

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

**MINUTES**

**REGULAR MEETING**  
**August 1, 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 5:20 p.m.**

**B. Roll Call: Commissioners Carroll, Brady 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: **Russell Barnard**

Seconded by: **Pam Brady**

Vote: **3 – 0**

**E. Motion to Approve Minutes: May 16, 2006; July 11, 2006**

Motion by: **Russell Barnard**

Seconded by: **Pam Brady**

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

**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
- No Reports**

**II. Closed Session:**

- Public Employee, to consider appointment, employment, performance evaluation, or dismissal of employee pursuant to GC §54957 as cited in the Brown Act

Motion by: **Pam Brady**  
 Seconded by: **Russell Barnard**  
 Vote: **3 – 0**

**TIME ADJOURNED TO CLOSED SESSION: 5:24 p.m.**

**TIME RETURNED TO OPEN SESSION AT: 6:00 p.m.**

**No Report.**

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

**A. Human Resources/Classified Personnel Departments Reorganization**

Commissioner Carroll introduced the topic by specifically referring to a list of job functions that the Personnel Commission had recommended to be transferred to the District, along with 2.0 FTE's, effective February 1, 2005. She asked Mr. Walker, Dr. Staine and Dr. Young to summarize their points of view regarding the two positions and the duties.

Commissioner Carroll suggested that item number 2, "Clerical and Substitute Assignments" should remain in Classified Personnel as a Personnel Commission function, as well as item number 14, "Winter, Spring and Summer Break Assignments." (This was never reassigned since it is related to the Seniority List.) Performing duties related to "Winter, Spring and Summer Break Assignments" had a negative impact on conducting recruitments. Ms. Johnston, Human Resources Technician, explained this complex and time-consuming process in detail.

Commissioner Barnard agreed with Dr. Matthews' comments as to his general feelings about the success of the change and his appreciation of staff's attitude dealing with the transformation. He commended the Classified Personnel department and the District for all their efforts during this challenging process.

Commissioner Barnard agreed with Commissioner Carroll's suggestion to return "Clerical and Substitute Assignments" to Classified Personnel and also to retain "Winter, Spring and Summer Break Assignments" since both functions relate to the Seniority List.

The recruiting outreach was not as effective as it should have been partially due to the additional duties of "Winter, Spring and Summer Break Assignments."

Commissioner Barnard proposed that these two job functions return to Classified Personnel, hence an additional half-time person should also be reassigned from Human Resources to Classified Personnel, so that recruitment is no longer negatively effected by these additional duties.

Dr. Young referred to the results of the Gomez-Grobe study conducted in 2004, which contained a recommendation that only one staff member, a Sr. Human Resources Technician, conduct all the classified recruitments. This recommendation is highly unrealistic.

Mr. Walker, Interim Superintendent, stated he would like to review the audit to get a feel for the nature of these recommendations. He expressed hope that the study was comprehensive analyzing current job classifications and responsibilities of the staff in both Classified and Certificated departments, and also looking at the anticipated future needs.

Dr. Young agreed with Mr. Walker that a comprehensive and comparative study should have been conducted. The Gomez-Grobe study did not provide a thorough analysis of the Certificated department’s functions. Mr. Walker suggested this issue to be broadened both departments for evaluation in the most cost efficient manner. Commissioner Carroll also requested further examination of the Certificated department.

Chief Steward Cartee shared her concerns regarding working out of class. She also suggested that the Human Resources Specialist position should return to the Classified Personnel department for consistency and adherence to the Merit Rules.

Commissioner Barnard proposed a motion to extend the trial program for an additional six months. During this six month period job functions number 2 and 14 will return to the Personnel Commission along with a 50% FTE and there will be a joint study between Human Resources and Classified Personnel departments relative to the appropriate structure of recruitment to accomplish the greatest efficiency and productivity. Commissioner Barnard expressed confidence in the staff of both departments and also approved of the direction that the Personnel Commission is taking.

Dr. Young suggested conducting a job analysis of each position in both departments. He also proposed using a survey to obtain the opinions of the Human Resources and Classified Personnel staff. Dr. Staine would like to participate in the development and implementation of the survey and the job analysis.

Motion by: **Russell Barnard**  
Seconded by: **Pam Brady**  
Vote: **3 – 0**

**IV. 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

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

**TIME ADJOURNED TO CLOSED SESSION:** \_\_\_\_\_

**TIME RETURNED TO OPEN SESSION AT:** \_\_\_\_\_

**V. Personnel Commission Business:**

**A. Personnel Commissioner Comments**

**Commissioner Barnard shared his concern with date changes of the Personnel Commission meeting due to the Administrators' and Principals Retreat on August 15, 2006.**

**Mr. Walker clarified that the management meetings had been scheduled over six months ago by Dr. Deasy.**

**B. Future Items**

1. Closed Session
2. Hearing Officer Selection/ Procedures
3. Merit Rules Revisions
4. Classification Revision - Bus Driver
5. Classification Study – Translator
6. Vacancy Committee Update
7. Job Fair Report

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

Tuesday, September 19, 2006, at 5:00 pm - *District Office Board Room.*

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

Motion by: **Celia Carroll**  
 Seconded by: **Pam Brady**  
 Vote: **3 – 0**

**TIME ADJOURNED: 6:45 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.