

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

MINUTES

REGULAR MEETING
April 9, 2013 @ 4:00 p.m.
District Office Board Room

Electronically Recorded

***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.*

Instructions on Public Comments: Persons wishing to address the Personnel Commission regarding an item scheduled for this meeting must submit the "Request to Address" card before consideration of that item. Persons wishing to address the Personnel Commission regarding an item within the Commissions subject matter jurisdiction but not scheduled on this meeting's agenda may speak during the Public Comments section by submitting the "Request to Address" card before the Commission reaches that section of the agenda.

PERSONNEL COMMISSIONERS: Mrs. Barbara Inatsugu, Mr. Joseph Pertel and Mr. Michael Sidley

I. General Functions:

- A. Call to Order:** The Regular Meeting of the Personnel Commission was called to order at 4:00 p.m.
- B. Roll Call:** Commissioners Inatsugu, Pertel and Sidley were present.
- C. Pledge of Allegiance:** Commissioner Pertel led all in attendance in the Pledge of Allegiance.
- D. Motion to Approve Agenda:** April 9, 2013

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu			✓			
Joseph Pertel		✓	✓			
Michael Sidley	✓		✓			

It was moved and seconded to approve the agenda as presented.

- E. Motion to Approve Minutes:** March 12, 2013

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu			✓			
Joseph Pertel		✓	✓			
Michael Sidley	✓		✓			

Commissioner Inatsugu commended Ms. Hatch for a detailed summary of the Advanced Step Placement discussion.

F. 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.

- General Comments

Mr. Tietze informed the Personnel Commission about the classified summer assignments and commended Ms. Johnston, Human Resources Technician, for her lead in this project. He has visited several school sites and met with the principals to discuss their classified staffing needs. He expressed his appreciation of the diversity and individuality of each school.

Mr. Tietze also provided an update on the Personnel Commission practices he has been reviewing. He has instituted several tracking processes and revised the Personnel Commission Requisition Report.

G. Personnel Commissioner Comments/Reports: This is time during which a Personnel Commissioner may make a brief announcement or report on his/her own activities relative to Commission business. This is not a time for discussion.

Commissioner Sidley commended the Personnel Commission staff for providing information on the annual accumulative financial impact of the approved Advanced Step Placements.

Commissioner Pertel was also pleased with this data.

He commended Ms. Hatch for the March 12, 2013 minutes.

Commission Inatsugu shared her experience screening applications for the new principal of Will Rogers Elementary School. She also reminded the Personnel Commissioners about the director's evaluation that will take place in June 2013.

H. 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

- **Ms. Cartee-McNeely, Chief Steward, welcomed the Personnel Commission back after Spring Break.**

2. Board of Education Report

- **None.**

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

II. Approval of Classified Personnel Eligibility List(s): 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.

A. Approve Classified Personnel Eligibility List(s):

<u>Classification</u>	<u># Eligibles</u>
Administrative Assistant	20
Athletic Trainer	11
Cafeteria Worker I	19
Instructional Assistant – Developmental Health	8
Job Development and Placement Specialist	4

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu			✓			
Joseph Pertel		✓	✓			
Michael Sidley	✓		✓			

Commissioner Sidley asked if Mr. Tietze has completed an independent recruitment. Mr. Tietze has not overseen a complete recruitment yet since all of them were initiated before his starting date.

It was moved and seconded to approve the Eligibility Lists as submitted.

III. Action Items/ Discussion/or Other Information:

A. Action Item(s):

1. Personnel Commission Staff Approval

Approval of Bryon Miller to the Commission staff as the Human Resources Analyst, effective April 29, 2013

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu			✓			
Joseph Pertel	✓		✓			
Michael Sidley		✓	✓			

Mr. Tietze stated that Mr. Miller will be a valuable member of the Personnel Commission department strengthening the vital role the department is playing within the District.

It was moved and seconded to approve Mr. Bryon Miller as the Human Resources Analyst as submitted.

2. Accelerated Hiring Rate

Approval of Accelerated Hiring Rate for the classification of Technical Theater Technician at Range: 35 Step: E (\$3,906 per month)

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu			✓			
Joseph Pertel		✓	✓			
Michael Sidley	✓		✓			

Mr. Tietze provided a brief background of the request made by the Director of Permits, Mr. Carey Upton. This is a unique classification requiring high technical skills, but it is needed sporadically.

It was moved and seconded to approve the Accelerated Hiring Rate for the Technical Theater Technician as submitted.

3. Advanced Step Placements:

Approval of Advanced Step Placement for new employee Bryon Miller in the classification of Human Resources Analyst at Range: 46 Step: C (\$5,566 per month)

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu			✓			
Joseph Pertel		✓	✓			
Michael Sidley	✓		✓			

Commissioner Sidley requested a regular accumulative report of the financial impact of all approved Advanced Step Placements in the current fiscal year.

The agenda item was moved and seconded to approve the recommendation as submitted.

B. Discussion Item(s): 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.

1. Proposed Budget - Personnel Commission Fiscal Year 2013/14 – First Reading

- **Mr. Tietze provided a report of savings on salaries for the Director of Classified Personnel and the Human Resources Analyst in the current fiscal year. He proposed to use these resources for necessary technology upgrades in the department that would include new Scantron scanner and tablets for rating and development of recruitment methods and examination plans with the subject matter experts.**

- **Mr. Tietze expressed his belief that the Personnel Commission should be in solidarity with the District when they decrease or increase a budget. He presented two options of the preliminary 2013-2014 budget with two percent (2%) decrease. First option reflects an official reduction, the second option has a built in decrease whereby the extra money will be returned to the District, even though the budget will be maintained at the same amount as it is in the current fiscal year.**
- **Commissioner Sidley inquired about the department's budgetary needs so that the Personnel Commission reaches its goals set for the next fiscal year. Mr. Tietze stated the department would be able to meet the goals in the next fiscal year with the two percent reduction; however, it would not be possible to do so in fiscal year 2014-2015, especially renewing maintenance contracts with the application and testing systems. Commissioner Sidley emphasized the importance of the Personnel Commission efficiently meeting the District's needs for qualified classified staff.**
- **Commissioner Pertel stressed the significance of hiring well suited candidates in order to avoid potential litigations for the District or even costly disciplinary hearings.**
- **Mr. Tietze agreed with the Commissioners' concerns regarding the standard of the Personnel Commission services provided to the District. He suggested implementing option two with the intent to return two percent (2%) to the District while maintaining the same official budget as the previous year.**
- **Commissioner Pertel asked if the proposed technology update is sufficient in order to increase the level of Personnel Commission services. Mr. Tietze assured the Personnel Commission that he is able to acquire all the necessary equipment from this fiscal year's savings. The new testing software is compatible with the recruitment system currently used by the department.**
- **Commissioner Inatsugu requested that the final proposal of the 2013-2014 budget explicitly states the Personnel Commission's intent is to achieve two percent (2%) efficiency.**
- **Commissioner Sidley inquired about an inter-departmental usage for the new Scantron machine. The Educational Services department uses test scanners but with different software applications.**
- **Commissioner Pertel expressed his satisfaction with the fact that the next fiscal year budget will support the Personnel Commission's goals.**
- **Personnel Commission staff will bring the final proposal of the 2013-2014 Personnel Commission budget to the next regular meeting on May 14, 2013 for adoption. It will be the option number two (2) with the notation that the Personnel Commission goal will adopt this budget with the intention of achieving two percent (2%) efficiency that will be returned to the District.**

C. Information Item(s): These items are placed on the agenda as information and do not require discussion.

1. Personnel Requisition Status Report

- **Commissioner Sidley inquired about Occupational Therapist vacancy. Thirty-three (33) candidates were disqualified due to lack of mandatory certification. Qualified candidates have not applied for this position because of insufficient salary.**
- **Mr. Tietze commented on compensation issues with certain classifications.**

- He also addressed various reasons for delay in the hiring process. Over half of the vacancies are certified to the hiring authority.
 - Ms. Cartee-McNeely cited the SEIU Contract language regarding vacancies and timelines within which the hiring authorities are obligated to interview and select a candidate. She expressed her appreciation of the new format and enhanced notes of the Personnel Requisition Status Report. Ms. Cartee-McNeely also provided reasons for hiring authority delaying the selection process.
 - Ms. Cindy Johnston, Human Resources Technician, shared her experience recruiting for Instructional Assistant – Physical Education, Bilingual.
 - Mr. Tietze spoke about the fact that some hiring authorities are hesitant to make a selection from the top three (3) ranks, but eventually they are satisfied with the new employees’ performance. He proposed developing a new process to assure that the selection interviews will take place within the required time.
 - Commissioner Sidley suggested bringing the issue of delayed selection interviews to the Senior Cabinet for consideration and correction.
 - Ms. Cartee-McNeely stated that the Union will be participating in resolving this issue.
2. Classified Personnel – Merit Report - No. A.13
 - March 21, 2013
 3. Classified Personnel – Non-Merit Report – No. A.22
 - March 21, 2013
 4. Approved Professional Experts (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
 - Mr. Walter Hughes, Technical Specialist II, from February 5, 2013 to June 30, 2013, Facility Permits Department
 - Mr. Lewis Stout, Technical Specialist II, from February 5, 2013 to June 30, 2013, Facility Permits Department
 5. Personnel Commission’s Twelve-Month Calendar of Events
 - 2012 – 2013

IV. Personnel Commission Business:

A. Future Items

Subject	Action Steps	Tentative Date
Classification Specification Revisions	Instructional Assistant – Developmental Health Instructional Assistant – Special Education Occupational Therapist Production Kitchen Coordinator Site Food Services Coordinator	May 2013
Merit Rules Revisions	Second Reading of Changes to Merit Rules: <i>Chapter XI: Vacation, Leaves of Absence and Holidays</i> <i>Chapter XII: Salaries, Overtime Pay, and Benefits</i> <i>Chapter XIV Disciplinary Action and Appeal</i> <i>Chapter XV: Resignation and Reinstatement</i>	May 2013 June 2013

	<i>Chapter XVI: Grievance Procedure</i> First Reading of Changes to Merit Rules: <i>Chapter I: Preliminary Statement and Definition of Terms</i>	
Classified Employees Appreciation Reception		May 2013

V. **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.

VI. **Closed Session:** None

VII. **Next Regular Personnel Commission Meeting:**
Tuesday, May 14, 2013, at 4:30 pm - *District Office Board Room*

The regular Personnel Commission meeting in June has been moved from June 11 to June 4, 2013.

VIII. **Adjournment:** There being no further business to come before the Personnel Commission, it is recommended that the meeting be adjourned.

Commissioner	M	S		Yes	No	Abstain	ABSENT
Barbara Inatsugu				✓			
Joseph Pertel		✓		✓			
Michael Sidley	✓			✓			

TIME ADJOURNED: 5:01 p.m.

Submitted by:

Brandon Tietze
Secretary to the Personnel Commission
Director of 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.