

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

AGENDA

REGULAR MEETING
February 9, 2010 @ 5:00 p.m.
District Office Board Room

Electronically Recorded

statements,	<p><i>Transparency:</i> characterized by visibility or ability to access information especially concerning business practices. It may include open meetings, financial disclosure the freedom of information legislation, budgetary reviews, audits, etc.</p> <p>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.</p>
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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: January 12, 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. Welcome to the new Personnel Commissioner, Ms. Suzanne Kim

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. Kristy Pace, Technical Specialist II from February 3, 2010 to June 18, 2010, Santa Monica Alternative Schoolhouse

C. Personnel Commission Retreat Update

- Tentative Date: March 9, 2010 (4:30 p.m. – 5:30 p.m.)

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

- Advisory Rules Committee Agenda – January 14, 2010; January 28, 2010

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

F. Written Tests Administered by Location

G. 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

- Ms. Irene Behrens, Senior Office Specialist, in the position of the Human Resources Technician from February 8 to April 9, 2010
- Ms. Elizabeth Papp, Human Resources Technician, in the position of the Human Resources Specialist from February 8 to April 9, 2010

III. Consent List:

A. Approve Classified Personnel – Merit Report - No. A. 22

1. January 14, 2010

Approve Classified Personnel – Merit Report - No. A. 18

2. February 4, 2010

B. Approve Classified Personnel – Non-Merit Report - No. A. 23

1. January 14, 2010

Approve Classified Personnel – Non-Merit Report - No. A. 19

2. February 4, 2010

C. Approve Classified Personnel Eligibility List(s):

<u>Classification</u>	<u># Eligibles</u>
Administrative Assistant	24
Director of Maintenance and Operations	8
Facilities Technician	9
Instructional Assistant-Classroom	27
Instructional Assistant – Special Education	38
Network Engineer/Computer Systems Specialist	6
Specialized Instructional Assistant	11

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 Carmen Cruz in the classification of Children Center Assistant 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 Diane Jenson in the classification of Instructional Assistant – Special Education 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 Database Administrator classification specification within the Information Services department

Motion by: _____

Seconded by: _____

Vote: _____

- b. The Director of Classified Personnel recommends that the Personnel Commission approve the revision to the Glazier classification specification within the Maintenance and Operations department

Motion by: _____

Seconded by: _____

Vote: _____

- c. The Director of Classified Personnel recommends that the Personnel Commission approve the revision to the Swimming Instructor/ Lifeguard classification specification within the Educational Services department

Motion by: _____

Seconded by: _____

Vote: _____

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

a. *Personnel Commission Rule 3.1.2.B: Special Categories*

Motion by: _____
Seconded by: _____
Vote: _____

b. *Personnel Commission Rule 4.6.2.B: Appeal from Disqualifications*

Motion by: _____
Seconded by: _____
Vote: _____

c. *Chapter V: Recruitment and Examinations*

Motion by: _____
Seconded by: _____
Vote: _____

4. Working Out of Class Requests:
Director's Recommendation: *Approve*

a. Mr. Zenon Herrera, Skilled Maintenance Worker, in the position of the
Glazier from March 19, 2010 to June 30, 2010 (First Extension)

Motion by: _____
Seconded by: _____
Vote: _____

b. Mr. Fortino Tirado, Equipment Operator, Tree Trimmer, in the position of
the Skilled Maintenance Worker from March 19, 2010 to June 30, 2010
(First Extension)

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:

Subject	Action Steps	Tentative Date
Classification Study: Child Care Assistant		March 2010
Classification Study: Instructional Assistant – Special Education		March 2010
Preliminary Budget – Fiscal Year 2010-2011	First Reading	March 2010
Geographical and Weekend Testing	On Going	
Merit Rules Revisions	First Reading – Chapter VI First Reading – Chapter VII	March 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	March 2010
No-shows Study	Survey Implementation/Report	April 2010
NEOGOV Electronic Position Control Processing	Meeting with Human Resources, Fiscal, and Personnel Commission staff	March 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. Personnel Commission Retreat:

TBD

Next Regular Personnel Commission Meeting:

Tuesday, March 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.