

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

**AGENDA**

**REGULAR MEETING**  
**December 8, 2009 @ 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. Celia Carroll, Mrs. Pam Brady, and Mr. Shane McCloud

**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: November 10, 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. 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. Dian Andrews, Technical Specialist II from September 9, 2009 to June 25, 2010**
- **Ms. Kelly Flickinger, Technical Specialist II from October 1, 2009 to June 25, 2010**
- **Mr. Justin Hageman, Technical Specialist II from October 1, 2009 to June 25, 2010**
- **Ms. Debbie Harding, Technical Specialist I from November 2, 2009 to June 30, 2010**
- **Ms. Josephine Moerschel, Technical Specialist II from October 1, 2009 to June 25, 2010**
- **Mr. William Plenk, Technical Specialist II from October 1, 2009 to June 25, 2010**
- **Ms. Jennifer Roth, Technical Specialist II from October 1, 2009 to June 25, 2010**

**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. Dennis Chavez, Glazier, in the position of the Facilities Technician from November 6, 2009 to March 18, 2010**
- **Mr. John Catillo, Network Engineer, in the position of the Director of Information Services from November 9, 2009 to November 27, 2009**
- **Mr. Zenon Herrera, Skilled Maintenance Worker, in the position of the Glazier from November 6, 2009 to March 18, 2010**

- **Mr. Pete Patterson, Skilled Maintenance Worker, in the position of the Technology Support Assistant from November 9, 2009 to January 29, 2010**
  - **Mr. Fortino Tirado, Equipment Operator, Tree Trimmer, in the position of the Skilled Maintenance Worker from November 6, 2009 to March 18, 2010**
  - **Mr. Victor Ward, Custodian, in the position of the Utility Worker from November 6, 2009 to March 18, 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 1, 2009 to February 28, 2010**
- D. Personnel Commissioner Selection Update**
- **Advertising Sources E-mailed to Personnel Commissioners – November 19, 2009**
  - **Board of Education Agenda Item**
- E. First Quarterly Meeting with the Superintendent – December 4, 2009 Update**
- **Possible January Retreat Date**
- F. Merit Rules Advisory Committee (A.R.C.) Update**
- **Advisory Rules Committee Agenda – November 12, 2009**
  - **Proposed Revisions to Personnel Commission Rules for the District and SEIU’s Comments**
- G. Bilingual Spanish Oral Examination**

**III. Consent List:**

- A. Approve Classified Personnel – Merit Report - No. A. 11**
1. November 19, 2009
- Approve Classified Personnel – Merit Report - No. A. TBD**
2. December 10, 2009
- B. Approve Classified Personnel – Non-Merit Report - No. A. 12**
1. November 19, 2009
- Approve Classified Personnel – Non-Merit Report - No. A. TBD**
2. December 10, 2009
- C. Approve Classified Personnel Eligibility List(s):**

<u>Classification</u>	<u># Eligibles</u>
Gardener	7
Human Resources Technician	14

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

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

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

1. Election of Personnel Commission Officers (Pursuant to Personnel Commission Rule 2.1.5.)

a. Nomination of Chair

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

b. Nomination of Vice-Chair

Nomination: \_\_\_\_\_  
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 classification specification within the Purchasing department.

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.

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

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

- a. Mr. David Marmolejo, Technology Support Assistant, from November 1, 2009 to January 29, 2010 (First Extension) in the position of the Telephone System/ Computer Equipment Specialist

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

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

1. First Reading of Changes to Merit Rules:  
*Chapter V: Recruitment and Examinations*
2. Personnel Requisition Status Report
3. 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 Second Reading - Chapter III Second Reading - Chapter IV Second Reading - Rule 12.2.4.B Second Reading - Chapter XIII	February 2010 <hr/> January 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	January 2010
Personnel Commission Retreat	Confer with Commissioners	TBD

No-shows Study	Survey Implementation/Report	January 2010
NEOGOV Electronic Position Control Processing	Meeting with Human Resources, Fiscal, and Personnel Commission staff	February 2010

**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
  - Performance Review of Director, Classified Personnel

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

Tuesday, January 12, 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.