

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

AGENDA

SPECIAL MEETING

July 2, 2013

CLOSED SESSION: 1:00 p.m.

District Office Board Conference Room

OPEN SESSION: 2:00 p.m.

District Office Board Room

**PUBLIC EMPLOYEE DISCIPLINARY PRE-HEARING
CONFERENCE**

Employee #: RD2623521

II. General Functions:

- A. Call To Order**
- B. Roll Call**
- C. Pledge Of Allegiance**
- D. Approval of Agenda for Regular Meeting on July 2, 2013**

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

- E. Approval of Minutes for Regular Meeting on June 4, 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

SPECIAL MEETING

July 2, 2013

CLOSED SESSION: 1:00 p.m.

District Office Board Conference Room

OPEN SESSION: 2:00 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

- ❖ **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.

I. Closed Session:

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

PUBLIC EMPLOYEE DISCIPLINARY PRE-HEARING CONFERENCE
Employee #: RD2623521

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

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.

II. General Functions:

A. **Call to Order:**

B. **Roll Call:**

C. **Pledge of Allegiance:**

D. **Approval of Agenda for Regular Meeting on July 2, 2013**

E. **Approval of Minutes for Regular Meeting on June 4, 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

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.

III. **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>
Children's Center Assistant	78
Instructional Assistant – Specialized	18

IV. Action/Discussion Items/or Other Information:

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

1. Advanced Step Placements:

Approval of Advanced Step Placement for new employee Joshua Michael in the classification of Athletic Trainer at Range: 35 Step: D (\$3,720 per month)

2. Accelerated Hiring Rate

Approval of Accelerated Hiring Rate for the classification of Certified Occupational Therapy Assistant (COTA) at Range: 34 Step: D (\$3,631 per month)

3. Classification Revisions:

Recommendation: *Approve*

- a. It is recommended that the Personnel Commission approve the revision to Cafeteria Worker I classification specification within the Food and Nutrition Services
- b. It is recommended that the Personnel Commission approve the revision to Cafeteria Worker II classification specification within the Food and Nutrition Services
- c. It is recommended that the Personnel Commission approve the revision to Production Kitchen Coordinator classification specification within the Food and Nutrition Services
- d. It is recommended that the Personnel Commission approve the revision to Site Food Services Coordinator classification specification within the Food and Nutrition Services

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

- 2013 - 2014

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. Classified Personnel – Merit Report - No. A.16 (for SMMUSD School Board Agenda)
 - June 6, 2013
 Classified Personnel – Merit Report – No. A.19
 - June 26, 2013
4. Classified Personnel – Non-Merit Report – No. A.17
 - June 6, 2013
 Classified Personnel – Non-Merit Report – No. A.20
 - June 26, 2013
5. 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. Robert Anderson, Technical Specialist II, from August 22, 2013 to June 10, 2014, Santa Monica Alternative Schoolhouse
 - Ms. Elizabeth Baker Newell, Technical Specialist II, from August 22, 2013 to June 10, 2014, Franklin Elementary School
 - Mr. Andrew Bill, Technical Specialist II, from July 1, 2013 to July 4, 2013, Santa Monica High School/Educational Services
 - Ms. Mersedeh Farokzadeh, Technical Specialist II, from August 22, 2013 to June 10, 2014, Franklin Elementary School
 - Ms. Nicole Fisher, Technical Specialist II, from August 21, 2013 to May 24, 2014, Cabrillo Elementary School
 - Ms. Marni Gittleman, Technical Specialist II, from August 22, 2013 to June 10, 2014, Santa Monica Alternative Schoolhouse
 - Mr. Juan Gonzalez, Technical Specialist II, from July 1, 2013 to July 4, 2013, Santa Monica High School/Educational Services
 - Ms. Cathy Hutchinson, Technical Specialist II, from August 21, 2013 to May 24, 2014, Cabrillo Elementary School
 - Mr. Michael Hyziak, Technical Specialist II, from August 22, 2013 to June 10, 2014, Santa Monica Alternative Schoolhouse
 - Ms. Yolanda Martinez, Technical Specialist II, from August 22, 2013 to June 10, 2014, Franklin Elementary School
 - Ms. Julianna Ostrovsky, Technical Specialist II, from August 22, 2013 to June 10, 2014, Santa Monica Alternative Schoolhouse
 - Ms. Kristy Pace, Technical Specialist II, from August 22, 2013 to June 10, 2014, Santa Monica Alternative Schoolhouse
 - Ms. Andrea Philipson-Slosberg, Technical Specialist II, from August 21, 2013 to May 24, 2014, Cabrillo Elementary School
 - Ms. Shannon Sukovaty, Technical Specialist II, from August 21, 2013 to May 24, 2014, Cabrillo Elementary School
6. Approved Working Out of Class Request (90 working days per Personnel Commission Rule §3.2.8.(C): *Working Out of Class*) by the Director of Classified Personnel
 - Mr. Oscar Campos, Gardener, in the position of the Equipment Operator/Tree Trimmer, from June 3, 2013 to June 28, 2013
 - Mr. Jose Lopez, Gardener, in the position of the Equipment Operator/Tree Trimmer, from May 13, 2013 to May 31, 2013

- Mr. Thomas O'Rourke, Custodian, in the position of the Plant Supervisor, from June 12, 2013 to August 16, 2013
7. Board of Education Meeting Schedule
- 2013 - 2014

V. Personnel Commission Business:

A. Future Items:

Subject	Action Steps	Tentative Date
Classification Specification Revisions	Instructional Assistant – Developmental Health Instructional Assistant – Special Education Instructional Assistant – Specialized Sports Facility Attendant	August 2013
Merit Rules Revisions	First 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> <i>Chapter XVI: Grievance Procedure</i> <i>Chapter I: Preliminary Statement and Definition of Terms</i>	August 2013 September 2013 October 2013
Personnel Commission Annual Report		September 2013

VI. Next Regular Personnel Commission Meeting:

Tuesday, August 13, 2013, at 4:00 pm - *District Office Board Room*

VII. Adjournment:

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

TIME ADJOURNED: _____

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
June 4, 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 4:37 p.m.
- B. Roll Call:** Commissioners Inatsugu, Pertel and Sidley were present.
- C. Pledge of Allegiance:** Commissioner Sidley led all in attendance in the Pledge of Allegiance.
- D. Motion to Approve Agenda:** June 4, 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:** May 14, 2013

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

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

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 provided the Personnel Commission with the Merit Rules Advisory Committee update. He commended Ms. Beth Papp, Human Resources Technician, for extensive formatting of the updated rules. Chapters XI and XII will be presented to the Personnel Commission for first reading in near future. Chapter XII revisions will include Advanced Step Placement section.**
 - **Mr. Tietze notified the Personnel Commission that the Personnel Commission 2013-2014 budget has been approved by Los Angeles County Office of Education. He expressed his appreciation to the Board of Education and the District's Administration for their collaboration and support.**
 - **Mr. Tietze shared his observations from school visits.**
 - **Mr. Tietze recommended discussing the Personnel Commission's calendar for fiscal year 2013-2014 and bringing it to the next meeting for approval.**

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.

- **None**

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, informed the Personnel Commission about SEIU's active involvement with the affordable health care.**
- **Ms. Cartee-McNeely reported on updates regarding the state budget. SEIU is cautiously optimistic about the possibility of additional funding for the District's programs like ROP and child care services that were impacted by the state budget cuts.**
- **Ms. Cartee-McNeely stated that the next negotiation date is scheduled for June 19, 2013.**

2. Board of Education Report

- **Ms. Debra Moore Washington, Assistant Superintendent of Human Resources, informed the Personnel Commission about hiring administrators for next school year.**
- **Staff reductions will take place in the Special Education department.**
- **Ms. Washington notified the Personnel Commission about the upcoming graduation ceremonies.**
- **Commissioner Inatsugu inquired about the possibility of avoiding staff cuts within the Special Education department if the State Governor decides to backfill the budgetary cuts that were made to the Special Education programs.**
- **Ms. Washington stated that the layoff notices would be rescinded in that case.**

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):

Classification **# Eligibles**
 Instructional Assistant - Specialized 9

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

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

III. Action Items/ Discussion/or Other Information:

A. Action Item(s):

1. Advanced Step Placements:

a. Approval of Advanced Step Placement for new employee Jorge Bracamonte in the classification of Custodian at Range: 22 Step: F (\$2,987.00 per month)

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

- **Commissioner Sidley stated that accumulative financial impact of approved Advanced Step Placement requests has come to the amount of \$146,697 which demonstrates the need to conduct classification and compensation study.**
- **Commissioner Pertel concurred with Commissioner Sidley’s statement.**

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. Scheduling and Process Expectations for Pre-hearing Conferences

- Personnel Commission will discuss the process for establishing stipulations, exhibit lists and witness lists for appeal hearings.
- **Mr. Tietze expressed the need to discuss expectations for how the process should be defined, who should be involved, and what actions are allowable at the pre-hearing conference.**
- **Commissioner Sidley provided a brief background and reasons for establishing a specific process. The California Education Code does not provide guidance regarding the hearing procedures. In the past, the Personnel Commission engaged in conducting a pre-hearing conference in order to schedule the hearing itself and most importantly to provide the involved parties with the Personnel Commission's expectations. The Personnel Commission directed the parties to prepare briefs of what exactly the issues were they expect the Personnel Commission to rule on and the law upon which they expect to rely upon to prevail. It is a good practice for all involved parties to think about what they are required to prove before they proceed with the hearing. It provides a framework for the Personnel Commission for the deliberation and ultimate discussions for these proceedings. It also provides the Personnel Commission with the opportunity to facilitate a potential settlement.**
- **Commissioner Sidley requested the Personnel Commission to establish a protocol in which a hearing is scheduled no sooner than sixty (60) days from the conclusion of the administrative procedures. Prior to scheduling a hearing, a pre-hearing conference will be scheduled and the involved parties will be given a briefing schedule. The Personnel Commission may schedule a subsequent conference for the purpose of facilitating settlement.**
- **Commissioner Pertel concurred with Commissioner Sidley regarding the benefits of pre-hearing conference.**
- **Mr. Tietze inquired about scheduling the next pre-hearing conference. It was calendared for July 2, 2013 at 1:00 p.m. with all three Commissioners present.**

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 Requisition Status Report

3. Classified Personnel – Merit Report - No. A.17

- May 16, 2013
- **Commissioner Inatsugu commended Ms. Beth Papp, Human Resources Technician, for obtaining a Professional Growth increment.**

4. Classified Personnel – Non-Merit Report – No. A.18

- May 16, 2013

5. Approved Professional Experts (less than 90 working days or a 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

6. Approved Working Out of Class Request (90 working days per Personnel Commission Rule §3.2.8.(C): *Working Out of Class*) by the Director of Classified Personnel
 - Mr. Michael Jackson, Gardener, in the position of the Equipment Operator/Tree Trimmer, from April 22, 2013 to May 20, 2013
7. Personnel Commission's Twelve-Month Calendar of Events
 - 2012 – 2013
 - **Commissioner Inatsugu requested rescheduling July's meeting. She inquired about the upcoming work during the summer.**
 - **Mr. Tietze described in a greater detail the tasks the Personnel Commission staff will complete during this time including classification specification revisions and Merit Rules revisions. He proposed to schedule the next Personnel Commission meeting after the conclusion of the pre-hearing conference on July 2, 2013. The Personnel Commission agreed to agendize a special meeting at that time. The next regular Personnel Commission meeting on July 9, 2013 will be cancelled.**

IV. Personnel Commission Business:

A. Future Items

Subject	Action Steps	Tentative Date
Classification Specification Revisions	Instructional Assistant – Developmental Health	July 2013
	Instructional Assistant – Special Education Production Kitchen Coordinator Site Food Services Coordinator Sports Facility Attendant Occupational Therapist	August 2013
Merit Rules Revisions	First 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> <i>Chapter XVI: Grievance Procedure</i>	July 2013 August 2013 September 2013
	First Reading of Changes to Merit Rules: <i>Chapter I: Preliminary Statement and Definition of Terms</i>	
Personnel Commission Annual Report		September 2013

V. **Next Special Personnel Commission Meeting:**
Tuesday, July 2, 2013, at 1:00 pm - *District Office Board Room*

Next Regular Personnel Commission Meeting:
Tuesday, July 9, 2013, at 4:00 pm - *District Office Board Room*

- **Cancelled**

❖ **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:**

The Commission adjourned to closed session at **4:42 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 **6:09 p.m.** and reported on the following action taken in closed session:

VII. **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: 6:10 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.

III. Approval of Classified Personnel Eligibility List(s):

A. Approve Classified Personnel Eligibility List(s):

<u>Classification</u>	<u># Eligibles</u>
Children’s Center Assistant	78
Instructional Assistant – Specialized	18
<u>List Extension</u> (Personnel Commission Rule §6.1.3.: <i>Duration of Eligibility Lists</i>)	
Campus Security Officer	19

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

Personnel Commission Merit Rule

6.1.3 DURATION OF ELIGIBILITY LISTS

A. An eligibility list shall be in effect for a period of one (1) year, unless exhausted. A list may be extended for an additional period of two (2) years or less at the discretion of the Commission.

B. The Commission may approve the establishment of an eligibility list for a period of six (6) months when announced on the recruitment bulletin for the examination.

C. When fewer than three (3) ranks of available eligibles remain on an eligibility list, the appointing authority may request certification of additional eligibles.

Reference: Education Code Section 45300

IV. Action Items

PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
Regular Meeting: Tuesday, July 2, 2013

AGENDA ITEM NO: IV.A.1.

SUBJECT: Advanced Step Placement – Joshua Michael

BACKGROUND INFORMATION:

Classification Title: Athletic Trainer	Employee: Joshua Michael	Calculation of Advanced Step Recommendation
<u>Education:</u> <ul style="list-style-type: none"> A Bachelor’s degree from an accredited college or university. 	<ul style="list-style-type: none"> Joshua has a Master’s Degree in Organizational Leadership: Higher Education and a Bachelor’s degree in Athletic Training. 	1 level of education above the required level = 1 Step Advances
<u>Experience:</u> <ul style="list-style-type: none"> One (1) year working in athletic training, physical therapy or a related field. 	<ul style="list-style-type: none"> Joshua has over five years experience working as an Athletic Trainer, Graduate Assistant Athletic Trainer and a Personal Trainer. 	2 (2 year periods of experience) more than the required amount of Experience = 2 Step Advances
<u>Total Advanced Steps: 1 + 2 = 3 Advanced Steps = <u>STEP D</u></u>		

DIRECTOR’S COMMENTS:

Mr. Michael’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 two (2 year periods). Pay rate at Range 35 Step A is \$18.54/hour; Step D is \$21.46/hour. The net difference in pay is an increase of \$2.92 per hour, \$507 per month, or \$4,436 per year.

DIRECTOR’S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Joshua Michael at Range 35, Step D 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

PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
Special Meeting: Tuesday, July 2, 2013

AGENDA ITEM NO: IV.A.2.

SUBJECT: Accelerated Hiring Rate – Certified Occupational Therapy Assistant (COTA)

BACKGROUND INFORMATION:

The Director of Classified Personnel has determined that the salary rate for the COTA is having a negative impact on the number of qualified individuals applying for the position. Although efforts have been made to advertise the position in new locations in new ways, the amount of qualified candidates has remained exceptionally low.

A compensation analysis determined that the median first salary step rate for comparable COTA positions is around \$3,530 per month, while the SMMUSD position is currently \$3,137, or almost \$400 less per month. In order to incentivize more qualified candidates to apply, the Director feels a higher advertised starting salary is necessary.

DIRECTOR’S COMMENTS:

Per Merit Rule §12.2.4. (A), the PC is responsible for approving an accelerated hiring rate “where recruitment efforts have indicated difficulty in recruiting at that step.” The current recruitment for the COTA position has been continuously open since September of 2011, or for around 21 months. In that time only 35 individuals have applied and only one has qualified.

The most important issues for the PC to consider are whether the accelerated hiring rate has merit and how the change may affect other classification alignment. In this case, the difficulty to recruit is established and the change in starting salary would have no impact on other positions.

The accelerated rate will increase the starting salary from \$3,137 to \$3,631 per month, resulting in an initial fiscal impact of \$4,940 when assuming a normal start rate at first step. If the higher rate is not approved, advanced step placement will likely still be requested by future final candidates. However, the lower advertised rate will likely decrease the amount of viable candidates and increase the likelihood of awarding a higher pay rate to an applicant in a less competitive applicant pool.

DIRECTOR’S RECOMMENDATION:

It is recommended that the Personnel Commission approve this request for an Accelerated Hiring Rate of Step D at Range 34 (\$3,631) on the 2007-08 Classified Employee Salary Schedule pursuant to Merit Rule §12.2.4. (A) for the position of Certified Occupational Therapy Assistant.

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

**PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
Regular Meeting: Tuesday, July 2, 2013**

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

SUBJECT: Classification Specification Revisions – Cafeteria Worker I, Cafeteria Worker II, Production Kitchen Coordinator, Site Food Services Coordinator.

BACKGROUND INFORMATION:

The Director of Food Services has requested the revision of these classification specifications to more accurately reflect the duties, responsibilities, job requirements and reporting relationships of the classification for future recruitment purposes. The Director of Classified Personnel has further requested that classification specifications clearly identify the distinction between supervision, work directions, and work evaluation and to whom those responsibilities are allotted to.

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

RECOMMENDATION:

It is recommended that the Personnel Commission approve the revision to the Production Kitchen Coordinator, Site Food Services Coordinator, Cafeteria Worker I, and Cafeteria Worker II classification specifications within the Food Services Education department.

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

SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

CLASS TITLE: CAFETERIA WORKER I

Classified Employee's Salary Range: A-11

BASIC FUNCTION:

Under general supervision, perform routine food service activities related to the preparation and set-up for the serving of food to students and staff; perform cashiering duties in the sale of food items to students and staff; and maintain cleanliness of food service facilities.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES:

- Cafeteria Worker I is the entry-level classification in this series. Incumbents perform a variety of food service duties related to the preparation, set-up, serving, clean up and cashiering for an assigned food service cafeteria.
- The Cafeteria Worker II classification serves in a lead capacity in various school cafeterias and prepares daily sales reports, daily cash handling and food production records in a production kitchen requiring more experience and independent work. Incumbents in this classification will determine appropriate milk and ice cream stock, order stock from vendors and prepare daily sales reports and cash deposits.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

<ul style="list-style-type: none">• Maintain food storage, equipment, work and serving areas in a clean, sanitary and safe condition; wash and clean counters and tables; wash and store pots, pans, trays and kitchen equipment; clean and store utensils, dishes, trays and cafeteria equipment.	CWI
<ul style="list-style-type: none">• <u>Assist in the preparation and service of breakfast, lunch, and main dishes, salad bars, packaged and snack bar items to students and staff in accordance with District standards and the National School <u>Breakfast and Lunch Programs; prepare a variety of food items such as salads, sandwiches, cookies, etc.</u></u>	CWI
<ul style="list-style-type: none">• ; prepare salads, sandwiches, beverages and short-order foods such as hamburgers, burritos and hot dogs; wrap and warm muffins, bagels, cookies and nachos. Wash, cut and prepare fresh produce for salad bars and packaged salads. Prepare a variety of food items such as salads, sandwiches, cookies, etc.	CWI
<ul style="list-style-type: none">• Serve <u>a variety of</u> foods in a cafeteria, food cart or snack bar location;	CWI

stock counters and carts according to appropriate procedures.	
<ul style="list-style-type: none"> • Operate a cash register to receive cash and lunch cards/student IDs and maintain required records; operate a computer terminal and print reports. 	CWI
<ul style="list-style-type: none"> • Operate kitchen equipment including, but not limited to, graters, slicers, knives, ovens, steamers, tilting skillets and others. 	CWI
<ul style="list-style-type: none"> • Set up steam tables and ice beds for food service. 	CWI
<ul style="list-style-type: none"> • <u>Ensure that all food is prepared properly with regard to established temperature and quality standards; document on the appropriate forms on a daily basis.</u> 	CWI
<ul style="list-style-type: none"> • <u>Assure accuracy of daily sales receipts, count and wrap money, and prepare daily report of meals served.</u> 	CWI
<ul style="list-style-type: none"> • Set tables for special meals as assigned. 	CWI
<ul style="list-style-type: none"> • Train and provide work direction to student workers as assigned. 	CWI
<ul style="list-style-type: none"> • Assist in the delivery of foods to other District locations as assigned 	CWI
<ul style="list-style-type: none"> • Assist in the receiving and storing of food as assigned. 	CWI
<ul style="list-style-type: none"> • Perform related duties as assigned. 	CWI

•

OTHER DUTIES

SUPERVISION:

~~Supervision is received from the Director of Food and Nutrition Services or Food Services Operations Supervisor; training and technical work direction may be received from a Production Kitchen Coordinator, Site Food Services Coordinator or a Cafeteria Worker II.~~

~~Work direction may be exercised over student workers involved in preparing and serving food.~~

Supervision: *Establishes overall expectations, goals, and objectives, and aligns departmental resources.*

Received from: Director of Food and Nutrition Services in conjunction with the Food Services Operations Supervisor

Given to: None

Work Direction: *Providing specific instruction on how to complete daily activities.*

Received from: Cafeteria Worker II, Production Kitchen Coordinator, Site Food Service Coordinator, Food Services Operations Supervisor, and/or Director of Food and Nutrition Services.

Given to: None

Work Evaluation: *Assesses the performance outcomes based on work direction and supervision expectations.*

Received from: Director of Food and Nutrition Services with input from Food Services Operations Supervisor, Production Kitchen Coordinator, and/or Site Food Service Coordinator.

Given to: None

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Basic kitchen utensils and equipment.
- Basic mathematics including addition, subtraction, and multiplication
- Proper Food handling techniques and kitchen sanitation.
- Basic health, safety and sanitation regulations.
- Methods of cleaning and maintaining food service areas, utensils and equipment.

ABILITY TO:

- Prepare and serve a variety of foods.
- Operate appliances found in school cafeterias.
- Effectively communicate with customers in English
- Understand and carry out oral and written instructions in English
- Perform basic mathematics including addition, subtraction, and multiplication.
- Read recipes and interpret forms in English.
- Read and write at the level necessary to perform the above duties.
- Count money and make change accurately.
- Operate a computer terminal ~~or~~ point-of-sale cash register.
- Understand and apply the National School Lunch Program.
- Maintain cooperative working relationships with others.
- ~~Be flexible.~~ Maintain flexibility working with frequent interruptions and multiple changing priorities.

EDUCATION AND EXPERIENCE:

Some experience in-with preparing and serving large quantities of food is required. One (1) year of preparing and serving large quantities of food in a commercial food operation such as a restaurant, hospital or school environment is preferred.

LICENSES AND OTHER REQUIREMENTS:

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

Food handler or ServSafe certificate preferred.

WORKING CONDITIONS:

ENVIRONMENT:

Cafeteria work environment.; The incumbent of this position experiences frequent exposure to heat from ovens and stoves and cold from walk-in refrigerators and freezers; works both inside and outside with exposure to changing weather conditions.

PHYSICAL ABILITIES:

Lifting heavy canned food cases up to forty-five (45) pounds; stooping and bending at the waist; dexterity of hands and fingers to operate various kitchen equipment and utensils; reaching overhead, above the shoulders and horizontally to store food and related materials.

HAZARDS:

Exposure to sharp knives and slicers; cleaning solvents, and detergents.

DUTIES APPROVED

BOARD OF EDUCATION:

1977

CLASSIFICATION APPROVED

PERSONNEL COMMISSION:

1977

Re-titled July 21, 1982

Revised September 15, 1982

Revised April 1, 1996

Revised July 12, 2011

SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

CLASS TITLE: CAFETERIA WORKER II

Classified Employee's Salary Range: A-13

BASIC FUNCTION

Under general supervision, provide guidance to assigned staff and operate various school cafeterias; perform cash handling and food production record-keeping duties; prepare and serve meals; clean kitchen equipment and utensils; and maintain necessary records.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES:

- Cafeteria Worker I is the entry-level classification in this series. Incumbents perform a variety of food service duties related to the preparation, set-up, serving, clean up and cashiering for an assigned food service cafeteria.
- The Cafeteria Worker II classification serves in a lead capacity in various school cafeterias and prepares daily sales reports, daily cash handling and food production records requiring more experience and independent work than the Cafeteria Worker I. Incumbents in this classification will determine appropriate food and supply stock, and order food and supplies from vendors, central kitchens and warehouse.

REPRESENTATIVE DUTIES

ESSENTIAL DUTIES:

<ul style="list-style-type: none">• <u>Assist in the preparation and service of breakfast, lunch, and main dishes, salad bars, packaged and snack bar items to students and staff in accordance with District standards and the National School Breakfast and Lunch Programs.</u>	CWI
<ul style="list-style-type: none">• <u>Prepare a variety of food items such as salads, sandwiches, cookies, etc.</u>	CWI
<ul style="list-style-type: none">• <u>Serve a variety of foods in a cafeteria, food cart or snack bar location; stock counters and carts according to appropriate procedures.</u>	CWI
<ul style="list-style-type: none">• <u>Operate a cash register to receive cash and lunch cards/student IDs and maintain required records; operate a computer terminal and print reports.</u>	CWI
<ul style="list-style-type: none">• <u>Operate kitchen equipment including, but not limited to, graters, slicers, knives, ovens, steamers, tilting skillets and others.</u>• <u>Set up steam tables and ice beds for food service.</u>	CWI

<ul style="list-style-type: none"> • <u>Ensure that all food is prepared properly with regard to established temperature and quality standards; document on the appropriate forms on a daily basis.</u> 	CWI
<ul style="list-style-type: none"> • <u>Operate a variety of equipment and machines used in a school cafeteria as required; operate a computer terminal, point-of-sale cash register, and other transaction related equipment.</u> 	CWI
<ul style="list-style-type: none"> • <u>Assure accuracy of daily sales receipts, count and wrap money, and prepare daily report of meals served.</u> 	CWI
<ul style="list-style-type: none"> • Monitor work and participate in the preparation and completion of main dishes, vegetables, salads, sandwiches and desserts delivered from the central kitchens and/or central warehouse to elementary satellite school cafeterias. 	CWII
<ul style="list-style-type: none"> • Prepare daily sales report and daily cash deposit; count money after meal periods and prepare sales reports according to established guidelines; prepare cash drawers for following days. 	CWII
<ul style="list-style-type: none"> • Monitor and assist cafeteria workers and student workers in setting up steam tables, serving food, washing dishes, storing equipment and taking cash and lunch cards/student IDs. Assure all workers are following “Offer versus Serve” and other guidelines <u>of regarding</u> the National School Breakfast and Lunch Program. 	CWII
<ul style="list-style-type: none"> • Place food orders according to established procedures. 	CWII
<ul style="list-style-type: none"> • Receive and store food from production kitchen, warehouse and vendors in accordance with District policies and Health and Safety guidelines. 	CWII
<ul style="list-style-type: none"> • Perform monthly inventory <u>to ensure food service needs are met.</u> 	CWII
<ul style="list-style-type: none"> • Prepare food transport/ <u>and/or meal</u> production records for all food served on a daily basis. 	CWII

<ul style="list-style-type: none"> • Serve as liaison between the school offices of the school sites and the central kitchens in determining the quantity of food to be delivered each day. 	CWII
<ul style="list-style-type: none"> • Attend monthly Food and Nutrition Services meetings; communicate with Operations Supervisor to coordinate training for cafeteria staff and student workers as necessary. 	CWII
<ul style="list-style-type: none"> • Operate a variety of equipment and machines used in a school cafeteria as required; operate a computer terminal and point of sale cash register. 	CWII
<ul style="list-style-type: none"> • Perform related duties as assigned. 	

SUPERVISION:

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

~~Monitors work of student workers and Cafeteria Worker Is involved in preparing and serving food at an elementary satellite kitchen.~~

Supervision: *Establishes overall expectations, goals, and objectives, and aligns departmental resources.*

Received from: Director of Food and Nutrition Services in conjunction with Food Services Operations Supervisor

Given to: None

Work Direction: *Providing specific instruction on how to complete daily activities.*

Received from: Production Kitchen Coordinator, Site Food Service Coordinator, Food Services Operations Supervisor, and/or Director of Food and Nutrition Services.

Work Evaluation: *Assesses the performance outcomes based on work direction and supervision expectations.*

Received from: Director of Food and Nutrition Services with input from Food Services Operations Supervisor, Production Kitchen Coordinator, and/or Site Food Service Coordinator.

Given to: May provide input for Cafeteria Worker I to Director of Food and Nutrition Services

Formatte

Formatte

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Basic kitchen utensils and equipment.
- Basic mathematics including addition, subtraction, and multiplication.
- Proper Food handling techniques and kitchen sanitation.
- ~~Safety and sanitation guidelines/regulations.~~ Health, safety, and sanitation regulations
- Methods of completing the preparation of and the serving of food in large quantities.
- Methods of cleaning and maintaining food service areas, utensils and equipment.
- National School Breakfast Program regulations.
- National School Lunch Program regulations.

ABILITY TO:

- Prepare and Sserve a variety of foods in large quantities.
- Operate appliances and equipment at school cafeterias.
- ~~Effectively communicate with customers in English.~~
- Understand and carry out oral and written instructions in English.
- Perform basic mathematics including addition, subtraction, and multiplication
- Read recipes and interpret forms ~~and recipes~~ in English.
- Count money and make change accurately.
- Operate a computer terminal and point-of-sale cash register.
- Understand and apply the National School Lunch Program.
- Maintain flexibility working with frequent interruptions and multiple changing priorities
- Establish and maintain cooperative working relationships with others.
- Read and write at the level necessary to perform the above duties.
- Maintain accurate records, prepare reports and balance cash receipts accurately.
- Understand basic computer applications.
- Monitor work of cafeteria workers and student helpers.
- Interact successfully with students, school personnel and Food and Nutrition Services Operations Supervisor.

EDUCATION AND EXPERIENCE:

Any combination of:

EDUCATION:

~~Educational attainment equivalent to a high school diploma or its recognized equivalent.~~
Graduation from high school or evidence of equivalent educational proficiency is required.

EXPERIENCE:

One (1) year of preparing and serving large quantities of food in a commercial food operation such as a restaurant, hospital or school environment. Experience preparing sales reports and daily cash deposits.

One (1) year of preparing and serving large quantities of food in a commercial food operation such as a restaurant, hospital or school environment is required.

Experience preparing sales reports and daily cash deposits is required.

LICENSES AND OTHER REQUIREMENTS:

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

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

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

WORKING CONDITIONS:

ENVIRONMENT:

~~Incumbent will work in a cafeteria environment;~~ Cafeteria work environment. The incumbent of this position experiences frequent exposure to with heat from ovens and stoves and cold from walk-in refrigerators and freezers; -works both inside and outside with exposure to changing weather conditions.

PHYSICAL DEMANDS:

Lifting heavy canned food cases up to forty-five (45) pounds; stooping and bending at the waist; dexterity of hands and fingers to operate various kitchen equipment and utensils; reaching overhead, above the shoulders and horizontally to store food and related materials.

HAZARDS:

Exposure to sharp knives and slicers, cleaning solvents, and detergents.

**DUTIES APPROVED
BOARD OF EDUCATION:**

**CLASSIFICATION APPROVED
PERSONNEL COMMISSION:**

1982

July 21, 1982
Revised April 1, 1996
Revised September 19, 2006
Revised July 12, 2011

PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

CLASS TITLE: PRODUCTION KITCHEN COORDINATOR

Classified Employees Salary Schedule – Range A-29

BASIC FUNCTION:

Under general supervision, plan, organize, coordinate and participate in the operation of complex food production kitchen at a high school site producing 2,500 or more meals; coordinate, schedule and monitor the transportation of food to satellite kitchens; train and provide work direction and guidance to assigned staff.

REPRESENTATIVE DUTIES

1	<u>Ensure that all food is prepared properly with regard to established temperature and quality standards; document on the appropriate forms on a daily basis.</u>	SFSC
2	Train and provide <u>provide technical and operational</u> work direction <u>and training</u> to assigned food service staff; oversee <u>monitor</u> the preparation and cooking of food and the transportation of lunches to the satellite cafeterias.	PKC
3	Plan, organize, coordinate and participate in the preparation of food at a complex high school production kitchen; maintain food production and high quality standards; assure recipes and menus are in accordance with federal, State and department rules and regulations.	PKC
4	Plan and oversee <u>monitoring</u> the ordering, receipt, inspection, storage and inventory control of food products and supplies.	PKC
5	Oversee <u>Monitor</u> and coordinate <u>direct</u> the cleaning and maintenance of food production equipment and food preparation areas.	PKC
6	Confer with the Director and Assistant Director <u>Operations Supervisor</u> of Food Services, school principals and other food service staff regarding food production needs, quality control, menu planning, ordering food products and supplies and delivery of meals.	PKC
7	Prepare <u>and evaluate</u> daily sales report and daily cash deposit for transactions at the high school. audit and evaluate the daily sales reports from each satellite location.	PKC
8	<u>Prepare and complete menu production record or worksheet on a daily basis.</u>	PKC
9	<u>Prepare work schedules and designate duties for assigned personnel; train and provide work direction</u>	PKC
10	<u>Audit and evaluate daily meal counts from each satellite location.</u>	PKC
11	Utilize cost control procedures to maintain compliance with operating costs and budget limitations.	PKC
12	Establish and maintain appropriate plan sanitation, safe working conditions and food handling practices and procedures; assure compliance with health, and safety, <u>and</u> sanitation rules and regulations. <u>guidelines.</u>	PKC
13	Performs related duties as assigned.	PKC

SUPERVISION

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

~~Incumbents in this classification coordinate work and provide guidance to Cafeteria Worker II's at each of the assigned satellite locations.~~

PRODUCTION KITCHEN COORDINATOR

Supervision: *Establishes overall expectations, goals, and objectives, and aligns departmental resources.*

Received from: Director of Food and Nutrition Services in conjunction with Food Services

Operations

Supervisor

Given to: None

Work Direction: *Providing specific instruction on how to complete daily activities.*

Received from: Food Services Operations Supervisor or Director of Food and Nutrition Services

Given to: Cafeteria Worker I, Cafeteria Worker II

Work Evaluation: *Assesses the performance outcomes based on work direction and supervision expectations.*

Received from: Director of Food and Nutrition Services with input from Food Services Operations

Supervisor

Given to: May provide input on Cafeteria Worker I and Cafeteria Worker II for Director of Food and Nutrition Services

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

- Methods of preparing, cooking, packaging and/or serving food in large quantities.
- Federal, State and District rules and regulations pertaining to school meals and child nutrition programs.
- Techniques of shipping food to satellite locations.
- Procedures for ordering, receiving and storing foods and other perishable items in large quantities.
- Proper food handling techniques.
- Methods of cleaning and maintaining food service areas, utensils and equipment
- Principles of training and providing work direction.
- Food production costs, and price, portion and quality control methods in a large food production operation.
- Methods of computing food quantities required by menus.
- Health, safety and sanitation regulations. ~~Kitchen sanitation and safety precautions~~
- Effective food merchandising.

ABILITY TO:

- Plan, schedule, monitor and train assigned personnel.
- Understand and carry out oral and written instructions in English.
- Assure food preparation, service, transport and storage procedures are in accordance with health, sanitation and safety regulations
- Operate appliances found in school cafeterias.
- Maintain accurate records and prepare reports.
- Monitor the preparation of food in large quantities.
- Compute food quantities required by menus.
- Implement quality control methods and procedures for food production.
- Establish and maintain cooperative and effective working relationships with others.
- Complete work with many interruptions.
- Meet schedules and timelines.

- Be flexible.

EDUCATION AND EXPERIENCE:

EDUCATION:

Graduation from high school or evidence of equivalent educational proficiency. Educational attainment equivalent to a high school diploma or its recognized equivalent.

EXPERIENCE:

Five (5) years of experience ordering, preparing and serving large quantities of food.

LICENSES AND OTHER REQUIREMENTS:

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

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

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

SPECIAL INFORMATION:

None.

WORKING CONDITIONS:

ENVIRONMENT:

Food service environment; The incumbent of this position experiences frequent exposure to heat from ovens and stoves and cold from walk-in refrigerators and freezers; works both inside and outside with exposure to changing weather conditions-

PHYSICAL ABILITIES:

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

HAZARDS:

Exposure to very hot foods, equipment, and metal objects; exposure to sharp knives and slicers.

DUTIES APPROVED BOARD OF EDUCATION:

No date.

CLASSIFICATION APPROVED PERSONNEL COMMISSION:

Revised October 2000

Revised December 13, 2011

PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

CLASS TITLE: SITE FOOD SERVICE COORDINATOR

Classified Employees Salary Schedule – Range A-29

BASIC FUNCTION:

Under general supervision, organize, lead and participate in the food service operations at an assigned middle school satellite kitchen; train, assign and provide work direction to assigned personnel.

REPRESENTATIVE DUTIES

1	<u>Ensure that all food is prepared properly with regard to established temperature and quality standards; document evidence of compliance on appropriate forms on a daily basis.</u>	SFSC
2	Oversee <u>Monitor</u> serving of meals to students, teachers and other staff; participate in food serving and preparation as needed; assure compliance with <u>National School Lunch Program (NSLP), School Breakfast Program (SBP), and district wellness policies.</u> serve size requirements.	SFSC
3	Organize and lead food service operations at an assigned middle school satellite kitchen; assure the preparation, serving and storage of food is in accordance with established government health and safety guidelines and procedures.	SFSC
4	Prepare work schedules and assign <u>designate</u> duties for assigned personnel; train and provide <u>provide technical and operational</u> work direction <u>and training</u> .	SFSC
5	Supervise and participate in kitchen cleaning activities to assure compliance with health and sanitation requirements. Assure proper cleanliness and maintenance of equipment and supplies used in the cafeteria; assure compliance with safety and sanitation regulations.	SFSC
6	Prepare and maintain a variety of reports and records including inventory, requisitions, daily reports, menu planning, and production sheets.	SFSC
7	Operate a variety of equipment and machines used in a school cafeteria as required; operate a computer terminal to access data and input information from <u>point-of-sale SNAP</u> program.	SFSC
8	Assure accuracy of daily cash receipts; count and wrap money; prepare bank deposits; prepare daily report of meals served.	SFSC
9	Estimate and requisition food quantities, equipment and supplies needed; receive, inspect, verify and accept delivery of food and supplies; utilize proper methods of storing foods.	SFSC
10	Attend meetings related to food service operations and activities; schedule, prepare and deliver food for catering events and meetings as assigned.	SFSC
11	Perform related duties as assigned.	SFSC

SUPERVISION

~~Supervision is received from the Director of Food and Nutrition Services or designee.~~

~~Provides functional and technical guidance to Cafeteria Worker I's and student workers at the middle school satellite kitchen.~~

SUPERVISION

Supervision: *Establishes overall expectations, goals, and objectives, and aligns departmental resources.*

Received from: Director of Food and Nutrition Services in conjunction with Food Services Operations Supervisor

Given to: None

Work Direction: *Providing specific instruction on how to complete daily activities.*

Received from: Food Services Operations Supervisor or Director of Food and Nutrition Services

Given to: Cafeteria Worker I, Cafeteria Worker II

Work Evaluation: *Assesses the performance outcomes based on work direction and supervision expectations.*

Received from: Director of Food and Nutrition Services with input from Food Services Operations Supervisor

Given to: May provide input on Cafeteria Worker I and Cafeteria Worker II for Director of Food and Nutrition Services.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

- Operations of a middle school satellite cafeteria.
- Principles of training and providing work guidance direction.
- Methods of preparing and serving food in large quantities.
- Storage and rotation of perishable food.
- Methods of computing food quantities required by menus.
- Methods of documenting food ordering, preparation, and serving.
- ~~Food handling techniques and kitchen sanitation.~~
- Methods of cleaning and maintaining food service areas, utensils and equipment.
- Health, safety and sanitation regulations.
- ~~Kitchen sanitation and safety precautions.~~
- Components of the National School Lunch Program regulations.
- Techniques of shipping food to satellite locations.
- Effective food merchandising.

ABILITY TO:

- Train and provide work direction to assigned staff.
- Assure food preparation, service, transport and storage procedures are in accordance with health, sanitation and safety regulations
- Operate appliances found in school cafeterias.
- Complete work with many interruptions.
- Meet schedules and timelines.
- Maintain accurate records.
- Prepare and serve meats, vegetables and baked goods in large quantities.

- Compute food quantities required by ~~menus-menus~~. Calculate, estimate and requisition food and supplies.
- Understand and carry out oral and written instructions in English.
- Establish and maintain cooperative and effective working relationships with others.
- Be flexible.

EDUCATION AND EXPERIENCE:

EDUCATION:

Graduation from high school or evidence of equivalent educational proficiency

N/A

EXPERIENCE:

Two (2) years of experience ordering, preparing and serving large quantities of food and cleaning and maintaining food service areas and related equipment.

LICENSES AND OTHER REQUIREMENTS:

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

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

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

SPECIAL INFORMATION:

None.

WORKING CONDITIONS:

ENVIRONMENT:

~~Middle school satellite kitchen~~ Food service environment. The incumbent of this position experiences frequent exposure to heat from ovens and stoves and cold from walk-in refrigerators and freezers; works both inside and outside with exposure to changing weather conditions.-

PHYSICAL ABILITIES:

Lifting, carrying, pushing or pulling moderately heavy objects (such as canned food cases) up to forty-five (45) pounds; standings and walking for extended periods of time; dexterity of hands and fingers to operate kitchen equipment; reaching overhead, above the shoulders and horizontally; seeing to assure proper quantities of food; bending at the waist.

HAZARDS:

Exposure to very hot foods, equipment, and metal objects; exposure to sharp knives and slicers.

**DUTIES APPROVED
BOARD OF EDUCATION:**

No date.

**CLASSIFICATION APPROVED
PERSONNEL COMMISSION:**

Revised October 2000

Revised December 13, 2011

**SANTA MONICA – MALIBU UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
MEETING CALENDAR
2013 – 2014**

Date	Time	Location	Notes
2013			
July 2, 2013	1:00 p.m.	Board Room – District Office	Special Meeting
August 13, 2013	4:00 p.m.	Board Room – District Office	
September 10, 2013	4:00 p.m.	Board Room – District Office	
October 8, 2013	4:00 p.m.	Board Room – District Office	
November 12, 2013	4:00 p.m.	Board Room – District Office	
December 10, 2013	4:00 p.m.	Board Room – District Office	
2014			
January 14, 2014	4:00 p.m.	Board Room – District Office	
February 11, 2014	4:00 p.m.	Board Room – District Office	
February 2014	Daily Conference	TBD	CSPCA 2014 Annual Conference
March 11, 2014	4:00 p.m.	Board Room – District Office	
April 8, 2014	4:00 p.m.	Board Room – District Office	2014–15 Budget Discussion and Development,
May 13, 2014	4:00 p.m.	Board Room – District Office	2014-15 Budget Adoption
June 10, 2014	4:00 p.m.	Board Room – District Office	

IV. Discussion Items

IV. 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	\$14.89	\$2,710	\$15.63	22,584	23,713	\$1,129
8/9/2011	IA-Specialized	10	6	26	F	\$2,581	\$14.89	\$3,294	\$19.00	19,358	24,705	\$5,348
8/9/2011	Licensed Vocational Nurse	10	8	34	E	\$3,137	\$18.10	\$3,813	\$22.00	31,370	38,130	\$6,760
10/11/2011	Electrician	12	8	37	F	\$3,374	\$19.47	\$4,306	\$24.84	40,488	51,672	\$11,184
10/11/2011	IA-Specialized	10	6	26	F	\$2,581	\$14.89	\$3,294	\$19.00	19,358	24,705	\$5,348
12/13/2011	Fiscal Supv-CDS	12	8	M41	B	\$4,462	\$25.74	\$4,685	\$27.03	53,544	56,220	\$2,676
12/13/2011	Accounting Asst II	12	4	26	F	\$2,581	\$14.89	\$3,294	\$19.00	15,486	19,764	\$4,278
1/10/2012	IA-Specialized	10	6	26	F	\$2,581	\$14.89	\$3,294	\$19.00	19,358	24,705	\$5,348
1/10/2012	IA-SE	10	6	20	F	\$2,229	\$12.86	\$2,845	\$16.41	16,718	21,338	\$4,620
1/10/2012	IA-Specialized	10	6	26	F	\$2,581	\$14.89	\$3,294	\$19.00	19,358	24,705	\$5,348
3/13/2012	Health Off Spec	10	3.5	25	D	\$2,518	\$14.53	\$2,914	\$16.81	11,016	12,749	\$1,733
3/13/2012	IA-Music	10	3	20	F	\$2,229	\$12.86	\$2,845	\$16.41	8,359	10,669	\$2,310
3/13/2012	Reprographics Operator	12	8	23	F	\$2,398	\$13.83	\$3,060	\$17.65	28,776	36,720	\$7,944
3/13/2012	Physical Therapist	11	8	61	D	\$6,059	\$34.96	\$7,014	\$40.46	66,649	77,154	\$10,505
3/13/2012	IA-SE	10	5	20	F	\$2,229	\$12.86	\$2,845	\$16.41	13,931	17,781	\$3,850
3/13/2012	Health Off Spec	10	3.5	25	D	\$2,518	\$14.53	\$2,914	\$16.81	11,016	12,749	\$1,733
3/13/2012	IA-SE	10	6	20	F	\$2,229	\$12.86	\$2,845	\$16.41	16,718	21,338	\$4,620
3/13/2012	IA-Classroom	10	2	18	F	\$2,167	\$12.50	\$2,710	\$15.63	5,418	6,775	\$1,358
3/13/2012	Health Off Spec	10	3.5	25	D	\$2,518	\$14.53	\$2,914	\$16.81	11,016	12,749	\$1,733
3/13/2012	Health Off Spec	10	3.5	25	B	\$2,518	\$14.53	\$2,914	\$16.81	11,016	12,749	\$1,733
4/17/2012	Admin Asst	12	8	29	B	\$2,776	\$16.02	\$2,914	\$16.81	33,312	34,968	\$1,656
4/17/2012	IA-Specialized	10	6	26	F	\$2,581	\$14.89	\$3,294	\$19.00	19,358	24,705	\$5,348
5/8/2012	IA-PE	10	6	20	F	\$2,229	\$12.86	\$2,845	\$16.41	16,718	21,338	\$4,620
5/8/2012	IA-SE	10	6	20	F	\$2,229	\$12.86	\$2,845	\$16.41	16,718	21,338	\$4,620
5/8/2012	IA-Classroom	10	3	18	B	\$2,167	\$12.50	\$2,229	\$12.86	8,126	8,359	\$233
5/8/2012	IA-SE	10	6	20	F	\$2,229	\$12.86	\$2,845	\$16.41	16,718	21,338	\$4,620
5/8/2012	IA-SE	10	4	20	F	\$2,229	\$12.86	\$2,845	\$16.41	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	\$21.46	\$4,747	\$27.39	44,640	56,964	\$12,324
7/11/2012	Fiscal Svcs Supv	12	8	M41	D	\$4,462	\$25.74	\$5,165	\$29.80	53,544	61,980	\$8,436
8/14/2012	Elem Library Coord	10	7	26	B	\$2,581	\$14.89	\$2,710	\$15.63	22,584	23,713	\$1,129
8/14/2012	HVAC Mechanic	12	8	37	C	\$3,374	\$19.47	\$3,720	\$21.46	40,488	44,640	\$4,152
8/14/2012	IA-Specialized	10	6	26	F	\$2,581	\$14.89	\$3,294	\$19.00	19,358	24,705	\$5,348
8/23/2012	IA-Dev Hlth	10	8	23	F	\$2,398	\$13.83	\$3,060	\$17.65	23,980	30,600	\$6,620
9/11/2012	IA-Dev Hlth	10	5	23	F	\$2,398	\$13.83	\$3,060	\$17.65	14,988	19,125	\$4,138
9/11/2012	Accountant	12	8	41	C	\$3,720	\$21.46	\$4,101	\$23.66	44,640	49,212	\$4,572
10/10/2012	IA-Specialized	10	6	26	F	\$2,581	\$14.89	\$3,294	\$19.00	19,358	24,705	\$5,348
10/10/2012	Physical Activities Specialist	10	5	26	F	\$2,581	\$14.89	\$3,294	\$19.00	16,131	20,588	\$4,456
10/10/2012	Stock and Delivery Clerk	10	7	26	B	\$2,581	\$14.89	\$2,710	\$15.63	22,584	23,713	\$1,129
11/13/2012	IA-Specialized	10	6	26	F	\$2,581	\$14.89	\$3,294	\$19.00	19,358	24,705	\$5,348
11/13/2012	IA-Specialized	10	6	26	F	\$2,581	\$14.89	\$3,294	\$19.00	19,358	24,705	\$5,348
1/15/2013	IA-PE	10	6	20	F	\$2,229	\$12.86	\$2,845	\$16.41	16,718	21,338	\$4,620
1/15/2013	IA-SE	10	6	20	F	\$2,229	\$12.86	\$2,845	\$16.41	16,718	21,338	\$4,620
1/15/2013	IA-Specialized	10	6	26	F	\$2,581	\$14.89	\$3,294	\$19.00	19,358	24,705	\$5,348
1/15/2013	IA-Specialized	10	6	26	F	\$2,581	\$14.89	\$3,294	\$19.00	19,358	24,705	\$5,348
1/15/2013	IA-Specialized	10	6	26	C	\$2,581	\$14.89	\$2,845	\$16.41	19,358	21,338	\$1,980
2/12/2013	Bus Driver	10	7	28	E	\$2,710	\$15.63	\$3,294	\$19.00	23,713	28,823	\$5,110
2/12/2013	Gardener	12	3	24	F	\$2,458	\$14.18	\$3,137	\$18.10	11,061	14,117	\$3,056
2/12/2013	Dir Class Pers	12	8	M64	C	\$7,874	\$45.43	\$8,682	\$50.09	94,488	104,184	\$9,696
3/12/2013	IA-Classroom	10	3	18	D	\$2,167	\$12.50	\$2,458	\$14.18	8,126	9,218	\$1,091
3/12/2013	IA-Specialized	10	6	26	F	\$2,581	\$14.89	\$3,294	\$19.00	19,358	24,705	\$5,348
4/9/2013	HR Analyst	12	8	M46	C	\$5,048	\$29.12	\$5,565	\$32.11	60,576	66,780	\$6,204
5/14/2013	Sprinkler Repair Technician	12	8	33	F	\$3,060	\$17.65	\$3,906	\$22.53	36,720	46,872	\$10,152
5/14/2013	IA-SE	10	6	20	F	\$2,229	\$12.86	\$2,845	\$16.41	16,718	21,338	\$4,620
5/14/2013	Administrative Assistant	12	8	29	C	\$2,776	\$16.02	\$3,060	\$17.65	33,312	36,720	\$3,408
6/4/2013	Custodian	12	8	22	F	\$2,341	\$13.51	\$2,987	\$17.23	28,092	35,844	\$7,752
7/2/2013	Athletic Trainer	10	7	35	D	\$3,213	\$18.54	\$3,720	\$21.46	28,114	32,550	\$4,436
											TOTAL	\$151,133

Personnel Requisition Detailed Report – 7/2/13 PC Meeting

OPEN REQUISITION ACTIVITY COMPARISON BY MONTH															
PC Meeting Date	5/8/12	6/12/12	7/10/12	8/14/12	9/11/12	10/9/12	11/13/12	12/11/12	1/8/13	2/12/13	3/12/13	4/9/13	5/14/13	6/4/13	7/2/13
Top 3 Ranks Available: <i>Able to select from eligibility list</i>	3	4	4	10	5	4	8	6	3	6	5	10	6	10	8
Top 3 Ranks Not Available: <i>Recruitment necessary</i>	5	5	9	6	7	7	8	12	10	9	8	8	5	6	9
TOTAL	8	9	13	16	12	11	16	18	13	15	13	18	11	16	17

OPEN REQUISITIONS																		
Req ID	Position	Dept/Site	New or Replacing Who?	Was there 3 Ranks at Time of Request?	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 Assistant	Special Education	Kari Isackson	NO	9/8/11	9/14/11	Continuous			34	33	IN PROGRESS					New recruitment strategy and pending accelerated hiring rate	
13-052	Instructional Assistant-Physical Education	Edison	Jose Barron	NO	11/5/12	11/11/12	3/22/13	4/12/13	20	41	14	IN PROGRESS					Delayed to revise testing and now in progress	
13-084	Instructional Assistant-Physical Education	Cabrillo	Fredy Romero	NO	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	
13-088	Instructional Assistant-Music	Lincoln	Colleen Ruddy	YES	3/14/13	3/20/13	Not Applicable											Working with dept to strategize targeted recruitment for strings experience
13-089	Physical Activities Specialist	John Muir	Reginald St. Claire	YES	3/14/13	3/20/13	Not Applicable											Pending interview with hiring manager May require supplemental recruitment

OPEN REQUISITIONS

Req ID	Position	Dept/Site	New or Replacing Who?	Was there 3 Ranks at Time of Request?	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
13-097	Physical Activities Specialist	Franklin	Aaron Kahle	YES	4/8/13	4/14/13	Not Applicable										Pending interview with hiring manager May require supplemental recruitment
13-101	Custodian PM	M&O	Mitchel Jackson	YES	4/17/13	4/23/13	Not Applicable										On hold, pending layoff
13-105	Physical Therapist	Special Education	Lauren Cowan	NO	4/26/13	5/5/13	5/3/13	5/17/13	IN PROGRESS								Active
13-114	Campus Security Officer	SAMOHI	Victoria Lopez	YES	6/4/13	6/10/13	-	-	-	-	-	-	-	-	-	-	Pending interview with hiring manager pending elig list extension
13-115	Equipment Operator/ Tree Trimmer	M&O	Jose Mares	NO	6/4/13	6/10/13	-	-	-	-	-	-	-	-	-	-	Job description in revision
13-116	Instructional Assistant-Classroom	Roosevelt	Jennifer Alvarez	NO	6/4/13	6/10/13	-	-	-	-	-	-	-	-	-	-	IN PROGRESS
13-119	Cafeteria Worker I	Grant	Amanda Stwell	YES	6/5/13	6/13/13	-	-	-	-	-	-	-	-	-	-	IN PROGRESS to provide more candidates
13-120	Instructional Assistant-Classroom	McKinley	Jennifer Rivera	NO	6/5/13	6/13/13	-	-	-	-	-	-	-	-	-	-	IN PROGRESS
13-121	Instructional Assistant-Classroom	McKinley	Deborah Moore	NO	6/5/13	6/13/13	-	-	-	-	-	-	-	-	-	-	IN PROGRESS
13-122	Administrative Assistant	Business Services	Carolyn James	YES	6/21/13	6/30/13	-	-	-	-	-	-	-	-	-	-	Pending interview with hiring manager
13-123	Administrative Assistant	Grant	Yolanda Sanchez	YES	6/24/13	6/30/13	-	-	-	-	-	-	-	-	-	-	Pending interview with hiring manager
13-124	Custodian	John Adams	Javier Orozco	YES	6/26/13	7/1/13	-	-	-	-	-	-	-	-	-	-	Pending interview with hiring manager

FILLED REQUISITIONS

Req ID	Position	Dept/Site	New or Replacing Who?	Was there 3 Ranks at Time of Request?	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
13-102	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	Filled from Eligibility List
13-106	Administrative Assistant	Will Rogers	Judith Sember	YES	5/13/13	5/19/13	Not Applicable										Filled from Transfer List
13-108	Administrative Assistant	John Muir	Karen Dahlem	YES	5/21/13	5/30/13	Not Applicable										Filled from Transfer List
13-109	Administrative Assistant	Webster	Eleonore Meline	YES	5/21/13	5/30/13	Not Applicable										Filled from Eligibility List
13-110	Administrative Assistant	McKinley	Miyoun Michelle Lin	YES	5/24/13	5/30/13	Not Applicable										Filled from Eligibility List
13-111	Cafeteria Worker I	Will Rogers	Rasmin Sewani	YES	5/21/13	5/30/13	Not Applicable										Filled from Eligibility List
13-112	Instructional Assistant-Specialized	Special Education	NEW	NO	5/24/13	5/30/13	3/4/13	3/19/13	15	54	13	25	9	7	5/6/14	46	Filled from Eligibility List
13-113	Instructional Assistant-Specialized	Special Education	NEW	NO	5/24/13	5/30/13	3/4/13	3/19/13	15	54	13	25	9	7	5/6/14	46	Filled from Eligibility List
13-117	Instruction Assistant-Specialized	Special Education	NEW	YES	6/5/13	6/13/13	3/4/13	3/19/13	15	54	13	25	9	7	5/6/14	46	Filled from Eligibility List
13-118	Instruction Assistant-Specialized	Special Education	NEW	YES	6/5/13	6/13/13	3/4/13	3/19/13	15	54	13	25	9	7	5/6/14	46	Filled from Eligibility List

CANCELLED REQUISITIONS

Req ID	Position	Dept/Site	New or Replacing Who?	Was there 3 Ranks at Time of Request?	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
13-104	Instructional Assistant – Special Education	Special Education	NEW	YES	4/30/13	5/5/13	Not Applicable										CANCELLED
13-107	Instructional Assistant-Special Education	Malibu High	NEW	YES	5/14/13	5/27/13	Not Applicable										CANCELLED

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

ACTION/CONSENT
 06/06/13

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>
Bracamonte, Jorge Santa Monica HS	Custodian 8 Hrs/12 Mo/Range: 22 Step: A	5/1/13
Brown, Elizabeth Santa Monica HS	Inst Asst – Special Ed 6 Hrs/SY/Range: 20 Step: F	5/6/13
Michael, Joshua Santa Monica HS	Athletic Trainer 7 Hrs/10 Mo/Range: 35 Step: A	5/13/13
Popovich, Judith Human Resources	Human Resources Technician 8 Hrs/12 Mo/Range: 31 Step: A	5/20/13
Rams, Florencia Educational Svcs	Bilingual Community Liaison 4.8 Hrs/10 Mo/Range: 25 Step: A	4/29/13
Santos, Rosa Health Svcs - Grant ES	Health Office Specialist 3.5 Hrs/SY/Range: 25 Step: A	5/1/13

<u>TEMP/ADDITIONAL ASSIGNMENTS</u>		<u>EFFECTIVE DATE</u>
Capra, Lucas Regional Occupational Program	Technical Theater Technician [additional hours, ROP Film class assistance]	11/1/12-12/30/12
Greene, Milton Santa Monica HS	Campus Security Officer [overtime, school events]	7/1/12-6/30/13
Gutierrez, Nancy Adams MS	Bilingual Community Liaison [overtime, translation]	5/1/13-6/30/13
Hendler, Nanette Muir ES	Inst Asst – Special Ed [additional hours, science camp assistance]	2/25/13-3/1/13
Jones, Chancy Adams MS	Campus Security Officer [overtime, school events]	3/20/13-4/25/13
Olfert, Rebecca McKinley ES	Inst Asst – Classroom [additional hours, AIMSweb assistance]	4/29/13-5/3/13
Pieper, Yalile Cabrillo ES - Malibu HS	Bilingual Community Liaison [overtime, translation]	5/1/13-6/30/13
Spalding, Jim Adams MS	Custodian [overtime, new office cleaning]	3/22/13

Wilson, Stanley Adams MS	Campus Security Officer [overtime, school events]	3/20/13-4/25/13
-----------------------------	--	-----------------

SUBSTITUTES

EFFECTIVE DATE

Delgadillo, Cristina District	Inst Asst – Physical Ed	5/1/13-6/30/13
Elliot, Michelle Lincoln MS	Inst Asst – Music	5/1/13-6/30/13
Gonzalez, Martha Food and Nutrition Svcs	Cafeteria Worker I	5/1/13-6/30/13
Mendoza, Ana McKinley ES	Inst Asst – Classroom	5/1/13-6/11/13
Monroy, Rosa McKinley ES	Inst Asst – Classroom	4/30/13-6/11/13
Nguyen, Chieu-Quan Special Education	Inst Asst – Developmental Health	3/15/13-6/30/13

LEAVE OF ABSENCE (PAID)

EFFECTIVE DATE

Anderson, Amanda Adams MS	Inst Asst – Special Ed Medical	5/1/13-5/20/13
Barnum, Jessica Child Develop Svcs	Children’s Center Asst Medical	5/3/13-5/21/13
Glover, Tomita Santa Monica HS	Administrative Assistant Medical	4/14/13-5/14/13 5/15/13-6/14/13
Hartley, Dana Grant ES	Inst Asst – Special Ed FMLA	5/14/13-5/30/13
Hernandez, Diane Fiscal Svcs	Accounting Technician Medical – Partial: 50%	5/6/13-6/30/13
Narain, Chandra Educational Svcs	Administrative Assistant Medical	5/6/13-6/30/13 7/1/13-11/30/13
Spalding, James Adams MS	Custodian Medical	5/1/13-6/6/13
Stewart, April Special Education	Inst Asst – Specialized Medical	4/29/13-5/31/13
Wahrenbrock, Sarah Superintendent’s Office	Assistant to Superintendent Maternity	4/25/13-6/21/13
Wahrenbrock, Sarah Superintendent’s Office	Assistant to Superintendent CFRA	6/22/13-7/28/13

RESIGNATION

EFFECTIVE DATE

Lin, Miyoun McKinley ES	Administrative Assistant	6/21/13
----------------------------	--------------------------	---------

<u>RETIREMENT</u>		<u>EFFECTIVE DATE</u>
Dahlem, Karen Muir ES	Administrative Assistant	8/14/13
Lopez, Victoria Santa Monica HS	Campus Security Officer	6/14/13
Meline, Eleonore Webster ES	Administrative Assistant	6/30/13

<u>LAYOFF/REDUCTION OF HOURS</u>		<u>EFFECTIVE DATE</u>
KG4871528 Grant ES	Inst Asst – Specialized 6 Hrs/SY Fr: 7.0 Hrs/SY	8/5/13
EW9790998 McKinley ES	Inst Asst – Specialized 6 Hrs/SY Fr: 7.0 Hrs/SY	8/5/13

<u>LAYOFF – DUE TO LOSS OF FUNDING</u>		<u>EFFECTIVE DATE</u>
Child Develop Svcs	Bilingual Community Liaison 2.0 FTE/Head Start 8 Hrs/12 Mo 2 positions	8/5/13
Child Develop Svcs	Children's Center Assistant 4.0 FTE/Head Start 3.5 Hrs/SY 9.1 positions	8/5/13
Child Develop Svcs	Children's Center Assistant 4.125 FTE/CSPP 3.5 Hrs/SY 9.42 positions	8/5/13
Child Develop Svcs	Children's Center Assistant 0.875 FTE/Early Head Start/Tier III 7 Hrs/SY 1 position	8/5/13
Child Develop Svcs	Children's Center Assistant 1.0 FTE/Early Head Start/Tier III 8 Hrs/SY 1 position	8/5/13
Grounds	Gardener 0.375 FTE/3 Hrs/12 Mo 1 position	8/5/13

<u>SUSPENSION WITHOUT PAY</u>		<u>EFFECTIVE DATE</u>
SJ6385047 Santa Monica HS	Inst Asst – Developmental Health	3/22/13; 4/8/13

TERMINATION DUE TO EXHAUSTION OF ALL PAID LEAVES

(39-MONTH MEDICAL REEMPLOYMENT LIST)

DT4505393
Grounds

Equipment Operator/Tree Trimmer

EFFECTIVE DATE

5/15/13

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
 06/26/13

RECOMMENDATION NO. A.19

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

<u>NEW HIRES</u>		<u>EFFECTIVE DATE</u>
Corpuz, Nestor Olympic HS-Santa Monica HS	Job Development and Placement Specialist 5 Hrs/SY/Range:25 Step:A	5/29/13
Price, Quentin Facility Permits	Sports Facility Attendant 6 Hrs/12 Mo /Range:22 Step:A	5/18/13
<u>TEMP/ADDITIONAL ASSIGNMENTS</u>		<u>EFFECTIVE DATE</u>
Ausman, Devon Facility Permits	Technical Theater Technician [additional hours, school events]	5/15/13-6/30/13
Benjamin, Jacquita Special Ed-Lincoln MS	Inst Asst – Special Ed [additional hours, bus ride supervision]	3/7/13-5/1/13
Burkett, Deena Facility Permits	Office Specialist [additional hours, clerical assistance]	5/21/13-6/28/13
Campos, Oscar Facility Permits	Gardener [overtime, school events]	4/15/13-6/30/13
Chavez, Raymond Facility Permits	Technical Theater Technician [additional hours, school events]	5/15/13-6/30/13
McKinley, Tyrone Facility Permits	Sports Facility Attendant [additional hours, sporting events]	5/20/13-6/30/13
Rodriguez, Maria Adams MS	Bilingual Community Liaison [additional hours, youth events]	8/22/12-6/11/13
Schenker, Allison Facility Permits	Technical Theater Technician [additional hours, school events]	5/15/13-6/30/13
Smith, Luz Special Education	Translator [additional hours, translation]	4/19/13
Toebe, Samuel Facility Permits	Technical Theater Technician [additional hours, school events]	5/15/13-6/30/13

<u>SUBSTITUTES</u>		<u>EFFECTIVE DATE</u>
Atta Aum, Neviem Food and Nutrition Svcs	Cafeteria Worker I	5/6/13-6/30/13
Brigham, Dolores Child Develop Svcs	Children's Center Assistant	5/29/13-6/11/13
Ford, Jamie Food and Nutrition Svcs	Cafeteria Worker I	5/6/13-6/30/13
Franks, Shanelle Special Ed-McKinley ES	Inst Asst – Developmental Health	9/19/12-6/5/13
<u>LEAVE OF ABSENCE (PAID)</u>		<u>EFFECTIVE DATE</u>
Anderson, Amanda Adams MS	Inst Asst – Special Ed Medical	5/21/13-6/11/13
Barnum, Jessica Child Develop Svcs	Children's Center Asst Medical	5/22/13-6/30/13
Barrera, Amanda Santa Monica HS	Inst Asst – Specialized Medical	5/22/13-6/9/13
Hernandez, Diane Fiscal Svcs	Accounting Technician Medical	5/13/13-6/24/13
Malik, Kiran Franklin ES	Inst Asst – Special Ed Medical	5/27/13-6/11/13
Part, Nancy Santa Monica HS	Inst Asst – Special Ed Maternity	6/3/13-6/11/13
Sember, Judith Rogers ES	Administrative Assistant Medical	5/20/13-6/21/13
Stewart, April Special Education	Inst Asst – Specialized Medical	5/15/13-6/4/13 6/5/13-6/30/13
Watkins, Jennifer Food and Nutrition Svcs	Cafeteria Cook Baker Medical	5/31/13-6/30/13
Zaki, Emil Food and Nutrition Svcs	Cafeteria Worker I Medical	6/1/13-6/11/13 8/21/13-8/24/13
<u>LEAVE OF ABSENCE (UNPAID)</u>		<u>EFFECTIVE DATE</u>
Ivey, Teresa Child Develop Svcs	Inst Asst – Specialized FMLA	5/20/13-6/11/13
Watkins, Jennifer Food and Nutrition Svcs	Cafeteria Cook Baker Medical	7/1/13-7/25/13
<u>PROFESSIONAL GROWTH</u>		<u>EFFECTIVE DATE</u>
Coria-Alvarez, Consuelo Food and Nutrition Svcs	Cafeteria Worker II	6/1/13

Flores, Maria Roosevelt ES	Senior Office Specialist	6/1/13
Gonzalez, Arthur Lincoln MS	Custodian	6/1/13
Shih, Jennifer Child Develop Svcs	Children's Center Assistant	6/1/13

WORKING OUT OF CLASS

Cole, Victor Franklin ES	Physical Activities Specialist Fr: Inst Asst – Physical Ed	<u>EFFECTIVE DATE</u> 4/8/13-5/21/13
Jackson, Michael Grounds	Equipment Operator Fr: Gardener	4/22/13-5/20/13

ESTABLISHMENT OF POSITION

Inst Asst – Specialized 6 Hrs/SY; Special Ed-Franklin ES	<u>EFFECTIVE DATE</u> 8/22/13
Inst Asst – Specialized 6 Hrs/SY; Special Ed-Franklin ES	8/22/13

RESIGNATION

Santiago, Lauren McKinley ES	Inst Asst – Special Ed	<u>EFFECTIVE DATE</u> 6/11/13
---------------------------------	------------------------	---

RETIREMENT

Mares, Jose Grounds	Equipment Operator/Tree Trimmer	<u>EFFECTIVE DATE</u> 5/15/13
------------------------	---------------------------------	---

LAYOFF – DUE TO LOSS OF FUNDING

Child Develop Svcs	Bilingual Community Liaison 2.0 FTE/Head Start 8 Hrs/12 Mo 2 positions	<u>EFFECTIVE DATE</u> 8/5/13
Child Develop Svcs	Children's Center Assistant 4.0 FTE/Head Start 3.5 Hrs/SY 9.1 positions	8/5/13
Child Develop Svcs	Children's Center Assistant 4.125 FTE/CSPP 3.5 Hrs/SY 9.42 positions	8/5/13
Child Develop Svcs	Children's Center Assistant 0.875 FTE/Early Head Start 7 Hrs/SY 1 position	8/5/13
	Children's Center Assistant 1.0 FTE/Early Head Start	8/5/13

Child Develop Svcs
8 Hrs/SY
1 position

TERMINATION DUE TO EXHAUSTION OF ALL PAID LEAVES

(39-MONTH MEDICAL REEMPLOYMENT LIST)

AW7658267

Santa Monica HS

Administrative Assistant

EFFECTIVE DATE

6/26/13

RESCIND TERMINATION DUE TO EXHAUSTION OF ALL PAID LEAVES

(39-MONTH MEDICAL REEMPLOYMENT LIST)

DT4505393

Grounds

Equipment Operator/Tree Trimmer

EFFECTIVE DATE

5/15/13

RENEWAL OF ASSIGNMENT PER COLLECTIVE BARGAINING AGREEMENT

Cartee-McNeely, Keryl

Human Resources/SEIU

Chief Steward

EFFECTIVE DATE

7/1/13-6/30/14

TO: BOARD OF EDUCATION ACTION/CONSENT
06/06/13
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.

NOON SUPERVISION AIDE

DIAZ, MARVIN	MUIR ELEMENTARY	5/6/13-6/30/13
SEGURA, PATRICIA	MUIR ELEMENTARY	5/7/13-6/30/13

TECHNICAL SPECIALIST – LEVEL II

STOUT, LEWIS	FACILITY PERMITS [Technical Theater Support] - Funding: Permits	5/1/13-6/30/13
--------------	---	----------------

STUDENT WORKER – WORKABILITY

ESCOBAR, ARACELY	SPECIAL EDUCATION	4/1/13-6/30/18
MELENDEZ, JOANA	SPECIAL EDUCATION	4/2/13-6/30/14

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

TO: BOARD OF EDUCATION

ACTION/CONSENT

06/26/13

FROM: SANDRA LYON / DEBRA MOORE WASHINGTON /BRANDON TIETZE

RE: CLASSIFIED PERSONNEL – NON-MERIT

RECOMMENDATION NO. A.20

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

COACHING ASSISTANT

TURKEL, CRAIG

SANTA MONICA HS

5/22/13-6/30/13

NOON SUPERVISION AIDE

KUMASAKA, CHASE

FRANKLIN ELEMENTARY

5/21/13-6/11/13

TECHNICAL SPECIALIST – LEVEL II

HUGHES, WALTER

FACILITY PERMITS
[Technical Theater Support]
- Funding: Permits

5/1/13-6/30/13

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

SMMUSD Board of Education Meeting Schedule 2013-2014

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

July through December 2013					
Month	1 st Thursday	2 nd Thursday	3 rd Thursday	4 th Thursday	Special Note:
July				7/24* DO	*Wednesday, 7/24
August		8/14* DO		8/28* DO	*Wednesday, 8/14 First day of school: 8/22
September	9/5 DO		9/19 DO		*9/5: District Holiday
October	10/3 M		10/17 DO		
November	11/7 M		11/21 DO		Thanksgiving: 11/28-29
December		12/12 DO		winter break	
Winter Break: December 23 – January 3					
January through June 2014					
Winter Break: December 23 – January 3					
January	winter break	1/16 DO			
February	2/6 M		2/20 DO		
March	3/6 DO		3/20 M		
Spring Break: April 7-18					
April	4/3 DO	spring break	spring break		
May	5/1 M		5/15 DO		
June	6/5 DO			6/25* DO	Last day of school: 6/10 *Wednesday: 6/25

District Office (DO): 1651 16th Street, Santa Monica.
 Malibu City Council Chambers (M): 23815 Stuart Ranch Road, Malibu, CA

V. Personnel Commission Business:

A. Future Items:

Subject	Action Steps	Tentative Date
Classification Specification Revisions	Instructional Assistant – Developmental Health Instructional Assistant – Special Education Instructional Assistant – Specialized Sports Facility Attendant	August 2013
Merit Rules Revisions	First 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> <i>Chapter XVI: Grievance Procedure</i> <i>Chapter I: Preliminary Statement and Definition of Terms</i>	August 2013 September 2013 October 2013
Personnel Commission Annual Report		September 2013

VI. Next Regular Personnel Commission Meeting:

Tuesday, August 13, 2013, at 4:00 pm - *District Office Board Room*

VII. Adjournment:

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