



## PERSONNEL COMMISSION MEETING AGENDA

**June 14, 2023**

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Wednesday, June 14, 2023**, at **4:30 p.m.**, in the **District Administrative Offices**: 1717 4<sup>th</sup> 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 June 14, 2023

Commissioner	M	S		Yes	No	Abstain	ABSENT
Lauren Robinson							
Mahshid Tarazi							
Phillip Tate							

- G.06 Approval of Minutes for Regular Meeting on May 10, 2023

Commissioner	M	S		Yes	No	Abstain	ABSENT
Lauren Robinson							
Mahshid Tarazi							
Phillip Tate							

- 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)

**June 14, 2023**

### **PERSONNEL COMMISSIONERS:**

Mrs. Lauren Robinson, Mrs. Mahshid Tarazi, and Mr. Phillip Tate

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Wednesday, June 14, 2023**, at **4:30 p.m.**, in the **District Administrative Offices:**

1717 4<sup>th</sup> Street, Santa Monica, CA.

**Note About Parking:** Parking for those visiting the new district office is located in the multi-structure parking lot located at 333 Civic Center Dr., Santa Monica.

- ❖ **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 June 14, 2023

G.06 Approval of Minutes for Regular Meeting on April 19, 2023 and May 10, 2023

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.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
- 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># Eligible</u>
Athletic Trainer	1
Campus Security Officer	1
Construction Supervisor	2
HVAC Technician	1
Instructional Assistant - Classroom	5
Paraeducator 1	1
Paraeducator 2	1
Paraeducator 3	2
Speech Language Pathology Assistant	2

### C.02 Advanced Step Placement: Luis Gomez in the classification of Custodian at Range A-26, Step C

- C.03 Advanced Step Placement:  
Neiel Mallari in the classification of Paraeducator 3 at Range A-28, Step D
- C.04 Advanced Step Placement:  
Anthony Ramirez in the classification of Gardener at Range A-28, Step C
- C.05 Advanced Step Placement:  
Rachel Salvati in the classification of Instructional Assistant - Classroom at Range A-20, Step B

**III. ACTION ITEMS:**

These items are presented for ACTION at this time.

- A.01 Accelerated Hiring Rate:  
Technical Theater Technician within the Operations Support Unit
- A.02 Classification Revision:  
Electrician within the Operations Support Job Unit
- A.03 Classification Revision:  
Personnel Analyst
- A.04 New Classification:  
Manager, Facility Services Funding
- A.05 Personnel Commission's Twelve-Month Calendar of Events:  
Consideration/Approval of dates and time for the regular Personnel Commission meetings in fiscal year 2023-2024

**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.

- None

**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. 4.ii. (for SMMUSD School Board Agenda)
  - May 17, 2023
  - June 1, 2023
- I.04 Classified Personnel - Non-Merit Report - No. 4.iii (for SMMUSD School Board Agenda)
  - May 17, 2023
  - June 1, 2023
- I.05 Personnel Commission's Twelve-Month Calendar of Events
  - 2022 - 2023
- I.06 Board of Education Meeting Schedule
  - 2022 – 2023

**VII. PERSONNEL COMMISSION BUSINESS:**

B.01 Future Items:

Subject	Action Steps	Tentative Date
TBD		

**VIII. NEXT REGULAR PERSONNEL COMMISSION MEETING:**

Wednesday, July 12, 2023, 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:**

- No 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.



## PERSONNEL COMMISSION MEETING MINUTES

Electronically Recorded (AUDIO ONLY)

**April 19, 2023**

### **PERSONNEL COMMISSIONERS:**

Mrs. Lauren Robinson, Mrs. Mahshid Tarazi, and Mr. Phillip Tate

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission was held on **Wednesday, April 19, 2023**, at **4:30 p.m.** in the **District Administrative Offices – Personnel Commission Department**: 1717 4<sup>th</sup> Street, Santa Monica, CA 90401.

- ❖ **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 4:34 p.m.

**G.02 Roll Call:** Commissioners Robinson and Tate were present. Commissioner Tarazi was absent due to a work commitment.

Commissioner	M	S	Yes	No	Abstain	ABSENT
Lauren Robinson		✓	✓			
Mahshid Tarazi						✓
Phillip Tate	✓		✓			

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.03 Pledge of Allegiance:** Commissioner Tate led all in attendance in the Pledge of Allegiance.

**G.04 Report from Closed Session:**

- None

**G.05 Motion to Approve Agenda:** April 19, 2021

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

Commissioner	M	S		Yes	No	Abstain	ABSENT
Lauren Robinson		✓		✓			
Mahshid Tarazi							✓
Phillip Tate	✓			✓			

**G.06 Motion to Approve Regular Meeting Minutes:** March 21, 2023

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

Commissioner	M	S		Yes	No	Abstain	ABSENT
Lauren Robinson		✓		✓			
Mahshid Tarazi							✓
Phillip Tate	✓			✓			

**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 congratulated Ms. Clare Caldera, Personnel Analyst, on accepting a new position with the City of Santa Monica.
  - Director Kahn updated the Personnel Commission on recruitments, exams, and selection interviews administered since the last regular meeting on March 21, 2023.
  - The Personnel Commission staff held written exams for Senior Administrative Assistant.
  - Oral exams were administered for Instructional Assistant-Classroom and Spanish bilingual.
  - Performance exams were held for Cafeteria Worker I, Gardener, and Senior Administrative Assistant.
  - Final selection interviews were held for Instructional Assistant-Classroom, Custodian, Library Assistant, Gardener, Athletic Trainer, and Campus Monitor.
  - The continuous recruitments include Vehicle and Equipment Mechanic, Instructional Assistant-Classroom, Campus Monitor, Cafeteria Worker I, Campus Security Officer, the Paraeducator series, Speech Language Pathology Assistant, and Bus Driver.
  - The newly opened recruitments include Athletic Trainer and Physical Activities Specialist.

- Director Kahn updated the Personnel Commission on staff processing EDD unemployment claims and other requests from the EDD Office. They have processed 10 claims since the last regular Personnel Commission meeting in March.  
The Personnel Commission staff attended an EDD hearing on behalf of the District to appeal an unfavorable decision.
- Director Kahn expressed his gratitude to Mr. Gerardo Cruz, Director of Fiscal and Business Services, Ms. Melody Canady, Assistant Superintendent of Business and Fiscal Services, Mr. David Chiang, Assistant Director of Fiscal and Business Services, Mr. Jesse Bunayog, Accountant, and the rest of the Fiscal Services staff for another productive and positive collaboration in the Personnel Commission budget development.

#### **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 Tate congratulated Ms. Caldera and wished her all the best in her new endeavors.**

#### **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, informed the Personnel Commission about contract ratification between SEIU, Local 99 and LAUSD, which included 30% average salary raise for all classified employees.
  - Mr. Mock updated the Personnel Commission on the continuous full contract negotiations between SEIU, Local 99, and the District. The next meeting is scheduled for April 20, 2023.
  - Mr. Mock reported on a SEIU's meeting with Bus Drivers regarding their work load. It took place on April 19, 2023.
  - Mr. Mock informed the Personnel Commission about a meeting with Special Education labor management team that is currently working on a new hire protocol to be aligned with the contract language. The meeting will take place on April 20, 2023.
  - Mr. Mock mentioned that the executive committee and the steward council will meet with the DEI consultants to review DEI trainings and protocols.
- Board of Education Report
  - Dr. Kelly informed the Personnel Commission about the Board of Education agenda for April 20, 2023 regular meeting that will include an update related to future school facilities projects for Rogers LC, Grant ES, Roosevelt ES, and Lincoln MS, funded by the bond program.
  - Dr. Kelly also updated the Personnel Commission about the Board of Education's effort to hire the new superintendent. The Board of Education



**will be meeting with the search firm in the Closed Session on April 24, 2023, to consider the applicants' qualifications.**

**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># Eligible</u>
Cafeteria Worker I	1
Gardener	2
Instructional Assistant - Classroom	3
Paraeducator 1	1
Paraeducator 3	3

**C.02 Advanced Step Placement:**

Gina Arujo-McLendon in the classification of Instructional Assistant – Classroom at Range A-20, Step B

**C.03 Advanced Step Placement:**

Matthew Paris in the classification of Instructional Assistant – Classroom at Range A-20, Step B

**C.04 Advanced Step Placement:**

Michael Thompson in the classification of Physical Activities Specialist at Range A-28, Step C

**It was moved and seconded to approve the Consent Calendar as submitted for the Agenda Items C.01-04. The motion passed.**

<b>Commissioner</b>	<b>M</b>	<b>S</b>	<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>ABSENT</b>
Lauren Robinson		✓	✓			
Mahshid Tarazi						✓
Phillip Tate	✓		✓			

## **REPORT AND DISCUSSION**

- **None**

### **III. ACTION ITEMS:**

These items are presented for ACTION at this time.

#### **A.01 Classification Revision:**

Human Resources Technician within the office, technical and business services support unit

**It was moved and seconded to approve the Director's recommendations for Agenda Item III.A.01 as submitted. The motion passed.**

<b>Commissioner</b>	<b>M</b>	<b>S</b>	<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>ABSENT</b>
Lauren Robinson		✓	✓			
Mahshid Tarazi						✓
Phillip Tate	✓		✓			

## **REPORT AND DISCUSSION**

- **Director Kahn provided a brief background for the revisions of this classification specification.**
- **In anticipation of an upcoming recruitment, staff reviewed the classification specification in order to clarify Minimum Qualifications.**
- **Abilities were replaced with Core Competencies.**
- **No duties were changed.**
- **The most significant change occurred with further defining Experience within the Minimum Qualifications regarding clerical work as well as providing support to the public.**

### **IV. COMMISSIONER TRAINING/BRIEFING:**

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

- **None**

### **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 Proposed Budget – Personnel Commission Fiscal Year 2023/24 - First Reading**

- **Director Cruz provided a detailed overview of the 2022-2023 District Second Interim Report. The report contained the District's financial position as of January 31, 2023, displaying the Budget Reporting Periods, and the First Interim Budget and the Second Interim Budget with the changes between the**

two periods. It also included Current Actuals, and Projected Totals for each District fund as well as an analysis of standards and assumptions for financial reporting set by the State, and multi-year projections of the General Fund for the current and next two (2) fiscal years. The Second Interim Report is submitted to the Los Angeles County Office of Education with a positive certification. The District will be able to meet its obligations in the current and next two fiscal years.

- Director Cruz presented an overview of the proposed Personnel Commission budget for the next fiscal year in comparison with the current fiscal year as well as previous one. He provided specific data regarding salaries and benefits for all positions in the Personnel Commission and explained the reasons for increase in these categories.
- Director Cruz provided a rationale for reductions in the “Supplies and Equipment” and “Operating Expenses” categories.  
Director Cruz commended the department for being fiscally responsible with the District funds.

## **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. 4.ii. (for SMMUSD School Board Agenda)
  - February 16, 2023
  - March 2, 2023
  - March 15, 2023
  - April 20, 2023
- I.04 Classified Personnel - Non-Merit Report - No. 4.iii (for SMMUSD School Board Agenda)
  - February 16, 2023
  - March 2, 2023
  - March 15, 2023
  - April 20, 2023
- I.05 Personnel Commission’s Twelve-Month Calendar of Events
  - 2022 - 2023
- I.06 Board of Education Meeting Schedule
  - 2022 – 2023

## **VII. PERSONNEL COMMISSION BUSINESS:**

- B.01 Future Items:

<b>Subject</b>	<b>Action Steps</b>	<b>Tentative Date</b>
Adoption of Budget - Fiscal Year 2023-2024	Second Reading	May 10, 2023
Classified School Employees Appreciation Week		May 10, 2023

**VIII. NEXT REGULAR PERSONNEL COMMISSION MEETING:**

Wednesday, May 10, 2023, 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.

- None

**X. CLOSED SESSION:**

The Commission adjourned to closed session at **5:42 p.m.** pursuant to Government Code Section 54957 to discuss:

PUBLIC EMPLOYEE DISCIPLINARY HEARING CONFERENCE  
Employee #: TQ7792494

The Commission reconvened into open session at **6:36 p.m.** and reported on the following action taken in closed session:

- **The Personnel Commission reported from the Closed Session. A final decision has been reached. The written report will follow within the 14-day timeline prescribed in the Merit Rules.**

**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		✓		✓			
Mahshid Tarazi							✓
Phillip Tate	✓			✓			

**TIME ADJOURNED: 6:36 p.m.**

Submitted by:

\_\_\_\_\_  
Joshua Kahn  
Secretary to the Personnel Commission  
Director, Classified Personnel



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

## PERSONNEL COMMISSION MEETING MINUTES

Electronically Recorded (AUDIO ONLY)

**May 10, 2023**

### **PERSONNEL COMMISSIONERS:**

Mrs. Lauren Robinson, Mrs. Mahshid Tarazi, and Mr. Phillip Tate

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission was held on **Wednesday, May 10, 2023**, at **4:30 p.m.** in the **District Administrative Offices – Personnel Commission Department**: 1717 4<sup>th</sup> Street, Santa Monica, CA 90401.

- ❖ **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 4:35 p.m.

**G.02 Roll Call:** Commissioners Tarazi and Tate were present. Commissioner Robinson was absent due to a work commitment.

Commissioner	M	S	Yes	No	Abstain	ABSENT
Lauren Robinson						✓
Mahshid Tarazi		✓	✓			
Phillip Tate	✓		✓			

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.03 Pledge of Allegiance:** Commissioner Tate led all in attendance in the Pledge of Allegiance.

**G.04 Report from Closed Session:**

- None

**G.05 Motion to Approve Agenda:** May 10, 2023

It was moved and seconded to approve the agenda with an amendment – Agenda Item G.06 - approval of the minutes of the regular April 19, 2023 meeting was postponed till June 14, 2023. The motion passed.

Commissioner	M	S		Yes	No	Abstain	ABSENT
Lauren Robinson							✓
Mahshid Tarazi		✓		✓			
Phillip Tate	✓			✓			

**G.06 Motion to Approve Regular Meeting Minutes:** April 19, 2023

Approval was postponed till June 14, 2023. The motion passed.

Commissioner	M	S		Yes	No	Abstain	ABSENT
Lauren Robinson							✓
Mahshid Tarazi		✓		✓			
Phillip Tate	✓			✓			

**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 thanked Ms. Julie Younan for accepting the opportunity to work out of class as the Personnel Analyst until the position is permanently filled.
  - Director Kahn updated the Personnel Commission on recruitments, exams, and selection interviews administered since the last regular meeting on April 19, 2023.
  - Oral exams were administered for the Paraeducator series and HVAC Technician.
  - Performance exams were held for Custodian and Senior Administrative Assistant.
  - Final selection interviews were held for Paraeducators, Senior Office Specialist, and Instructional Assistant-Classroom.
  - The continuous recruitments include Vehicle and Equipment Mechanic, Instructional Assistant-Classroom, Campus Monitor, Cafeteria Worker I, Campus Security Officer, the Paraeducator series, Speech Language Pathology Assistant, and Bus Driver.
  - The newly opened recruitments include Senior Administrative Assistant, Physical Activities Specialist, and Swimming Instructor/Lifeguard.

- Director Kahn updated the Personnel Commission on staff processing EDD unemployment claims and other requests from the EDD Office. They have processed 5 claims since the last regular Personnel Commission meeting in April.  
The Personnel Commission staff attended one EDD hearing on behalf of the District to appeal an unfavorable decision.
- Director Kahn informed the Personnel Commission about celebrating the Classified School Employees Week during the week of May 22, 2023. The Personnel Commission staff will hold a raffle to give away prizes to classified employees as a token of appreciation for their dedicated service.
- Commissioner Tarazi inquired about the Bus Driver recruitment. Director Kahn provided a detailed explanation of steps taken for acquiring a larger applicant pool.

#### **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.

- On behalf of the entire Personnel Commission, Commissioner Tarazi expressed her gratitude to District classified employees. She presented a resolution to honor the Classified School Employees Week that will be adopted by the Board of Education at their May 17, 2023 regular meeting.
- Commissioner Tate expressed his gratitude to all classified employees for their commitment to the students in the District.

#### **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, informed the Personnel Commission about SEIU, Local 99 executive board meeting that will take place on May 13, 2023.
  - Mr. Mock stated that the SEIU, Local 99, together with united teachers, marched to celebrate the International Workers' Day on May 1, 2023, in downtown Los Angeles.
  - Mr. Mock updated the Personnel Commission on the continuous full contract negotiations between SEIU, Local 99, and the District. The next meeting is scheduled for May 17, 2023.
  - Mr. Mock expressed his gratitude to Director Kahn for his active participation and expertise at the Transportation labor management team meeting on May 10, 2023.
  - Mr. Mock expressed his appreciation of the Personnel Commission staff for organizing a reception with raffle to recognize classified employees on the occasion of the Classified School Employees Week.
  - Commissioner Tarazi inquired about articles being discussed during the full contract negotiations.

- **Mr. Mock provided an update on the negotiations' progress including a new layoff process, employee benefits, and leaves of absence.**
- **Board of Education Report**
  - **Dr. Kelly updated the Personnel Commission about the Board of Education's effort to hire the new superintendent. The intent is to appoint a new superintendent by July 1, 2023.**
  - **Dr. Kelly notified the Personnel Commission about various end-of-the-school-year events and activities at the school sites.**
  - **Dr. Kelly informed the Personnel Commission about planning initiatives for the next school year, including hiring new certificated staff.**
  - **Dr. Kelly noted that the Board of Education will be presented with the District budget third interim report on May 17, 2023. On June 1, 2023, the Board will hear a preliminary budget and LCAP. It will be followed by a public hearing to approve the budget at the end of June.**
  - **Dr. Kelly congratulated the classified employees on the occasion of the Classified School Employees Week and thanked them for all their contribution supporting the students and the District.**

#### **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># Eligible</u>
Custodian	10
Paraeducator 1	3
Paraeducator 2	1
Paraeducator 3	1

#### List Extension (Personnel Commission Rule §6.1.3.: *Duration of Eligibility Lists*)

Administrative Assistant	3
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- C.02 Advanced Step Placement:  
Blake Einhorn in the classification of Technology Support Assistant at Range A-40, Step C
- C.03 Advanced Step Placement:  
Cynthia Garcia-Lara in the classification of Administrative Assistant at Range A-33, Step C
- C.04 Advanced Step Placement:  
Arvin Mahmoudbeik in the classification of Systems Analyst at Range A-53, Step B
- C.05 Advanced Step Placement:  
Ayr Rein in the classification of Instructional Assistant – Classroom at Range A-20, Step B
- C.06 Advanced Step Placement:  
Matthew Rusk-Kosa in the classification of Physical Activities Specialist at Range A-28, Step B
- C.07 Advanced Step Placement:  
Kathleen Ryan in the classification of Elementary Library Coordinator at Range A-28, Step B

**It was moved and seconded to approve the Consent Calendar as submitted for the Agenda Items C.01-07. The motion passed.**

Commissioner	M	S		Yes	No	Abstain	ABSENT
Lauren Robinson							✓
Mahshid Tarazi	✓			✓			
Phillip Tate		✓		✓			

### **REPORT AND DISCUSSION**

- None

### **III. ACTION ITEMS:**

These items are presented for ACTION at this time.

- A.01 Public Hearing: Fiscal Year 2023-2024 Proposed Personnel Commission Budget  
**It was moved and seconded to open the Action Item – III.A.01 *Public Hearing: Fiscal Year 2023-2024* as submitted. The motion passed.**

Commissioner	M	S		Yes	No	Abstain	ABSENT
Lauren Robinson							✓
Mahshid Tarazi	✓			✓			
Phillip Tate		✓		✓			

## **REPORT AND DISCUSSION**

- No public comments.

**It was moved and seconded to close the Action Item – III.A.01 *Public Hearing: Fiscal Year 2023-2024* as submitted. The motion passed.**

Commissioner	M	S		Yes	No	Abstain	ABSENT
Lauren Robinson							✓
Mahshid Tarazi	✓			✓			
Phillip Tate		✓		✓			

- A.02 Adoption: Fiscal Year 2023-2024 Proposed Personnel Commission Budget  
**It was moved and seconded to adopt the Fiscal Year 2023-2024 Proposed Personnel Commission Budget as submitted. The motion passed.**

Commissioner	M	S		Yes	No	Abstain	ABSENT
Lauren Robinson							✓
Mahshid Tarazi	✓			✓			
Phillip Tate		✓		✓			

## **REPORT AND DISCUSSION**

- None

- A.03 New Classification:  
Board Certified Behavior Analyst within the Instructional Assistant and Paraprofessional Job Unit  
**It was moved and seconded to approve the Director's recommendations for Agenda Item III.A.03 as submitted. The motion passed.**

Commissioner	M	S		Yes	No	Abstain	ABSENT
Lauren Robinson							✓
Mahshid Tarazi	✓			✓			
Phillip Tate		✓		✓			

## **REPORT AND DISCUSSION**

- Director Kahn provided a rationale and purpose for establishing this new classification to oversee intensive behavior intervention services and support Paraeducators.
- This classification is only compared to outside agencies with comparable, classified positions, as some school districts require the BCBA to be credentialed and, as such, have it as a certificated position.

## **IV. COMMISSIONER TRAINING/BRIEFING:**

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

- None

**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.

- None

**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. 4.ii. (for SMMUSD School Board Agenda)
  - May 4, 2023
- I.04 Classified Personnel - Non-Merit Report - No. 4.iii (for SMMUSD School Board Agenda)
  - May 4, 2023
- I.05 Personnel Commission's Twelve-Month Calendar of Events
  - 2022 - 2023
- I.06 Board of Education Meeting Schedule
  - 2022 – 2023

**VII. PERSONNEL COMMISSION BUSINESS:**

B.01 Future Items:

Subject	Action Steps	Tentative Date
TBD		

**VIII. NEXT REGULAR PERSONNEL COMMISSION MEETING:**

Wednesday, June 14, 2023, 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.

- None

**X. CLOSED SESSION:**

- **No Closed Session**

**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							✓
Mahshid Tarazi	✓			✓			
Phillip Tate		✓		✓			

**TIME ADJOURNED: 4:56 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							
Mahshid Tarazi							
Phillip Tate							



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

## PERSONNEL COMMISSION

### Regular Meeting: Wednesday, June 14, 2023

#### **AGENDA ITEM NO: II.C.02**

SUBJECT: Advanced Step Placement – Luis A. Gomez

Hire Date: 05/09/2023

ASP Request Submitted: 06/06/2023

#### **BACKGROUND INFORMATION:**

<b>Classification Title:</b> Custodian	<b>Employee:</b> Luis A. Gomez	<b>Calculation of Advanced Step Recommendation</b>
<b><u>Education:</u></b> Must have a high school diploma or its recognized equivalent.	<ul style="list-style-type: none"> <li>Luis A. Gomez meets the education requirement.</li> </ul>	<b>0</b> level of education above the required level = <b>0</b> Step Advance
<b><u>Experience:</u></b> Three (3) months paid or volunteer experience performing custodial functions OR completion of a custodial training program.	<ul style="list-style-type: none"> <li>Luis A. Gomez has over fourteen (14) years of custodial experience.</li> </ul>	<b>7</b> (2-year periods) of experience above the required level = <b>2</b> Step Advance (Max. Allowed)
<b><u>Total Advanced Steps:</u> 0 (Education) + 2 (Experience) = 2 Advanced Step = STEP C</b>		

#### **DIRECTOR'S COMMENTS:**

Luis A. Gomez' work experience exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-26 at Step A is \$18.54/hour, while Step C is \$20.45/hour.

#### **DIRECTOR'S RECOMMENDATION:**

It is recommended that the Personnel Commission approve Advanced Step Placement for Luis A. Gomez at Range A-26, Step C 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							
Mahshid Tarazi							
Phillip Tate							



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

## PERSONNEL COMMISSION

### Regular Meeting: Wednesday, June 14, 2023

#### **AGENDA ITEM NO: II.C.03**

SUBJECT: Advanced Step Placement – Neiel Mallari

Hire Date: 04/17/2023

ASP Request Submitted: 05/09/2023

#### **BACKGROUND INFORMATION:**

<b>Classification Title:</b> Paraeducator 3	<b>Employee:</b> Neiel Mallari	<b>Calculation of Advanced Step Recommendation</b>
<b><u>Education:</u></b> Must have a high school diploma or its recognized equivalent <u>and</u> <b>ONE</b> of the following: <ul style="list-style-type: none"><li>Completed 48 units at an institution of higher learning; OR</li><li>Obtained an Associate's (or higher) degree; OR</li><li>Have at least one (1) year experience working with individuals with special needs; 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</li></ul>	<ul style="list-style-type: none"><li>Neiel Mallari has a Bachelor of Science in Kinesiology.</li></ul>	1 level of education above the required level = <b>1 Step Advance</b> (Max. Allowed)
<b><u>Experience:</u></b> Experience is a preferred qualification.	<ul style="list-style-type: none"><li>Neiel Mallari has over has over four (4) of experience working with school-aged children and young people.</li></ul>	2 (2-year periods) of experience above the required level = <b>2 Step Advance</b> (Max. Allowed)
<b>Total Advanced Steps: 1 (Education) + 2 (Experience) = 1 Advanced Step = STEP D</b>		

#### **DIRECTOR'S COMMENTS:**

Neiel Mallari's education and experience exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-28 at Step A is \$19.47/hour, while Step D is \$22.55/hour.

#### **DIRECTOR'S RECOMMENDATION:**

It is recommended that the Personnel Commission approve Advanced Step Placement for Neiel Mallari at Range A-28, Step D on the Classified Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment.*

<b>Commissioner</b>	<b>M</b>	<b>S</b>		<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>ABSENT</b>
Lauren Robinson							
Mahshid Tarazi							
Phillip Tate							



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

## PERSONNEL COMMISSION

### Regular Meeting: Wednesday, June 14, 2023

#### **AGENDA ITEM NO:II.C.04**

SUBJECT: Advanced Step Placement – Anthony Ramirez

Hire Date: 05/17/2023

ASP Request Submitted: 05/31/2023

#### **BACKGROUND INFORMATION:**

<b>Classification Title:</b> Gardener	<b>Employee:</b> Anthony Ramirez	<b>Calculation of Advanced Step Recommendation</b>
<b><u>Experience:</u></b> <ul style="list-style-type: none"><li>One year of full-time, paid experience in gardening and/or general grounds maintenance work. Any combination of training and experience which demonstrates that the applicant is likely to possess the required skills, knowledge and abilities may be considered.</li></ul>	<ul style="list-style-type: none"><li>Anthony Ramirez has over ten (10) years of gardening and landscaping experience.</li></ul>	<b>8</b> (2-year periods) of experience above the required level <b>=2 Step Advance</b> (Max. Allowed)
<b><u>Total Advanced Steps:</u> 0 (Education) + 2 (Experience) = 2 Advanced Step = STEP C</b>		

#### **DIRECTOR'S COMMENTS:**

Anthony Ramirez' experience exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-28 at Step A is \$19.47/hour, while Step C is \$21.47/hour.

#### **DIRECTOR'S RECOMMENDATION:**

It is recommended that the Personnel Commission approve Advanced Step Placement for Anthony Ramirez at Range A-28, Step C 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							
Mahshid Tarazi							
Phillip Tate							





SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

## PERSONNEL COMMISSION

### Regular Meeting: Wednesday, June 14, 2023

#### **AGENDA ITEM NO: II.C.05**

SUBJECT: Advanced Step Placement – Rachel Salvati

Hire Date: 05/01/2023

ASP Request Submitted: 05/04/2023

#### **BACKGROUND INFORMATION:**

<b>Classification Title:</b> Instructional Assistant - Classroom	<b>Employee:</b> Rachel Salvati	<b>Calculation of Advanced Step Recommendation</b>
<b><u>Education:</u></b> <ul style="list-style-type: none"> <li>• Must have a high school diploma or its recognized equivalent AND</li> <li>• Completed 48 units at an institution of higher learning; OR</li> <li>• Obtained an Associate's (or higher) degree; OR</li> <li>• 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.</li> </ul>	<ul style="list-style-type: none"> <li>• Rachel Salvati has a Bachelor's degree in Marketing Communications</li> </ul>	<b>1</b> level of education above the required level <b>=1 Step Advance</b> (Max. Allowed)
<b><u>Experience:</u></b> <ul style="list-style-type: none"> <li>• Experience is a preferred qualification.</li> </ul>	<ul style="list-style-type: none"> <li>• Rachel Salvati meets the minimum qualifications for experience requirements</li> </ul>	<b>0</b> (2-year periods) of experience above the required level <b>=0 Step Advance</b>
<b><u>Total Advanced Steps:</u> 1 (Education) + 0 (Experience) = 1 Advanced Step = STEP B</b>		

#### **DIRECTOR'S COMMENTS:**

Rachel Salvati's education exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-20 at Step A is \$16.00/hour, while Step B is \$16.81/hour.

#### **DIRECTOR'S RECOMMENDATION:**

It is recommended that the Personnel Commission approve Advanced Step Placement for Rachel Salvati at Range A-20, Step B on the Classified Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment.*

<b>Commissioner</b>	<b>M</b>	<b>S</b>		<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>ABSENT</b>
Lauren Robinson							
Mahshid Tarazi							
Phillip Tate							

#### 12.2.4 SALARY ON EMPLOYMENT

- B. 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 Personnel Commission.

## 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.

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### III. Action Items:

Commissioner	M	S		Yes	No	Abstain	ABSENT
Lauren Robinson							
Mahshid Tarazi							
Phillip Tate							



## **PERSONNEL COMMISSION**

### **Regular Meeting: Wednesday, June 14, 2023**

#### **AGENDA ITEM NO: III.A.01**

Accelerated Hiring Rate: Technical Theater Technician within the Operations Support Unit

#### **BACKGROUND INFORMATION:**

Per Merit Rule 12.2.4, for classes where recruitment efforts have indicated difficulty in recruiting at the first step of the salary range, an accelerated hiring rate may be set with approval of the Personnel Commission and Board of Education at a higher step in the range. If an accelerated hiring rate is approved, all current employees in the class shall be advanced to that rate and shall begin a new cycle of step advancement.

The past two recruitments for Technical Theater Technician have yielded less than 3 ranks each time, despite advertising campaigns on two prominent theater production job boards as well as extensive email outreach to college theater departments throughout Los Angeles to share the opportunity with alumni.

#### **METHODOLOGY:**

Staff conducted the following activities:

- Collected comparable salary data
- Shared data and recommendations with Manager, Facility Use, Jerry Gibson, and Assistant Superintendent, Human Resources, Dr. Mark Kelly.

#### **ANALYSIS & FINDINGS:**

SMMUSD's Technical Theater Technician classification is on range 37 of salary schedule A. The first step (A) is \$24.25/hour and top step (F) is \$30.97/hour. Staff conducted a salary survey for similar classifications and found the following:

<b>Agency</b>	<b>Classification</b>	<b>First Step Hourly</b>	<b>Top Step Hourly</b>
<b>Las Virgenes USD</b>	Theatrical Programmer/Rigger	\$31.90	\$31.90
<b>Santa Monica College</b>	Theater Technician	\$31.18	\$37.90

Currently, there is only one permanent Technical Theater Technician and they are on step B (\$25.47).

While SMMUSD's top step does not meet or exceed other agencies' first step, placing the classification on the top step does reduce the gap and allows us to advertise at a higher rate.

**DIRECTOR’S RECOMMENDATIONS:**

The Director of Classified Personnel recommends that the Personnel Commission approve the Accelerated Hiring Rate of Step F at Range 37 (\$30.97/hour) on the Classified Employee Salary Schedule (A) pursuant to Merit Rule 12.2.4.A for the position of Technical Theater Technician.

Commissioner	M	S		Yes	No	Abstain	ABSENT
Lauren Robinson							
Mahshid Tarazi							
Philip Tate							



## **PERSONNEL COMMISSION**

### **Regular Meeting: Wednesday, June 14, 2023**

#### **AGENDA ITEM NO: III.A.02**

Classification Specification Revision: Electrician

#### **BACKGROUND INFORMATION:**

A vacancy currently exists within the Electrician classification and staff recommended a review of the class specification before opening up for recruitment.

#### **METHODOLOGY:**

Staff conducted the following activities:

- Met with the Director, Maintenance and Operations, Glen Infuso, to review current Minimum Qualifications and receive feedback
- Integrated feedback and distributed proposed revisions to the Director, Maintenance and Operations for further review and approval

#### **ANALYSIS & FINDINGS:**

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

- Reduced Experience requirements from three years to two years
- Revised Experience to include both high and low voltage
- Clarified scope of electrical experience

#### **DIRECTOR'S RECOMMENDATION:**

The Director of Classified Personnel recommends that the Personnel Commission approve the revisions to the Electrician classification specification as provided.

<b>Commissioner</b>	<b>M</b>	<b>S</b>		<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>ABSENT</b>
Lauren Robinson							
Mahshid Tarazi							
Phillip Tate							

## **CLASSIFICATION DESCRIPTION**

BARGAINING UNIT: SEIU LOCAL 99

CLASS CODE: 560813

~~SALARY RANGE: A-39~~

## **ELECTRICIAN**

### **BASIC FUNCTION:**

Under general supervision, installs, maintains, and repairs electric lights, power apparatuses, and other electrical equipment in a ~~primarily~~ high-voltage ~~or~~ **and** low-voltage capacity.

### **ASSIGNMENT TYPES:**

A High Voltage Electrician typically performs duties related to planning, installing, maintaining, and repairing electrical equipment such as motors, transformers, lighting systems, heaters, small and large appliances, and other electrical equipment ranging from 120-480 volts. A High Voltage Electrician also installs, maintains, and retrofits electric panels and services, and installs electric supply for boilers and pool equipment.

A Low Voltage Electrician typically performs duties related to planning, installing, maintaining, and repairing electrical equipment such as fire alarm control systems, clocks, bells, public announcement systems, burglar alarms, small and large appliances, and other electrical equipment ranging from 12-24 volts. A Low Voltage Electrician also synchronizes, programs, sets and resets clock systems and maintains master clocks and time clocks to ensure accuracy of clocks in campus facilities.

### **MINIMUM QUALIFICATIONS:**

#### ***EDUCATION:***

High school diploma or recognized equivalent.

#### ***EXPERIENCE:***

~~Three~~ **Two (2)** years **of** journey-level **electrical** experience, **including installation, maintenance and repair** performing of high-voltage ~~or~~ **and** low-voltage **systems** electrical work.

#### ***LICENSE AND OTHER REQUIREMENTS:***

Valid **California** Class C Driver's License and ~~insurability by the District's auto insurance~~ **be insurable by District's** carrier.

### **REPRESENTATIVE DUTIES:**

- Installs new equipment wiring, rewires classrooms and offices, and ensures that electrical wiring meets governmental standards-
- Prepares reports and maintains records on completed work and supplies used-
- Estimates labor, material and equipment needed for assigned projects and prepares cost estimates in writing-
- Assists with emergency electrical problems at school activities or events; troubleshoots other electrical problems as needed-



- Diagnoses and repairs or replaces malfunctioning apparatus and faulty electrical machine components; performs preventive maintenance-
- Reviews new electrical construction plans for appropriateness of intended use and compliance with California and National electrical codes-
- Operates portable electrical power tools, various bench power tools, and hand tools-
- Interprets electrical plans, diagrams, blue prints, sketches and specifications; works from verbal and written instructions and work orders-
- Maintain work areas, equipment and tools in safe, clean and orderly condition-
- Provides technical and functional work direction to assigned personnel on special projects and work requiring additional assistance-
- Drives a service vehicle to and from work sites-
- Climbs ladders and poles to install or repair electrical wiring-
- 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:**

Supervision is received from the Maintenance Supervisor Technical and functional work direction may be exercised over assigned personnel.

#### **KNOWLEDGE AND ABILITIES JOB REQUIREMENTS:**

##### **KNOWLEDGE OF:**

- Methods, practices, materials, tools and equipment used in the electrical trade-
- Electrical codes and regulations applicable to school facility maintenance, repair, and construction-
- Electrical and electronic theory-
- Design, construction, installation, and maintenance of electrical equipment and systems
- Safe working methods and procedures-
- Federal, State, and local electrical codes, orders, ordinances, and regulations-
- Technical aspects of primary assignment type (high or low voltage). High voltage installation, tools, and safety-

##### **ABILITY TO:**

- Skillfully use tools and equipment in performing electrical installation, maintenance, and repair activities-
- Analyze and troubleshoot malfunctioning electrical equipment-
- Plan, organize, and lay out electrical work-
- Accurately estimate labor and material costs-
- Maintain work pace appropriate to given work load-
- Work independently with minimal supervision-
- Read and understand diagrams, blueprints, shop drawings, sketches, shop plans and specifications-
- Maintain simple records and prepare complete and concise reports-
- Understand and carry out oral and written directions-

- Establish and maintain cooperative working relationships-
- Observe laws of the road and exercise defensive driving practices-

## **WORKING CONDITIONS:**

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### **ENVIRONMENT:**

Indoor, outdoor, and shop environment; driving a vehicle to conduct work.

### **PHYSICAL DEMANDS:**

Kneeling; lifting heavy objects; climbing ladders and working from heights; dexterity of hands and fingers to safely and efficiently operate specialized hand and power tools; reaching overhead above the shoulders and horizontally; standing and walking for extended periods of time; bending at the waist; visual and auditory acuity sufficient to maintain safety standards; speaking and hearing sufficient to exchange information.

### **HAZARDS:**

Exposure to electrical power supply and high voltage; working in a cramped or restrictive work chamber; adverse weather conditions.

### **~~DUTIES APPROVED~~ ~~BOARD OF EDUCATION:~~**

### **~~CLASSIFICATION APPROVED~~ ~~PERSONNEL COMMISSION:~~**

~~Carpenter — June 1977~~

~~Revised: May 12, 1982~~

~~Revised: June 24, 1992~~

~~Revised: April 17, 1995 (Ewing & Co.)~~

~~Revised: July 11, 2017~~

### **CLASSIFICATION ESTABLISHED:** **June 1977**

### **REVISED:**

**May 12, 1982**

**June 24, 1992**

**April 17, 1995**

**July 11, 2017**

**Proposed Revision: June 14, 2023**



**CLASSIFICATION DESCRIPTION**  
BARGAINING UNIT: SEIU LOCAL 99  
CLASS CODE: 560813

## **ELECTRICIAN**

### **BASIC FUNCTION**

---

Under general supervision, installs, maintains, and repairs electric lights, power apparatuses, and other electrical equipment in high-voltage and low-voltage capacity.

### **ASSIGNMENT TYPES**

---

A High Voltage Electrician typically performs duties related to planning, installing, maintaining, and repairing electrical equipment such as motors, transformers, lighting systems, heaters, small and large appliances, and other electrical equipment ranging from 120-480 volts. A High Voltage Electrician also installs, maintains, and retrofits electric panels and services, and installs electric supply for boilers and pool equipment.

A Low Voltage Electrician typically performs duties related to planning, installing, maintaining, and repairing electrical equipment such as fire alarm control systems, clocks, bells, public announcement systems, burglar alarms, small and large appliances, and other electrical equipment ranging from 12-24 volts. A Low Voltage Electrician also synchronizes, programs, sets and resets clock systems and maintains master clocks and time clocks to ensure accuracy of clocks in campus facilities.

### **MINIMUM QUALIFICATIONS**

---

#### ***EDUCATION:***

High school diploma or recognized equivalent.

#### ***EXPERIENCE:***

Two (2) years of journey-level electrical experience, including installation, maintenance and repair of high-voltage and low-voltage systems.

#### ***LICENSE AND OTHER REQUIREMENTS:***

Valid California Driver License and be insurable by District's carrier.

### **REPRESENTATIVE DUTIES**

---

- Installs new equipment wiring, rewires classrooms and offices, and ensures that electrical wiring meets governmental standards
- Prepares reports and maintains records on completed work and supplies used
- Estimates labor, material and equipment needed for assigned projects and prepares cost estimates in writing
- Assists with emergency electrical problems at school activities or events; troubleshoots other electrical problems as needed
- Diagnoses and repairs or replaces malfunctioning apparatus and faulty electrical machine components; performs preventive maintenance

- Reviews new electrical construction plans for appropriateness of intended use and compliance with California and National electrical codes
- Operates portable electrical power tools, various bench power tools, and hand tools
- Interprets electrical plans, diagrams, blue prints, sketches and specifications; works from verbal and written instructions and work orders
- Maintain work areas, equipment and tools in safe, clean and orderly condition
- Provides technical and functional work direction to assigned personnel on special projects and work requiring additional assistance
- Drives a service vehicle to and from work sites
- Climbs ladders and poles to install or repair electrical wiring
- 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**

---

Supervision is received from the Maintenance Supervisor Technical and functional work direction may be exercised over assigned personnel.

## **JOB REQUIREMENTS**

---

### **KNOWLEDGE:**

- Methods, practices, materials, tools and equipment used in the electrical trade
- Electrical codes and regulations applicable to school facility maintenance, repair, and construction
- Electrical and electronic theory
- Design, construction, installation, and maintenance of electrical equipment and systems
- Safe working methods and procedures
- Federal, State, and local electrical codes, orders, ordinances, and regulations
- Technical aspects of primary assignment type (high or low voltage). High voltage installation, tools, and safety

### **ABILITY TO:**

- Skillfully use tools and equipment in performing electrical installation, maintenance, and repair activities
- Analyze and troubleshoot malfunctioning electrical equipment
- Plan, organize, and lay out electrical work
- Accurately estimate labor and material costs
- Maintain work pace appropriate to given work load
- Work independently with minimal supervision
- Read and understand diagrams, blueprints, shop drawings, sketches, shop plans and specifications
- Maintain simple records and prepare complete and concise reports
- Understand and carry out oral and written directions
- Establish and maintain cooperative working relationships
- Observe laws of the road and exercise defensive driving practices

## **WORKING CONDITIONS**

---

### ***ENVIRONMENT:***

Indoor, outdoor, and shop environment; driving a vehicle to conduct work.

### ***PHYSICAL DEMANDS:***

Kneeling; lifting heavy objects; climbing ladders and working from heights; dexterity of hands and fingers to safely and efficiently operate specialized hand and power tools; reaching overhead above the shoulders and horizontally; standing and walking for extended periods of time; bending at the waist; visual and auditory acuity sufficient to maintain safety standards; speaking and hearing sufficient to exchange information.

### ***HAZARDS:***

Exposure to electrical power supply and high voltage; working in a cramped or restrictive work chamber; adverse weather conditions.

### **CLASSIFICATION ESTABLISHED:**

**June 1977**

### **REVISED:**

**May 12, 1982**

**June 24, 1992**

**April 17, 1995**

**July 11, 2017**

***Proposed Revision: June 14, 2023***



## **PERSONNEL COMMISSION**

### **Regular Meeting: Wednesday, June 14, 2023**

#### **AGENDA ITEM NO: III.A.03**

Classification Specification Revision: Personnel Analyst

#### **BACKGROUND INFORMATION:**

A vacancy exists within the Personnel Analyst classification and staff reviewed the class spec in anticipation of an upcoming recruitment.

#### **METHODOLOGY:**

Staff conducted the following activities:

- Reviewed the existing class spec

#### **ANALYSIS & FINDINGS:**

The recommended changes are summarized as follows:

- Clarified the type of supervision the Personnel Analyst receives
- Updated Education for consistency in language
- Reduced Experience from three (3) years to two (2) and clarified scope of experience
- Reduced Equivalency from two (2) years to one (1) and updated language for consistency
- Replaced Abilities with Core Competencies
- Updated formatting

#### **DIRECTOR'S RECOMMENDATION:**

The Director of Classified Personnel recommends that the Personnel Commission approve the revisions to the Personnel Analyst classification specification as provided.

<b>Commissioner</b>	<b>M</b>	<b>S</b>		<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>ABSENT</b>
Lauren Robinson							
Mahshid Tarazi							
Phillip Tate							



PERSONNEL COMMISSION KEY STATS	
<b>JOB FAMILY</b>	Personnel Services
<b>JOB TITLE</b>	Personnel Analyst
<b>SALARY RANGE</b>	M46

**CLASSIFICATION DESCRIPTION**  
**BARGAINING UNIT: Non-Represented**  
**CLASS CODE: 541128**

## PERSONNEL ANALYST

### BASIC FUNCTION:

Under the **administrative** direction, of the Director of Classified Personnel, performs professional level, technical personnel work related to examination development; position classification; compensation; selection; and analysis of personnel policies, rules and legal issues; and special projects.

### MINIMUM QUALIFICATIONS

#### EDUCATION:

Graduation from an accredited college or university with a bachelor's degree in Human Resource Management, Industrial/Organizational Psychology, Business Administration, Public Administration, or Personnel Administration. **Bachelor's degree in Human Resource Management, Psychology, Business Administration, Public Administration, or other field closely related to the duties and responsibilities of the position from an institution of higher learning accredited by a regional accreditation association, as recognized by the Council for Higher Education Accreditation. Foreign degrees and credit units require translation and equivalency established by an agency recognized by the Commission on Teacher Credentialing.**

#### EXPERIENCE:

Three (3) years of technical personnel experience, including at least one (1) year in examination development, preferably in a public agency, merit or civil service system. **Two (2) years of human resources experience in test development or classification work that includes the use of job analysis.**

#### EQUIVALENCY PROVISION:

A master's degree **or equivalent graduate level college units** in Human Resource Management, Industrial/Organizational Psychology, Business Administration, or other closely related field that includes coursework in test construction and job analysis may substitute for two (2) years of the experience requirement **one (1) year of the required experience. Master's degree or graduate level college units must come from an institution of higher learning accredited by a regional accreditation association, as recognized by the Council for Higher Education Accreditation. Foreign degrees and credit units require translation and equivalency established by an agency recognized by the Commission on Teacher Credentialing.**

#### LICENSES AND OTHER REQUIREMENTS:

A valid California Class C driver's license Driver License and the availability of private transportation or the ability to provide transportation between jobs sites is required.

**Note:** ~~The statements herein 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.~~

## REPRESENTATIVE DUTIES:

Task Statement	Code
Plans and prepares examination content and procedures; devises and develops methods of testing required knowledge, skills and abilities and prepares test standard; obtains, constructs, analyzes and edits examination materials and confers with subject matter experts in the development and evaluation of examinations; recommends weights of test parts and analyzes their effect.	PA-1
Plans, supervises and participates in the administration and rating of performance and work sample tests, interviews and other selection methods, including obtaining and briefing raters regarding test standards and procedures.	PA-2
Scores examination results; establishes pass points; performs item analysis; establishes eligibility list and prepares related correspondence and reports.	PA-3
Provides information regarding Merit System rules and regulations, classification and compensation plan and studies labor agreements and personnel related sections of the Education Code and Board of Education policies and procedures.	PA-4
Develops recruitment sources and campaigns; composes and prepares job bulletins and other announcements and causes their distribution; composes and places recruitment advertisements in appropriate media.	PA-5
Conducts job analyses to determine knowledge, skills and abilities to be measured in content valid selection examinations.	PA-6
Participates in examination review procedures and analyzes and recommends responses to examination protests.	PA-7
Conducts and participates in position classification studies and recommends salary allocations; develops and revises class descriptions and prepares recommendations for the establishment of new classifications and the reclassification of positions and classes.	PA-8
Conducts or participates in surveys of wages, salaries, fringe benefits, differentials, class titles and minimum qualifications required; evaluates comparability of duties, level of responsibilities and conditions of work performed for public and private employers; recommends wages or salaries for classes and group of classes.	PA-9
Plans and conducts statistical and special studies and makes recommendations based on results of such studies in the areas of compensation, position, classification and personnel policies and procedures.	PA-10
Performs other duties as assigned.	GEN-1

**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 MATRIX:**

<b>Supervision:</b>	<i>Establishing overall expectations, goals and objectives, and aligning departmental resources</i>
Received from:	Director of Classified Personnel
Given to:	None
<b>Work Direction:</b>	<i>Providing specific instruction and expectations on how to complete daily activities</i>
Received from:	Director of Classified Personnel
Given to:	Assigned Personnel Commission staff
<b>Work Evaluation:</b>	<i>Assessing the performance outcomes based on work direction and supervisory expectations</i>
Collaborators:	Director of Classified Personnel
Given to:	None

#### **SUPERVISION**

**Administrative direction is received from the Director of Classified Personnel. Work direction is provided to office, technical, and business service staff.**

#### **KNOWLEDGE AND ABILITIES JOB REQUIREMENTS**

##### **KNOWLEDGE OF:**

- ~~Effective customer service techniques.~~
- Principles and practices of public personnel administration.
- State and Federal Laws, regulations and guidelines related to employment discrimination.
- Merit principles of public personnel administration based upon selection and retention of the best-qualified individual.
- Personnel Commission Rules and Board of Education policies.
- Appropriate, current methods of examination design, development and validation.
- Test strategies and statistics used in test and item analysis and validation.
- Recruitment, selection and employment principles and practices.
- Methods utilized in the development and administration of position classification and compensation plans.
- Methodology and techniques of job analysis and research.
- ~~Report preparation and presentation methods and techniques.~~
- ~~Effective oral and written communication skills.~~
- ~~Correct English usage, grammar, spelling, punctuation and vocabulary.~~
- ~~Computer hardware and software.~~

##### **ABILITY TO:**

- ~~Efficiently organize working time and procedures under pressure of multiple assignments and deadlines.~~
- ~~Effectively analyze and resolve problems in examination development, employee selection, classification and compensation~~
- ~~Work independently with minimal direction.~~
- ~~Maintain confidentiality and security of sensitive information.~~
- ~~Accurately compile, tabulate and calculate data.~~
- ~~Perform mathematical calculations with speed and accuracy.~~
- ~~Effectively prepare surveys, questionnaires and other data gathering instruments.~~

- Express technical concepts clearly, concisely and persuasively both orally and in writing.
- Learn computer software.
- Stay abreast of developments in examination development, classification and compensation.
- Establish and maintain cooperative working relationship with administrators, coworkers, other employees, job applicants and the public.

### **CORE COMPETENCIES:**

- **Analyzing & Interpreting Data – Drawing meaning and conclusions from quantitative and/or qualitative data**
- **Attention to Detail – Focusing on the details of work content, work steps, and final work products**
- **Critical Thinking – Analytically and logically evaluating information, propositions, and claims**
- **Cultural Proficiency – Modeling communications and interactions that respect and include all individuals and their languages, abilities, religions and cultures**
- **Customer Focus – Attending to the needs and expectation of customers**
- **Fact Finding – Obtaining facts and data pertaining to an issue or question**
- **Group Facilitation – Enabling constructive and productive group interaction**
- **Handling Stress – Maintaining emotional stability and self-control under pressure, challenge, or adversity**
- **Oral Communication – Engaging effectively in dialogue**
- **Professional & Technical Expertise – Applying technical subject matter to the job**
- **Project Management – Planning and tracking projects to ensure they are on-time, on-budget, and achieve their objectives**
- **Self-Management – Showing personal organization, self-discipline, and dependability**
- **Teamwork – Collaborating with others to achieve shared goals**
- **Using Technology – Working with electronic hardware and software applications**
- **Writing – Communicating effectively in writing**

### **MINIMUM QUALIFICATIONS**

Any combination of:

#### **EDUCATION:**

Graduation from an accredited college or university with a bachelor's degree in Human Resource Management, Industrial/Organizational Psychology, Business Administration, Public Administration, or Personnel Administration.

#### **EXPERIENCE:**

Three (3) years of technical personnel experience, including at least one (1) year in examination development, preferably in a public agency, merit or civil service system.

*A master's degree in Human Resource Management, Industrial/Organizational Psychology, Business Administration, or other closely related field that includes coursework in test construction and job analysis may substitute for two (2) years of the experience requirement.*

#### **LICENSES AND OTHER REQUIREMENTS:**

A valid California Class C driver's license and the availability of private transportation or the ability to provide transportation between jobs sites is required.

### **WORKING CONDITIONS:**

#### **ENVIRONMENT:**

This is primarily a sedentary classification and the employee works in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances.

**PHYSICAL DEMANDS:**

Hearing and speaking to exchange information (in person or by telephone) and make presentations; sitting for extended periods of time; seeing to read a variety of documents and view a computer monitor; dexterity of hands and fingers to operate a computer keyboard; occasionally bends, stoops, reaches, pushes and pulls drawers to retrieve and file information; occasionally lifts and carries reports and records that typically weigh up to ten (10) pounds.

**DUTIES APPROVED**

**CLASSIFICATION APPROVED**

**BOARD OF EDUCATION:**

**PERSONNEL COMMISSION:**

No date

Approved June 25, 1981

Revised June 08, 1983

Revised April 04, 1994

Revised August 16, 2005

Revised June 12, 2012

Revised April 14, 2015

Revised May 10, 2016

**CLASSIFICATION ESTABLISHED:**

**June 25, 1981**

**REVISED:**

**June 08, 1983**

**April 04, 1994**

**August 16, 2005**

**June 12, 2012**

**April 14, 2015**

**May 10, 2016**

**Proposed Revision: June 14, 2023**



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

## **CLASSIFICATION DESCRIPTION**

BARGAINING UNIT: Non-Represented

CLASS CODE: 541128

## **PERSONNEL ANALYST**

### **BASIC FUNCTION**

Under administrative direction, performs professional level, technical personnel work related to examination development, position classification, compensation, selection, and analysis of personnel policies, rules and legal issues.

### **MINIMUM QUALIFICATIONS**

#### ***EDUCATION:***

Bachelor's degree in Human Resource Management, Psychology, Business Administration, Public Administration, or other field closely related to the duties and responsibilities of the position from an institution of higher learning accredited by a regional accreditation association, as recognized by the Council for Higher Education Accreditation. Foreign degrees and credit units require translation and equivalency established by an agency recognized by the Commission on Teacher Credentialing.

#### ***EXPERIENCE:***

Two (2) years of human resources experience in test development or classification work that includes the use of job analysis.

#### ***EQUIVALENCY PROVISION:***

A master's degree or equivalent graduate level college units in Human Resource Management, Industrial/Organizational Psychology, Business Administration, or other closely related field that includes coursework in test construction and job analysis may substitute for one (1) year of the required experience. Master's degree or graduate level college units must come from an institution of higher learning accredited by a regional accreditation association, as recognized by the Council for Higher Education Accreditation. Foreign degrees and credit units require translation and equivalency established by an agency recognized by the Commission on Teacher Credentialing.

#### ***ADDITIONAL REQUIREMENTS/INFORMATION:***

A valid California Driver License and availability of private transportation or ability to obtain transportation between job sites is required.

### **REPRESENTATIVE DUTIES**

- Plans and prepares examination content and procedures; devises and develops methods of testing required knowledge, skills and abilities and prepares test standard; obtains, constructs, analyzes and edits examination materials and confers with subject matter experts in the development and evaluation of examinations; recommends weights of test parts and analyzes their effect.

- Plans, supervises and participates in the administration and rating of performance and work sample tests, interviews and other selection methods, including obtaining and briefing raters regarding test standards and procedures.
- Scores examination results; establishes pass points; performs item analysis; establishes eligibility list and prepares related correspondence and reports.
- Provides information regarding Merit System rules and regulations, classification and compensation plan and studies labor agreements and personnel related sections of the Education Code and Board of Education policies and procedures.
- Develops recruitment sources and campaigns; composes and prepares job bulletins and other announcements and causes their distribution; composes and places recruitment advertisements in appropriate media.
- Conducts job analyses to determine knowledge, skills and abilities to be measured in content valid selection examinations.
- Participates in examination review procedures and analyzes and recommends responses to examination protests.
- Conducts and participates in position classification studies and recommends salary allocations; develops and revises class descriptions and prepares recommendations for the establishment of new classifications and the reclassification of positions and classes.
- Conducts or participates in surveys of wages, salaries, fringe benefits, differentials, class titles and minimum qualifications required; evaluates comparability of duties, level of responsibilities and conditions of work performed for public and private employers; recommends wages or salaries for classes and group of classes.
- Plans and conducts statistical and special studies and makes recommendations based on results of such studies in the areas of compensation, position, classification and personnel policies and procedures.
- 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**

Administrative direction is received from the Director of Classified Personnel. Work direction is provided to office, technical, and business service staff.

## **JOB REQUIREMENTS**

### **KNOWLEDGE:**

- Principles and practices of public personnel administration
- State and Federal Laws, regulations and guidelines related to employment discrimination
- Merit principles of public personnel administration based upon selection and retention of the best-qualified individual

- Personnel Commission Rules and Board of Education policies
- Appropriate, current methods of examination design, development and validation
- Test strategies and statistics used in test and item analysis and validation
- Recruitment, selection and employment principles and practices
- Methods utilized in the development and administration of position classification and compensation plans
- Methodology and techniques of job analysis and research

#### **CORE COMPETENCIES:**

- Analyzing & Interpreting Data – Drawing meaning and conclusions from quantitative and/or qualitative data
- Attention to Detail – Focusing on the details of work content, work steps, and final work products
- Critical Thinking – Analytically and logically evaluating information, propositions, and claims
- Cultural Proficiency – Modeling communications and interactions that respect and include all individuals and their languages, abilities, religions and cultures
- Customer Focus – Attending to the needs and expectation of customers
- Fact Finding – Obtaining facts and data pertaining to an issue or question
- Group Facilitation – Enabling constructive and productive group interaction
- Handling Stress – Maintaining emotional stability and self-control under pressure, challenge, or adversity
- Oral Communication – Engaging effectively in dialogue
- Professional & Technical Expertise – Applying technical subject matter to the job
- Project Management – Planning and tracking projects to ensure they are on-time, on-budget, and achieve their objectives
- Self-Management – Showing personal organization, self-discipline, and dependability
- Teamwork – Collaborating with others to achieve shared goals
- Using Technology – Working with electronic hardware and software applications
- Writing – Communicating effectively in writing

#### **WORKING CONDITIONS**

##### **ENVIRONMENT:**

This is primarily a sedentary classification and the employee works in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances.

##### **PHYSICAL DEMANDS:**

Hearing and speaking to exchange information (in person or by telephone) and make presentations; sitting for extended periods of time; seeing to read a variety of documents and view a computer monitor; dexterity of hands and fingers to operate a computer keyboard; occasionally bends, stoops, reaches, pushes and pulls drawers to retrieve and file information; occasionally lifts and carries reports and records that typically weigh up to ten (10) pounds.

**CLASSIFICATION ESTABLISHED:**

**June 25, 1981**

**REVISED:**

**June 08, 1983**

**April 04, 1994**

**August 16, 2005**

**June 12, 2012**

**April 14, 2015**

**May 10, 2016**

***Proposed Revision: June 14, 2023***



## **PERSONNEL COMMISSION**

### **Regular Meeting: Wednesday, June 14, 2023**

#### **AGENDA ITEM NO: III.A.04**

Establish New Classification: Manager, Facility Services Funding

#### **BACKGROUND INFORMATION:**

The Chief Operations Officer (COO), Carey Upton, requested the development of a new classification that would be responsible for managing budgets, financial systems, and contracts related to bonds and construction within Facility Services.

#### **METHODOLOGY:**

Staff conducted the following activities:

- Reviewed duties and responsibilities suggested by the COO
- Reviewed class specs from other districts and agencies
- Provided draft class spec for the COO to review and incorporate feedback

#### **ANALYSIS & FINDINGS:**

Staff finds the new classification, Manager, Facility Services Funding, to meet the threshold for administrative exemption under the Fair Labor Standard Act based on the classification's expectation to regularly exercise discretion and independent judgement and operate under only general supervision. As such, it is appropriate to be designated as management.

Staff found internal comparison of classifications within SMMUSD to be most appropriate for determining compensation due to a lack of appropriate classifications to compare against at external agencies:

Agency	Classification	Range	Monthly Min.	Monthly Max.
SMMUSD	Manager, Sustainability	M-52	\$7,259	\$8,845
SMMUSD	Manager, Maintenance and Construction	M-52	\$7,259	\$8,845

Staff recommends placing the classification on range M-52 (\$7,259 - \$8,845) to be aligned with other classifications within SMMUSD that are responsible for establishing goals, developing and implementing policies, and ensuring compliance with laws, codes, rules, and regulations.



**DIRECTOR'S RECOMMENDATION:**

The Director of Classified Personnel recommends that the Personnel Commission approve:

1. The Manager, Facility Services Funding classification specification as provided
2. The recommendation to designate the Manager, Facility Services Funding as FLSA Exempt
3. The recommendation to place Manager, Facility Services Funding on range M-52

<b>Commissioner</b>	<b>M</b>	<b>S</b>		<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>ABSENT</b>
Lauren Robinson							
Mahshid Tarazi							
Phillip Tate							



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

## **CLASSIFICATION DESCRIPTION**

BARGAINING UNIT: Non-Represented

CLASS CODE: 510932

## **MANAGER, FACILITY SERVICES FUNDING**

### **BASIC FUNCTION**

Under administrative direction, manages budgets and ensures that financial systems and contracts related to bonds and construction within the Facility Services Division are in compliance with relevant rules, laws, codes, and regulations.

### **MINIMUM QUALIFICATIONS**

#### ***EDUCATION:***

Bachelor's degree in accounting, finance, business administration, or other field closely related to the duties and responsibilities of the position from an institution of higher learning accredited by a regional accreditation association, as recognized by the Council for Higher Education Accreditation. Foreign degrees and credit units require translation and equivalency established by an agency recognized by the Commission on Teacher Credentialing.

#### ***EXPERIENCE:***

Three (3) years of experience in business analysis for capital improvement projects, including preparing budgets, reconciling accounts, and monitoring for compliance.

#### ***ADDITIONAL REQUIREMENTS/INFORMATION:***

- A valid California Driver License and availability of private transportation or ability to obtain transportation between job sites is required
- Certifications, college coursework, and/or work experience in fields related to construction management or architecture is highly desirable

### **REPRESENTATIVE DUTIES**

- Plans, monitors, and tracks expenditures and budgets related to construction and facilities improvement projects
- Establishes fiscal and compliance goals, objectives, standards, and specifications for construction and facilities improvement projects
- Recommends, develops, implements, and evaluates policies, procedures, and practices related to bonds and financial activities compliance
- Coordinates and prepares financial statements, projections, analyses, studies, and other related reports for District use and county, state, and/or federal reporting requirements
- Drafts and reviews contracts to ensure compliance with legal and procedural requirements
- Reviews and evaluates various fiscal data, records, and reports for accuracy to ensure compliance with legal and procedural requirements

- Researches and interprets applicable laws, codes, rules, and regulations in order to evaluate impact they will have on existing policies, procedures, and practices
- Provides support and guidance to District staff by identifying and investigating errors, answering questions, and providing guidance on meeting requirements
- Serves as liaison between District and external fiscal reporting agencies by providing requested material and addressing questions related to adherence of laws, rules, regulations, and procedures
- Participates in conferences, hearings, Board meetings, workshops and committees including, but not limited to, Citizens Bond Oversight Committee and Facility District Advisory Committees
- Develops and revises guides, manuals, and related documents
- Selects, trains, evaluates, and supervises staff
- 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**

Administrative direction is received from the Chief Operations Officer. Supervision is exercised over office, technical, and business service staff.

## **JOB REQUIREMENTS**

### **KNOWLEDGE:**

- Principles and practices of accounting, auditing, and financial forecasting within a public agency
- Federal, state and local laws pertaining to accounting practices, procedures, and reporting requirements within a public agency
- Principles of facilities design, construction, and engineering
- Principles and practices of facilities maintenance and operations
- Principles, practices, terminology, and trends of enterprise financial management systems
- Principles and terminology of employment laws, codes, and regulations
- Principles and practices of employee supervision and evaluation
- Codes, regulations, and laws pertaining to purchasing and contract management
- Principles and practices of recordkeeping and maintaining documentation
- Principles, practices, terminology, and trends of bond financing

### **CORE COMPETENCIES:**

- Allocating Resources - Prioritizing the use of fiscal and material resources to maximize organizational effectiveness
- Analyzing & Interpreting Data – Drawing meaning and conclusions from quantitative or qualitative data

- Attention to Detail - Focusing on the details of work content, work steps, and final work products
- Business Process Analysis - Defining, assessing, and improving operational processes and workflow
- Customer Focus - Attending to the needs and expectation of customers
- Industry Monitoring - Grasping the external political, economic, competitive, and social factors affecting the industry
- Informing – Proactively obtaining and sharing information
- Legal & Regulatory Navigation – Understanding, interpreting, and ensuring compliance with laws and regulations
- Negotiating - Reaching mutually satisfying agreements and compromises
- Professional & Technical Expertise – Applying technical subject matter to the job
- Project Management - Ensuring that projects are on-time, on-budget, and achieve their objectives
- Self-Management – Showing personal organization, self-discipline, and dependability
- Teamwork – Collaborating with others to achieve shared goals

## **WORKING CONDITIONS**

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### ***ENVIRONMENT:***

The work involves moderate risks or discomforts that require special safety precautions. Will be temporarily exposed to outdoor weather conditions when moving between buildings and sites. Will be temporarily exposed to irritants such as dust while at a construction site. Frequently works in an indoor, climate-controlled environment. Requires frequent travel by car.

### ***PHYSICAL DEMANDS:***

The work requires some physical exertion. Remains in a stationary position to perform desk work. Exchanges information in large group settings. Uses hands, wrists, and fingers repetitively to type and operate office equipment. Rotates the head right or left from a neutral position to review work materials. Uses near visual acuity at 20 inches or less to review work materials and operate a computer. Uses far visual acuity at 20 feet or more to observe construction and maintenance. Walks between areas of an office, school site, or facility to observe the environment. May walk across uneven surfaces.

## **CLASSIFICATION ESTABLISHED:**

***PROPOSED June 14, 2023***



## **PERSONNEL COMMISSION**

### **Regular Meeting: Wednesday, June 14, 2023**

#### **AGENDA ITEM NO: III.A.05**

SUBJECT: Personnel Commission's Twelve-Month Calendar of Events for 2023-2024

#### **BACKGROUND INFORMATION:**

Personnel Commission meetings have historically taken place on the second Wednesday of each month with adjustments made for holidays or special circumstances. A calendar of scheduled meeting dates for the 2023-2024 fiscal year following the same pattern is provided.

#### **DIRECTOR'S RECOMMENDATIONS:**

The Director of Classified Personnel recommends that the Personnel Commissioners approve the proposed calendar dates with adjustment as needed.

<b>Commissioner</b>	<b>M</b>	<b>S</b>		<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>ABSENT</b>
Lauren Robinson							
Mahshid Tarazi							
Phillip Tate							

**SANTA MONICA – MALIBU UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
MEETING CALENDAR  
2023 – 2024**

<b>Date</b>	<b>Time</b>	<b>Location</b>	<b>Notes</b>
<b>2023</b>			
July 12, 2023	4:30 p.m.	Board Room – District Office	
August 9, 2023	4:30 p.m.	Board Room – District Office	
September 13, 2023	4:30 p.m.	Board Room – District Office	
October 11, 2023	4:30 p.m.	Board Room – District Office	
November 8, 2023	4:30 p.m.	Board Room – District Office	
December 13, 2023	4:30 p.m.	Board Room – District Office	
<b>2024</b>			
January 10, 2024	4:30 p.m.	Board Room – District Office	
February 14, 2024	4:30 p.m.	Board Room – District Office	
March 13, 2024	4:30 p.m.	Board Room – District Office	
April 10, 2024	4:30 p.m.	Board Room – District Office	Budget – First Reading
May 8, 2024	4:30 p.m.	Board Room – District Office	Budget – Public Hearing and Adoption
June 12, 2024	4:30 p.m.	Board Room – District Office	

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**IV. Commissioner Training/Briefing:**

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**V. Discussion Items:**



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**VI. Information Items:**

## Open Requisitions (6/7/2023)

Req Number	Req Title	Department	Position Type	FTE
22-231	ATHLETIC TRAINER	MALIBU HIGH SCHOOL	New	87.5
21-099	BUS DRIVER	TRANSPORTATION	Vac	87.5
22-115	BUS DRIVER	TRANSPORTATION	Vac	87.5
22-174	BUS DRIVER	TRANSPORTATION	Vac	87.5
22-207	BUS DRIVER	TRANSPORTATION	Vac	87.5
23-089	BUS DRIVER	TRANSPORTATION	Vac	87.5
20-147	CAFETERIA WORKER I	FOOD & NUTRITION SERVICES	Vac	37.5
23-128	CAFETERIA WORKER I	FOOD & NUTRITION SERVICES	Vac	37.5
23-167	CAFETERIA WORKER I	FS - EDISON	New	37.5
23-197	CAFETERIA WORKER I	FOOD & NUTRITION SERVICES	Vac	37.5
19-152	CAMPUS MONITOR	JOHN MUIR ELEMENTARY SCHOOL	Vac	18.75
21-034	CAMPUS MONITOR	JOHN MUIR ELEMENTARY SCHOOL	Vac	18.75
22-175	CAMPUS MONITOR	JOHN MUIR ELEMENTARY SCHOOL	Vac	18.75
22-215	CAMPUS MONITOR	WEBSTER ELEMENTARY SCHOOL	Vac	18.75
22-283	CAMPUS MONITOR	FRANKLIN ELEMENTARY SCHOOL	Vac	25
23-063	CAMPUS MONITOR	ROOSEVELT ELEMENTARY SCHOOL	Vac	0.1
23-140	CAMPUS MONITOR	WILL ROGERS LEARNING ACADEMY	Vac	12.5
23-141	CAMPUS MONITOR	ROOSEVELT ELEMENTARY SCHOOL	Vac	25
23-143	CAMPUS MONITOR	ROOSEVELT ELEMENTARY SCHOOL	Vac	25
23-160	CAMPUS MONITOR	ROOSEVELT ELEMENTARY SCHOOL	Vac	25
23-168	CAMPUS MONITOR	JOHN ADAMS MIDDLE SCHOOL	Vac	37.5
23-198	CAMPUS MONITOR	MCKINLEY ELEMENTARY SCHOOL	Vac	25
23-199	CAMPUS MONITOR	MCKINLEY ELEMENTARY SCHOOL	New	0.11
22-113	CAMPUS SECURITY OFFICER	FACILITY USE DEPARTMENT	Vac	25
22-200	CAMPUS SECURITY OFFICER	FACILITY USE DEPARTMENT	Vac	50
22-011	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	New	43.75

22-038	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	New	43.75
22-039	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	New	43.75
22-163	CHILDREN'S CENTER ASSISTANT-2	CDS - GRANT	Vac	43.75
22-170	CHILDREN'S CENTER ASSISTANT-2	CDS - EDISON	Vac	43.75
23-041	CHILDREN'S CENTER ASSISTANT-2	CDS - GRANT	Vac	43.75
23-042	CHILDREN'S CENTER ASSISTANT-2	CDS - GRANT	Vac	43.75
23-043	CHILDREN'S CENTER ASSISTANT-2	CDS - FRANKLIN	Vac	43.75
23-066	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	Vac	43.75
23-136	ELECTRICIAN	MAINTENANCE	Vac	100
23-196	FACILITIES TECHNICIAN	MAINTENANCE	Vac	100
23-196	FACILITIES TECHNICIAN	MAINTENANCE	Vac	100
23-169	HUMAN RESOURCES TECHNICIAN	PERSONNEL COMMISSION	Vac	100
22-243	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	SANTA MONICA HIGH SCHOOL	Vac	43.75
23-192	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	EDISON LANGUAGE ACADEMY	Vac	43.75
23-193	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	EDISON LANGUAGE ACADEMY	Vac	43.75
22-249	INSTRUCTIONAL ASSISTANT-CLASSROOM	ADULT EDUCATION CENTER	New	42.5
23-044	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL	Vac	43.75
23-046	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL	Vac	37.5
23-065	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL	Vac	37.5
23-177	INSTRUCTIONAL ASSISTANT-CLASSROOM	MCKINLEY ELEMENTARY SCHOOL	New	37.5

23-180	INSTRUCTIONAL ASSISTANT-CLASSROOM	FRANKLIN ELEMENTARY SCHOOL	Vac	45
23-186	INSTRUCTIONAL ASSISTANT-CLASSROOM	MALIBU ELEMENTARY SCHOOL	Vac	37.5
23-187	INSTRUCTIONAL ASSISTANT-CLASSROOM	MALIBU ELEMENTARY SCHOOL	Vac	48.75
23-190	INSTRUCTIONAL ASSISTANT-CLASSROOM	ROOSEVELT ELEMENTARY SCHOOL	Vac	45
23-191	INSTRUCTIONAL ASSISTANT-CLASSROOM	ROOSEVELT ELEMENTARY SCHOOL	Vac	37.5
23-200	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL	Vac	37.5
23-201	INSTRUCTIONAL ASSISTANT-CLASSROOM	FRANKLIN ELEMENTARY SCHOOL	New	75
23-202	INSTRUCTIONAL ASSISTANT-CLASSROOM	WILL ROGERS LEARNING ACADEMY	Vac	43.75
23-203	INSTRUCTIONAL ASSISTANT-CLASSROOM	FRANKLIN ELEMENTARY SCHOOL	Vac	43.75
22-177	INSTRUCTIONAL ASSISTANT-PHYSICAL EDUCATION	SANTA MONICA HIGH SCHOOL	Vac	50
23-170	LIBRARY ASSISTANT	JOHN ADAMS MIDDLE SCHOOL	Vac	81.25
23-204	LIBRARY ASSISTANT	LINCOLN MIDDLE SCHOOL	Vac	75
22-055	LICENSED VOCATIONAL NURSE (LVN)	SPECIAL EDUCATION	New	100
23-011	LICENSED VOCATIONAL NURSE (LVN)	MCKINLEY ELEMENTARY SCHOOL	New	75
22-125	PARAEDUCATOR-1	WEBSTER ELEMENTARY SCHOOL	Vac	75
22-183	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	75
22-195	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	81.25
22-237	PARAEDUCATOR-1	MALIBU HIGH SCHOOL	Vac	75
22-272	PARAEDUCATOR-1	CDS - LINCOLN	Vac	50
22-287	PARAEDUCATOR-1	LINCOLN MIDDLE SCHOOL	Vac	75
23-024	PARAEDUCATOR-1	LINCOLN MIDDLE SCHOOL	Vac	75
23-026	PARAEDUCATOR-1	LINCOLN MIDDLE SCHOOL	Vac	75

23-035	PARAEDUCATOR-1	MALIBU HIGH SCHOOL	Vac	75
23-039	PARAEDUCATOR-1	LINCOLN MIDDLE SCHOOL	New	75
23-068	PARAEDUCATOR-1	LINCOLN MIDDLE SCHOOL	Vac	75
23-080	PARAEDUCATOR-1	EDISON LANGUAGE ACADEMY	Vac	75
23-085	PARAEDUCATOR-1	ROOSEVELT ELEMENTARY SCHOOL	Vac	75
23-086	PARAEDUCATOR-1	LINCOLN MIDDLE SCHOOL	Vac	75
23-087	PARAEDUCATOR-1	LINCOLN MIDDLE SCHOOL	Vac	75
23-099	PARAEDUCATOR-1	FRANKLIN ELEMENTARY SCHOOL	Vac	75
23-106	PARAEDUCATOR-1	WEBSTER ELEMENTARY SCHOOL	New	75
23-114	PARAEDUCATOR-1	FRANKLIN ELEMENTARY SCHOOL	New	75
23-115	PARAEDUCATOR-1	FRANKLIN ELEMENTARY SCHOOL	New	75
23-121	PARAEDUCATOR-1	SMASH (ALTERNATIVE) SCHOOL	Vac	75
23-126	PARAEDUCATOR-1	FRANKLIN ELEMENTARY SCHOOL	Vac	75
23-131	PARAEDUCATOR-1	FRANKLIN ELEMENTARY SCHOOL	New	75
23-132	PARAEDUCATOR-1	MCKINLEY ELEMENTARY SCHOOL	New	75
23-133	PARAEDUCATOR-1	MCKINLEY ELEMENTARY SCHOOL	Vac	75
23-148	PARAEDUCATOR-1	MCKINLEY ELEMENTARY SCHOOL	Vac	75
23-154	PARAEDUCATOR-1	MALIBU ELEMENTARY SCHOOL	Vac	75
23-158	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	81.25
23-171	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	75
23-172	PARAEDUCATOR-1	ROOSEVELT ELEMENTARY SCHOOL	Vac	75
23-173	PARAEDUCATOR-1	JOHN ADAMS MIDDLE SCHOOL	Vac	75
23-174	PARAEDUCATOR-1	WEBSTER ELEMENTARY SCHOOL	Vac	75
23-178	PARAEDUCATOR-1	WILL ROGERS LEARNING ACADEMY	New	75
23-182	PARAEDUCATOR-1	SMASH (ALTERNATIVE) SCHOOL	Vac	75
23-205	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	81.25
23-206	PARAEDUCATOR-1	MALIBU HIGH SCHOOL	Vac	75
23-207	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	81.25

23-208	PARAEDUCATOR-1	PROJECT-BASED LEARNING (PBL)	Vac	75
22-117	PARAEDUCATOR-3	WEBSTER ELEMENTARY SCHOOL	Vac	75
22-141	PARAEDUCATOR-3	MALIBU ELEMENTARY SCHOOL	Vac	75
22-168	PARAEDUCATOR-3	ROOSEVELT ELEMENTARY SCHOOL	New	75
22-186	PARAEDUCATOR-3	MALIBU ELEMENTARY SCHOOL	Vac	75
22-198	PARAEDUCATOR-3	MALIBU ELEMENTARY SCHOOL	New	75
22-238	PARAEDUCATOR-3	SMASH (ALTERNATIVE) SCHOOL	Vac	75
22-250	PARAEDUCATOR-3	SMASH (ALTERNATIVE) SCHOOL	Vac	75
23-017	PARAEDUCATOR-3	CDS - LINCOLN	Vac	56.25
23-037	PARAEDUCATOR-3	MALIBU ELEMENTARY SCHOOL	Vac	75
23-040	PARAEDUCATOR-3	LINCOLN MIDDLE SCHOOL	Vac	75
23-048	PARAEDUCATOR-3	MALIBU ELEMENTARY SCHOOL	New	75
23-069	PARAEDUCATOR-3	LINCOLN MIDDLE SCHOOL	Vac	75
23-101	PARAEDUCATOR-3	WILL ROGERS LEARNING ACADEMY	New	75
23-107	PARAEDUCATOR-3	MCKINLEY ELEMENTARY SCHOOL	Vac	75
23-116	PARAEDUCATOR-3	MCKINLEY ELEMENTARY SCHOOL	New	75
23-155	PARAEDUCATOR-3	WILL ROGERS LEARNING ACADEMY	New	75
23-179	PARAEDUCATOR-3	FRANKLIN ELEMENTARY SCHOOL	New	75
23-183	PARAEDUCATOR-3	JOHN ADAMS MIDDLE SCHOOL	Vac	75
23-209	PARAEDUCATOR-3	MALIBU HIGH SCHOOL	Vac	75
23-188	PERSONNEL ANALYST	PERSONNEL COMMISSION	Vac	100
23-165	PHYSICAL ACTIVITIES SPECIALIST	GRANT ELEMENTARY SCHOOL	Vac	62.5
23-156	SENIOR ADMINISTRATIVE ASSISTANT (Confidential)	EDUCATIONAL SERVICES	Vac	100
23-166	SENIOR OFFICE SPECIALIST	JOHN ADAMS MIDDLE SCHOOL	Vac	100
23-189	SENIOR OFFICE SPECIALIST	WILL ROGERS LEARNING ACADEMY	Vac	100
23-102	SPEECH LANGUAGE PATHOLOGY ASSISTANT	SPECIAL EDUCATION	New	81.25

22-169	SPORTS FACILITY ATTENDANT	FACILITY USE DEPARTMENT	Vac	37.5
23-210	STUDENT OUTREACH SPECIALIST	SANTA MONICA HIGH SCHOOL	Vac	100
23-127	SWIMMING INSTRUCTOR/LIFEGUARD	MALIBU HIGH SCHOOL	Vac	37.5
23-139	TECHNICAL THEATER TECHNICIAN	FACILITY USE DEPARTMENT	Vac	100
23-088	VEHICLE AND EQUIPMENT MECHANIC	TRANSPORTATION	Vac	100

**Filled Requisitions (6/7/2023)**

Req Number	Req Title	Department	Date of Accepted Job Offer
23-145	CONSTRUCTION SUPERVISOR	MAINTENANCE	5/19/2023
23-185	CUSTODIAN	SANTA MONICA HIGH SCHOOL	5/9/2023
23-195	CUSTODIAN	OPERATIONS	6/6/2023
23-091	HVAC TECHNICIAN	MAINTENANCE	5/11/2023
23-181	INSTRUCTIONAL ASSISTANT-MUSIC	JOHN ADAMS MIDDLE SCHOOL	5/22/2023
22-167	PARAEDUCATOR-1	MALIBU HIGH SCHOOL	5/22/2023
23-159	PARAEDUCATOR-3	MALIBU HIGH SCHOOL	5/12/2023
23-175	PARAEDUCATOR-3	SANTA MONICA HIGH SCHOOL	5/4/2023
23-176	PARAEDUCATOR-3	SANTA MONICA HIGH SCHOOL	5/12/2023
23-184	SENIOR OFFICE SPECIALIST	MCKINLEY ELEMENTARY SCHOOL	5/8/2023



**Classified Personnel – Merit  
5/17/23**

**NEW HIRES**

		<b><u>EFFECTIVE DATE</u></b>
Aguilar-Camacho, Nubia Roosevelt ES	Campus Monitor 2 Hrs/SY/Range: 13 Step: E	4/19/23
Cervantes, Jose Operations-Malibu MS/HS	Custodian 8 Hrs/12 Mo/Range: 26 Step: A	4/17/23
Cline, Megan FNS-Malibu HS	Cafeteria Worker I 3 Hrs/SY/Range: 15 Step: D	4/19/23
Morales, Carmela FNS-Grant ES	Cafeteria Worker I 3 Hrs/SY/Range: 15 Step: D	4/19/23
Salvati, Rachel Grant ES	Instructional Assistant-Classroom 3 Hrs/SY/Range: 20 Step: A	5/1/23

**PROMOTION**

		<b><u>EFFECTIVE DATE</u></b>
Reynolds, Luz Special Ed-Edison LA	Paraeducator 1 6 Hrs/SY/Range: 22 Step: F From: Instructional Assistant-Classroom: 3.5 Hrs/SY	5/1/23
Sandoval, Noelle Rogers LC	Administrative Assistant 8 Hrs/10+10 Mo/Range: 33 Step: B From: Senior Office Specialist: 4 Hrs/SY	5/1/23

**LIMITED TERM**

		<b><u>EFFECTIVE DATE</u></b>
Barber, Tyjuan Transportation	Bus Driver 1 Hr/10 Mo/Range: 32 Step: F	1/3/23-6/12/23
Brito, Salvador Transportation	Bus Driver 1 Hr/10 Mo/Range: 32 Step: F	1/3/23-6/12/23
Brown, Steve Transportation	Bus Driver 1 Hr/10 Mo/Range: 32 Step: F	1/3/23-6/12/23
Davis, Lenora Transportation	Bus Driver 1 Hr/10 Mo/Range: 32 Step: F	1/3/23-6/12/23
Elie, Latrice Transportation	Bus Driver 1 Hr/10 Mo/Range: 32 Step: F	1/3/23-6/12/23
Gauntt, Deborah Transportation	Bus Driver 1 Hr/10 Mo/Range: 32 Step: F	1/3/23-6/12/23
Gevorkyan, Arutyun Transportation	Lead Vehicle and Equipment Mechanic 8 Hrs/12 Mo/Range: 41 Step: F	1/3/23-6/12/23
Granadino, Frank Transportation	Bus Driver 1 Hr/10 Mo/Range: 32 Step: F	1/3/23-6/12/23
Gutierrez, Rosa Transportation	Bus Driver 1 Hr/10 Mo/Range: 32 Step: F	1/3/23-6/12/23
Hendricks, David Transportation	Bus Driver 1 Hr/10 Mo/Range: 32 Step: F	1/3/23-6/12/23

McGowan, Zakesha Transportation	Bus Driver 1 Hr/10 Mo/Range: 32 Step: F	1/3/23-6/12/23
Riley, Martelle Transportation	Bus Driver 1 Hr/10 Mo/Range: 32 Step: F	1/3/23-6/12/23
Sammann, Kevin Transportation	Bus Driver 1 Hr/10 Mo/Range: 32 Step: F	1/3/23-6/12/23
Silvestre, Ernestina Transportation	Bus Driver 1 Hr/10 Mo/Range: 32 Step: F	1/3/23-6/12/23
Smith, Brian Transportation	Bus Driver 1 Hr/10 Mo/Range: 32 Step: F	1/3/23-6/12/23
Turner, Gearl Transportation	Bus Driver 1 Hr/10 Mo/Range: 32 Step: F	1/3/23-6/12/23
Yates, Kathy Transportation	Bus Driver 1 Hr/10 Mo/Range: 32 Step: F	1/3/23-6/12/23

**SUMMER ASSIGNMENTS**

Ockner, Sari  
Special Ed-Rogers LC

Occupational Therapist  
Not to exceed: 9 Hrs

**EFFECTIVE DATE**

8/15/22-8/17/22

**TEMP/ADDITIONAL ASSIGNMENTS**

Bikhet, Mary  
FNS-Santa Monica HS

Cafeteria Worker I  
[additional hours; cafeteria support]

**EFFECTIVE DATE**

4/17/23-6/12/23

Cervantes, Jose  
Operations

Custodian  
[overtime; district custodial support]

4/17/23-6/30/23

Cervantes, Jose  
Operations-Malibu MS/HS

Custodian  
[overtime; school events support]

4/17/23-6/30/23

Cline, Megan  
FNS-Malibu HS

Cafeteria Worker I  
[additional hours; cafeteria support]

4/19/23-6/12/23

Cobbs, Rufus  
Operations-Adams MS

Custodian  
[overtime; school events support]

11/16/22-6/12/23

Ellis, Ashley  
Special Ed-Lincoln MS

Paraeducator 3  
[additional hours; after school library assistance]

8/18/22-6/14/23

Kamkar, Vida  
Human Resources

Human Resources Specialist  
[overtime; packing HR department files]

2/1/23

Kyle, Yvonne  
Educational Services

Senior Administrative Assistant  
[overtime; DELAC meetings support]

1/1/23-6/12/23

Preciado, Edwin  
Special Ed-Adams MS

Paraeducator 3  
[additional hours; overnight field trip supervision]

2/3/23-2/5/23

Preciado, Edwin  
Special Ed-Adams MS

Paraeducator 3  
[overtime; overnight field trip supervision]

2/3/23-2/5/23

Saad, Metias  
Operations-Santa Monica HS

Custodian  
[overtime; school events support]

8/12/22-6/12/23

Suezo, Aida Grounds and Operations	Administrative Assistant [overtime; clerical support]	3/2/23-6/30/23
Walker, Anthony Human Resources	Employee Benefits Technician [overtime; packing HR department files]	2/1/23
Webster, Ryan Special Ed-Adams MS	Paraeducator 3 [additional hours; student support for after school tutoring]	3/1/23-6/12/23
Williams, Monica Lincoln MS	Senior Office Specialist [overtime; clerical support]	3/1/23-6/12/23
<b><u>SUBSTITUTES</u></b>		<b><u>EFFECTIVE DATE</u></b>
Gonzalez, Jessica Food and Nutrition Services	Cafeteria Worker I	4/21/23-6/12/23
Marinez, Nicolas Educational Services	Instructional Assistant-Physical Education	4/24/23-6/12/23
<b><u>PROFESSIONAL GROWTH</u></b>		<b><u>EFFECTIVE DATE</u></b>
Walker, Anthony Human Resources	Employee Benefits Technician	5/1/23
<b><u>LEAVE OF ABSENCE (PAID)</u></b>		<b><u>EFFECTIVE DATE</u></b>
Ausmus, Juley Malibu ES	Campus Monitor/Instructional Assistant-Classroom FMLA/CFRA Medical	2/17/23-5/31/23 2/17/23-6/12/23
Barnes, Brian Rogers LC	Physical Activities Specialist Medical/FMLA/CFRA	3/10/23-5/1/23
<b><u>WORKING OUT OF CLASS</u></b>		<b><u>EFFECTIVE DATE</u></b>
Ballat, Nawal FNS-Rogers LC	Cafeteria Worker II From: Cafeteria Worker I	2/24/23-2/27/23
Plascencia, Henry Maintenance	Electrician From: Skilled Maintenance Worker	3/21/23-6/30/23
Reyes, Pedro Maintenance	Facilities Technician From: Electrician	3/21/23-4/6/23
Suaste, Eduardo Maintenance	Skilled Maintenance Worker From: Lead Custodian	3/21/23-4/11/23
<b><u>RESIGNATION</u></b>		<b><u>EFFECTIVE DATE</u></b>
Boughton, Yan Franklin ES	Instructional Assistant-Classroom	4/21/23
Gilkes, Kirsten Special Ed-Adams MS	Paraeducator 3	4/28/23
Mansfield, Michelle Edison LA	Instructional Assistant-Bilingual	7/1/23
Robbins, Marcus Special Ed-SMASH	Campus Monitor Paraeducator 1	6/12/23

Rosales, Ana Edison LA	Instructional Assistant-Bilingual	6/12/23
Villalobos, Elizabeth Maintenance	Construction Supervisor	3/14/23
Zandi, Aleah Malibu ES	Instructional Assistant-Classroom	6/12/23

**RETIREMENT**

Friedenberg, Mindy  
Special Ed-Santa Monica HS

Paraeducator 1

**EFFECTIVE DATE**

6/12/23

**Classified Personnel – Merit  
6/1/23**

**NEW HIRES**

		<b><u>EFFECTIVE DATE</u></b>
Cardoza, Luisa FNS-Malibu HS	Cafeteria Worker I 4 Hrs/SY/Range: 15 Step: D	5/16/23
Simms, Khaila FNS-Adams MS	Cafeteria Worker I 3 Hrs/SY/Range: 15 Step: D	5/1/23
Stephansen, Theodore Roosevelt ES	Instructional Assistant-Classroom 3 Hrs/SY/Range: 20 Step: A	5/2/23
Tate, Rodney Malibu MS/HS	Library Assistant 8 Hrs/10 Mo/Range: 28 Step: A	5/11/23

**PROMOTION**

		<b><u>EFFECTIVE DATE</u></b>
Gul Kessenich, Sahra Special Ed-Roosevelt ES	Paraeducator 1 6 Hrs/SY/Range: 22 Step: C From: Instructional Assistant-Classroom: 3.6 Hrs/SY	5/15/23

**TEMP/ADDITIONAL ASSIGNMENTS**

		<b><u>EFFECTIVE DATE</u></b>
Aguilar, Mary Roosevelt ES	Instructional Assistant-Classroom [additional hours; student support]	8/17/22-6/12/23
Bieber, Alexandra Roosevelt ES	Instructional Assistant-Classroom [additional hours; student support]	8/17/22-6/12/23
Esquivias, Rene Maintenance	Facilities Technician [overtime; district projects]	3/1/23-6/30/23
Ford, Nedra Human Resources	Human Resources Specialist [overtime; packing HR department files]	2/1/23
Fuentes, Natalie Roosevelt ES	Instructional Assistant-Classroom [additional hours; student support]	8/17/22-6/12/23
Gul Kessenick, Sahra Roosevelt ES	Instructional Assistant-Classroom [additional hours; student support]	8/17/22-6/12/23
Kuyama, Keiko Roosevelt ES	Instructional Assistant-Classroom [additional hours; student support]	8/17/22-6/12/23
Mandic, Elvira Roosevelt ES	Instructional Assistant-Classroom [additional hours; student support]	8/17/22-6/12/23
Morales Mendez, Prisma Roosevelt ES	Instructional Assistant-Classroom [additional hours; student support]	8/17/22-6/12/23
Ortiz, Karina Roosevelt ES	Instructional Assistant-Classroom [additional hours; student support]	8/17/22-6/12/23
Ramirez, David Edison LA	Instructional Assistant-Bilingual [additional hours; after school tutoring]	3/7/23-6/7/23
Salzman, Stacy Roosevelt ES	Instructional Assistant-Classroom [additional hours; student support]	8/17/22-6/12/23

Shandalov, Lisa Roosevelt ES	Instructional Assistant-Classroom [additional hours; student support]	8/17/22-6/12/23
Soni, Ekta Roosevelt ES	Instructional Assistant-Classroom [additional hours; student support]	8/17/22-6/12/23
Strauss, Yoko Roosevelt ES	Instructional Assistant-Classroom [additional hours; student support]	8/17/22-6/12/23
Torres, Corina Roosevelt ES	Instructional Assistant-Classroom [additional hours; student support]	8/17/22-6/12/23
Valadez, Luz Edison LA	Campus Monitor [additional hours; yard supervision]	2/8/23-6/12/23

**SUBSTITUTES**

Brotman, Mary Student Services	Certified Occupational Therapy Assistant	<b><u>EFFECTIVE DATE</u></b> 5/16/23-6/12/23
Fuentes, Sebastian Grounds	Gardener	5/5/23-6/30/23
Valadez, Luz Edison LA	Instructional Assistant-Bilingual	8/18/22-6/12/23

**VOLUNTARY TRANSFER**

Davis, Lisa Adams MS	Senior Office Specialist 8 Hrs/10 Mo From: 8 Hrs/10 Mo/Rogers LC	<b><u>EFFECTIVE DATE</u></b> 5/15/23
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**LEAVE OF ABSENCE (PAID)**

Kachurka, Sabrina FNS-Santa Monica HS	Cafeteria Worker II Medical/FMLA/CFRA	<b><u>EFFECTIVE DATE</u></b> 5/17/23-6/12/23
Polk, Carlesha Special Ed-SMASH	Paraeducator 3 CFRA	4/14/23-9/16/23

**WORKING OUT OF CLASS**

Heiderman, Daniel Maintenance	Skilled Maintenance Worker From: Utility Worker	<b><u>EFFECTIVE DATE</u></b> 3/21/23-6/30/23
Younan, Julie Personnel Commission	Personnel Analyst From: Human Resources Technician	5/1/23-6/30/23

**RESIGNATION**

Borum, Nadine Malibu ES	Instructional Assistant-Classroom	<b><u>EFFECTIVE DATE</u></b> 6/12/23
Caceres-Navarrete, Teresa Franklin ES	Instructional Assistant-Classroom	6/12/23
Henderson, Roshawnda Grant ES	Health Office Specialist	5/11/23
Ntomchukwu, Divine Lincoln MS	Library Assistant	6/12/23

**RETIREMENT**

Alvarez, Guillermina  
FNS-Roosevelt ES

Cafeteria Worker I

**EFFECTIVE DATE**

6/12/23

**Classified Personnel – Non-Merit  
5/17/23**

**COACHING ASSISTANT**

Ashley, Billy	Malibu MS/HS	2/1/23-6/12/23
Burdick, Bart	Santa Monica HS	1/23/23-6/30/23
Diaz Rodriguez, Christopher	Middle School Athletic Program	3/10/23-6/30/23
Fearon, Jamen	Middle School Athletic Program	3/10/23-6/13/23
Fearon, Mark	Santa Monica HS	7/1/22-6/30/23
Halualani, Michael	Malibu MS/HS	2/1/23-6/12/23
Lupi, Paul	Santa Monica HS	7/1/22-6/30/23
Richards, James	Santa Monica HS	7/1/22-6/30/23
Rolfe, Andrea	Santa Monica HS	7/1/22-6/30/23
Smith, Christopher	Middle School Athletic Program	3/10/23-6/12/23
Steekelenburg, Annelies	Malibu MS/HS	2/1/23-6/12/23
Vasquez, Angel	Middle School Athletic Program	3/10/23-6/13/23
Ward, Timothy	Malibu MS/HS	2/1/23-6/12/23

**TECHNICAL SPECIALIST – LEVEL II**

Parise, Christopher	Educational Services [Band Instructor – Stairway Concerts] - Funding: Gifts	12/1/22-3/18/23
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**TECHNICAL SPECIALIST – LEVEL III**

Smith, Caitlin	Educational Services [Elementary Dream Strings Instructor] - Funding: SMEF – Dream Winds	3/1/23-3/31/23
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**STUDENT WORKER – WORKABILITY**

Doshi, Jaya	Special Education	11/1/22-6/30/23
Harris, Helen	Special Education	11/1/22-6/30/25
Hubbard, Aiden	Special Education	11/1/22-12/31/24
Rakfeldt, Adrian	Special Education	3/29/23-6/30/26
Sanai, Adam	Special Education	3/29/23-6/30/26
Umanzor, Ariella	Special Education	11/1/22-6/30/26



**Classified Personnel – Non-Merit**  
**6/1/23**

**COACHING ASSISTANT**

Halualani, Michael	Malibu MS/HS	6/1/23-6/30/23
Hamilton, Jerrel	Malibu MS/HS	6/1/23-6/30/23
Hernandez, Steven	Malibu MS/HS	2/1/23-6/12/23
Miller, Richard	Malibu MS/HS	1/31/23-6/12/23
Part, Brian	Middle School Athletic Program	3/1/23-6/12/23
Saenz, Derek	Malibu MS/HS	2/1/23-6/12/23
Stern, Geoffrey	Malibu MS/HS	2/1/23-6/12/23
Stickey, Joyce	Malibu MS/HS	2/1/23-6/12/23

**SANTA MONICA – MALIBU UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
MEETING CALENDAR  
2022 – 2023**

<b>Date</b>	<b>Time</b>	<b>Location</b>	<b>Notes</b>
<b>2022</b>			
July 13, 2022	4:30 p.m.	Zoom	
August 10, 2022	4:30 p.m.	Zoom	
September 14, 2022	4:30 p.m.	Zoom	
October 12, 2022	4:30 p.m.	Zoom	
November 9, 2022	4:30 p.m.	Zoom	
December 14, 2022	4:30 p.m.	Zoom	
<b>2023</b>			
January 11, 2023	4:30 p.m.	Zoom	
February 8, 2023	4:30 p.m.	Zoom	
March 8, 2023	4:30 p.m.	Board Room – District Office	
April 19, 2023	4:30 p.m.	Board Room – District Office	Budget – First Reading <b>Moved to 4/19/23 due to Spring Break</b>
May 10, 2023	4:30 p.m.	Board Room – District Office	Budget – Public Hearing and Adoption
June 14, 2023	4:30 p.m.	Board Room – District Office	

## SMMUSD Board of Education Meeting Schedule 2022-23

**Closed Session begins at 4:30pm** *(subject to change)*

**Public Meetings begin at 5:30pm** *(subject to change)*

Meeting Date	Meeting Location*	Meeting Format			Additional Notes
		"A" Format	"B" Format	Hybrid of "A" & "B"	
7/21/22 (Th)	DO			X	
8/11/22 (Th)	DO	X			
TBD	DO				Special Meeting: Retreat
9/1/22 (Th)	DO	X			
9/14/22 (W)	DO		X		Note: Wednesday
10/6/22 (Th)	M	X			
10/20/22 (Th)	DO		X		
11/3/22 (Th)	M	X			
11/17/22 (Th)	DO		X		
12/8/22 (Th)	DO				Special Meeting: 1 <sup>st</sup> Interim Budget
12/15/22 (Th)	DO			X	
1/19/23 (Th)	DO			X	
TBD	DO				Special Meeting: Retreat
2/2/23 (Th)	M	X			
2/16/23 (Th)	DO		X		
3/2/23 (Th)	DO	X			
3/15/23 (W)	M		X		Note: Wednesday
3/29/23 (W)	DO				Special Meeting: Time-sensitive items prior to spring break
4/20/23 (Th)	DO			X	
5/4/23 (Th)	M	X			
5/9/23 (T)	DO				Potential Special Meeting: HR items
5/18/23 (Th)	DO		X		
6/1/23 (Th)	DO	X			
6/22/23 (Th)	DO				Special Meeting: Public Hearings for Budget and LCAP
6/29/23 (Th)	DO		X		

*\*Until further notice, the board members and executive cabinet will meet in the board room at the district office, while members of the public and other staff will participate via Zoom.*

District Office (DO): 1651 16<sup>th</sup> Street, Santa Monica.

Malibu City Council Chambers (M): 23815 Stuart Ranch Road, Malibu, CA

### **Meeting Format Structures:**

Meeting "A"	Meeting "B"	Hybrid of "A" and "B"
<ol style="list-style-type: none"> <li>Closed Session</li> <li>Commendations/Recognitions</li> <li>Study Session</li> <li>Communications</li> <li>Executive Staff Reports</li> <li>Consent Calendar</li> <li>General Public Comments <i>(max. 30 minutes)</i></li> <li>Discussion Items (as needed)</li> <li>Major Items</li> <li>Continuation of General Public Comments (if needed)</li> </ol>	<ol style="list-style-type: none"> <li>Closed Session</li> <li>Consent Calendar</li> <li>Study Session</li> <li>Discussion Items</li> <li>Major Items (as needed)</li> <li>General Public Comments</li> </ol>	<ol style="list-style-type: none"> <li>Closed Session</li> <li>Commendations/Recognitions</li> <li>Study Session</li> <li>Communications</li> <li>Executive Staff Reports</li> <li>Consent Calendar</li> <li>General Public Comments <i>(max. 30 minutes)</i></li> <li>Discussion Items</li> <li>Major Items</li> <li>Continuation of General Public Comments (if needed)</li> </ol>

The schedule of meetings appears on the [board meeting page](#) of the district website and can also be found on the [CSBA Simbli software page](#).

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## **VII. Personnel Commission Business:**

### **A. Future Items:**

<b>Subject</b>	<b>Action Steps</b>	<b>Tentative Date</b>
TBD		

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

Wednesday, July 12, 2023, at 4:30 p.m. – *District Office Board Room*

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**IX. Public Comments for Closed Session Items Only:**

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## **X. Closed Session:**

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**XI. Adjournment:**