

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

**MINUTES**

**REGULAR MEETING**  
**July 11, 2006 @ 5:00 p.m.**  
**District Office Board Room**

Electronically Recorded

**PERSONNEL COMMISSIONERS:** Mrs. Celia Carroll, Mr. Russell Barnard, and Mrs. Pam Brady

**I. General Functions:**

**A. Call to Order: The Regular Meeting of the Personnel Commission was called to order at 5:00 p.m.**

**B. Roll Call: Commissioners Carroll and Barnard were present.**

**C. Pledge of Allegiance: Commissioner Carroll led all in attendance in the Pledge of Allegiance.**

**D. Motion to Approve Agenda:**

Motion by: **Celia Carroll**  
Seconded by: **Russell Barnard**  
Vote: **2 – 0**

**E. Motion to Approve Minutes: June 20, 2006**

Motion by: **Russell Barnard**  
Seconded by: **Celia Carroll**  
Vote: **2 – 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

**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 Cartee informed the Commission about the Union's progress on County contracts that are all open and under negotiation.**

**SEIU separated from the AFLCIO a while ago and they formed a coalition for realignment. There will be more information on this issue in near future.**

2. Board of Education Report

**No 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. NEOGOV Contract**

**Dr. Young informed the Personnel Commission about signing the contract with this organization. Using their services will allow Classified Personnel to develop more efficient methods of recruitment as well as implementing the online application. Applicants will be able to fill the electronic version at the visitors' computer at the office. Dr. Young stated that NEOGOV would be a key tool in speeding up the recruitment process, hence filling the vacancies in timely manner.**

**B. Santa Monica – Malibu Unified School District Job Fair**

**Dr. Young informed the Commissioners about organizing the Job Fair for Saturday, July 29, 2006 at the District's parking lot. People from the community are invited to inquire about different positions needed for the new school year and are encouraged to submit applications. Based on the experience from this event, Classified Personnel is planning to organize a Job Fair on an annual basis and also invite neighboring school districts to participate.**

**C. Strategic Goals for Office of Classified Personnel**

**Dr. Young presented the Personnel Commission with the update on the strategic goals.**

**The "Customer Satisfaction Survey" will be implemented in the fourth quarter of 2006.**

**The Classified Personnel staff is developing "Brown Bag" seminars on examinations, preparation of interview techniques and completing the selection process for hiring managers. These seminars will take place in the third quarter of 2006.**

**With respect to "Promoting the Marketability of Classified Personnel Services," the Classified Personnel staff has been learning how to market our products and services from staff of the local newspapers.**

**In the area of "Developing Retention Strategies to Maintain Quality District Employees" the Exit Interview Questionnaire has been implemented. The results based on this survey will be analyzed after sufficient data are collected.**

**Commissioner Barnard suggested that the current status on individual strategic goals should be included in the document. He also stressed the importance of periodic training for the District administrators and principals so that the selection process is more effective. Commissioner Barnard proposed to include an additional strategic goal – "Improvement in**

the Department's Internal Operations." Dr. Young stated that many forms and documents have been already updated and the procedure manual is in a developmental stage.

#### D. Certification List Draft

Dr. Young presented a draft of the new certification summary. One of the major changes in this document is the criteria for selecting a candidate within fourteen days. The hiring manager will also have to indicate reasons for selecting or not selecting a particular candidate. Commissioner Barnard suggested a few clarifications in the document. He also expressed his appreciation for additional documents with the certification list that cover guidelines and general interview questions.

#### E. NCLB Update

Ms. Johnston, Human Resources Technician, reported on the final results of the NCLB requirements. Originally, thirty-five Instructional Assistants had to fulfill the requirements, six people remained. Only two of them will have to be moved as result of not passing the test or providing the documentation. There are four Instructional Assistants who chose not to take the test or did not bring the documentation. Ms. Johnston is in the process of making a recommendation for reassignment of these Instructional Assistants to various school sites.

Commissioner Barnard suggested that a summary of this project be prepared and submitted to the Board of Education. He expressed his appreciation of the proactive way, and the astounding results, within the short amount of time the Classified Personnel staff had to complete the project.

**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 - deferred

#### A. Approve Classified Personnel – Merit Report - No. A. 10

1. June 29, 2006

#### B. Approve Classified Personnel – Non-Merit Report – none

#### C. Approve Classified Personnel Eligibility List(s):

<u>Classification</u>	<u># Eligibles</u>
Accounting Assistant	1
Administrative Assistant	1
Senior Office Specialist	1

Motion by: **Russell Barnard**

Seconded by: **Celia Carroll**

Vote: **2 – 0**

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

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

1. Advance Step Placement for new hire Jeffrey Patridge in the classification of Plant Manager pursuant to Personnel Commission Rule 12.2.4 (B).

Motion by: **Russell Barnard**

Seconded by: **Celia Carroll**

Vote: **2 – 0**

**B. Second Reading of Changes to Merit Rules: *Chapter II Personnel Commission* – Tabled until August 15, 2006**

**Commissioner Barnard suggested receiving this agenda item ahead of time to allow Commissioners to review it and return it to the Classified Personnel staff so that the changes can be already implemented prior to the meeting.**

**C. Monthly Vacancy Report**

**Dr. Young informed the Commissioners about the number of vacancies. He focused on the number of vacancies that were certified. Additional comments will be inserted into the vacancy report for clarification.**

**Commissioner Barnard suggested adding a pie chart representing a split of work hours and work location in relations to all positions in the District.**

**Chief Steward Cartee informed the Commission that 56% of all classified positions within the District are less than seven-hour positions.**

**Dr. Young suggested testing in different locations in order to make it more accessible to all applicants.**

**V. Personnel Commission Business:**

**A. Personnel Commissioner Comments**

**none**

**B. Future Items**

1. Human Resources/Classified Personnel Departments Reorganization
2. Closed Session
3. Hearing Officer Selection/ Procedures
4. Merit Rules Revisions
5. Classified Employees Award Committee

**VI. Closed Session: No Closed Session**

- Public Employee, to consider appointment, employment, performance evaluation, or dismissal of employee pursuant to GC §54957 as cited in the Brown Act
- Pursuant to Government Code § 54957.5 (e), Performance Review of Director, Classified Personnel

Motion by:  
 Seconded by:  
 Vote:

**TIME ADJOURNED TO CLOSED SESSION:**

**TIME RETURNED TO OPEN SESSION AT:**

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

Tuesday, August 15, 2006, 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:                   **Russell Barnard**  
 Seconded by:               **Celia Carroll**  
 Vote:                           **2 – 0**

**TIME ADJOURNED: 5:50 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.