

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

**AGENDA**

**REGULAR MEETING**  
**August 10, 2010 @ 5:00 p.m.**  
**District Office Board Room**

Electronically Recorded

***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.

**PERSONNEL COMMISSIONERS:** Mrs. Pam Brady, Ms. Suzanne Kim, and Mr. Shane McLoud

**I. General Functions:**

**A. Call to Order:**

**B. Roll Call:**

**C. Pledge of Allegiance:**

**D. Motion to Approve Agenda:**

Motion by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

Vote: \_\_\_\_\_

**E. Motion to Approve Minutes: July 13, 2010**

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. 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. Jody Anderson, Technical Specialist II, from July 1, 2010 to June 30, 2011, Santa Monica High School
- Mr. Andy Bill, Technical Specialist II, from July 1, 2010 to June 30, 2011, Santa Monica High School
- Mr. Jason Karuza, Technical Specialist II, from July 1, 2010 to June 30, 2011, Santa Monica High School
- Mr. Jeremy Miller, Technical Specialist II, from July 1, 2010 to June 30, 2011, Santa Monica High School
- Mr. Kyle Miller, Technical Specialist II, from July 1, 2010 to June 30, 2011, Santa Monica High School

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

- Advisory Rules Committee Agenda – July 22, 2010

**C. Approved Provisional Request (less than 90 working days per Personnel Commission Rule §7.2.1.(B): *Provisional Appointment*) by the Director of Classified Personnel**

- Mr. Andrew Gold in the position of the Media Services Coordinator from July 1 to August 31, 2010

**D. Approved Working Out of Class Request (less than 90 working days per Personnel Commission Rule §3.2.9.(C): *Working Out of Class*) by the Director of Classified Personnel**

- **Mr. Bruno Anderson, Custodian, in the position of the Utility Worker on June 14 and June 18, 2010**
- **Ms. Kathy Boyd, Custodian, in the position of the Utility Worker on June 14 and June 18, 2010**
- **Mr. Felipe Cueva, Custodian, in the position of the Utility Worker on June 14 and June 18, 2010**
- **Mr. Rick Deanda, Gardener, in the position of the Equipment Operator from July 1 to July 14, 2010**
- **Mr. Tracey Harris, Custodian, in the position of the Utility Worker from July 30 to December 10, 2010**
- **Mr. Wilson Moton, Custodian, in the position of the Utility Worker on June 14 and June 18, 2010**
- **Mr. Salem Omari, Custodian, in the position of the Utility Worker on June 14 and June 18, 2010**
- **Mr. Thomas O'Rourke, Custodian, in the position of the Utility Worker on June 14 and June 18, 2010**
- **Mr. Ramiro Padilla, Equipment Operator, in the position of the Sprinkler Repair Technician from July 1 to July 14, 2010**
- **Mr. Stanley Perchlak, Skilled Maintenance Worker, in the position of the Painter from July 21 to July 23, 2010**
- **Mr. James Spalding, Custodian, in the position of the Gardener from July 1 to July 14, 2010**
- **Mr. Eduardo Suaste, Custodian, in the position of the Utility Worker on June 14 and June 18, 2010**
- **Mr. Louis Walker, Custodian, in the position of the Utility Worker on June 14 and June 18, 2010**

**E. Re-appointment Process for Personnel Commissioner Update**

**F. Disciplinary Hearing – Ref. Number: 7003 1680 0002 6368 3180**

**III. Consent List:**

**A. Approve Classified Personnel – Merit Report - No. A. 24**

1. July 14, 2010

**B. Approve Classified Personnel – Non-Merit Report - No. A. 25**

1. July 14, 2010

**C. Approve Classified Personnel Eligibility List(s):**

<u>Classification</u>	<u># Eligibles</u>
Accountant	5
Accounting Technician	6
Bus Driver	9
Cafeteria Worker I	10

Children’s Center Assistant	35
Instructional Assistant – Classroom	33
Media Services Coordinator	9
Physical Activities Specialist	11
Swimming Instructor/Lifeguard	4

Motion by: \_\_\_\_\_  
 Seconded by: \_\_\_\_\_  
 Vote: \_\_\_\_\_

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

Instructional Assistant - Special Education	24
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Motion by: \_\_\_\_\_  
 Seconded by: \_\_\_\_\_  
 Vote: \_\_\_\_\_

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

**A. Action Item(s):**

1. Advanced Step Placements:  
 Director’s Recommendation: *Approve*
  - a. The Director of Classified Personnel recommends that the Personnel Commission approve Advanced Step Placement for new hire Lawrence Ontiveros in the classification of Accounting Technician pursuant to Personnel Commission Rule §12.2.4.(B): *Salary on Employment* based on exceeding the minimum experience and education.

Motion by: \_\_\_\_\_  
 Seconded by: \_\_\_\_\_  
 Vote: \_\_\_\_\_

**B. Discussion Item(s):**

1. Personnel Requisition Status Report
2. Personnel Commission 2010 Guiding Principles
3. Personnel Commission’s Twelve-Month Calendar of Events
  - 2010 - 2011

**C. Information Item(s):**

1. Merit Rules Review Tracker
2. Layoff and Reemployment Information for Classified Employees
  - Frequently Asked Questions (FAQs)
  - Intention to Exercise Employment Rights

V. **Personnel Commission Business:**

A. **Personnel Commissioner Comments**

B. **Future Items:**

<b>Subject</b>	<b>Action Steps</b>	<b>Tentative Date</b>
Classification Study: Child Care Assistant	In Progress	October 2010
Merit Rules Revisions	First Reading – Chapter IX: <i>Employment Status</i> Chapter X: <i>Performance Evaluation</i> Second Reading – Chapter VII: <i>Appointment to Classified Positions</i> Chapter VIII: <i>Employee Clearances</i>	October 2010
Personnel Commission Annual Report of Activities	In Progress	October 2010
Electronic Version of the Full Personnel Commission Agenda	In Progress	November 2010
Hearing Procedures	Review of Current Personnel Commission Procedures	November 2010
Appointment of Personnel Commissioner	In Progress	December 2010
No-shows Study	Survey Implementation/Report	December 2010
NEOGOV Electronic Position Control Processing	Meeting with Human Resources, Fiscal, and Personnel Commission staff	January 2011

VI. **Closed Session:**

- Public Employee, to consider appointment, employment, performance evaluation, or dismissal of employee pursuant to GC §54957 as cited in the Brown Act

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

Tuesday, September 14, 2010, at 5:00 pm - *District Office Board Room*

**VIII. Adjournment:**

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

Motion by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

Vote: \_\_\_\_\_

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

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. 279.