6/15/12
Cage, Ramondo Operations	Custodian	4/16/12-6/30/12
Johnson, Hillary Personnel Commission	Office Specialist	4/19/12-6/15/12
McKinley, Tyrone Personnel Commission	Inst Asst – Physical Education	4/19/12-6/15/12
Mladinov, Cyndi Special Education	Inst Asst – Special Ed	4/19/12-6/30/12
Myers, Christina Personnel Commission	Office Specialist	4/23/12-6/15/12
O'Brien, Diane Personnel Commission	Office Specialist	4/20/12-6/15/12
Palma, Madeilaine Special Education	Inst Asst – Special Ed	4/20/12-6/30/12
Pena, Dennis Operations	Custodian	4/16/12-6/30/12
Reyes, Rolando Operations	Custodian	4/20/12-6/30/12
Ross, Roger Food Services	Cafeteria Worker I	4/23/12-6/18/12
Trepagnian, Bryant Special Education	Inst Asst – Special Ed	4/20/12-6/30/12
Winger, Nidra Personnel Commission	Office Specialist	3/26/12-6/15/12

VOLUNTARY TRANSFER

		<u>EFFECTIVE DATE</u>
Reid, Shuntoria Lincoln MS	Inst Asst – Special Ed 6 Hrs/SY Fr: 6 Hrs/SY/Inst Asst – Classroom/Pt Dume	4/16/12

CHANGE IN ASSIGNMENT

		<u>EFFECTIVE DATE</u>
Roller, Yolanda Lincoln MS	Developmental Health Asst 8 Hrs/SY Fr: 7 Hrs/SY	11/21/11

LEAVE OF ABSENCE (PAID)

Cooper, Dionne
Pt Dume Elementary

Elementary Library Coord
FMLA
(change in dates from 4/19/12 Agenda)

EFFECTIVE DATE
4/1/12-4/15/12

LEAVE OF ABSENCE (UNPAID)

Cooper, Dionne
Pt Dume Elementary

Elementary Library Coord
FMLA
(change in dates from 4/19/12 Agenda)

EFFECTIVE DATE
3/26/12-3/31/12

Cooper, Dionne
Pt Dume Elementary

Elementary Library Coord
FMLA
(change in dates from 4/19/12 Agenda)

4/16/12-5/18/12

PROFESSIONAL GROWTH

Jaramillo, Guido
Santa Monica HS

Campus Security Officer

EFFECTIVE DATE
4/1/12

WORKING OUT OF CLASS

Fowler, Damone
Food Services

Production Kitchen Coord
Fr: Cook-Baker

EFFECTIVE DATE
3/26/12-3/30/12

ABOLISHMENT OF POSITION

Inst Asst - Classroom
5 Hrs/SY; Pt Dume Elementary

EFFECTIVE DATE
3/30/12

TERMINATION DUE TO EXHAUSTION OF ALL PAID LEAVES

(39-MONTH MEDICAL REEMPLOYMENT LIST)

BT8390823
Food Services

Cafeteria Worker I

EFFECTIVE DATE

5/4/12

DISQUALIFICATION FROM PROBATION

SD3680272
Special Education

Inst Asst - Specialized

EFFECTIVE DATE
4/6/12

RESIGNATION

Cromartie, Lanette
Fiscal Services

Accountant

EFFECTIVE DATE
5/4/12

Hawkins, Shelley
Grant Elementary

Inst Asst - Classroom

3/30/12

Arie, Mikiko
Ed Svcs/St. Anne's

Inst Asst - Classroom

6/15/12

RETIREMENT

Mullen, Russell
Lincoln MS/John Adams MS

Inst Asst - Special Ed/ Music

EFFECTIVE DATE
6/15/12

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

TO: BOARD OF EDUCATION ACTION/CONSENT
05/03/12
 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.

AVID TUTOR

ROMO, DIANE	JOHN ADAMS MIDDLE SCHOOL	2/23/12-6/8/12
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COACHING ASSISTANT

BURDICK, BART	SANTA MONICA HS	4/16/12-6/30/12
CAMPOS, OSCAR	SANTA MONICA HS	3/26/12-6/30/12
DE LA TORRE, JOSE	SANTA MONICA HS	3/26/12-6/30/12
KREMAN, MARTIN	MALIBU HIGH SCHOOL	1/1/12-6/30/12
LOWE, TAYLOR	MALIBU HIGH SCHOOL	1/1/12-6/30/12
OLEN, DOUG	MALIBU HIGH SCHOOL	7/1/12-6/30/13

NOON SUPERVISION AIDE

KODA, DEREK	FRANKLIN ELEMENTARY	3/21/12-6/15/12
LABRIE, GARRETT	GRANT ELEMENTARY	4/16/12-6/15/12
MILADINOV, YORDAN	GRANT ELEMENTARY	3/5/12-6/15/12
NASHUNIAN, JOHN	WEBSTER ELEMENTARY	3/26/12-6/15/12

EDUCATIONAL SPECIALIST – LEVEL I

LAUERMAN, NENA	MALIBU HIGH SCHOOL	3/14/12-6/30/12
	[Community Service Coordinator]	
	- Funding: Tier III Programs Cat Flex – 43%	
	Gifts – 29%	
	Malibu Shark Fund – 28%	

STUDENT WORKER – WORKABILITY

HAYWOOD, BRITANY	SPECIAL EDUCATION	3/28/12-12/31/12
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MOTION MADE BY:
 SECONDED BY:
 STUDENT ADVISORY VOTE:
 AYES:
 NOES:

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>	June 2012
Job Fair (Malibu)		June 2012
Personnel Commission's Guiding Principles and Transparency		TBD
Overview of the District Strategic Plan 2012		TBD
Strategic Mission Planning and Goals Setting for the Personnel Commission		TBD

VI. Closed Session:

Pending litigation, abrogation of privilege GC §54956.9 as cited in the Brown Act

- Reorganization of Personnel Commission Staff Function

Motion by: _____

Seconded by: _____

Vote: _____

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

- Progress Review of Strategic Goals - Director, Classified Personnel

Motion by: _____

Seconded by: _____

Vote: _____

TIME ADJOURNED TO CLOSED SESSION: _____

TIME RETURNED TO OPEN SESSION AT: _____

VII. Next Regular Personnel Commission Meeting:
Tuesday, June 12, 2012, at 5:00 pm - *District Office Board Room*

VIII. Adjournment: