

**SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION**

District Board Room
1651 Sixteenth Street, Santa Monica CA 90404

MINUTES

REGULAR MEETING
June 10, 2008 @ 5:00 p.m.
District Office Testing Room

Electronically Recorded

PERSONNEL COMMISSIONERS: Mrs. Celia Carroll, Mrs. Pam Brady, and Mr. Shane McLoud

I. General Functions:

- A. Call to Order: The Regular Meeting of the Personnel Commission was called to order at 5:08 p.m.**
- B. Roll Call: Commissioners Brady, Carroll, and McLoud were present.**
- C. Pledge of Allegiance: Commissioner Carroll led all in attendance in the Pledge of Allegiance.**
- D. Motion to Approve Agenda:**

The agenda was amended. Agenda item number IV.A.3. – Classification Study – Sr. Office Specialist was moved subsequent to agenda item I. G – Communications.

Motion by: **Pam Brady**
Seconded by: **Shane McLoud**
Vote: **3 – 0**

- E. Motion to Approve Minutes: May 6, 2008; May 13, 2008**

Motion by: **Pam Brady**
Seconded by: **Shane McLoud**
Vote: **3 – 0**

- F. 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 are 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

Chief Steward, Ms. Keryl Cartee-McNeely, presented a statement on behalf of Ms. Patsy Herschberger, Administrative Assistant, regarding the District-Wide Classification and Compensation Study Advisory Committee.

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

Chief Steward, Ms. Keryl Cartee-McNeely, provided the Personnel Commission with the update on the Union lobby against the proposed educational cuts in Sacramento. Currently there are a couple of training days and lobby days remaining.

She reported on SEIU International Convention that took place from May 30th to June 4th in Puerto Rico. There were over 5,000 delegates from the U.S., Puerto Rico, Canada, Great Britain, Ireland, Poland, and other countries. The theme of the convention and the political direction for the next four (4) years is Justice for All! Pass It On! The goal of this campaign is to bring equality to the work place for all workers and their families in the area of safety, wages, and benefits.

2. Board of Education Report

Dr. Michael Matthews, Assistant Superintendent of Human Resources, welcomed Mr. Shane McLoud.

He informed the Personnel Commission that Ms. Dianne Talarico, the Superintendent, is leaving her post by June 30, 2008. The District is in the process of searching for an Interim Superintendent to fill her the position till March 2009. The Board of Education is holding input sessions on Thursday, June 12 at Santa Monica High School and Malibu High School.

The District is still investigating the aftermath of the Lincoln Middle School teacher's arrest for child molestation. The District presented the Board of Education the revised District Child Abuse Prevention Policy. All District employees will participate in training sessions to become familiar with the policy. Nothing has been resolved in the police matter.

Many sessions were also conducted for the District employees regarding retirement and health insurance. These sessions were well attended in Santa Monica as well as in Malibu.

Dr. Matthews visited all the School Sites and District departments to present longevity pins to employees for their dedicated service.

Commissioner Brady inquired about the District role in Prevention Programs providing information to employees about maintaining good health. Kaiser Permanente and Blue Cross HMO offer programs and guidance to maintain a healthy lifestyle.

Commissioner Brady who is a member of the American Cancer Society, Heart Association, and Liver Foundation suggested attending free workshops provided by these organizations. Dr. Matthews agreed that having healthy employees is effective for the District in every aspect, and expressed his gratitude for Ms. Brady's offer.

IV. Discussion/Action Items/or Other Information:

A. Action Item(s):

3. Classification Study – Sr. Office Specialists (Santa Monica High School)
Director’s Recommendation: *Approve*

Chief Steward, Ms. Keryl Cartee-McNeely, requested clarification and the rational for this action item being submitted for approval.

Dr. Young responded by providing the background and rational for his recommendation. A regular desk audit, independent from the District-Wide Classification and Compensation Study for the Classified Service, was performed for these employees, and the final conclusion was based on the findings within the desk audit, specifically these Sr. Office Specialists performing the duties of Administrative Assistant.

Dr. Hugo Pedroza, Principal of Santa Monica High School, reviewed the history and also events leading to the desk audit. He expressed his support for the Personnel Commission to approve the Director’s recommendation in order to secure equality among Santa Monica High School House Assistants.

Commissioner Brady inquired about the date of the Santa Monica High School reorganization.

Dr. Pedroza assumed his position after the reorganization was done. He stressed his staff’s request for equality in compensation.

Commissioner Brady expressed her support of all five (5) recommendations of the Director.

Commissioner Carroll provided an explanation of the desk audit in relation to the District-Wide Classification and Compensation Study for the Classified Service.

Motion by: **Pam Brady**
Seconded by: **Shane McLoud**
Vote: **3 – 0**

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. Fiscal Year 2008–2009 Personnel Commission Budget Approval

Dr. Young informed the Personnel Commission that the 2008 – 2009 Personnel Commission Budget was approved by the Los Angeles County Office of Education.

B. Classified School Employees Week Update

- **Reception to Honor District’s Classified Employees - May 21, 2008**

Dr. Young reported to the Commissioners that the Classified Employee Appreciation reception was successful. Board members, all three Personnel Commissioners, and also several administrators expressed their gratitude for all the valuable contributions of the classified staff at school sites and the District departments alike.

C. On-line Applications Process by July 1, 2008

Dr. Young informed the Personnel Commission about the Personnel Commission department's intent to accept applications exclusively in an electronic format. Based on the department's survey of several Districts, the staff learned that this practice is becoming the dominant mode for candidates to submit their application across classifications.

The department is also planning to use the electronic application when sending supporting documentation to the hiring authority for interviews.

Dr. Young pointed out that Human Resources department accepts Certificated applications only on-line via EdJoin; hence, it would be consistent to introduce such a practice also in classified recruitments. In the near future, there will be a computer kiosk installed for an easy access. The access will be restricted to the application sites only.

Commissioner Brady expressed her gratitude to the creator of the new District web pages. The central focus is on the District students, the first impression is outstanding, and also navigation throughout the pages is easy. Dr. Young will convey the information to the Computer Services.

III. Consent List: It is recommended that the Personnel Commission consider approving a number of Agenda Items as a Consent List. Consent Items are routine in nature, and can be enacted in one motion without further discussion. This procedure conserves meeting time for a full discussion of significant issues.

A. Approve Classified Personnel – Merit Report – No.A.16

1. May 15, 2008
2. June 5, 2008

B. Approve Classified Personnel – Non-Merit Report – No. A. 17

1. May 15, 2008
2. June 5, 2008

C. Approve Classified Personnel Eligibility List(s):

<u>Classification</u>	<u># Eligibles</u>
Children Center Assistant	86
Motion by: Pam Brady	
Seconded by: Shane McLoud	
Vote: 3 – 0	

List Extension

Director of Information Services

9

Motion by: **Pam Brady**
Seconded by: **Shane McLoud**
Vote: **3 – 0**

IV. Discussion/Action Items/or Other Information:

A. Action Item(s):

1. The Director of Classified Personnel recommends that the Personnel Commission approve the *District-Wide Classification and Compensation Study for the Classified Service – Final Report* by Ewing Consulting Services. *See attached – Tabled from May 13, 2008*
Director's Recommendation: *Approve*

Motion by: **Pam Brady**
Seconded by: **Shane McLoud**
Vote: **3 – 0**

The Director of Classified Personnel recommends that the Personnel Commission approve the formal distribution of the salary recommendations in the *District-Wide Classification and Compensation Study for the Classified Service – Final Report* by Ewing Consulting Services to the Board of Education pursuant to Personnel Commission Rule §12.1.4. (A) and SEIU Contract Article 2.3. (attachments) - Tabled from May 13, 2008
Director's Recommendation: *Approve*

Motion by: **Pam Brady**
Seconded by: **Shane McLoud**
Vote: **3 – 0**

Mr. Bryan Edwards and Ms. Karrie Kingsley, Occupational Therapists, spoke on behalf of the entire Occupational Therapy department fully supporting approval of the Study.

Mr. Edwards presented the history, the current staffing situation at his department, and also the challenges of recruitment for this position. He pointed out the necessity of the Study's approval by the Personnel Commission, so that the compensation issue for Occupational Therapist can be resolved.

Commissioner Brady reviewed the process stressing the negotiations between the Board of Education and the Union that will have to take place.

Chief Steward, Mr. Cartee-McNeely, is aware of the challenges of recruitment for Occupational Therapist position. She was focused on the Classification aspect of the Study, particularly on the process used in the Study. Ms. Cartee-McNeely expressed her concerns with tiers for Administrative Assistants.

Commissioner Brady inquired about the role of Advisory Committee.

Dr. Young reviewed the Advisory Committee's membership, role, and activities. He also provided history of meetings with several representatives such as the Board of Education members, the Senior Cabinet, and SEIU Local 99 leading to the public disclosure of the Study's results.

Commissioner Brady stated that the approval of the Study does not stop communication and clarification of concerns presented by SEIU. She clarified that the Personnel Commission's approval of the Study will move the Study to the negotiation table of the decision makers - the Board of Education and SEIU Local 99.

Commissioner Carroll stated that the Study was conducted in a professional manner. She felt comfortable with the structure and methodology Ewing Consulting Services applied revising the classification specifications as well as constructing the salary schedules.

Commissioner McLoud inquired about the Advisory Committee's role at the final stage. Dr. Young stated that the Advisory Committee members had opportunity to provide feedback and their observations on the findings.

Dr. Michael Matthews shared his observations about the Study. He expressed his faith in negotiations with the Union, although it will be a demanding process. Dr. Matthews stated that the concerns presented by the Union and particular classifications will be taken into consideration.

Motion by: **Pam Brady**
Seconded by: **Shane McLoud**
Vote: **3 – 0**

2. Classification Specification Revisions – Special Education - Tabled from May 13, 2008.
Director's Recommendation: *Approve*
Tabled till July 8, 2008

Motion by: **Pam Brady**
Seconded by: **Shane McLoud**
Vote: **3 – 0**

This item was tabled pending review by SEIU per Article 2.3.

Commissioner McLoud encouraged SEIU to review the proposed revisions as soon as possible.

Ms. Cartee-McNeely expressed the Union's concern with tiers within the classifications.

Dr. Young pointed out that the major issue is the revising of minimum requirements in order to satisfy the Special Education needs.

Commissioner Brady clarified the specific language of the revised classification specifications and its purpose.

B. Discussion Item(s):

1. Examinations

Stephanie Perry, Personnel Analyst, prepared a general overview of the examination process in response to Commissioner McLoud's request for information regarding examinations at the May 13th meeting.

Ms Perry reviewed the information in the Commissioners' packet of information which included: 1) Recruitment/Examination Plan, 2) Job Analysis Questionnaire, and 3) Confidentiality Form along with the printout of PowerPoint slides regarding:

- Recruitment, Examination and Job Offer process
- Recruitment/Examination Flowchart
- Examination Development Cycle
- Legal Reasons to Perform Job Analysis
- The Job Analysis Questionnaire
- Role of the Subject Matter Expert
- Types of Examinations
- Examination Development Resources

Ms. Perry summarized the Recruitment/Examination and Job Offer process (slide 2) indicating that the Personnel Requisition is initiated by the site/department and forwarded to Human Resources. Human Resources logs the information and forwards to Fiscal for budgeting purposes. Fiscal returns the Requisition to HR who forwards to the Personnel Commission to begin the recruitment process.

Ms. Perry discussed the examination development cycle (slide 4) which has three steps: Job Analysis Questionnaire, Exam Development and SME Review. SME refers to Subject Matter Expert.

Ms. Perry advised the Commissioners that there are legal reasons to perform a Job Analysis (slide 5), specifically, exams must be job-related. She cited two historic court cases: Griggs v. Duke Power Co. (1971) and Albemarle Paper Co. v. Moody (1975).

In the Griggs case, courts found that the test used to hire employees did not match the minimum requirements of the job and caused adverse impact. The Court held further that intent or discriminatory purpose is irrelevant; it is consequences that matter. Tests used for hiring and promotion must be job related and validated under Equal Employment Opportunity Commission guidelines.

Several organizations serve as resources for test development (slide 9) – CODESP (Cooperative Organization for the Development of Employee Selection Procedures) provides test products for all California schools (multiple-choice, interview questions, performance exams, sample tests and writing exercises) and CPS Human Resources. Although pre-packaged exams exists, tests can be developed based on District needs. Test items are also reviewed with the SMEs before finalizing.

Ms. Perry overviewed the types of exams (Slide 8):

- **Written-written or multiple choice**
- **Practical demonstration of skill/performance – custodian and cafeteria worker, equipment operator**
- **Qualifications Appraisal Interview – oral questions administered by rating panel of outside SME, rating scale developed by staff**

Dr. Young asked Ms. Perry to discuss the importance of the Recruitment/Examination Plan. Ms. Perry stated that the Recruitment/Examination Plans lays out the process and includes the Job Analysis Questionnaire, media plan, opening and closing date of the recruitment, type of exam and weights. Outlining the entire recruitment process ensures open communication with hiring authority. Most recruitments completed in 4 -5 weeks unless it is designated as ‘continuous’.

In closing, Ms. Perry mentioned that she is in the process creating a database of examinations by job class within job family. The database includes the date an exam was last administered.

Commissioner McCloud stated that he appreciated the information presented as it helped him to understand the process more. The information is much different from the information he received while on the Board of Education. He commented that we have a wonderful staff that has made a lot of changes and the department has progressed a lot and processes are much more efficient.

Commissioner McCloud inquired about examinations conducted in different languages. Ms. Perry replied that there are no examinations in foreign languages. There is a bilingual English-Spanish exam for specific positions that require knowledge of Spanish. Certain exams are performance exams, for instance for Cafeteria Worker I and Custodian positions.

Applicants whose first language is not English have support from the Personnel Commission staff during the application process.

2. Personnel Requisition Status Report

Commissioner Carroll commended the staff for efficiency in recruiting timeframes.

Commissioner Brady suggested advertising in the Malibu periodicals.

Ms. Cartee-McNeely suggested conducting a workshop regarding filling vacancies in Malibu.

3. Personnel Commission’s Twelve-Month Calendar of Events

All Commissioners will be present at the next meetings in summer.

November 11 regular meeting will have to be rescheduled due to Veteran’s Day.

V. Personnel Commission Business:

A. Personnel Commissioner Comments

B. Future Items

1. Merit Rules Revisions
2. Geographical and Weekend Testing

Dr. Young informed the Personnel Commission about the intent to conduct weekend testing sessions in Malibu during the summer as the staffing for the next school year takes place.

3. Working Out of Class Summary

Dr. Young stated that the summary would be a part of the Annual Report.

4. Annual Report of Activities

The report will be generated by September. It is a useful tool to present the activities of the Personnel Commission Office to the Board of Education and also to the public.

Commissioner Brady requested further information about ACSA's Educational Institution Service. Staff will accommodate her request.

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 (1 case).
- Closed session with legal counsel concerning anticipated litigation pursuant to GC §54956.9 as cited in the Brown Act (1 case).

Motion by: **Pam Brady**
Seconded by: **Shane McLoud**
Vote: **3 – 0**

TIME ADJOURNED TO CLOSED SESSION: 7:05 p.m.

TIME RETURNED TO OPEN SESSION AT: 8:02 p.m.

The Commission is reporting out of Closed Session at 8:02 p.m. The Commissioners took two unanimous votes.

In case number 1 the Commission voted to deny the Request for Appeal based on the fact that the document requesting the appeal was not signed by the employee.

In action number 2 the Commission voted to deny the Request for the Resolution on the basis that the Merit Rule time frame has passed.

VII. Next Regular Personnel Commission Meeting:

Tuesday, July 8, 2008, 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: **Pam Brady**
Seconded by: **Shane McLoud**
Vote: **3 – 0**

TIME ADJOURNED: 8:05 p.m.

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.