

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

**AGENDA**

**REGULAR MEETING**  
**January 12, 2010 @ 5:15 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. Celia Carroll, Mrs. Pam Brady, 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: December 4, 2009; December 8, 2009**

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. Reception to Honor Personnel Commissioner Celia Carroll**

**B. Approved Working Out of Class Request (less than 90 working days or total of 720 work hours per Personnel Commission Rule §3.2.9.(C): *Working Out of Class*) by the Director of Classified Personnel**

- **Mr. Barton Burdick, Gardener, in the position of the Equipment Operator from November 22, 2009 to March 10, 2010**
- **Mr. Ramiro Padilla, Equipment Operator, in the position of the Skilled Maintenance Worker from November 22, 2009 to March 10, 2010**

**C. Approved Limited Term Request (not expected to exceed 6 months per Personnel Commission Rule §7.4.1.(A): *Positions Defined*) by the Director of Classified Personnel**

- **Mr. George IV Gaidzik, Technology Support Assistant from September 9, 2009 to February 28, 2010, Educational Services – St. Anne’s Catholic School**

**D. Personnel Commissioner Selection Update**

- **Board of Education Minutes – Recommendation No. A. 32 – Appointment of Personnel Commissioner – Ms. Suzanne Kim – December 10, 2009**

**E. Advertising Sources Report (How did you learn about this job?) by Job Families**

**F. Bilingual Exam Report**

**G. Personnel Commission Retreat Update**

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

- **Advisory Rules Committee Agenda – December 10, 2009**
- **District and SEIU Review of Chapter V: *Recruitment and Examinations***

**I. California School Personnel Commissioners Association Annual Conference in Irvine – February 18, 2010**

**III. Consent List:**

**A. Approve Classified Personnel – Merit Report - No. A. 23**

1. December 10, 2009

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

1. December 10, 2009

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

<u>Classification</u>	<u># Eligibles</u>
Bus Driver	6
Cafeteria Worker I	23
Children's Center Assistant	37
Elementary Library Coordinator	18
Occupational Therapist	2
Senior Office Specialist	30

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

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

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

**IV. Discussion/Action 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 Tony Murphy in the classification of Physical Activities Specialist 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. The Director of Classified Personnel recommends that the Personnel Commission approve Advanced Step Placement for new hire Ernestina Silvestre in the classification of Bus Driver 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: \_\_\_\_\_

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

- a. The Director of Classified Personnel recommends that the Personnel Commission approve the revision to the Buyer within the Purchasing department – tabled from December 8, 2009

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

- b. The Director of Classified Personnel recommends that the Personnel Commission approve the revision to the Credential Analyst classification specification within the Human Resources department – tabled from December 8, 2009

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

3. Second Reading of Changes to Merit Rules:  
Director's Recommendation: *Approve*

- a. *Chapter III: Classification of Employees and Positions*

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

- b. *Chapter IV: Application for Employment*

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

*c. Personnel Commission Rule 12.2.4.B: Salary on Employment*

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

*d. Chapter XII: Seniority, Layoff, Displacement and Reemployment*

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

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

1. Personnel Requisition Status Report
2. Personnel Commission's Twelve-Month Calendar of Events
  - Twelve-Month Calendar 2009 – 2010

**V. Personnel Commission Business:**

**A. Personnel Commissioner Comments**

**B. Future Items:**

<b>Subject</b>	<b>Action Steps</b>	<b>Tentative Date</b>
New Personnel Commissioner Installation	Pending Approval by the State of the Superintendent of Instruction	February 2010
Geographical and Weekend Testing	On Going	
Merit Rules Revisions	First Reading – Chapter VI First Reading – Chapter VII	February 2010
Career Advancement Training	Revision/Update of Training Modules	February 2010
Proposed Santa Monica - Malibu Unified Personnel Commission Complaint Process	Review of Board Policies and Administrative Rules with Dr. Michael Matthews	February 2010
No-shows Study	Survey Implementation/Report	February 2010
NEOGOV Electronic Position Control Processing	Meeting with Human Resources, Fiscal, and Personnel Commission staff	February 2010

**VI. Closed Session:**

- Closed session with legal counsel anticipated litigation pursuant to GC §54956.9 as cited in the Brown Act (1 case)
- Public Employee, to consider appointment, employment, performance evaluation, or dismissal of employee pursuant to GC §54957 as cited in the Brown Act
- Director of Classified Personnel's performance evaluation and 2009-10 Performance Targets.

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

Tuesday, February 9, 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.