

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

MINUTES

REGULAR MEETING
June 9, 2015 @ 4:20 p.m.
District Office Board Room

Electronically Recorded

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. All speakers are limited to five (5) minutes.

PERSONNEL COMMISSIONERS: Mrs. Barbara Inatsugu, Mr. Peter Lippman and Mr. Joseph Pertel

I. General Functions:

A. Call to Order: The Regular Meeting of the Personnel Commission was called to order at 4:20 p.m.

Roll Call: Commissioners Inatsugu and Lippman were present. Commissioner Pertel was absent due to a family commitment.

B. Pledge of Allegiance: Director Tietze led all in attendance in the Pledge of Allegiance.

C. Motion to Approve Agenda: June 9, 2015

It was moved and seconded to approve the agenda as submitted. The motion passed.

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu		✓	✓			
Peter Lippman	✓		✓			
Joseph Pertel						✓

D. Motion to Approve Minutes: May 12, 2015

It was moved and seconded to approve the minutes as submitted. The motion passed.

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu		✓	✓			
Peter Lippman	✓		✓			
Joseph Pertel						✓

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

- General Comments
 - **Director Tietze updated the Personnel Commission on the current recruitments including the Director of Food and Nutrition Services, the salary study, closing of the fiscal year 2014-2015, summer assignments, and other initiatives the department is involved in.**
 - **Director Tietze expressed his gratitude to the Personnel Commission staff for meeting the District's needs. He thanked Ms. Cindy Johnston, Human Resources Technician, for her dedication and expertise coordinating summer assignments.**

- Personnel Director Recruitment Update
 - **Director Tietze provided a brief report on the recruitment for the Director of Classified Personnel.**
 - **Director Tietze assured the Personnel Commission that a sound recruitment strategy was developed, and he will be involved in the process as well as orienting the new director.**
 - **Director Tietze recommended Ms. Brooke Lamping, Personnel Analyst, to work out of class in the Director position in the interim.**

- Advisory Rules Committee Update
 - **Director Tietze expressed his gratitude to all committee members for their diligent effort and great collaboration revising the Merit Rules.**
 - **Director Tietze hopes for a smooth transition for the new director to become involved with the committee.**

- Professional Growth and Training Committee Update
 - **Director Tietze provided an update on the Professional Growth and Training Committee's efforts. Mr. Bradbury, Risk Manager, compiled different mandatory and optional professional development opportunities across various positions into a comprehensive master calendar. This document was presented to the Personnel Commission.**

- Farewell Statement
 - **Director Tietze thanked the Personnel Commission staff and Commissioner Inatsugu for hosting a farewell reception.**
 - **Director Tietze reflected on his tenure at the District. He emphasized the critical role working relationships and collaboration play in success and progress of an organization, as well as on a personal level.**
 - **Director Tietze expressed his gratitude and appreciation working with the Superintendent, District's Senior Cabinet, school principals and support staff, District managers and staff, SEIU Chief Steward, Human Resources staff, and each Personnel Commission staff member and each Personnel Commissioner.**

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

- **Commissioner Inatsugu reflected on Director Tietze's tenure at the District commending him for his great professionalism, innovative approach, and ability to establish meaningful working relationships with all the District stakeholders.**
- **Commissioner Inatsugu conveyed Commissioner Pertel's best wishes. Also former Commissioner Sidley has sent his best wishes and congratulations for Director Tietze's new career opportunity.**

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 five (5) minutes or less.

1. SEIU Report

- **Ms. Cartee-McNeely, Chief Steward, expressed her gratitude to Director Tietze for his collaborative approach, high level of professionalism, service to classified employees and students, and his commitment to the District during his tenure.**

2. Board of Education Report

- **Dr. Mark Kelly, Assistant Superintendent of Human Resources, updated the Personnel Commission about the District's activities such as graduations and promotions, and certificated staffing for the Director of Special Education, Principals for Grant Elementary School, Malibu High School, and House Principal of Santa Monica High School.**
- **Dr. Kelly also informed the Personnel Commission about the Board of Education's plans to review the District budget at their regular meeting on June 24, 2015.**
- **Dr. Kelly offered his assistance in the transition before hiring a new Director of Classified Personnel.**
- **Dr. Kelly congratulated Director Tietze on his new professional endeavor and expressed his appreciation for Director Tietze's leadership and service to the District.**

H. 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 five (5) minutes. When there is a large number of speakers, the Personnel Commission may reduce the allotted time to three (3) minutes per speaker. The Brown Act (Government Code) states that Personnel Commission members may not engage in discussion of issues raised during "Public Comments" except to ask clarifying questions, make a brief announcement, make a brief report on his or her own activities, or to refer the matter to staff.

II. Consent Calendar: Items are considered routine, require no discussion, and are normally approved all at once by the Personnel Commission. However, members of the Personnel Commission, staff, or the public may request an item be clarified and/or discussed.

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

<u>Classification</u>	<u># Eligibles</u>
Accompanist	1
Campus Security Officer	9
Children's Center Assistant 1	3
Children's Center Assistant 2	2
Sports Facility Attendance	3

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

Accompanist	1
Accompanist	4

B. Approval of Advanced Step Placements:

1. Advanced Step Placements:

- a. Approve the Advanced Step Placement for new employee Barry Collins in the classification of Paraeducator-1 at Range: 20 Step: C
- b. Approve the Advanced Step Placement for new employee Henderson Maddox in the classification of Paraeducator-1 at Range: 20 Step: C
- c. Approve the Advanced Step Placement for new employee Phillip Menchaca in the classification of Instructional Assistant - Music at Range: 20 Step: D
- d. Approve the Advanced Step Placement for new employee Randy Moore in the classification of Senior Technology Support Assistant at Range: 43 Step: F
- e. Approve the Advanced Step Placement for new employee Josephine Noh in the classification of Swimming Instructor/Lifeguard at Range: 21 Step: B

It was moved and seconded to approve the Consent Calendar as submitted. The motion passed.

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu		✓	✓			
Peter Lippman	✓		✓			
Joseph Pertel						✓

REPORT AND DISCUSSION

- **Commissioner Lippman expressed his concern regarding the high number of advanced step placements awarded to newly hired employees. He requested the topic to be agendized for a discussion at a future regular Personnel Commission meeting.**

- **Director Tietze addressed this issue explaining the role of minimum qualifications and reasons for hiring candidates who exceed the minimum requirements. Hiring well qualified candidates is an opportunity to improve the quality of the District.**
- **Director Tietze stated that awarding advanced step placement is a countermeasure to the District’s below job market salary compensation.**
- **Director Tietze clarified the criteria for awarding the advanced step placement.**

III. Action Items/ Discussion/or Other Information:

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

1. Second Reading and Approval of Changes to Merit Rules:
Recommendation: *Approve*

- a. Chapter II: The Personnel Commission

It was moved and seconded to approve the Changes to Merit Rules as amended. The motion passed.

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu		✓	✓			
Peter Lippman	✓		✓			
Joseph Pertel						✓

REPORT AND DISCUSSION

- **Director Tietze noted revised sections from the first reading of Chapter II. Most of the edits in the rules pertain to grammar, references to Education Code, legal counsel, and conflict of interest.**
- **Commissioner Lippman suggested revising the section 2.3.1.A. regarding the appointment of Director of Classified Personnel.**

2. New Classifications:
Recommendation: *Approve*

- a. Approval of the new classification Payroll Specialist within the Fiscal Services job family.

It was moved and seconded to approve the Director’s recommendations for item III.A.2. as submitted. The motion passed.

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu		✓	✓			
Peter Lippman	✓		✓			
Joseph Pertel						✓

REPORT AND DISCUSSION

- **Director Tietze drew attention to substituting “Assistant Director of Fiscal Services” with “Fiscal Services Supervisor.”**
- **Specific duties related to payroll processing were clearly defined. The salary was designated to be in alignment within the job family, particularly with the Accounting Technician duties.**
- **Dr. Kelly asked clarifying questions regarding the distinguishing characteristics.**
- **Director Tietze stated that these relate to the differences between the Payroll Specialist and the Accounting Technician.**
- **Ms. Cartee-McNeely shared her concerns with regard to perceptions from the Bargaining Unit members and the development of this new classification as it relates to the salary study.**
- **Commissioner Lippman expressed his concern with the title of this new classification.**
- **Director Tietze clarified that the title was chosen based on the industry standards.**
- **Mr. Gerardo Cruz, Fiscal Supervisor, provided a rational for identifying this particular title as it relates to payroll duties and functions.**

3. **Reclassification Study:**

Recommendation: *Approve*

- a. It is recommended that the Personnel Commission approve the Reclassification for Ms. Lisa Burton from Accounting Technician to Payroll Specialist pending approval of the establishment of the Payroll Specialist classification by the Personnel Commission and Board of Education.
- b. It is recommended that the Personnel Commission approve the Reclassification for Mr. Rizk Rizk from Accounting Technician to Payroll Specialist pending approval of the establishment of the Payroll Specialist classification by the Personnel Commission and Board of Education.

It was moved and seconded to approve the Director’s recommendations for item III.A.3.a. and b. as submitted. The motion passed.

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu		✓	✓			
Peter Lippman	✓		✓			
Joseph Pertel						✓

REPORT AND DISCUSSION

- **None**

4. Classification Revisions:

Recommendation: *Approve*

- a. Approve the revisions to the Accounting Technician classification within the Fiscal Services job family.

It was moved and seconded to approve the Director’s recommendations for item III.A.4.a. as amended. The motion passed.

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu		✓	✓			
Peter Lippman	✓		✓			
Joseph Pertel						✓

REPORT AND DISCUSSION

- **Director Tietze provided a brief description of revisions, namely removal of payroll related duties.**
- **Commissioner Lippman recommended revising formatting within the representative duties category and removing knowledge of Human Resources System and County Payroll System.**
- **These revisions will be implemented.**

- b. Approve the revisions to the Cafeteria Worker II classification within the Food Services job family.

It was moved and seconded to approve the Director’s recommendations for item III.A.4.b. as submitted. The motion passed.

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu		✓	✓			
Peter Lippman	✓		✓			
Joseph Pertel						✓

REPORT AND DISCUSSION

- **Director Tietze provided a rationale for upgrading the duties to modern industry standards.**

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

1. Classified Salary Presentation

- PowerPoint presentation and slide notes will be provided at the meeting and will be made available in future minutes.

REPORT AND DISCUSSION

- **Director Tietze provided a background to the salary study. The study is a primary tool regarding District salaries, and how they relate to the current job market**

competition and salaries of major competitors, including the Santa Monica College and City of Santa Monica.

- **The Personnel Commission has conducted the Salary Study, as it is entrusted by the California Education Code, making recommendations for internal alignment- within the job families and external alignment- with the current job market. Also, the department is responsible for recruitment for classified positions; hence, it is greatly impacted by deficiencies in competitive salaries.**
- **Director Tietze presented a proposed path to stability by demonstrating awareness of the problem, providing a plan to address it, and providing evidence of the plan's efficiency.**
- **Director Tietze provided a comprehensive report on the District base salaries, benefits and agency-specific compensation such as Professional Growth program for eighty-eight (88) benchmark positions within five (5) job families and seventeen (17) job sub-families. Comparable positions based on qualifications and duties from thirty-two (32) public agencies were analyzed.**
- **Most of the District's base salaries are below market value across most classifications and job families. A few unique classifications rise close to the market median, and a very small number of classifications are above the market median.**
- **Director Tietze recommended a plan in which, through negotiations with SEIU, the District could consider cutting the reserve, creating a multi-stage plan to decrease the Professional Growth program, and implementing a multi-stage plan to increase wages to a future projected market median, and increasing managers to the market median in one stage.**
- **Director Tietze also recommended using the likely deferral recovery funds from the State, obtaining increased funding from the cities, applying construction cost savings and efficiencies, and efficient reorganization.**
- **The implementation of the plan can be defined in a negotiated MOU or SEIU Contract.**
- **Director Tietze encouraged the Personnel Commission to periodically inquire about the status of the salary study with SEIU and District representatives.**
- **Commissioner Lippman expressed his concerns about additional city funding.**
- **Director Tietze thanked Ms. Lamping for her vital contribution to this study.**
- **Ms. Janice Heffran, a Santa Monica resident, inquired about the financial support from the City of Santa Monica as it relates to attracting new residents because of a great public education.**
- **Director Tietze clarified that the recommendation for additional funding from the cities is the last resort.**
- **Chief Steward Cartee-McNeely requested clarification regarding the Professional Growth program's total amount.**
- **Director Tietze stated that the data pertain only to the actual cost for classified bargaining members who actually participate in the program.**
- **Mr. Cruz commented on the recommendation for cutting the reserve and construction savings.**
- **Full Version of the presentation is available in the Personnel Commission Office.**

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

1. Advanced Step Placement Status Report
2. Open Personnel Requisitions Status Report
3. Filled Personnel Requisitions Status Report
4. Classified Personnel – Merit Report - No. A.18 (for SMMUSD School Board Agenda)
 - May 21, 2015
5. Classified Personnel – Non-Merit Report – No. A.19
 - May 22, 2015
6. Personnel Commission’s Twelve-Month Calendar of Events
 - 2014 – 2015
7. Board of Education Meeting Schedule
 - 2014 – 2015

IV. Personnel Commission Business:

A. Future Items

Subject	Action Steps	Tentative Date
Merit Rule Revisions	-Second Reading and Approval of Changes to Merit Rules: <i>Chapter III: Classification</i>	August 2015
	-First Reading of Changes to Merit Rules: <i>Chapter IV: Application for Employment</i>	
	-Second Reading and Approval of Changes to Merit Rules: <i>Chapter IV: Application for Employment</i>	September 2015
	-First Reading of Changes to Merit Rules: <i>Chapter V: Recruitment and Examination</i>	
	-Second Reading and Approval of Changes to Merit Rules: <i>Chapter V: Recruitment and Examination</i>	October 2015
	-First Reading of Changes to Merit Rules: <i>Chapter VI: Eligibility Lists</i>	

V. Next Regular Personnel Commission Meeting:

Tuesday, July 14, 2015, at 4:00 p.m. - *District Office Board Room*

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

VI. Closed Session:

- No Closed Session

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

It was moved and seconded to adjourn the meeting.

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu		✓	✓			
Peter Lippman	✓		✓			
Joseph Pertel						✓

TIME ADJOURNED: 6:55 p.m.

Submitted by:

Brooke Lamping
Secretary to the Personnel Commission
Interim Director of Classified Personnel

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

The meeting is adjourned in memory of Consuelo Coria-Alvarez, Cafeteria Worker II at John Muir Elementary School, who recently passed away.