



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

**SPECIAL PERSONNEL COMMISSION MEETING
AGENDA**

April 4, 2019

A special meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Thursday, April 4, 2019**, at **10:00 a.m.**, the **District Administrative Offices**: 1651 16th Street, Santa Monica, CA.

I. General Functions:

- G.01 Call to Order
- G.02 Roll Call
- G.03 Pledge of Allegiance
- G.04 Report from Closed Session of Personnel Commission
- G.05 Approval of Agenda for Special Meeting on April 4, 2019

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu						
Julie Waterstone						
vacant						



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

**SPECIAL PERSONNEL COMMISSION MEETING
AGENDA**

April 4, 2019

PERSONNEL COMMISSIONERS: Mrs. Julie Waterstone and Mrs. Barbara Inatsugu

A special meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Thursday, April 4, 2019**, in the **District Administrative Offices – Board Room:** 1651 16th Street, Santa Monica, CA.

OPEN SESSION

I. GENERAL FUNCTIONS:

G.01 Call to Order:

G.02 Roll Call:

G.03 Pledge of Allegiance:

G.04 Report from Closed Session of Personnel Commission

G.05 Approval of Agenda for Special Meeting on April 4, 2019

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.

C.01 Approval of Classified Personnel Eligibility List(s):

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

Director of Classified Personnel	4
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If you will require an accommodation to participate in the Commission meeting, please notify the Personnel Commission Office at least 48 hours prior to the meeting.

III. **DISCUSSION ITEMS:**

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.

D.01 Recruitment of Director of Classified Personnel

IV. **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.

V. **CLOSED SESSION:**

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

A. PUBLIC EMPLOYMENT

Title: Director of Classified Personnel

The Commission reconvened into open session at _____ a.m. and reported on the following action taken in closed session:

VI. **NEXT REGULAR PERSONNEL COMMISSION MEETING:**

Thursday, April 18, 2019, at 4:30 p.m. - *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.

Submitted by:



Eric Rowen
Secretary to the Personnel Commission
Director, Classified Personnel

II. Consent Calendar:

Commissioner	M	S		Yes	No	Abstain	ABSENT
Barbara Inatsugu							
Julie Waterstone							
vacant							

IV. Discussion Items:



PERSONNEL COMMISSION

Regular Meeting: Thursday, April 4, 2019

AGENDA ITEM NO: III.D.01

SUBJECT: Recruitment of Director of Classified Personnel

BACKGROUND INFORMATION:

With an upcoming vacancy in the Director of Classified Personnel position, it is necessary for the Commissioners to discuss a plan to hire a replacement in a timely manner.

DISCUSSION:

A general discussion about the plan for extending the most recent eligibility list and potentially starting a new recruitment will be held in open session.

Afterwards, a discussion regarding revisions to the classification specifications and examination materials will be held in closed session, pursuant to Government Code Section 54957, regarding Public Employment.



CLASSIFICATION DESCRIPTION
BARGAINING UNIT: Non-Represented
CLASS CODE: 510902
SALARY RANGE: M64

DIRECTOR – CLASSIFIED PERSONNEL

BASIC FUNCTION:

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

MINIMUM QUALIFICATIONS

EDUCATION:

Bachelor's degree from an accredited college or university.

EXPERIENCE:

Five (5) years of public sector personnel experience at the Analyst level or higher. Including experience in recruitment and selection, examination development and administration, classification and salary administration, with at least two (2) years in supervising assigned staff. Management experience in K-14 public education is preferred.

EQUIVALENCY:

An advanced degree from an accredited University may be considered in lieu of required experience.

LICENSES AND OTHER REQUIREMENTS:

A valid California Class C driver's license and availability of private transportation or ability to provide transportation between job sites may be required.

REPRESENTATIVE DUTIES:

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1. Direct the establishment and maintenance of procedures required for the administration of the District's classified personnel program in conformity with applicable Federal and State law, Merit System provisions of the State Education Code, Personnel Commission Rules, Board of Education policies and procedures, and collective bargaining agreements.
 2. Direct the preparation and maintenance of the District's classification plan by supervising and/or conducting classification and compensation studies and prepare and approve recommendations for presentation to the Personnel Commission.
 3. Plan, organize, direct and evaluate the work of the Personnel Commission staff and supervise the maintenance of classified personnel files and records.
 4. Plan, organize, implement, direct and evaluate a program of recruitment, equal employment opportunity, job-related employment examinations, selection, assignment of classified employees by supervising staff assigned to the preparation of vacancy announcements, screening of employment applications, development and administration of employment examinations, promulgation of eligibility lists and certification of eligibles to vacancies. Receive criminal conviction information of applicants and employees from authorized district representatives; audit and approve the assignment of employees; maintain transfer lists and approve transfer requests.

5. Serve as secretary to the Personnel Commission; oversee the preparation of meeting agendas and minutes; provide technical expertise, information and assistance to the Commission regarding assigned functions, and assist as needed in the formulation and development of policy and goals.
6. Provide assistance and counseling to classified employees and District administrators in the interpretation of Merit System law, Personnel Commission Rules and procedures, Board of Education policies and procedures, collective bargaining agreements and disciplinary action matters.
7. Communicate with administrators, employee organizations, employees and independent contractors to coordinate programs and activities, resolve issues and conflicts and exchange information.
8. Regularly brief the Assistant Superintendent of Human Resources on the state of the Classified Service to assure efficient, timely communication.
9. Investigate employee appeals to disciplinary action and complaints of Personnel Commission Rules violations. Direct arrangement for hearings ordered by the Personnel Commission.
10. Develop, prepare, administer and present to the Board of Education the Personnel Commission's annual budget, and annual report of Personnel Commission activities.
11. Prepare a variety of narrative and statistical reports and conduct research in areas related to public personnel management or as directed by the Personnel Commission.
12. Work effectively as a member of the district management team.

NOTE: *The statements listed above are intended to describe the general nature and level of work being performed by employees in this classification, and are not to be interpreted as an exhaustive list of responsibilities and qualifications required of personnel so classified. Reasonable accommodations will be made so that qualified employees can perform the essential functions of the job.*

SUPERVISION:

Supervision is received from the Personnel Commission and/or their designee/delegatee. Supervision is exercised over the Personnel Commission staff.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

- Planning, organization and direction of the personnel management program for classified service.
- Merit System and provisions of the Education Code applicable to personnel practices and procedures.
- Principles and practices of public personnel administration including position classification, salary administration, recruitment, examination and employee assignments.
- Principles and practices of employee training and supervision.
- Statistical, research and survey methods and techniques.
- Report writing methods and techniques.
- Budget preparation and control.
- Oral and written communication skills.
- Principles and practices of administration, supervision and training.
- Applicable laws, codes, regulations, policies and procedures, including Equal Employment Opportunity, Disability Law, policies and practices.
- Interpersonal skills using tact, patience and courtesy.
- Effective customer service techniques.

ABILITY TO:

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

WORKING CONDITIONS:

ENVIRONMENT:

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

PHYSICAL DEMANDS:

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

DUTIES APPROVED

BOARD OF EDUCATION:

No date.

CLASSIFICATION APPROVED

PERSONNEL COMMISSION:

Revised: December 14, 2004

Revised: August 23, 2012

Revised: January 16, 2018

IV. Public Comments for Closed Session Items Only:

V. Closed Session:

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

A. PUBLIC EMPLOYMENT

Title: Director of Classified Personnel

The Commission reconvened into open session at _____ a.m. and reported on the following action taken in closed session:

VI. Next Regular Personnel Commission Meeting:

Thursday, April 18, 2019, at 4:30 pm, *District Office Board Room*

VII. Adjournment: