



PERSONNEL COMMISSION MEETING AGENDA

January 8, 2020

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Wednesday, January 8, 2020**, at **4:30 p.m.**, the **District Administrative Offices**: 1651 16th Street, Santa Monica, CA.

I. General Functions:

- G.01 Call to Order
- G.02 Roll Call
- G.03 Pledge of Allegiance
- G.04 Report from Closed Session
- G.05 Approval of Agenda for Regular Meeting on January 8, 2020

Commissioner	M	S		Yes	No	Abstain	ABSENT
Lauren Robinson							
Maria Stewart							
Julie Waterstone							

- G.06 Approval of Minutes for Regular Meeting on December 11, 2019

Commissioner	M	S		Yes	No	Abstain	ABSENT
Lauren Robinson							
Maria Stewart							
Julie Waterstone							

- G.07 Report from the Director of Classified Personnel
- G.08 Personnel Commissioner Comments/Reports
- G.09 Communications
- G.10 Public Comments



PERSONNEL COMMISSION MEETING AGENDA

Electronically Recorded (AUDIO ONLY)

January 8, 2020

PERSONNEL COMMISSIONERS: Mrs. Lauren Robinson, Mrs. Maria Stewart, and Mrs. Julie Waterstone

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Wednesday, January 8, 2020**, at **4:30 p.m.**, in the **District Administrative Offices:** 1651 16th Street, Santa Monica, CA.

- ❖ **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.

OPEN SESSION

I. GENERAL FUNCTIONS:

- G.01 Call to Order:
- G.02 Roll Call:
- G.03 Pledge of Allegiance:
- G.04 Report from Closed Session of Personnel Commission
- G.05 Approval of Agenda for Regular Meeting on January 8, 2020
- G.06 Approval of Minutes for Regular Meetings on December 11, 2019
- G.07 Report from the Director of Classified Personnel:
This is an opportunity for the Director of Classified Personnel to report on items relevant to Personnel Commission.
 - General Comments and Updates

If you will require an accommodation to participate in the Commission meeting, please notify the Personnel Commission Office at least 48 hours prior to the meeting.

- G.08 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.
- G.09 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 five (5) minutes or less.
- SEIU Report
 - Board of Education Report
- G.10 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 five (5) minutes. When there is a large number of speakers, the Personnel Commission may reduce the allotted time to three (3) 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. **CONSENT CALENDAR:**

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.

C.01 Approval of Classified Personnel Eligibility List(s):

<u>Classification</u>	<u># Eligibles</u>
Cafeteria Worker I	6
Campus Security Officer	3
Children's Center Assistant-1	2
Health Office Specialist	2
Paraeducator-1	3
Paraeducator-3	2

- C.02 Advanced Step Placement:
Eleazar Anzoleaga in the classification of Paraeducator-3 at Range A-26 Step D
- C.03 Advanced Step Placement:
Lauren Coroy in the classification of Instructional Assistant-Classroom at Range A-18 Step F
- C.04 Advanced Step Placement:
Gregory Dixon, Jr. in the classification of Paraeducator-3 at Range A-26 Step B

- C.05 Advanced Step Placement:
Jacqlene Lopez in the classification of Instructional Assistant-Classroom at Range A-18 Step D

III. ACTION ITEMS:

These items are presented for ACTION at this time.

- A.01 Classification Revision:
Job Development and Placement Specialist within the Student Services job family
- A.02 Classification Revision:
Technical Theater Technician within the Facilities job family

IV. COMMISSIONER TRAINING/BRIEFING:

These items are to keep the Commissioners up-to-date with relevant information regarding Personnel Commission procedures and practices.

CT.01 Position Study - Overview

V. DISCUSSION ITEMS:

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.

D.01 Position Study - Overview

VI. INFORMATION ITEMS:

These items are placed on the agenda as information and do not require discussion.

- I.01 Open Personnel Requisitions Status Report
- I.02 Filled Personnel Requisitions Status Report
- I.03 Classified Personnel - Merit Report No. VIII.D.2 (for SMMUSD School Board Agenda)
- December 12, 2019
- I.04 Classified Personnel - Non-Merit Report - No.VIII.D.3 (for SMMUSD School Board Agenda)
- December 12, 2019
- I.05 Personnel Commission's Twelve-Month Calendar of Events
- 2019 - 2020
- I.06 Board of Education Meeting Schedule
- 2019 – 2020

VII. PERSONNEL COMMISSION BUSINESS:

B.01 Future Items:

Subject	Action Steps	Tentative Date
Commissioner Training/Briefing: Classification Studies	Commissioner Training	2/12/20

VIII. NEXT REGULAR PERSONNEL COMMISSION MEETING:

Wednesday, February 12, 2020, at 4:30 p.m. - *District Office Board Room*

IX. 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.

X. CLOSED SESSION:

The Commission adjourned to closed session at _____ p.m. pursuant to Government Code Section 54954.5 and 54957 to discuss:

A. PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Title: Director of Classified Personnel

The Commission reconvened into open session at _____ p.m. and reported on the following action taken in closed session:

XI. ADJOURNMENT:

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

Submitted by:

Joshua Kahn
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. 70-279.



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION MEETING MINUTES

Electronically Recorded (AUDIO ONLY)

December 11, 2019

PERSONNEL COMMISSIONERS: Mrs. Lauren Robinson, Mrs. Maria Stewart, and Mrs. Julie Waterstone

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission was held on **Wednesday, December 11, 2019**, at **4:39 p.m.**, in the **District Administrative Offices:** 1651 16th Street, Santa Monica, CA.

- ❖ **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.

OPEN SESSION

I. GENERAL FUNCTIONS:

G.01 Call to Order: The Open Session of the Regular Meeting of the Personnel Commission was called to order at 4:39 p.m.

G.02 Roll Call: Commissioners Robinson and Waterstone were present. Commissioner Stewart was absent due to personal reasons.

Commissioner	M	S		Yes	No	Abstain	ABSENT
Lauren Robinson	✓			✓			
Maria Stewart							✓
Julie Waterstone		✓		✓			

G.03 Pledge of Allegiance: Mr. Chris Mock, Chief Steward, led all in attendance in the Pledge of Allegiance.

G.04 Report from Closed Session:

- None

If you will require an accommodation to participate in the Commission meeting, please notify the Personnel Commission Office at least 48 hours prior to the meeting.

G.05 Motion to Approve Agenda: December 11, 2019

It was moved and seconded to approve the agenda as submitted. The motion passed.

Commissioner	M	S		Yes	No	Abstain	ABSENT
Lauren Robinson	✓			✓			
Maria Stewart							✓
Julie Waterstone		✓		✓			

G.06 Motion to Approve Minutes: November 13, 2019

It was moved and seconded to approve the minutes as submitted. The motion passed.

Commissioner	M	S		Yes	No	Abstain	ABSENT
Lauren Robinson	✓			✓			
Maria Stewart							✓
Julie Waterstone		✓		✓			

G.07 Report from the Director of Classified Personnel:

This is an opportunity for the Director of Classified Personnel to report on items relevant to Personnel Commission.

- General Comments and Updates
 - **Director Kahn informed the Personnel Commission about his meetings with principals to discuss classified vacancies and learn about their school-specific needs. He enjoyed visiting the different campuses getting to know the principals.**
 - **Director Kahn also informed the Personnel Commission about his participation in freshmen's career interviews at the Santa Monica High School on December 10, 2019.**

G.08 Personnel Commissioner Comments/Reports:

This is a 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 Waterstone inquired about the new Personnel Commission recruitment.**
Director Kahn stated that the recruitment will close on January 3, 2020. In addition to several new applicants, there is also a viable candidate pool from the last recruitment.

G.09 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 five (5) minutes or less.

- SEIU Report
 - **Mr. Mock, Chief Steward, notified the Personnel Commission about SEIU negotiations with the District that took place on December 5, 2019.**

- Mr. Mock informed the Personnel Commission about the continuous efforts of labor management teams in Transportation, Maintenance/Operations, and Special Education departments.
 - Mr. Mock updated the Personnel Commission on the status of group employee grievances regarding compensation and job related duties.
 - Mr. Mock stated that the District, Personnel Commission, and SEIU will discuss a classification and compensation study in the new year.
 - On behalf of the SEIU leadership team and Union members, Mr. Mock wished the Personnel Commission happy holidays.
- Board of Education Report
 - Dr. Mark Kelly, Assistant Superintendent of Human Resources, informed the Personnel Commission about the first general report on budget and the inter-district permit policy that will be presented at the next Board of Education meeting on December 12, 2019.
 - Dr. Kelly informed the Personnel Commission about the Board of Education's update on California Dashboard – a profile of the District's performance based on state and locally defined priorities.
 - Dr. Kelly announced that Dr. Suzanne Webb, Director of Human Resources, has accepted a position as the Assistant Superintendent of Human Resources at the Manhattan Beach Unified School District.
 - Commissioner Robinson inquired about the District finances taken by the Los Angeles Office of Education.
Dr. Kelly updated the Personnel Commission on the Education Revenue Augmentation Fund status.

G.10 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 five (5) minutes. When there is a large number of speakers, the Personnel Commission may reduce the allotted time to three (3) 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.

- **None**

II. CONSENT CALENDAR:

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.

C.01 Approval of Classified Personnel Eligibility List(s):

<u>Classification</u>	<u># Eligibles</u>
Instructional Assistant - Music	8
Translator/Interpreter	4

- C.02 Advanced Step Placement:
Scott Andrews in the classification of Physical Activities Specialist at Range A-26 Step D
- C.03 Advanced Step Placement:
Amy Bachtell in the classification of Paraeducator-1 at Range A-20 Step D
- C.04 Advanced Step Placement:
Gabriel Bautista in the classification of Paraeducator-1 at Range A-20 Step D
- C.05 Advanced Step Placement:
Chrisauna Chery in the classification of Instructional Assistant-Classroom at Range A-18 Step D
- C.06 Advanced Step Placement:
Karina Hernandez in the classification of Instructional Assistant-Classroom at Range A-18 Step D
- C.07 Advanced Step Placement:
Patricia Motoyama Hughes in the classification of Administrative Assistant at Range A-31 Step B
- C.08 Advanced Step Placement:
Sandra Pipkin in the classification of Paraeducator-3 at Range A-26 Step B
- C.09 Advanced Step Placement:
Becky Turk in the classification of Instructional Assistant-Classroom at Range A-18 Step D

It was moved and seconded to approve the Consent Calendar as submitted for the Agenda Items C.01 – C.09. The motion passed.

Commissioner	M	S		Yes	No	Abstain	ABSENT
Lauren Robinson	✓			✓			
Maria Stewart							✓
Julie Waterstone		✓		✓			

REPORT AND DISCUSSION

- None

III. ACTION ITEMS:

These items are presented for ACTION at this time.

- A.01 Classification Revision:
Campus Security Officer within the Student Services job family
It was moved and seconded to approve the Director's recommendations for Agenda Item III.A.01 as submitted. The motion passed.

Commissioner	M	S		Yes	No	Abstain	ABSENT
Lauren Robinson	✓			✓			
Maria Stewart							✓
Julie Waterstone		✓		✓			

REPORT AND DISCUSSION

- Director Kahn provided a brief background for the revisions. In the past, recruitments for this classification have yielded a limited number of candidates on eligibility lists in comparison to the demand for filling vacancies and substitute assignments.
- In anticipation of an upcoming recruitment, the Personnel Commission staff reviewed the classification specification in order to ensure the minimum qualifications, specifically experience working with youth, were appropriate.
- Commissioner Waterstone inquired about employee training related to security in a school setting.

Director Kahn stated that the candidates are required to obtain SB1626, a special school security certification, in order to meet the minimum qualifications.

A.02 Classification Revision:

Carpenter within the Facilities job family

It was moved and seconded to approve the Director's recommendations for Agenda Item III.A.02 as submitted. The motion passed.

Commissioner	M	S		Yes	No	Abstain	ABSENT
Lauren Robinson	✓			✓			
Maria Stewart							✓
Julie Waterstone		✓		✓			

REPORT AND DISCUSSION

- Director Kahn stated that the former incumbent in this position accepted an internal promotion; hence, a new recruitment will be opened to fill this vacancy in the near future. Most revisions were made in order to clarify duty statements, to specify minimum requirements regarding journey level experience, and to include core competencies.

IV. COMMISSIONER TRAINING/BRIEFING:

These items are to keep the Commissioners up-to-date with relevant information regarding Personnel Commission procedures and practices.

- No Training

V. DISCUSSION ITEMS:

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.

- No Discussion Items

VI. INFORMATION ITEMS:

These items are placed on the agenda as information and do not require discussion.

- I.01 Open Personnel Requisitions Status Report
- I.02 Filled Personnel Requisitions Status Report
- I.03 Classified Personnel - Merit Report No. VI.D.2 (for SMMUSD School Board Agenda)
 - November 21, 2019
- I.04 Classified Personnel - Non-Merit Report - No.VI.D.3 (for SMMUSD School Board Agenda)
 - November 21, 2019
- I.05 Personnel Commission's Twelve-Month Calendar of Events
 - 2019 - 2020
- I.06 Board of Education Meeting Schedule
 - 2019 – 2020
- I.07 Personnel Commissioner Recruitment

VII. PERSONNEL COMMISSION BUSINESS:

B.01 Future Items:

Subject	Action Steps	Tentative Date
Commissioner Training/Briefing: Position & Classification Studies		1/8/20

VIII. NEXT REGULAR PERSONNEL COMMISSION MEETING:

Wednesday, January 8, 2020, at 4:30 p.m. - *District Office Board Room*

IX. 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 the closed session.

- None

X. CLOSED SESSION:

The Commission adjourned to closed session at **4:59 p.m.** pursuant to Government Code Section 54954.5 and 54957 to discuss:

A. PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Title: Director of Classified Personnel

The Commission reconvened into open session at **5:43 p.m.** and reported on the following action taken in closed session:

- **No report**

XI. ADJOURNMENT:

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

It was moved and seconded to adjourn the meeting.

Commissioner	M	S		Yes	No	Abstain	ABSENT
Lauren Robinson	✓			✓			
Maria Stewart							✓
Julie Waterstone		✓		✓			

TIME ADJOURNED: 5:44 p.m.

Submitted by:

Joshua Kahn
Secretary to the Personnel Commission
Director, Classified Personnel

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II. Consent Calendar:

Commissioner	M	S		Yes	No	Abstain	ABSENT
Lauren Robinson							
Maria Stewart							
Julie Waterstone							



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Wednesday, January 8, 2020

AGENDA ITEM NO: II.C.03

SUBJECT: Advanced Step Placement – Lauren Coroy

Hire Date: 12/03/2019

ASP Request Submitted: 12/20/2019

BACKGROUND INFORMATION:

Classification Title: Instructional Assistant - Classroom	Employee: Lauren Coroy	Calculation of Advanced Step Recommendation
<u>Education:</u> <ul style="list-style-type: none"> Completed 48 units at an accredited institution of higher learning; OR Obtained an Associate's (or higher) degree; OR Must pass the District's Instructional Assistant written examination demonstrating knowledge of and the ability to assist in instructing reading readiness, writing readiness and mathematics readiness. 	<ul style="list-style-type: none"> Lauren Coroy has a Bachelor's Degree in Finance. 	1 level of education above the required level = 1 Step Advance (Max. allowed)
<u>Experience:</u> <ul style="list-style-type: none"> No experience required. Preferred Experience: (6) months paid or volunteer experience that has provided first-hand knowledge of the needs of school aged children and young people.	<ul style="list-style-type: none"> Lauren Coroy meets the minimum requirements and has over five years of preferred experience. 	2 (2-year periods) of experience above the required level = 2 Step Advance (Max. allowed)
<u>Total Advanced Steps:</u> Starting Step: C (Living Wage) + 1 (Education) + 2 (Experience) = 3 Advanced Step = STEP F		

DIRECTOR'S COMMENTS:

Lauren Coroy's education exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-18 at Step C is \$14.94 per hour, while Step F is \$17.30 per hour.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Lauren Coroy's at Range A-18, Step F on the Classified Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment*

Commissioner	M	S		Yes	No	Abstain	ABSENT
Lauren Robinson							
Maria Stewart							
Julie Waterstone							



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Wednesday, January 8, 2020

AGENDA ITEM NO: II.C.05

SUBJECT: Advanced Step Placement – Jacqlene Lopez

Hire Date: 12/09/2019

ASP Request Submitted: 12/10/2019

BACKGROUND INFORMATION:

Classification Title: Instructional Assistant - Classroom	Employee: Jacqlene Lopez	Calculation of Advanced Step Recommendation
<u>Education:</u> <ul style="list-style-type: none"> Completed 48 units at an accredited institution of higher learning; OR Obtained an Associate's (or higher) degree; OR Must pass the District's Instructional Assistant written examination demonstrating knowledge of and the ability to assist in instructing reading readiness, writing readiness and mathematics readiness. 	<ul style="list-style-type: none"> Jacqlene Lopez has a Bachelor's Degree in Finance. 	1 level of education above the required level = 1 Step Advance (Max. allowed)
<u>Experience:</u> <ul style="list-style-type: none"> No experience required. Preferred Experience: (6) months paid or volunteer experience that has provided first-hand knowledge of the needs of school aged children and young people.	<ul style="list-style-type: none"> Jacqlene Lopez meets the minimum requirements. 	0 (2-year periods) of experience above the required level = 0 Step Advance (Max. allowed)
<u>Total Advanced Steps:</u> Starting Step: C (Living Wage) + 1 (Education) + 0 (Experience) = 1 Advanced Step = STEP D		

DIRECTOR'S COMMENTS:

Jacqlene Lopez education exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-18 at Step C is \$14.94 per hour, while Step D is \$15.68 per hour.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Jacqlene Lopez at Range A-18, Step D on the Classified Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment*

Commissioner	M	S		Yes	No	Abstain	ABSENT
Lauren Robinson							
Maria Stewart							
Julie Waterstone							

RULE 12.2.4.B: SALARY ON EMPLOYMENT

A new employee may request or be recommended for Advanced Step Placement within the first sixty (60) working days during the probationary period. If the new employee is granted Advanced Step Placement, the salary rate shall be retroactive to the date of entry in the classification. The request or recommendation shall be submitted, in writing, to the Director of Classified Personnel. The Advanced Step Placement is subject to the recommendation of the Director of Classified Personnel and approval of the Commission. The Director of Classified Personnel shall base the recommendation on a determination that the new employee's previous experience and qualifications substantially exceed the qualifications of the classification.

16.3 Step Advancement

16.3.1 Upon entering employment on Step A, each regular classified unit member, after satisfactory completion of the first six (6) months in a permanent position, shall advance to the next step on the appropriate range of the salary schedule. Thereafter, he/she shall advance one (1) step on the salary schedule upon completion of each year of continuous and satisfactory service until the maximum salary is reached.

16.3.2 Upon entering employment on Step B or higher, each regular classified unit member shall advance to the next step on the appropriate range of the salary schedule after the completion of one (1) year of satisfactory service and in one (1)-year increments thereafter until the maximum salary is reached.

16.3.2.1 The parties agree that there shall be a single classified salary schedule upon which all unit members shall be compensated.

16.3.3 Salary advancement shall be computed only on the first (1st) of each calendar month. When an anniversary date falls on or before the fifteenth (15th) of the month, the increment shall be figured on the first (1st) of the month. When the anniversary date falls after the fifteenth (15th) of the month, the increment shall be figured the first (1st) of the following month.

16.4 Advanced Step Placement:

A unit member may request or be recommended for Advanced Step Placement within the first sixty (60) working days during the probationary period. If the unit member is granted Advanced Step Placement, the salary rate shall be retroactive to the date of entry into the classification.

16.4.1 Unit members being promoted may be offered advanced step placement upon the supervisor's request. This request shall be supported by at least one of the following criteria:

- a. Unit member was originally hired in an entry level classification in which Advanced Step Placement was not offered; and/or
- b. Recruitment difficulty as evidenced by failure to obtain a rank of three (3) through the testing process, or a lack of qualified applicants as determined by the Director of Classified Personnel.

16.5 Salary on Promotion

16.5.1 When a unit member is promoted to a position in a higher salary range, he/she shall receive the next higher dollar amount above his/her present rate of pay, but not less than the minimum of the new salary range. If that amount is less than a one (1) step (5%) increase, the unit member shall be placed at the next higher step over that authorized above.

16.5.2 Some unit members promoted at step A shall advance one (1) step after satisfactory completion of a six (6) month probationary period. Therefore, he/she shall receive regular annual salary increments in accordance with Article 16.3.

16.5.2.1 A unit member promoted at step B or higher, shall advance one (1) step after satisfactory completion of one (1) year of service, which includes a six (6) month probationary period. Thereafter, he/she shall receive regular annual salary increments in accordance with Article 16.3.2.

16.5.3 When it is to the unit member's financial advantage to retain his/her regular anniversary date, it shall be retained. When it is to the unit member's disadvantage to retain his/her anniversary date, the date he/she is promoted to the higher class

III. Action Items:

Commissioner	M	S		Yes	No	Abstain	ABSENT
Lauren Robinson							
Maria Stewart							
Julie Waterstone							



PERSONNEL COMMISSION

Regular Meeting: Wednesday, January 8, 2020

AGENDA ITEM NO: III.A.01

Classification Description Revision: Job Development and Placement Specialist

BACKGROUND INFORMATION:

In anticipation of an upcoming recruitment for Job Development and Placement Specialist, Personnel Commission staff reviewed the classification specification to ensure it was up-to-date and accurate.

METHODOLOGY:

Staff conducted the following activities:

- Met with the Director, Special Education and WorkAbility Specialist to review the current class spec
- Staff distributed proposed revisions to the current class specification based upon feedback received from the WorkAbility Specialist
- Further revisions were made based on additional feedback

ANALYSIS & FINDINGS:

Based on the information gathered, the recommended changes are summarized as follows:

- Change in title from Job Development and Placement Specialist to WorkAbility Assistant to more accurately reflect the classification's scope of responsibility
- Experience minimum qualification broadened to include candidates that have experiences outside of job development/placement/coaching
- Language used for Duties has been updated to more accurately reflect the scope of responsibility for the classification
- Language used for Knowledge has been broadened to incorporate general concepts related to social-service related program management rather than specifically related to job development/placement/coaching
- Core Competencies replace Abilities
- Additional Requirements clarifies that a Driver License is required
- Distinguishing Characteristics has been added in order to clarify the distinction between this classification and the WorkAbility Specialist

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve the revisions to the Job Development and Placement Specialist classification description as provided.

Commissioner	M	S		Yes	No	Abstain	ABSENT
Lauren Robinson							
Maria Stewart							
Julie Waterstone							



JOB DEVELOPMENT AND PLACEMENT SPECIALIST WORKABILITY ASSISTANT

BASIC FUNCTION:

Under broad **general** supervision, of the Director of Special Education and/or designee, provide specialized support and service in job development and career counseling for young adults with special needs through the District's Workability Program; perform activities such as soliciting employer interest and involvement in the employment of students, orienting students to the services provided, developing student work skills, and providing general office support. **provides clerical work in support of the employment program and provides assistance, guidance, and support to students with special needs as they pursue entry level work experience.**

MINIMUM QUALIFICATIONS

EDUCATION:

Educational attainment equivalent to a high school diploma or its recognized equivalent. **A high school diploma or recognized equivalent.**

EXPERIENCE:

One (1) year of paid professional experience assisting others in the areas of job searching, job development, job placement and/or job coaching in an educational or business setting, preferably through a school Workability program. **collecting data, maintaining records, and delivering presentations within a public or social service-related program.**

LICENSES AND OTHER REQUIREMENTS ADDITIONAL REQUIREMENTS/INFORMATION:

A valid California driver's license **Driver License** and availability of private transportation, or ability to provide **obtain** transportation between District sites, may be **for job-related travel is** required. **Requires frequent travel, including Santa Monica, Malibu, and surrounding areas. Experience working with special needs students is highly desirable. Experience providing pre-employment training and/or coaching is highly desirable.**

REPRESENTATIVE DUTIES:

- Work directly with special education students to assist them in gaining entry level work experience skills.
- Assist in initial intake process, determining students' readiness for work experience and identifying specific work experience opportunities in consultation with the Workability Specialist. **Distributes enrollment information and forms to recruit students into the employment program**
- **Determines employment program eligibility based on established criteria by reviewing, soliciting, and verifying information from students, families, and staff**
- Assist students in obtaining necessary documents, including Social Security Card and State ID Card.
- Contact employers throughout the community to explain the Workability Program and develop employment opportunities for students.
- Develop both paid and subsidized placement opportunities. **Recommends placement of students into appropriate work environment**

- Assist students in completing employment applications, preparing for interviews, developing transportation plan, learning job duties, and understanding responsibilities as an employee.
- Delivers presentations related to work-readiness skills including, but not limited to, resume development, interviewing, and employer expectations
- Conducts individual and group assessments related to work-readiness skills including, but not limited to, reviewing resumes and conducting mock interviews in order to identify students' strengths and needs
- Coordinates transportation for students by identifying appropriate routes
- Accompanies students to work sites and other employment program activities
- Follow up on student placements to identify any adjustment problems; enhance communication between the student, the employer, and co-workers. Conducts on site observations to gather data, information, and feedback about students
- Provides work site and job task orientation to students by outlining and reviewing work assignments, methods, and rules
- Recommends job task modifications to employer in order to accommodate students
- Process student and employer time and pay records. Collects records and data including, but not limited to, time sheets, payroll, evaluations, demographics, and curriculum
- Maintain updated reports regarding student progress in the program. Enters, updates, audits, and maintains various data, logs, records, and reports using databases and spreadsheets in order to ensure accuracy and completeness
- Enter information (demographics, parent data, school, array of services, placements, etc.) on various databases, including workability website.
- Confer with designated staff concerning student needs; alert staff to any special challenges or information concerning students.
- May assist with orienting students to job tasks.
- Provides technical assistance to students and District staff by answering questions and demonstrating software used in the employment program
- Serves as a liaison between District and external agencies and organizations by collecting information and receiving clarification on standards and requirements
- Attends and participates in meetings, trainings, workshops, and conferences
- Performs other related duties as assigned.

NOTE: The statements listed above are intended to describe the general nature and level of work being performed by employees in this classification, and are not to be interpreted as an exhaustive list of responsibilities and qualifications required of personnel so classified. Reasonable accommodations will be made so that qualified employees can perform the essential functions of the job.

SUPERVISION:

Direct **General** supervision is received from the Special Education Coordinator **higher level management within Special Education**. Technical and functional work direction is received from the Workability Specialist. No supervision is exercised.

KNOWLEDGE AND ABILITIES JOB REQUIREMENTS

KNOWLEDGE OF:

- Basic office practices and procedures, including filing, recordkeeping and report writing.
- Principles and practices of recordkeeping and maintaining documentation
- Word processing, spreadsheet, and presentation software
- Practices of delivering presentations and public speaking
- Principles and practices of data collection and entry
- Principles of public or social-service related program management
- Principles, practices, and techniques of information gathering
- Safe and appropriate practices in business and community activities.

- ~~Job development and placement techniques.~~
- ~~Job search and interview skills.~~
- ~~Career information sources.~~
- ~~Public and private organizational structures, work settings and basic employment procedures.~~

ABILITY TO:

- ~~Work effectively and supportively, and provide for the special needs and requirements of special education students enrolled in the District's Special Education Program.~~
- ~~Operate a personal computer to utilize spreadsheet and word processing applications, Internet, and electronic mail systems.~~
- ~~Learn District policies and guidelines.~~
- ~~Converse with others in a friendly and persuasive manner to make connections within the business world for work opportunities for students.~~
- ~~Learn to analyze jobs and working conditions and match them to the vocational evaluations of students.~~
- ~~Compile and maintain accurate and detailed records.~~
- ~~Establish and maintain time and payroll record-keeping systems.~~
- ~~Work effectively and cooperatively with a wide variety of stakeholder groups.~~
- ~~Understand with sensitivity and awareness the cultural diversities and needs of students within the communities encompassed by the District.~~
- ~~Travel to various school sites and private organizations, and work flexible hours.~~

CORE COMPETENCIES:

- **Professional and Technical Expertise – Applying technical subject matter to the job**
- **Using Technology – Working with electronic hardware and software applications**
- **Fact Finding – Obtaining facts and data pertaining to an issue or question**
- **Adaptability – Responding positively to change and modifying behavior as the situation requires**
- **Self-Management – Showing personal organization, self-discipline, and dependability**
- **Developing Others – Supporting others in stretching and expanding their capabilities**
- **Using Technology – Working with electronic hardware and software applications**
- **Presentation Skill – Formally delivering information to groups**
- **Cultural Proficiency – Modeling communication and interaction that respect and include all individuals and their languages, abilities, religions, and cultures**

WORKING CONDITIONS:

ENVIRONMENT:

This position primarily works in an office or classroom environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances.

PHYSICAL DEMANDS:

Hand and finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate standard office equipment. The position occasionally bends, stoops, reaches, pushes and pulls drawers to retrieve and file information and lifts and carries reports, books and records that typically weigh less than twenty (20) pounds. Will be required to work a varied schedule including days, evenings, and weekends.

HAZARDS:

Work is performed indoors and outdoors where minimal safety risks exist.

DISTINGUISHING CHARACTERISTICS

The WorkAbility Assistant (WAA) classification is distinguished from WorkAbility Specialist (WAS) in that the WAS is responsible for establishing the program goals and objectives, assessing program performance, managing program operations, and providing supervision to program staff. The WAA provides assistance in these areas by carrying out general clerical duties, data collection, data entry, and direct support to participating students as they pursue entry level work.

REVISED:

May, 1995 (Ewing & Company)

July 14, 2009

December 11, 2012

February 14, 2017

Proposed January 08, 2020

WORKABILITY ASSISTANT

BASIC FUNCTION

Under general supervision, provides clerical work in support of the employment program and provides assistance, guidance, and support to students with special needs as they pursue entry level work experience.

MINIMUM QUALIFICATIONS

EDUCATION:

A high school diploma or recognized equivalent.

EXPERIENCE:

One (1) year of experience collecting data, maintaining records, and delivering presentations within a public or social service-related program.

ADDITIONAL REQUIREMENTS/INFORMATION:

A valid California Driver License and availability of private transportation or ability to obtain transportation for job-related travel is required. Requires frequent travel, including Santa Monica, Malibu, and surrounding areas. Experience working with special needs students is highly desirable. Experience providing pre-employment training and/or coaching is highly desirable.

REPRESENTATIVE DUTIES

- Distributes enrollment information and forms to recruit students into the employment program
- Determines employment program eligibility based on established criteria by reviewing, soliciting, and verifying information from students, families, and staff
- Recommends placement of students into appropriate work environment
- Delivers presentations related to work-readiness skills including, but not limited to, resume development, interviewing, and employer expectations
- Conducts individual and group assessments related to work-readiness skills including, but not limited to, reviewing resumes and conducting mock interviews in order to identify students' strengths and needs
- Coordinates transportation for students by identifying appropriate routes
- Accompanies students to work sites and other employment program activities
- Conducts on site observations to gather data, information, and feedback about students
- Provides work site and job task orientation to students by outlining and reviewing work assignments, methods, and rules
- Recommends job task modifications to employer in order to accommodate students
- Collects records and data including, but not limited to, time sheets, payroll, evaluations, demographics, and curriculum
- Enters, updates, audits, and maintains various data, logs, records, and reports using databases and spreadsheets in order to ensure accuracy and completeness

- Provides technical assistance to students and District staff by answering questions and demonstrating software used in the employment program
- Serves as a liaison between District and external agencies and organizations by collecting information and receiving clarification on standards and requirements
- Attends and participates in meetings, trainings, workshops, and conferences
- Performs related duties as assigned

NOTE: *The statements listed above are intended to describe the general nature and level of work being performed by employees in this classification, and are not to be interpreted as an exhaustive list of responsibilities and qualifications required of personnel so classified. Reasonable accommodations will be made so that qualified employees can perform the essential functions of the job.*

SUPERVISION

General supervision is received from higher level management within Special Education. No supervision is exercised.

JOB REQUIREMENTS

KNOWLEDGE:

- Principles and practices of recordkeeping and maintaining documentation
- Word processing, spreadsheet, and presentation software
- Practices of delivering presentations and public speaking
- Principles and practices of data collection and entry
- Principles of public or social-service related program management
- Principles, practices, and techniques of information gathering

CORE COMPETENCIES:

- Professional and Technical Expertise – Applying technical subject matter to the job
- Using Technology – Working with electronic hardware and software applications
- Fact Finding – Obtaining facts and data pertaining to an issue or question
- Adaptability – Responding positively to change and modifying behavior as the situation requires
- Self-Management – Showing personal organization, self-discipline, and dependability
- Developing Others – Supporting others in stretching and expanding their capabilities
- Using Technology – Working with electronic hardware and software applications
- Presentation Skill – Formally delivering information to groups
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WORKING CONDITIONS

ENVIRONMENT:

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records that typically weigh less than twenty (20) pounds. Will be required to work a varied schedule including days, evenings, and weekends.

HAZARDS:

Work is performed indoors and outdoors where minimal safety risks exist.

DISTINGUISHING CHARACTERISTICS

The WorkAbility Assistant (WAA) classification is distinguished from WorkAbility Specialist (WAS) in that the WAS is responsible for establishing the program goals and objectives, assessing program performance, managing program operations, and providing supervision to program staff. The WAA provides assistance in these areas by carrying out general clerical duties, data collection, data entry, and direct support to participating students as they pursue entry level work.

REVISED:

May, 1995 (Ewing & Company)

July 14, 2009

December 11, 2012

February 14, 2017

Proposed January 08, 2020



PERSONNEL COMMISSION

Regular Meeting: Wednesday, January 8, 2020

AGENDA ITEM NO: III.A.02

Classification Description Revision: Technical Theater Technician

BACKGROUND INFORMATION:

In anticipation of an upcoming recruitment for Technical Theater Technician, Personnel Commission staff reviewed the classification specification to ensure the minimum qualifications were appropriate.

METHODOLOGY:

Staff conducted the following activities:

- Met with the Manager, Facility Use to review the current class spec
- Staff distributed proposed revisions to the current class specification based upon feedback received from the Manager, Facility Use

ANALYSIS & FINDINGS:

Based on the information gathered, the recommended changes are summarized as follows:

- Reduce Experience to more accurately reflect needs of the position
- Clarify Experience by excluding rigging and specify the type of experience one must have with sound and lighting equipment
- Clarify that a Driver License is required
- Replace Abilities with Core Competencies

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve the revisions to the Technical Theater Technician classification description as provided.

Commissioner	M	S		Yes	No	Abstain	ABSENT
Lauren Robinson							
Maria Stewart							
Julie Waterstone							



CLASSIFICATION DESCRIPTION
BARGAINING UNIT: SEIU LOCAL 99
CLASS CODE: 560709
SALARY RANGE: A-25

TECHNICAL THEATER TECHNICIAN

BASIC FUNCTION:

~~Under general supervision of the Facility Use Manager and the Theater Operations Supervisor, support theater operation rentals and school programs; provide on-site technical, house and facility support for all events in Barnum Hall and the Memorial Greek Amphitheatre located on the campus of Santa Monica High School (SAMOHI) and other venues as needed.~~ **stage productions and events.**

MINIMUM QUALIFICATIONS

EDUCATION:

~~Educational attainment equivalent to a~~ **A** high school diploma or its recognized equivalent.

EXPERIENCE:

~~Three (3) years of journey-level experience in technical theater, including rigging, stage lighting, and/or sound.~~ **One (1) year of technical theater production experience, including the set-up and operation of sound and lighting equipment.**

LICENSES AND OTHER REQUIREMENTS **ADDITIONAL REQUIREMENTS/INFORMATION:**

A valid California driver's license and availability of private transportation or ability to provide transportation between District sites ~~may be~~ **is** required. **Irregular work hours, including evenings and weekends, are required.**

REPRESENTATIVE DUTIES:

- Oversee and provide on-site technical, house and facility support for all events in District theaters and amphitheaters including, but not limited to, Barnum Hall and the Memorial Greek Amphitheatre.
- Provide professional guidance and assistance to school and rental groups to facilitate and enhance their use of the facilities.
- Support the staging of theatrical lighting, sound, video and other equipment and/or assets, as required for individual performances.
- Provide technical oversight, guidance and training to student theatrical crew members in basic theater practices, techniques and work standards.
- Operate lights, sound and other equipment during rehearsals and production.
- Acts as Site Representative during large special events and filming rentals at District facilities.
- Maintain the technical theatre equipment at all District sites, including regular maintenance, inventory, ordering and safety inspections.

- Work closely with District administrative staff to maintain positive, cooperative working relationships in coordinating all uses of facilities and specifically synchronizing and managing campus related events and parking with users of the facilities and prospective filming.
- Perform related duties as assigned.

NOTE: *The statements listed above are intended to describe the general nature and level of work being performed by employees in this classification, and are not to be interpreted as an exhaustive list of responsibilities and qualifications required of personnel so classified. Reasonable accommodations will be made so that qualified employees can perform the essential functions of the job.*

SUPERVISION:

~~Works under general supervision of the Facility Use Manager and the Theater Operations Supervisor. Technical guidance may be provided by Technical Theater Coordinator.~~ **General supervision is received from higher level management within Facility Use.** No supervision of staff is exercised.

KNOWLEDGE AND ABILITIES JOB REQUIREMENTS

~~KNOWLEDGE OF:~~

- Principles and methods, equipment and materials used to deliver event service requirements for a variety of events including concerts, theatrical productions and educational events.
- Technical, operational and maintenance requirements for theater productions including lighting, sound, projections, rigging and scenery.
- Stagecraft and stage operations, including rigging, sound, lighting, projections and set construction.
- Basic electrical, electronics and mechanical principles as applied to stage equipment.
- Laws and regulations governing public assembly and entertainment facilities including fire and safety laws, CAL OSHA regulations, ADA provisions, health codes and applicable local, state and federal regulations and laws.
- ~~• Organization and time management.~~
- ~~• Customer service principles and techniques.~~

~~ABILITY TO:~~

- ~~• Read, understand and interpret building, event and equipment blueprints.~~
- ~~• Create, draw, review and evaluate working drawings and sketches.~~
- ~~• Interpret and execute directors' and designers' requests.~~
- ~~• Interpret and apply technical terminology when working with renters, crew and maintenance personnel.~~
- ~~• Operate current lighting control systems and equipment, sound, video and projection systems, stage rigging, elevators and machinery.~~
- ~~• Work under general supervision.~~
- ~~• Communicate effectively both orally and in writing.~~
- ~~• Organize and manage time effectively.~~

- ~~Provide technical oversight and training to student theatrical crew members in basic theater practices, techniques and work standards.~~
- ~~Attend technical planning meetings.~~
- ~~Understand with sensitivity and awareness, the cultural diversities and needs of students and their environment within the communities encompassed by the District.~~
- ~~Establish and maintain cooperative working relationships with those contacted in the course of work.~~

CORE COMPETENCIES:

- **Professional & Technical Expertise – Applying technical subject matter to the job**
- **Using Technology – Working with electronic hardware and software applications**
- **Safety Focus – Showing vigilance and care in identifying and addressing health risks and safety hazards**
- **General Physical Ability – Using strength, endurance, flexibility, balance, and coordination**
- **Customer Focus – Attending to the needs and expectations of customers**
- **Teamwork – Collaborating with others to achieve shared goals**

WORKING CONDITIONS:

ENVIRONMENT:

Work is performed both inside and outside in seasonal climate and weather conditions. Slippery surfaces, high elevations, cramped position, moving objects, oily conditions, dust, odors; high voltage, chemicals, noise and paint fumes may be encountered. Physical demands including standing, bending, stooping, crawling, lifting up to fifty (50) pounds climbing ladders and flights of stairs, walking and sitting. ~~Irregular work hours (e.g., evening, weekend) are required.~~

PHYSICAL DEMANDS:

Physical demands include climbing ladders and working from heights; standing for extended periods of time; heavy physical labor; visual and auditory acuity to maintain safety standards; dexterity of hands and fingers to safely and efficiently operate specialized tools and equipment; kneeling or crouching; bending at the waist; reaching overhead; above the shoulders and horizontally; hearing and speaking sufficient to exchange information.

HAZARDS:

Working on ladders or scaffolding at heights; working in a cramped or restrictive work area; working around and with machinery having moving parts; exposure to flying debris or nails.

REVISED:

Proposed January 08, 2020



CLASSIFICATION DESCRIPTION
BARGAINING UNIT: SEIU LOCAL 99
CLASS CODE: 560709
SALARY RANGE: A-25

TECHNICAL THEATER TECHNICIAN

BASIC FUNCTION

Under general supervision, support theater operation rentals and school programs; provide on-site technical, house and facility support for stage productions and events.

MINIMUM QUALIFICATIONS

EDUCATION:

A high school diploma or recognized equivalent.

EXPERIENCE:

One (1) year of technical theater production experience, including the set-up and operation of sound and lighting equipment.

ADDITIONAL REQUIREMENTS/INFORMATION:

A valid California driver's license and availability of private transportation or ability to provide transportation between District sites is required. Irregular work hours, including evenings and weekends, are required.

REPRESENTATIVE DUTIES

- Oversee and provide on-site technical, house and facility support for all events in District theaters and amphitheaters including, but not limited to, Barnum Hall and the Memorial Greek Amphitheatre.
- Provide professional guidance and assistance to school and rental groups to facilitate and enhance their use of the facilities.
- Support the staging of theatrical lighting, sound, video and other equipment and/or assets, as required for individual performances.
- Provide technical oversight, guidance and training to student theatrical crew members in basic theater practices, techniques and work standards.
- Operate lights, sound and other equipment during rehearsals and production.
- Acts as Site Representative during large special events and filming rentals at District facilities.
- Maintain the technical theatre equipment at all District sites, including regular maintenance, inventory, ordering and safety inspections.
- Work closely with District administrative staff to maintain positive, cooperative working relationships in coordinating all uses of facilities and specifically synchronizing and managing campus related events and parking with users of the facilities and prospective filming.
- Perform related duties as assigned.

NOTE: *The statements listed above are intended to describe the general nature and level of work being performed by employees in this classification, and are not to be interpreted as an exhaustive list of responsibilities and qualifications required of personnel so classified. Reasonable accommodations will be made so that qualified employees can perform the essential functions of the job.*

SUPERVISION

General supervision is received from higher level management within Facility Use. No supervision is exercised.

JOB REQUIREMENTS

KNOWLEDGE:

- Principles and methods, equipment and materials used to deliver event service requirements for a variety of events including concerts, theatrical productions and educational events.
- Technical, operational and maintenance requirements for theater productions including lighting, sound, projections, rigging and scenery.
- Stagecraft and stage operations, including rigging, sound, lighting, projections and set construction.
- Basic electrical, electronics and mechanical principles as applied to stage equipment.
- Laws and regulations governing public assembly and entertainment facilities including fire and safety laws, CAL OSHA regulations, ADA provisions, health codes and applicable local, state and federal regulations and laws.

CORE COMPETENCIES:

- Professional & Technical Expertise – Applying technical subject matter to the job
- Using Technology – Working with electronic hardware and software applications
- Safety Focus – Showing vigilance and care in identifying and addressing health risks and safety hazards
- General Physical Ability – Using strength, endurance, flexibility, balance, and coordination
- Customer Focus – Attending to the needs and expectations of customers
- Teamwork – Collaborating with others to achieve shared goals

WORKING CONDITIONS

ENVIRONMENT:

Work is performed both inside and outside in seasonal climate and weather conditions. Slippery surfaces, high elevations, cramped position, moving objects, oily conditions, dust, odors; high voltage, chemicals, noise and paint fumes may be encountered. Physical demands including standing, bending, stooping, crawling, lifting up to fifty (50) pounds climbing ladders and flights of stairs, walking and sitting.

PHYSICAL DEMANDS:

Physical demands include climbing ladders and working from heights; standing for extended periods of time; heavy physical labor; visual and auditory acuity to maintain

safety standards; dexterity of hands and fingers to safely and efficiently operate specialized tools and equipment; kneeling or crouching; bending at the waist; reaching overhead; above the shoulders and horizontally; hearing and speaking sufficient to exchange information.

HAZARDS:

Working on ladders or scaffolding at heights; working in a cramped or restrictive work area; working around and with machinery having moving parts; exposure to flying debris or nails.

REVISED:

Proposed January 08, 2020

IV. Commissioner Training/Briefing:



PERSONNEL COMMISSION

Regular Meeting: Wednesday, January 8, 2020

AGENDA ITEM NO: CT.01

Informational Session: Position Study - Overview

BACKGROUND INFORMATION:

The Director-Classified Personnel provides brief informational sessions on topics relevant to the operation of the Office of the Personnel Commission.

SUMMARY:

This informational session will provide an overview of the steps taken to conduct a position study.

V. Discussion Items:



PERSONNEL COMMISSION

Regular Meeting: Wednesday, January 8, 2020

AGENDA ITEM NO: D.01

Discussion: Position Study - Overview

BACKGROUND INFORMATION:

The Director-Classified Personnel provides brief informational sessions on topics relevant to the operation of the Office of the Personnel Commission. This serves as an opportunity to discuss the contents of the session.

VI. Information Items:

Open Requisitions (1/03/2020)

Req Number	Req Title	Department	Position Type	FTE	Req Status
19-008	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	Vac	43.75	Open
19-016	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	Vac	43.75	Open
19-053	CHILDREN'S CENTER ASSISTANT-3	CHILD DEVELOPMENT SERVICES	New	43.75	Open
19-077	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	Vac	43.75	Open
19-152	CAMPUS MONITOR	JOHN MUIR ELEMENTARY SCHOOL	Vac	18.75	Open
19-188	ADMINISTRATIVE ASSISTANT	SANTA MONICA HIGH SCHOOL	Vac	100	Open
19-191	CUSTODIAN	SANTA MONICA HIGH SCHOOL	Vac	100	Open
19-204	CAFETERIA WORKER I	FOOD & NUTRITION SERVICES	Vac	62.5	Open
19-205	CAFETERIA WORKER I	FOOD & NUTRITION SERVICES	Vac	50	Open
19-206	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL	Vac	37.5	Open
19-213	INSTRUCTIONAL ASSISTANT-CLASSROOM	FRANKLIN ELEMENTARY SCHOOL	Vac	45	Open
20--078	INSTRUCTIONAL ASSISTANT-CLASSROOM	MALIBU HIGH SCHOOL	Vac	48.75	Open
20-008	SPORTS FACILITY ATTENDANT	BUSINESS SERVICES	New	30	Open
20-013	TRANSLATOR/INTERPRETER	EDUCATIONAL SERVICES	New	100	Open
20-015	CAMPUS MONITOR	JOHN MUIR ELEMENTARY SCHOOL	Vac	0.19	Open
20-020	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	Vac	43.75	Open
20-021	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	Vac	43.75	Open
20-035	TECHNICAL THEATER TECHNICIAN	BUSINESS SERVICES	Vac	50	Open
20-036	TRANSLATOR/INTERPRETER	EDUCATIONAL SERVICES	New	100	Open
20-037	CAFETERIA WORKER I	FOOD & NUTRITION SERVICES	Vac	37.5	Open
20-038	CUSTODIAN	OLYMPIC HIGH SCHOOL	Vac	62.5	Open
20-039	HEALTH OFFICE SPECIALIST	MALIBU HIGH SCHOOL	New	43.75	Open
20-048	PARAEDUCATOR-3	WEBSTER ELEMENTARY SCHOOL	New	75	Open
20-056	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	New	43.75	Open
20-057	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	New	43.75	Open
20-058	DIRECTOR OF PURCHASING	PURCHASING/WAREHOUSE	Vac	100	Open
20-065	INSTRUCTIONAL ASSISTANT-CLASSROOM	OLYMPIC HIGH SCHOOL	Vac	62.5	Open
20-068	ASSISTANT DIRECTOR-FISCAL SERVICES	FISCAL SERVICES	Vac	100	Open
20-071	PARAEDUCATOR-3	LINCOLN CHILD DEVELOPMENT CENTER	Vac	56.25	Open
20-075	CAMPUS MONITOR	FRANKLIN ELEMENTARY SCHOOL	New	0.29	Open
20-077	ELEMENTARY LIBRARY COORDINATOR	EDISON LANGUAGE ACADEMY	Vac	87.5	Open
20-079	PHYSICAL ACTIVITIES SPECIALIST	MALIBU HIGH SCHOOL	Vac	25	Open
20-081	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	Vac	43.75	Open
20-082	GARDENER	M & O (Maintenance & Operations)	Vac	100	Open
20-091	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	New	43.75	Open
20-092	INSTRUCTIONAL ASSISTANT-CLASSROOM	SANTA MONICA HIGH SCHOOL	Vac	40	Open
20-096	PARAEDUCATOR-1	MALIBU HIGH SCHOOL	Vac	75	Open
20-097	PARAEDUCATOR-1	GRANT ELEMENTARY SCHOOL	New	62.5	Open
20-104	THEATER OPERATIONS SUPERVISOR	BUSINESS SERVICES	Vac	100	Open
20-106	HEALTH OFFICE SPECIALIST	STUDENT SERVICES	Vac	43.75	Open
20-107	PARAEDUCATOR-3	ROOSEVELT ELEMENTARY SCHOOL	Vac	75	Open

20-108	TECHNICAL THEATER TECHNICIAN	BUSINESS SERVICES	Vac	100	Open
20-109	CAMPUS MONITOR	WEBSTER ELEMENTARY SCHOOL	Vac	0.125	Open
20-110	INSTRUCTIONAL ASSISTANT-CLASSROOM	ROOSEVELT ELEMENTARY SCHOOL	Vac	37.5	Open
20-111	PARAEDUCATOR-1	JOHN MUIR ELEMENTARY SCHOOL	New	56.25	Open
20-111	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	81.25	Open
20-113	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	75	Open
20-114	PARAEDUCATOR-1	JOHN ADAMS MIDDLE SCHOOL	Vac	75	Open
20-115	PARAEDUCATOR-3	SANTA MONICA HIGH SCHOOL	Vac	75	Open
20-117	BUS DRIVER	TRANSPORTATION	New	87.5	Open
20-118	CARPENTER	M & O (Maintenance & Operations)	Vac	100	Open
20-120	PARAEDUCATOR-1	STUDENT SERVICES	New	75	Open
20-122	PARAEDUCATOR-1	FRANKLIN ELEMENTARY SCHOOL	New	62.5	Open
20-125	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	EDISON LANGUAGE ACADEMY	Vac	43.75	Open
20-126	INSTRUCTIONAL ASSISTANT-CLASSROOM	ROOSEVELT ELEMENTARY SCHOOL	Vac	37.5	Open
20-127	PARAEDUCATOR-1	ROOSEVELT ELEMENTARY SCHOOL	New	75	Open
20-128	PARAEDUCATOR-3	MCKINLEY ELEMENTARY SCHOOL	Vac	75	Open
20-129	PARAEDUCATOR-1	MCKINLEY ELEMENTARY SCHOOL	New	62.5	Open
20-132	PARAEDUCATOR-1	WEBSTER ELEMENTARY SCHOOL	Vac	75	Open
20-133	PARAEDUCATOR-3	LINCOLN MIDDLE SCHOOL	New	75	Open
20-134	PARAEDUCATOR-3	WEBSTER ELEMENTARY SCHOOL	Vac	75	Open
20-136	INSTRUCTIONAL ASSISTANT-CLASSROOM	WILL ROGERS LEARNING ACADEMY	Vac	37.5	Open
20-137	PARAEDUCATOR-1	LINCOLN CHILD DEVELOPMENT CENTER	Vac	50	Open
20-138	PARAEDUCATOR-2	LINCOLN MIDDLE SCHOOL	Vac	75	Open
20-139	PARAEDUCATOR-3	SANTA MONICA HIGH SCHOOL	Vac	81.25	Open

Filled Requisitions (1/03/2020)

Req Number	Req Title	Department	Req Status	Date of Accepted Job Offer
20-040	INSTRUCTIONAL ASSISTANT-MUSIC	MALIBU HIGH SCHOOL	Filled	12/16/2019 12:00:00 AM
20-066	INSTRUCTIONAL ASSISTANT-MUSIC	LINCOLN MIDDLE SCHOOL	Filled	12/12/2019 12:00:00 AM
20-102	PARAEDUCATOR-3	LINCOLN MIDDLE SCHOOL	Filled	1/2/2020 12:00:00 AM
20-121	PARAEDUCATOR-1	MCKINLEY ELEMENTARY SCHOOL	Filled	1/2/2020 12:00:00 AM
20-124	PARAEDUCATOR-3	LINCOLN MIDDLE SCHOOL	Filled	1/2/2020 12:00:00 AM
20-131	PARAEDUCATOR-1	ROOSEVELT ELEMENTARY SCHOOL	Filled	1/3/2020 12:00:00 AM
20-135	PARAEDUCATOR-3	GRANT ELEMENTARY SCHOOL	Filled	12/19/2019 12:00:00 AM

Classified Personnel – Merit
12/12/19

NEW HIRES

EFFECTIVE DATE

Agaton, Joelym Information Services	Technology Support Assistant 8 Hrs/12 Mo/Range: 38 Step: A	11/5/19
Andrews, Scott Franklin ES	Physical Activities Specialist 6 Hrs/SY/Range: 26 Step: A	10/15/19
Anzoleaga, Eleazar Special Ed-Malibu HS	Paraeducator-3 6 Hrs/SY/Range: 26 Step: A	11/6/19
Bennett, Matthew Special Ed-Malibu MS	Paraeducator-1 6 Hrs/SY/Range: 20 Step: B	11/5/19
Coroy, Lauren Grant ES	Instructional Assistant - Classroom 3 Hrs/SY/Range: 18 Step: C	12/3/19
Diaz Gomez, Angel Information Services	Technology Support Assistant 8 Hrs/12 Mo/Range: 38 Step: A	11/12/19
Hernandez, Karina McKinley ES	Instructional Assistant - Classroom 3 Hrs/SY/Range: 18 Step: C	11/6/19
Ramirez, Sandra Special Ed-McKinley ES	Paraeducator-1 6 Hrs/SY/Range: 20 Step: B	11/25/19
Sandoval, Noelle McKinley ES	Senior Office Specialist 4 Hrs/10 Mo/Range: 25 Step: A	11/6/19
Woods, Kendall Special Ed-Santa Monica HS	Paraeducator-1 6 Hrs/SY/Range: 20 Step: B	11/18/19

PROMOTION

EFFECTIVE DATE

Ausman, Devon Facility Use	Technical Theater Coordinator 8 Hrs/12 Mo/Range: 42 Step: D From: Technical Theater Technician: 8 Hrs/12 Mo	10/15/19
Motoyama Hughes, Patricia Special Education	Administrative Assistant 8 Hrs/12 Mo/Range: 31 Step: A From: Instructional Assistant - Classroom: 3 Hrs/SY	11/6/19
Purdy, Amber Special Ed-Roosevelt ES	Paraeducator-3 6 Hrs/SY/Range: 26 Step: A From: Paraeducator-1: 6 Hrs/SY	11/11/19
Villa, Alejandro Maintenance	Metal Worker 8 Hrs/12 Mo/Range: 39 Step: F From: Carpenter: 8 Hrs/12 Mo	11/18/19

RE-EMPLOYMENT

EFFECTIVE DATE

Cortez Griselda CDS-Lincoln Preschool	Children's Center Assistant-2 3.5 Hrs/SY/Range: 18 Step: F	11/12/19
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Trujillo, Sandy
CDS-Edison ES

Children's Center Assistant-2
3.5 Hrs/SY/Range: 18 Step: F

10/15/19

TEMP/ADDITIONAL ASSIGNMENTS

EFFECTIVE DATE

Aguilar, Mark
Operations-Edison ES

Custodian
[overtime; SAMOHI immersion graduation]

6/1/19

Cardoso Ferreira, Joao
Educational Services

Physical Activities Specialist
[additional hours; professional development]

11/5/19

Diaz, Erika
McKinley ES

Bilingual Community Liaison
[overtime; parent engagement support]

8/14/19-9/30/19

Ellis, Ashley
Special Ed-Lincoln MS

Paraeducator-3
[additional hours; computer lab support]

8/22/19-6/10/20

Guerrero, Cianna
Muir ES

Campus Monitor
[additional hours; Latino family literacy project child care]

11/7/19-6/10/20

Gutierrez-Prada, Nancy
Adams MS

Bilingual Community Liaison
[overtime; Human Resources translation]

8/16/19-6/10/20

Henderson, Mark
Educational Services

Physical Activities Specialist
[additional hours; professional development]

11/5/19

Morales, Arturo
Malibu MS/HS

Campus Security Officer
[overtime; school events]

7/1/19-6/30/20

Oliva, Refugio
Rogers ES

Campus Monitor
[additional hours; Latino family literacy project child care]

10/29/19-6/30/20

Perez, Michael
Edison ES

Instructional Assistant - Bilingual
[additional hours; classroom support]

10/28/19-11/26/19

Rams, Florencia
Special Education

Bilingual Community Liaison
[overtime; Special Education material translation]

8/1/19-6/10/20

Rodriguez, Ofelia
Edison ES

Campus Monitor
[additional hours; student support]

11/4/19-12/20/19

Russell, Melissa
McKinley ES

Bilingual Community Liaison
[overtime; parent engagement support]

8/8/19-9/30/19

Sena, Ashley
Special Ed-SMASH

Paraeducator-3
[additional hours; field trip]

10/24/19

Sloboda, Jaclyn
Special Education

Physical Therapist
[overtime; student support]

10/1/19-10/31/19

Soni, Ekta
Roosevelt ES

Instructional Assistant - Classroom
[additional hours; literacy intervention support]

11/12/19-5/29/20

Valdivia Ramos, Israel
Edison ES

Campus Monitor
[additional hours; student support]

11/4/19-12/20/19

Vila, Florinda
Educational Services

Bilingual Community Liaison
[overtime; ELAC document translation]

10/21/19-6/12/20

SUBSTITUTES

		<u>EFFECTIVE DATE</u>
Betts, Ariana Educational Services	Instructional Assistant – Physical Education	11/20/19-6/10/20
Herbrechtsmeier, Erika Educational Services	Instructional Assistant – Physical Education	11/20/19-6/10/20
Montoya Schweers, Ryan Educational Services	Instructional Assistant – Physical Education	11/14/19-6/10/20
Sandoval, Noelle Human Resources	Office Specialist	11/6/19-6/30/20

PROFESSIONAL GROWTH

		<u>EFFECTIVE DATE</u>
Ayala-Quintana, Magdalena Roosevelt ES	Health Office Specialist	12/1/19

CHANGE IN ASSIGNMENT

		<u>EFFECTIVE DATE</u>
Beers-Altman, Eli Special Ed-McKinley ES	Paraeducator-1 6 Hrs/SY From: 5 Hrs/SY/Special Ed-McKinley ES	10/1/19
Bratcher, Jessica Special Ed-Santa Monica HS	Paraeducator-1 6.5 Hrs/SY From: 6.33 Hrs/SY/Special Ed-Santa Monica HS	10/1/19
Bryan, Annette Special Ed-Santa Monica HS	Paraeducator-3 6.5 Hrs/SY From: 6.33 Hrs/SY/Special Ed-Santa Monica	10/1/19
Burgess, Alan Special Ed-Santa Monica HS	Paraeducator-1 6.5 Hrs/SY From: 6.33 Hrs/SY/Special Ed-Santa Monica HS	10/1/19
Capitano, Carol Special Ed-Santa Monica HS	Paraeducator-1 6.5 Hrs/SY From: 6 Hrs/SY/Special Ed-Santa Monica HS	10/1/19
Casillas, Alfredo Special Ed-Santa Monica HS	Paraeducator-1 6.5 Hrs/SY From: 6 Hrs/SY/Special Ed-Santa Monica HS	10/1/19
Colula Moncada, Anilu Special Ed-Santa Monica HS	Paraeducator-3 6.5 Hrs/SY From: 6.33 Hrs/SY/Special Ed-Santa Monica HS	10/1/19
Drayden, Anthony Special Ed-Santa Monica HS	Paraeducator-1 6.5 Hrs/SY From: 6 Hrs/SY/Special Ed-Santa Monica HS	10/1/19
Everage, Askia Special Ed-Santa Monica HS	Paraeducator-3 6.5 Hrs/SY From: 6.33 Hrs/SY/Special Ed-Santa Monica HS	10/1/19
Garcia, Mayra Special Ed-Santa Monica HS	Paraeducator-1 6.5 Hrs/SY From: 6 Hrs/SY/Special Ed-Santa Monica HS	10/1/19

Gould, Travis Special Ed-Santa Monica HS	Paraeducator-1 6.5 Hrs/SY From: 6 Hrs/SY/Special Ed-Santa Monica HS	10/1/19
Krstic, Nadine Special Ed-Santa Monica HS	Paraeducator-1 7.73 Hrs/SY From: 6.2 Hrs/SY/Special Ed-Santa Monica HS	9/2/19
Lozano, Jasmine Special Ed-Santa Monica HS	Paraeducator-1 6.5 Hrs/SY From: 6 Hrs/SY/Special Ed-Santa Monica HS	10/1/19
Lyles, Michelle Special Ed-Santa Monica HS	Paraeducator-3 6.5 Hrs/SY From: 6 Hrs/SY/Special Ed-Santa Monica HS	10/1/19
Madry, Tyrone Special Ed-Santa Monica HS	Paraeducator-3 6.5 Hrs/SY From: 6 Hrs/SY/Special Ed-Santa Monica HS	10/1/19
Martinez, Maisha Special Ed-Santa Monica HS	Paraeducator-1 6.5 Hrs/SY From: 6 Hrs/SY/Special Ed-Santa Monica HS	10/1/19
Newman, Pasley Special Ed-Santa Monica HS	Paraeducator-3 6.5 Hrs/SY From: 6 Hrs/SY/Special Ed-Santa Monica HS	10/1/19
Putt, Marisa Special Ed-Santa Monica HS	Paraeducator-1 6.5 Hrs/SY From: 6.33 Hrs/SY/Special Ed-Santa Monica HS	10/1/19
Solis, David Special Ed-Santa Monica HS	Paraeducator-1 6.5 Hrs/SY From: 6.33 Hrs/SY/Special Ed-Santa Monica HS	10/1/19
Wade, Byron Special Ed-Santa Monica HS	Paraeducator-3 7.73 Hrs/SY From: 6.66 Hrs/SY/Special Ed-Santa Monica HS	9/2/19

LEAVE OF ABSENCE (PAID)

EFFECTIVE DATE

Batmunh, Otgonbayar Maintenance	Electrician Personal (Revised date from BOE Agenda: 11/7/19)	10/15/19-11/1/19
Cortez, Maria FNS-Edison ES	Cafeteria Worker I FMLA	10/28/19-12/20/19
De La Rosa Isaac, Johanna Santa Monica HS	Bilingual Community Liaison Medical/FMLA/CFRA	11/12/19-12/2/19
Hansberry, Felicia Special Ed-Malibu ES	Paraeducator-1 Medical/FMLA/CFRA	11/5/19-12/5/19
Jackson, Sheralynn Special Ed-Santa Monica ES	Paraeducator-1 Medical/FMLA/CFRA	11/18/19-12/30/19
Lo Greco, Vincent Special Ed-Webster ES	Paraeducator-3 Medical/FMLA/CFRA	11/18/19-2/18/20

White, Andrew
Lincoln MS

Library Assistant
CFRA

10/21/19-10/25/19
11/18/19-11/27/19
12/13/19-12/20/19

**Classified Personnel – Non-Merit
12/12/19**

COACHING ASSISTANT

Fearon, Mark	Santa Monica HS	8/22/19-6/10/20
Kauffman, Richard	Malibu MS/HS	10/25/19-6/10/20
Saenz, Derek	Malibu MS/HS	10/1/19-10/31/19

TECHNICAL SPECIALIST – LEVEL II

Alfaro, Mary	Educational Services [Mariachi Instructor] - Funding: ESSA TITLE IN, PART A	9/1/19-5/31/20
Baker, Elizabeth	Muir ES [Music Instructor] - Funding: VSS: Stretch Grant	10/1/19-4/30/20

TECHNICAL SPECIALIST – LEVEL III

Aliabadi, Sogol	Santa Monica HS [Viola Instructor-Orchestra] - Funding: Santa Monica Arts Parents Association	11/19/19-6/10/20
Rettig, Elizabeth	Educational Services [Music Instructor] - Funding: SMEF – Dream Winds	9/3/19-5/29/20
Stout, Larry	Facility Use [Technical Theater Support] - Funding: Permits	7/1/19-6/30/20

**SANTA MONICA – MALIBU UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
MEETING CALENDAR
2019 – 2020**

Date	Time	Location	Notes
2019			
July 10, 2019	4:30 p.m.	Board Conference Room – District Office	
August 14, 2019	4:30 p.m.	Board Room – District Office	
September 11, 2019	4:30 p.m.	Board Room – District Office	
October 10, 2019	4:30 p.m.	Board Room – District Office	
November 13, 2019	4:30 p.m.	Board Room – District Office	
December 11, 2019	4:30 p.m.	Board Room – District Office	
2020			
January 8, 2020	4:30 p.m.	Board Room – District Office	
February 12, 2020	4:30 p.m.	Board Room – District Office	
February 20, 2020 – February 22, 2020	Daily Conference	San Francisco	CSPCA 2020 Annual Conference
March 11, 2020	4:30 p.m.	Board Room – District Office	
April 8, 2020	4:30 p.m.	Board Room – District Office	2020–21 Budget Discussion and Development,
May 13, 2020	4:30 p.m.	Board Room – District Office	2020-21 Budget Adoption
May 20, 2020	3:00 p.m.	Board Room – District Office	Santa Monica – Malibu Classified Employees Appreciation Reception
June 10, 2020	4:30 p.m.	Board Room – District Office	



Board of Education Planning Calendars 2019-20

Click on a Date to Jump to that Specific Meeting

Meeting Date	Format	Location	Notes
7/18/19 (Th)	Hybrid	DO	
8/1/19 (Th)	A	DO	
8/15/19 (Th)	B	DO	
8/29/18 (W)	Special Mtg	DO	Special Meeting: Retreat (?)
9/5/19 (Th)	A	DO	
9/19/19 (Th)	B	DO	
10/3/19 (Th)	A	M	
10/17/19 (Th)	B	DO	
10/21 or 10/22? (tentative)	Special Mtg	SMC	Annual Joint Mtg w/ SMC
11/7/19 (Th)	A	M	
11/19/19 (T)	Special Mtg		Special Meeting: Present SPSAs
11/21/19 (Th)	B	DO	
12/12/19 (Th)	Hybrid	DO	
1/16/20 (Th)	Hybrid	DO	
2/6/20 (Th)	A	M	
2/14/20 (Th)	B	DO	
3/5/20 (Th)	A	DO	
3/19/20 (Th)	B	M	
4/2/20 (Th)	Special Mtg		Special Meeting: Retreat
4/23/20 (Th)	Hybrid	DO	
5/7/20 (Th)	A	M	
5/21/20 (Th)	B	DO	
6/4/20 (Th)	A	DO	
6/18/20 (Th)	Special Mtg	DO	Public Hearings: LCAP & Budget & Quarterly Retreat
6/25/20 (Th)	B	DO	

VII. Personnel Commission Business:

A. Future Items:

Subject	Action Steps	Tentative Date
Commissioner Training/Briefing: Classification Studies	Commissioner Training	2/12/20

VIII. Next Regular Personnel Commission Meeting:

Wednesday, February 12, 2020, at 4:30 pm, *District Office Board Room*

IX. Public Comments for Closed Session Items Only:

X. Closed Session:

The Commission adjourned to closed session at _____ p.m.
pursuant to Government Code Section 54954.5 and 54957 to discuss:

A. PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Title: Director of Classified Personnel

The Commission reconvened into open session at _____ p.m. and
reported on the following action taken in closed session:

XI. Adjournment: