
I. General Functions:

A. Call To Order

B. Roll Call

C. Pledge Of Allegiance

D. Motion To Approve Agenda

E. Public Comments

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

AGENDA

SPECIAL MEETING
August 23, 2012 @ 4:00 p.m.
District Office Board Conference Room

Guiding Principles: Ensures the District’s merit system is performed as well as possible, that it supports the mission of the School District, and it is done in a manner that is highly transparent and user friendly for all employees and the public.

Advocates that the Employee Performance Evaluations are consistently done on an annual basis, that they are designed to measure the effectiveness of each employee’s performance, that they are valued by both management and employees as a tool to improve the effectiveness of the District, and that the results are used to support the professional development of all employees.

PERSONNEL COMMISSIONERS: Mrs. Barbara Inatsugu and Mr. Michael Sidley

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. Public Comments: Public Comments is the time when members of the audience may address the Personnel Commission on item scheduled. 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.

II. Action/Discussion Items/or Other Information:

A. Action Item(s):

1. Classification Specification Revision – Director-Classified Personnel
Director’s Recommendation: *Approve*

Motion by: _____
Seconded by: _____
Vote: _____

III. Next Regular Personnel Commission Meeting:

Tuesday, September 11, 2012, at 5:00 pm - *District Office Board Room*

IV. 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: _____

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.

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. 70-279.

II. Action Items/ Discussion/or Other Information:

A. Action Item(s):

1. Classification Specification Revision – Director-Classified Personnel
Director's Recommendation: *Approve*

Motion by: _____

Seconded by: _____

Vote: _____

PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
Regular Meeting: Thursday, August 23, 2012

AGENDA ITEM NO: II.A.1.

SUBJECT: Classification Specification Revision – Director-Classified Personnel

BACKGROUND INFORMATION:

The classification specification for Director-Classified Personnel is being revised for future recruitment purposes.

The changes are not sufficient to alter the salary allocation for the classification. The classification specification revision is presented in legislative format. Please see attachment.

DIRECTOR'S RECOMMENDATION:

The Director of Classified Personnel recommends that the Personnel Commission approve the update to the classification specification for the Director-Classified Personnel.

Motion by: _____

Second by: _____

Vote: _____

1 PERSONNEL COMMISSION

2
3 SANTA MONICA – MALIBU UNIFIED SCHOOL DISTRICT

4
5 **CLASS TITLE:** DIRECTOR – CLASSIFIED PERSONNEL

6
7 **Management Salary Range: M-64**

8 **BASIC FUNCTION DEFINITION:**

9
10 Under the direction of the Personnel Commission, plan, organize and direct the personnel
11 management program for the classified service of the District in conformance with ~~Merit System~~
12 ~~law and the rules and regulation of the~~ **Education Code Personnel Commission**; supervise and
13 evaluate the performance of assigned staff. **Duties performed may involve supervision and**
14 **direction from the Assistant Superintendent of Human Resources.**

15 REPRESENTATIVE DUTIES:

16
17 **ESSENTIAL DUTIES:**

- 18 • Direct the establishment and maintenance of procedures required for the administration of
19 the District's classified personnel program in conformity with applicable Federal and State
20 law, Merit System provisions of the State Education Code, Personnel Commission Rules,
21 Board of Education policies and procedures, and collective bargaining agreements. £
- 22 • Direct the preparation and maintenance of the District's classification plan by supervising
23 and/or conducting classification and compensation studies and prepare and approve
24 recommendations for presentation to the Personnel Commission. £
- 25 • Plan, organize, direct and evaluate the work of the Personnel Commission staff and
26 supervise the maintenance of classified personnel files and records. £
- 27 • Plan, organize, implement, direct and evaluate a program of recruitment, equal
28 employment opportunity, job-related employment examinations, selection, assignment of
29 classified employees by supervising staff assigned to the preparation of vacancy
30 announcements, screening of employment applications, development and administration
31 of employment examinations, promulgation of eligibility lists and certification of eligibles
32 to vacancies. Review conviction records of applicants and employees, audit and approve
33 the assignment of employees; maintain transfer lists and approve transfer requests. £
- 34 • Serve as secretary to the Personnel Commission; oversee the preparation of meeting
35 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. £

- 2
- 3 • Provide assistance and counseling to classified employees and District administrators in
- 4 the interpretation of Merit System law, Personnel Commission Rules and procedures,
- 5 Board of Education policies and procedures, collective bargaining agreements and
- 6 disciplinary action matters. E
- 7 • Communicate with administrators, employee organizations, employees and independent
- 8 contractors to coordinate programs and activities, resolve issues and conflicts and
- 9 exchange information. E
- 10 • Investigate employee appeals to disciplinary action and complaints of Personnel
- 11 Commission Rules violations. Direct arrangement for hearings ordered by the Personnel
- 12 Commission. E
- 13 ~~• Administer the Professional Growth Program for classified employees. E~~
- 14 • Develop, prepare, administer and present to the Board of Education the Personnel
- 15 Commission’s annual budget, and annual report of Personnel Commission activities. E
- 16 • Prepare a variety of narrative and statistical reports and conduct research in areas related
- 17 to public personnel management or as directed by the Personnel Commission. E
- 18 • **Report regularly to the Assistant Superintendent of Human Resources on the state**
- 19 **of the classified service.**
- 20 • **Work effectively as a member of the district management team.**

21
22 SUPERVISION:

23 Supervision is received from the Personnel Commission **and/or in conjunction with the**
24 **Assistant Superintendent of Human Resources.** Supervision is exercised over the Personnel
25 Commission staff.

26 KNOWLEDGE AND ABILITIES:

27
28 KNOWLEDGE OF:

- 29 • Planning, organization and direction of the personnel management program for classified
- 30 service.
- 31 • Merit System and provisions of the Education Code applicable to personnel practices and
- 32 procedures.
- 33 • Principles and practices of public personnel administration including position
- 34 classification, salary administration, recruitment, examination and employee assignments.
- 35 • Principles and practices of employee training and supervision.
- Statistical, research and survey methods and techniques.

- 2
- 3 • Report writing methods and techniques.
- 4 • Budget preparation and control.
- 5 • Oral and written communication skills.
- 6 • Principles and practices of administration, supervision and training.
- 7 • Applicable laws, codes, regulations, policies and procedures, including Equal
- 8 Employment Opportunity, Disability Law, policies and practices.
- 9 • Interpersonal skills using tact, patience and courtesy.
- 10 • Effective customer service techniques.
- 11

12 ABILITY TO:

- 13 • Efficiently plan, organize and direct the personnel management program for the classified
- 14 service of the District in conformance with Merit System law and the rules and regulation
- 15 of the Personnel Commission.
- 16 • Obtain, organize, accurately, analyze and evaluate a wide range of data and information
- 17 and make appropriate recommendations to the Personnel Commission and the Board.
- 18 • Effectively supervise and evaluate the performance of assigned staff.
- 19 • Exercise sound judgment in the interpretation of laws, rules, polices, practices and
- 20 procedures.
- 21 • Prepare and present comprehensive and effective oral and written reports.
- 22 • Effectively advise appropriate personnel on disciplinary hearings, procedures and
- 23 problems.
- 24 • Communicate effectively both orally and in writing.
- 25 • Establish and maintain cooperative and effective working relationships with others.
- 26 • Analyze situations accurately and adopt an effective course of action.
- 27 • Meet schedules and time lines.
- 28 • Work independently with little or no direction.
- 29 • Plan and organize work
- 30 • Direct the maintenance of variety of reports and files related to classified personnel.
- 31 • Provide effective customer service.
- 32 • Effectively interact with other Departments.
- 33
- 34
- 35

2
3 EDUCATION AND EXPERIENCE:

4
5 **EDUCATION:**

6 Bachelor’s degree from an accredited college or university.

7
8 **PLUS**

9
10 **EXPERIENCE:**

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

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

17
18 **LICENSES AND OTHER REQUIREMENTS:**

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

21 WORKING CONDITIONS:

22
23 ENVIRONMENT:

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

26
27 PHYSICAL **DEMANDS ABILITIES:**

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

31
32 Revised: 12/14/04

33
34 **DUTIES APPROVED**

35 **BOARD OF EDUCATION:**

No date.

CLASSIFICATION APPROVED

PERSONNEL COMMISSION:

Revised December 14, 2004

Revised August 23, 2012

III. Next Regular Personnel Commission Meeting:
Tuesday, September 11, 2012, at 5:00 pm - *District Office Board Room*

IV. Adjournment: