

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

**AGENDA**

**SPECIAL MEETING**  
**September 12, 2013 @ 9:00 a.m.**  
**District Office Board Conference Room**  
Electronically Recorded

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

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

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

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

**I. Closed Session:**

The Commission adjourned to closed session at \_\_\_\_\_ a.m. pursuant to Government Code Section 54957 to discuss:

**PUBLIC EMPLOYEE DISCIPLINARY HEARING CONFERENCE**  
Employee #: RD2623521

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

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

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

**A. Action Item(s):** This item is presented for ACTION at this time.

1. Advanced Step Placement (Amended Item # III.A.1.d. from Regular Meeting on 9/10/13):
  - a. Approval of Advanced Step Placement for new employee Jaclyn Sloboda in the classification of Physical Therapist at Range: 61 Step: D (\$7,014 per month)

**III. Next Regular Personnel Commission Meeting:**

Tuesday, October 8, 2013, at 4:00 p.m. - *District Office Board Room*

**IV. Adjournment:**

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

**TIME ADJOURNED:** \_\_\_\_\_

Submitted by: \_\_\_\_\_

Brandon Tietze  
Secretary to the Personnel Commission  
Director, Classified Personnel

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

**PERSONNEL COMMISSION**  
**SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT**  
**Special Meeting: September 12, 2013**

**AGENDA ITEM NO: II.A.1.a.**

SUBJECT: Advanced Step Placement – Sloboda, Jaclyn A.

**BACKGROUND INFORMATION:**

<b>Classification Title:</b> Physical Therapist	<b>Employee:</b> Sloboda, Jaclyn A.	<b>Calculation of Advanced Step Recommendation</b>
<b><u>Education:</u></b> Bachelor's Degree with a major in Physical Therapy.	Jaclyn has received a Doctorate of Physical Therapy from University of Southern California.	2 levels of education above the required level = <span style="border: 1px solid black; padding: 2px;">2 Step Advances</span>
<b><u>Experience:</u></b> Two years of experience working with children with orthopedic disabilities.		
<b><u>Difficulty:</u></b>	This was an exceptionally difficult recruitment. The number of qualified candidates who applied was extremely low and the length of time required to get a qualified candidate was significantly long. It is very unlikely that additional qualified candidates will be available in the near future.	<b>Significant recruitment difficulty experienced</b> = <span style="border: 1px solid black; padding: 2px;">1 Step Advance</span>
<b><u>Total Advanced Steps:</u> 2 + 1 = 3 Advanced Steps = <u>STEP D</u></b>		

**DIRECTOR'S COMMENTS:**

Ms. Sloboda's professional education exceeds the minimum requirements specified for this classification. Her education is two levels greater than required. Additionally, exceptional difficulty was experienced in the recruitment for this position. Pay rate at Step A is \$34.96/hour; Step D is \$40.47/hour. The net difference in pay is an increase of \$5.51 per hour, \$955 per month, or \$10,515 per year.

**DIRECTOR'S RECOMMENDATION:**

It is recommended that the Personnel Commission approve Advanced Step Placement for Jaclyn Sloboda at Range 61, Step D on the 2007-08 Classified Employee's Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment* (attachments).

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