
I. General Functions:

A. Call To Order

B. Roll Call

C. Pledge Of Allegiance

D. Motion To Approve Agenda

E. Motion To Approve Minutes

F. Public Comments

G. Communications

1. SEIU Report

2. Board Of Education/District Report

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

AGENDA

REGULAR MEETING
August 14, 2012 @ 5:00 p.m.
District Office Board Room

Electronically Recorded

Guiding Principles: Ensures the District's merit system is performed as well as possible, that it supports the mission of the School District, and it is done in a manner that is highly transparent and user friendly for all employees and the public.
Advocates that the Employee Performance Evaluations are consistently done on an annual basis, that they are designed to measure the effectiveness of each employee's performance, that they are valued by both management and employees as a tool to improve the effectiveness of the District, and that the results are used to support the professional development of all employees.

PERSONNEL COMMISSIONERS: Mrs. Barbara Inatsugu and Mr. Michael Sidley

I. General Functions:

A. Call to Order:

B. Roll Call:

C. Pledge of Allegiance:

D. Motion to Approve Agenda:

Motion by: _____
Seconded by: _____
Vote: _____

E. Motion to Approve Minutes: July 11, 2012

Motion by: _____
Seconded by: _____
Vote: _____

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

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

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

1. SEIU Report
2. Board of Education Report

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

A. Selection Process for a New Personnel Commissioner

- **Selection Interviews: August 16, 2012**

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

- **Ms. Elizabeth Baker Newell, Technical Specialist II, Vocal Music Instructor, from August 20, 2012 to June 11, 2013, Franklin Elementary School**
- **Ms. Lucia Burke, Technical Specialist I, Master Gardner, from June 25, 2012 to July 31, 2012, Santa Monica High School**
- **Ms. Lucia Burke, Technical Specialist I, School Garden Coordinator Assistant, from August 22, 2012 to June 11, 2013, Food and Nutrition Services**
- **Ms. Debbie Harding, Technical Specialist I, School Garden Coordinator, from August 22, 2012 to June 11, 2013, Food and Nutrition Services**
- **Ms. Laura Hernandez, Technical Specialist I, Psychologist Intern, from August 20, 2012 to June 11, 2013, Special Education Department**
- **Ms. Erica Lee, Technical Specialist I, Psychologist Intern, from August 20, 2012 to June 11, 2013, Special Education Department**
- **Ms. Yolanda Martinez, Technical Specialist II, Fine Arts Instructor, from August 20, 2012 to June 11, 2013, Franklin Elementary School**
- **Ms. Tara Mullally, Technical Specialist I, Psychologist Intern, from August 20, 2012 to June 11, 2013, Special Education Department**
- **Ms. Nelly Rivera, Technical Specialist I, Psychologist Intern, from August 20, 2012 to June 11, 2013, Special Education Department**

- Ms. Jessika Rowley, Technical Specialist I, Psychologist Intern, from August 20, 2012 to June 11, 2013, Special Education Department
- Ms. Skye Stifel, Technical Specialist I, Psychologist Intern, from August 20, 2012 to June 11, 2013, Special Education Department
- Ms. Lynn Thomson, Technical Specialist I, Psychologist Intern, from August 20, 2012 to June 11, 2013, Special Education Department
- Ms. Elizabeth Tyler, Technical Specialist I, Psychologist Intern, from August 20, 2012 to June 11, 2013, Special Education Department
- Mr. Paul Vogel, Technical Specialist I, Psychologist Intern, from August 20, 2012 to June 11, 2013, Special Education Department

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

- Advisory Rules Committee Agenda – July 26, 2012; August 2, 2012; August 9, 2012

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

- Mr. Steven Williams, Cafeteria Worker I in the position of the Stock Delivery Clerk from August 21, 2012 to December 24, 2012

E. Disciplinary Hearings

- Ref. Number: 7003 1680 0002 6368 3401
- Ref. Number: 7003 1680 0002 6368 3517
- Hearings: TBD
- Ref. Number: 7011 0470 0002 6451 4053
- Ref. Number: 7011 0470 0002 6451 4138
- Pre-hearing Conference: TBD

F. Management Team Institute – August 7, 2012

Theme: Creating a Culture of Collaboration

- Agenda
- Synopsis of *Drive* by Daniel H. Pink

III. Consent List:

A. Approve Classified Personnel Eligibility List(s):

<u>Classification</u>	<u># Eligibles</u>
Cafeteria Worker I	12
Campus Security Officer	19
Children's Center Assistant	38
HVAC Mechanic	5
Instructional Assistant – Music	14
Instructional Assistant – Physical Education	10
Instructional Assistant – Special Education	26
Physical Activities Specialist	37
Specialized Instructional Assistant	14

Motion by: _____
Seconded by: _____
Vote: _____

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

Administrative Assistant 42

Motion by: _____
Seconded by: _____
Vote: _____

Human Resources Technician 19

Motion by: _____
Seconded by: _____
Vote: _____

Instructional Assistant - Bilingual 6

Motion by: _____
Seconded by: _____
Vote: _____

IV. Action/Discussion Items/or Other Information:

A. Action Item(s):

1. Advanced Step Placements:

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

Director's Recommendation: *Approve*

Motion by: _____
Seconded by: _____
Vote: _____

- b. The Director of Classified Personnel recommends that the Personnel Commission approve Advanced Step Placement for new employee Nicholas Maxson in the classification of HVAC Mechanic pursuant to Personnel Commission Rule §12.2.4.(B): *Salary on Employment* based on criteria for the minimum experience and education.
Director's Recommendation: *Approve*

Motion by: _____
Seconded by: _____
Vote: _____

Instructional Assistant Classifications

- c. The Director of Classified Personnel recommends that the Personnel Commission approve Advanced Step Placement for new employee Gladys Souza in the classification of Instructional Assistant – Developmental Health pursuant to Personnel Commission Rule §12.2.4.(B): *Salary on Employment* based on criteria for the minimum experience and education.
Director's Recommendation: *Approve*

Motion by: _____
Seconded by: _____
Vote: _____

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

Motion by: _____
Seconded by: _____
Vote: _____

2. Classification Revisions:
Director's Recommendation: *Approve*

- a. The Director of Classified Personnel recommends that the Personnel Commission approve the revision to the Accountant classification specification within the Fiscal Services

Motion by: _____
Seconded by: _____
Vote: _____

3. Recruitment for the Director of Classified Personnel – Timelines
 Director’s Recommendation: *Approve*

Motion by: _____
 Seconded by: _____
 Vote: _____

B. Discussion Item(s):

1. Personnel Requisition Status Report
2. First Reading of Changes to Merit Rule:
 - *Chapter XIV: Disciplinary Action and Appeal*
 - *Chapter XVI: Grievance Procedure*
3. Personnel Commission’s Twelve-Month Calendar of Events
 - 2012 – 2013

C. Information Item(s):

1. Classified Personnel – Merit Report - No. A.28
 - July 18, 2012
 Classified Personnel – Merit Report - No. A. 11
 - August 1, 2012
2. Classified Personnel – Non-Merit Report – No. A.29
 - July 18, 2012
 Classified Personnel – Non-Merit Report – No. A.12
 - August 1, 2012
3. Merit Rules Review Tracker
4. Workforce Organization Development and Strategic District Partnership Tracker

V. Personnel Commission Business:

A. Personnel Commissioner Comments

B. Future Items:

Subject	Action Steps	Tentative Date
Re-appointment of a Personnel Commissioner		September 2012
Personnel Commission Annual Report		September 2012

VI. Next Regular Personnel Commission Meeting:

Tuesday, September 11, 2012, at 5:00 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.

Motion by: _____

Seconded by: _____

Vote: _____

TIME ADJOURNED: _____

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

Submitted by:

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

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

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

MINUTES

REGULAR MEETING
July 11, 2012 @ 5:00 p.m.
District Office Board Room

Electronically Recorded

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

I. General Functions:

- A. Call to Order:** The Regular Meeting of the Personnel Commission was called to order at 5:02 p.m.
- B. Roll Call:** Commissioners Inatsugu, McLoud and Sidley were present.
- C. Pledge of Allegiance:** Chief Steward Cartee-McNeely led all in attendance in the Pledge of Allegiance.
- D. Motion to Approve Agenda:**

Motion by: **Barbara Inatsugu**
Seconded by: **Michael Sidley**
Vote: **2 – 0**

The commission approved an addendum to the agenda, which added Item IV.A.2.b. “Advanced Step Placements for Mr. Charles DeCuir.”

- E. Motion to Approve Minutes:** June 12, 2012

Motion by: **Barbara Inatsugu**
Seconded by: **Michael Sidley**
Vote: **2 – 0**

The minutes were amended. The agenda item I.G.2. “Communications: Board of Education Report” was revised.

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

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

None

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

1. SEIU Report

Ms. Keryl Cartee-McNeely, the Chief Steward, informed the Personnel Commission about meetings with the District and classified employees affected by current layoffs. SEIU has been preparing for the upcoming SEIU negotiations with the District to develop a new contract.

2. Board of Education Report

Ms. Jan Maez, Assistant Superintendent of Fiscal and Business Services, presented the Personnel Commission with Mrs. Washington's suggested revisions to the Director of Classified Personnel classification specifications including dual reporting structure. Commissioner Sidley suggested discussing the possibility of this concept in August in order to develop a clear concept for Mr. Cole's recruitment.

Commissioner McLoud has arrived.

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

A. Acknowledgment of Service for Commissioners Shane McLoud

Chief Steward Cartee-McNeely, Commissioner Inatsugu, and Dr. Young acknowledged Commissioner McLoud's contribution to the Personnel Commission and the District wishing him their best in his new endeavors. Commissioner McLoud accepted plaques from the Personnel Commission staff and also SEIU Local 99 as a thank you for his dedicated service.

B. Selection Process for a New Personnel Commissioner

- News Release

Dr. Young informed the Personnel Commission about the progress in the new Personnel Commissioner recruitment - as of this date one (1) application has been submitted to the Superintendent's Office. Dr. Young stated that the recruitment closes on July 20, 2012. Commissioners Sidley and McLoud inquired about publicity. Dr. Young explained the news release process that was conducted by the Superintendent's Office and provided the Personnel Commission with examples where the press release was published. In addition to the publicity in the Santa Monica and Malibu communities, the Personnel Commission staff will contact former candidates for their interest in applying again.

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

- Ms. Nicole Fisher, Technical Specialist II, Art Instructor, from August 20, 2012 to May 24, 2013, Juan Cabrillo Elementary School
- Ms. Cathy Hutchinson, Technical Specialist II, Science Instructor, from August 20, 2012 to May 24, 2013, Juan Cabrillo Elementary School
- Ms. Ann Lambert, Technical Specialist II, Vocal Music Instructor, from August 20, 2012 to May 24, 2013, Juan Cabrillo Elementary School
- Ms. Andrea Slosberg, Technical Specialist II, Computer Lab Support - Instructor, from August 20, 2012 to May 24, 2013, Juan Cabrillo Elementary School

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

- Advisory Rules Committee Agenda – June 14, 2012

Dr. Young drew attention to the A.R.C. agenda and sign-in sheet from June 14, 2012, for the Personnel Commission's review.

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

- Mr. Damone Fowler, Cafeteria Cook - Baker in the position of the Production Kitchen Coordinator from June 11, 2012 to June 11, 2012
- Mr. Jeffrey Peoples, Custodian in the position of the Plant Supervisor from June 18, 2012 to August 17, 2012

F. Disciplinary Hearings

- Ref. Number: 7003 1680 0002 6368 3401
- Ref. Number: 7003 1680 0002 6368 3517
- Hearings: TBD
- Ref. Number: 7011 0470 0002 6451 4053
- Ref. Number: 7011 0470 0002 6451 4138
- Pre-hearing Conference: TBD

Dr. Young updated the Personnel Commission about rescheduling of the disciplinary hearings. He stated that Personnel Commissioners are not required to participate at the pre-hearing conferences.

G. Human Resources Transfer of Assignments to Personnel Commission – Update

- Meetings with Ms. Debra Moore Washington, the Assistant Superintendent, Human Resources

Dr. Young informed the Personnel Commission that the Personnel Commission staff is performing the transferred duties.

H. Recruitment for the Director of Classified Personnel – Update

Dr. Young referred to the discussion in the beginning of the current meeting.

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

A. Approve Classified Personnel Eligibility List(s):

<u>Classification</u>	<u># Eligibles</u>
Accountant	8
Equipment Operator/Sports Facilities	3
Fiscal Services Supervisor	5

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

IV. **Discussion/Action Items/or Other Information:**

A. Action Item(s):

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

a. Nomination of Chair

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

b. Nomination of Vice-Chair

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

2. Advanced Step Placements:

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

Director's Recommendation: *Approve*

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

Commissioner Sidley expressed his concerns regarding the District's outdated salary schedules and using Advanced Step Placements to compensate for the difference with the current job market. He encouraged the District administration and SEIU to rectify this matter.

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

Director's Recommendation: *Approve*

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

3. Proposed New Classification:

Director's Recommendation: *Approve*

- a. The Director of Classified Personnel recommends that the Personnel Commission approve the proposed classification Technical Theater Technician

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

Ms. Jan Maez, Assistant Superintendent of Business and Fiscal Services, provided a brief background for development of this new classification.

Commissioner Inatsugu recommended revisions with regards to knowledge, abilities and skills. Dr. Young explained the alignment in classification work and comparison of similar classification specifications from other school districts.

B. Discussion Item(s):

1. Strategic Mission Planning and Goals

Dr. Young provided the Personnel Commission with the District's Strategic Plan for 2015. The Personnel Commission attempts to align its goals with the District's via viable staff to maintain various positions within the District.

The Personnel Commission strategic goals will be presented to the community.

Commissioner McLoud introduced the classified employees' performance evaluation process and its possible implementation in layoffs. Commissioner Sidley explained the jurisdiction of the Personnel Commission stating that performance evaluations are in the purview of the District.

Commissioner Inatsugu suggested framing the guiding principles more as principles which means more broadly, and the goals would be listed following the principles.

2. Personnel Requisition Status Report

Ms. Julie Younan, Human Resources Technician, provided an update – Accountant and Fiscal Services Supervisor positions were filled.

Commissioner Sidley inquired about Equipment Operator/Sports Facilities and School Occupational Therapy Assistant. Ms. Younan described specifics of both recruitments including challenges of District's salaries being severely incompatible with the current job market.

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

- 2012 – 2013

Commissioner Sidley stated he will be absent on January 15, 2013.

C. Information Item(s):

1. Classified Personnel – Merit Report - No. A.26

- June 27, 2012

2. Classified Personnel – Non-Merit Report – No. A.27

June 27, 2012

Dr. Young drew attention to the Board of Education Merit and Non-Merit reports from June 27, 2012, for the Personnel Commission's review.

3. Merit Rules Review Tracker

No changes

4. Workforce Organization Development and Strategic District Partnership Tracker

No changes

V. Personnel Commission Business:

A. Personnel Commissioner Comments

Commissioner Inatsugu wished well to Commissioner McLoud.

B. Future Items

Merit Rules Revisions	First Reading of Changes to Merit Rules: <i>Chapter XIV: Disciplinary Action and Appeal</i> <i>Chapter XVI: Grievance Procedure</i> Second Reading of Changes to Merit Rules: <i>Chapter XI: Vacation, Leaves of Absence and Holidays</i> <i>Chapter XII: Salaries, Overtime Pay, and Benefits</i>	August 2012
Classification Revision - Accountant		August 2012
Re-appointment of a Personnel Commissioner		August 2012
Personnel Commission Annual Report		September 2012

Dr. Young provided a brief overview of the future items.

VI. Closed Session:

- Public Employee, to consider appointment, employment, performance evaluation, or dismissal of employee pursuant to GC §54957 as cited in the Brown Act
 - Progress Review of Strategic Goals - Director, Classified Personnel

Motion by: **Barbara Inatsugu**

Seconded by: **Michael Sidley**

Vote: **3 – 0**

TIME ADJOURNED TO CLOSED SESSION: 6:39 p.m.

TIME RETURNED TO OPEN SESSION AT: 6:55 p.m.

The Commission reported out of Closed Session at 6:56 p.m. No action was taken.

VII. Next Regular Personnel Commission Meeting:

Tuesday, August 14, 2012, at 5:00 pm - *District Office Board Room*

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

Motion by: **Barbara Inatsugu**

Seconded by: **Michael Sidley**

Vote: **3 – 0**

TIME ADJOURNED: 6:56 p.m.

Submitted by:

Wilbert Young, Ph.D.

Secretary to the Personnel Commission

Director, Classified Personnel

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II. Report From The Director Of Classified Personnel:

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- **Selection Interviews: August 16, 2012**

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

- Advisory Rules Committee Agenda – July 26, 2012; August 2, 2012; August 9, 2012

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- Ref. Number: 7011 0470 0002 6451 4138
- Pre-hearing Conference: TBD

**F. Management Team Institute – August 7, 2012
Theme: Creating a Culture of Collaboration**

- Agenda
- Synopsis of *Drive* by Daniel H. Pink

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

AGENDA


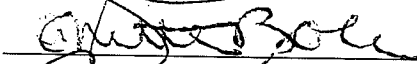
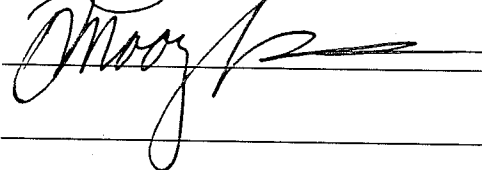
July 26, 2012 @ 1:00 p.m.

1. Review of Chapter XIV: Disciplinary Action and Appeal (cont.)
2. Review of Chapter XVI: Grievance Procedure
3. Other Business:
4. Next Regular A.R.C. Meeting
 - TBD

A.R.C. Meeting

SIGN-IN SHEET

Date: July 26, 2012

- | | | |
|----|---|-------------------|
| 1. | Beth Papp | BETH PAPP |
| 2. | Walter Young | WALTER YOUNG |
| 3. |  | KERYC GRACE-MILEY |
| 4. |  | ARNETTE BOLAN |
| 5. |  | DEBORAH MOORE |
| 6. | | |
| 7. | | |

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

AGENDA

August 2, 2012 @ 1:00 p.m.

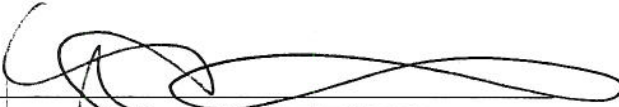
1. Review of Chapter XIV: Disciplinary Action and Appeal (cont.)
2. Review of Chapter XVI: Grievance Procedure
3. Other Business:
4. Next Regular A.R.C. Meeting
 - TBD

A.R.C. Meeting

SIGN-IN SHEET

Date: August 2, 2012

1.



KERRY CARROLL McDERMOTT

2.

JAMES H. RIA

VIRGINIA HYATT

3.

WILBERT YE

WILBERT YOUNG

4.

Anette Bolan

Anette Bolan

5.

6.

7.

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

AGENDA

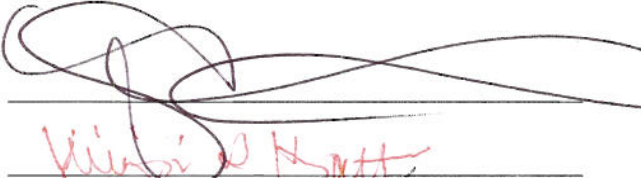

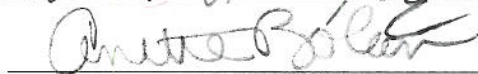
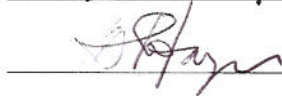
August 9, 2012 @ 1:00 p.m.

1. Review of Rule 1.3: Definition of Terms
2. Other Business:
3. Next Regular A.R.C. Meeting
 - TBD

A.R.C. Meeting

SIGN-IN SHEET

Date: August 9, 2012

1.  KERRY CARTER McEELY
2.  WILSON H. HATT
3. Wilbert / G
4.  ANTHONY BOLAN
5. BETH PAPP
6.  STAYN
7. _____

Santa Monica-Malibu Unified School District
Management Team Institute – August 7, 2012

Theme: *Creating a Culture of Collaboration*

- I. **Coffee and Conversation**
- II. **Welcome-Back / Overview of Day – Supt. Sandy Lyon**
- III. **Connect / Reconnect Activity - Orlando Griego**
Wow! I Didn't Know That About You –
Groups with new administrators introduce them to the team at the end of this activity.
- IV. **District Update and Priorities for 2012-2013**
Supt. Sandy Lyon
- V. **Break**
- VI. ***Drive* - Reading Activity/ Discussion -**
Dr. Sally Chou/ Maureen Bradford
- VII. **Lunch 11:30 – 12:30**
- VIII. **Energizer – Virginia Hyatt**
- IX. **Communicating Respectfully in a Diverse World - Peggy Harris**
- X. **Department/ Procedural Updates**
- XI. **Closing Remarks/ Evaluation - Supt. Sandy Lyon**

Santa Monica-Malibu Unified School District

Management Institute, August 7, 2012

Management Team Reading Exercise of Daniel Pink's *Drive: The Surprising Truth About What Motivates Us*

Introduction

This book is about motivation. Daniel Pink feels that too many organizations still operate from assumptions about human potential and individual performance that are outdated, unexamined, and rooted more in folklore than in science.

Daniel Pink begins his thinking on motivation by citing an experiment that Prof. Harry Harlow at the University of Wisconsin in the 1940s conducted with primates. The primates were given a puzzle to solve without any rewards and yet, they solved it. At that time, the scientists had known about two main drives that powered behavior: "biological" and "rewards and punishments the environment delivered for behaving in certain ways." Harlow offered a third drive, the notion of "performance of the task provided intrinsic reward" = "intrinsic motivation."

In 1969, Edward Deci, a Carnegie Mellon University graduate student, was intrigued by the concept of motivation and picked up Harlow's thinking and did another set of experiments using puzzle cubes. Deci discovered similar outcomes that human motivation seemed to operate by laws that ran contrary to what most scientists and citizens believed. Deci found that "Human beings have an inherent tendency to seek out novelty and challenges, to extend and exercise their capacities, to explore, and to learn. However, he discovered that the third drive of intrinsic motivation was "more fragile than the other two; it needed the right environment to survive."

The book is divided into three parts:

- Part one looks at the flaws of reward-and-punishment and proposes a new way to think about motivation; and how the prevailing view of motivation is becoming incompatible with many aspects of contemporary business and life.
- Part two examines the three elements of what Pink calls "Type I" behaviors and how individuals and organizations are using them to improve performance and deepen satisfaction.
- Part three presents a comprehensive set of resources to help us to create settings in which Type I behavior can flourish.

Part ONE: A New Operating System

Chapter I: The Rise and Fall of Motivation 2.0

Daniel Pink uses the example of Microsoft's launching of *Encarta*, the CD-ROM and later online encyclopedia in 1996 and how it was overtaken by *Wikipedia*, an encyclopedia produced by "a band of volunteers." Microsoft pulled the plug on *Encarta* on October 31, 2009. And, nine years after its inception, *Wikipedia* has more than 17 million articles in some 270 languages, including 3.5 million in English alone. This trumps the conventional view of human behavior...

The Triumph of Carrots and Sticks

Motivation 1.0: In earlier days, a biological drive guided most of human behavior, which was to roam the savannah, to gather food, and to scramble for the bushes when encountering a sable-toothed tiger.

Motivation 2.0: As humans formed more complex societies, bumped up against strangers, and needed to cooperate in order to get things done, the biological drive was restrained in order to prevent us from taking food

from each other, stealing from each other, etc. A new drive evolved to seek reward and avoid punishment. Harnessing the Motivation 2.0 has been essential to economic progress around the world. In the early 1900s, Frederick Winslow Taylor believed businesses were being run in an inefficient, haphazard way. He developed what he called "scientific management." In this schema, workers were like parts in a complicated machine. If they did the right work in the right way at the right time, the machine would function smoothly. To ensure that happened, you simply rewarded the behavior you sought and punished the behavior you discouraged. The Motivation 2.0 operating system has endured for a very long time. It is believed that the way to improve performance, increase productivity, and encourage excellence is to reward the good and punish the bad.

Abraham Maslow and Douglas McGregor challenged the presumption that humans were fundamentally inert – that absent external rewards and punishments, we wouldn't do much. They believed people had higher drives and these drives could benefit businesses if managers and business leaders respected them. Frederick Herzberg proposed two key factors that determined how people fared on the job: "Hygiene" factors – extrinsic rewards such as pay, working conditions, and job security; and "motivators" – things like enjoyment of the work itself, genuine achievement, and personal growth. These internal desires were what really boosted both satisfaction and performance and were where managers ought to focus their attention. Then came Deming, who argued that the route to quality and continual improvement was intrinsic motivation rather than extrinsic motivation.

Three Incompatibility Problems

Motivation 2.0 works, sometimes. Our current operating system has become far less compatible to how we *organize* what we do; how we *think about* what we do; and how we *do* what we do... Daniel Pink cites many examples of the implausibility that people are motivated solely or even mainly by external incentives. Behavioral scientists often divide what you do on the job or learn in school into two categories: "algorithmic" and "heuristic." Algorithmic tasks are those in which you follow a set of established instructions down a single pathway to one conclusion. Heuristic tasks are the opposite. Work today has become more creative and less routine, and it has also become more enjoyable. Adding certain kinds of extrinsic rewards on top of inherently interesting tasks can often dampen motivation and diminish performance. Daniel Pink believes that new business models do not mesh with Motivation 2.0 because we are intrinsically motivated. For a growing number of people, work is often creative, interesting, and self-directed rather than unrelentingly routine, boring, and other directed.

Management Team works on Chapters 2 and 2a at the institute on August 7.

Please read Part TWO by Management Team meeting scheduled for Tuesday, October 23, 2012

Please read Part THREE by Management Team meeting scheduled for Tuesday, January 29, 2013

If you are interested in watching Daniel Pink speak about his book here are two links for you...

www.ted.com/talks/dan_pink_on_motivation.html

www.youtube.com/watch?v=u6XAPnuFJc

III. Consent List:

A. Approve Classified Personnel Eligibility List(s):

<u>Classification</u>	<u># Eligibles</u>
Cafeteria Worker I	12
Campus Security Officer	19
Children's Center Assistant	38
HVAC Mechanic	5
Instructional Assistant – Music	14
Instructional Assistant – Physical Education	10
Instructional Assistant – Special Education	26
Physical Activities Specialist	37
Specialized Instructional Assistant	14

Motion by: _____

Seconded by: _____

Vote: _____

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

Administrative Assistant 42

Motion by: _____

Seconded by: _____

Vote: _____

Human Resources Technician 19

Motion by: _____

Seconded by: _____

Vote: _____

Instructional Assistant - Bilingual 6

Motion by: _____

Seconded by: _____

Vote: _____

PERSONNEL COMMISSION
EXTENSION OF ELIGIBILITY LIST

In accordance with Personnel Commission Merit Rule §6.1.3.A., the Director of Classified Personnel has extended the following list to facility the orderly progress of business. The eligibles have been polled for interest and availability.

CLASSIFICATION	ORIGINAL EXPIRATION DATE	EXTENSION DATE
Administrative Assistant	June 5, 2012	January 4, 2013

PERSONNEL COMMISSION
EXTENSION OF ELIGIBILITY LISTS

In accordance with Personnel Commission Merit Rule §6.1.3.A., the Director of Classified Personnel has extended the following list to facility the orderly progress of business. The eligibles have been polled for interest and availability.

CLASSIFICATION	ORIGINAL EXPIRATION DATE	EXTENSION DATE
Human Resources Technician	August 30, 2012	March 1, 2013

PERSONNEL COMMISSION
EXTENSION OF ELIGIBILITY LISTS

In accordance with Personnel Commission Merit Rule §6.1.3.A., the Director of Classified Personnel has extended the following list to facility the orderly progress of business. The eligibles have been polled for interest and availability.

CLASSIFICATION	ORIGINAL EXPIRATION DATE	EXTENSION DATE
Instructional Assistant - Bilingual	August 7, 2012	February 6, 2013

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/ Discussion/or Other Information:

A. Action Item(s):

1. Advanced Step Placements:

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

Director's Recommendation: *Approve*

Motion by: _____
Seconded by: _____
Vote: _____

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

Director's Recommendation: *Approve*

Motion by: _____
Seconded by: _____
Vote: _____

Instructional Assistant Classifications

- c. The Director of Classified Personnel recommends that the Personnel Commission approve Advanced Step Placement for new employee Gladys Souza in the classification of Instructional Assistant – Developmental Health pursuant to Personnel Commission Rule §12.2.4.(B): *Salary on Employment* based on criteria for the minimum experience and education.
Director’s Recommendation: *Approve*

Motion by: _____
Seconded by: _____
Vote: _____

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

Motion by: _____
Seconded by: _____
Vote: _____

2. Classification Revisions:

Director’s Recommendation: *Approve*

- a. The Director of Classified Personnel recommends that the Personnel Commission approve the revision to the Accountant classification specification within the Special Education department

Motion by: _____
Seconded by: _____
Vote: _____

3. Recruitment for the Director of Classified Personnel – Timelines

Director’s Recommendation: *Approve*

Motion by: _____
Seconded by: _____
Vote: _____

B. Discussion Item(s):

1. Personnel Requisition Status Report
2. First Reading of Changes to Merit Rule:
 - *Chapter XIV: Disciplinary Action and Appeal*
 - *Chapter XVI: Grievance Procedure*
3. Personnel Commission's Twelve-Month Calendar of Events
 - 2012 – 2013

C. Information Item(s):

1. Classified Personnel – Merit Report - No. A.28
 - July 18, 2012Classified Personnel – Merit Report - No. A. 11
 - August 1, 2012
2. Classified Personnel – Non-Merit Report – No. A.29
 - July 18, 2012Classified Personnel – Non-Merit Report – No. A.12
 - August 1, 2012
3. Merit Rules Review Tracker
4. Workforce Organization Development and Strategic District Partnership Tracker

PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
Regular Meeting: Tuesday, August 14, 2012

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

SUBJECT: Advanced Step Placement – Diane Greenseid

BACKGROUND INFORMATION:

<p>Classification Title: Elementary Library Coordinator</p>	<p>Employee: Diane Greenseid</p>
<p><u>Education and Experience:</u></p> <p>Education: College Level coursework in Library Science</p> <p>Experience: Two (2) years of experience performing a wide variety of responsible clerical duties in a library.</p>	<p>Education:</p> <ul style="list-style-type: none"> • Diane holds a Bachelor’s Degree as well as the LAUSD Library Aide Certificate. <p>Experience:</p> <ul style="list-style-type: none"> • Diane has 3½ years’ experience working as a Library Aide and an Art Teacher at a local Elementary School. Diane has worked as a Children’s Book Illustrator with 15 books to her credit, and 20+ years’ experience in the children’s book world.

DIRECTOR’S RECOMMENDATION:

Ms. Greenseid’s professional training and experience exceed the minimum requirements specified for this classification. The Director of Classified Personnel recommends that the Personnel Commission approve this request for Advanced Step Placement at Range 26, Step B on the 2006-07 Classified Employee’s Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment* (attachments). Pay rate at Step A is \$14.89/hour, Step B is \$15.63/hour. The net difference in pay is an increase of \$0.74 per hour.

Motion by: _____
 Second by: _____
 Vote: _____

July 13, 2012

Dr. Wilbert Young

Director of Classified Personnel

Santa Monica Unified School District

1651 Sixteenth Street

Santa Monica, CA 90404

Dear Dr. Young,

I was recently hired as the Elementary Library Coordinator for John Muir Elementary School. Because of my past experience and pay, I am writing to you to ask that I begin at a higher salary step.

I have worked as a Library Aide (same position, different title) for LAUSD for the past 3 ½ years. Because of budget cuts, my position was reduced from six hours a day to three, and eventually I was laid off because of my seniority. While I was a three-hour Library Aide, my principal at Loyola Village Elementary created an art-teaching position for the other three hours. At the end of the last school year, I was making \$16.38/hr. for the library position and \$20/hr. for the art position. I also am a children's book illustrator with 15 books to my credit, so I have had 20+ years experience in the children's book world. Some of the other experiences I've had in conjunction with books are: co-coordinator of the Society of Children's Book Writers and Illustrators' Illustrator Day; reviewer for School Library Journal; judge for Golden Kite Awards for illustration in the past and currently (also for SCBWI, for best illustrated picture books of the year); performed numerous school visits to schools throughout Southern California and beyond regarding children's book illustration; one of the judges for the LAUSD Westchester Children's Fiction Awards; and procured several grants for my LAUSD school to purchase new books, including the Getty House Grant and the Wonder of Reading Grant.

For the reasons above, I would like to ask that I start at \$17/hr. at John Muir. I hope you can assist me with this request. Thank you so much for your time and consideration.

Best wishes,



Diane Greenseid

SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

CLASS TITLE: ELEMENTARY LIBRARY COORDINATOR

BASIC FUNCTION:

Under the direction of the school Principal & in coordination with district programmatic activities through the Assistant Superintendent, Educational Services; oversee the daily operation of an elementary school library; order, process, store, maintain and circulate a wide variety of library materials, including books, textbooks, audio-visual equipment and software, and related instructional materials; assist in the supervision of students using the library.

REPRESENTATIVE DUTIES:

Prepare and read stories to groups of students as assigned; discuss books to groups of students; introduce children to good literature and encourage reading. *E*

Assist classroom teachers in preparing and delivering instruction related to the development and use of library skills by elementary students; make oral presentations to classes visiting the library. *E*

Assist students and staff with research, class projects and book selections: explain library policies and procedures as needed. *E*

Train students in the operation of the on-line computer system, CD-ROM and other library-related computer uses. *E*

Train and supervise student and volunteer assistants; develop work schedules, assign and review work. *E*

Perform on-line circulation and related procedures on the computer; operate other office equipment as assigned. *E*

Shelve, mend and discard materials as appropriate; arrange for the repair and/or disposal of library materials. *E*

Select books for purchase by reading book reviews and communicating with teachers, site administrators and professional librarians. *E*

Prepare and place orders for a wide variety of instructional materials for use in elementary curriculum, including library books, textbooks and audio-visual materials and software. *E*

Receive, process, catalog and circulate library and related instructional materials; monitor and control materials; record usage and location of curriculum items. *E*

February 1997

Ewing & Company(revised)

Maintain applicable budgets; maintain inventory of materials. *E*

Collect and account for money from lost or damaged books and texts; maintain related records. *E*

Prepare written reports related to circulation statistics and other usage indicators; maintain library files, including computer on-line card catalogs, shelf lists and others; update materials as needed. *E*

Prepare annual and seasonal library displays and bulletin boards. *E*

Oversee the maintenance and circulation of audio-visual equipment. *E*

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Basic principles and practices of library management, including the processing, cataloguing and circulation of a wide variety of instructional materials.

Interpersonal skills using tact, patience and courtesy.

Oral and written communication skills.

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

Research methods.

Dewey Decimal System

Children's literature.

Operation of a computer and applicable software.

ABILITY TO:

Oversee the activities and operations of an elementary school library.

Work cooperatively and effectively with classroom teachers, students, and school and District administrative personnel.

Organize and maintain basic budget control records.

Organize and prepare presentations on library skills and library orientation for students.

Prepare library displays and bulletin boards.

Type catalog cards and other forms with accuracy and adherence to prescribed formats.

Train and supervise student and adult assistants.

Prioritize and schedule work.

Prepare written reports.

Operate a variety of audio-visual and equipment.

Work with students in a library setting.

Operate computer and other office equipment.

Utilize computer keyboard skills with accuracy and adherence to prescribed formats.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: college-level course work in Library Science and two years of experience performing a wide variety of responsible clerical duties in a library; prior experience working directly with elementary age students is highly desirable.

WORKING CONDITIONS:

ENVIRONMENT:

Library environment.

Constant interruptions.

PHYSICAL ABILITIES:

Hearing and speaking to exchange information and make presentations.

Seeing to read a variety of materials.

Dexterity of hands and fingers to operate a computer keyboard.

Lifting and carrying moderately heavy objects.

Pushing or pulling book cars

Reaching overhead, above the shoulders horizontally.

Bending at the waist, kneeling or crouching.

PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
Regular Meeting: Tuesday, August 14, 2012

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

SUBJECT: Advanced Step Placement – Nicholas Maxson

BACKGROUND INFORMATION:

<p>Classification Title: HVAC Mechanic</p>	<p>Employee: Nicholas Maxson</p>
<p><u>Education and Experience:</u></p> <ul style="list-style-type: none"> • Three years journey-level HVAC & refrigerant experience. 	<ul style="list-style-type: none"> • Nicholas has over eight (8) years journey level HVAC experience. • Nicholas has passed the District' examinations.

DIRECTOR'S RECOMMENDATION:

Mr. Maxson's professional training and experience significantly exceed the minimum requirements specified for this classification. The Director of Classified Personnel recommends that the Personnel Commission approve this request for Advanced Step Placement at Range 37, Step C on the 2006-07 Classified Employee's Salary Schedule pursuant to Merit Rule Rule §12.2.4. (B) *Salary on Employment* (attachments). Pay rate at Step A is \$19.46/hour; Step C is \$21.46/hour. The net difference in pay is an increase of \$2.00 per hour.

Motion by: _____
 Second by: _____
 Vote: _____

Younan, Julie

From: Kamibayashi, Terry
Sent: Thursday, July 26, 2012 8:11 AM
To: Younan, Julie
Subject: Nicholas

Hi Julie after review of qualifications I would like to offer the new HVAC Tech Nicholas Step "C" upon hire to the SMMUSD

Terry Kamibayashi
Manager of Maintenance & Construction
Santa Monica-Malibu Unified School District
Ph: (310) 450-8338 x70303
Fax (310) 450-9287
tkamibayashi@smmusd.org

SANTA MONICA – MALIBU UNIFIED SCHOOL DISTRICT

CLASS TITLE: HVAC MECHANIC

BASIC FUNCTION:

Under general supervision, perform skilled work in the repair and maintenance of refrigeration, air conditioning, heating and ventilation, and boiler equipment and systems.

REPRESENTATIVE DUTIES:

Diagnose, inspect, install, maintain, replace, and/or repair heating, air conditioning, refrigeration, and boiler equipment. **E**

Provide regular checks and repairs of heaters for operation safety and gas leaks; check heat exchanges, ignition systems, boilers, circulation pumps, control circuits, refrigeration units and components, and related systems. **E**

Respond to emergency calls to assure safe work environment and protection for goods and equipment. **E**

Adjust and install switches, gauges, thermostats, valves, tubing transformers, pressure regulators, controllers, and other parts as needed. **E**

Check, test and install new systems and equipment. **E**

Analyze and repair electrical and pneumatic control systems. **E**

Perform electrical and pipefitting work involved in the installation and maintenance of heating, air conditioning, and refrigeration equipment. **E**

Make rough working sketches of heating and air conditioning installations; estimate costs of materials, supplies, and equipment; requisition parts as needed and maintain routine records. **E**

Drive a service vehicle to conduct work; assure supplies and parts are adequately stocked. **E**

Perform related duties as assigned.

SUPERVISION:

Direct supervision is received from the Manager of Maintenance and Construction. Technical and functional supervision is received from the Lead Person-Mechanical Trades.

Work supervision may be exercised over Skilled Maintenance Workers or Maintenance Workers.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods, materials, tools, and equipment used in the maintenance and repair of ventilation, refrigeration, and heating equipment.

Building codes, policies, regulations, and guidelines pertaining to typical school District ventilation and heating systems.

Safe working methods and procedures.

Proper use of refrigerant recovery equipment and safe disposal of refrigerant containers.

Technical aspects of field of specialty.

Health and safety regulations.

ABILITY TO:

Perform journey-level repair, maintenance, and installation of ventilation, heating, and food storage refrigeration equipment.

Work from blueprints, shop drawings, sketches, manuals, and diagrams.

Maintain records and prepare complete and concise reports.

Work independently with minimal supervision.

Understand and carry out oral and written directions.

Meet schedules and timelines.

Establish and maintain cooperative working relationships.

Work efficiently to meet schedules and deadlines.

Maintain work pace appropriate to given work load.

Operate, adjust and service specialized equipment used in the basic trade.

Observe legal and defensive driving practices.

Be flexible.

EDUCATION AND EXPERIENCE:

Three years journey-level HVAC & refrigerant experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California Driver's License and be insurable by the District's carrier; valid EPA Refrigerant Recycling certification.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and shop work environment; subject to driving a vehicle to conduct work; subject to fumes and noise from air conditioning and refrigeration equipment.

PHYSICAL ABILITIES:

Lifting and carrying heavy objects; climbing ladders; walking and standing for extended periods of time; bending at the waist; kneeling or crouching; reaching overhead, above the shoulders, and horizontally; perform heavy physical labor; hearing and speaking to exchange information; dexterity of hands and fingers to safely and efficiently operate hand tools and specialized equipment; visual and auditory acuity sufficient to maintain safety standards.

HAZARDS:

Electrical power supply and high voltage; working in a cramped or restrictive work chamber; exposure to vapors and fumes.

HVAC Specialist– June 1977

Revised: March 7, 1994

HVAC Mechanic Revised: April 17, 1995 (Ewing & Company)

PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
Regular Meeting: Tuesday, August 14, 2012

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

SUBJECT: Advanced Step Placement – Gladys Souza

BACKGROUND INFORMATION:

<p>Classification Title: Instructional Assistant- Developmental/Health</p>	<p>Employee: Gladys Souza</p>
<p><u>Education and Experience:</u></p> <ul style="list-style-type: none"> • At least three hundred (300) contact hours paid or voluntary experience with individuals with special needs. • At least one (1) year of experience working with students with health/orthopedic impairments is highly desirable. • Completed 48 units at an institution of higher learning; or • Obtained an Associate’s (or higher) degree; or • Must pass the District’s Instructional Assistant written examination demonstrating knowledge of and the ability to assist in instructing reading readiness, writing readiness and mathematics readiness. 	<ul style="list-style-type: none"> • Gladys has over 9,300 contact hours working with students with developmental disabilities. • Gladys has passed the District’ examinations.

DIRECTOR’S RECOMMENDATION:

Ms. Souza’s professional training and experience significantly exceed the minimum requirements specified for this classification. The Director of Classified Personnel recommends that the Personnel Commission approve this request for Advanced Step Placement at Range 23, Step F on the 2006-07 Classified Employee’s Salary Schedule pursuant to Merit Rule Rule §12.2.4. (B) *Salary on Employment* (attachments). Pay rate at Step A is \$13.83/hour; Step F is \$17.66/hour. The net difference in pay is an increase of \$3.83 per hour.

Motion by: _____
 Second by: _____
 Vote: _____

Younan, Julie

From: Younan, Julie
Sent: Thursday, July 26, 2012 6:18 PM
To: Young, Wilbert; Hatch, Jana
Subject: Fwd: Advance Step Placement

Sent from my Samsung Epic™ 4G Touch

----- Original message -----

Subject: Advance Step Placement
From: Gladys Souza <souzagladys@yahoo.com>
To: "Younan, Julie" <jyounan@smmusd.org>
CC:

Gladys Souza
14111 Calvert Street #4
Van Nuys, CA. 91401

July 26, 2012

Dr. Wilbert Young, Director of Personnel Commission of Santa Monica
Malibu Unified School District
1651 Sixteenth street, Santa Monica, CA. 90404

Subject: Requesting Advance Step Placement

Dear Dr. Wilbert Young:

Thank you for the opportunity to work for the Developmental Health Instructional Assistant with the Santa monica Malibu Unified School District. I'm respectfully requesting an Advance Step Placement based on my work experience and education achievement.

Profesional Experience:

09-2004 to present

Carlsbad Unified School District
Instructional Assistant-Special Education/

Moderate-Severe disability.

07-2007 to present

Accredited Nursing
Respite Care Therapist.

07-2001 to 09-2004

Great Beginnings Preschool
Preschool Teacher.

09-200 to 06-2001

Los Angeles Unified School District
Teacher's Assistant.

01-2000 to 06-2000

Los angeles Unified School District and
AmeriCorps-AmeriLiteracy
Literacy Tutor.

Education:

MiraCosta College

Degree of Associate in Arts and Certificate of
Competency in Child Development Associate
Teacher. 2001-2006 40 units: 25 units of
Child Development and 15 units of General
Education.

East Los Angele College

12 units of Child Development and 12 units
of General Education.

Los Angeles Valley College

5 units Intermediate Spanish.

Antelope Valley College

71 units General Education and prerequisite
for Register Nurse: Chemistry, Biology,
Microbiology, Anatomy, beginning Medical
Terminology, Nurse Aide, Home Health
Aide. I got the State Licence on 05-1998.

California State University
Long Beach

4 units General Human Physiology and Lab.

Antelope Valley Adult School

Certificate of Completion of Medical
Records Technician ICD-9CM Medical
Coding and Certificate of Achievement of
Pharmacy Aide.

I'm willing to be trained, to progress, to learn new things, to be accountable, and I want to contribute as much as possible to Santa Monica Malibu School District's success in the future.

Thanks again for the opportunity and I look forward to your response.

Sincerely,

Gladys Souza

SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

CLASS TITLE: INSTRUCTIONAL ASSISTANT-DEVELOPMENTAL HEALTH

Classified Employee's Salary Schedule: A-23

BASIC FUNCTION:

Under the general supervision of an administrator, the Instructional Assistant-Developmental Health will provide assistance with implementation of instructional programs for students with significant disabilities; will provide assistance in meeting special health care needs which may include feeding, toileting, diapering, and/or personal hygiene, positioning students in wheelchairs and other orthopedic equipment, and monitoring physical health conditions of students who are medically fragile, in accordance with established procedures.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Assists with specialized physical health care services, such as lifting and positioning students in/out of wheelchairs, braces, and other orthopedic equipment, and operating medical equipment as appropriate (e.g., gastrostomy tube, tracheotomy tube, colostomy) after receiving necessary training.
- Assists teachers with activities for students with special needs in all educational settings individually and/or groups to provide instructional support in, but not limited to, cognitive, gross/fine motor and adaptive behavior skills, vocational skills, social and leisure skills, physical development and fitness.
- Assists students to and from transportation (on the bus as needed) within the school schedule by wheeling beds and chairs; positioning and repositioning students and operating medical equipment as appropriate (e.g., gastrostomy tube, tracheotomy tube, colostomy) after receiving necessary training; assists during the transporting and instruction of students in off-campus or community based settings.
- Assists the teacher in maintaining health/ safety of severely and multiple handicapped students by being aware of the environment and the potential hazards of each child's actions; assist the teacher according to established guidelines and procedures.
- Serves/prepares meals and feeds students with severe eating problems; monitors self-feeding students as directed by a teacher/health plan; when appropriate, use gastrostomy and suctioning equipment and takes appropriate action when students have difficulty while eating.
- Helps provide assistance for the students with personal hygiene/grooming; monitor individual bathroom routines; change diapers and/or clothing as needed.
- Assists designated instructional service providers with physical development activities when applicable.
- Administers medication, first aid and/or CPR in accordance with established health plan.
- Performs routine sanitation duties to ensure a clean/sterile environment (e.g., clean dishes, tables, toys, therapy equipment).
- Assists students in using computer applications and related assistive technology.
- Attends trainings, workshops, and staff development meetings as required.
- Assists teachers with implementation of student's Individualized Education Program (IEP).
- Completes reports and records, such as accident and incident reports.

OTHER DUTIES:

- Performs related duties as assigned.

SUPERVISION:

Supervision is received from a site administrator. Technical and functional direction is received from teacher and District health personnel. No supervision of other staff is exercised.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

- Basic child development as it relates to students with significant disabilities.
- Special needs of students with severe and multiple health/medical problems.
- Basic strategies and techniques of assisting in the instruction of students who are medically fragile.
- Oral and written communication skills; correct English usage, grammar, spelling, punctuation, and vocabulary.
- Basic mathematical skills.
- Basic computer applications/assistive technology.
- Personal hygiene practices; health and safety regulations (including first Aid and CPR procedures).

ABILITY TO:

- Assist teacher in responding to student health emergencies.
- Assist in bathroom routines and feeding.
- Prepare instructional materials and maintain records as directed by teacher.
- Use basic computer applications and assistive technology.
- Assist in lifting students and equipment.
- Demonstrate awareness and sensitivity toward students and their individual differences in terms of abilities, cultures and languages.
- Maintain confidentiality of student records or other sensitive and privileged information in accordance with district, state and federal mandates and other specified legal requirements or policies.

EDUCATION AND EXPERIENCE:

Any combination of:

EDUCATION:

Must have a high school diploma or its recognized equivalent and

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

EXPERIENCE:

At least three hundred (300) contact hours paid or voluntary experience with individuals with special needs.

At least one (1) year of experience working with students with health/orthopedic impairments is highly desirable.

LICENSES AND OTHER REQUIREMENTS:

Valid First Aid and CPR Certificate issued by an authorized agency. Some positions in this classification may be required to utilize a designated second language.

WORKING CONDITIONS:

ENVIRONMENT:

Diversified special education classroom environment including students with significant disabilities; subject to changing diapers and bathroom routines.

PHYSICAL DEMANDS:

May require sitting, stooping, crouching, standing, and walking to work with assigned students. Must have hand and finger dexterity to operate specialized equipment and instructional equipment, and lifting heavy students.

**DUTIES APPROVED
BOARD OF EDUCATION:**

Approved 2005

**CLASSIFICATION APPROVED
PERSONNEL COMMISSION:**

June 14, 2005

Revised February 21, 2006

Revised September 19, 2006

Revised September 2, 2008

Title/Revision change from Instructional Assistant-
Health, March 10, 2009

Title/Revision change from **Developmental/Health
Instructional Assistant**, June 12, 2012

PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
Regular Meeting: Tuesday, August 14, 2012

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

SUBJECT: Advanced Step Placement – Byron Wade

BACKGROUND INFORMATION:

<p>Classification Title: Instructional Assistant- Specialized</p>	<p>Employee: Byron Wade</p>
<p><u>Education and Experience:</u></p> <ul style="list-style-type: none"> • At least three hundred (300) contact hours of working with individuals with exceptional needs and/or behavioral, social-emotional deficits are required. This experience must be directly related to behavior management within the last five (5) years. <p>All positions require a high school diploma or its recognized equivalent <u>AND</u></p> <ul style="list-style-type: none"> • Completed 48 units at an institution of higher learning; or • Obtained an Associate’s (or higher) degree; or • Must pass the District’s Instructional Assistant written examination demonstrating knowledge of and the ability to assist in instructing reading readiness, writing readiness and mathematics readiness. 	<ul style="list-style-type: none"> • Byron has over 16,000 contact hours working with individuals with exceptional needs and/or behavioral, social-emotional deficits specifically from non-public agencies. • Byron has the qualifications for the position in education; he has obtained an undergraduate degree in Sociology from San Francisco State. • He has passed the District’ examination.

DIRECTOR’S RECOMMENDATION:

Mr. Wade’s professional training and experience significantly exceed the minimum requirements specified for this classification. The Director of Classified Personnel recommends that the Personnel Commission approve this request for Advanced Step Placement at Range 26, Step F on the 2006-07 Classified Employee’s Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment* (attachments). Pay rate at Step A is \$14.896/hour; Step F is \$19.00/hour. The net difference in pay is an increase of \$4.11 per hour.

Motion by: _____
 Second by: _____
 Vote: _____

Younan, Julie

From: Byron Wade <byronwade7@yahoo.com>
Sent: Tuesday, July 24, 2012 3:41 PM
To: Younan, Julie
Subject: Advance Step Request

Based on my education (B.A. Sociology) and work experience (fifteen years with children and nine years as a behavioral specialist with SED students), I'm requesting to advance on the salary scale. I've also been trained in several intervention techniques (CPI, Pro-Act, TCI) that promote student's safety and success. If there are any questions please don't hesitate to contact me.

Thank you,
Byron Wade
Byronwade7@yahoo.com
310-671-8690

SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

CLASS TITLE: INSTRUCTIONAL ASSISTANT-SPECIALIZED

Classified Employees Salary Schedule – Range 26

BASIC FUNCTION:

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

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Provides intensive behavior intervention services to designated students with exceptional needs in a variety of settings, including but not limited to, the classroom, home and community under the supervision and direction of the Behavior Intervention Specialist.
- Provides information to assist instructional personnel in developing or modification of behavior intervention including, but not limited to, individual and/or site-based behavior support plans involving behavior modification, reinforcement procedures, and Nonviolent Crises Intervention® (NCPI) strategies.
- Follows implementation plan for intensive behavioral intervention services.
- Records student progress including, but not limited to, data collection in a manner designated by the Behavior Intervention Specialist (BIS).
- Provides input to instructional personnel for the purpose of behavior intervention, including but not limited to, strategies and learning materials for behavior modification plans.
- Provides assistance for the instruction of students on an individual or groups basis to reinforce academics and/or behavioral skills.
- Assists in monitoring the safety of students in various educational settings.
- Tutors students individually or in small groups to reinforce learning, in accordance with the Individualized Education Program (IEP).
- Provides assistance for the scheduling of activities.
- Provides assistance for the preparation of charts, records, graphs, or other displays of student performance data.
- Helps provide assistance for the students with personal hygiene, self-reliance, and behavior modification.
- Provide assistance for the students in proper usage of computer applications and related assistive technology.
- Attends trainings, workshops, and staff development meetings as required.
- Guide children with severe handicaps toward more acceptable social behaviors.
- Assist in managing behavior of children through use of a variety of reinforcement techniques.

OTHER DUTIES

- Performs related duties as assigned.

SUPERVISION:

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

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

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

ABILITY TO:

- Provide intensive behavioral intervention to designated students at school and/or the home.
- Assist in the instruction of state standards-based curriculum and behavior management for students with exceptional needs, especially those identified with autism spectrum disorder and/or social-emotional difficulties.
- Effectively follow an intervention plan within clearly defined guidelines.
- Record/summarize data and advise Behavior Intervention Specialist of progress.
- Demonstrate awareness and sensitivity toward students and their individual differences in terms of abilities, cultures and languages.
- Maintain confidentiality of student records or other sensitive and privileged information in accordance with district, state and federal mandates and other specified legal requirements or policies.
- Use computer applications and other assistive technology.

EDUCATION AND EXPERIENCE:

Any combination of:

EDUCATION:

Must have a high school diploma or its recognized equivalent and

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

EXPERIENCE:

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

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

LICENSES AND OTHER REQUIREMENTS:

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

Incumbents in the classification may be assigned any duties normally assigned from the class specification for Instructional Assistant-Special Education.

WORKING CONDITIONS:

ENVIRONMENT:

Works in a classroom environment with students with exceptional needs exhibiting severe behavioral problems, including physical and emotional outbursts toward self/others such as kicking, spitting, scratching and biting. May require protection of physical safety at school/home with behavior modification techniques.

PHYSICAL DEMANDS:

May require sitting, stooping, crouching, standing, and walking to work with assigned students. Must have hand and finger dexterity to operate office equipment, learning aids and instructional materials.

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

**DUTIES APPROVED
BOARD OF EDUCATION:**

Approved 2005

**CLASSIFICATION APPROVED
PERSONNEL COMMISSION:**

June 14, 2005

Revised February 21, 2006

Revised September 2, 2008

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

Title/Revision change from **Specialized Instructional
Assistant**, June 12, 2012

RULE 12.2.4.B: SALARY ON EMPLOYMENT

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

16.3 Step Advancement

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

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

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

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

16.4 Advanced Step Placement:

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

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

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

16.5 Salary on Promotion

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

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

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

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

PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
Regular Meeting: Tuesday, August 14, 2012

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

SUBJECT: Classification Specification Revision–Accountant

BACKGROUND INFORMATION:

The Director of Fiscal and Business Services has requested the revision of the classification specification to reflect updated duties and responsibilities.

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.

DIRECTOR’S RECOMMENDATION:

The Director of Classified Personnel recommends that the Personnel Commission approve the update to the classification specification for the Accountant.

Motion by: _____

Second by: _____

Vote: _____

1 SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

2 Class Specification

3
4 **CLASS TITLE:** ACCOUNTANT

5 **Classified Employee's Salary Range:** A-41

7 <u>Department/Division:</u>	<u>Fiscal Services, Business Services or Food Services</u>
8 <u>Reports To:</u>	<u>Assistant Director of Fiscal Services, Assistant</u> 9 <u>Superintendent of Business Services, Director of Food</u> 10 <u>Services or designee</u>
11 <u>Provides Technical</u>	N/A
12 <u>Direction To:</u>	
14 <u>Date Prepared:</u>	<u>September 23, 1999</u>
16 <u>File Name:</u>	<u>Accountant.doc</u>

17
18 ~~Job Content~~

19 ~~Job Summary:~~

20
21 **BASIC FUNCTION:**

22 Under general supervision, performs various types of accounting functions and prepares and
23 reconciles accounting reports; maintains and updates accounts codes and databases; assists other
24 departments and interfaces with governmental representatives in reporting information; and
25 performs other related work as necessary.

26 **REPRESENTATIVE DUTIES:**

27
28 **ESSENTIAL DUTIES:**

29 ~~Examples of Essential Functions:~~

- 30
- 31 • Updates, verifies, and reviews the financial activities of departments and sites having restricted categorical, grant, or gift budgets.
 - 32 • Prepares status reports for various grants and claims **for various programs (including, but not limited to the** Regional Occupational Program (ROP); prepares budgets and
33 projections for categorical projects.
34
35

- 2
- 3 • Collects and records cash receipts, accounts receivables, and returned checks and prepares
- 4 related worksheets for general ledger accounting; reconciles cash deposits and sales
- 5 records and bank statements.
- 6 • Analyzes ~~school site ASB accounting practices, cafeteria accounting practices, or general~~
- 7 accounting practices **in a variety of areas (including, but not limited to, school site**
- 8 **ASB, cafeteria, Measure BB, and special education).**
- 9 • Reviews and reconciles fund expenditures and fund allocations to ensure accuracy of
- 10 year-end closing statements; verifyies account numbers and balances; prepares supporting
- 11 documentation for corrections needed throughout the year and at year-end closing.
- 12 • Prepares month-end and year-end closing entries; generates monthly and quarterly
- 13 financial statements and prepares activity and special reports as requested; makes tax and
- 14 accounting computations.
- 15 • Prepares general ledger entries and reconciles information in subsidiary ledgers.
- 16 • Analyzes cash flow and prepares cash transfers as needed.
- 17 • Provides information and technical assistance to District personnel regarding financial
- 18 and accounting matters.
- 19 • Prepares and reconciles inventory records and enters adjustments.
- 20 • Assists with annual budget preparation.
- 21 • Prepares claims, requisitions and reports required by the District and other governmental
- 22 agencies and responds to related inquiries.
- 23 • **Review and process contract payments.**

24 **OTHER DUTIES**

- 25 • Performs related duties as assigned ~~or as the situation requires.~~

26

27 *~~Note: The statements herein are intended to describe the general nature and level of work being~~*

28 *~~performed by employees, and are not to be construed as an exhaustive list of responsibilities and~~*

29 *~~qualifications required of personnel so classified. Reasonable accommodations will be made so~~*

30 *~~that qualified employees can perform the essential functions of the job.~~*

31 **SUPERVISION:**

32 **General supervision is received from the Assistant Director of Fiscal Services or designated**

33 **supervisor as determined by assigned department. No supervision of other staff is**

34 **exercised.**

35

2
3 KNOWLEDGE AND ABILITIES

4
5 KNOWLEDGE OF:

- 6 • Generally Accepted Accounting Principles (GAAP).
- 7 • School accounting methods and procedures.
- 8 • State and Federal statutes as related to educational system accounting.
- 9 • Financial reporting methods.
- 10 • Budgeting practices.
- 11 • Bank and inventory accounting methods.
- 12 • Problem solving techniques.
- 13 • Office filing and record keeping techniques.

14
15 ABILITY TO:

16 Skills/Abilities:

- 17 • Operate personal computer to utilize spreadsheet and word processing applications, Internet,
18 and electronic mail system.
- 19 • Input data and oOperate ten-key calculator with speed and accuracy.
- 20 • Prepare budget projections.
- 21 • Review and analyze financial reports.
- 22 • Audit accounts for propriety.
- 23 • Identify and correct accounting errors.
- 24 • Communicate effectively with school administrators, program coordinators, and educational
25 agency representatives.
- 26 • Establish and maintain cooperative working relationships with those contacted in the
27 course of work. ~~Work cooperatively with others.~~
- 28 • Schedule, organize, and complete work in accordance with deadlines.
- 29 • Understand and interpret school accounting procedures.
- 30 • Accurately mMaintain work records and compile operating, budget, program, or activity
31 reports.
- 32 • Demonstrate flexibility and respond to changing requirements and job assignments.
- 33 • Work independently with little direction.

2
3 **EDUCATION AND EXPERIENCE**

4 ~~Job Related Qualifications Guidelines~~

5 ~~EDUCATION/TRAINING/EXPERIENCE:~~

6 Required: Educational attainment equivalent to Bachelor’s degree in accounting or related field.

7
8 **EXPERIENCE:**

9 Two (2) or more years of professional accounting experience, including some fund accounting and
10 bookkeeping experience.

11 ~~Desirable:~~

12
13 **LICENSES AND OTHER REQUIREMENTS:**

14 ~~Special Requirements:~~

15 None.

16
17 ~~Physical Elements:~~

18 **WORKING CONDITIONS:**

19 **ENVIRONMENT:**

20 This is primarily a sedentary classification and the employee works in an office environment with
21 moderate noise levels, controlled temperature conditions and no direct exposure to hazardous
22 physical substances. The employee interfaces with school administrators, program coordinators,
23 and educational agency representatives in preparing reports, reviewing accounting activities, and
24 requesting and providing information.

25 **PHYSICAL DEMANDS:**

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

30 ~~Date Adopted by the Commission: June 2001~~

31 **DUTIES APPROVED**

CLASSIFICATION APPROVED

32 **BOARD OF EDUCATION:**

PERSONNEL COMMISSION:

33 **No date.**

June 2001

Revised August 14, 2012

RECRUITMENT ISSUES FOR SMMUSD

E-mail from George Cole, Executive Director of CSPCA

Dated: July 31, 2012

- Determine the organizational structure for the role of the Director that we discussed during my presentation.
- Adopt a class description for the Classified Personnel Director.
- It is important to know the org structure prior to recruitment. The class description will guide the recruitment. Skill sets necessary to function change with the complexity of the responsibilities.
- I will recruit within the merit system organizations, personally recruiting candidates that I am confident could do the job. Also a decision needs to be made if the PC would like to consider candidates from cities, municipalities or private industry. That will widen the recruitment sources and change the assessment and candidate evaluation process
- Possible recruitment sources are direct contact with experienced directors by me, Yahoo Groups, E-Mail to all Personnel Commissioners and Directors, E-mail to WRIPAC , IPAC, PTC and other professional organizations, CASBO Job finder, Jobs Available, ACSA newsletter.
- The recruitment process will take a minimum of six weeks, not including the time necessary for the selected candidate to give notice to his/ her organization.
- I would also recommend that the PC authorize a five days overlap with Dr. Young. This will give the new director an opportunity to get a lay of the land such as who the formal and information leaders are in the union as well the District, where the problem areas are etc., and an understanding of local procedures.
- In order to assure that a new director is on board before Dr. Young retires, the recruitment should begin no later than the first of October.

PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
Regular Meeting: Tuesday, August 14, 2012

AGENDA ITEM NO: IV.A.3.

SUBJECT: Classification Specification Revision–Director-Classified Personnel

BACKGROUND INFORMATION:

The classification specification for Director-Classified Personnel is being revised for future recruitment purposes.

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.

DIRECTOR’S RECOMMENDATION:

The Director of Classified Personnel recommends that the Personnel Commission approve the update to the classification specification for the Director-Classified Personnel.

Motion by: _____
Second by: _____
Vote: _____

PERSONNEL COMMISSION

SANTA MONICA – MALIBU UNIFIED SCHOOL DISTRICT

CLASS TITLE: DIRECTOR – CLASSIFIED PERSONNEL

Management Salary Range: M-64

BASIC FUNCTION DEFINITION:

Under the direction of the Personnel Commission, plan, organize and direct the personnel management program for the classified service of the District in conformance with Merit System law and the rules and regulation of the Personnel Commission; supervise and evaluate the performance of assigned staff.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Direct the establishment and maintenance of procedures required for the administration of the District’s classified personnel program in conformity with applicable Federal and State law, Merit System provisions of the State Education Code, Personnel Commission Rules, Board of Education policies and procedures, and collective bargaining agreements. E
- Direct the preparation and maintenance of the District’s classification plan by supervising and/or conducting classification and compensation studies and prepare and approve recommendations for presentation to the Personnel Commission. E
- Plan, organize, direct and evaluate the work of the Personnel Commission staff and supervise the maintenance of classified personnel files and records. E
- Plan, organize, implement, direct and evaluate a program of recruitment, equal employment opportunity, job-related employment examinations, selection, assignment of classified employees by supervising staff assigned to the preparation of vacancy announcements, screening of employment applications, development and administration of employment examinations, promulgation of eligibility lists and certification of eligibles to vacancies. Review conviction records of applicants and employees, audit and approve the assignment of employees; maintain transfer lists and approve transfer requests. E
- Serve as secretary to the Personnel Commission; oversee the preparation of meeting agendas and minutes; provide technical expertise, information and assistance to the Commission regarding assigned functions, and assist as needed in the formulation and development of policy and goals. E

- 2
- 3 • Provide assistance and counseling to classified employees and District administrators in
- 4 the interpretation of Merit System law, Personnel Commission Rules and procedures,
- 5 Board of Education policies and procedures, collective bargaining agreements and
- 6 disciplinary action matters. E
- 7 • Communicate with administrators, employee organizations, employees and independent
- 8 contractors to coordinate programs and activities, resolve issues and conflicts and
- 9 exchange information. E
- 10 • Investigate employee appeals to disciplinary action and complaints of Personnel
- 11 Commission Rules violations. Direct arrangement for hearings ordered by the Personnel
- 12 Commission. E
- 13 • Administer the Professional Growth Program for classified employees. E
- 14 • Develop, prepare, administer and present to the Board of Education the Personnel
- 15 Commission’s annual budget, and annual report of Personnel Commission activities. E
- 16 • Prepare a variety of narrative and statistical reports and conduct research in areas related
- 17 to public personnel management or as directed by the Personnel Commission. E

18 SUPERVISION:

19 Supervision is received from the Personnel Commission. Supervision is exercised over the
20 Personnel Commission staff.

21
22 KNOWLEDGE AND ABILITIES:

23
24 KNOWLEDGE OF:

- 25 • Planning, organization and direction of the personnel management program for classified
- 26 service.
- 27 • Merit System and provisions of the Education Code applicable to personnel practices and
- 28 procedures.
- 29 • Principles and practices of public personnel administration including position
- 30 classification, salary administration, recruitment, examination and employee assignments.
- 31 • Principles and practices of employee training and supervision.
- 32 • Statistical, research and survey methods and techniques.
- 33
- 34
- 35

- 2
- 3 • Report writing methods and techniques.
- 4 • Budget preparation and control.
- 5 • Oral and written communication skills.
- 6 • Principles and practices of administration, supervision and training.
- 7 • Applicable laws, codes, regulations, policies and procedures, including Equal
- 8 Employment Opportunity, Disability Law, policies and practices.
- 9 • Interpersonal skills using tact, patience and courtesy.
- 10 • Effective customer service techniques.
- 11

12 ABILITY TO:

- 13 • Efficiently plan, organize and direct the personnel management program for the classified
- 14 service of the District in conformance with Merit System law and the rules and regulation
- 15 of the Personnel Commission.
- 16 • Obtain, organize, accurately, analyze and evaluate a wide range of data and information
- 17 and make appropriate recommendations to the Personnel Commission and the Board.
- 18 • Effectively supervise and evaluate the performance of assigned staff.
- 19 • Exercise sound judgment in the interpretation of laws, rules, polices, practices and
- 20 procedures.
- 21 • Prepare and present comprehensive and effective oral and written reports.
- 22 • Effectively advise appropriate personnel on disciplinary hearings, procedures and
- 23 problems.
- 24 • Communicate effectively both orally and in writing.
- 25 • Establish and maintain cooperative and effective working relationships with others.
- 26 • Analyze situations accurately and adopt an effective course of action.
- 27 • Meet schedules and time lines.
- 28 • Work independently with little or no direction.
- 29 • Plan and organize work
- 30 • Direct the maintenance of variety of reports and files related to classified personnel.
- 31 • Provide effective customer service.
- 32 • Effectively interact with other Departments.
- 33
- 34
- 35

2
3 EDUCATION AND EXPERIENCE:

4 Any combination of:

5
6 EDUCATION:

7 Bachelor’s degree from an accredited college or university.

8
9 EXPERIENCE:

10 Five (5) years of public sector personnel experience at the Analyst level or higher. Including
11 experience in recruitment and selection, examination development and administration,
12 classification and salary administration, with at least two years in supervising assigned staff.

13 WORKING CONDITIONS:

14
15 ENVIRONMENT:

16 Work is primarily performed in an office environment. Occasional site visits may be required.
17 Incumbent will be required to attend occasional evening and weekend meetings.

18
19 PHYSICAL ABILITIES:

20 Hearing and speaking to exchange information. Seeing to read a variety of materials. Dexterity of
21 hands and fingers to operate a keyboard and other standard office equipment. Sitting for extended
22 periods of time

23
24 Revised: 12/14/04

25
26
27 **DUTIES APPROVED**

28 **BOARD OF EDUCATION:**

29 No date.

CLASSIFICATION APPROVED

PERSONNEL COMMISSION:

Revised December 14, 2004

Revised August 14, 2012



**SANTA MONICA-MALIBU UNIFIED
SCHOOL DISTRICT**

1651 Sixteenth Street
Personnel Commission-2nd Floor
Santa Monica, CA 90404

<http://agency.governmentjobs.com/smmusd>

**INVITES APPLICATIONS FOR THE POSITION OF:
DIRECTOR-CLASSIFIED PERSONNEL**

An Equal Opportunity Employer

SALARY

\$94,476.54 - \$114,845.04 Annually

OPENING DATE: 08/09/12

CLOSING DATE: 08/09/12

THE POSITION

IMPORTANT NOTICE FOR APPLICANTS!

The Personnel Commission and the Administration are currently engaged in a substantive review of the organization alignment between the Personnel Commission and the Human Resources Department. The outcome of this review may result in the position of Director of Classified Personnel having a dual reporting relationship. That is, reporting both to the Personnel Commission and to the Assistant Superintendent of Human Resources.

MANAGEMENT BENEFITS

- * A choice of medical plans -Dental insurance - Vision plan - PERS
- * 13 paid sick days (annual) - Up to 16 paid holidays - 24 paid vacation days (annual)
- * Increment Stipends: Master's Degree \$1,730.40 - Doctorate \$3,244.50

JOB SUMMARY

Under the direction of the Personnel Commission, plan, organize and direct the personnel management program for the classified service of the District in conformance with Merit System law and the rules and regulation of the Personnel Commission; supervise and evaluate the performance of assigned staff.

REPRESENTATIVE DUTIES

Direct the establishment and maintenance of procedures required for the administration of the District's classified personnel program in conformity with applicable Federal and State law, Merit System provisions of the State Education Code, Personnel Commission Rules, Board of Education policies and procedures, and collective bargaining agreements. E

Direct the preparation and maintenance of the District's classification plan by supervising and/or conducting classification and compensation studies and prepare and approve recommendations for presentation to the Personnel Commission. E

Plan, organize, direct and evaluate the work of the Personnel Commission staff and supervise the maintenance of classified personnel files and records. E

Plan, organize, implement, direct and evaluate a program of recruitment, equal employment

opportunity, job-related employment examinations, selection, assignment of classified employees by supervising staff assigned to the preparation of vacancy announcements, screening of employment applications, development and administration of employment examinations, promulgation of eligibility lists and certification of eligibles to vacancies. Review conviction records of applicants and employees, audit and approve the assignment of employees; maintain transfer lists and approve transfer requests. E

Serve as secretary to the Personnel Commission; oversee the preparation of meeting agendas and minutes; provide technical expertise, information and assistance to the Commission regarding assigned functions, and assist as needed in the formulation and development of policy and goals. E

Provide assistance and counseling to classified employees and District administrators in the interpretation of Merit System law, Personnel Commission Rules and procedures, Board of Education policies and procedures, collective bargaining agreements and disciplinary action matters. E

Communicate with administrators, employee organizations, employees and independent contractors to coordinate programs and activities, resolve issues and conflicts and exchange information. E

Investigate employee appeals to disciplinary action and complaints of Personnel Commission Rules violations. Direct arrangement for hearings ordered by the Personnel Commission. E

Administer the Professional Growth Program for classified employees. E

Develop, prepare, administer and present to the Board of Education the Personnel Commission's annual budget, and annual report of Personnel Commission activities. E

Prepare a variety of narrative and statistical reports and conduct research in areas related to public personnel management or as directed by the Personnel Commission. E

EDUCATION AND EXPERIENCE

EDUCATION AND EXPERIENCE:

Any combination of:

Bachelor's degree from an accredited college or university.

Five (5) years of public sector personnel experience at the Analyst level or higher. Including experience in recruitment and selection, examination development and administration, classification and salary administration, with at least two (2) years in supervising assigned staff.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and direction of the personnel management program for classified service.

Merit System and provisions of the Education Code applicable to personnel practices and procedures.

Principles and practices of public personnel administration including position classification, salary administration, recruitment, examination and employee assignments.

Principles and practices of employee training and supervision.

Statistical, research and survey methods and techniques.

Report writing methods and techniques.

Budget preparation and control.

Oral and written communication skills.
Principles and practices of administration, supervision and training.
Applicable laws, codes, regulations, policies and procedures, including Equal Employment Opportunity, Disability Law, policies and practices.
Interpersonal skills using tact, patience and courtesy.
Effective customer service techniques.

ABILITY TO:

Efficiently plan, organize and direct the personnel management program for the classified service of the District in conformance with Merit System law and the rules and regulation of the Personnel Commission.
Obtain, organize, accurately, analyze and evaluate a wide range of data and information and make appropriate recommendations to the Personnel Commission and the Board.
Effectively supervise and evaluate the performance of assigned staff.
Exercise sound judgment in the interpretation of laws, rules, polices, practices and procedures.
Prepare and present comprehensive and effective oral and written reports.
Effectively advise appropriate personnel on disciplinary hearings, procedures and problems.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and time lines.
Work independently with little or no direction.
Plan and organize work.
Direct the maintenance of variety of reports and files related to classified personnel.
Provide effective customer service.
Effectively interact with other Departments.

SUPPLEMENTAL INFORMATION

THE SELECTION PROCESS:

The selection process is open to all qualified applicants. To be considered for an employment opportunity with the Santa Monica-Malibu Unified School District, it is necessary for you to complete an **official District Application and Supplemental Questions**. *Resumes will not be accepted in lieu of an application.* The application is part of the selection process and is part of your total evaluation of acceptability for employment.

For those candidates who meet the minimum qualifications, the selection process will consist of any one or more of the following: Training and Experience Evaluation, a Written Test, a Performance Test, a Technical Oral Interview and/or a Qualifications Appraisal Interview. Additional information pertaining to the exam process will be mailed to those candidates who meet the minimum qualifications.

Note: Protest of any part of the exam process must be in writing and received in the office of the Director of Classified Personnel no later than five (5) working days from the date on the notification results. Any protest must include rationale to support the protest. We cannot be responsible for lost mail, misdirected mail, or failure of mail to be delivered after it has been entrusted to the U.S. Postal Service.

CONDITIONS OF EMPLOYMENT:

All potential employees must provide evidence of their identity and authorization to work in the U.S. before they will be hired. State law requires employees to provide proof that they have had a recent negative tuberculosis test result. All new employees are fingerprinted and conviction records, if any, are checked. **EMPLOYMENT IS CONTINGENT UPON FINGERPRINT AND BACKGROUND CLEARANCE.**

ESTABLISHMENT OF LIST:

This examination process shall be open to all qualified applicants and shall result in one integrated eligibility list. All eligibility lists shall be established in accordance with Personnel Commission rules and shall be established for a period of one year or until there are fewer than three ranks of eligible candidates who are available.

ACCOMODATION FOR DISABLED:

If you have a disability that may require an accommodation in any of these selection procedures, please notify the Personnel Commission in writing and attach your request to the completed application packet.

The provisions of this announcement do not constitute an expressed or implied contract, and any provisions contained in this announcement may be modified or revoked without notice.

APPLICATIONS MAY BE OBTAINED AND FILED
ONLINE AT:
<http://agency.governmentjobs.com/smmusd>
OR
1651 Sixteenth Street, Personnel
Commission-2nd Floor
Santa Monica, CA 90404

EXAM #510902-13-01
DIRECTOR-CLASSIFIED PERSONNEL
WY

DRAFT

Personnel Requisition Executive Summary

as of August 9, 2012

REQUISITION STATUS

<u>Req Status</u>	<u>Count</u>
* Cert. List [Selection interviews held/scheduled for the positions.]	10
* Open [None of these positions are on Transfer Bulletin.]	6
Total:	16

REQUISITION ACTIVITY

	<u>Count</u>
* Previous Requisition Total (07/02/12)	13
* Requisitions Received (+)	19
* Requisitions Filled (-)	15
* Requisitions Cancelled/On Hold (-)	1
* Current Requisition Total (08/07/12)	16

Personnel Commission

Personnel Requisition Monthly Comparison

Req Status	8/8/2011	9/8/2011	10/6/2011	10/28/2011	12/7/2011	1/4/2012	3/7/2012	4/11/2012	5/2/2012	6/6/2012	7/2/2012	8/9/2012
Cert. List	32	10	9	5	23	7	6	3	3	4	4	10
Open	28	37	33	39	17	33	9	7	5	5	9	6
Total	60	47	42	44	40	40	15	10	8	9	13	16

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

Personnel Requisition Detailed Report

#	Req. ID	Date From HR	Working Days as of 8/9/12	Requisition Title	Dept/Site	FTE%	Hrs Per Day	Position Type ¹	Replacing	Transfer Bulletin #	PC Status ²	Cert Date	Comments	3+ Ranks
1	13-006	07/27/12	9	CAFETERIA WORKER I	FOOD & NUTRITION SVCS-LINCOLN MIDDLE	43.75	3.5	Vac	LULA HUBBARD	2	Cert. List	07/30/12	SELECTION PENDING. ELIGIBLES PREVIOUSLY INTERVIEWED. [TRANSFER BULLETIN #02 CLOSED 08/07/12.]	YES
2	13-007	07/27/12	9	CAFETERIA WORKER I	FOOD & NUTRITION SVCS-SANTA MONICA HIGH	37.50	3	Vac	ITALO MARTIN	2	Cert. List	07/30/12	SELECTION PENDING. ELIGIBLES PREVIOUSLY INTERVIEWED. [TRANSFER BULLETIN #02 CLOSED 08/07/12.]	YES
3	13-008	07/27/12	9	CAFETERIA WORKER I	FOOD & NUTRITION SVCS-SANTA MONICA HIGH	37.50	3	Vac	ANA CORNEJO	2	Cert. List	07/30/12	SELECTION PENDING. ELIGIBLES PREVIOUSLY INTERVIEWED. [TRANSFER BULLETIN #02 CLOSED 08/07/12.]	YES
4	13-009	07/27/12	9	CAFETERIA WORKER I	FOOD & NUTRITION SVCS-MCKINLEY ELEMENTARY	37.50	3	Vac	SHIRLENE HOLLOWAY	2	Cert. List	07/30/12	SELECTION PENDING. ELIGIBLES PREVIOUSLY INTERVIEWED. [TRANSFER BULLETIN #02 CLOSED 08/07/12.]	YES
5	13-010	07/27/12	9	CAFETERIA WORKER I	FOOD & NUTRITION SVCS-SANTA MONICA HIGH	37.50	3	Vac	KIMIKO MCCARTHY	2	Cert. List	07/30/12	SELECTION PENDING. ELIGIBLES PREVIOUSLY INTERVIEWED. [TRANSFER BULLETIN #02 CLOSED 08/07/12.]	YES
6	13-011	07/27/12	9	CAFETERIA WORKER I	FOOD & NUTRITION SVCS-WILL ROGERS LEARNING ACADEMY	37.50	3	Vac	GUADALUPE ZALDIVAR	2	Cert. List	07/30/12	SELECTION PENDING. ELIGIBLES PREVIOUSLY INTERVIEWED. [TRANSFER BULLETIN #02 CLOSED 08/07/12.]	YES
7	13-012	07/27/12	9	CAFETERIA WORKER I	FOOD & NUTRITION SVCS-GRANT ELEMENTARY	37.50	3	Vac	MARTINA GONZALEZ	2	Cert. List	07/30/12	SELECTION PENDING. ELIGIBLES PREVIOUSLY INTERVIEWED. [TRANSFER BULLETIN #02 CLOSED 08/07/12.]	YES
8	13-014	07/26/12	10	CHILDREN'S CENTER ASST	CHILD DEVEL SVCS	43.75	3.5	Vac	LETICIA BATEY	2	Open		[TRANSFER BULLETIN #02 CLOSED 08/07/12.]	
9	Pending	Pending	0	GARDENER	GROUNDS MAINTENANCE	100.00	8	Vac	BARTON BURDICK	-	Open		RECRUITMENT OPENED 03/22/12 TO 04/17/12. WRITTEN EXAM ADMINISTERED 05/03/12. PERFORMANCE EXAM ADMINISTERED 08/08/12. ONCE REQUISITION IS RECEIVED, THE POSITION WILL BE POSTED ON TRANSFER BULLETIN FOR 6 DAYS PER CONTRACT LANGUAGE. A CERT. LIST WILL BE PROVIDED TO HIRING AUTHORITY THEREAFTER.	
10	13-001	07/11/12	21	HEALTH OFFICE SPECIALIST	STUDENT SERVICES	43.75	3.50	Vac	LESLIE HENDERSON	1	Open		TWO OF THREE ELIGIBLES INTERESTED IN POSITION. RECRUITMENT OPENED 07/16/12 THROUGH 08/03/12 TO SECURE ADDITIONAL ELIGIBLES. APPLICATION SCREENING AND NOTIFICATIONS IN PROGRESS. QUALIFICATIONS APPRAISAL INTERVIEW TO BE SCHEDULED WEEK OF 08/27/12. [TRANSFER BULLETIN #01 CLOSED 07/17/12.]	

Personnel Requisition Detailed Report

#	Req. ID	Date From HR	Working Days as of 8/9/12	Requisition Title	Dept/Site	FTE%	Hrs Per Day	Position Type ¹	Replacing	Transfer Bulletin #	PC Status ²	Cert Date	Comments	3+ Ranks
11	12-222	06/13/12	41	HUMAN RESOURCES TECHNICIAN	HUMAN RESOURCES	100.00	8.00	Vac	BETH PAPP	39	Cert List	06/26/12	ON 07/02/12, APPLICATIONS FORWARDED TO HIRING AUTHORITY FOR REVIEW. SELECTION INTVWS CONDUCTED 08/01/12. SELECTION PENDING. [TRANSFER BULLETIN #39 CLOSED 06/25/12.]	YES
12	12-223	06/13/12	41	INSTRUCTIONAL ASST-PHYSICAL ED	LINCOLN MIDDLE	75.00	6.00	Vac	QUENTIN PRICE	39	Cert. List	06/29/12	ON 06/29/12, STAFF CONTACTED HIRING AUTHORITY REGARDING SELECTION INTVW DATE. INTVWS TENTATIVELY SCHEDULED FOR WEEK OF 08/06/12. NOTE: THIS POSITION REQUIRES A FEMALE CANDIDATE. THERE IS CURRENTLY ONE FEMALE ELIGIBLE. [TRANSFER BULLETIN #39 CLOSED 06/25/12.]	NO
13	12-103	09/08/11	230	SCHOOL OCCUPATIONAL THERAPY ASST (COTA)	SPECIAL ED	100.00	8.00	Vac	KARI ISACKSON	7	Open		RECRUITMENT OPENED 09/08/11 UNTIL FILLED. POSITION ADVERTISED WITH A VARIETY OF SOURCES. [TRANSFER BULLETIN #7 CLOSED 09/14/11.]	
14	13-013	07/26/12	10	SENIOR OFFICE SPECIALIST	MALIBU HIGH	50.00	4.00	Vac	LERY ESPINOSA	2	Open		[TRANSFER BULLETIN #02 CLOSED 08/07/12.]	
15	11-142	06/01/12	49	STOCK AND DELIVERY CLERK	PURCHASING	75.00	6.00	Vac	VERITY KR PAN	45	Cert. List	06/06/12, 05/01/12	POSITION FILLED 03/11/12. CANDIDATE SUBSEQUENTLY DISQUALIFIED FROM EMPLOYMENT IN JUNE. STAFF AWAITING ANOTHER SELECTION BY HIRING AUTHORITY. MOST RECENT FOLLOW-UP WITH HIRING AUTHORITY ON 08/01/12. SELECTION INTVWS PENDING.	YES
16	13-017	08/06/12	3	TECHNICAL THEATER TECHNICIAN	BUSINESS SERVICES	75.00	6.00	New	---	3	Open		RECRUITMENT OPENED 07/12/12 AND SCHEDULED TO CLOSE 08/20/12. APPLICATION SCREENING IN PROGRESS. INITIAL EXAM DEVELOPMENT MTG WITH SME 08/02/12. NOTE: THIS A NEWLY CREATED POSITION APPROVED BY THE BOE 06/27/12; THE CLASS SPEC WAS APPROVED BY THE PERSONNEL COMMISSION 07/11/12. [TRANSFER BULLETIN CLOSES #03 CLOSES 08/15/12.]	

NOTES:

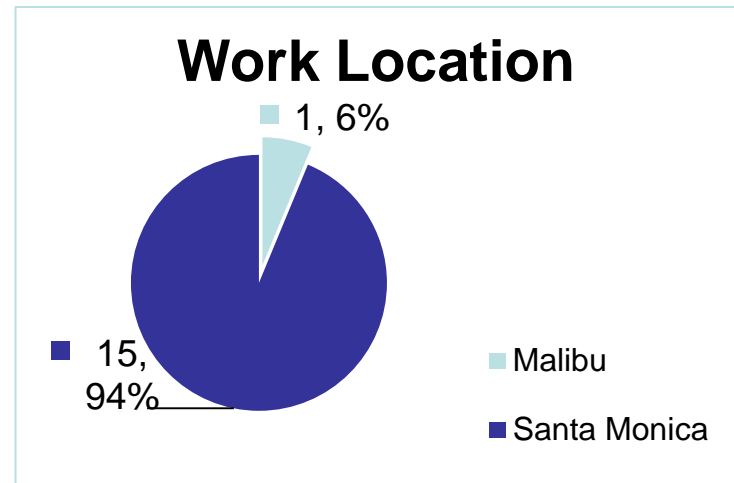
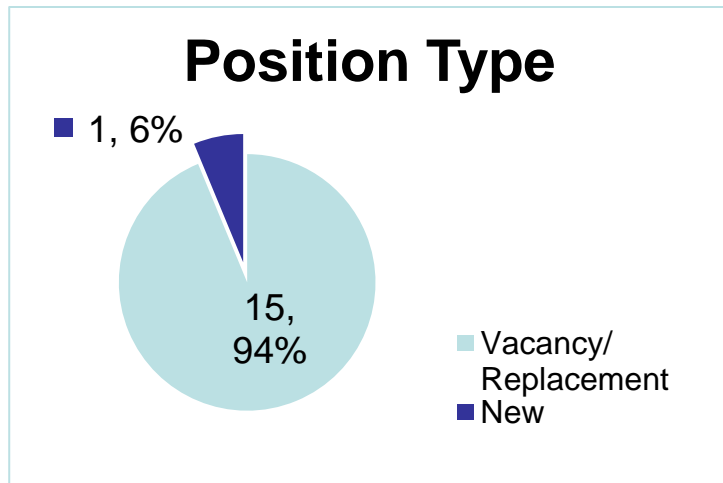
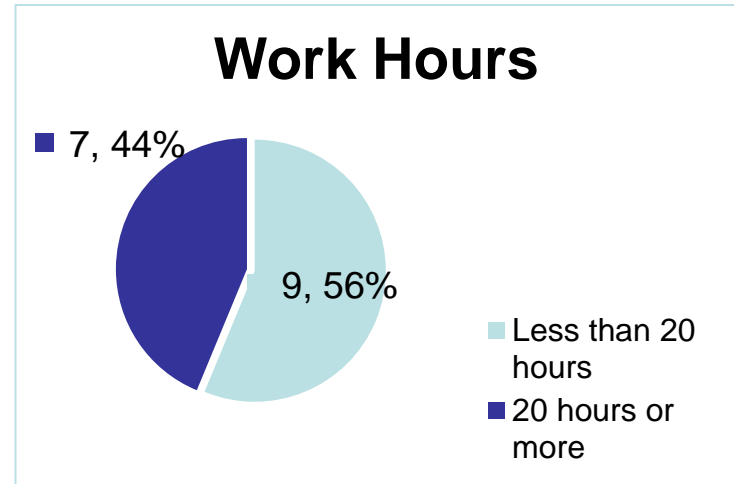
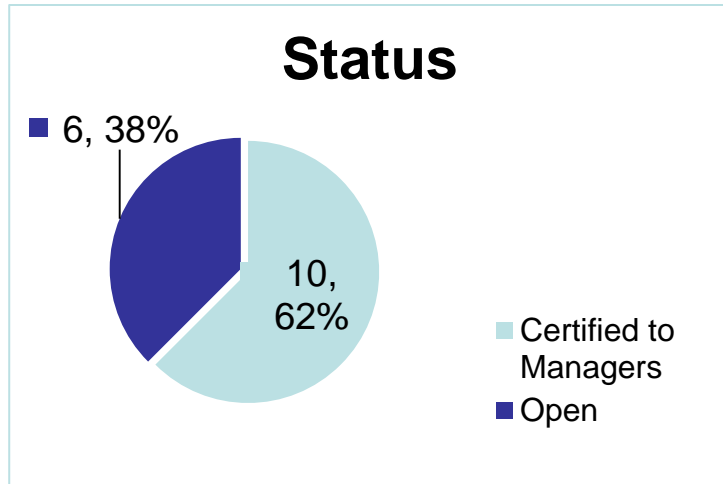
Personnel Requisition Detailed Report

#	Req. ID	Date From HR	Working Days as of 8/9/12	Requisition Title	Dept/Site	FTE%	Hrs Per Day	Position Type ¹	Replacing	Transfer Bulletin #	PC Status ²	Cert Date	Comments	3+ Ranks
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- ¹ **Position Type** : "Vac" (Vacancy) refers to a personnel requisition initiated to replace a separated employee. "New" refers to a personnel requisition initiated for a newly established position.
- ² **Req Status** : "Cert. List" indicates that the Personnel Commission staff has submitted a list of names of persons who have qualified in all parts of the appropriate examination process to the appointing authority. "Open" indicates that the appointing authority has not received a Cert. List.

Personnel Requisition Graphic Summary

as of August 9, 2012



**PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
Regular Meeting: Tuesday, August 14, 2012**

AGENDA ITEM NO: IV.B.2.

SUBJECT: First Reading of Changes to Personnel Commission Merit Rules – *Chapter XIV: Disciplinary Action and Appeal* and *Chapter XVI: Grievance Procedure*

BACKGROUND INFORMATION:

The Advisory Rules Committee (ARC) met during July 2012 and August 2012, and has recommended the proposed revisions to *Chapter XIV: Disciplinary Action and Appeal* and *Chapter XVI: Grievance Procedure*. The proposed revisions update the language contained in these Rules to reflect alignment with the Education Code.

DIRECTOR'S RECOMMENDATION

The Director of Classified Personnel recommends that the Personnel Commission consider for the first reading the proposed revisions to *Chapter XIV: Disciplinary Action and Appeal* and *Chapter XVI: Grievance Procedure* (attachments).

CHAPTER XIV

DISCIPLINARY ACTION AND APPEAL

Rule 14.1 DISCIPLINARY ACTION - SUSPENSION, DEMOTION AND DISMISSAL

The subject of this Rule is within the scope of representation under Section 3543.2 of the Government Code. If an agreement on this subject is in effect between the District and an exclusive representative of employees in a recognized bargaining unit, the agreement shall supersede the provisions of this Rule as they apply to employees in that unit.

14.1.1 GENERAL PROVISIONS (EDUCATION CODE 45302)

- A. A regular **permanent** classified employee shall be subject to disciplinary action only for cause as prescribed by law or this Rule. No disciplinary action shall be taken against any employee for any cause which arose more than two (2) years prior to the date of the **N**notice of **D**disciplinary **A**ction unless such cause was concealed or not disclosed by the employee when the facts reasonably should have been disclosed.
- B. No employee shall be suspended, demoted or dismissed, sexually harassed, or in any way discriminated against because of his/her affiliations, race, color, national origin, age, marital status, ~~sex~~, **gender, sexual orientation, disability** handicapping condition, ancestry, medical condition (as defined in Government Code 12926), or religious or political beliefs or acts, except as provided in Rule 14.1.4.
- C. No permanent or probationary classified employee shall be suspended, demoted or dismissed until final approval is given by the Board except as provided in Rule 14.1.5.

References: Education Code 45302

14.1.2 NOTICE OF DISCIPLINARY ACTION

- A. The ~~N~~notice of ~~D~~disciplinary ~~A~~action shall include a list of causes for discipline as specified in Rule 14.1.4. The ~~N~~notice of ~~D~~disciplinary ~~A~~action shall also include a Statement of Charges. The Statement of Charges must be in ordinary and concise language and be clear enough so that the employee will know **what are** the precise **charges** ~~complaints~~ against him/her and may be expected to be able to respond to them.
- B. When an employee is to be disciplined, he/she shall be advised of his/her right to answer, explain or deny the charges within five (5) working days after receipt of the ~~N~~notice of ~~D~~disciplinary ~~A~~action. The answer, explanation or denial of charges shall be made to the person sending the notice of disciplinary action. ~~The answer, explanation or denial of charges shall be made to the person sending the notice of disciplinary action.~~ The employee shall be entitled to review any records or materials which are used as part of the discipline and shall be provided copies upon request.
- C. All communications from the District to the employee shall be:
1. delivered personally and signed for by the employee or
 2. sent by certified mail, return receipt requested, to the last known address of the employee on file in the **Human Resources** Personnel Office.

14.1.3 DEFINITIONS

- A. Suspension shall mean the temporary removal of an employee from a position for cause with loss of pay as a disciplinary measure, or indefinite removal preliminary to investigation of charges pursuant to Education Code 45304.
- B. Demotion shall mean the involuntary reduction of an employee for cause from a class with a higher pay scale to a class with a lower pay scale ~~or from a higher salary step to a lower salary step on the same pay scale.~~ ~~A disciplinary action reducing salary from~~

~~a higher to a lower step shall specify the number of months of reduction, not to exceed six (6), and shall establish a new salary increment date.~~

- C. Dismissal shall mean the involuntary separation of an employee from service for cause.

14.1.4 CAUSES FOR SUSPENSION, DEMOTION OR DISMISSAL
(~~EDUCATION CODE 45302, 45303~~)

- A. A ~~regular~~ classified employee may be subject to disciplinary action by the Board for **reasonable** the following causes, **such as**:
1. insubordination, including, but not limited to willful refusal to do reasonably assigned work;
 2. discourteous, offensive or abusive conduct toward other employees, students or the public;
 3. misuse, theft, destruction or mishandling of District property, or property of employees or students of the District;
 4. offering anything of value, or offering any service in exchange for special treatment in connection with an employee's job or employment, or the accepting of anything of value or any service in exchange for granting special treatment to another employee or to any member of the public;
 5. possession of an alcoholic beverage or drinking alcoholic beverages, or being intoxicated while on the job, or the unauthorized use or being under the influence of narcotics or any controlled substances not prescribed **to the employee** by a licensed physician;
 6. engaging in political, religious or personal activities during assigned hours of employment, which impairs the efficiency of the service;

7. immoral conduct;
8. conviction of a felony or serious crime or a record of one (1) or more convictions which indicate that the person is a poor employment risk for the particular job which he/she holds in the District. (A plea, verdict, or finding of guilty, or a conviction following a plea of nolo contendere is to be deemed a conviction within the meaning of these Rules);
9. conviction of a sex or narcotics offense as defined in Education Codes 44010, ~~or~~ 44011; **or 45124**
10. abuse of leave privileges which impairs the efficiency of the service;
11. knowingly falsifying any information supplied to the District including, but not limited, to information supplied on applications, employment forms, payroll documents or other records;
12. willful or persistent violation of, or failure to enforce, rules, regulations, policies or procedures pertaining to health and safety;
13. any willful failure of good conduct tending to injure the public service or its reputation;
14. any willful or persistent violation of the provisions of the Education Code or of written rules, regulations or procedures adopted or established by the Board, Commission or administration;
15. abandonment of position, which means an absence without continued notification, in excess of five (5) working days, except in case of dire emergency;
16. advocacy of the overthrow of the federal, state or local government by force, violence or other unlawful means;

17. failure to report for a review of criminal records or for a health examination after due notice;
18. failure to maintain a valid license or certificate required by the District for the particular position which he/she holds;
19. sexual harassment of another (Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature, made by someone from or in the work setting) (**Education Codes** EDUCATION CODE 212.5, 230);
20. failure to obey a subpoena issued by the Commission and duly served, or any refusal to furnish testimony or documents, other than self-incriminating, at a hearing or investigation before the Commission or Board;
21. incompetency, which means below standard work performance, a pattern of inefficiency, continued neglect or dereliction in the performance of assigned duties or
22. repeated or unexcused tardiness or absence.

References: Education Codes 45302, 45303 and 45304

- B. A permanent classified employee shall be subject to disciplinary action for the following causes only after completion of Need for Work Improvement, Unsatisfactory Work Performance and Recommendation of Disciplinary Action notices as provided in Rule 14.1.4B, Rule 14.1.5D.
 1. incompetency, which means below standard work performance, a pattern of inefficiency, continued neglect or dereliction in the performance of assigned duties or
 2. repeated or unexcused tardiness or absence.
,or

3. the degree and frequency of sick leave use.

C. A regular classified employee may be subject to removal from service or change in status under this Rule due to physical or mental unfitness as determined by a District authorized physician. The employee shall retain the right to appeal. Administration shall base the decision to recommend removal or change of status under this Section on the following factors:

1. the degree of physical or mental unfitness and the physician's prognosis as they relate to the duties to be performed;
2. The number of positions in the employee's classification, the uniqueness and the degree of specialty required by the position and the availability of a qualified substitute, and
3. ~~The degree and frequency of precious sick leave use. Particular attention should be paid to employees who have extraordinary use or lack of use of sick leave with consideration of the circumstance surrounding previous use of sick leave.~~

14.1.5 SUSPENSION FOR SPECIFIC CAUSES (EDUCATION CODE 45304)

- A. (a) For reasonable causes, an employee may be suspended without pay for not more than thirty (30) days, except as provided in this section, or may be demoted or dismissed. In this case, the school district shall, within ten (10) days of the suspension, demotion, or dismissal, file written charges with the Commission. The personnel director shall give to the employee or deposit in the United States registered mail with postage prepaid, addressed to the employee at his or her last known place of address, a copy of the charges and inform the employee of his or her appeal rights.
- (b) Whenever an employee of a school district or county office of education is charged with a

mandatory leave of absence offense, as defined in subdivision (a) of Section 44940, the governing board of the school district shall immediately place the employee upon a compulsory leave of absence for a period of time extending for not more than ten (10) days after the date of entry of the judgment in the proceedings. Once the employee is placed on leave of absence, he or she is subject to the provisions of Section 44940.5.

(c) Whenever an employee of a school district or county office of education is charged with an optional leave of absence offense, as defined in subdivision (b) of Section 44940, the governing board of the school district may immediately place the employee upon a compulsory leave of absence in accordance with the provisions of Section 44940.5.

~~A regular employee charged with the commission of any sex offense defined in Section 44010 or narcotics offense defined in Section 44011 of the Education Code, Sections 11357 to 11361, inclusive, 11363, 11364 or 11377 to 11382, inclusive, insofar as such sections relate to any controlled substances in paragraph four (4) or five (5) of subdivision (b) of Section 11056, or any controlled substances in subdivision (d) of Section 11054, except paragraphs ten (10), eleven (11), twelve (12), and seventeen (17) of such subdivisions, of the Health and Safety Code by complaint, information, or indictment filed in a court of competent jurisdiction, may be suspended as provided in Section 45304 of the Education code.~~

1. ~~When a regular employee is under investigation of charges specified in paragraph A above and the employee has not been charged by complaint, information or indictment filed in a court of competent jurisdiction, the District may suspend such employee, without pay, for up to thirty (30) days after which the employee may be suspended with pay until charges are filed or a decision is made not to pursue the case by the investigating agency.~~
2. ~~The paid leave of absence requires notice to the employee regarding the reasons for the~~

~~leave and shall be approved by the Board at their next regular meeting.~~

Reference: Education Code 45304

- B. An employee may be suspended immediately for up to two (2) days without pay by his/her immediate supervisor, with the approval of the Superintendent or his/her designee. Immediate suspension shall be for cause as listed in Rule 14.1.4A when such suspension is necessary for the safety and/or best interests of students, parents, staff, the District or the employee.
1. Such suspension shall be documented on an appropriate **N**otice of **D**isciplinary **A**ction and presented to the employee upon return from suspension.
 2. The immediate supervisor shall schedule a conference with the employee and the Assistant Superintendent-Human Resources to discuss the suspension.
 3. All procedures for disciplinary action shall be followed.
 4. The disciplinary action shall be ratified at the next regular meeting of the Board.
- C. An employee may be suspended, without pay, pending recommended termination by the Superintendent or his/her designee. Such suspension shall be for cause as listed in Rule 14.1.4 when the suspension is in the best interest of students, parents, staff, the employee or the District. Suspension under this provision shall otherwise follow the procedure in Rule 14.1.6.
- D. In cases of disciplinary action arising from causes listed in Rule 14.1.4B, the immediate supervisor shall provide the employee with the following three notices before disciplinary action can be taken.
1. Need for Work Improvement - First Notice. This notice shall include performance

standards, areas of needed improvement and suggestions for improvement. The first notice shall provide a minimum thirty (30) calendar day period for the employee to improve.

2. Unsatisfactory Job Performance - Second Notice. This notice shall include the **Need for Work Improvement – First Notice** ~~date of previous evaluation,~~ performance standards, areas of unsatisfactory performance and improvement required. The second notice shall provide a minimum thirty (30) calendar day period for the employee to improve.
3. Recommendation of Disciplinary Action - Final Notice. This notice shall include the **First and Second Notices** ~~date of previous evaluation,~~ performance standards not met and the recommended disciplinary action. Procedure for disciplinary action shall be followed.
4. Job Performance Progress Report - This report may be filed at any time prior to submission of the Recommendation of Disciplinary Action. This report shall include performance standards met and a summary of job performance. Submission of this report removes an employee from the Needs to Improve cycle. After a Job Performance Progress Report has been filed an employee who subsequently resumes the behaviors noted during the Needs to Improve Evaluation cycle may be subject to disciplinary action for up to one (1) year without the necessity of completing any of the above steps completed within the previous twelve (12) months.
5. Failure to complete the second or the final notice within ninety (90) calendar days shall remove an employee from the Needs to Improve evaluation cycle and the employee shall be deemed to be working at an acceptable level **performance standards**.

- A. An employee may be suspended, without pay, for cause as listed in this Rule for not more than thirty (30) calendar days upon recommendation of the Assistant Superintendent - Human Resources and the Superintendent with approval by the Board.
- B. When a regular classified employee is recommended for disciplinary action for cause as listed in this Rule, the recommendation shall be prepared by the immediate supervisor, approved by the Departmental Administrator, if any, and forwarded to the Assistant Superintendent - Human Resources for approval.
- C. The Assistant Superintendent - Human Resources shall prepare a **N**otice of **D**isciplinary **A**ction.
- D. Upon completion of the **N**otice of **D**isciplinary **A**ction and prior to action by the Board, the Assistant Superintendent - Human Resources shall notify the employee that disciplinary action may be taken and schedule a meeting to discuss the matter. The employee shall be notified that he/she is entitled to be represented by any person of his/her choice.
- E. If, subsequent to the above meeting, it is determined that the District is to proceed with the discipline, the **N**otice of **D**isciplinary **A**ction shall be delivered to the employee personally, if practicable, and he/she shall be requested to sign acknowledgement of receipt. If an employee refuses to sign an acknowledgement that the notice has been personally delivered and the notice has been presented in the presence of a witness, **th**at witness may certify to personal delivery to the employee. When personal delivery is impracticable, the notice shall be sent to the employee's last known address by certified mail with return receipt requested. The notice shall be mailed and available to the employee at least five (5) working days prior to the scheduled Board action. A copy of the **N**otice of **D**isciplinary **A**ction shall immediately be filed with the Director of Classified Personnel.
- F. An employee who has permanent status in the classified service and who has been promoted to a

higher class may be involuntarily demoted during the probationary period to his/her former class without right of appeal. If the demotion results in the separation of the employee from the classified service or is as a result of violation of Rule 14.1.1B, the employee shall have the right of appeal.

- G. Dismissal shall cause removal of the employee's name from all reemployment and eligibility lists.

Reference: Education Code 45304

14.1.7 PROCEDURE FOR NOTIFICATION OF RIGHT TO APPEAL

- A. When the Board has taken final action to discipline an employee, the Assistant Superintendent-Human Resources shall, within three (3) working days, notify **in writing** the Director of Classified Personnel of the Board's action.
- B. The Director of Classified Personnel shall, within ten (10) days of the Board's action ~~to discipline~~, notify the employee **in writing** and file written charges with the Commission.
- C. This notification to the employee shall contain:
 - 1. a copy of written charges,
 - 2. the time allowed to file an appeal,
 - 3. the right of an employee to a hearing on the appeal and
 - 4. the requirements for employee's response as set forth in Rule 14.2.1

Rule 14.2

PROCEDURE FOR APPEAL AND HEARING

14.2.1

PROCEDURE FOR APPEAL (EDUCATION CODE 45305)

- A. A permanent employee who has been suspended, demoted or dismissed may appeal to the Commission within fourteen (14) days after receipt of the notification of charges from the Director of Classified Personnel by filing a written answer to the charges and he/she may request a hearing.
- B. **C.** The employee's written answer to the charges must **state on which grounds the appeal is based.** **The grounds for appeal are** ~~include facts based on the following grounds:~~
1. ~~T~~**h**at the charges made do not constitute sufficient cause for the action taken.;
 2. ~~T~~**h**at the action taken was not in accord with the facts.
 3. That the penalty involved by the District was excessive. ~~was abuse of discretion;~~
 4. ~~T~~**h**at the procedure set forth in these Rules ~~has~~**ave** not been followed. ~~or~~
 5. That the disciplinary action was taken because of **prohibited bases of discrimination.** ~~political affiliations, religious beliefs or opinions, race, color, national origin, ancestry, sex, employee organization membership or non-membership, marital status, handicapping condition or medical condition as defined in Government Code 12926.~~
- C. **B.** For purposes of this ~~R~~**r**ule, if a notice is mailed, the **official date of receipt shall be two (2)** working days **from** ~~following~~ the postmark date of the notice. ~~shall be considered to be the official date of receipt.~~
- D. Failure to appeal disciplinary action as provided in this Rule shall make the action of the Board final.

14.2.2

PROCEDURE FOR HEARING (EDUCATION CODE 45306, 45311, 45312)

- A. After an employee has made and filed an appeal in answer to the charges against him/her, the Commission shall investigate, or cause to be investigated, the matter on appeal and may require further evidence from either party. The Commission may, and upon request of the appellant, shall, order a hearing. If a hearing is so ordered, the Commission shall fix the time and place of the hearing. The hearing shall be held within a reasonable length of time from the receipt of the appeal and the Director of Classified Personnel shall provide written notification to all parties.
- B. The Commission may appoint a hearing officer to conduct any hearing and report Findings and Recommendations to the Commission. The Commission may accept, reject or amend any of the Findings or Recommendations in the proposed decision. Any rejection or amendment shall be based on a review of the transcript or upon the results of any ~~such~~ supplemental hearing(s) or investigation(s) as the Commission may order.
- C. Prior to the hearing, each party shall have the right to copy any written documents that may be presented during the hearing and to a list of all witnesses to be called.
- D. Hearings shall be conducted in the manner most conducive to the determination of the truth, and neither the Commission nor its hearing officer shall be bound by technical Rules of Evidence. Decisions made by the Commission shall not be invalidated by any informality in the proceedings.
- E. The hearing shall be electronically ~~tape~~-recorded. However, either party may request that the hearing be recorded by a court reporter, in which case the party making the request shall bear the cost.
- F. The Commission or its hearing officer shall determine the relevancy, weight and credibility of testimony and evidence. Hearsay evidence may be admitted, but

shall not be sufficient in and of itself to support a Finding. The Findings of the Commission or its hearing officer shall be based on a preponderance of the evidence.

- G. The burden of proof shall be on the District except in cases of discrimination.
- H. Each party will be permitted an opening statement, with the District opening first. The District shall next present its witnesses and evidence to sustain its charges, then the employee will present witnesses and evidence in defense. Each party shall then be permitted closing arguments with the District closing first except in appeals alleging discrimination, in which case the order is reversed.
- I. Each party will be allowed to examine and cross-examine witnesses, including adverse witnesses. If the appellant does not testify on his/her own behalf, he/she may be called and examined as an adverse witness. (Evidence Code 772)
- J. The Commission, appellant, and District may be represented by separate legal counsel or other designated representative.
- K. On request of the District or the appellant the Commission shall order the Director of Classified Personnel to issue subpoenas to require the presence of witnesses, or the production of records, or information pertinent to the hearing. Subpoenas shall be delivered to the requesting party for service.
- L. The Commission may, at any time, grant a continuance for any reason it believes important to its reaching a fair and proper decision.
- M. Disciplinary hearings shall be held in closed session unless an open hearing is requested by the appellant. The Commission may, at its discretion, exclude witnesses not under examination except the appellant, District representative and their respective counsel or designated representative. When hearing testimony on alleged scandalous or indecent conduct,

all persons not having direct interest in the hearing shall be excluded.

- N. The Commission may deliberate its decision in closed session and exclude all persons other than members of the Commission, its staff or counsel. If counsel also served as counsel for the District, he/she shall be excluded from the final deliberations.

14.2.3 FINDINGS AND DECISION (~~EDUCATION CODE 45306, 45307~~)

- A. The Commission shall render its Decision as soon after the conclusion of the investigation or hearing as possible and unless an agreement for an extension is agreed to by all parties, the Decision shall be made within fourteen (14) calendar days after conclusion of the deliberations.
- B. The Commission's Decision shall set forth which charge(s), if any, are sustained or rejected and the reasons therefor. The Decision shall be set forth in writing by the Director of Classified Personnel and signed by a Commissioner. A true copy of the Decision shall be sent to all interested. ~~parties in interest.~~
- C. The Commission may sustain or reject any or all of the charges filed against the employee. If the Commission rejects any or all of the charges against the employee, it may:
 - 1. modify the disciplinary action, but not make the action more stringent than that approved by the Board;
 - 2. order all or part of the employee's full compensation from the time of suspension, demotion or dismissal paid;
 - 3. order the employee's reinstatement upon such terms and conditions as it may determine appropriate;
 - 4. order the employee transferred or a ~~changed in~~ of work location;

5. order seniority credit for off-duty time pending reinstatement;
 6. order that the employee's personnel file be expunged of all records pertaining to the disciplinary action on charges which were not sustained by the Commission;
 7. order the District to pay compensation for all or any part of the legitimate expenses incurred by the parties in pursuit of appeal and/or
 8. order such other action as it may find necessary to effect a just settlement of the appeal.
- D. The decision of the Commission shall be final and shall not be subject to review by the Board.
- E. Upon receipt of the Commission's written decision the Board shall forthwith comply with the provisions thereof. When the Board has fully complied with the Commission's decision it shall so notify the Commission in writing.

14.2.4 HEARING TRANSCRIPT

- A. A copy of the hearing transcript shall be prepared and furnished to either party, under the following conditions:
1. the cost of the transcript and copies if requested, shall be born by the party making the request;
 2. the request shall be in writing and a cash deposit made in an amount determined by the Director of Classified Personnel prior to preparation;
 3. the final cost of the transcript shall be the actual cost of preparation plus the cost of copies as determined by the Director of Classified Personnel and,

4. the transcript shall only be released upon payment in full. When the deposit is greater than the actual costs, plus copies, of the document the remainder shall be refunded.

CHAPTER XVI

GRIEVANCE PROCEDURE

Rule 16.1 GRIEVANCE PROCEDURE

16.1.1 PURPOSE (~~EDUCATION CODE 45260~~)

The subject of this Rule is within the scope of representation under Section 3543.2 of the Government Code. If an agreement on this subject is in effect between the District and an exclusive representative of employees in a recognized bargaining unit, the agreement shall supersede the provisions of this Rule as they apply to employees in that unit.

- A. The grievance procedure is the medium through which classified employees may seek the adjustment of complaints arising from an employee's belief that established laws, Board Policies, Commission Rules, or administrative procedures have been violated.
- B. It is the intent of this Rule to establish an orderly procedure through which a classified employee may receive timely consideration of his/her grievance. Although specific steps and time limits are set forth in this procedure, it is recognized that the fair and reasonable settlement of grievances may require some alteration of this procedure for individual situations.

16.1.2 MATTERS EXCLUDED

- A. The following matters are excluded from this grievance procedure:
 - 1. any complaint which relates to a cause for disciplinary action;
 - 2. complaints about the subject matter of a Board Policy, Commission Rule or administrative procedure, rather than the administration or implementation of the Policy, Rule or procedure:

3. matters which are contained in a negotiated labor contract. (~~S~~such matters are subject to the negotiated grievance procedure.) and,
4. complaints of one employee against another. (~~S~~such complaints shall be **subject to the Complaint Process established by the District.** submitted to the Superintendent for resolution by the Board).

16.1.3 GENERAL PROCEDURES

- A. The grievant and **District** employer shall have the right to be represented by a person or persons of their own choosing at any time during the grievance procedure.
- B. The Assistant Superintendent-Human Resources shall be responsible for maintaining grievance records except that when the grievance pertains to Commission Rules, the Director of Classified Personnel shall maintain the grievance records. Grievance records shall be maintained separately from the grievant's personnel file.
- C. In order to encourage a professional and harmonious disposition of a grievance, neither the grievant his/her representative or the District shall make public either the grievance or any evidence regarding it until the grievance is settled
- D. If a grievance is not processed by the grievant or his/her representative in accordance with the time limits set forth, the grievance shall be considered settled on the basis of the decision last made by the District.
- E. Time limits set forth herein may be lengthened or shortened in any particular case only by mutual written agreement. The parties shall attempt, in good faith, to adjust time limit problems, ~~which occur.~~
- F. No reprisals of any kind shall be taken by the District against the grievant or any representative of the grievant by reason of his/her bringing a grievance or participating in a grievance.

- G. The grievant and/or his/her representative shall be provided reasonable release time, without loss of compensation, to attend grievance conferences or hearings. The District will attempt to schedule grievance meetings so as not to conflict with normal work duties.

16.1.4 LEVELS IN THE GRIEVANCE PROCEDURE

A. Informal Level

1. Before filing a formal written grievance, the employee shall make a reasonable attempt to resolve the grievance by means of an informal conference with his/her immediate supervisor.
2. The informal grievance shall be **memorialized with** ~~submitted to~~ the employee's immediate supervisor within ten (10) working days after the grievant knew or reasonably should have known of the event giving rise to the grievance.
3. The immediate supervisor shall answer the grievance within ten (10) working days of submission of the informal grievance.

B. LEVEL I

1. If the grievance is not settled at the Informal Level, the grievant must present the grievance in writing to his/her immediate supervisor within ten (10) working days of the answer at the Informal Level.
2. The written grievance shall be a clear concise statement of the act or omission causing the grievance, including specific Rules, Policies, Laws or procedures alleged to have been violated, the circumstances involved, the decision rendered at the ~~informal~~ Llevel and the remedy sought by the grievant.
3. In addition to the written statement, either party may request a personal conference to discuss the pending grievance.

4. The immediate supervisor shall provide a written answer to the grievant within five (5) working days after receipt of the grievance and such answer will complete Level I.

C. LEVEL II

1. In the event the grievant is not satisfied with the decision at Level I, the grievant may appeal the decision in writing to the Superintendent or his/her designee within ten (10) working days after completion of Level I.
2. The written appeal shall include a copy of the original grievance, the decision rendered at Level I and a clear, concise statement of the reasons for the appeal.
3. Within five (5) working days, the Superintendent or his/her designee shall schedule a meeting with the grievant to review and discuss the grievance.
4. A decision shall be rendered by the Superintendent or his/her designee within five (5) working days from the date of the above meeting and such decision will complete Level II.

D. LEVEL III

1. If the grievant is not satisfied with the decision at Level II, the grievant may appeal the decision to the Board of Education within five (5) working days.
2. This appeal shall include a copy of the original grievance, the decisions rendered at Levels I and II, and a clear, concise statement of the reasons for the appeal.
3. The Board shall consider the grievance on the written record at its next regularly scheduled meeting **in Closed Session**. The Board may, if it desires, hear witnesses or request

additional documents as it believes necessary to reach a decision.

4. Within ten (10) working days after the meeting at which the Board makes its final decision, the Board shall cause to be delivered to the grievant and his/her representative, its written response to the grievance.
5. The decision by the Board shall be final.

16.1.5

CONSIDERATION BY THE COMMISSION

- A. In the event that the subject matter of the grievance is a violation of Commission Rules or procedures, the grievant's appeal at Level II shall be considered by the Director of Classified Personnel and an appeal at Level III shall be considered by the Commission.

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

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

SMMUSD Board of Education Meeting Schedule 2012-2013

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

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

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

If you will require accommodation to participate in the Board meeting, please notify the Superintendent's Office **vii** least one day prior to the meeting.
 Board of Education Meeting AGENDA: June 27, 2012

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

ACTION/CONSENT
 07/18/12

RECOMMENDATION NO. A.28

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>SUMMER ASSIGNMENTS</u>		<u>EFFECTIVE DATE</u>
Aceves, Cindy Special Education	Inst Asst – Special Ed	6/18/12-8/15/12
Alaniz, Federico Food Svcs	Stock and Delivery Clerk	6/18/12-8/17/12
Allotey, Ingrid Operations	Custodian	6/18/12-8/17/12
Alvarez, Connie Adams MS	Cafeteria Worker II	6/25/12-8/15/12
Anderson, Amanda Special Education	Inst Asst – Special Ed	6/18/12-8/15/12
Arangoa, Isabel Operations	Custodian	6/18/12-8/17/12
Arriaga, Jennifer Child Develop Svcs	Children's Center Asst	6/18/12-8/17/12
Barrera, Amanda Special Education	Specialized Inst Asst	6/25/12-7/20/12
Batthey, Leticia Child Develop Svcs	Children's Center Asst	6/18/12-8/17/12
Bechkovski, Stefan Child Develop Svcs	Swimming Inst - Lifeguard	6/18/12-8/17/12
Bechkovski, Stefan Facility Permits	Swimming Inst - Lifeguard	6/25/12-8/19/12
Benjamin, Jacquita Special Education	Inst Asst – Special Ed	6/18/12-8/15/12
Bilotti, Alfred Special Education	Inst Asst – Special Ed	6/18/12-8/15/12
Bonilla, LeRoy Operations	Custodian	6/18/12-8/17/12
Boston, Kimberly Special Education	Inst Asst – Special Ed	6/18/12-8/15/12
Brackett, Kimberly Child Develop Svcs	Children's Center Asst	6/18/12-8/17/12

Brigham, Dolores Child Develop Svcs	Children's Center Asst	6/18/12-8/17/12
Briseno, Elias Special Education	Specialized Inst Asst	6/25/12-7/20/12
Brito, Maria Child Develop Svcs	Children's Center Asst	6/18/12-8/17/12
Brito, Salvador Operations	Custodian	6/25/12-8/17/12
Britt, Medina Child Develop Svcs	Children's Center Asst	6/18/12-8/17/12
Bromberg, Jill Special Education	Specialized Inst Asst	6/18/12-8/15/12
Brooks, Latricia Special Education	Inst Asst – Special Ed	6/18/12-8/15/12
Brotman, Esther Special Education	Inst Asst – Special Ed	6/18/12-6/22/12
Brown, Lincoln Child Develop Svcs	Children's Center Asst	6/18/12-8/17/12
Brown, Sarah Special Education	Inst Asst – Special Ed	6/18/12-8/15/12
Buendia, Carolina Special Education	Inst Asst – Special Ed	6/25/12-7/20/12
Burkett, Deena Olympic HS	Inst Asst – Classroom	6/25/12-7/31/12
Burnham, REXANNE Special Education	Inst Asst – Special Ed	6/18/12-8/15/12
Burrell, Catherine Facility Permits	Swimming Inst - Lifeguard	6/25/12-8/19/12
Campos, Mercedes Child Develop Svcs	Children's Center Asst	6/18/12-8/17/12
Carbajal, Patricia Child Develop Svcs	Children's Center Asst	6/18/12-8/17/12
Carrillo, Ivan Special Education	Specialized Inst Asst	6/18/12-8/15/12
Carrillo, Steven Transportation	Bus Driver	6/25/12-7/20/12
Cary, Wendy Special Education	Inst Asst – Special Ed	6/18/12-8/15/12
Casillas, Veronica Santa Monica HS	Student Outreach Specialist	7/16/12-7/20/12

Castillo, Wendy Special Education	Specialized Inst Asst	6/18/12-8/15/12
Castro, Caroline Child Develop Svcs	Children's Center Asst	6/18/12-8/17/12
Castro, Esperanza Food Svcs	Site Food Services Coordinator	8/15/12
Cervantes, Tracy Facility Permits	Swimming Inst - Lifeguard	6/25/12-8/19/12
Chulack, Sarah Special Education	Specialized Inst Asst	6/18/12-8/15/12
Cisneros, Yolanda Grant Elementary	Cafeteria Worker II	6/25/12-8/15/12
Clayton, Mercille Lincoln MS	Cafeteria Worker I	6/25/12-8/17/12
Cooper, Carole Special Education	Inst Asst – Special Ed	6/18/12-8/15/12
Cooper, Raymond Santa Monica HS	Campus Security Officer	6/25/12-7/31/12
Cornejo, Natalie Operations	Custodian	6/25/12-8/17/12
Cortez, Griselda Child Develop Svcs	Children's Center Asst	6/18/12-8/17/12
Crawford, Cynthia Operations	Custodian	6/25/12-8/17/12
Crockett, Della Child Develop Svcs	Children's Center Asst	6/18/12-8/17/12
Cueva, Sandra Child Develop Svcs	Children's Center Asst	6/18/12-8/17/12
Custodio, Thelma Special Education	Inst Asst – Special Ed	6/18/12-8/15/12
Davis, Anthony Transportation	Bus Driver	6/25/12-7/20/12
Davis, Kenrick Transportation	Bus Driver	6/25/12-7/20/12
Davis, Lenora Transportation	Bus Driver	6/25/12-7/20/12
De Noya, Michael Special Education	Speech Lang Path Asst	6/18/12-8/15/12
Do, Thu Hong Special Education	Inst Asst – Special Ed	6/25/12-7/20/12

Doty, Joel Special Education	Inst Asst – Special Ed	6/18/12-8/15/12
Drayton, Brandon Special Education	Inst Asst – Special Ed	6/18/12-8/15/12
Durst, Peggie Special Education	Inst Asst – Special Ed	6/18/12-8/15/12
Elie, Latrice Transportation	Bus Driver	6/25/12-7/20/12
Emile, Louis Facility Permits	Swimming Inst - Lifeguard	6/25/12-8/19/12
Escobar, Lillian Special Education	Inst Asst – Special Ed	6/18/12-8/15/12
Fajardo, Angela Child Develop Svcs	Children's Center Asst	6/18/12-8/17/12
Ferguson, Jillian Facility Permits	Swimming Inst - Lifeguard	6/25/12-8/19/12
Fernandez, Angelica Child Develop Svcs	Children's Center Asst	6/18/12-8/17/12
Fisher, Caroline Special Education	Occupational Therapist	6/25/12-8/15/12
Flores, Albert Operations	Custodian	6/18/12-8/17/12
Flores, Ana Special Education	Inst Asst – Special Ed	6/18/12-8/15/12
Flores, Ardis Special Education	Inst Asst – Special Ed	6/18/12-8/15/12
Friedenberg, Mindy Special Education	Inst Asst – Special Ed	6/18/12-8/15/12
Fuentes, Jacqueline Child Develop Svcs	Children's Center Asst	6/18/12-8/17/12
Fuller, Charesse Operations	Custodian	6/18/12-8/17/12
Garcia, Mayra Special Education	Inst Asst – Special Ed	6/18/12-8/15/12
Garcia, Sara Child Develop Svcs	Children's Center Asst	6/18/12-8/17/12
Gary, Barbara Saint Anne's ES	Inst Asst – Classroom	6/19/12-6/21/12
Gauntt, Deborah Transportation	Bus Driver	6/25/12-7/20/12
Gergis, Sohair Special Education	Inst Asst – Special Ed	6/18/12-8/15/12

Gershuni, Katherine Child Develop Svcs	Children's Center Asst	6/18/12-8/17/12
Gershuni, Pearl Special Education	Inst Asst – Developmental Health	6/18/12-8/15/12
Girion, Evangelina Transportation	Bus Driver	6/25/12-7/20/12
Godinez, Josefina Child Develop Svcs	Children's Center Asst	6/18/12-8/17/12
Godinez, Lorena Child Develop Svcs	Children's Center Asst	6/18/12-8/17/12
Goldberg, Hayden Facility Permits	Swimming Inst - Lifeguard	6/25/12-8/19/12
Gomez, Jose Operations	Custodian	6/18/12-8/17/12
Gomez, Jose Food Svcs	Production Kitchen Coordinator	8/15/12
Gomez, Leonor Operations	Custodian	6/25/12-8/17/12
Gonzalez, Jessica Child Develop Svcs	Children's Center Asst	6/18/12-8/17/12
Gonzalez, Monica Special Education	Specialized Inst Asst	6/18/12-8/15/12
Gould, Travis Special Education	Inst Asst – Special Ed	6/18/12-8/15/12
Granadino, Frank Transportation	Bus Driver	6/25/12-7/20/12
Green, Shanna Child Develop Svcs	Children's Center Asst	6/18/12-8/17/12
Griego, Nicholas Special Education	Inst Asst – Special Ed	6/18/12-8/15/12
Griffis, Crystal Special Education	Inst Asst – Special Ed	6/18/12-8/15/12
Gutierrez, Yoly Grant Elementary	Senior Office Specialist	6/21/12-7/23/12
Haro, Irma Child Develop Svcs	Children's Center Asst	6/18/12-8/17/12
Harper, Erin Special Education	Occupational Therapist	6/18/12-8/15/12
Hartley, Dana Special Education	Inst Asst – Special Ed	6/18/12-8/15/12

Hernandez, Maira Child Develop Svcs	Children's Center Asst	6/18/12-8/17/12
Hernandez, Rita Child Develop Svcs	Children's Center Asst	6/18/12-8/17/12
Hernandez, Steven Operations	Custodian	6/18/12-8/17/12
Hess, Katya Child Develop Svcs	Children's Center Asst	6/18/12-8/17/12
Higgins, Shaun Operations	Custodian	6/18/12-8/17/12
Hofland, Keri Special Education	Inst Asst – Special Ed	6/18/12-8/15/12
Holsome, Dorothy Santa Monica HS	Cafeteria Worker I	6/25/12-7/31/12
Hope, Judith Child Develop Svcs	Children's Center Asst	6/18/12-8/17/12
Hunter-Allustio, Dominuque Child Develop Svcs	Children's Center Asst	6/18/12-8/17/12
Hurtado, Renee Special Education	Inst Asst – Developmental Health	6/18/12-8/15/12
Islas, Gloria Grant Elementary	Cafeteria Worker I	6/25/12-7/20/12
Islas, Haydee Child Develop Svcs	Children's Center Asst	6/18/12-8/17/12
Iverson, Ocea Special Education	Inst Asst – Special Ed	6/18/12-8/15/12
Jackson, Latasha Roosevelt Elementary	Inst Asst – Developmental Health	6/25/12-7/20/12
Jackson, Nisha Special Education	Inst Asst – Special Ed	6/18/12-8/15/12
Jimenez, Maria Silvia Child Develop Svcs	Children's Center Asst	6/18/12-8/17/12
Jimenez, Osvaldo Special Education	Inst Asst – Special Ed	6/18/12-8/15/12
Johnson, Ira Special Education	Inst Asst – Special Ed	6/18/12-8/15/12
Johnson, Kerri Special Education	Inst Asst – Special Ed	6/18/12-8/15/12
Johnson, Lore Child Develop Svcs	Children's Center Asst	6/18/12-8/17/12

Kemna – Gonzalez, Gabrielle Special Education	Inst Asst – Special Ed	6/18/12-8/15/12
Kim, Jeong Mi Special Education	Occupational Therapist	6/25/12-8/15/12
Lai, Gloria Food Svcs	Production Kitchen Coordinator	8/15/12
Lawrence, Adrianna Transportation	Bus Driver	6/25/12-7/20/12
Levy, Robin Child Develop Svcs	Children’s Center Asst	6/18/12-8/17/12
Lewis, Jessie Transportation	Bus Driver	6/25/12-7/20/12
Lo Greco, Vincent Special Education	Inst Asst – Special Ed	6/18/12-8/15/12
Lopez, Manuel Food Svcs	Stock and Delivery Clerk	6/18/12-8/17/12
Lopez, Maribel Special Education	Inst Asst – Developmental Health	6/18/12-8/15/12
Lopez, Sarah Child Develop Svcs	Children’s Center Asst	6/18/12-8/17/12
Loza, Adelsa Special Education	Inst Asst – Special Ed	6/18/12-8/15/12
Loza, Nancy Special Education	Inst Asst – Special Ed	6/18/12-8/15/12
Lucas, Ralph Operations	Custodian	6/18/12-8/17/12
Lugo-Perez, Veronica Child Develop Svcs	Children’s Center Asst	6/18/12-8/17/12
Luis, Noemi Child Develop Svcs	Children’s Center Asst	6/18/12-8/17/12
Mangum, Don Santa Monica HS	Campus Security Officer	6/25/12-7/31/12
Marroquin, Roberto Operations	Custodian	6/18/12-8/17/12
Martin, Linda Child Develop Svcs	Children’s Center Asst	6/18/12-8/17/12
Martinez, Daniel Child Develop Svcs	Children’s Center Asst	6/18/12-8/17/12
Martinez, Isabel Special Education	Inst Asst – Special Ed	6/18/12-8/15/12

Martinez, Melinda Special Education	Inst Asst – Special Ed	6/18/12-8/15/12
Martino, Jessica Special Education	Occupational Therapist	6/18/12-8/15/12
Mashkovich, Jane Special Education	Specialized Inst Asst	6/18/12-8/15/12
McCabe, Pete Special Education	Inst Asst – Special Ed	6/25/12-7/20/12
McCarthy, Kimiko Child Develop Svcs	Children’s Center Asst	6/18/12-8/17/12
McKeever, Marissa Special Education	Inst Asst – Special Ed	6/18/12-8/15/12
McKinley, Tyrone Facility Permits	Swimming Inst - Lifeguard	6/25/12-8/19/12
Medellin, Diana Special Education	Inst Asst – Special Ed	6/18/12-8/15/12
Mesrobian, Krikor Special Education	Inst Asst – Special Ed	6/25/12-7/20/12
Miller, Jeanne Child Develop Svcs	Children’s Center Asst	6/18/12-8/17/12
Miller, Patrina Special Education	Data Entry Specialist	6/25/12-8/15/12
Miller, Ron Special Education	Inst Asst – Special Ed	6/18/12-8/15/12
Mirabal, Jessica Special Education	Inst Asst – Special Ed	6/18/12-8/15/12
Mollman, Irene Special Education	Inst Asst – Special Ed	6/18/12-8/15/12
Montoya, Gerald Special Education	Inst Asst – Special Ed	6/18/12-8/15/12
Moore, Sandra Operations	Custodian	6/18/12-8/17/12
Morales, Stephanie Special Education	Specialized Inst Asst	6/25/12-7/20/12
Morgan, Jennifer Special Education	Occupational Therapist	6/25/12-8/15/12
Morich, Karin Special Education	Specialized Inst Asst	6/18/12-8/15/12
Moya, Kimberly Transportation	Bus Driver	6/25/12-7/20/12

Murray, April Child Develop Svcs	Swimming Inst - Lifeguard	6/18/12-8/17/12
Murray, April Facility Permits	Swimming Inst - Lifeguard	6/25/12-8/19/12
Nao, Kimberly Santa Monica HS	Student Outreach Specialist	6/21/12-7/31/12
Navia, Janene Child Develop Svcs	Children's Center Asst	6/18/12-8/17/12
Newman, Pasley Special Education	Inst Asst – Special Ed	6/18/12-8/15/12
Nydell, Amanda Child Develop Svcs	Children's Center Asst	6/18/12-8/17/12
Ockner, Sari Special Education	Occupational Therapist	6/25/12-8/15/12
Oyenoki, Elizabeth McKinley Elementary	Senior Office Specialist	7/1/12-8/14/12
Padilla, Gloria Special Education	Inst Asst – Special Ed	6/18/12-8/15/12
Padilla, Margarita Elva Child Develop Svcs	Children's Center Asst	6/18/12-8/17/12
Parra, Yvette Special Education	Inst Asst – Special Ed	6/18/12-8/15/12
Pegue, Forrest Transportation	Bus Driver	6/25/12-7/20/12
Perez, Salomon Special Education	Specialized Inst Asst	6/18/12-8/15/12
Pernell, Barbara Child Develop Svcs	Children's Center Asst	6/18/12-8/17/12
Peterson, Ingrid Special Education	Inst Asst – Special Ed	6/18/12-8/15/12
Phillips, LeDoree Child Develop Svcs	Children's Center Asst	6/18/12-8/17/12
Pineda, Blanca Child Develop Svcs	Children's Center Asst	6/18/12-8/17/12
Pongas, Dorothea Child Develop Svcs	Children's Center Asst	6/18/12-8/17/12
Preciado, Daniel Child Develop Svcs	Children's Center Asst	6/18/12-8/17/12
Preciado, Edwin Special Education	Specialized Inst Asst	6/25/12-7/20/12

Preciado, Iris Grant Elementary	Senior Office Specialist	6/21/12-7/23/12
Quintanilla, Albert Special Education	Inst Asst – Special Ed	6/18/12-8/15/12
Quiroz, Timothy Food Svcs	Site Food Services Coordinator	6/25/12-8/17/12
Ralph, Linda Child Develop Svcs	Children's Center Asst	6/18/12-8/17/12
Ramirez, Armida Child Develop Svcs	Children's Center Asst	6/18/12-8/17/12
Ratliff - Woods, Sheleita Special Education	Inst Asst – Special Ed	6/18/12-8/15/12
Razon, Monica Child Develop Svcs	Children's Center Asst	6/18/12-8/17/12
Reuther, Terry Special Education	Inst Asst – Special Ed	6/18/12-8/15/12
Riedmiller, Jill Special Education	Occupational Therapist	6/25/12-8/15/12
Riley, Martelle Transportation	Bus Driver	6/25/12-7/20/12
Rodriguez, Cecilia Child Develop Svcs	Children's Center Asst	6/18/12-8/17/12
Rodriguez, Frances Child Develop Svcs	Children's Center Asst	6/18/12-8/17/12
Rodriguez, Sara Special Education	Inst Asst – Special Ed	6/18/12-8/15/12
Roller, Yolanda Special Education	Inst Asst – Developmental Health	6/18/12-8/15/12
Rosas, Rose Lincoln MS	Cafeteria Worker I	6/25/12-7/30/12
Rubio, Ana Rosa Child Develop Svcs	Children's Center Asst	6/18/12-8/17/12
Sandoval, Vanessa Child Develop Svcs	Children's Center Asst	6/18/12-8/17/12
Santiago, Lauren Special Education	Inst Asst – Special Ed	6/18/12-8/15/12
Schlierman, Cherie Special Education	Inst Asst – Special Ed	6/18/12-8/15/12
Schmidt, Phillip Special Education	Inst Asst – Special Ed	6/25/12-7/20/12
Shih, Jennifer Child Develop Svcs	Children's Center Asst	6/18/12-8/17/12

Simmons, Michael Transportation	Bus Driver	6/25/12-8/14/12
Smith, Angelique Special Education	Occupational Therapist	6/25/12-8/15/12
Smith, Brian Transportation	Bus Driver	6/25/12-7/20/12
Smith, Darlene Operations	Custodian	6/18/12-8/17/12
Smith, Dunell Santa Monica HS	Campus Security Officer	6/25/12-7/31/12
Smith, Luz-Stella Special Education	Translator	6/18/12-7/13/12
Stafford, LaTonya Child Develop Svcs	Children's Center Asst	6/18/12-8/17/12
Stewart, April Special Education	Specialized Inst Asst	6/25/12-7/20/12
Sturgis, Lynn Child Develop Svcs	Children's Center Asst	6/18/12-8/17/12
Tanamas, Ayda Special Education	Inst Asst – Developmental Health	6/18/12-8/15/12
Tangum, Cathy Olympic HS	Campus Security Officer	6/25/12-7/31/12
Tate, John Operations	Custodian	6/18/12-8/17/12
Taylor, Christopher Child Develop Svcs	Children's Center Asst	6/18/12-8/17/12
Tenison, Laura Special Education	Specialized Inst Asst	6/18/12-8/15/12
Thomas, Craig Special Education	Inst Asst – Special Ed	6/18/12-8/15/12
Thomas, William Special Education	Inst Asst – Special Ed	6/18/12-8/15/12
Trujillo, Sandy Child Develop Svcs	Children's Center Asst	6/18/12-8/17/12
Valenzuela, Laurel Special Education	Inst Asst – Special Ed	6/18/12-8/15/12
Vasquez, Graciela Operations	Custodian	6/25/12-8/17/12
Villegas, Lorena Child Develop Svcs	Children's Center Asst	6/18/12-8/17/12

Walker, Christine Special Education	Inst Asst – Special Ed	6/18/12-8/15/12
Walsh, Leslie Child Develop Svcs	Children’s Center Asst	6/18/12-8/17/12
Watkins, Jennifer Operations	Custodian	6/18/12-8/17/12
Williams, Steven Food Svcs	Stock and Delivery Clerk	6/18/12-8/17/12
Wilson, Stanley Adams MS/Facility Permit Office	Campus Security Officer	6/25/12-7/20/12
Wingfield, Janet Special Education	Inst Asst – Developmental Health	6/18/12-8/15/12
Wirt, James Transportation	Bus Driver	6/25/12-7/20/12
Worthington, Jamie Special Education	Inst Asst – Special Ed	6/18/12-8/15/12
Yates-Lomax, Kathy Transportation	Bus Driver	6/25/12-7/20/12
Ybarra, Gail Child Develop Svcs	Children’s Center Asst	6/18/12-8/17/12
Yeh, Wendy Special Education	Inst Asst – Special Ed	6/18/12-8/15/12
Zaki, Emil Operations	Custodian	6/18/12-8/17/12
Zotelo, Guadalupe Child Develop Svcs	Children’s Center Asst	6/18/12-8/17/12

TEMP/ADDITIONAL ASSIGNMENTS

EFFECTIVE DATE

Cooper, Raymond Santa Monica HS	Campus Security Officer [overtime; school events]	6/3/12-6/14/12
Gonzalez, Simona Roosevelt Elementary	Physical Activities Specialist [additional hours, “Stand By Me” meetings]	6/19/12-6/29/12
Gordon - Johnson, Robin Will Rogers Elementary	Senior Office Specialist [overtime; Kindergarten enrollment]	6/21/12-6/30/12
Nguyen, Chien Quan Measure BB	Accounting Assistant II [additional hours, accounting assistance]	6/19/12
Olmos, Maria Will Rogers Elementary	Senior Office Specialist [overtime; Kindergarten enrollment]	6/21/12-6/30/12
Oyenoki, Aimee McKinley Elementary	Inst Asst - Classroom [additional hours, classroom assignment]	5/1/12-6/15/12
Oyenoki, Elizabeth McKinley Elementary	Senior Office Specialist [overtime; Kindergarten enrollment]	6/21/12-6/29/12

Skowlund, Carol Educational Svcs	Senior Administrative Assistant [overtime; Middle School Experience Forum]	5/19/12
Smith, Dunell Santa Monica HS	Campus Security Officer [overtime; school events]	6/3/12-6/14/12

SUBSTITUTES

Gonzalez, April Santa Monica HS	Inst Asst – Special Ed	<u>EFFECTIVE DATE</u> 5/11/12-6/7/12
Nguyen, Chien Quan Special Education	Inst Asst – Special Ed	5/23/12-6/30/12
Radford, Karen District	Office Specialist	7/1/12-6/30/13

LEAVE OF ABSENCE (UNPAID)

Gershuni, Pearl McKinley Elementary	Inst Asst – Developmental Health Personal	<u>EFFECTIVE DATE</u> 9/4/12-9/21/12
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PROFESSIONAL GROWTH

Bromberg, Jill Special Education	Specialized Inst Asst	<u>EFFECTIVE DATE</u> 7/1/12
Cline, Christopher Maintenance	Plumber	8/1/12
Dodd, Jason Maintenance	Carpenter	7/1/12
Flores, Ardis Grant Elementary	Inst Asst – Special Ed	7/1/12
Moscoco, Suzanne Cabrillo Elementary	Elementary Library Coordinator	8/1/12
Plascencia, Henry Operations	Utility Worker	7/1/12
Sullivan, Diane Cabrillo Elementary	Administrative Assistant	7/1/12

WORKING OUT OF CLASS

Ballat, Nawal Food Svcs	Cafeteria Worker II Fr: Cafeteria Worker I	<u>EFFECTIVE DATE</u> 5/25/12
Fowler, Damone Food Svcs	Production Kitchen Coordinator Fr: Cafeteria Cook Baker	6/11/12
Peoples, Jeffrey Operations	Plant Supervisor Fr: Custodian	6/18/12-8/17/12
Wilkinson, Gregory Webster Elementary	Physical Activities Specialist Fr: Inst Asst – Physical Ed	6/11/12-6/15/12

ABOLISHMENT OF POSITION**EFFECTIVE DATE**

Specialized Inst Asst
6 Hrs/SY; Special Education 6/14/12

Inst Asst – Special Ed.
6 Hrs/SY; Muir Elementary 6/15/12

Bilingual Community Liaison
8 Hrs/12 Mo; Child Development Svcs 7/1/12

Inst Asst - Classroom
2.3 Hrs/SY; St. Anne's/Educational Svcs 9/3/12

RESIGNATION**EFFECTIVE DATE**

Barnett, Joyce
Malibu HS Inst Asst – Special Ed. 7/23/12

Henderson, Leslie
Student Svcs Health Office Specialist 6/15/12

Pineda, Marissa
Food Svcs Cafeteria Worker I 6/15/12

RETIREMENT**EFFECTIVE DATE**

Richwine, Done
Santa Monica HS Nutrition Specialist 8/31/12

LAYOFF/REDUCTION OF HOURS**EFFECTIVE DATE**

DR9257761
Saint Anne's ES/Educ. Svcs Inst Asst – Classroom 9/3/12
3.3 Hrs/SY
Fr: 4 Hrs/SY

GX0209487
McKinley Elementary Inst Asst – Classroom 9/3/12
3 Hrs/SY
Fr: 3.5 Hrs/SY

GX8985638
McKinley Elementary Inst Asst – Classroom 9/3/12
3 Hrs/SY
Fr: 3.5 Hrs/SY

TG0742179
McKinley Elementary Inst Asst – Classroom 9/3/12
3 Hrs/SY
Fr: 5 Hrs/SY

PN6205403
McKinley Elementary Inst Asst – Classroom 9/3/12
3 Hrs/SY
Fr: 3.5 Hrs/SY

EC1586782
McKinley Elementary Inst Asst – Classroom 9/3/12
3 Hrs/SY
Fr: 3.5 Hrs/SY

CJ6823100
McKinley Elementary Inst Asst – Classroom 9/3/12
3 Hrs/SY
Fr: 3.5 Hrs/SY

DZ5953080 Edison Elementary	Inst Asst – Bilingual 3 Hrs/SY Fr: 3.5 Hrs/SY	9/3/12
JK0238223 Edison Elementary	Inst Asst – Bilingual 3 Hrs/SY Fr: 3.5 Hrs/SY	9/3/12
QN8535680 Edison Elementary	Inst Asst – Bilingual 3 Hrs/SY Fr: 3.5 Hrs/SY	9/3/12
XY3870486 Edison Elementary	Inst Asst – Bilingual 3 Hrs/SY Fr: 3.5 Hrs/SY	9/3/12
PZ0484904 Muir Elementary	Inst Asst – Classroom 3 Hrs/SY Fr: 3.5 Hrs/SY	9/3/12
SE6262712 Muir Elementary	Inst Asst – Classroom 3 Hrs/SY Fr: 3.5 Hrs/SY	9/3/12
PR9815528 Muir Elementary	Inst Asst – Classroom 3 Hrs/SY Fr: 3.5 Hrs/SY	9/3/12
CE8426771 Muir Elementary	Inst Asst – Classroom 3 Hrs/SY Fr: 3.5 Hrs/SY	9/3/12
WH3260279 Muir Elementary	Inst Asst – Classroom 3 Hrs/SY Fr: 3.5 Hrs/SY	9/3/12
DS2539547 Muir Elementary	Inst Asst – Classroom 3 Hrs/SY Fr: 3.5 Hrs/SY	9/3/12

LAYOFF-DUE TO LOSS OF FUNDING

QG6358848 Inst Asst - Classroom
Saint Anne's Catholic ES/Educational Svcs

EFFECTIVE DATE

9/3/12

RENEWAL OF ASSIGNMENT PER COLLECTIVE BARGAINING AGREEMENT

Cartee - McNeely, Keryl Chief Steward
Human Resources/SEIU

EFFECTIVE DATE

7/1/12-6/30/13

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

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

ACTION/CONSENT
 08/01/12

RECOMMENDATION NO. A.11

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>SUMMER ASSIGNMENTS</u>		<u>EFFECTIVE DATE</u>
Ayala, Magdalena Special Education	Inst Asst – Special Ed	6/25/12-7/20/12
Barnett, Joyce Special Education	Inst Asst – Special Ed	6/25/12-7/31/12
Boyer, Liliana Child Develop Svcs	Children’s Center Asst	6/18/12-8/17/12
Brito Salvador Transportation	Bus Driver	6/25/12-8/14/12
Buccioni, Tashia Child Develop Svcs	Children’s Center Asst	6/18/12-8/17/12
De Los Santos, Gabriela Child Develop Svcs	Children’s Center Asst	6/18/12-8/17/12
Elie-Turner, Banita Transportation	Bus Driver	6/25/12-8/14/12
Germain, Katherine Child Develop Svcs	Children’s Center Asst	6/18/12-8/17/12
Gheewala, Nasreen Child Develop Svcs	Children’s Center Asst	6/18/12-8/17/12
Gonzalez, Simona Child Develop Svcs	Children’s Center Asst	6/18/12-8/17/12
Goudeau, Tajanieace Child Develop Svcs	Children’s Center Asst	6/18/12-8/17/12
Griffis, Denise Operations	Custodian	6/18/12-8/17/12
Gutierrez, Adrianna Operations	Custodian	6/29/12-8/17/12
Hills, Kevin Special Education	Inst Asst – Special Ed	6/25/12-7/20/12
Hobkirk, Christina Special Education	Inst Asst – Special Ed	6/25/12-7/20/12
Hoorizadeh, Shayesteh Child Develop Svcs	Children’s Center Asst	7/1/12-8/17/12

Jenson, Diane Special Education	Inst Asst – Special Ed	6/25/12-7/20/12
Kahle, Peter Child Develop Svcs	Children’s Center Asst	6/18/12-8/17/12
Kamrany, Lisa Child Develop Svcs	Children’s Center Asst	6/18/12-8/17/12
Karels, Kloie Special Education	Inst Asst – Special Ed	6/25/12-7/20/12
Kidwell, Lachell Special Education	Inst Asst – Special Ed	6/25/12-7/20/12
Lenihan, Kathleen Child Develop Svcs	Children’s Center Asst	6/18/12-8/17/12
Lewis, Lefifia Child Develop Svcs	Children’s Center Asst	6/18/12-8/17/12
Llosa, Sylvia Special Education	Inst Asst – Special Ed	6/25/12-7/20/12
Morales, Ismael Child Develop Svcs	Children’s Center Asst	6/18/12-8/17/12
Muhammad, Baheera Child Develop Svcs	Children’s Center Asst	6/18/12-8/17/12
Murphy, Tony Child Develop Svcs	Children’s Center Asst	6/18/12-8/17/12
Nunez, Sherry Santa Monica HS	Campus Security Officer	6/25/12-6/29/12
Olfert, Rebecca Child Develop Svcs	Children’s Center Asst	6/18/12-8/17/12
Oyenoki, Aimee Child Develop Svcs	Children’s Center Asst	6/18/12-8/17/12
Oyenoki, Daniel Child Develop Svcs	Children’s Center Asst	6/18/12-8/17/12
Richardson, Melvin Child Develop Svcs	Children’s Center Asst	6/18/12-8/17/12
Rocha, Patricia Child Develop Svcs	Children’s Center Asst	6/18/12-8/17/12
Sampson, Claudia Child Develop Svcs	Children’s Center Asst	6/18/12-8/17/12
Santiago, Sandra Child Develop Svcs	Children’s Center Asst	6/18/12-8/17/12
Soloway, Beth Child Develop Svcs	Children’s Center Asst	6/18/12-8/17/12

Thomas, Craig Special Education	Inst Asst – Special Ed	6/25/12-7/20/12
Turner-Rogers, Ericka Child Develop Svcs	Children’s Center Asst	6/18/12-8/17/12
Villalobos, Eva Special Education	Inst Asst – Special Ed	6/25/12-7/20/12
Wilkinson, Greg Child Develop Svcs	Children’s Center Asst	6/18/12-8/17/12
Zheng, Jin Special Education	Inst Asst – Special Ed	6/25/12-7/20/12

TEMP/ADDITIONAL ASSIGNMENTS

EFFECTIVE DATE

Aguilar, Mark Facility Permits	Custodian [additional hours, campus events]	7/1/12-6/30/13
Alba, Raul Facility Permits	Custodian [overtime, campus events]	7/1/12-6/30/13
Alba, Raul Operations	Custodian [overtime; custodial projects]	7/1/12-6/30/13
Alex, Milton Facility Permits	Custodian [additional hours, campus events]	7/1/12-6/30/13
Alexander, Jason Facility Permits	Custodian [additional hours, campus events]	7/1/12-6/30/13
Alvarez, Jose Facility Permits	Custodian [additional hours, campus events]	7/1/12-6/30/13
Anderson, Bruno Facility Permits	Custodian [overtime, campus events]	7/1/12-6/30/13
Anderson, Bruno Operations	Custodian [overtime; custodial projects]	7/1/12-6/30/13
Anderson, Michael Facility Permits	Custodian [overtime; campus events]	7/1/12-6/30/13
Anderson, Michael Operations	Custodian [overtime; custodial projects]	7/1/12-6/30/13
Avina, Victor Facility Permits	Custodian [additional hours, campus events]	7/1/12-6/30/13
Avitia-Quintana, Hector Facility Permits	Custodian [overtime; campus events]	7/1/12-6/30/13
Avitia-Quintana, Hector Operations	Custodian [overtime; custodial projects]	7/1/12-6/30/13
Barrera, Amanda Special Education	Specialized Inst Asst [additional hours, graduation]	6/17/12
Beavers, Marcus Facility Permits	Custodian [overtime; campus events]	7/1/12-6/30/13

Beavers, Marcus Operations	Custodian [overtime; custodial projects]	7/1/12-6/30/13
Bechkovski, Stefan Facility Permits	Swimming Inst - Lifeguard [additional hours, campus events]	7/1/12-6/30/13
Boyd, Katherine Facility Permits	Custodian [overtime; campus events]	7/1/12-6/30/13
Boyd, Katherine Operations	Custodian [overtime; custodial projects]	7/1/12-6/30/13
Bolan, Anette Facility Permits	Administrative Assistant [overtime; campus events]	7/1/12-6/30/13
Bolan, Anette Facility Permits	Campus Security Officer [additional hours, campus events]	7/1/12-6/30/13
Bracamonte, Jorge Facility Permits	Custodian [additional hours, campus events]	7/1/12-6/30/13
Bravo, Richard Facility Permits	Custodian [additional hours, campus events]	7/1/12-6/30/13
Brown, Ed Facility Permits	Campus Security Officer [additional hours, campus events]	7/1/12-6/30/13
Brown, Murphy Facility Permits	Custodian [overtime; campus events]	7/1/12-6/30/13
Brown, Murphy Operations	Custodian [overtime; custodial projects]	7/1/12-6/30/13
Buchanan, Timothy Facility Permits	Custodian [overtime; campus events]	7/1/12-6/30/13
Buchanan, Timothy Operations	Custodian [overtime; custodial projects]	7/1/12-6/30/13
Burdick, Barton Facility Permits	Gardener [overtime, campus events]	7/1/12-6/30/13
Burdick, Barton Operations	Equipment Operator [overtime; custodial projects]	7/1/12-6/30/13
Burleigh, David Facility Permits	Campus Security Officer [additional hours, campus events]	7/1/12-6/30/13
Burrell, Catherine Facility Permits	Swimming Inst - Lifeguard [additional hours, campus events]	7/1/12-6/30/13
Burton, Jerome Facility Permits	Custodian [overtime; campus events]	7/1/12-6/30/13
Burton, Jerome Operations	Custodian [overtime; custodial projects]	7/1/12-6/30/13
Cage, Joann Facility Permits	Custodian [additional hours, campus events]	7/1/12-6/30/13

Cage, Raymondo Facility Permits	Custodian [additional hours, campus events]	7/1/12-6/30/13
Carrillo, Rigoberto Facilities	HVAC Mechanic [overtime; emerg./District-wide assignments]	7/1/12-6/30/13
Cervantes, Tracy Facility Permits	Swimming Inst - Lifeguard [additional hours, campus events]	7/1/12-6/30/13
Cline, Christopher Facilities	Plumber [overtime; emerg./District-wide assignments]	7/1/12-6/30/13
Colvin, Lovell Jr. Facility Permits	Custodian [overtime; campus events]	7/1/12-6/30/13
Colvin, Lovell Jr. Operations	Custodian [overtime; custodial projects]	7/1/12-6/30/13
Cooper, James Facility Permits	Campus Security Officer [additional hours, campus events]	7/1/12-6/30/13
Cooper, Raymond Facility Permits	Campus Security Officer [overtime, campus events]	7/1/12-6/30/13
Cornejo, Natalie Facility Permits	Campus Security Officer [overtime, campus events]	7/1/12-6/30/13
Cueva, Felipe Facility Permits	Custodian [overtime; campus events]	7/1/12-6/30/13
Cueva, Felipe Operations	Custodian [overtime; custodial projects]	7/1/12-6/30/13
Cueva, Kathleen Facility Permits	Campus Security Officer [additional hours, campus events]	7/1/12-6/30/13
Cuevas, Jose Facility Permits	Custodian [overtime; campus events]	7/1/12-6/30/13
Cuevas, Jose Operations	Custodian [overtime; custodial projects]	7/1/12-6/30/13
Cunningham, Brett Facilities	Plumber [overtime; emerg./District-wide assignments]	7/1/12-6/30/13
Davis, Katherine Facility Permits	Custodian [overtime; campus events]	7/1/12-6/30/13
Davis, Katherine Operations	Custodian [overtime; custodial projects]	7/1/12-6/30/13
Davis, Stevie Facility Permits	Custodian [overtime; campus events]	7/1/12-6/30/13
Davis, Stevie Operations	Custodian [overtime; custodial projects]	7/1/12-6/30/13
Deanda, Richard Facility Permits	Gardener [overtime, campus events]	7/1/12-6/30/13

Deanda, Richard Operations	Gardener [overtime; custodial projects]	7/1/12-6/30/13
Chavez, Dennis Facilities	Facilities Technician [overtime; emerg./District-wide assignments]	7/1/12-6/30/13
Dodd, Jason Facilities	Carpenter [overtime; emerg./District-wide assignments]	7/1/12-6/30/13
Donovan, Marc Facilities	Glazier [overtime; emerg./District-wide assignments]	7/1/12-6/30/13
Doty, Kenneth Facility Permits	Custodian [overtime; campus events]	7/1/12-6/30/13
Doty, Kenneth Operations	Custodian [overtime; custodial projects]	7/1/12-6/30/13
Douglas, Lamont Facility Permits	Campus Security Officer [additional hours, campus events]	7/1/12-6/30/13
Durham, Michael Facility Permits	Custodian [overtime; campus events]	7/1/12-6/30/13
Durham, Michael Operations	Custodian [overtime; custodial projects]	7/1/12-6/30/13
Ebner, Lori Special Education	Administrative Assistant [overtime; additional assignments]	7/1/12-6/30/13
Emile, Louis Facility Permits	Swimming Inst - Lifeguard [additional hours, campus events]	7/1/12-6/30/13
Fairchild, Kathleen Facility Permits	Campus Security Officer [additional hours, campus events]	7/1/12-6/30/13
Ferguson, Jillian Facility Permits	Swimming Inst - Lifeguard [additional hours, campus events]	7/1/12-6/30/13
Fisher, Caroline Special Education	Occupational Therapist [additional hours, professional development]	6/22/12
Flores, Ana Facilities	Administrative Assistant [overtime; emerg./District-wide assignments]	7/1/12-6/30/13
Flores, Henry Facility Permits	Campus Security Officer [additional hours, campus events]	7/1/12-6/30/13
Flores, Henry Facility Permits	Custodian [additional hours, campus events]	7/1/12-6/30/13
Gallegos-Martin, Agustin Operations	Custodian [overtime; custodial projects]	7/1/12-6/30/13
Gallegos-Martin, Agustin Facility Permits	Custodian [overtime; campus events]	7/1/12-6/30/13
Gardea-Perez, Guadalupe Measure BB	Bilingual Community Liaison [additional hours, translations]	7/1/12-6/30/13

Gardea-Perez, Guadalupe Will Rogers Elementary	Bilingual Community Liaison [additional hours, translations]	7/1/12-6/30/13
Gleason, Timothy Facility Permits	Custodian [overtime; campus events]	7/1/12-6/30/13
Gleason, Timothy Operations	Custodian [overtime; custodial projects]	7/1/12-6/30/13
Godinez, Octavio Facility Permits	Gardener [overtime, campus events]	7/1/12-6/30/13
Godinez, Octavio Operations	Gardener [overtime; custodial projects]	7/1/12-6/30/13
Goldberg, Hayden Facility Permits	Swimming Inst - Lifeguard [additional hours, campus events]	7/1/12-6/30/13
Gomez, Jack Facility Permits	Custodian [overtime; campus events]	7/1/12-6/30/13
Gomez, Jack Operations	Custodian [overtime; custodial projects]	7/1/12-6/30/13
Gonzalez, Art Operations	Custodian [overtime; custodial projects]	7/1/12-6/30/13
Gonzalez, Art Operations	Gardener [overtime; custodial projects]	7/1/12-6/30/13
Gonzalez, Monica Special Education	Specialized Inst Asst [additional hours, graduation]	6/17/12
Green, Joseph Facility Permits	Custodian [overtime; campus events]	7/1/12-6/30/13
Green, Joseph Operations	Custodian [overtime; custodial projects]	7/1/12-6/30/13
Greene, Milton Facility Permits	Campus Security Officer [overtime, campus events]	7/1/12-6/30/13
Guirguis, Ramez Facility Permits	Sports Facility Attendant [additional hours, campus events]	7/1/12-6/30/13
Guirguis, Ramez Facility Permits	Sports Facility Attendant [overtime; campus events]	7/1/12-6/30/13
Gutierrez, Adriana Special Education	Inst Asst – Special Ed [additional hours, campus trip]	3/5/12-3/7/12
Gutierrez, Pablo Facility Permits	Custodian [additional hours, campus events]	7/1/12-6/30/13
Gutierrez-Prada, Nancy Adams MS	Bilingual Community Liaison [additional hours, translations]	7/1/12-6/30/13
Harris, Kenneth Facility Permits	Custodian [overtime; campus events]	7/1/12-6/30/13

Harris, Kenneth Operations	Custodian [overtime; custodial projects]	7/1/12-6/30/13
Harris, Tracey Facility Permits	Custodian [overtime; campus events]	7/1/12-6/30/13
Harris, Tracey Operations	Custodian [overtime; custodial projects]	7/1/12-6/30/13
Hart, Walter Facility Permits	Custodian [additional hours, campus events]	7/1/12-6/30/13
Hedges, Eric Facilities	Electrician [overtime; emerg./District-wide assignments]	7/1/12-6/30/13
Heiderman, Daniel Facility Permits	Custodian [overtime; campus events]	7/1/12-6/30/13
Heiderman, Daniel Operations	Custodian [overtime; custodial projects]	7/1/12-6/30/13
Herrada, Joe Facility Permits	Custodian [overtime; campus events]	7/1/12-6/30/13
Herrada, Joe Operations	Custodian [overtime; custodial projects]	7/1/12-6/30/13
Herrera, Cesar Facilities	Locksmith [overtime; emerg./District-wide assignments]	7/1/12-6/30/13
Jackson, Michael Facility Permits	Gardener [overtime, campus events]	7/1/12-6/30/13
Jackson, Michael Operations	Gardener [overtime; custodial projects]	7/1/12-6/30/13
Jackson, Mitchell Facility Permits	Custodian [overtime; campus events]	7/1/12-6/30/13
Jackson, Mitchell Operations	Custodian [overtime; custodial projects]	7/1/12-6/30/13
James, Carolin Facility Permits	Administrative Assistant [overtime; campus events]	7/1/12-6/30/13
Jaramillo, Guido Facility Permits	Campus Security Officer [overtime, campus events]	7/1/12-6/30/13
Johnson, Debrah Facility Permits	Custodian [overtime; campus events]	7/1/12-6/30/13
Johnson, Debrah Operations	Custodian [overtime; custodial projects]	7/1/12-6/30/13
Johnston, Cindy Personnel Commission	Human Resources Technician [additional hours, recruitments]	6/20/12-6/29/12
Jones, Chancy Facility Permits	Campus Security Officer [overtime, campus events]	7/1/12-6/30/13

Kratz, Damon Facility Permits	Custodian [overtime; campus events]	7/1/12-6/30/13
Kratz, Damon Operations	Custodian [overtime; custodial projects]	7/1/12-6/30/13
Lockett, Tyrone Facility Permits	Campus Security Officer [additional hours, campus events]	7/1/12-6/30/13
Lockett, Tyrone Facility Permits	Custodian [additional hours, campus events]	7/1/12-6/30/13
Lombera, Julio Facility Permits	Custodian [overtime; campus events]	7/1/12-6/30/13
Lombera, Julio Operations	Custodian [overtime; custodial projects]	7/1/12-6/30/13
Lopez, Jose Facility Permits	Gardener [overtime, campus events]	7/1/12-6/30/13
Lopez, Jose Operations	Gardener [overtime; custodial projects]	7/1/12-6/30/13
Lopez, Manuel Facility Permits	Campus Security Officer [additional hours, campus events]	7/1/12-6/30/13
Lopez, Victoria Facility Permits	Campus Security Officer [overtime, campus events]	7/1/12-6/30/13
Lyons, Robert Facility Permits	Custodian [additional hours, campus events]	7/1/12-6/30/13
Mangum, Don Facility Permits	Campus Security Officer [overtime, campus events]	7/1/12-6/30/13
Markham, Christopher Facility Permits	Custodian [additional hours, campus events]	7/1/12-6/30/13
Martin, Anthony Facility Permits	Campus Security Officer [additional hours, campus events]	7/1/12-6/30/13
Martin, Charles Facility Permits	Campus Security Officer [overtime, campus events]	7/1/12-6/30/13
Martin, Eric Facility Permits	Custodian [overtime; campus events]	7/1/12-6/30/13
Martin, Eric Operations	Custodian [overtime; custodial projects]	7/1/12-6/30/13
McAlpin, Michael Facility Permits	Custodian [overtime; campus events]	7/1/12-6/30/13
McAlpin, Michael Operations	Custodian [overtime; custodial projects]	7/1/12-6/30/13
McCrum, David Facility Permits	Technical Theater Coordinator [overtime, campus events]	7/1/12-6/30/13

McGee, Leslee Facility Permits	Administrative Assistant [overtime; campus events]	7/1/12-6/30/13
McKinley, Tyrone Facility Permits	Swimming Inst - Lifeguard [additional hours, campus events]	7/1/12-6/30/13
Miller, Melvyn Facility Permits	Campus Security Officer [additional hours, campus events]	7/1/12-6/30/13
Morris, Sean Facility Permits	Custodian [additional hours, campus events]	7/1/12-6/30/13
Morris, Sean Facility Permits	Custodian [overtime; campus events]	7/1/12-6/30/13
Morris, Sean Operations	Custodian [overtime; custodial projects]	7/1/12-6/30/13
Morris, Terry Facility Permits	Administrative Assistant [overtime; campus events]	7/1/12-6/30/13
Moton, Wilson Facility Permits	Custodian [overtime; campus events]	7/1/12-6/30/13
Moton, Wilson Operations	Custodian [overtime; custodial projects]	7/1/12-6/30/13
Murray, April Facility Permits	Swimming Inst - Lifeguard [additional hours, campus events]	7/1/12-6/30/13
Nao, Kimberly Santa Monica HS	Student Outreach Specialist [overtime, Intercultural Advisory Committee]	7/1/12-6/30/13
Naranjo, Gustavo Facility Permits	Campus Security Officer [additional hours, campus events]	7/1/12-6/30/13
Nunez, Sherry Facility Permits	Campus Security Officer [overtime, campus events]	7/1/12-6/30/13
O'Rourke, Thomas Facility Permits	Custodian [overtime; campus events]	7/1/12-6/30/13
O'Rourke, Thomas Operations	Custodian [overtime; custodial projects]	7/1/12-6/30/13
Odom, Lamont Facility Permits	Custodian [overtime; campus events]	7/1/12-6/30/13
Odom, Lamont Operations	Custodian [overtime; custodial projects]	7/1/12-6/30/13
Omari, Saleem Facility Permits	Custodian [overtime; campus events]	7/1/12-6/30/13
Omari, Saleem Operations	Custodian [overtime; custodial projects]	7/1/12-6/30/13
Orozco, Abel Facility Permits	Gardener [overtime, campus events]	7/1/12-6/30/13

Orozco, Abel Operations	Gardener [overtime; custodial projects]	7/1/12-6/30/13
Orozco, Javier Facility Permits	Custodian [overtime; campus events]	7/1/12-6/30/13
Orozco, Javier Operations	Custodian [overtime; custodial projects]	7/1/12-6/30/13
Orozco, Rosa Facility Permits	Custodian [additional hours, campus events]	7/1/12-6/30/13
Padilla, Ramiro Operations	Equipment Operator [overtime; custodial projects]	7/1/12-6/30/13
Parker, Stephen Facilities	Skilled Maintenance Worker [overtime; emerg./District-wide assignments]	7/1/12-6/30/13
Part, Brian Facility Permits	Sports Facilities Coordinator [overtime, campus events]	7/1/12-6/30/13
Pena, Dennis Facility Permits	Custodian [additional hours, campus events]	7/1/12-6/30/13
Peoples, Jeffrey Facility Permits	Custodian [overtime; campus events]	7/1/12-6/30/13
Peoples, Jeffrey Operations	Custodian [overtime; custodial projects]	7/1/12-6/30/13
Perchlak, Stanley Facilities	Skilled Maintenance Worker [overtime; emerg./District-wide assignments]	7/1/12-6/30/13
Perez, Graciela Facility Permits	Custodian [overtime; campus events]	7/1/12-6/30/13
Perez, Graciela Operations	Custodian [overtime; custodial projects]	7/1/12-6/30/13
Perez, Maria Facility Permits	Custodian [overtime; campus events]	7/1/12-6/30/13
Perez, Maria Operations	Custodian [overtime; custodial projects]	7/1/12-6/30/13
Perez-Madera, Salomon Special Education	Specialized Inst Asst [additional hours, bus duty]	5/10/12-5/11/12
Plascencia, Beatriz Facility Permits	Campus Security Officer [additional hours, campus events]	7/1/12-6/30/13
Plascencia, Henry Facility Permits	Utility Worker [overtime; campus events]	7/1/12-6/30/13
Plascencia, Henry Operations	Utility Worker [overtime; custodial projects]	7/1/12-6/30/13
Porter, Joe Facility Permits	Custodian [overtime; campus events]	7/1/12-6/30/13

Porter, Joe Operations	Custodian [overtime; custodial projects]	7/1/12-6/30/13
Preciado, Daniel Facility Permits	Campus Security Officer [overtime, campus events]	7/1/12-6/30/13
Ramirez, Philip Facility Permits	Custodian [overtime; campus events]	7/1/12-6/30/13
Ramirez, Philip Operations	Custodian [overtime; custodial projects]	7/1/12-6/30/13
Reyes, Pedro Facilities	Electrician [overtime; emerg./District-wide assignments]	7/1/12-6/30/13
Rising, Robert Facility Permits	Custodian [overtime; campus events]	7/1/12-6/30/13
Rising, Robert Operations	Custodian [overtime; custodial projects]	7/1/12-6/30/13
Rodriguez, Maria Adams MS	Bilingual Community Liaison [additional hours, translations]	7/1/12-6/30/13
Saad, Metias Facility Permits	Custodian [overtime; campus events]	7/1/12-6/30/13
Saad, Metias Operations	Custodian [overtime; custodial projects]	7/1/12-6/30/13
Sargent, Darren Facility Permits	Campus Security Officer [additional hours, campus events]	7/1/12-6/30/13
Sebastiani, Guido Facility Permits	Custodian [additional hours, campus events]	7/1/12-6/30/13
Segura, Bethel Facility Permits	Custodian [overtime; campus events]	7/1/12-6/30/13
Segura, Bethel Operations	Custodian [overtime; custodial projects]	7/1/12-6/30/13
Shirley, Shavine Facility Permits	Campus Security Officer [additional hours, campus events]	7/1/12-6/30/13
Simmonds, Hugh Facility Permits	Gardener [overtime, campus events]	7/1/12-6/30/13
Simmonds, Hugh Operations	Gardener [overtime; custodial projects]	7/1/12-6/30/13
Sinai, Farimah Facility Permits	Accounting Assistant [additional hours, campus events]	7/1/12-6/30/13
Smith, Dunell Facility Permits	Campus Security Officer [overtime, campus events]	7/1/12-6/30/13
Spalding, James Facility Permits	Custodian [overtime; campus events]	7/1/12-6/30/13

Spalding, James Operations	Custodian [overtime; custodial projects]	7/1/12-6/30/13
Suaste, Eduardo Facility Permits	Custodian [overtime; campus events]	7/1/12-6/30/13
Suaste, Eduardo Operations	Custodian [overtime; custodial projects]	7/1/12-6/30/13
Tangum, Cathy Facility Permits	Campus Security Officer [overtime, campus events]	7/1/12-6/30/13
Taylor, Candice Facility Permits	Custodian [overtime; campus events]	7/1/12-6/30/13
Taylor, Candice Operations	Custodian [overtime; custodial projects]	7/1/12-6/30/13
Tirado, Fortino Operations	Equipment Operator/Tree Trimmer [overtime; custodial projects]	7/1/12-6/30/13
Torres, Jose Facility Permits	Utility Worker [overtime; campus events]	7/1/12-6/30/13
Torres, Jose Operations	Utility Worker [overtime; custodial projects]	7/1/12-6/30/13
Vasquez, Graciela Facility Permits	Campus Security Officer [overtime, campus events]	7/1/12-6/30/13
Vazquez-Gomez, Miguel Facility Permits	Custodian [overtime; campus events]	7/1/12-6/30/13
Vazquez-Gomez, Miguel Operations	Custodian [overtime; custodial projects]	7/1/12-6/30/13
Velasquez, Jose Facility Permits	Custodian [overtime; campus events]	7/1/12-6/30/13
Velasquez, Jose Operations	Custodian [overtime; custodial projects]	7/1/12-6/30/13
Venable, Mark Facility Permits	Custodian [overtime; campus events]	7/1/12-6/30/13
Venable, Mark Operations	Custodian [overtime; custodial projects]	7/1/12-6/30/13
Venable, Terance Jr. Facility Permits	Custodian [additional hours, campus events]	7/1/12-6/30/13
Venable, Shelton Facility Permits	Custodian [additional hours, campus events]	7/1/12-6/30/13
Villa, Alejandro Facilities	Skilled Maintenance Worker [overtime; emerg./District-wide assignments]	7/1/12-6/30/13
Walker, Louis Facility Permits	Custodian [overtime; campus events]	7/1/12-6/30/13

Walker, Louis Operations	Custodian [overtime; custodial projects]	7/1/12-6/30/13
Ward, Victor Facility Permits	Custodian [overtime; campus events]	7/1/12-6/30/13
Washington, Chanee Facility Permits	Administrative Assistant [overtime; campus events]	7/1/12-6/30/13
Watkins, Ernest Facility Permits	Custodian [overtime; campus events]	7/1/12-6/30/13
Watkins, Ernest Operations	Custodian [overtime; custodial projects]	7/1/12-6/30/13
West, Malcolm Facility Permits	Custodian [overtime; campus events]	7/1/12-6/30/13
West, Malcolm Operations	Custodian [overtime; custodial projects]	7/1/12-6/30/13
White, Robert Facility Permits	Sports Facility Attendant [additional hours, campus events]	7/1/12-6/30/13
White, Robert Facility Permits	Sports Facility Attendant [overtime; campus events]	7/1/12-6/30/13
White, Roosevelt Facility Permits	Custodian [additional hours, campus events]	7/1/12-6/30/13
Widner, Kim Facility Permits	Custodian [overtime; campus events]	7/1/12-6/30/13
Widner, Kim Operations	Custodian [overtime; custodial projects]	7/1/12-6/30/13
Wilson, Stanley Facility Permits	Campus Security Officer [overtime, campus events]	7/1/12-6/30/13
Winick, Paul Facility Permits	Custodian [additional hours, campus events]	7/1/12-6/30/13
Wishart, William Facility Permits	Media Services Coordinator [overtime, campus events]	7/1/12-6/30/13
Ybarra, Angel Facility Permits	Custodian [overtime; campus events]	7/1/12-6/30/13
Ybarra, Angel Operations	Custodian [overtime; custodial projects]	7/1/12-6/30/13
Ybarra, Jose Jr. Facility Permits	Custodian [overtime; campus events]	7/1/12-6/30/13
Ybarra, Jose Jr. Operations	Custodian [overtime; custodial projects]	7/1/12-6/30/13
<u>SUBSTITUTES</u>		<u>EFFECTIVE DATE</u>
Aguilar, Mark Operations	Custodian	7/1/12-6/30/13

Alex, Milton Operations	Custodian	7/1/12-6/30/13
Alexander, Jason Operations	Custodian	7/1/12-6/30/13
Atashbar, Molouk Special Education	Inst Asst – Special Ed	6/25/12-7/20/12
Avina, Victor Operations	Custodian	7/1/12-6/30/13
Bracamonte, Jorge Operations	Custodian	7/1/12-6/30/13
Bravo, Richard Operations	Custodian	7/1/12-6/30/13
Cage, Joann Operations	Custodian	7/1/12-6/30/13
Cage, Ramondo Operations	Custodian	7/1/12-6/30/13
Campos, Oscar Operations	Gardener	7/1/12-6/30/13
Flores, Henry Operations	Custodian	7/1/12-6/30/13
Gardner, Rodney Operations	Custodian	7/1/12-6/30/13
Gardner, Rodney Special Education	Inst Asst – Special Ed	6/25/12-7/20/12
Harmon, Laurie Special Education	Inst Asst – Special Ed	6/25/12-7/20/12
Hart, Walter Operations	Custodian	7/1/12-6/30/13
Lyons, Robert Operations	Custodian	7/1/12-6/30/13
Markham, Christopher Operations	Custodian	7/1/12-6/30/13
Matthews, Cary Operations	Custodian	7/1/12-6/30/13
Orozco, Rosa Operations	Custodian	7/1/12-6/30/13
Pena, Dennis Operations	Custodian	7/1/12-6/30/13
Sebastiani, Guido Operations	Custodian	7/1/12-6/30/13

Sebastiani, Juan Operations	Gardener	6/13/12-6/30/12
Venable, Terance Jr. Operations	Custodian	7/1/12-6/30/13
Venable, Sheldon Operations	Custodian	7/1/12-6/30/13
White, Roosevelt Operations	Custodian	7/1/12-6/30/13
Winnick, Paul Operations	Custodian	7/1/12-6/30/13

PROFESSIONAL GROWTH

Gauntt, Deborah
Transportation

Bus Driver

EFFECTIVE DATE

8/1/12

WORKING OUT OF CLASS

Burdick, Barton
Operations

Equipment Operator/Sports Facilities
Fr: Gardener

EFFECTIVE DATE
6/11/12-6/30/12

Burdick, Barton
Operations

Equipment Operator/Sports Facilities
Fr: Gardener

7/1/12-11/7/12

Gonzalez, Arturo
Operations

Sprinkler Repair Technician
Fr: Custodian

7/1/12-11/7/12

Lopez, Jose
Operations

Equipment Operator/Tree Trimmer
Fr: Gardener

7/1/12-11/7/12

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

TO: BOARD OF EDUCATION ACTION/CONSENT
07/18/12
FROM: SANDRA LYON / DEBRA MOORE WASHINGTON / WILBERT YOUNG
RE: CLASSIFIED PERSONNEL – NON-MERIT

RECOMMENDATION NO. A.29

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

GREEN, MIKE	SANTA MONICA HS	5/2012-6/2012
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NOON SUPERVISION AIDE

MARINEZ, NICO	WEBSTER ELEMENTARY	6/1/12-6/30/12
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MOTION MADE BY:
SECONDED BY:
STUDENT ADVISORY VOTE:
AYES:
NOES:

TO: BOARD OF EDUCATION ACTION/CONSENT
08/01/12
 FROM: SANDRA LYON / DEBRA MOORE WASHINGTON / WILBERT YOUNG
 RE: CLASSIFIED PERSONNEL – NON-MERIT

RECOMMENDATION NO. A.12

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

GRAY, CARLOS	MALIBU HS	7/1/12-6/30/13
HALL, DANIEL	MALIBU HS	7/1/12-6/30/13
HUMPHREY, REGENCE	MALIBU HS	6/1/12-6/30/13
JIMENEZ-BRAVO, RAMON	SANTA MONICA HS	7/1/12-8/31/12
JOHNSTONE, JOHN	MALIBU HS	7/1/12-6/30/13
OLIVER, MATTHEW	MALIBU HS	7/1/12-6/30/13
SKEHAN, NIALL	SANTA MONICA HS	7/1/12-8/31/12
SYKES, EUGENE	MALIBU HS	7/1/12-6/30/13
WARD, NILACALA	SANTA MONICA HS	7/1/12-6/30/13

TECHNICAL SPECIALIST – LEVEL I

BURKE, LUCIA	SANTA MONICA HS/ED.SERVICES [Master Gardener Service] - Funding: Gifts – Equity Fund	6/25/12-7/31/12
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MOTION MADE BY:
 SECONDED BY:
 STUDENT ADVISORY VOTE:
 AYES:
 NOES:

Santa Monica-Malibu Personnel Commission - Merit Rules Review Tracker

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

Santa Monica-Malibu Personnel Commission - Merit Rules Review Tracker

Section	Number	Title	PC Review Dates	Comments (Requests)	Adoption Date by PC
Chapter X	1st Reading	Performance Evaluation	11.9.10		
				Review to the Superintendent and SEIU - 12.6.10	
	2nd Reading		2.8.11		2.8.11
Chapter XI	1st Reading	Vacation, Leaves of Absence and Holidays	4.12.11		
				Review to the Superintendent and SEIU - 6.7.11 Per the Assistant Superintendent's Request - Deadline Extended	
Chapter XII	1st Reading	Salaries, Overtime Pay and Benefits	4.12.11	Review to the Superintendent and SEIU - 6.7.11 Per the Assistant Superintendent's Request - Deadline Extended	
Rule 12.2.4.B	2nd Reading	Salary on Employment	1.12.10		1.12.10
Chapter XIII	2nd Reading	Seniority, Layoff, Displacement and Reemployment	1.12.10		1.12.10
Chapter XIV	1st Reading	Diciplinary Action and Appeal	8.14.12		
Chapter XV	1st Reading	Resignation and Reinstatement	4.17.12		
Chapter XVI	1st Reading	Grievance Procedure	8.14.12		

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

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

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

Activity	Staff	Date	Comments
Link to Website			
Link to Personnel Commission Staff			
Personnel Commission Website			
Update	AA/DOC	On-going	Collaborate with District's Information Systems Department
Employee Development Workshops	Staff	3.30.11	Targeted and District-wide workshops on such topics as:
		4.7.11	1. Interviewing Skills
		TBD	2. Employment Application Skills
			3. Understanding the Employment Application Process
			4. Resume Skills
			5. Examination Preparations
			6. Career Planning
		4.4.12 & 4.11.12	Interview Skills
Feedback Mechanisms	Staff		
One-to-One Meetings with Administrators and Managers		On-going	
Customer Satisfaction Surveys		On-going	
Review "Best Practices" from the literature and other Agencies		On-going	
Key:			
AA - Administrative Assistant			
DOC - Director of Classified Personnel			
HRT - Human Resources Technician			
PA - Personnel Analyst			

V. Personnel Commission Business:

A. Personnel Commissioner Comments

B. Future Items:

Subject	Action Steps	Tentative Date
Re-appointment of a Personnel Commissioner		September 2012
Personnel Commission Annual Report		September 2012

VI. Next Regular Personnel Commission Meeting:

Tuesday, September 11, 2012, at 5:00 pm - *District Office Board Room*

VII. Adjournment: