
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
December 11, 2012 @ 5:00 p.m.
District Office Board Room

Electronically Recorded

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

Advocates that the Employee Performance Evaluations are consistently done on an annual basis, that they are designed to measure the effectiveness of each employee's performance, that they are valued by both management and employees as a tool to improve the effectiveness of the District, and that the results are used to support the professional development of all employees.

PERSONNEL COMMISSIONERS: Mrs. Barbara Inatsugu, Mr. Joseph Pertel 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: November 13, 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. Merit Rules Advisory Committee (A.R.C.) Update

- Advisory Rules Committee Agenda – November 1, 2012; November 8, 2012

B. 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. Arturo Gonzalez, Custodian, in the position of the Sprinkler Repair Technician, from November 7, 2012 to March 25, 2013
- Mr. Jose Lopez, Gardener, in the position of the Equipment Operator/Tree Trimmer, from November 7, 2012 to March 25, 2013

III. Consent List:

A. Approve Classified Personnel Eligibility List(s):

<u>Classification</u>	<u># Eligibles</u>
Bilingual Community Liaison	15
Director of Classified Personnel	7

Motion by: _____
 Seconded by: _____
 Vote: _____

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

Children's Center Assistant

38

Motion by: _____
Seconded by: _____
Vote: _____

IV. Action/Discussion 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: _____
Motion by: _____
Seconded by: _____
Vote: _____

- b. Nomination of Vice-Chair

Nomination: _____
Motion by: _____
Seconded by: _____
Vote: _____

2. New Regular Personnel Commission Meeting Starting Time – 4:00 p.m.
Director's Recommendation: *Approve*

Motion by: _____
Seconded by: _____
Vote: _____

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

- a. The Director of Classified Personnel recommends that the Personnel Commission approve the revision to the Job Development and Placement Specialist classification specification within the Student Services

Motion by: _____
Seconded by: _____
Vote: _____

4. Classification Study:

Director's Recommendation: *Approve/*

- a. The Director of Classified Personnel recommends that the Personnel Commission approves the Classification Study for Senior Office Specialist

Motion by: _____

Seconded by: _____

Vote: _____

B. Discussion Item(s):

1. Personnel Requisition Status Report
2. Personnel Commission's Twelve-Month Calendar of Events
 - 2012 – 2013

C. Information Item(s):

1. Classified Personnel – Merit Report - No. A.18
 - November 15, 2012
2. Classified Personnel – Non-Merit Report – No. A.19
 - November 15, 2012
3. Merit Rules Review Tracker
4. Workforce Organization Development and Strategic District Partnership Tracker

V. Personnel Commission Business:

A. Personnel Commissioner Comments

B. Future Items:

Subject	Action Steps	Tentative Date
Merit Rules Revisions	Second Reading of Changes to Merit Rules: <i>Chapter XI: Vacation, Leaves of Absence and Holidays</i> <i>Chapter XII: Salaries, Overtime Pay, and Benefits</i> <i>Chapter XIV Disciplinary Action and Appeal</i> <i>Chapter XV: Resignation and Reinstatement</i> <i>Chapter XVI: Grievance Procedure</i>	February 2013
	First Reading of Changes to Merit Rules: <i>Chapter I: Preliminary Statement and Definition of Terms</i>	April 2013
		June 2013

VI. Next Regular Personnel Commission Meeting:

Tuesday, January 15, 2013, 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
November 13, 2012 @ 5:00 p.m.
District Office Board Room

Electronically Recorded

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

I. General Functions:

- A. Call to Order:** The Regular Meeting of the Personnel Commission was called to order at 5:06 p.m.
- B. Roll Call:** Commissioners Inatsugu, Pertel and Sidley were present.
- C. Pledge of Allegiance:** Human Resources Analyst Stephanie Perry led all in attendance in the Pledge of Allegiance.

D. Motion to Approve Agenda:

Motion by: **Joseph Pertel**
Seconded by: **Barbara Inatsugu**
Vote: **3 – 0**

E. Motion to Approve Minutes: October 9, 2012;

Motion by: **Barbara Inatsugu**
Seconded by: **Joseph Pertel**
Vote: **3 – 0**

Commissioner Inatsugu amended the vote block with specification that it is a vote to adjourn to Closed Session.

- 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, expressed her appreciation for the approved Prop 30 and defeated Prop 32. SEIU is preparing for negotiations and conducting round table discussions with various departments to improve services for our students.

Ms. Cartee-McNeely wished the Personnel Commission Happy Thanksgiving.

2. Board of Education Report

Ms. Debra Moore Washington, Assistant Superintendent of Human Resources, also expressed her appreciation for the approved Prop 30, defeated Prop 32 and approved Measure ES. She informed the Personnel Commission about the District's current events and activities including management training, budget seminars and SMMCTA negotiations.

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. Appointment Letter from State Superintendent Torlakson for Commissioner Pertel

Dr. Young congratulated Commissioner Pertel on being officially appointed by the State Superintendent.

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, Technical Specialist II, K-2 Music Instructor, from September 21, 2012 to May 31, 2013, Muir Elementary School**
- **Ms. Kim Brown, Technical Specialist II, Instructor for Science, Art, Music and Computer, from October 1, 2012 to June 25, 2013, Cabrillo Elementary School**
- **Ms. Lucia Burke, Technical Specialist I, School Garden Coordinator Assistant, from August 22, 2012 to June 11, 2013, Food and Nutrition Services**
- **Mr. Christopher Parise, Technical Specialist II, Band Coach, from September 10, 2012 to June 30, 2013, John Adams Middle School/Ed. Services**
- **Ms. Rynearson, Patricia, Technical Specialist II, String Coach, from October 1, 2012 to June 30, 2013, Lincoln Middle School/Ed. Services**
- **Mr. Mick Wetzel, Technical Specialist III, Orchestra Coach, from September 10, 2012 to June 30, 2013, Santa Monica High School/Ed. Services**
- **Ms. Diana Zaslov, Technical Specialist III, Voice Coach, from October 1, 2012 to June 30, 2013, Santa Monica High School/Ed. Services**

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

- **Advisory Rules Committee Agenda – October 25, 2012; November 1, 2012**

Dr. Young drew attention to the A.R.C. agenda and sign-in sheet from October 25 and November 1, 2012 for the Personnel Commission's review.

D. Disciplinary Pre-hearing Conferences (TBD)

- Ref. Number: 7011 0470 0002 6451 4053
- Ref. Number: 7011 0470 0002 6451 4138
- Ref. Number: 7011 0470 0002 6451 4169

Personnel Commissioners do not participate in these conferences.

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, October 2, 2012; October 24, 2012**

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>
Elementary Library Coordinator	13
Instructional Assistant – Bilingual (Spanish)	28

Motion by: **Barbara Inatsugu**
Seconded by: **Joseph Pertel**
Vote: **3 – 0**

IV. Discussion/Action Items/or Other Information:

A. Action Item(s):

1. Recruitment/Selection Process for the Director of Classified Personnel – Panel Composition

a. Screening Applications

Director's Recommendation: *Approve*

Motion by: **Joseph Pertel**
Seconded by: **Barbara Inatsugu**
Vote: **3 – 0**

b. Technical Interview

Director's Recommendation: *Approve*

Motion by: **Joseph Pertel**
Seconded by: **Barbara Inatsugu**
Vote: **3 – 0**

c. General Fitness Interview

Director's Recommendation: *Approve*

Motion by: **Joseph Pertel**
Seconded by: **Barbara Inatsugu**
Vote: **3 – 0**

d. Selection Interview

Director's Recommendation: *Approve*

Motion by: **Joseph Pertel**
Seconded by: **Barbara Inatsugu**
Vote: **2 – 0 (Commissioner Sidley abstained from voting)**

Commissioners Inatsugu and Pertel included SEIU representative (in an advisory/non-voting capacity) to the selection interview panel on November 28, 2012.

Commissioner Sidley expressed his concern regarding a possible perception that the candidate would have non-realistic view of the role and the function of the Service Employees Union as it relates to the function of the Personnel Commission.

Ms. Cartee-McNeely shared her positive experiences of collaboration within the District that occur when different groups are participating in such processes. She would support the SEIU representation in the advisory/non-voting capacity to show equal partnership.

Ms. Washington communicated the District's standards regarding selection interview panel for upper level management positions that include the Superintendent and the Superintendent's Cabinet.

Commissioner Pertel stressed the unique position of the Personnel Commission within the District. The Personnel Commission's role slightly differs from other departments.

Commissioner Inatsugu restated that the final selection of the new Director of Classified Personnel will be made by the Personnel Commissioners.

Commissioner Inatsugu made the amended motion including SEIU representative (in an advisory/non-voting capacity) to the selection interview panel that will also include Superintendent Lyon (in an advisory/non-voting capacity) and the Personnel Commissioners who will be responsible for selecting the new Director of Classified Personnel.

2. Advanced Step Placements:

a. The Director of Classified Personnel recommends that the Personnel Commission approve Advanced Step Placement for new employee Puja Chocha in the classification of Specialized Instructional Assistant pursuant to Personnel Commission Rule §12.2.4.(B): *Salary on Employment* based on criteria for the minimum experience and education.

Director's Recommendation: *Approve*

Motion by: **Joseph Pertel**
Seconded by: **Barbara Inatsugu**
Vote: **3 – 0**

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

Director's Recommendation: *Approve*

Motion by: **Joseph Pertel**
Seconded by: **Barbara Inatsugu**
Vote: **3 – 0**

Commissioner Sidley requested a report regarding the financial impact of approved advanced step placements on the District's budget.

Ms. Cartee-McNeely stated that some positions are defined as accelerated hiring so the new employees come at the top step of the salary schedule, and these positions are already budgeted at that rate.

3. Classification Revisions:

Director's Recommendation: *Approve*

- a. The Director of Classified Personnel recommends that the Personnel Commission approve the revision to the Sprinkler Repair Technician classification specification within the Operations

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

4. Scheduling Disciplinary Hearings

- a. Ref. Number: 7003 1680 0002 6368 3401 (half day)

Motion by: **Joseph Pertel**
Seconded by: **Barbara Inatsugu**
Vote: **3 – 0**

- b. Ref. Number: 7003 1680 0002 6368 3517 (full day)

Motion by: **Joseph Pertel**
Seconded by: **Barbara Inatsugu**
Vote: **3 – 0**

Ms. Cartee-McNeely informed the Personnel Commission that there is a possibility of meeting with the District regarding these two cases and perhaps coming to a resolution before scheduling a hearing.

Unless SEIU and the District reach the agreement, the Personnel Commissioners will schedule hearing processes discussions/hearings for the following dates:

November 30, 2012 (from 9:30 a.m. to 12:30 p.m.), December 20, 2012 (from 9 a.m. to 12:00 p.m.) for 7003 1680 0002 6368 3401, and December 20, 2012 (1:00 p.m. to 4:00 p.m.) and January 30, 2013 (from 9:00 a.m. to 12:00 p.m.) for 7003 1680 0002 6368 3517.

B. Discussion Item(s):

1. HR-PC Reorganization – **tabled**
2. Personnel Requisition Status Report
Ms. Stephanie Perry, Human Resources Analyst, provided a brief overview of the sixteen (16) vacancies including two (2) positions in Malibu.
3. Personnel Commission’s Twelve-Month Calendar of Events
 - 2012 – 2013
Dr. Young drew attention to the CSPCA Annual Conference that will take place in February 2012 in Anaheim.
Commissioner Pertel suggested starting the regular meetings at 4:00 p.m. It will be placed on the next regular Personnel Commission meeting on December 11, 2012 as an action item.

C. Information Item(s):

1. Classified Personnel – Merit Report - No. A.16
 - September 20, 2012
Classified Personnel – Merit Report - No. A. 13
 - October 4, 2012
Commissioner Inatsugu congratulated Ms. Julie Younan, Human Resources Technician, on receiving the Professional Growth credit. She also noted Dr. Young’s retirement on the Board of Education’s Merit Report.
2. Classified Personnel – Non-Merit Report – No. A.17
 - September 20, 2012
3. Personnel Commission Annual Report FY 2011-2012
Commissioner Sidley commented on the great number of applicants who participate in the recruitment processes. He thanked the staff for the report.
Commissioner Inatsugu commended the Personnel Commission staff on the comprehensiveness of the report. She especially appreciated the section describing staff’s work assignments.
Commissioner Pertel also expressed his appreciation of this well prepared report to the Personnel Commission staff.
4. Merit Rules Review Tracker
No changes
5. Workforce Organization Development and Strategic District Partnership Tracker
No changes

V. Personnel Commission Business:

A. Personnel Commissioner Comments

Commissioner Inatsugu requested that the meeting would be adjourned in the memory of Kathy McTaggart, a long time classified employee of the District.

Commissioner Sidley expressed his gratitude to the District and SEIU representatives who work tirelessly in the elections promoting Measure ES and Prop 30 as well as defeating Prop 32. He wished everyone Happy Thanksgiving!

B. Future Items

Subject	Action Steps	Tentative Date
Merit Rules Revisions	Second Reading of Changes to Merit Rules: <i>Chapter XI: Vacation, Leaves of Absence and Holidays</i> <i>Chapter XII: Salaries, Overtime Pay, and Benefits</i> <i>Chapter XIV Disciplinary Action and Appeal</i> <i>Chapter Chapter XV: Resignation and Reinstatement</i> <i>Chapter XVI: Grievance Procedure</i>	December 2012
	First Reading of Changes to Merit Rules: <i>Chapter I: Preliminary Statement and Definition of Terms</i>	February 2013

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

VI. Next Regular Personnel Commission Meeting:

Tuesday, December 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: **Barbara Inatsugu**

Seconded by: **Michael Sidley**

Vote: **3 – 0**

TIME ADJOURNED: 6:35 p.m.

Submitted by:

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

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

II. Report From The Director Of Classified Personnel:

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

- **Advisory Rules Committee Agenda – November 1, 2012; November 8, 2012**

B. 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. Arturo Gonzalez, Custodian, in the position of the Sprinkler Repair Technician, from November 7, 2012 to March 25, 2013**
- **Mr. Jose Lopez, Gardener, in the position of the Equipment Operator/Tree Trimmer, from November 7, 2012 to March 25, 2013**

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

AGENDA

November 1, 2012 @ 1:00 p.m.

1. Review:
 - Chapter XI: Vacation, Leaves of Absence and Holidays
 - Chapter XII: Salaries, Overtime Pay, and Benefits
2. Other Business:
3. Next Regular A.R.C. Meeting
 - TBD

A.R.C. Meeting

SIGN-IN SHEET

Date: November 1 2012

1. Marcia Hagen TD Hagen
2. Cindy Johnston Cindy Johnston
3. Willet Y
4. Anne 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


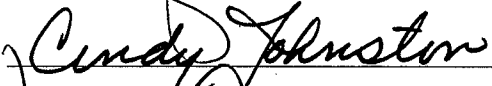
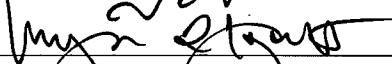
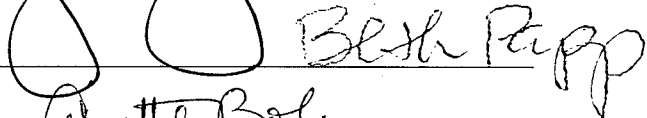
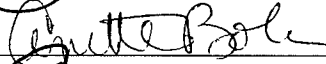
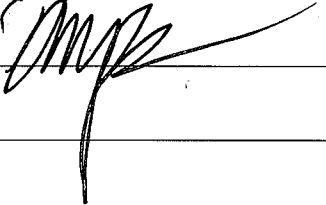
November 8, 2012 @ 1:00 p.m.

1. Review:
 - Chapter XI: Vacation, Leaves of Absence and Holidays
 - Chapter XII: Salaries, Overtime Pay, and Benefits
2. Other Business:
3. Next Regular A.R.C. Meeting
 - TBD

A.R.C. Meeting

SIGN-IN SHEET

Date: November 8 2012

1.  KERYL CARTER -
McNEELY
2.  Cindy Johnston Cindy Johnston
3.  Lynn Stewart
4.  Betsy Papp
5.  Annette Bole
6.  Debra Moore Washington
7. _____

III. Consent List:

A. Approve Classified Personnel Eligibility List(s):

<u>Classification</u>	<u># Eligibles</u>
Bilingual Community Liaison	15
Director of Classified Personnel	7

Motion by: _____
Seconded by: _____
Vote: _____

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

Children's Center Assistant	38
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Motion by: _____
Seconded by: _____
Vote: _____

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
Children's Center Assistant	January 16, 2013	July 15, 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. Election of Personnel Commission Officers (Pursuant to Personnel Commission Rule 2.1.5.)

- a. Nomination of Chair

Nomination: _____

Motion by: _____

Seconded by: _____

Vote: _____

- b. Nomination of Vice-Chair

Nomination: _____

Motion by: _____

Seconded by: _____

Vote: _____

2. New Regular Personnel Commission Meeting Starting Time – 4:00 p.m.

Director's Recommendation: *Approve*

Motion by: _____

Seconded by: _____

Vote: _____

3. Classification Revisions:

Director's Recommendation: *Approve*

- a. The Director of Classified Personnel recommends that the Personnel Commission approve the revision to the Job Development and Placement Specialist classification specification within the Student Services

Motion by: _____
Seconded by: _____
Vote: _____

4. Classification Study:

Director's Recommendation: *Approve/*

- a. The Director of Classified Personnel recommends that the Personnel Commission approves the Classification Study for Senior Office Specialist

Motion by: _____
Seconded by: _____
Vote: _____

B. Discussion Item(s):

1. Personnel Requisition Status Report
2. Personnel Commission's Twelve-Month Calendar of Events
 - 2012 – 2013

C. Information Item(s):

1. Classified Personnel – Merit Report - No. A.18
 - November 15, 2012
2. Classified Personnel – Non-Merit Report – No. A.19
 - November 15, 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, December 11, 2012**

AGENDA ITEM NO: IV.A.1.

SUBJECT: Personnel Commission Election of Officers

BACKGROUND INFORMATION:

Personnel Commission Rule § 2.1. 5. – ELECTION OF OFFICERS, states:

- A. The officers of the Personnel Commission shall be designated as Chair and Vice Chair.
- B. At its first meeting in December of each year, the Personnel Commission shall elect one of its members to serve as Chair for the period of one year. A chair may serve more than one term.
- C. At the same time and in the same manner, the Personnel Commission shall elect one of its members to serve as Vice Chair.
- D. The Chair shall be presiding officer at all regular and special meetings of the Commission. In the event of the absence of the Chair, the Vice Chair shall preside.

DIRECTOR'S RECOMMENDATION

The Director of Classified Personnel recommends that the Personnel Commission elect its officers (Chair, Vice Chair) for the period from December 1, 2012 through November 30, 2013.

a. Nomination of Chair

Nomination: _____
Motion by: _____
Seconded by: _____
Vote: _____

b. Nomination of Vice-Chair

Nomination: _____
Motion by: _____
Seconded by: _____
Vote: _____

**PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
Regular Meeting: Tuesday, December 11, 2012**

AGENDA ITEM NO: IV.A.2.

SUBJECT: New Regular Personnel Commission Meeting Starting Time – 4:00 p.m.

BACKGROUND INFORMATION:

At the November 13, 2012 regular Personnel Commission meeting, a discussion was held concerning earlier start time of regular Personnel Commission meetings. During this discussion, the Personnel Commissioners suggested changing the starting time from 5:00 p.m. to 4:00 p.m., so that this new time may facilitate the District's classified employees' ability to attend these regular Personnel Commission meetings.

DIRECTOR'S RECOMMENDATION

The Director of Classified Personnel recommends that the Personnel Commission changes the start time of the regular Personnel Commission meetings from 5:00 p.m. to 4:00 p.m.

Motion by: _____
Seconded by: _____
Vote: _____

**PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
Regular Meeting: Tuesday, December 11, 2012**

AGENDA ITEM NO: IV.3.a.

SUBJECT: Classification Specification Revision–Job Development and Placement Specialist

BACKGROUND INFORMATION:

The classification specification for Job Development and Placemen Specialist is being revised for future recruitment purposes.

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

DIRECTOR’S RECOMMENDATION:

The Director of Classified Personnel recommends that the Personnel Commission approve the update to the classification specification for Job Development and Placement Specialist.

Motion by: _____
Second by: _____
Vote: _____

SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

CLASS TITLE: JOB DEVELOPMENT AND PLACEMENT SPECIALIST

Classified Employees Salary Schedule – Range A-25

Job Summary

BASIC FUNCTION:

Under supervision of the **Director of Special Education and/or designee** ~~Transition Specialist,~~ **provide specialized support and service in job development and career counseling for young adults with special needs** to develop job placement opportunities through the ~~the~~ District's Workability and Transition Partnership Programs for students with special needs; **perform activities such as soliciting employer interest and involvement in the employment of students, orienting students to the services provided, developing student work skills, and providing general office support** to provide follow up support services for students participating in the program; and to perform all other related duties as assigned.

Job Summary

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Works directly with special education students for who **to assist them in gaining entry level** work experience **skills** is recommended.
- Assists in initial intake process, determining students' readiness for work experience and identifying specific work experience opportunities in consultation with the **TPP/Workability** ~~Transition~~ Specialist.
- Assists students in obtaining necessary documents, including Social Security Card and State Identification Card.
- Contacts employers throughout the community to explain the Workability Program and develop employment opportunities for students.

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- 3
- 4 • Develops both paid and subsidized placement opportunities.
 - 5 • Assists students in completing employment applications, preparing for interviews, developing transportation plan, learning job duties, and understanding responsibilities as an employee.
 - 6 • **May assist with** Orientsing students to job tasks.
 - 7 • Follows up on student placements to identify any adjustment problems; enhance communication between the student, the employer, and co-workers.
 - 8 • Processes student and employer time and pay records.
 - 9 • Maintains ~~written~~ updated reports regarding student progress in the program.
 - 10 • Enters information (**demographics, parent data, school, array of services, placements, etc.**) on various databases, including workability website.
 - 11 • **Confer with designated staff concerning student needs; alert staff to any special challenges or information concerning students.**
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- 16

17 **OTHER DUTIES**

- 18 • Performs ~~all~~ other related duties as assigned.
- 19

20 *Note: ~~The statements herein are intended to describe the general nature and level of work performed by employees, and are not to be construed as an exhaustive list of responsibilities and qualifications of personnel so classified.~~*

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24 SUPERVISION:

25 Supervision is received from the **Director of Special Education and/or designee. Technical and functional direction is received from the Transition Partnership Program (TPP)/Workability Specialist** ~~or certificated personnel~~. No supervision is exercised over other staff.

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3 Job Related Qualifications

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5 **KNOWLEDGE AND ABILITIES**

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7 KNOWLEDGE OF:

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9
- 10 • Basic office practices and procedures, including filing, **recordkeeping** and report writing.
 - 11 • **Safe and appropriate practices in business and community activities.**
 - 12 • **Job development and placement techniques.**
 - 13 • **Job search and interview skills.**
 - 14 • **Career information sources.**
 - 15 • **Public and private organizational structures, work settings and basic employment**
 - 16 **procedures**

17 ABILITY TO:

- 18
- 19 • Work effectively and supportively, **and provide for the special needs and requirements**
 - 20 **with a wide variety of special education** students enrolled in the **District's Special**
 - 21 **Education Program.**
 - 22 • **Learn District policies and guidelines.**
 - 23 • Contact potential employers to explain and market the program.
 - 24 • **Converse with others in a friendly and persuasive manner to make connections**
 - 25 **within the business world for work opportunities for students.**
 - 26 • Learn to analyze jobs and working conditions and apply them to the vocational
 - 27 **evaluations of students.**
 - 28 • **Assist students with the employment application, interview process and work skills**
 - 29 **and practices.**
 - 30 • **Compile and maintain accurate and detailed records.**
 - 31 • Establish and maintain time and payroll record-keeping systems.
 - 32 • Operate personal computer to utilize spreadsheet and word processing applications,
 - 33 **Internet, and electronic mail systems.**
 - 34 • Work effectively and cooperatively with teachers, parents, employers, co-workers, and a
 - 35 **wide variety of community support agencies.**

- 2
- 3
- 4 • Understand with sensitivity and awareness, the cultural diversities and needs of students
 - 5 and their environment within the communities encompassed by the District.
 - 6 • **Travel to various school sites and private organizations, and work flexible hours.**

7

8 **EMPLOYMENT STANDARDS:**

9

10 **EDUCATION AND EXPERIENCE:**

11 Any combination of:

12

13 **EDUCATION:**

14 Educational attainment equivalent to a high school diploma or its recognized equivalent.

15

16

17 **EXPERIENCE:**

18 ~~One (1) year of experience working directly with special education students at the senior high~~

19 ~~school level in an instructional setting, or One (1) year of experience in **job searching**, job~~

20 ~~development, and **job** placement and **or job coaching** for individuals **in an educational or**~~

21 ~~**business setting** special needs, or One (1) year of **and some** office support/**clerical** experience.~~

22

23

24 **LICENSES AND OTHER REQUIREMENTS**

25 A valid California driver's license and availability of private transportation or ability to provide

26 transportation between District sites may be required.

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28

29 **SPECIAL INFORMATION**

30 None.

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WORKING CONDITIONS:

ENVIRONMENT:

This position primarily works in an office **or classroom** environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances.

PHYSICAL DEMANDS:

Hand and finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate standard office equipment. The position occasionally bends, stoops, reaches, pushes and pulls drawers to retrieve and file information and lifts and carries reports, books and records that typically weigh less than twenty (20) pounds.

Will be required to work a varied schedule including days, evenings, and weekends.

HAZARDS:

Work is performed indoors and outdoors where minimal safety considerations exist.

DUTIES APPROVED
BOARD OF EDUCATION:
No date.

CLASSIFICATION APPROVED
PERSONNEL COMMISSION:
Revised: July 14, 2009

Revised: December 11, 2012

PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
Regular Meeting: Tuesday, December 11, 2012

AGENDA ITEM NO. IV.4.a.

SUBJECT: Classification Study/Desk Audit – Theresa Demuth

BACKGROUND INFORMATION:

Ms. Demuth is a Senior Office Specialist in the District’s Child Development Services Department. . Based on the information provided on the Position Information Questionnaire, from the desk audit and interview with the employee’s supervisor, the Personnel Commission staff found that Ms. Demuth has been working out of class since February 1, 2010, performing higher-level duties allocated to the Accounting Technician classification.

(Please refer to attached report.)

Note: The recommendation below has the concurrence of the Assistant Superintendent of Education Services.

METHODOLOGY:

In conducting this classification study/desk audit, staff conducted the following activities:

- Reviewed the Position Information Questionnaire to determine job duties and scope of work.
- Reviewed existing classification specification for Senior Office Specialist.
- Reviewed existing classification specification for Accounting Technician.
- Conducted a desk audit by interviewing the employee, observing work processes, and verifying duties and responsibilities.
- Interviewed employee’s supervisor.
- Discussed preliminary findings with the employee’s bargaining unit representative.
- Discussed preliminary findings with employee’s supervisor (Fiscal Program Supervisor-CDS) and the designated Senior Cabinet member (Assistant Superintendent of Education Services).
- Distributed a *draft* of the preliminary report to interested parties.

DIRECTOR’S RECOMMENDATION:

The Director of Classified Personnel recommends that the Personnel Commission approve the following:

1. The Senior Office Specialist position (Classified Employee’s Salary Range 25, \$2,518 - \$3,213 monthly) occupied by Ms. Demuth be reclassified to Accounting Technician (Classified Employee’s Salary Range 29, \$2,776 - \$3,543 monthly) in accordance with Personnel Commission Merit Rule 3.3.1 (Reclassification of Positions).
2. The effective date of the reclassification be January 1, 2013 in accordance with Personnel Commission Merit Rule 3.3.2.B.1 (Effective Date of Reclassification).
3. Ms. Demuth be reclassified without examination and serve the appropriate probationary period in accordance with Personnel Commission Merit Rule 3.3.3.A.1 (Effects of Reclassification on Incumbents).
4. Ms. Demuth retain the same salary step on the higher salary range and the same increment date as held in the lower class in accordance with Personnel Commission Merit Rule 12.2.9 (Salary on Reclassification).
5. Effective date of salary on reclassification to be retroactive to February 1, 2010 in accordance with Personnel Commission Merit Rule 12.2.3B (Correction of Error In Salary). **(See Attachment 8.)**

Motion by: _____
Second by: _____
Vote: _____

Final Report

Memo

To: Gerardo Cruz, Fiscal Program Supervisor-CDS

From: Stephanie Perry, Human Resources Analyst *sp*

CC: Dr. Terry Deloria, Assistant Superintendent of Education Services
Debra Moore Washington, Assistant Superintendent of Human Resources
Dr. Wilbert Young, Director of Classified Personnel
Keryl Cartee-McNeely, Chief Steward, SEIU Local 99
Theresa Demuth, Senior Office Specialist
File

Date: December 10, 2012

Re: Classification Study/Desk Audit –Theresa Demuth

OVERVIEW:

Interview Date(s): September 2012 - December 2012

Incumbent: Theresa Demuth

Classification Title: Senior Office Specialist

Classification No.: 540156

Department: Child Development Services

BACKGROUND:

The request for this classification study/desk audit was initiated by the employee, Ms. Demuth. On August 30, 2012, Personnel Commission staff received a memo requesting compensation for Working Out of Class in the classification of Accounting Technician. On September 18, 2012, Personnel Commission staff completed a meeting with Ms. Demuth and her bargaining unit representative to discuss the desk audit process. The Position Information Questionnaire (PIQ), completed by Ms. Demuth, and signed by her supervisor, was received on October 23, 2012. The employee desk audit/interview was completed November 20, 2012.

BACKGROUND: (continued)

Ms. Demuth's current classification is Senior Office Specialist in the Child Development Services (CDS) department. Ms. Demuth transferred to CDS as a Senior Office Specialist effective October 13, 2008. The Senior Office Specialist performs a broad variety of office support functions on behalf of the school, division or department, including performing basic accounting functions.

METHODOLOGY:

In conducting this classification study/desk audit, staff conducted the following activities:

- Reviewed the Position Information Questionnaire to determine job duties and scope of work.
- Reviewed the existing classification specification for Senior Office Specialist. (**See Attachment 1.**)
- Reviewed the existing classification specification for Accounting Technician. (**See Attachment 2.**)
- Conducted a desk audit by interviewing the employee, observing work processes, and verifying duties and responsibilities.
- Interviewed the employee's supervisor.
- Discussed preliminary findings with the employee's bargaining unit representative.
- Discussed preliminary findings with the employee's supervisor (Fiscal Program Supervisor-CDS) and designated Senior Cabinet member (Assistant Superintendent of Education Services).
- Distributed a *draft* of the preliminary report to interested parties.

ANALYSIS:

Ms. Demuth reports to the Fiscal Program Supervisor-Child Development Services who oversees and monitors the fiscal programs and related activities of the Child Development Services department. The Fiscal Program Supervisor-Child Development Services participates in the development and administration of departmental and program budgets; monitors, analyzes and supervises program enrollment and attendance for reimbursement from funding agencies; reviews and analyzes departmental operating expenses to assure the Department is fiscally sound; prepares financial and statistical reports in compliance with District and funding agencies and evaluates the performance of assigned personnel.

The full-time Accounting Technician position assigned to CDS was vacated on January 15, 2010. The Accounting Technician position has remained vacant since that time. As a result, higher level duties and responsibilities were distributed to Ms. Demuth's by the CDS Director. Ms. Demuth's duties include the following:

- Creates cash deposit and payment tracking spreadsheets; inputs fee payments into spreadsheets, the District database, CenterTrack (an Internet-based system used to monitor parent fees and other information related to childcare center case management).
- Prepares bank deposit slips for the three (3) designated accounts; makes weekly bank deposits.

ANALYSIS: (continued)

- Adjusts parent fees based on changes in recipient services; calculates refunds and reimbursements for overpayments as needed.
- Generates delinquent fee reports using CenterTrack; conducts follow-up as needed.
- Responds to questions regarding fees and billing; prepares correspondence to parents regarding accounts (including, but not limited to, flexible spending account updates, bi-monthly fee statements, and returned checks).
- Meets with CREST supervisor twice a month to compare student rosters with parent fee information to ensure accuracy.
- Reconciles accounts on a regular basis and reports discrepancies to the supervisor.
- Based on information received from supervisor, provides CDS teachers with instructional supply allocation amounts in the fall and spring of each year; monitors balances of allocations and provides updates as needed.
- Clarifies purchase information with vendors, maintenance and operations, and purchasing department representatives.
- Prepares pre-list authorization for payment requisitions; obtains check signature and arrange for payment mailing; issue approved checks; files supporting documentation.
- Records registrations and track and check payments for travel, mileage and conference requisitions; process library and textbook refunds.
- Tracks expenditures and receivables of assigned schools; reconciles bank statements.
- Reviews files of assigned CDS sites to check for completeness, deposit backup, and ticket logs.
- Audits employee reimbursement requests; ensures that all requests comply with District policy and receipts are included with the request.
- Prepares and balances journal entries.
- Prints and adjusts stores inventory reports.
- Prepares various spreadsheets to track accounting transactions and histories.

These duties and responsibilities are currently found in the Accounting Technician classification specification. (A summary comparison of the Senior Office Specialist and Accounting Technician classifications is provided in the table below.)

CHARACTERISTICS	SENIOR OFFICE SPECIALIST (SALARY RANGE A-25)	ACCOUNTING TECHNICIAN (SALARY RANGE A-29)
Nature & Scope of Duties	Under general supervision, performs a broad variety of office support functions on behalf of the school, division or department; types, assembles and prepares documents; maintains and updates databases; performs basic accounting, customer service and records processing functions; performs other related work as necessary.	Under general supervision, perform a wide variety of accounting support functions to assist professional, supervisory and management positions; coordinate and monitor expenditures and receivables for specified schools and funds; prepare and maintain complex accounting and payroll records and spreadsheets; and perform other related work as necessary.

CHARACTERISTICS	SENIOR OFFICE SPECIALIST (SALARY RANGE A-25)	ACCOUNTING TECHNICIAN (SALARY RANGE A-29)
<p>Representative Duties</p>	<ol style="list-style-type: none"> 1. Types letters, memos, agendas, records and reports. 2. Maintains and updates class lists, schedules, attendance records and program records. 3. Prepares and verifies information in student admission and enrollment records and changes related to student check-outs, transfers, withdrawals and attendance rates. 4. Prepares fliers and information for brochures and notices. 5. Schedules appointments and meetings for a variety of administrators, staff, school personnel and/or students. 6. Reviews and processes purchase orders, invoices and related documents; tracks the status of receivables and expenditures within particular accounts and answers basic questions. 7. Screens, sorts, distributes and handles mail, email and outbound documents. 8. Answers incoming calls; transfers callers and takes messages as needed. 	<ol style="list-style-type: none"> 1. Create cash deposit and payment tracking spreadsheets; input vendor payments into spreadsheets and District database; maintain, update and clear Revolving Cash Fund. 2. Clarify purchase information with vendors, maintenance and operations, and purchasing department representatives. 3. Prepare pre-list authorization for payment requisitions; obtain check signature and arrange for payment mailing; issue approved checks; file back-up documentation. 4. Review Proposition X requisitions and compare to contract restrictions indicated in Board of Education (BOE) minutes and clarify information with Special Education administrative staff; establish new Proposition X contract files and account numbers; attend related meetings. 5. Compute, verify, and administer payroll for classified and certificated personnel and administer paychecks and special earning payments and payment cycles. 6. Administer accounting for certificated employees and administrators in accordance with statutes and agreements, including retirement and leave accounts. 7. Balance time reports and reconcile payroll records with County HRS System. 8. Record registrations and track and check payments for travel, mileage and conference requisitions; process library and textbook refunds.

CHARACTERISTICS	SENIOR OFFICE SPECIALIST (SALARY RANGE A-25)	ACCOUNTING TECHNICIAN (SALARY RANGE A-29)
<p>Representative Duties (continued)</p>	<ol style="list-style-type: none"> 9. Greets, receives and directs visitors; looks up information regarding school programs and fees, schedules and enrollment procedures. 10. Performs basic cashiering functions; accepts and records fees and receipts. 11. Processes, maintains and verifies timekeeping records. 12. Administers tests and performs other educational support functions. 13. Assembles, copies and distributes transcripts and other office forms and documents; verifies attendance and class schedule information. 14. Formats spreadsheets and enters and updates information within databases and reports that are used within the school, department or division. 15. Monitors inventory levels and orders forms and supplies. 16. Submits work orders for needed repairs. 17. May verify prescriptions and screen immunization and emergency records. 18. May administer first aid and medications and maintain related records. 19. May provide work direction to Student Assistants, Teacher Assistants and volunteers regarding basic clerical assignments. 20. Performs other functions as assigned or as the situation requires. 	<ol style="list-style-type: none"> 9. Track expenditures and receivables of assigned schools; maintain W-9 forms for all referees; reconcile bank statements. 10. Review files of assigned school sites to check for completeness, potential revenue forms, deposit backup, and ticket logs 11. Adjust and update accrual records for sick leave and vacation time; prepare adjustments based upon changes in salary, insurance deductions, and retirement contributions; complete related reports. 12. Audit employee reimbursement requests; ensure that all requests comply with District policy and receipts are included with the request. 13. File ASB payments and deposits; input deposits into system; process and distribute ASB monthly activity reports. 14. Prepare and direct correspondence regarding payments, deposits, and accounting procedures. 15. Prepare and balance journal entries. 16. Print and adjust stores inventory reports. 17. Prepare various spreadsheets to track accounting transactions and histories.
<p>Knowledge</p>	<ul style="list-style-type: none"> • Office practices and recordkeeping procedures. • Student admission, attendance and enrollment procedures or department practices, programs and services. • Basic math, accounting and timekeeping methods. • Basic report writing methods. • Appropriate telephone etiquette and customer relations techniques. • Uses of wordprocessing, database and spreadsheet applications programs. 	<ul style="list-style-type: none"> • Accounts payable and accounts receivable practices and procedures. • HRS and County payroll systems. • Payroll accounting, including deduction, leave, retirement and timekeeping procedures. • Bookkeeping practices. • Bank and inventory reconciliation methods. • Automated accounting system practices. • Office filing and record keeping techniques.

CHARACTERISTICS	SENIOR OFFICE SPECIALIST (SALARY RANGE A-25)	ACCOUNTING TECHNICIAN (SALARY RANGE A-29)
Skills/Abilities	<ul style="list-style-type: none"> • Operate personal computer and standard office equipment. • Assemble, maintain and verify information contained in records, reports and documents. • Research and answer basic questions concerning procedures and programs. • Understand and follow oral and written instructions. • Communicate effectively and work cooperatively with co-workers, management, public and private representatives and other department personnel. • Provide technical direction to Student Assistants and Student Workers. • Demonstrate flexibility and respond to changing requirements and job assignments. • Work cooperatively with others. • Work independently. 	<ul style="list-style-type: none"> • Operate a personal computer to utilize spreadsheet, database, word processing, and accounting system applications. • Input data and operate ten-key calculator quickly and accurately. • Clarify contract restrictions through review of BOE minutes. • Work independently. • Review work of others for completeness and accuracy. • Communicate effectively with vendors, school accounting staff, and department representatives. • Work cooperatively with others. • Demonstrate flexibility and respond to changing requirements and job assignments. • Schedule, organize, and complete work in accordance with deadlines. • Understand and follow specifications and instructions. • Identify errors or discrepancies in accounting documentation. • Compare and match related accounting documents. • File documents alphabetically, numerically, and chronologically.
Supervision	Assigned supervisor, administrator or manager.	General supervision is received from the Assistant Director of Fiscal Services or designee. No supervision of other staff is exercised.

During the first part of 2010, the District was involved in layoff processes. In some cases (like that of the CDS Accounting Technician, vacated January 15, 2010), positions remained vacant and duties and responsibilities were distributed to remaining staff. The duties, scope of responsibility and degree of accountability for Ms. Demuth expanded to include those found in the Accounting Technician classification from about February 1, 2010 to the present. (A period of 2.83 years.) It should be noted that the CDS enrollment process begins in the month February for the ensuing school year. Among other responsibilities, the CDS Accounting Technician calculates enrollment fees (full fees, subsidized fees, etc.) based on funding terms and requirements, and responds to questions regarding fees and billing. Therefore, we conclude that Ms. Demuth began to gradually accrete Accounting Technician duties about February 1, 2010.

FINDINGS

Based on the information provided on the Position Information Questionnaire, from the desk audit and interview with the employee's supervisor, the Personnel Commission staff's findings are as follows:

- A. Ms. Demuth has been a Senior Office Specialist since May 1, 2007. Ms. Demuth transferred to CDS as a Senior Office Specialist effective October 13, 2008.
- B. The full-time Accounting Technician position assigned to CDS was vacated on January 15, 2010. As a result, higher level duties and responsibilities consistent with the Accounting Technician classification were distributed to Ms. Demuth about February 1, 2010.
- C. Ms. Demuth qualifies for reclassification to the classification to the higher level of Accounting Technician because she has a continuous employment record of two or more years in the position being reclassified. **(See Attachment 3.)**

RECOMMENDATIONS

1. The Senior Office Specialist position (Classified Employee's Salary Range 25, \$2,518 - \$3,213 monthly) occupied by Ms. Demuth be reclassified to Accounting Technician (Classified Employee's Salary Range 29, \$2,776 - \$3,543 monthly) in accordance with Personnel Commission Merit Rule 3.3.1 (Reclassification of Positions). **(See Attachment 4.)**
2. The effective date of the reclassification be January 1, 2013 in accordance with Personnel Commission Merit Rule 3.3.2.B.1 (Effective Date of Reclassification). **(See Attachment 5.)**
3. Ms. Demuth be reclassified without examination and serve the appropriate probationary period in accordance with Personnel Commission Merit Rule 3.3.3.A.1 (Effects of Reclassification on Incumbents). **(See Attachment 6.)**
4. Ms. Demuth retain the same salary step on the higher salary range and the same increment date as held in the lower class in accordance with Personnel Commission Merit Rule 12.2.9 (Salary on Reclassification). **(See Attachment 7.)**
5. Effective date of salary on reclassification to be retroactive to February 1, 2010 in accordance with Personnel Commission Merit Rule 12.2.3B (Correction of Error In Salary). **(See Attachment 8.)**

Attachments:

1. Senior Office Specialist classification specification
2. Accounting Technician classification specification
3. California Education Code Section 45285
4. Personnel Commission Merit Rule 3.3.1 (Reclassification of Positions)
5. Personnel Commission Merit Rule 3.3.2 (Effective Date of Reclassification)
6. Personnel Commission Merit Rule 3.3.3.A (Effects of Reclassification on Incumbents)
7. Personnel Commission Merit Rule 12.2.9 (Salary on Reclassification)
8. Personnel Commission Merit Rule 12.2.3 (Correction of Error in Salary)

Stephanie Perry MA.Ed.

Human Resources Analyst, Personnel Commission
Santa Monica-Malibu Unified School District
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Personnel Requisition Executive Summary

as of December 5, 2012

REQUISITION STATUS

<u>Req Status</u>	<u>Count</u>
* Cert. List [Selection interviews held/scheduled for the positions.]	6
* Open [Two position on Transfer Bulletin #22, closing 12/06/12.]	12
Total:	18

REQUISITION ACTIVITY

	<u>Count</u>
* Previous Requisition Total (11/05/12)	16
* Requisitions Received (+)	7
* Requisitions Filled (-)	3
* Requisitions Cancelled/On Hold (-)	2
* Current Requisition Total (12/05/12)	18

Personnel Commission

Personnel Requisition Monthly Comparison

Req Status	12/7/2011	1/4/2012	3/7/2012	4/11/2012	5/2/2012	6/6/2012	7/2/2012	8/9/2012	9/6/2012	10/2/2012	11/5/2012	12/5/2012
Cert. List	23	7	6	3	3	4	4	10	5	4	8	6
Open	17	33	9	7	5	5	9	6	7	7	8	12
Total	40	40	15	10	8	9	13	16	12	11	16	18

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 12/05/12	Requisition Title	Dept/Site	FTE%	Hrs Per Day	Position Type ¹	Replacing	Transfer Bulletin #	PC Status ²	Cert Date	Comments	3+ Ranks
1	13-058	11/30/12	3	BUS DRIVER	TRANSPORTATION	87.50	7.00	Vac	DORETTE FLORES	22	Open		[TRANSFER BULLETIN #22 CLOSES 12/06/12.]	
2	13-028	09/07/12	58	INSTRUCTIONAL ASST-BILINGUAL (SPANISH)	LINCOLN MIDDLE	43.75	3.50	Vac	DIANA VALENCIA	7	Cert. List	09/10/12, 11/02/12	HIRING AUTHORITY INTERVIEWED ONE CANDIDATE ON 09/18/12. THE OTHER 2 CANDIDATES CANCELLED THEIR INTVWS APPOINTMENTS. SUBSTITUE CURRENTLY IN PLACE. RECRUITMENT RE-OPENED 09/20/12 TO PROVIDE ADDITIONAL ELIGIBLES FOR INTVWS. WRITTEN EXAM ADMINISTERED TO NEW TEST GROUP 10/23/12; ORAL EXAM ADMINISTERED 10/29/12. HIRING AUTHORITY CONTACTED 11/02/12 AND 12/04/12 FOR SELECTION INTVW DATE. [TRANSFER BULLETIN #07 CLOSED 09/13/12.]	NO YES
3	13-042	10/12/12	35	INSTRUCTIONAL ASST-CLASSROOM	GRANT ELEMENTARY	25.00	2.00	Vac	SHELLY HAWKINS	12	Cert. List	11/02/12	SELECTION INTVWS SCHEDULED WEEK OF 12/03/12. [TRANSFER BULLETIN #12 CLOSED 10/21/12.]	YES
4	13-046	09/28/12	45	INSTRUCTIONAL ASST-CLASSROOM	PT. DUME ELEMENTARY	37.50	3.00	Vac	SHAREEN BEAMAN-JACOBS	14	Cert. List	11/02/12	SELECTION INTVWS HELD 11/14/12. EMPLOYT OFFER EXTENDED 11/26/12 TO SELECTED CANDIDATE WHO IS INTERVIEWING AT MULTIPLE SITES; ACCEPTANCE OF OFFER PENDING. [TRANSFER BULLETIN #14 CLOSED 10/28/12.]	YES
5	13-054	11/05/12	19	INSTRUCTIONAL ASST-CLASSROOM	CABRILLO ELEMENTARY	40.00	3.20	Vac	SHAREEN BEAMAN-JACOBS	19	Cert. List	11/30/12	SELECTION INTVWS HELD 12/03/12. AWAITING SELECTION FROM HIRING AUTHORITY. [TRANSFER BULLETIN #19 CLOSED 11/13/12.]	YES
6	13-047	10/22/12	29	INSTRUCTIONAL ASST-DEVELOPMENTAL HEALTH	SPECIAL ED	75.00	6.00	New	-	14	ON HOLD		THIS POSITION IS TEMPORARILY ON HOLD DUE TO INTERNAL MOVEMENT OF POSITIONS WITHIN THE DEPARTMENT. [TRANSFER BULLETIN #14 CLOSED 10/28/12.]	
7	13-052	11/05/12	7	INSTRUCTIONAL ASST-PHYSICAL ED (BILINGUAL-SPANISH)	EDISON LANGUAGE ACADEMY	40.63	3.25	Vac	JOSE BARRON	18	Open		NOTE: BILINGUAL ELIGIBLES REQUIRED FOR THE EDISON VACANCY. [TRANSFER BULLETIN #18 CLOSED 11/11/12.]	

Personnel Requisition Detailed Report

#	Req. ID	Date From HR	Working Days as of 12/05/12	Requisition Title	Dept/Site	FTE%	Hrs Per Day	Position Type ¹	Replacing	Transfer Bulletin #	PC Status ²	Cert Date	Comments	3+ Ranks
8	13-026	08/23/12	68	INSTRUCTIONAL ASST-SPECIAL ED	SANTA MONICA HIGH	50.00	4.00	Vac	AMANDA SAUGSTAD	6	Cert. List	10/11/12	AFTER SELECTION INTVWS, EMPLOY OFFER EXTENDED TWICE AND DECLINED. WRITTEN EXAM ADMINISTERED TO NEW TEST GROUPS 11/26/12, 11/27/12, 11/29/12, 11/30/12 TO PROVIDE ADDITIONAL ELIGIBLES. [TRANSFER BULLETIN #06 CLOSED 09/03/12.]	YES
9	13-038	10/10/12	37	INSTRUCTIONAL ASST-SPECIAL ED	MALIBU HIGH	75.00	6.00	Vac	JIMMY BELT	10	Cert. List	10/31/12	SELECTION INTVWS HELD 11/01/12 AND 11/02/12. EMPLOY OFFER EXTENDED TO INTERNAL CANDIDATE 11/02/12 AND DECLINED. WRITTEN EXAM ADMINISTERED TO NEW TEST GROUPS 11/26/12, 11/27/12, 11/29/12, 11/30/12 TO PROVIDE ADDITIONAL ELIGIBLES. [TRANSFER BULLETIN #10 CLOSED 10/17/12.]	NO
10	13-043	10/12/12	35	INSTRUCTIONAL ASST-SPECIAL ED	GRANT ELEMENTARY	62.50	5.00	New	--	12	Open		504 PLAN REQUIRES A 1:1 ASSISTANT FOR STUDENT. BFOQ=MALE ONLY. WRITTEN EXAM ADMINISTERED TO NEW TEST GROUPS 11/26/12, 11/27/12, 11/29/12, 11/30/12 TO PROVIDE ADDITIONAL ELIGIBLES. [TRANSFER BULLETIN #12 CLOSED 10/21/12.]	
11	13-055	11/07/12	17	INSTRUCTIONAL ASST-SPECIAL ED	CABRILLO ELEMENTARY	81.25	6.50	New	--	19	Open		TRANSFER BULLETIN #19 CLOSED 11/13/12.	
12	13-045	10/15/12	34	INSTRUCTIONAL ASST-SPECIALIZED	SPECIAL ED	75.00	6.00	New	--	13	Open		WRITTEN EXAM ADMINISTERED TO NEW TEST GROUP 11/30/12. NOTE: THIS POSITION WILL ASSIST WITH 1-3 STUDENTS. [TRANSFER BULLETIN #13 CLOSED 10/24/12.]	
13	13-051	11/01/12	21	INSTRUCTIONAL ASST-SPECIALIZED	SPECIAL ED	75.00	6.00	New	--	17	Open		WRITTEN EXAM ADMINISTERED TO NEW TEST GROUP 11/30/12. NOTE: THIS POSITION TO SUPPORT GENERAL ED INCLUSION. [TRANSFER BULLETIN #13 CLOSED 11/07/12.]	
14	13-056	11/13/12	14	INSTRUCTIONAL ASST-SPECIALIZED	SPECIAL ED	75.00	6.00	Vac	JILL BROMBERG	20	Open		WRITTEN EXAM ADMINISTERED TO NEW TEST GROUP 11/30/12. NOTE: THIS IS A 1:1 POSITION. TRANSFER BULLETIN #20 CLOSED 11/20/12.	
15	13-059	11/28/12	5	INSTRUCTIONAL ASST-SPECIALIZED	SPECIAL ED	75.00	6.00	New	--	22	Open		WRITTEN EXAM ADMINISTERED TO NEW TEST GROUP 11/30/12. [TRANSFER BULLETIN #22 CLOSES 12/06/12.]	

Personnel Requisition Detailed Report

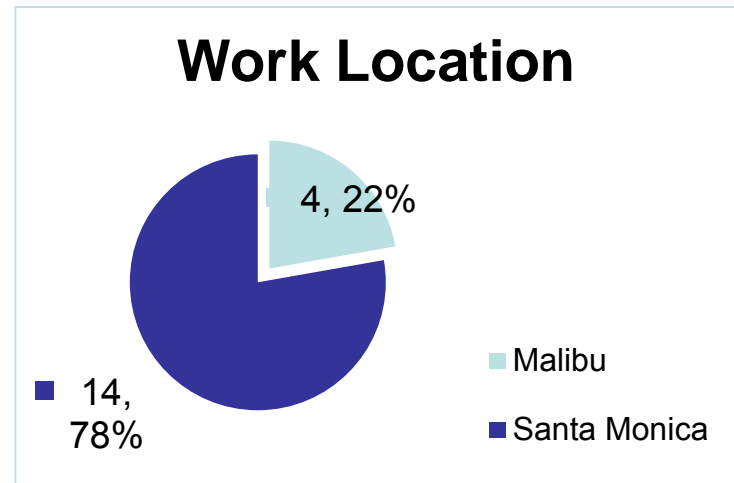
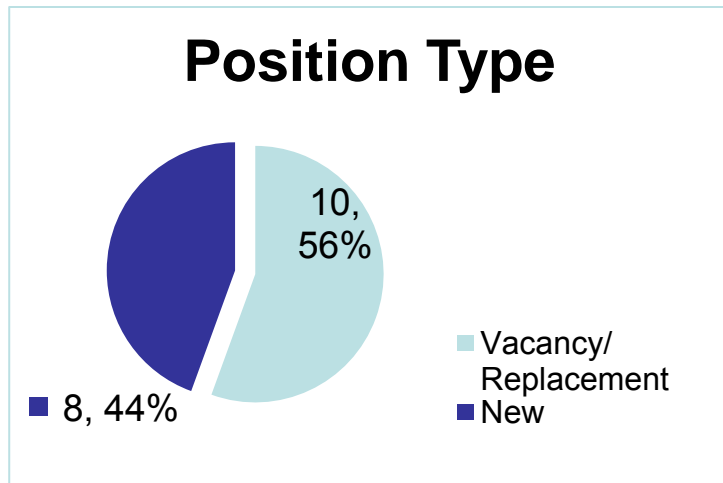
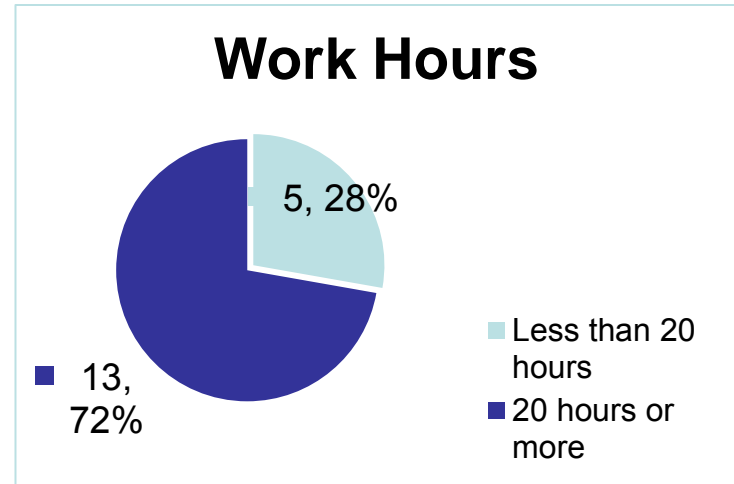
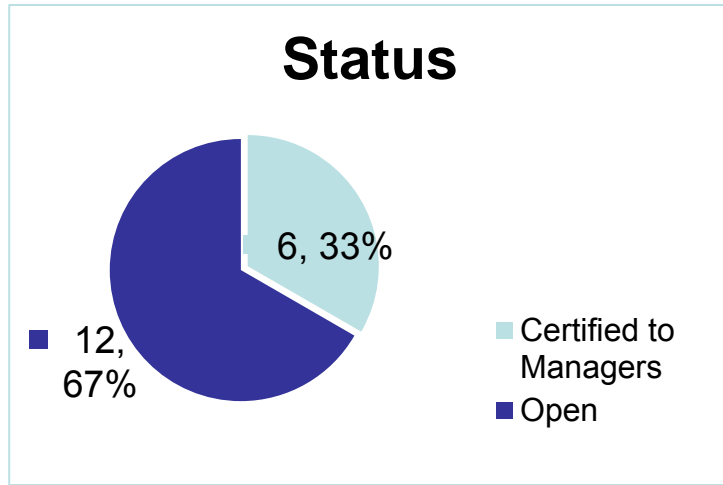
#	Req. ID	Date From HR	Working Days as of 12/05/12	Requisition Title	Dept/Site	FTE%	Hrs Per Day	Position Type ¹	Replacing	Transfer Bulletin #	PC Status ²	Cert Date	Comments	3+ Ranks
16	12-103	09/08/11	308	SCHOOL OCCUPATIONAL THERAPY ASST (COTA)	SPECIAL ED	100.00	8.00	Vac	KARI ISACKSON	7	Open		RECRUITMENT OPENED 09/08/11 UNTIL FILLED. POSITION ADVERTISED WITH A VARIETY OF SOURCES. POSITION RE-POSTED ON EDJOIN 09/11/12. STAFF IS COMMUNICATION WITH THE HIRING AUTHORITY REGARDING RECRUITMENT STATUS. [TRANSFER BULLETIN #7 CLOSED 09/14/11.]	
17	13-057	09/10/12	58	SENIOR OFFICE SPECIALIST	GRANT ELEMENTARY	50.00	4.00	New	--	21	Open		[TRANSFER BULLETIN #21 CLOSED 12/02/12.]	
18	13-034	09/24/12	48	SPRINKLER REPAIR TECHNICIAN	MAINTENANCE & OPERS	100.00	8.00	New	---	8	Open		CLASS SPEC REVISION APPROVED BY PERSONNEL COMMISSION ON 11/13/12. MOST RECENT EXAM DEVELOPMENT MTGS WITH SMEs WERE 11/27/12 AND 12/03/12. [TRANSFER BULLETIN #08 CLOSED 10/01/12.]	

NOTES:

- ¹ **Position Type** : "Vac" (Vacancy) refers to a personnel requisition initiated to replace a separated employee. "New" refers to a personnel requisition initiated for a newly established position.
- ² **Req Status** : "Cert. List" indicates that the Personnel Commission staff has submitted a list of names of persons who have qualified in all parts of the appropriate examination process to the appointing authority. "Open" indicates that the appointing authority has not received a Cert. List.

Personnel Requisition Graphic Summary

as of December 5, 2012



Total Requisitions = 18

**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 12, 2013	5:00 p.m.	Board Room – District Office	
February 21 – 24, 2013	Daily Conference	Anaheim, CA	CSPCA 2013 Annual Conference
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
 11/15/12

RECOMMENDATION NO. A.18

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

<u>ELECTION</u>		<u>EFFECTIVE DATE</u>
Capra, Lucas Facility Permits	Technical Theater Technician 6 Hrs/10 Mo/Range:35 Step:A	10/15/12
Martinez, Ricardo Santa Monica HS	Athletic Trainer 7 Hrs/10 Mo/Range:35 Step:A	10/16/12

<u>TEMP/ADDITIONAL ASSIGNMENTS</u>		<u>EFFECTIVE DATE</u>
Gomez, Noelia McKinley Elementary	Inst Asst – Classroom [additional hours; TK classroom assistance]	9/20/12-6/11/13
Herrada, Joe Lincoln MS	Custodian [overtime; school evening events]	8/22/12-6/11/13
Hughes, Michael Facility Permits	Campus Security Officer [additional hours; overnight security]	10/3/12-10/16/12
Martin, Charles Lincoln MS	Campus Security Officer [overtime; school evening events]	8/22/12-6/11/13
Minca, Robin Lincoln MS	Administrative Assistant [overtime; ASB dance concession sales]	10/5/12-6/1/13
Nunez, Sherry Lincoln MS	Campus Security Officer [overtime; school evening events]	8/22/12-6/11/13
Nyden, Diane Lincoln MS	Senior Office Specialist [overtime; ASB dance concession sales]	10/5/12-6/1/13
Paddock, Lori Lincoln MS	Senior Office Specialist [overtime; ASB dance concession sales]	10/5/12-6/1/13
Preciado, Daniel Santa Monica HS	Campus Security Officer [overtime; school events]	7/1/12-6/30/13
Quon, Rosemary Human Resources	Office Specialist [additional hours; scanning project]	10/15/12-10/19/12

<u>SUBSTITUTES</u>		<u>EFFECTIVE DATE</u>
Averitt, Tiffany Child Develop Svcs	Children's Center Assistant	10/15/12-6/30/13
Campbell, Thrisha Special Education	Inst Asst – Special Ed	10/10/12-6/30/13

Cervantes, Brenda Food and Nutrition Svcs	Cafeteria Worker I	10/10/12-6/30/13
Coleman, Daniel Webster Elementary	Physical Activities Specialist	10/1/12-6/11/13
Day, Germyna Point Dume Elementary	Inst Asst – Classroom	10/1/12-6/11/13
Gardner, Eugenia Food and Nutrition Svcs	Cafeteria Worker I	10/17/12-6/30/13
Grant, Carolyn Child Develop Svcs	Children's Center Assistant	10/10/12-6/30/13
Guzman, Jose District	Inst Asst – Physical Education	10/12/12
Hughes, Michael District	Campus Security Officer	10/3/12-6/30/13
Ighani, Roshanak Child Develop Svcs	Children's Center Assistant	10/10/12-6/30/13
Jones, Myiesha Child Develop Svcs	Children's Center Assistant	10/10/12-6/30/13
Lockett, Kanasha Child Develop Svcs	Children's Center Assistant	10/10/12-6/30/13
Lucero, Amy Child Develop Svcs	Children's Center Assistant	10/10/12-6/30/13
Melendez, Rosa Lincoln MS	Inst Asst – Bilingual (Spanish)	10/4/12-6/11/13
Monroy, Rosa District	Office Specialist	10/22/12-6/30/13
Moore, Tenisha Grant Elementary	Inst Asst – Classroom	10/3/12-6/11/13
Noori, Sara Child Develop Svcs	Children's Center Assistant	10/10/12-6/30/13
Orellana, Juana Child Develop Svcs	Children's Center Assistant	10/10/12-6/30/13
Pass, Shelby Child Develop Svcs	Children's Center Assistant	10/10/12-6/30/13
Peterson, Erin Health Services	Health Office Specialist	10/18/12-6/11/13
Silvas, Miriam Food and Nutrition Svcs	Cafeteria Worker I	10/15/12-6/30/13
Stuck, Jennifer Child Develop Svcs	Children's Center Assistant	10/15/12-6/30/13

Vollstedt, Todd Facility Permits	Sports Facility Attendant	10/17/12-6/30/13
Ward, Allison Point Dume Elementary	Inst Asst – Classroom	10/18/12-6/11/13
Ward, Allison Special Education	Inst Asst – Special Ed	10/11/12-6/30/13
Washington, Monique Child Develop Svcs	Computer Operator	10/2/12

CHANGE IN ASSIGNMENT

EFFECTIVE DATE

Fountain, Maresa Grant Elementary	Inst Asst – Classroom 3 Hrs/SY Fr: 2.5 Hrs/SY	10/22/12
Green, Joann Grant Elementary	Inst Asst – Classroom 3 Hrs/SY Fr: 2.5 Hrs/SY	10/22/12
Marshall, Lillian Grant Elementary	Inst Asst – Classroom 3 Hrs/SY Fr: 2.5 Hrs/SY	10/22/12
Reaber, Winifred Grant Elementary	Inst Asst – Classroom 3 Hrs/SY Fr: 2.5 Hrs/SY	10/22/12
Santino, Susan Grant Elementary	Inst Asst – Classroom 3 Hrs/SY Fr: 2.5 Hrs/SY	10/22/12

LEAVE OF ABSENCE (PAID)

EFFECTIVE DATE

Mayer, Katherine Pt. Dume Elementary	Inst Asst – Special Ed Medical	9/10/12-9/24/12
Perez, Maria Olympic HS	Custodian Medical	11/16/12-12/28/12

LEAVE OF ABSENCE (UNPAID)

EFFECTIVE DATE

Diaz, Roxana Child Develop Svcs	Children's Center Assistant Personal	10/23/12-6/11/13
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PROFESSIONAL GROWTH

EFFECTIVE DATE

Tangum, Cathy Olympic HS	Campus Security Officer	11/1/12
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WORKING OUT OF CLASS

EFFECTIVE DATE

Bakhyt, Peter Food and Nutrition Svcs	Stock and Delivery Clerk Fr: Cafeteria Worker I	9/24/12; 10/8/12
Fowler, Damone Food and Nutrition Svcs	Production Kitchen Coordinator Fr: Cafeteria Cook Baker	10/2/12

RESIGNATION

Fuentes, Jacqueline
Child Develop Svcs

Children's Center Assistant

EFFECTIVE DATE

8/21/12

Rose, Cheryl
Health Services

Health Office Specialist

10/12/12

LAYOFF – DUE TO LOSS OF FUNDING

Child Develop Svcs

Administrative Assistant (Bilingual)

EFFECTIVE DATE

12/31/12

Child Develop Svcs

Bilingual Community Liaison

12/31/12

Child Develop Svcs

Senior Office Specialist (Bilingual)

12/31/12

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

TO: BOARD OF EDUCATION ACTION/CONSENT
11/15/12
 FROM: SANDRA LYON / DEBRA MOORE WASHINGTON / WILBERT YOUNG
 RE: CLASSIFIED PERSONNEL – NON-MERIT

RECOMMENDATION NO. A.19

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

AVID TUTOR

AGUILAR, HUGO	LINCOLN MIDDLE SCHOOL	10/15/12-11/30/12
TORRES, RUBICELA	JOHN ADAMS MIDDLE SCHOOL	10/15/12-6/11/13

COACHING ASSISTANT

FRANCIS, COLIN	SANTA MONICA HS	10/10/12-6/30/13
KEATING, KATHLEEN	SANTA MONICA HS	10/10/12-6/30/13
THATCHER, LAURA	SANTA MONICA HS	9/4/12-6/30/13

NOON SUPERVISION AIDE

DAY, GERMYNA	POINT DUME ELEMENTARY	10/8/12-6/11/13
GUZMAN, JOSE	MUIR ELEMENTARY	10/12/12-6/11/13
HARTLEY, LOGAN	ROGERS ELEMENTARY	10/1/12-6/11/13

TECHNICAL SPECIALIST – LEVEL II

SUKOVATY, SHANNON	CABRILLO ELEMENTARY [Vocal Music Instructor] - Funding: Reimbursement by PTA	10/1/12-5/24/13
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STUDENT WORKER – WORKABILITY

ALVARADO, KHARLO	SANTA MONICA HS	10/8/12-6/30/14
BERBEN, HOWIE	SANTA MONICA HS	10/8/12-6/30/14
CARMENDY, FRANCES	SANTA MONICA HS	10/8/12-6/30/14
FARNAM-FARD, STELLA	SANTA MONICA HS	10/8/12-6/30/14
FLAMENCO, MARCOS	SANTA MONICA HS	10/10/12-6/30/14
FURUTA, WALLIS	SANTA MONICA HS	10/8/12-6/30/14
MICHALSKI, NATHAN	SANTA MONICA HS	10/8/12-6/30/14
PHAM, RICHARD	SANTA MONICA HS	10/1/12-6/30/14

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)
	HRA	4.12.11	
		4.21.11	
Workshop presentation on <i>The Recruitment Guide</i>	HRA/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
Merit Rules Revisions	Second Reading of Changes to Merit Rules: <i>Chapter XI: Vacation, Leaves of Absence and Holidays</i> <i>Chapter XII: Salaries, Overtime Pay, and Benefits</i> <i>Chapter XIV Disciplinary Action and Appeal Chapter</i> <i>Chapter XV: Resignation and Reinstatement Chapter</i> <i>XVI: Grievance Procedure</i> First Reading of Changes to Merit Rules: <i>Chapter I: Preliminary Statement and Definition of Terms</i>	February 2013 April 2013 June 2013

VI. Next Regular Personnel Commission Meeting:
Tuesday, January 15, 2013, at 5:00 pm - *District Office Board Room*

VII. Adjournment: