
I. General Functions:

- A. Call To Order**
- B. Roll Call**
- C. Pledge Of Allegiance**
- D. Approval of Agenda for Regular Meeting on May 14, 2013**

Commissioner	M	S		Yes	No	Abstain	ABSENT
Barbara Inatsugu							
Joseph Pertel							
Michael Sidley							

- E. Approval of Minutes for Regular Meeting on April 9, 2013**

Commissioner	M	S		Yes	No	Abstain	ABSENT
Barbara Inatsugu							
Joseph Pertel							
Michael Sidley							

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

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

AGENDA

REGULAR MEETING
May 14, 2013 @ 4:30 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.

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

PERSONNEL COMMISSIONERS: Mrs. Barbara Inatsugu, Mr. Joseph Pertel and Mr. Michael Sidley

I. General Functions:

A. Call to Order:

B. Roll Call:

C. Pledge of Allegiance:

D. Approval of Agenda for Regular Meeting on May 14, 2013

E. Approval of Minutes for Regular Meeting on April 9, 2013

F. 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.

- General Comments
- Technology Update

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

G. Personnel Commissioner Comments/Reports: This is time during which a Personnel Commissioner may make a brief announcement or report on his/her own activities relative to Commission business. This is not a time for discussion.

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

1. SEIU Report
2. Board of Education Report

I. Public Comments: Public Comments is the time when members of the audience may address the Personnel Commission on items not scheduled on the meeting's agenda. All speakers are limited to 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.

II. Approval of Classified Personnel Eligibility List(s): Items are considered routine, require no discussion, and are normally approved all at once by the Personnel Commission. However, members of the Personnel Commission, staff, or the public may request an item be clarified and/or discussed.

A. Approve Classified Personnel Eligibility List(s):

<u>Classification</u>	<u># Eligibles</u>
Human Resources Technician	5
Sports Facility Attendant	8
Sprinkler Repair Technician	2

III. Action/Discussion Items/or Other Information:

A. Action Item(s): These items are presented for ACTION at this time.

1. Public Hearing: Fiscal Year 2013–2014 Proposed Personnel Commission Budget:
See attached

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

- **TIME OPENED:** _____

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

- **TIME CLOSED:** _____

2. Adoption: Fiscal Year 2013–2014 Proposed Personnel Commission Budget
Director’s Recommendation: *Adopt*

Motion to Adopt Personnel Commission Budget for 2013 - 2014: _____

Seconded by: _____

Vote: _____

3. Advanced Step Placements:

- a. Approval of Advanced Step Placement for new employee Fernando Avina in the classification of Sprinkler Repair Technician at Range: 33 Step: F (\$3906 per month)
- b. Approval of Advanced Step Placement for new employee Elizabeth Brown in the classification of Instructional Assistant – Special Education at Range: 20 Step: F (\$2,845per month)
- c. Approval of Advanced Step Placement for new employee Jennifer Ingle in the classification of Administrative Assistant at Range: 29 Step: C (\$3060 per month)

B. Discussion Item(s): These items are submitted for discussion only. Any action that might be required will generally be scheduled for the next regularly scheduled meeting of the Commission.

- **None**

C. Information Item(s): These items are placed on the agenda as information and do not require discussion.

1. Advanced Step Placement Status Report
2. Personnel Requisitions Status Report
3. Merit System Education Code Guide
4. Classified Personnel – Merit Report - No. A.13
 - April 18, 2013Classified Personnel – Merit Report – No.A.16
 - May 2, 2013
5. Classified Personnel – Non-Merit Report – No. A.17
 - May 2, 2013
6. Approved Professional Experts (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. Juan Gonzalez, Technical Specialist II, from January 1, 2013 to June 30, 2013, Santa Monica High School/Educational Services
 - Dr. Josephine Moerschel, Technical Specialist III, from January 1, 2013 to June 30, 2013, Santa Monica High School/Educational Services

7. Personnel Commission's Twelve-Month Calendar of Events
- 2012 – 2013

IV. Personnel Commission Business:

A. Future Items:

Subject	Action Steps	Tentative Date
Classification Specification Revisions	Instructional Assistant – Developmental Health	June 2013
	Instructional Assistant – Special Education Occupational Therapist Production Kitchen Coordinator Site Food Services Coordinator	July 2013
Merit Rules Revisions	First Reading of Changes to Merit Rules: <i>Chapter XI: Vacation, Leaves of Absence and Holidays</i>	June 2013
	<i>Chapter XII: Salaries, Overtime Pay, and Benefits</i> <i>Chapter XIV Disciplinary Action and Appeal</i> <i>Chapter XV: Resignation and Reinstatement</i> <i>Chapter XVI: Grievance Procedure</i> First Reading of Changes to Merit Rules: <i>Chapter I: Preliminary Statement and Definition of Terms</i>	July 2013
Performance Evaluation of Director		June 2013

V. Next Regular Personnel Commission Meeting:

Tuesday, June 4, 2013, at 4:00 pm - *District Office Board Room*

VI. Public Comments for Closed Session Items ONLY: Persons wishing to address the Personnel Commission regarding an item scheduled for closed session must submit the "Request to Address" card prior to the start of closed session.

VII. Closed Session:

The Commission adjourned to closed session at _____ p.m. pursuant to Government Code Section 54957 to discuss:

PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Title: Director of Classified Personnel

The Commission reconvened into open session at _____ p.m. and reported on the following action taken in closed session:

VIII. Adjournment:

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

TIME ADJOURNED: _____

The meeting is adjourned in memory of Sandra Lyon's mother.

Submitted by:

Brandon Tietze
Secretary to the Personnel Commission
Director, Classified Personnel

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

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

MINUTES

REGULAR MEETING
April 9, 2013 @ 4:00 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.*

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

PERSONNEL COMMISSIONERS: Mrs. Barbara Inatsugu, Mr. Joseph Pertel and Mr. Michael Sidley

I. General Functions:

- A. Call to Order:** The Regular Meeting of the Personnel Commission was called to order at 4:00 p.m.
- B. Roll Call:** Commissioners Inatsugu, Pertel and Sidley were present.
- C. Pledge of Allegiance:** Commissioner Pertel led all in attendance in the Pledge of Allegiance.
- D. Motion to Approve Agenda:** April 9, 2013

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu			✓			
Joseph Pertel		✓	✓			
Michael Sidley	✓		✓			

It was moved and seconded to approve the agenda as presented.

- E. Motion to Approve Minutes:** March 12, 2013

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu			✓			
Joseph Pertel		✓	✓			
Michael Sidley	✓		✓			

Commissioner Inatsugu commended Ms. Hatch for a detailed summary of the Advanced Step Placement discussion.

F. 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.

- General Comments

Mr. Tietze informed the Personnel Commission about the classified summer assignments and commended Ms. Johnston, Human Resources Technician, for her lead in this project. He has visited several school sites and met with the principals to discuss their classified staffing needs. He expressed his appreciation of the diversity and individuality of each school.

Mr. Tietze also provided an update on the Personnel Commission practices he has been reviewing. He has instituted several tracking processes and revised the Personnel Commission Requisition Report.

G. Personnel Commissioner Comments/Reports: This is time during which a Personnel Commissioner may make a brief announcement or report on his/her own activities relative to Commission business. This is not a time for discussion.

Commissioner Sidley commended the Personnel Commission staff for providing information on the annual accumulative financial impact of the approved Advanced Step Placements.

Commissioner Pertel was also pleased with this data.

He commended Ms. Hatch for the March 12, 2013 minutes.

Commission Inatsugu shared her experience screening applications for the new principal of Will Rogers Elementary School. She also reminded the Personnel Commissioners about the director's evaluation that will take place in June 2013.

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

1. SEIU Report

- **Ms. Cartee-McNeely, Chief Steward, welcomed the Personnel Commission back after Spring Break.**

2. Board of Education Report

- **None.**

I. Public Comments: Public Comments is the time when members of the audience may address the Personnel Commission on items not scheduled on the meeting's agenda. All speakers are limited to 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.

II. Approval of Classified Personnel Eligibility List(s): Items are considered routine, require no discussion, and are normally approved all at once by the Personnel Commission. However, members of the Personnel Commission, staff, or the public may request an item be clarified and/or discussed.

A. Approve Classified Personnel Eligibility List(s):

<u>Classification</u>	<u># Eligibles</u>
Administrative Assistant	20
Athletic Trainer	11
Cafeteria Worker I	19
Instructional Assistant – Developmental Health	8
Job Development and Placement Specialist	4

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu			✓			
Joseph Pertel		✓	✓			
Michael Sidley	✓		✓			

Commissioner Sidley asked if Mr. Tietze has completed an independent recruitment. Mr. Tietze has not overseen a complete recruitment yet since all of them were initiated before his starting date.

It was moved and seconded to approve the Eligibility Lists as submitted.

III. Action Items/ Discussion/or Other Information:

A. Action Item(s):

1. Personnel Commission Staff Approval

Approval of Bryon Miller to the Commission staff as the Human Resources Analyst, effective April 29, 2013

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu			✓			
Joseph Pertel	✓		✓			
Michael Sidley		✓	✓			

Mr. Tietze stated that Mr. Miller will be a valuable member of the Personnel Commission department strengthening the vital role the department is playing within the District.

It was moved and seconded to approve Mr. Bryon Miller as the Human Resources Analyst as submitted.

2. Accelerated Hiring Rate

Approval of Accelerated Hiring Rate for the classification of Technical Theater Technician at Range: 35 Step: E (\$3,906 per month)

Commissioner	M	S		Yes	No	Abstain	ABSENT
Barbara Inatsugu				✓			
Joseph Pertel		✓		✓			
Michael Sidley	✓			✓			

Mr. Tietze provided a brief background of the request made by the Director of Permits, Mr. Carey Upton. This is a unique classification requiring high technical skills, but it is needed sporadically.

It was moved and seconded to approve the Accelerated Hiring Rate for the Technical Theater Technician as submitted.

3. Advanced Step Placements:

Approval of Advanced Step Placement for new employee Bryon Miller in the classification of Human Resources Analyst at Range: 46 Step: C (\$5,566 per month)

Commissioner	M	S		Yes	No	Abstain	ABSENT
Barbara Inatsugu				✓			
Joseph Pertel		✓		✓			
Michael Sidley	✓			✓			

Commissioner Sidley requested a regular accumulative report of the financial impact of all approved Advanced Step Placements in the current fiscal year.

The agenda item was moved and seconded to approve the recommendation as submitted.

B. Discussion Item(s): These items are submitted for discussion only. Any action that might be required will generally be scheduled for the next regularly scheduled meeting of the Commission.

1. Proposed Budget - Personnel Commission Fiscal Year 2013/14 – First Reading

- **Mr. Tietze provided a report of savings on salaries for the Director of Classified Personnel and the Human Resources Analyst in the current fiscal year. He proposed to use these resources for necessary technology upgrades in the department that would include new Scantron scanner and tablets for rating and development of recruitment methods and examination plans with the subject matter experts.**

- **Mr. Tietze expressed his belief that the Personnel Commission should be in solidarity with the District when they decrease or increase a budget. He presented two options of the preliminary 2013-2014 budget with two percent (2%) decrease. First option reflects an official reduction, the second option has a built in decrease whereby the extra money will be returned to the District, even though the budget will be maintained at the same amount as it is in the current fiscal year.**
- **Commissioner Sidley inquired about the department's budgetary needs so that the Personnel Commission reaches its goals set for the next fiscal year. Mr. Tietze stated the department would be able to meet the goals in the next fiscal year with the two percent reduction; however, it would not be possible to do so in fiscal year 2014-2015, especially renewing maintenance contracts with the application and testing systems. Commissioner Sidley emphasized the importance of the Personnel Commission efficiently meeting the District's needs for qualified classified staff.**
- **Commissioner Pertel stressed the significance of hiring well suited candidates in order to avoid potential litigations for the District or even costly disciplinary hearings.**
- **Mr. Tietze agreed with the Commissioners' concerns regarding the standard of the Personnel Commission services provided to the District. He suggested implementing option two with the intent to return two percent (2%) to the District while maintaining the same official budget as the previous year.**
- **Commissioner Pertel asked if the proposed technology update is sufficient in order to increase the level of Personnel Commission services. Mr. Tietze assured the Personnel Commission that he is able to acquire all the necessary equipment from this fiscal year's savings. The new testing software is compatible with the recruitment system currently used by the department.**
- **Commissioner Inatsugu requested that the final proposal of the 2013-2014 budget explicitly states the Personnel Commission's intent is to achieve two percent (2%) efficiency.**
- **Commissioner Sidley inquired about an inter-departmental usage for the new Scantron machine. The Educational Services department uses test scanners but with different software applications.**
- **Commissioner Pertel expressed his satisfaction with the fact that the next fiscal year budget will support the Personnel Commission's goals.**
- **Personnel Commission staff will bring the final proposal of the 2013-2014 Personnel Commission budget to the next regular meeting on May 14, 2013 for adoption. It will be the option number two (2) with the notation that the Personnel Commission goal will adopt this budget with the intention of achieving two percent (2%) efficiency that will be returned to the District.**

C. Information Item(s): These items are placed on the agenda as information and do not require discussion.

1. Personnel Requisition Status Report

- **Commissioner Sidley inquired about Occupational Therapist vacancy. Thirty-three (33) candidates were disqualified due to lack of mandatory certification. Qualified candidates have not applied for this position because of insufficient salary.**
- **Mr. Tietze commented on compensation issues with certain classifications.**

- He also addressed various reasons for delay in the hiring process. Over half of the vacancies are certified to the hiring authority.
 - Ms. Cartee-McNeely cited the SEIU Contract language regarding vacancies and timelines within which the hiring authorities are obligated to interview and select a candidate. She expressed her appreciation of the new format and enhanced notes of the Personnel Requisition Status Report. Ms. Cartee-McNeely also provided reasons for hiring authority delaying the selection process.
 - Ms. Cindy Johnston, Human Resources Technician, shared her experience recruiting for Instructional Assistant – Physical Education, Bilingual.
 - Mr. Tietze spoke about the fact that some hiring authorities are hesitant to make a selection from the top three (3) ranks, but eventually they are satisfied with the new employees’ performance. He proposed developing a new process to assure that the selection interviews will take place within the required time.
 - Commissioner Sidley suggested bringing the issue of delayed selection interviews to the Senior Cabinet for consideration and correction.
 - Ms. Cartee-McNeely stated that the Union will be participating in resolving this issue.
2. Classified Personnel – Merit Report - No. A.13
 - March 21, 2013
 3. Classified Personnel – Non-Merit Report – No. A.22
 - March 21, 2013
 4. Approved Professional Experts (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. Walter Hughes, Technical Specialist II, from February 5, 2013 to June 30, 2013, Facility Permits Department
 - Mr. Lewis Stout, Technical Specialist II, from February 5, 2013 to June 30, 2013, Facility Permits Department
 5. Personnel Commission’s Twelve-Month Calendar of Events
 - 2012 – 2013

IV. Personnel Commission Business:

A. Future Items

Subject	Action Steps	Tentative Date
Classification Specification Revisions	Instructional Assistant – Developmental Health Instructional Assistant – Special Education Occupational Therapist Production Kitchen Coordinator Site Food Services Coordinator	May 2013
Merit Rules Revisions	Second Reading of Changes to Merit Rules: <i>Chapter XI: Vacation, Leaves of Absence and Holidays</i> <i>Chapter XII: Salaries, Overtime Pay, and Benefits</i> <i>Chapter XIV Disciplinary Action and Appeal</i> <i>Chapter XV: Resignation and Reinstatement</i>	May 2013 June 2013

	<i>Chapter XVI: Grievance Procedure</i> First Reading of Changes to Merit Rules: <i>Chapter I: Preliminary Statement and Definition of Terms</i>	
Classified Employees Appreciation Reception		May 2013

V. **Public Comments for Closed Session Items ONLY:** Persons wishing to address the Personnel Commission regarding an item scheduled for closed session must submit the “Request to Address” card prior to the start of closed session.

VI. **Closed Session:** None

VII. **Next Regular Personnel Commission Meeting:**
Tuesday, May 14, 2013, at 4:30 pm - *District Office Board Room*

The regular Personnel Commission meeting in June has been moved from June 11 to June 4, 2013.

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

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu			✓			
Joseph Pertel		✓	✓			
Michael Sidley	✓		✓			

TIME ADJOURNED: 5:01 p.m.

Submitted by:

Brandon Tietze
Secretary to the Personnel Commission
Director of 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. Approval of Classified Personnel Eligibility List(s):

A. Approve Classified Personnel Eligibility List(s):

<u>Classification</u>	<u># Eligibles</u>
Human Resources Technician	5
Sports Facility Attendant	8
Sprinkler Repair Technician	2

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu						
Joseph Pertel						
Michael Sidley						

III. Action Items

**PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
Regular Meeting: Tuesday, May 14, 2013**

AGENDA ITEM NO: IV.A.1. and IV.A.2.

SUBJECT: Public Hearing and Adoption: Fiscal Year 2013–2014. Proposed Personnel Commission Budget:

Attachments:

- *Notice of Public Hearing by the Personnel Commission (Invitation to the Governing Board and District Administration)*
- *Board Instructions and Notification of District Intent to Concur with or Reject the Proposed Fiscal Year 2013-14 Personnel Commission Budget*
- *Annual Financial and Budget Report, Fiscal Year 2013 – 2014*
- *Personnel Commission Proposed Budget, 2013 -2014*

BACKGROUND INFORMATION:

The Personnel Commission (PC) 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 PC should consider the input of interested parties who wish to address the PC on its budget. This budget includes the Personnel Commissioners’ review and input from a previous regular meeting held on April 9, 2013, together with the Director’s recommendations. The proposed budget reflects a period of transition, technological evolution, and a good faith attempt to be in fiscal solidarity with the District.

During the 2012-2013 fiscal year, the Personnel Director and Analyst positions went through a period of vacancy before eventually being filled. These vacancies provided an opportunity to save money through reduced salary and benefit expenditures. The savings were used to provide the following department upgrades, with the intention of enhancing the Commission’s effective and efficient use of technology, which has been a stated priority of both the Director and the Commissioners. The following are the main technology additions:

Major Technology Upgrades and Purchases for 2012-2013	
Item	Amount*
(2) Tablet Notebook Computers – for working out of office and in the field	\$2,828
(3) Basic Notebook Computers – for testing, interview rating, & staff	\$1,761
Basic Computer Station Kiosk – for Public to search/apply for jobs	\$330
Scantron Machine – to allow computer analysis of multiple-choice tests	\$7,125
Biddle Integration with NEOGOV – to support computer-based performance testing of office skills	\$3,060
TOTAL * Excluding Sales Tax and E-Waste Fee	\$15,104

Due to overall budget constraints, the District is requesting all departments and sites to reduce their budgets by 2% for fiscal year 2013-2014. Although the PC is under no legal obligation to reduce its budget below the previous fiscal year's budget, the Director recommends that the PC aim for a 2% reduction to be in solidarity with the District.

The savings from the vacant management positions was initially thought to be enough to support the technology upgrades while remaining under budget for the current 2012-2013 budget. However, unanticipated costs associated with the outgoing management personnel, such as substantial vacation payouts, have resulted in an unanticipated negative balance of approximately \$13,000, or 2.5% over budget. For comparison and transparency purposes, the PC was 3.2% over budget in the 2011-2012 fiscal year. This unfortunate pattern is expected to end with the 2013-2014 budget when the PC should be around 1% under budget. It should be noted that as salary and benefits continue to increase, important department resources will need to be reduced to allow for the 1% reduction. The reductions will likely be in the areas of training, advertising, professional memberships, office supplies, rater accommodations, and computerized assessment (Biddle Integration contract with NEOGOV).

These issues and concerns warrant deeper discussion regarding the expectations for the department in general. If the expectation from the District and Commissioners is for the PC to recruit the best classified candidates possible and to protect the District from legal liability through appropriate testing analysis, the PC simply needs to have the tools necessary to meet these expectations. It is essential that the tests and computer skills assessments given to job applicants are valid and fair measures of their skills and knowledge. Testing without testing analysis, computer skills assessment without functional computer skills analysis, and so forth will not meet these expectations. Fortunately, the 2012-2013 technology upgrades were specifically chosen to cover the PC's technology needs for many years going forward, except for the limited term contract with the Biddle Integration. Unfortunately, the timing of technology enhancement combined with the outgoing management expenses, the budget decreases, and the increases in salary/benefits is less than desirable. Notably, the current trend is still in the right direction where the PC is going from 3.1% over budget last year to 1% under budget next year, even with increased expenses in many salary and benefit areas.

Importantly, the current Director and Analyst provide critical opportunities to reduce expenses through their contributions. Although funds for professional development and training will be essentially eliminated in the 2013-2014 budget, the Director and Analyst have the knowledge and ability to provide such training in-house for staff and Commissioners on a wide range of relevant topics that typically warrant payment. The Director has coordinated the Merit Training Academy for years, along with providing training on many individual personnel selection topics at various conferences and workshops. The Analyst teaches recruitment, selection, and statistics at graduate school level. Together, most important areas of professional development within the PC may be provided in-house at no cost to the department.

Additionally, the SEIU-mandated classification and compensation study is expected to be delivered in the 2013-2014 year, per the SEIU contract agreement with SMMUSD (Article 19.4.1). In 2007, this report was outsourced to Ewing Consulting Services, which submitted the lowest bid at \$31,000. The District authorized payment of up to \$51,300. The PC now has the ability to perform the same study in-house through analysis by the Director and Analyst. Even with a conservative estimate of costs remaining the same, the PC can assume a savings for the District of at least \$31,000, which is significantly more than the 2% reduction requested by the District.

In conclusion, the PC is expected to be approximately 2.5% over budget in the current year, mostly due to unanticipated costs associated with the outgoing Director and Analyst. However, the PC has managed to take a significant step forward with its technology integration and anticipates major savings from avoiding the need to outsource the classification and compensation study. Taking both fiscal years into account, the anticipated savings will far outweigh the overage for the current fiscal year.

The Budget Approval Process

According to the Education Code, the Personnel Commission budget shall be forwarded to the County Superintendent for action, along with the *“Notification of District Intent to Concur With or Reject the Proposed Fiscal Year 2013-2014 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 2012-2013, 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 2013-2014 budget and subsequently approve and adopt its proposed budget for fiscal year 2013-2014, in accordance with Education Code Section §45253.



Annual Budget of Personnel Commission

Fiscal Year 2013-2014

(Education Code Section 45253)

Santa Monica - Malibu 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 St., Santa Monica, CA 90404, District Office Board Room
(Place)

on May 14, 2013 at 4:30 o'clock P M.

You are invited to attend and present your views.

Signed 
Chairman or Director of Personnel Commission

Adopted Annual Budget of Personnel Commission

To: Los Angeles County
Office of Education

The

Date of meeting _____, 2013

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 _____, 2013

LOS ANGELES COUNTY OFFICE OF
EDUCATION

Division of Business Advisory
Services

ANNUAL BUDGET OF PERSONNEL
COMMISSION PROCEDURES AND
INSTRUCTIONS, 2013-14

1. The Personnel Commission shall prepare an annual budget for its own office, which upon the approval of the Los Angeles County Superintendent of Schools (County Superintendent) shall be included by the Governing Board in the regular budget of the school or community college district. The annual budget of the Personnel Commission may include amounts for the purposes of Education Code (EC) Sections 45255 and 88075.
2. The budget shall be prepared for a public hearing by the Personnel Commission to be held within the time limits specified in EC Sections 45253(b) and 88073.
3. The Personnel Commission shall forward a copy of its proposed budget to the Governing Board indicating the time, date, and place for the public hearing of the budget, and shall invite board and district administrative representatives to attend and present their views. The Personnel Commission shall fully consider the views of the Governing Board prior to adoption of its proposed budget.
4. The Personnel Commission shall then forward its budget to the County Superintendent for action, **along with the "Notification of District Intent to Concur With or Reject the Proposed Fiscal Year 2013-14 Personnel Commission Budget."**
5. If the County Superintendent proposes to reject the budget as submitted by the Personnel Commission, or is requested in writing by the Governing Board to reject the budget, he or she shall, within 30 days after the Personnel Commission's submission of the budget, hold a public hearing on the proposed rejection within the district. A Governing Board request that the County Superintendent reject the Personnel Commission budget must be received **within the 30 days following the County Superintendent's receipt of the proposed budget** so that a hearing can be held within the legal time limits.
6. A notice of public hearing on the proposed rejection will be forwarded to the Personnel Commission and district's governing board. After such public hearing, the County Superintendent may reject, or with the concurrence of the Personnel Commission, amend the proposed budget.
7. Upon approval by the County Superintendent, one copy of the adopted budget will be returned to the Personnel Commission and one copy to the district, and shall be included by the Governing Board in the regular budget of the district.
8. In the absence of an approval by the County Superintendent, the Personnel Commission will be requested to prepare a new budget not to exceed the budget of the preceding year (2012-13), and the items of expenditure shall be determined by the Personnel Commission.
9. If with the concurrence of the Personnel Commission the budget is amended, the County Superintendent will request that a new budget be prepared not to exceed the amended amount.

Attachment No. 1 to:
Informational Bulletin No. 3537
BAS-84-2012-13

LOS ANGELES COUNTY OFFICE OF EDUCATION
Division of Business Advisory Services

NOTIFICATION OF DISTRICT INTENT TO CONCUR WITH OR REJECT THE
PROPOSED FISCAL YEAR 2013-14 PERSONNEL COMMISSION BUDGET

_____ The Governing Board concurs with the proposed fiscal year 2013-14 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.

Attachment No.2 to:
Informational Bulletin No. 3537
BAS-84-2012-13

Annual Financial and Budget Report

Fiscal Year 2013-2014

Expenditure by Object	Column I 2011-2012 Actual (dollars only)	Column II 2012-2013 Actual or Estimated (dollars only)	Column III 2013-2014 Budget (dollars only)
2000 Classified Salaries ¹			
Commission Members ²	\$ 1,350.00	\$ 1,400.00	\$ 1,800.00
Director	131,443.00	117,000.00	108,084.00
Secretaries, Clerks	240,130.00	256,000.00	267,500.00
Other	4,007.00	0.00	0.00
3000 Employee Benefits	151,053.00	157,003.00	164,606.00
Subtotal	527,983.00	531,403.00	541,990.00
4000 Supplies and Equipment Replacement	10,398.00	29,000.00	2,000.00
5000 Operating Expenses	12,069.00	16,290.00	14,100.00
6000 Equipment	0.00	0.00	0.00
Subtotal	22,467.00	45,290.00	16,100.00
Appropriation for Contingencies ³	0.00	0.00	6,541.00
Total Expenditures	\$ 550,450.00	\$ 576,693.00	\$ 564,631.00
	Actual Expense	\$ 576,693.00	
		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 2013-2014 Proposed Budget

Object Code	Expenditure by Object	2011-2012 Actual (dollars only)	2012-2013 Expected (dollars only)	2013-2014 Proposed (dollars only)	1 Year Difference Actual or Estimated \$+/-
2000	Classified Salaries	376,930	374,400	377,384	454
2319	Commission Members	1,350	1,400	1,800	450
2300	Director	131,443	117,000	108,084	-23,359
2317-2410	Personnel Analyst/ Technicians/Admin.	240,130	256,000	267,500	27,370
---	Other ³	4,007	0	0	-4,007
					0
3000	Employee Benefits	151,053	157,003	164,606	13,553
3212	PERS, Classified Employees	39,590	42,881	42,880	3,290
3312	OASDI, Classified Employees	22,933	23,811	23,429	496
3332	Medicare	5,513	6,094	5,479	-34
3412	Health/Wifare	56,447	59,000	71,681	15,234
3512	SUI	5,969	4,630	189	-5,780
3612	Workers Comp	8,292	9,589	10,203	1,911
3712	OPEB	4,708	4,988	4,724	16
3812	PERS Reduction	7,601	6,010	6,021	-1,580
					0
4000	Supplies and Equipment Replacer	10,398	29,000	2,000	-8,398
4310	General Supplies and Materials	5,597	6,000	2,000	-3,597
4400	Non-Capital Equipment	4,801	23,000	0	-4,801
					0
5000	Operating Expenses	12,069	16,290	14,100	2,031
5210	Mileage Reimbursement	225	200	200	-25
5220	Conference/Travel Expense	126	300	500	374
5300	Dues and Memberships	816	820	1,800	984
5640	Repair by Vendor	0	0	0	0
5650	Maintenance Agreement	8,958	2,050	1,000	-7,958
5710	Direct Cost TRF-Intrafund	1,338	500	800	-538
5750	FNS Receptions	225	0	0	-225
5802	Independent Contractors/Consultants	0	0	0	0
5810	Advertising	381	0	300	-81
5820	Legal Costs	0	0	0	0
5890	Other Operating Expenses	0	12,420	9,000	9,000
5910	Postage and Postage Meters		0	500	500
					0
6000	Equipment		0	0	0
			0	0	0
					0
2000-3000 Subtotal		527,983	531,403	541,990	14,007
4000-6000 Subtotal		22,467	45,290	16,100	-6,367
					0
	Appropriation for Contingencies	0	0	6,541	6,541
					0
		550,450	576,693	564,631	14,181

PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
Regular Meeting: Tuesday, May 14, 2013

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

SUBJECT: Advanced Step Placement – Fernando Avina

BACKGROUND INFORMATION:

Classification Title: Sprinkler Repair Technician	Employee: Fernando Avina	Calculation of Advanced Step Recommendation
<u>Education:</u> <ul style="list-style-type: none"> Graduation from high school. 	<ul style="list-style-type: none"> Fernando has a high school diploma. 	0 levels of education above the required level = 0 Step Advance
<u>Experience:</u> <ul style="list-style-type: none"> Two (2) years' experience in the installation, maintenance and repair of automatic sprinkler systems. 	<ul style="list-style-type: none"> Fernando has over 10 years of experience working with the installation, maintenance and repair of irrigation systems. 	5 (10 year period) more than the required amount of Experience = 5 Step Advance
<u>Total Advanced Steps:</u> 0 + 5 = 5 Advanced Steps = <u>STEP F</u>		

DIRECTOR'S COMMENTS:

Mr. Avina's professional training and experience significantly exceed the minimum requirements specified for this classification. His experience exceeds the required amount of experience by five (10 year period). Pay rate at Classified Range 33 - Step A is \$17.65/hour; Step F is \$22.53/hour. The net difference in pay is an increase of \$4.88 per hour, \$846.00 per month, or \$10,152.00 per year.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Fernando Avina, Sprinkler Repair Technician, at Range 33, Step F on the 2007-08 Classified Salary Schedule pursuant to Merit Rule §12.2.4. (B).

Commissioner	M	S		Yes	No	Abstain	ABSENT
Barbara Inatsugu							
Joseph Pertel							
Michael Sidley							

PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
Regular Meeting: Tuesday, May 14, 2013

AGENDA ITEM NO: III.A.3.b.

SUBJECT: Advanced Step Placement – Elizabeth Brown

BACKGROUND INFORMATION:

Classification Title: Instructional Assistant-Special Education	Employee: Elizabeth Brown	Calculation of Advanced Step Recommendation
<u>Education:</u> <ul style="list-style-type: none"> • Must have a high school diploma or its recognized equivalent and <ul style="list-style-type: none"> · Completed 48 units at an institution of higher learning; or · Obtained an Associate's (or higher) degree; or · Must pass the District's Instructional Assistant written examination demonstrating knowledge of and the ability to assist in instructing reading readiness, writing readiness and mathematics readiness. 	<ul style="list-style-type: none"> • Elizabeth has obtained an Associate's Degree in Music Theory and Composition and English Fundamentals 	0 levels of education above the required level = 0 Step Advance
<u>Experience:</u> <ul style="list-style-type: none"> • At least one hundred (100) contact hour's paid or voluntary experience working with individuals with special needs. 	<ul style="list-style-type: none"> • Elizabeth has over 780 contact hours of experience working with individuals with special needs. 	5 (680 hrs.) more than the required amount of Experience = 5 Step Advance
<u>Total Advanced Steps:</u> 0 + 5 = 5 Advanced Steps = <u>STEP F</u>		

DIRECTOR'S COMMENTS:

Ms. Brown's professional training and experience significantly exceed the minimum requirements specified for this classification. Her experience exceeds the required amount of experience by five (680 hours). Pay rate at Classified Range 20 - Step F is \$12.86/hour; Step F is \$16.41/hour. The net difference in pay is an increase of \$3.00 per hour, \$616.00 per month, or \$4,620.00 per year.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Elizabeth Brown, Instructional Assistant- Special Education, at Range 20, Step F on the 2007-08 Classified Salary Schedule pursuant to Merit Rule §12.2.4. (B).

Commissioner	M	S		Yes	No	Abstain	ABSENT
Barbara Inatsugu							
Joseph Pertel							
Michael Sidley							

PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
Regular Meeting: Tuesday, May 14, 2013

AGENDA ITEM NO: III.A.3.c.

SUBJECT: Advanced Step Placement – Jennifer Ingle

BACKGROUND INFORMATION:

Classification Title: Administrative Assistant	Employee: Jennifer Ingle	Calculation of Advanced Step Recommendation
<u>Education:</u> <ul style="list-style-type: none"> • Equivalent to completion of high school. 	<ul style="list-style-type: none"> • Jennifer received a Bachelor’s degree in Linguistics. 	1 levels of education above the required level = 1 Step Advance
<u>Experience:</u> <ul style="list-style-type: none"> • Three (3) or more years of varied administrative, secretarial and clerical support experience. 	<ul style="list-style-type: none"> • Jennifer has 8 years of varied administrative, secretarial and clerical support experience. 	1 (3 year period) more than the required amount of Experience = 1 Step Advance
<u>Total Advanced Steps: 1 + 1 = 2 Advanced Steps = <u>STEP C</u></u>		

DIRECTOR’S COMMENTS:

Ms. Ingle’s professional training and experience significantly exceed the minimum requirements specified for this classification. His education is one level greater than required and his experience exceeds the required amount of experience by one (3 year period). Pay rate at Step A is \$16.01/hour; Step C is \$17.66/hour. The net difference in pay is an increase of \$1.65 per hour, \$284.00 per month, or \$3,408.00 per year.

DIRECTOR’S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Jennifer Ingle at Range 29, Step C on the 2007-08 Classified Employee’s Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment* (attachments).

Commissioner	M	S		Yes	No	Abstain	ABSENT
Barbara Inatsugu							
Joseph Pertel							
Michael Sidley							

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

III. Discussion Items

III. Information Items

Advanced Step Placement Fiscal Impact Report

PC Meeting Approval Date	Position	Months	Hours	Salary Range	Adv Step	Step A Monthly Rate	Step A Hourly Rate	Adv Step Monthly Rate	Adv Step Hourly Rate	Annual Cost at Step 1	Annual Cost at Adv Step	Annual Fiscal Impact
2011-2012												
7/12/2011	Elem Library Coor	10	7	26	B	\$2,581	15	\$2,710	16	22,584	23,713	\$1,129
8/9/2011	IA-Specialized	10	6	26	F	\$2,581	15	\$3,294	19	19,358	24,705	\$5,348
8/9/2011	Licensed Vocational Nurse	10	8	34	E	\$3,137	18	\$3,813	22	31,370	38,130	\$6,760
10/11/2011	Electrician	12	8	37	F	\$3,374	19	\$4,306	25	40,488	51,672	\$11,184
10/11/2011	IA-Specialized	10	6	26	F	\$2,581	15	\$3,294	19	19,358	24,705	\$5,348
12/13/2011	Fiscal Supv-CDS	12	8	M41	B	\$4,462	26	\$4,685	27	53,544	56,220	\$2,676
12/13/2011	Accounting Asst II	12	4	26	F	\$2,581	15	\$3,294	19	15,486	19,764	\$4,278
1/10/2012	IA-Specialized	10	6	26	F	\$2,581	15	\$3,294	19	19,358	24,705	\$5,348
1/10/2012	IA-SE	10	6	20	F	\$2,229	13	\$2,845	16	16,718	21,338	\$4,620
1/10/2012	IA-Specialized	10	6	26	F	\$2,581	15	\$3,294	19	19,358	24,705	\$5,348
3/13/2012	Health Off Spec	10	3.5	25	D	\$2,518	15	\$2,914	17	11,016	12,749	\$1,733
3/13/2012	IA-Music	10	3	20	F	\$2,229	13	\$2,845	16	8,359	10,669	\$2,310
3/13/2012	Reprographics Operator	12	8	23	F	\$2,398	14	\$3,060	18	28,776	36,720	\$7,944
3/13/2012	Physical Therapist	11	8	61	D	\$6,059	35	\$7,014	40	66,649	77,154	\$10,505
3/13/2012	IA-SE	10	5	20	F	\$2,229	13	\$2,845	16	13,931	17,781	\$3,850
3/13/2012	Health Off Spec	10	3.5	25	D	\$2,518	15	\$2,914	17	11,016	12,749	\$1,733
3/13/2012	IA-SE	10	6	20	F	\$2,229	13	\$2,845	16	16,718	21,338	\$4,620
3/13/2012	IA-Classroom	10	2	18	F	\$2,167	13	\$2,710	16	5,418	6,775	\$1,358
3/13/2012	Health Off Spec	10	3.5	25	D	\$2,518	15	\$2,914	17	11,016	12,749	\$1,733
3/13/2012	Health Off Spec	10	3.5	25	B	\$2,518	15	\$2,914	17	11,016	12,749	\$1,733
4/17/2012	Admin Asst	12	8	29	B	\$2,776	16	\$2,914	17	33,312	34,968	\$1,656
4/17/2012	IA-Specialized	10	6	26	F	\$2,581	15	\$3,294	19	19,358	24,705	\$5,348
5/8/2012	IA-PE	10	6	20	F	\$2,229	13	\$2,845	16	16,718	21,338	\$4,620
5/8/2012	IA-SE	10	6	20	F	\$2,229	13	\$2,845	16	16,718	21,338	\$4,620
5/8/2012	IA-Classroom	10	3	18	B	\$2,167	13	\$2,229	13	8,126	8,359	\$233
5/8/2012	IA-SE	10	6	20	F	\$2,229	13	\$2,845	16	16,718	21,338	\$4,620
5/8/2012	IA-SE	10	4	20	F	\$2,229	13	\$2,845	16	11,145	14,225	\$3,080
											TOTAL	\$113,729

Advanced Step Placement Fiscal Impact Report

PC Meeting Approval Date	Position	Months	Hours	Salary Range	Adv Step	Step A Monthly Rate	Step A Hourly Rate	Adv Step Monthly Rate	Adv Step Hourly Rate	Annual Cost at Step 1	Annual Cost at Adv Step	Annual Fiscal Impact
2012-2013												
7/11/2012	Senior Buyer	12	8	41	F	\$3,720	21	\$4,747	27	44,640	56,964	\$12,324
7/11/2012	Fiscal Svcs Supv	12	8	M41	D	\$4,462	26	\$5,165	30	53,544	61,980	\$8,436
8/14/2012	Elem Library Coord	10	7	26	B	\$2,581	15	\$2,710	16	22,584	23,713	\$1,129
8/14/2012	HVAC Mechanic	12	8	37	C	\$3,374	19	\$3,720	21	40,488	44,640	\$4,152
8/14/2012	IA-Specialized	10	6	26	F	\$2,581	15	\$3,294	19	19,358	24,705	\$5,348
8/23/2012	IA-Dev Hlth	10	8	23	F	\$2,398	14	\$3,060	18	23,980	30,600	\$6,620
9/11/2012	IA-Dev Hlth	10	5	23	F	\$2,398	14	\$3,060	18	14,988	19,125	\$4,138
9/11/2012	Accountant	12	8	41	C	\$3,720	21	\$4,101	24	44,640	49,212	\$4,572
10/10/2012	IA-Specialized	10	6	26	F	\$2,581	15	\$3,294	19	19,358	24,705	\$5,348
10/10/2012	Physical Activities Specialist	10	5	26	F	\$2,581	15	\$3,294	19	16,131	20,588	\$4,456
10/10/2012	Stock and Delivery Clerk	10	7	26	B	\$2,581	15	\$2,710	16	22,584	23,713	\$1,129
11/13/2012	IA-Specialized	10	6	26	F	\$2,581	15	\$3,294	19	19,358	24,705	\$5,348
11/13/2012	IA-Specialized	10	6	26	F	\$2,581	15	\$3,294	19	19,358	24,705	\$5,348
1/15/2013	IA-PE	10	6	20	F	\$2,229	13	\$2,845	16	16,718	21,338	\$4,620
1/15/2013	IA-SE	10	6	20	F	\$2,229	13	\$2,845	16	16,718	21,338	\$4,620
1/15/2013	IA-Specialized	10	6	26	F	\$2,581	15	\$3,294	19	19,358	24,705	\$5,348
1/15/2013	IA-Specialized	10	6	26	F	\$2,581	15	\$3,294	19	19,358	24,705	\$5,348
1/15/2013	IA-Specialized	10	6	26	C	\$2,581	15	\$2,845	16	19,358	21,338	\$1,980
2/12/2013	Bus Driver	10	7	28	E	\$2,710	16	\$3,294	19	23,713	28,823	\$5,110
2/12/2013	Gardener	12	3	24	F	\$2,458	14	\$3,137	18	11,061	14,117	\$3,056
2/12/2013	Dir Class Pers	12	8	M64	C	\$7,874	45	\$8,682	50	94,488	104,184	\$9,696
3/12/2013	IA-Classroom	10	3	18	D	\$2,167	13	\$2,458	14	8,126	9,218	\$1,091
3/12/2013	IA-Specialized	10	6	26	F	\$2,581	15	\$3,294	19	19,358	24,705	\$5,348
4/9/2013	HR Analyst	12	8	M46	C	\$5,048	29	\$5,565	32	60,576	66,780	\$6,204
5/14/2013	Sprinkler Repair Technician	12	8	33	F	\$3,060	18	\$3,906	23	36,720	46,872	\$10,152
5/14/2013	IA-SE	10	6	20	F	\$2,229	13	\$2,845	16	16,718	21,338	\$4,620
5/14/2013	Administrative Assistant	12	8	29	C	\$2,776	16	\$3,060	18	33,312	36,720	\$3,408
											TOTAL	\$138,945

Personnel Requisition Detailed Report – As of 5/10/13

Req ID	Position	Dept/Site	New or Replacing Who?	Active Elig List?	Date Rec'd by PC	Transfer Bulletin Close Date	New Posting Open Date	New Posting Close Date	# of Days Posted	# of Applicants	# Disqualified	# Failed Written Test	# Interviewed	# on Eligibility List	Elig List Expire Date	# of Days to establish list from date rec'd	NOTES
12-103	Certified Occupational Therapist	Special Education	Kari Isackson	NO	9/8/11	9/14/11	Continuous			33	32	IN PROGRESS					New recruitment strategy and possible accelerated hiring rate
12-230	Job Development and Placement Specialist	Special Education	Kellie LeDuff	NO	12/13/12	2/22/12	12/14/12	1/11/13	27	90	72	1	8	4	3/22/14	99	Pending interview with hiring manager
13-024	Elementary Library Coordinator	SMASH	Claire Schwartz-Miller	YES 6 Ranks	8/23/12	8/30/12	9/20/12 1/11/13	10/13/12 2/4/13	33 25	76 95	59 61	4 5	--	3 14	10/31/13 2/26/14	190	CANCELLED
13-034	Sprinkler Repair Technician	M&O	NEW	NO	9/24/12	10/1/12	1/10/13	2/1/13	21	30	21	2	2	2	**	**	Filled from Eligibility List
13-043	Instructional Assistant – Special Education	Grant	New	YES 8 Ranks	10/12/12	10/21/12	Not Applicable										Filled from Eligibility List
13-052	Instructional Assistant-Physical Education	Edison	Jose Barron	YES 14 Ranks	11/5/12	11/11/12	3/22/13	4/12/13	20	IN PROGRESS							Delayed to revise testing and now in progress
13-060	Instructional Assistant-Developmental Health	Special Education	NEW	YES 4 Ranks	12/5/12	12/12/12	1/29/13	2/20/13	30	42	25	1	8	7	3/7/14	37	CANCELLED
13-064	Instructional Assistant-Classroom	McKinley	NEW	YES 24 Ranks	1/8/13	1/14/13	Not Applicable										**Pending interview with hiring manager
13-067	Fiscal Services Supervisor	Fiscal Services	Charles Decuir	YES 4 Ranks	1/10/13	1/16/13	Not Applicable										Filled by Reemployment
13-070	Senior Office Specialist	Grant	Mary Smith	YES 13 Ranks	1/26/13	2/1/13	Not Applicable										Filled from Transfer List
13-071	Cafeteria Worker I	SAMOHI	Peter Bakhyt	YES	1/28/13	2/3/13	1/17/13	2/8/13		82	36	4	--	19	3/8/14	38	CANCELLED
13-072	Physical Activities Specialist	Cabrillo	Ryan Van Otten	YES 14 Ranks	1/28/13	2/3/13	Not Applicable										Filled from Eligibility List
13-074	Human Resources Technician	Human Resources	Paula Bradley	NO	2/5/13	2/11/13	1/29/13	2/20/13	31	206	169	7	14	5	4/15/14	65	Filled from Eligibility List
13-081	Accountant	Business	NEW	YES 6 Ranks	2/15/13	2/21/13	Not Applicable										Filled from Eligibility List

Req ID	Position	Dept/Site	New or Replacing Who?	Available 3 Ranks?	Date Rec'd by PC	Transfer Bulletin Close Date	New Posting Open Date	New Posting Close Date	# of Days Posted	# of Applicants	# Disqualified	# Failed Written Test	# Interviewed	# on Eligibility List	Elig List Expire Date	# of Days to establish list from date rec'd	NOTES
13-082	Instructional Assistant – Special Education	McKinley	NEW	YES	2/11/13	2/21/13	Not Applicable										Filled through Transfer
13-083	Athletic Trainer	SAMOHI	Ricardo Martinez	YES	2/21/13	3/2/13	2/1/13	2/22/13	21	31	24	0	--	5	3/19/13	30	Filled from Eligibility List
13-084	Instructional Assistant-Physical Education	Cabrillo	Fredy Romero	YES	2/28/13	3/5/13	3/22/13	4/12/13	20	41	14	IN PROGRESS				Delayed to revise testing and now in progress	
13-086	Senior Office Specialist	Roosevelt	Robin Gordon	YES	3/1/13	3/14/13	Not Applicable										Filled by Reemployment
13-087	Bus Driver	Transport.	Evangelina Girion	YES	3/14/13	3/20/13	Not Applicable										Filled from Eligibility List
13-088	Instructional Assistant-Music	Lincoln	Colleen Ruddy	YES	3/14/13	3/20/13	Not Applicable										Will be reposted to focus on Strings exp
13-089	Physical Activities Specialist	John Muir	Reginald St. Claire	YES	3/14/13	3/20/13	Not Applicable										Pending interview with hiring manager
13-090	Administrative Assistant	Child Dev	Lori Ebner	YES	3/20/13	3/26/13	Not Applicable										Filled from Eligibility List
13-091	Sports Facility Attendant	Business	Joshue Anderson	NO	3/20/13	3/26/13	3/15/13	4/8/13	23	95	63	2	--	8	4/29/14	40	Active
13-092	Instructional Assistant-Specialized	Special Education	NEW	NO	3/20/13	3/26/13	3/4/13	3/19/13	15	54	13	25	9	7	5/6/14	46	Pending decision from hiring manager
13-093	Instructional Assistant-Specialized	Special Education	NEW	NO	3/20/13	3/26/13	3/4/13	3/19/13	15	54	13	25	9	7	5/6/14	46	Pending decision from hiring manager
13-094	Instructional Assistant-Specialized	Special Education	NEW	NO	3/20/13	3/26/13	3/4/13	3/19/13	15	54	13	25	9	7	5/6/14	46	Pending decision from hiring manager
13-096	Health Office Specialist	Student Services	Eva Villalobos	YES	4/8/13	4/14/13	Not Applicable										Filled from Eligibility List
13-097	Physical Activities Specialist	Franklin	Aaron Kahle	YES	4/8/13	4/14/13	Not Applicable										Pending interview with hiring manager
13-098	Bilingual Community Liason	Education Services	Astrid Saavedra	YES	4/8/13	4/14/13	Not Applicable										Filled from Eligibility List
13-099	Instructional Assistant – Specialized	Special Education	Jason Williams	NO	3/20/13	3/26/13	3/4/13	3/19/13	15	54	13	25	9	7	5/6/14	46	Pending decision from hiring manager

Req ID	Position	Dept/Site	New or Replacing Who?	Available 3 Ranks?	Date Rec'd by PC	Transfer Bulletin Close Date	New Posting Open Date	New Posting Close Date	# of Days Posted	# of Applicants	# Disqualified	# Failed Written Test	# Interviewed	# on Eligibility List	Elig List Expire Date	# of Days to establish list from date rec'd	NOTES
13-100	Custodian	M&O	Sean McArthur	YES	4/17/13	4/23/13	Not Applicable										Filled from Eligibility List
13-101	Custodian PM	M&O	Mitchel Jackson	YES	4/17/13	4/23/13	Not Applicable										Pending interview with hiring manager
13-102	Instructional Assistant – Special Education	SAMOHI	Mayra Garcia	YES	4/17/13	4/23/13	Not Applicable										Filled from Eligibility List
13-103	Instructional Assistant – Specialized	Special Education	Renee Hurtado	NO	4/17/13	4/23/13	3/4/13	3/19/13	15	54	13	25	9	7	5/6/14	46	Pending decision from hiring manager
13-104	Instructional Assistant – Special Education	Special Education	NEW	YES	4/30/13	5/5/13	Not Applicable										Pending interview with hiring manager
13-105	Physical Therapist	Special Education	Lauren Cowan	NO	4/26/13	5/5/13	5/3/13	5/17/13	IN PROGRESS								

Merit System Education Code Guide by Subject Area

1) ESTABLISHING MERIT SYSTEM		
45240	PC and Director appointment	District shall appoint a personnel commission according to EC45245, EC45246, and EC45247 -shall appoint a Director according to EC45264
45241	Power of Board to convert classified into certificated	-Board controls services of classified -Board cannot convert classified into certificated w/o requirement
45243	Composition of PC	-PC is composed of 3 Commissioners -Can have one PC for more than 1 District
45244	Commissioner Minimum Qualifications (MQ's)	-Registered voter and resident within area of District -Known adherent to principles of Merit system
45246	Appointing Commissioners	<u>Board Appointee:</u> 1-Board publicly announce intended nominee by Sept. 30 2-Between 30 and 45 days later, public hearing and approval <u>CSEA Appointee:</u> 1-Submit nominee to Board by Nov. 1 2-Board shall appoint nominee at next meeting <u>Joint Appointee:</u> 1-Board Appointee & CSEA Appointee announce nominees by Sept. 30 2-PC has public hearing 30 days later for both nominees 3-Board Appointee & CSEA Appointee make appointment 4-If can't agree, is decided by State Superintendent
45248	Commissioner Vacancy	Board shall make replacement or interim (60-day) appointment
45250	Commissioner Pay	No more than \$50 per meeting, \$250 per month
45252	PC Accommodations	Board shall provide suitable office for PC
45253	PC Budget Approval	-PC shall make their own budget, which may include training -Budget hearing no later than May 30 -PC shall invite Board to budget hearing -PC shall consider views of the Board -If county superintendent rejects budget, a public hearing shall be held -After hearing, the county supt. may reject or amend budget -If county supt. rejects, they shall contract the OAH for a judge -If the PC rejects the judge's decision, the budget of the preceding year shall determine the amount of the new budget
45255	PC Staff Training	PC may expend funds for training or other purposes in Article 9
45260	Rules Authority of PC	-PC shall prescribe, amend, and interpret rules that are necessary to insure efficiency of the service and selection and retention of employees based on merit -Rules shall not apply to bargain unit matters defined by GC3543.2 -Rules shall be binding on Board, but not to restrict their authority -No rule shall be adopted until the union and Board are provided reasonable notice of the proposal
45261	Rules Areas of Jurisdiction	Rules shall provide procedures for Board to follow 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 applications -Rules shall not apply to bargain unit matters defined by GC3543.2

45262	Printing/Distributing Rules	-Rules shall be printed and made available or electronically transmitted to each site where employees work and to school libraries for loan to employees -Give each new regular employee a handbook that summarizes the rules
45264	PC Director and Staff	-PC shall appoint all employees paid for by the PC budget -PC shall supervise the activities of employees performing PC functions
45265	Contracting Out PC Director	-District w/ less than 100 classified employees may contract out to PC Director in other district for no more than 2 years at a time
45266	PC Director Duties	-Responsible for all procedures for classified personnel in conformity with the Merit code and PC Rules -Free of prejudgment or bias to ensure impartiality of PC -Act as secretary of the PC -Prepare annual report -Shall not advise on disciplinary action appealed to the PC if the Director brought the action against the employee
45317	Violations of Merit System	Anyone who willfully or with culpable negligence violates any provisions in Article 6 is guilty of misdemeanor. It is unlawful to: -defeat, deceive, or obstruct a person's right of examination, application, or employment -to falsely mark, grade, estimate, or report about examination or standing of people tested, or to aid or make false representation concerning a person tested -to furnish to any person any special or secret info regarding exam content for the purpose of either helping or hurting the person tested
45318	Inclusion of Employees in Merit System	Employees not employed in positions requiring certification shall be brought into merit system -Board shall have right to fix duties on non-certificated employees
45319	Terminate Merit System	May be terminated in following ways: <u>Board Member > Local Election</u> 1-District Board or County board of education receive a written petition from qualified electors (who total at least 10% of the number of votes received in the last election by a Board member calling for termination of merit system) 2-Board shall order the county superintendent to place question of termination on the ballot of next regular Board member election, county board of education member election, or primary or general election <u>Classified Employees > Secret Ballot Election</u> 1-District Board or County board of education receive a written petition (from 40% of the classified employees entitled to vote) to terminate merit system 2-Board shall conduct a secret ballot election of classified personnel to determine if they desire to terminate merit system 3-The written petition shall be submitted to the Board within 90 days after the date that the notice of the petition was filed with the Board 4-Election shall be during regular school year no later than 180 days after petition was submitted to Board
45320	Procedure Upon Merit System Termination	If the majority of qualified electors or classified employees vote to terminate the merit system, the PC shall cease to function on the date specified in the election. 1- The governing board will adopt the provisions of EC 45113 2- The merit system may not be readopted until 2 years have passed

2) CLASSIFICATION

45256	Classified Positions	<p><u>To classify:</u> allocating positions to appropriate classes, arranging hierarchies, determining relationships within hierarchies, and preparing written class specs.</p> <p>-PC classifies all positions except exempt ones:</p> <p>1-require certification 2-full-time student employed part time 3-part-time student in college work study program 4-apprentice position 5-temporary professional experts 6-part-time playground position</p> <p><u>Part-time position:</u> 87.5% of the normally assigned time of the majority of employees in classified service.</p>
45256.5	Senior Management	<p>Board may designate certain positions as senior mgmt</p> <p>-Decision of board is subject to review by PERB</p> <p>-Exempt from all provisions for permanent status</p> <p>-Position is filled from an unranked list of qualified applicants</p> <p>-“qualified” is specified by superintendent and determined by PC</p> <p>-Termination requires a 45-day notice (EC35031)</p>
45258	Exemptions From Classified Service	<p>1-community reps in advisory capacity for less than 90 days or 720 hrs as long as:</p> <p>-duties aren’t normally performed by classified job</p> <p>-the duties are approved in advance by PC</p> <p>-the assignment is not done by a regular district employee</p>
45259	“Restricted” Positions	<p>-Restricted to mentally, physically, or developmentally disabled</p> <p>-Not subject to 45272 or 45273</p> <p>-Shall not acquire permanent status or seniority</p> <p>-Not eligible to for regular classified service until comply w/ EC45105</p>
45263	Apprenticeships	<p>-May classify when main requirement is to learn to perform duties from a learning plan approved by the California Apprenticeship Council</p> <p>-Training plan must be adopted by Board</p> <p>-Must last no longer than training plan permits, and may be extended up to 6 months by district’s apprenticeship committee</p>
45267	Applicable Provisions	45123, 45124, 45160, 45198, 45199, 45201, 45202
45268	Salary Schedules	<p>-PC shall recommend salary schedules</p> <p>-Board may approve, amend, or reject</p> <p>-Before Board may amend, the PC shall be given opportunity to address effects of amendment on salary structures</p> <p>-No change shall disturb the relationship of compensation schedules to one another</p>
45269	Persons Deemed in Classified Service	Any person continuously employed in a classified position for at least 6 months before the merit system is adopted shall be in permanent classified service
45270	Persons Deemed Under Probation	Any person continuously employed in a classified position for less than 6 months before the merit system is adopted shall be in probationary status
45271	Rights of employees changed from Cert to Classified or the reverse	Any certificated employee whose position is changed to classified shall become a member of the classified service according to EC45269 and EC45270

45276	Minimum Qualifications	<ul style="list-style-type: none"> -Board shall fix the duties of all classified positions -Board may recommend MQ's -PC shall prepare and approve MQ's -MQ's shall relate to duties of the position and admit an adequate field of competition
45285	Reclassification	<ul style="list-style-type: none"> -When all positions in a class are reclassified to higher position, incumbents who have been in the class for at least 2 years may be reclassified to new class -When a portion of the positions in a class are reclassified, those incumbents in the reclassified positions may be reclassified if they have been in the class for at least 2 years -Basis for reclassification shall be gradual accretion of duties and not a sudden change from reorganization or assignment of new duties -Gradual accretion is determined by PC Rules -Reclassified employees are not eligible for subsequent reclassification for at least 2 years
45285.5	Notice of Reclassification	<ul style="list-style-type: none"> -The union and employer of the reclassified position shall be given reasonable notice
45301	Probationary Period	<ul style="list-style-type: none"> -Employees in probationary status for 6 months or 130 days of paid service shall be in permanent classified service -PC may establish probation period up to 1 year for executive, admin, or police classes -No employee shall receive permanent status until a probationary period is completed
3) EXAMINATION		
45273	Exam Requirements	<ul style="list-style-type: none"> -Shall be administered objectively and relate to job performance -Oral panel shall include at least 2 members -A structured objective exam (rater doesn't select questions or how answers are evaluated) administered to all candidates may be done with a single oral panel member [Situational Judgment Interview] -Panel shall evaluate general fitness for employment -If panel asks technical questions, at least 2 panel members shall be technically qualified -Board members and Personnel Commissioners may not sit on panel -District employee may sit on panel if not at 1st or 2nd line of supervision -Interviews shall be electronically recorded -Cannot provide confidential references on candidate to panel -Cannot provide scores from other exam parts to panel
45274	Retention of Exam Records	<ul style="list-style-type: none"> -Exam records shall be retained for at least 90 days -PC Rules determine how candidates can review and protest the exam
45278	Written Notice	<ul style="list-style-type: none"> -Notice concerning tests, vacancies, transfer opportunities, and selections of shifts, positions, assignments, classifications, or locations shall be posted at all work locations of those who may be affected at least 15 days before the closing date -This does not apply when a monthly exam bulletin exists
45292	Continuous Exams	<ul style="list-style-type: none"> PC may provide open or promotional continuous exams
45293	Prohibited Interview Questions	<ul style="list-style-type: none"> -No questions relating to political or religious opinions -No discrimination

45294	“Veteran” definition	-Anyone serving in US armed forces in time of war or national emergency -Discharged or released under conditions other than dishonorable -Proof submitted to PC at time of examination
45295	“Disabled Veteran”	Any “Veteran” currently declared by the US Veterans Administration to be 10% or more disabled as a result of service in the armed forces
45296	Veteran’s Credit on Exam	-All entrance exams -Veterans with 30 days or more of service -Veterans shall be allowed extra 5 points on total score -Disabled Veterans shall be allowed extra 10 points on total score
45297	Right for employee on military leave to take exam upon return	-When the position of an employee on military leave is recruited for within 6 months of the employee leaving for service, the employee may request, within 6 months of returning, to take an equivalent exam for placement on the list -The employee shall be placed on the original list and treated as if the list was just established -Employee also has rights of Veterans’ Reemployment Rights Law
4) APPOINTMENTS		
45272	Filling Vacancies	-All filled from applicants on eligibility lists, which should be from promotional exams wherever practical, or by means of transfer, demotion, reinstatement, and reemployment according to PC Rules -Promotional exam applicants shall have required amount of service in class or minimum qualifications -PC shall place applicants on eligibility list according to merit as determined by competitive exam -Final scores are rounded to nearest whole percent -Appointment made from first 3 ranks on the list who are willing
45272.5	Appointment From Unranked List (LAUSD)	-District >400,000 ADA may select from unranked list for Clerical/Office Technician, IT Support Assistant I, or Library Aide
45277	Selective Certification	-May appoint from outside top 3 ranks if MQ is to speak, read, or write a non-English language or to have a valid driver’s license -If there are insufficient candidates, an employee who meets special MQ’s may work on provisional basis for 90 days at a time until appointment can be made from eligibility list
45279	Reassignment of Regular Employee	-Board determines if employee is incapable of performing duties in class due to illness or injury -Board may reassign duties -PC shall determine classification of the new position -Salary depends on whether assignment resulted from competitive exam
45280	Business Manager	-PC shall provide open and promotional exam at same time -MQ’s shall attract competent applicants within District personnel -Promotional (with seniority) and open lists will be merged
45281	Filling from Open List before Promotional (Dual Certification)	PC may fill from open list first when the candidate on the open list has higher score than highest available candidate on promotional list after seniority has been added

45286	Limited-term Employees	<ul style="list-style-type: none"> -Will not exceed 6 months -Will not exceed return or absent employee -Probable duration is stated -Eligibles certified based on position on eligibility list -PC Rules determine effects on status and tenure of employee -May be extended beyond one year if declared emergency by president or governor
45287	Provisional Appointments	<ul style="list-style-type: none"> -When no eligibility list exists for the classification -90 working days a time -The provisional employee may not serve in a subsequent full-time provisional appointment for another 90 calendar days -No one shall work in provisional capacity for more than 126 working days in one fiscal year -When no eligibility list exists for a part-time position, successive provisional appointments may be made for more than 126 working days
45288	Provisional Extension	<p>PC may extend a provisional assignment for up to 36 working days if:</p> <ul style="list-style-type: none"> -an exam was completed during first 90 working days of assignment -PC is satisfied that adequate recruitment effort was made, the assignment is necessary to carry on vital functions, the position cannot be satisfactorily filled by other lists or procedures
45289	Provisional Extension	<ul style="list-style-type: none"> -PC may approve successive provisional appointments of 90 days or less if an appropriate list is not available and if continuous exam procedures have been authorized by PC -PC may appoint provisional employees more than 6 months unless certification can be made from an appropriate list
45290	Emergency Appointment	<ul style="list-style-type: none"> -To prevent the stoppage of public business -When persons on eligibility lists are not available -Not to exceed 15 working days
45291	Merging Lists	<ul style="list-style-type: none"> -Successive eligibility lists may be combined during first year -Eligibles on both lists may be placed in order of their total score on the list if the exam conditions were sufficiently similar
45300	Duration of Lists	<ul style="list-style-type: none"> -Not less than one year unless list is exhausted -6 months if approved by PC and listed on bulletin -May be extended up to 2 years at discretion of PC
45310	Certification for Payment; Appointments in Violation	<ul style="list-style-type: none"> -No classified employee shall be paid for an assignment unless the PC Director has certified it -When the PC finds, after public hearing, that an appointment was made in violation of the rules, the PC may order no salary paid after the date of the said order
5) DISCIPLINE & INVESTIGATION		
45302	Demotion & Removal	<p>No permanent classified employee shall be demoted or removed except for reasonable cause designated by rule of the PC as detrimental to efficiency of the service</p> <ul style="list-style-type: none"> -Section shall not be interpreted to prevent layoffs for lack of work or lack of funds
45303	Additional Causes for Discipline	<p>In addition to causes designated by PC Rules, classified employees may be suspended or dismissed for:</p> <ul style="list-style-type: none"> -known membership in the Communist party -Conduct specified in GV1028

45304	Suspension for Cause; Charges with Leaves of Absence	For reasonable causes, an employee may be suspended without pay for up to 30 days, demoted, or dismissed -District shall file written charges with the PC within 10 days -PC Director shall provide the employee with a copy of the charges and appeal rights in person or registered mail -An employee charged with a mandatory leave of absence offense, from EC44940.a, the Board shall place the employee on a leave of absence for no more than 10 days from the judgment, subject to EC44940.5 -An employee charged with an optional leave of absence offense, from EC44940.b, the Board may place the employee on a compulsory leave of absence according to EC44940.5
45305	Appeal by Employee	-Permanent classified employee who has been suspended, demoted, or dismissed may appeal to the PC within 14 days of receiving written charges
45306	Hearing an Appeal	-PC shall investigate and may require further evidence -PC shall have a hearing on request of the accused employee -Employee shall have right to appear at hearing and be heard -Decision by PC is not subject to review by the Board
45307	Hearing Outcomes	-If the PC sustains the employee, it may order compensation from time of the suspension, demotion, or dismissal -PC may modify the disciplinary action without making it more stringent -PC may direct other actions for settlement of the appeal including compensation for all or part of the legitimate expenses, seniority credit, transfer, and expunction from the employee's personnel record -Board shall comply and notify the PC in writing when it has done so
45311	Power to Conduct Hearings	PC may conduct hearings, subpoena witnesses, administer oaths, and require production of records or info pertinent to the investigation -PC may inspect records of the Board to ensure compliance -Hearings may be on any subject to which PC authority may extend
45312	Hearing Officer	-PC may authorize a hearing officer to conduct any hearing or investigation which the PC is authorized to conduct -Person may administer oaths, subpoena and require attendance of witnesses and the production of books or papers, and cause the deposition of witnesses to be taken in the manner prescribed by like depositions -PC may instruct the representative to present findings or recommendations -PC may accept, reject, or amend any findings or recommendations -Rejection or amendment of findings shall be based either on a review of the hearing transcript or upon the results of such supplementary hearing as the commission may order -PC may employ by contract or as a professional expert
45313	Legal Counsel	-Counsel of Board shall aid and represent the PC in all legal matters -If counsel does not respond to a written request from PC within 15 working days of receipt, the counsel is deemed to have refused to aid or represent the PC -Counsel shall refuse to represent the PC when a conflict is known to exist between the interests of the PC and interests of the Board -If Counsel refuses to aid or represent the PC in a legal matter, the PC may employ its own attorney to be funded by District general funds

6) LAYOFFS

45298	Layoff & Reemployment	<ul style="list-style-type: none">-Employees laid off from lack of work or lack of funds are eligible for reemployment for 39 months and shall be reemployed in preference to new applicants-Laid off employees may also participate in promotional exams for 39 months-Employees taking voluntary demotions or reductions in lieu of layoff, reclassification, or reassignment shall have reemployment rights for 63 months; PC determines specific reemployment period for each class-Employees taking voluntary demotions or reductions in lieu of layoff shall be returned to a position in their former class or to positions in their class with increased time as vacancies become available
45308	Order of Layoff and Reemployment	<ul style="list-style-type: none">-Classified employees shall be subject to layoff for lack of work or lack of funds-Order of layoff is determined by length of service-The employee with the shortest time in the class, plus higher classes, shall be laid off first-Reemployment shall be in reverse order of layoff
45309	Reinstatement	<ul style="list-style-type: none">-Classified employee who voluntarily resigns from a permanent position may be reinstated or reemployed by Board within 39 months after last day of paid service without competitive examination-Into the former classification or a related lower class or lower class that formerly had permanent status with, as a permanent or limited-term employee-The break in service shall be disregarded and the employee shall receive all rights, benefits, and burdens of a permanent employee in the same class

TO: BOARD OF EDUCATION
 FROM: SANDRA LYON / BRANDON TIETZE
 RE: CLASSIFIED PERSONNEL – MERIT

ACTION/CONSENT
 04/18/13

RECOMMENDATION NO. A.13

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

<u>NEW HIRES</u>		<u>EFFECTIVE DATE</u>
Miller, Bryon Personnel Commission	Human Resources Analyst 8 Hrs/12 Mo/Range:46 Step:C	4/29/13

Phan, Huy Child Develop Svcs	Accountant 8 Hrs/12 Mo/Range: 41 Step: A	4/15/13
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<u>TEMP/ADDITIONAL ASSIGNMENTS</u>		<u>EFFECTIVE DATE</u>
Gomez, Armando Rogers ES	Technology Support Assistant [additional hours, specialized tech support]	8/21/12-12/31/12
Slawter, Cynthia Malibu HS	Senior Office Specialist [overtime, yearbook project]	1/1/13-6/30/13

<u>LEAVE OF ABSENCE (PAID)</u>		<u>EFFECTIVE DATE</u>
Glover, Tomita Santa Monica HS	Administrative Assistant Medical	1/29/13-3/18/13
Marrujo, Leonardo Food Svcs	Stock and Delivery Clerk Medical	3/4/13-6/30/13
Phillips, Ledoree Child Develop Svcs	Children's Center Asst Medical	3/4/13-4/1/13
Watkins, Jennifer Food Svcs	Cafeteria Cook Baker Medical	2/28/13-4/11/13
Zaki, Emil Food Svcs	Cafeteria Worker I Medical	3/8/13-5/31/13

<u>LEAVE OF ABSENCE (UNPAID)</u>		<u>EFFECTIVE DATE</u>
Lopez, Victoria Santa Monica HS	Campus Security Officer Personal	4/8/13-4/22/13
Padilla, Gloria Rogers ES	Inst Asst – Special Ed Personal	1/18/13-3/30/13

<u>PROFESSIONAL GROWTH</u>		<u>EFFECTIVE DATE</u>
Yates-Lomax, Kathy Transportation	Bus Driver	3/1/13

<u>ESTABLISHMENT OF POSITION</u>		<u>EFFECTIVE DATE</u>
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Inst Asst - Specialized 6 Hrs/SY; Special Education-Cabrillo ES	3/19/13
Inst Asst - Specialized 6 Hrs/SY; Special Education-Franklin ES	3/19/13
Inst Asst - Specialized 6 Hrs/SY; Special Education-Grant ES	3/19/13

ABOLISHMENT OF POSITION

Inst Asst – Special Ed 6 Hrs/SY; McKinley ES	<u>EFFECTIVE DATE</u> 1/2/13
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LAYOFF-DUE TO LOSS OF WORK

SH9119626 Santa Monica HS	Inst Asst – Special Ed	<u>EFFECTIVE DATE</u> 6/17/13
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REDUCTION OF HOURS/TRANSFER IN LIEU OF LAYOFF

Drayton, Brandon Adams MS	Inst Asst – Special Ed 6 Hrs/SY Fr: 7.0 Hrs/SY	<u>EFFECTIVE DATE</u> 4/29/13
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TRANSFER IN LIEU OF LAYOFF

Jimenez, Osvaldo McKinley ES	Inst Asst – Special Ed 7 Hrs/SY Fr: 7 Hrs/SY/ Adams MS	<u>EFFECTIVE DATE</u> 4/29/13
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INVOLUNTARY TRANSFER

Trepagnier, Bryant Lincoln MS	Inst Asst – Special Ed 6 Hrs/SY Fr: 6 Hrs/SY/Grant ES	<u>EFFECTIVE DATE</u> 3/4/13
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RESIGNATION

Anderson, Joshua Facility Permits	Sports Facility Attendant	<u>EFFECTIVE DATE</u> 4/1/13
Saavedra, Astrid Rogers ES	Bilingual Community Liaison	3/22/13
Villalobos, Eva Health Services	Health Office Specialist	3/15/13

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

TO: BOARD OF EDUCATION
 FROM: SANDRA LYON / BRANDON TIETZE
 RE: CLASSIFIED PERSONNEL – MERIT

ACTION/CONSENT
 05/02/13

RECOMMENDATION NO. A. 16

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

<u>NEW HIRES</u>		<u>EFFECTIVE DATE</u>
Sammann, Kevin Transportation	Bus Driver 7 Hrs/10 Mo/Range:28 Step:A	4/8/13
Yi, Renee Pt. Dume ES	Inst Asst – Special Ed 6 Hrs/SY/Range:20 Step:D	4/8/13
<u>TEMP/ADDITIONAL ASSIGNMENTS</u>		<u>EFFECTIVE DATE</u>
Andersen, Lisa Superintendent's Office	Senior Administrative Assistant [overtime, assistance to Superintendent]	2/1/13-9/30/13
Benjamin, Jacquita Lincoln MS	Inst Asst – Special Ed [additional hours; bus ride supervision]	1/30/13-2/6/13
Casillas, Veronica Santa Monica HS	Student Outreach Specialist [overtime, Rotary Club Competition supervision]	3/9/13
Ceja, Karla Business Svcs	Office Specialist [additional hours, Senior Exemption processing]	4/8/13-7/31/13
Gissell, Raleigh Facility Permits	Swim Instructor/Lifeguard [additional hours; FUD events]	3/8/13-6/30/13
Jackson, Latasha Special Ed-McKinley ES	Inst Asst – Developmental Health [additional hours; bus ride supervision]	3/11/13
Kamkar, Vida Fiscal Svcs	Accounting Technician [additional hours, higher level duties]	6/1/12-8/31/12 11/21/12-3/31/13
Moore, Omar Special Ed-Lincoln MS	Inst Asst – Specialized [additional hours; bus ride supervision]	1/14/13-2/11/13
Nguyen, Kim Superintendent's Office	Senior Administrative Assistant [overtime, assistance to Superintendent]	2/1/13-9/30/13
Ortiz, Alondra Special Education	Office Specialist [additional hours, records project]	3/7/13-3/8/13
Rizk, Rizk Fiscal Svcs	Accounting Technician [additional hours, higher level duties]	6/1/12-8/31/12 11/21/12-3/31/13
Skowlund, Carol Superintendent's Office	Senior Administrative Assistant [overtime, assistance to Superintendent]	2/1/13-9/30/13
<u>SUBSTITUTES</u>		<u>EFFECTIVE DATE</u>
Bakhyt, Peter Food and Nutrition Svcs	Cafeteria Worker I	4/9/13-6/30/13

Benninger, Elizabeth Child Develop Svcs	Children's Center Assistant	4/1/13-6/30/13
Brooks, Steward Operations	Custodian	4/1/13-6/30/13
Chiriboga, Giovanni Operations	Custodian	3/20/13-6/30/13
Cueva, Sandra Child Develop Svcs	Children's Center Assistant	3/1/13-6/30/13
Dixon, Crystal Special Ed-McKinley ES	Inst Asst – Special Ed	3/20/13-3/21/13
Frazier, Ashley Operations	Custodian	4/1/13-6/30/13
Lewis, Tyhera Child Develop Svcs	Children's Center Assistant	4/1/13-6/30/13
Marcial, Luis Operations	Custodian	3/20/13-6/30/13
Molina, Scott District	Office Specialist	3/15/13-6/30/13
Morgan, Sadrica Special Education	Inst Asst – Special Ed	4/1/13-6/30/13
Nasser, Maisaa Child Develop Svcs	Children's Center Assistant	3/6/13-6/30/13
Nasser, Maisaa District	Office Specialist	3/6/13-6/30/13
Price, Quentin District	Inst Asst – Physical Ed	3/1/13-6/30/13
Quintana, Theresa Operations	Custodian	4/5/13-6/30/13
Rams, Florencia Grant ES	Bilingual Community Liaison	4/8/13-6/11/13
Santos, Rosa Health Services	Health Office Specialist	3/6/13-6/11/13
Viesca, Joseph Operations	Custodian	3/25/13-6/30/13

VOLUNTARY TRANSFER

Garcia, Mayra
Special Ed-Rogers ES

Inst Asst – Special Ed
6 Hrs/SY
Fr: 6 Hrs/SY/Santa Monica HS

EFFECTIVE DATE

4/8/13

Yeh, Wendy Special Ed-McKinley ES	Inst Asst – Special Ed 6 Hrs/SY Fr: 6 Hrs/SY/Muir ES	4/8/13
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CHANGE IN ASSIGNMENT

Friedenberg, Mindy Special Ed-Lincoln MS	Inst Asst – Special Ed 6.5 Hrs/ SY Fr: 6 Hrs/ SY	<u>EFFECTIVE DATE</u> 2/4/13
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Manjarrez, Lisette Special Ed-McKinley ES	Inst Asst – Developmental Health 6 Hrs/SY Fr: 5.75 Hrs/SY	3/4/13
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Zaitoon, Raed Special Ed-Lincoln MS	Specialized Inst Asst 7 Hrs/SY Fr: 6 Hrs/SY	2/26/13
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ABOLISHMENT OF POSITION

	Inst Asst – Classroom 6 Hrs/SY; Franklin ES	<u>EFFECTIVE DATE</u> 2/19/13
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REDUCTION OF HOURS/TRANSFER IN LIEU OF LAYOFF

Perez, Bertha Roosevelt ES	Senior Office Specialist 8 Hrs/10+10 Mo Fr: 8 Hrs/12 Mo; Child Develop Svcs	<u>EFFECTIVE DATE</u> 4/18/13
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RESIGNATION

Kahle, Peter Franklin ES	Physical Activities Specialist	<u>EFFECTIVE DATE</u> 4/5/13
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LAYOFF – DUE TO LOSS OF FUNDING

DR9257761 Educational Svcs-St. Anne's ES	Inst Asst – Classroom 0.4125 FTE/3.3Hrs/SY	<u>EFFECTIVE DATE</u> 7/1/13
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TERMINATION DUE TO EXHAUSTION OF ALL PAID LEAVES

(39-MONTH MEDICAL REEMPLOYMENT LIST) UJ8766445 Food and Nutrition Svcs	Cafeteria Worker I	<u>EFFECTIVE DATE</u> 2/21/13
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ACCELERATED HIRING RATE

Capra, Lucas Facility Permits	Technical Theater Technician 6 Hrs/10 Mo/Range:35 Step:F	<u>EFFECTIVE DATE</u> 5/3/13
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MOTION MADE BY:
 SECONDED BY:
 STUDENT ADVISORY VOTE:
 AYES:
 NOES:

TO: BOARD OF EDUCATION ACTION/CONSENT
05/02/13
 FROM: SANDRA LYON / DEBRA MOORE WASHINGTON / BRANDON TIETZE
 RE: CLASSIFIED PERSONNEL – NON-MERIT

RECOMMENDATION NO. A. 17

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

COACHING ASSISTANT

BURDICK, BART	SANTA MONICA HS	3/18/13-6/30/13
CAMPOS, OSCAR	SANTA MONICA HS	3/18/13-6/30/13
JOHNSON, PHILIP	MALIBU HS	3/14/13-6/30/13
KANNER, GARY	MALIBU HS	3/13/13-6/30/13
MISKO, ROBERT	MALIBU HS	1/1/13-6/30/13
OLIVER, MATTHEW	MALIBU HS	7/1/12-6/30/13
RAMOS, DANIEL	SANTA MONICA HS	3/18/13-6/30/13
WARD, TIMOTHY	MALIBU HS	3/19/13-6/30/13

STUDENT WORKER – WORKABILITY

LEVORATO, SIMON	SPECIAL EDUCATION	3/11/13-9/30/13
MARTIN, EDUARDO	SPECIAL EDUCATION	3/11/13-6/30/13
MERCADO, ISAAC	SPECIAL EDUCATION	3/8/13-6/30/14
LUIS, LUZ	SPECIAL EDUCATION	3/11/13-6/30/14
NEBEDUM, WAVERLY	SPECIAL EDUCATION	3/6/13-6/20/13

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

**SANTA MONICA – MALIBU UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
MEETING CALENDAR
2012 – 2013**

Date	Time	Location	Discussion Item
2012			
July 11, 2012	5:00 p.m.	Board Room – District Office	
August 14, 2012	5:00 p.m.	Board Room – District Office	
September 11, 2012	5:00 p.m.	Board Room – District Office	
October 9, 2012	5:00 p.m.	Board Room – District Office	
November 13, 2012	5:00 p.m.	Board Room – District Office	
December 11, 2012	5:00 p.m.	Board Room – District Office	
2013			
January 15, 2013	4:00 p.m.	Board Room – District Office	
February 12, 2013	4:00 p.m.	Board Room – District Office	
February 21 – 24, 2013	Daily Conference	Anaheim, CA	CSPCA 2013 Annual Conference
March 12, 2013	4:00 p.m.	Board Room – District Office	
April 9, 2013	4:00 p.m.	Board Room – District Office	2013-14 Budget Discussion and Development,
May 14, 2013	4:00 p.m.	Board Room – District Office	2013-14 Budget Adoption
June 4, 2013	4:00 p.m.	Board Room – District Office	Performance Evaluation - Director of Classified Personnel

SMMUSD Board of Education Meeting Schedule 2012-2013

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

July through December 2012					
Month	1 st Thursday	2 nd Thursday	3 rd Thursday	4 th Thursday	Special Note:
July			7/18* DO		*Wednesday, 7/18
August	8/1* M		8/15* DO		*Wednesday, 8/1 *Wednesday, 8/15 First day of school: 8/22
September	9/6 DO	9/15* DO	9/20 DO		*Saturday, 9/15: Retreat
October	10/4 M		10/18 DO		
November	11/1 M		11/15 DO		Thanksgiving: 11/22-23
December		12/13 DO 12/15* DO		winter break	*Saturday, 12/15: Retreat
Winter Break: December 24 – January 4					
January through June 2013					
Winter Break: December 24 – January 4					
January		1/17 DO			
February	2/7 M 2/9* DO		2/21 DO		*Saturday, 2/9: Special Meeting
March	3/7 3/5 *DO		3/21 M	spring break	*Tuesday, 3/5
Spring Break: March 25 – April 5					
April	spring break		4/18 DO		
May	5/2 M		5/16 DO		
June	6/6 DO			6/26* DO	Last day of school: 6/11 *Wednesday: 6/26

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

If you will require accommodation to participate in the Board meeting, please notify the Superintendent's Office at least one day prior to the meeting.
 Board of Education Meeting AGENDA: March 21, 2013

IV. Personnel Commission Business:

A. Future Items:

Subject	Action Steps	Tentative Date
Classification Specification Revisions	Instructional Assistant – Developmental Health	June 2013
	Instructional Assistant – Special Education Occupational Therapist Production Kitchen Coordinator Site Food Services Coordinator	July 2013
Merit Rules Revisions	First Reading of Changes to Merit Rules: <i>Chapter XI: Vacation, Leaves of Absence and Holidays</i>	June 2013
	<i>Chapter XII: Salaries, Overtime Pay, and Benefits</i> <i>Chapter XIV Disciplinary Action and Appeal</i> <i>Chapter XV: Resignation and Reinstatement</i> <i>Chapter XVI: Grievance Procedure</i> First Reading of Changes to Merit Rules: <i>Chapter I: Preliminary Statement and Definition of Terms</i>	July 2013
Performance Evaluation of Director		June 2013

V. Next Regular Personnel Commission Meeting:
Tuesday, June 4, 2013, at 4:00 pm - *District Office Board Room*

**VI. Public Comments for Closed Session Items
ONLY:**

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

VII. Closed Session:

PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Title: Director of Classified Personnel

VIII. Adjournment:

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu						
Joseph Pertel						
Michael Sidley						