

## **VIRTUAL PERSONNEL COMMISSION MEETING**

July 08, 2020 at 4:30pm

### **MODIFIED MEETING PROCEDURES DURING COVID-19 (CORONAVIRUS) PANDEMIC:**

As per Executive Order N-29-20 from Governor Newsom, the Santa Monica-Malibu Unified School District Personnel Commission meetings will move to a virtual/teleconferencing environment using Zoom. The purpose of the Governor's executive order is to control the spread of Coronavirus (COVID-19) and to reduce and minimize the risk of infection by "limiting attendance at public assemblies, conferences, or other mass events." The intent is not to limit public participation, but rather to protect public health by following the Governor's Stay at Home executive order and LA County's Safer at Home order.



### **JOIN ZOOM MEETING**

<https://bit.ly/JULYPCMEETING>

**Meeting ID: 811 9755 9531**

**Password: SMMUSD**



### **PROVIDE PUBLIC COMMENT**

You may submit a request to make a public comment by e-mail to: [jhatch@smmusd.org](mailto:jhatch@smmusd.org)

- Requests must be submitted no later than 5:00 p.m. on Tuesday, July 07, 2020
- Please include your full name and the specific agenda item you wish to speak to or if you would like to address a non-agenda item
- During the meeting via Zoom, speakers will be called upon and unmuted to make a comment – please use your full name as your Zoom profile to help expedite the process



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

## **PERSONNEL COMMISSION MEETING AGENDA**

**July 8, 2020**

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Wednesday, July 8, 2020**, at **4:30 p.m.**, via Zoom.

### **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 July 8, 2020

Commissioner	M	S		Yes	No	Abstain	ABSENT
Lauren Robinson							
Maria Stewart							
Phillip Tate							

- G.06 Approval of Minutes for Regular Meeting on June 10, 2020

Commissioner	M	S		Yes	No	Abstain	ABSENT
Lauren Robinson							
Maria Stewart							
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)

**July 8, 2020**

### **PERSONNEL COMMISSIONERS:**

Mrs. Lauren Robinson, Mrs. Maria Stewart, and Mr. Phillip Tate

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Wednesday, July 8, 2020**, at **4:30 p.m.**, via Zoom.

### ❖ **Instructions on Public Comments:**

Persons wishing to address the Personnel Commission must submit a request to make a public comment by e-mail to [jhatch@smmUSD.org](mailto:jhatch@smmUSD.org) no later than 5:00 p.m. on Tuesday, July 07, 2020. Please include your full name and the specific agenda item you wish to speak to *or* if you would like to address a non-agenda item if the subject matter is not scheduled on this meeting's 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 July 8, 2020

G.06 Approval of Minutes for Regular Meeting on June 10, 2020

G.07 Report from the Director of Classified Personnel:

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

- General Comments and Updates

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

G.08 Personnel Commissioner Comments/Reports:

This is time during which a Personnel Commissioner may make a brief announcement or report on his/her own activities relative to Commission business. This is not a time for discussion.

G.09 Communications:

The Communications section provides an opportunity for the Personnel Commission to hear from the individuals or representatives listed below. All reports are limited to five (5) minutes or less.

- SEIU Report
- Board of Education Report

G.10 Public Comments:

Public Comments is the time when members of the audience may address the Personnel Commission on items not scheduled on the meeting's agenda. All speakers are limited to five (5) minutes. When there is a large number of speakers, the Personnel Commission may reduce the allotted time to three (3) minutes per speaker. The Brown Act (Government Code) states that Personnel Commission members may not engage in discussion of issues raised during "Public Comments" except to ask clarifying questions, make a brief announcement, make a brief report on his or her own activities, or to refer the matter to staff.

**II. CONSENT CALENDAR:**

Items are considered routine, require no discussion, and are normally approved all at once by the Personnel Commission. However, members of the Personnel Commission, staff, or the public may request an item be clarified and/or discussed.

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

Classification

# Eligibles

Physical Therapist	3
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C.02 Advanced Step Placement:

- None

**III. ACTION ITEMS:**

These items are presented for ACTION at this time.

A.01 Classification Revision:

Health Office Specialist within the instructional assistant and paraprofessional unit

**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 First Reading of Changes to Merit Rules - Chapter XIII: *Seniority, Layoff, Displacement and Reemployment*

**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
  - None
- I.03 Classified Personnel - Merit Report No. 4.ii. (for SMMUSD School Board Agenda)
  - June 25, 2020
- I.04 Classified Personnel - Non-Merit Report - No. 4.iii (for SMMUSD School Board Agenda)
  - June 25, 2020
- I.05 Personnel Commission's Twelve-Month Calendar of Events
  - 2020 - 2021
- I.06 Board of Education Meeting Schedule
  - 2020 – 2021

**VII. PERSONNEL COMMISSION BUSINESS:**

B.01 Future Items:

Subject	Action Steps	Tentative Date
Commissioner Training/Briefing: TBD	Commissioner Training	TBD

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

Wednesday, August 12, 2020, at 4:30 p.m. – *via Zoom*

**IX. PUBLIC COMMENTS FOR CLOSED SESSION ITEMS ONLY:**

Persons wishing to address the Personnel Commission regarding an item scheduled for closed session must submit the "Request to Address" card prior to the start of closed session.

**X. CLOSED SESSION:**

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

**A. PUBLIC EMPLOYEE PERFORMANCE EVALUATION**

Title: Director of Classified Personnel

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

**XI. ADJOURNMENT:**

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

Submitted by:

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

If you wish to receive a full copy of the Personnel Commission Agenda Packet, please contact the Personnel Commission Office at (310) 450-8338, ext. 70-279.



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

## PERSONNEL COMMISSION MEETING MINUTES

Electronically Recorded (AUDIO ONLY)

**June 10, 2020**

### **PERSONNEL COMMISSIONERS:**

Mrs. Lauren Robinson, Mrs. Maria Stewart, and Mr. Phillip Tate

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission was held on **Wednesday, June 10, 2020**, at **4:39 p.m.**, via Zoom.

### ❖ **Instructions on Public Comments:**

Persons wishing to address the Personnel Commission must submit a request to make a public comment by e-mail to [jhatch@smmusd.org](mailto:jhatch@smmusd.org) no later than 5:00 p.m. on Tuesday, June 9, 2020. Please include your full name and the specific agenda item you wish to speak to *or* if you would like to address a non-agenda item if the subject matter is not scheduled on this meeting's agenda.

### **OPEN SESSION**

#### **I. GENERAL FUNCTIONS:**

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

**G.02 Roll Call: Commissioners Robinson, Stewart, and Tate were present.**

Commissioner	M	S		Yes	No	Abstain	ABSENT
Lauren Robinson				✓			
Maria Stewart	✓			✓			
Phillip Tate		✓		✓			

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

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

- None

**G.05 Motion to Approve Agenda: June 10, 2020**

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

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.

Commissioner	M	S	Yes	No	Abstain	ABSENT
Lauren Robinson			✓			
Maria Stewart	✓		✓			
Phillip Tate		✓	✓			

**G.06 Motion to Approve Minutes: March 11, 2020**

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

Commissioner	M	S	Yes	No	Abstain	ABSENT
Lauren Robinson		✓	✓			
Maria Stewart	✓		✓			
Phillip Tate					✓	

**Motion to Approve Minutes: May 13, 2020**

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

Commissioner	M	S	Yes	No	Abstain	ABSENT
Lauren Robinson		✓	✓			
Maria Stewart					✓	
Phillip Tate	✓		✓			

**G.08 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 updated the Personnel Commission on the Personnel Commission Office daily operation as staff continues to perform their duties remotely.
  - There are still no examinations being administered, but Director Kahn is currently working with Ms. Caldera, the Personnel Analyst, to develop guidelines for conducting a pilot remote oral exam for a specific recruitment. This pilot exam will allow staff to learn from potential challenges, improve the process, and apply the modifications to other recruitments.
  - Director Kahn informed the Personnel Commission about conducting certain recruitments, while a few of the continuous ones are currently closed.
  - Director Kahn reported on the Classified Summer Assignment program led and managed by Ms. Johnston, Human Resources Technician.
  - Director Kahn provided an update on several classified employees' layoffs and the role the Personnel Commission plays in the process.
  - Director Kahn informed the Personnel Commission about the Classified School Employees Appreciation held in the week of May 17, 2020. The Personnel Commission staff conducted a virtual gift card drawing of 19 prizes to acknowledge and honor the District classified workforce. Director Kahn expressed his gratitude to the District administrators and



managers for their generous donations and also to his staff, especially to Julie Younan for leading and organizing this event.

**G.09 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 Robinson expressed her gratitude to the District classified employees and Personnel Commission staff for their dedication during these unprecedented times. She congratulated the District on successfully completing a very challenging school year.**
- **Commissioner Steward shared Commissioner Robinson's appreciation of the District employees' hard work and dedication to students under the difficult circumstances.**

**G.10 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, the Chief Steward, informed the Personnel Commission about SEIU's involvement and support of the Black Lives Matter movement.**
  - **Mr. Mock notified the Personnel Commission about the classified employees' layoffs in the Child Development Services.**
  - **Mr. Mock expressed his gratitude to the Personnel Commission staff for honoring classified employees with the virtual gift card drawing.**
  - **Mr. Mock recognized the District retirees for their dedicated service.**

**Board of Education Report**

- **On this last day of school, Dr. Kelly expressed his gratitude to all District employees for their extraordinary dedication to students and the District efficient operation during these challenging times. There is not a definite model for the fall semester at this time. Two advisory committees are working on developing the best option following directions and guidelines from the California Department of Education, the governor of California, and the Los Angeles County Office of Education. Ultimately, it will be the Superintendent's responsibility to open the school year in a safe and reasonable format. The District has an obligation of providing education to students safely and keep them on the path of learning.**
- **Dr. Kelly informed the Personnel Commission about the certificated and classified staff lay-offs due to a declining student enrollment and lack of work and funds.**
- **Dr. Kelly stated that on June 4, 2020 Board of Education recognized retirees at a virtual celebration.**
- **Dr. Kelly reported that the next fiscal year District budget has to be adopted by the Board of Education and submitted to the Los Angeles County Office of Education by June 30, 2020. The Board of Education was presented with the preliminary budget with severe reductions in staffing, contracts, and consultancy agreements on June 4, 2020. There will be a public hearing on June 18, 2020 and a final adoption on June 25, 2020.**

The District is concerned about the financial situation of the City of Santa Monica and its impact on the District budget.

- Dr. Kelly informed the Personnel Commission about his participation at the virtual graduations at Santa Monica High School on June 9, 2020 and Malibu High School on June 10, 2020.

**G.11 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):

- None

C.02 Advanced Step Placement:

Taylor Mack in the classification of Paraeducator-3 at Range A-28 Step B

Commissioner	M	S		Yes	No	Abstain	ABSENT
Lauren Robinson				✓			
Maria Stewart	✓			✓			
Phillip Tate		✓		✓			

**It was moved and seconded to approve the Consent Calendar as submitted for the Agenda Items C.02. The motion passed.**

**REPORT AND DISCUSSION**

- None

**III. ACTION ITEMS:**

These items are presented for ACTION at this time.

A.01 Personnel Commission's Twelve-Month Calendar of Events:

Consideration/Approval of dates and time for the regular Personnel Commission meetings in fiscal year 2020-2021

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

Commissioner	M	S		Yes	No	Abstain	ABSENT
Lauren Robinson				✓			
Maria Stewart	✓			✓			
Phillip Tate		✓		✓			

#### **REPORT AND DISCUSSION**

- Commissioner Tate suggested to conduct the regular Personnel Commission meetings on Zoom as long as necessary.
- The November date for the regular Personnel Commission meeting was moved to Tuesday, November 10, 2020, as the second Wednesday in that month is Veteran's Day on November 11, 2020.

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

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

CT.01 Classification Study – Overview

#### **REPORT AND DISCUSSION**

- Director Kahn presented an overview of purpose, methods, procedures, and also possible outcomes of classification studies.
- Director Kahn defined the concept of a classification consisting of its job content, requirements, and context.
- Director Kahn explained the Personnel Commission's role and responsibility in classification studies.
- Director Kahn explained a process of creating a new classification.
- Director Kahn illustrated on specific examples how classifications respond to changing technology, certification requirements, and even organizational restructuring.
- Director Kahn emphasized that classification studies are neither compensation nor position studies. He pointed out that they are a part of a job family study with the focus on an internal alignment within the job family. Also, the scope of classification studies depends on their purpose.

#### **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 Classification Study - Overview

## **REPORT AND DISCUSSION**

- Commissioner Robinson inquired about a typical timeline to conduct a full classification study. Director Kahn stated that it depends on the number of positions within a classification so that all the incumbents can be interviewed for the most possible accuracy as well as complexity of interrelations to other classifications. The average time is between three to six months.

### **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
  - None
- I.03 Classified Personnel - Merit Report No. 4.ii. (for SMMUSD School Board Agenda)
  - May 21, 2020
  - June 4, 2020
- I.04 Classified Personnel - Non-Merit Report - No. 4.iii (for SMMUSD School Board Agenda)
  - May 21, 2020
- I.05 Personnel Commission's Twelve-Month Calendar of Events
  - 2019 - 2020
- I.06 Board of Education Meeting Schedule
  - 2019 – 2020

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

B.01 Future Items:

<b>Subject</b>	<b>Action Steps</b>	<b>Tentative Date</b>
Commissioner Training/Briefing:	Commissioner Training	

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

Wednesday, July 8, 2020, at 4:30 p.m. - *via Zoom*

### **IX. PUBLIC COMMENTS FOR CLOSED SESSION ITEMS ONLY:**

Persons wishing to address the Personnel Commission regarding an item scheduled for closed session must submit the "Request to Address" card prior to the start of the closed session.

- None

**X. CLOSED SESSION:**

- 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				✓			
Maria Stewart	✓			✓			
Phillip Tate		✓		✓			

**TIME ADJOURNED: 5:42 p.m.**

Submitted by:

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

**The meeting was adjourned in the memory and honor of Mr. George Floyd and the other victims of social injustice.**

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.

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## II. Consent Calendar:

Commissioner	M	S		Yes	No	Abstain	ABSENT
Lauren Robinson							
Maria Stewart							
Phillip Tate							

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### III. Action Items:

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



## **PERSONNEL COMMISSION**

**Regular Meeting: Wednesday, July 08, 2020**

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

Classification Description Revision: Health Office Specialist

### **BACKGROUND INFORMATION:**

In anticipation of an upcoming recruitment for Health Office Specialist, Personnel Commission staff reviewed the classification specification to ensure the minimum qualifications were appropriate.

### **METHODOLOGY:**

Staff conducted the following activities:

- Reviewed existing class spec with the Coordinating Nurse
- Distributed proposed revisions to the Coordinating Nurse for review

### **ANALYSIS & FINDINGS:**

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

- Clarify minimum qualifications by listing specific areas of experience required
- Clarify minimum qualifications by removing certification or experience in a medically related field due to redundancy with first aid, CPR, and AED certification already listed as an additional requirement
- Replace Abilities with Core Competencies
- Update who provides Health Office Specialists' supervision

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

It is recommended that the Personnel Commission approve the revisions to the Health Office Specialist classification description 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							
Maria Stewart							
Phillip Tate							





**CLASSIFICATION DESCRIPTION**  
BARGAINING UNIT: SEIU LOCAL 99  
CLASS CODE: 550720  
SALARY RANGE: A-25

## HEALTH OFFICE SPECIALIST

### BASIC FUNCTION:

Under general supervision of the Director of Student Services, assists in the daily operation of a school health office, administers first aid, assists students in taking prescribed medications, and performs a variety of **related** clerical duties related to the school health programs.

### MINIMUM QUALIFICATIONS

#### EDUCATION:

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

#### EXPERIENCE:

- One (1) year of clerical support experience and some experience or certificate in a medically-related field, **including record keeping, data entry, and public contact.**

Note: For positions which require the ability to communicate effectively in a designated second language, candidates must successfully pass the District's bilingual oral exam.

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

- A valid First Aid, CPR, and AED certification.
- A valid California Driver License and availability of private transportation or ability to provide transportation between job sites is required. **Experience working within a health care setting is highly desirable. Experience working with school age children in an organized setting is highly desirable.**

### REPRESENTATIVE DUTIES:

- Assists students in taking prescribed medications.
- Assists the Credentialed School Nurse in maintaining health records and preparing reports.
- Types and files student health records.
- Communicate orally or in writing with parents and school personnel.
- Prepares documents and reports for the Credentialed School Nurse or the school administrator when immunizations are not in compliance with current state laws.
- Assists students with toileting and activities of daily living.

- Maintainss supplies in the health office and preparess requisitions for needed replacements
- Providess first aid to students and others who are hurt or become injured at school-
- Recordss temperature readings-
- Contactss parents and paramedics as required-
- Performs limited specialized physical healthcare procedures **and treatments** (treatments) such as **including, but not limited to,** glucose monitoring, mechanical nebulizer treatment or emergency injections of medications with appropriate training and supervision by the Credentialed School Nurse-
- Maintainss safety and sanitation of the school health office-
- Performs related duties as assigned-

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

#### **SUPERVISION:**

**General** ~~Ss~~supervision is received from the Director of Student Services **a certificated administrator**. Technical and functional **Lead** direction is provided by the Credentialed School Nurse. No supervision of other staff is exercised.

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

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

- **First aid procedures and techniques**
- **Cardiopulmonary resuscitation (CPR) procedures and techniques**
- **Use of an automated external defibrillator (AED)**
- Office practices and recordkeeping procedures. **Principles and practices of recordkeeping and maintaining documentation**
- **Principles and practices of data collection and entry**
- **Principles, practices, and techniques of information gathering**
- Basic math-
- Appropriate telephone etiquette and customer relations techniques-
- Uses ~~w~~**W**ord processing, database, and spreadsheet applications programs. **software**
- First aid procedures and practices, including CPR and use of AED-

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

- Proficiently operate personal computer and standard office equipment-
- Assemble, maintain and verify information contained in records, reports and documents-
- Understand and follow oral and written instructions-

- ~~Communicate effectively and work cooperatively with co-workers, management, faculty, students, parents, public and private representatives, and other department personnel.~~
- ~~Demonstrate flexibility and respond to changing requirements and job assignments.~~
- ~~Work cooperatively with others.~~

### **CORE COMPETENCIES:**

- **Professional & Technical Expertise – Applying technical subject matter to the job**
- **Using Technology – Working with electronic hardware and software applications**
- **Safety Focus – Showing vigilance and care in identifying and addressing health risks and safety hazards**
- **Handling Stress – Maintaining emotional stability and self-control under pressure, challenge, or adversity**
- **Adaptability – Responding positively to change and modifying behavior as the situation requires**
- **Customer Focus – Attending to the needs and expectation of customers**
- **Attention to Detail – Focusing on the details of work content, work steps, and final work products**
- **Teamwork – Collaborating with others to achieve shared goals**
- **Relationship Building – Establishing rapport and maintaining mutually productive relationships**
- **Oral Communication – Engaging effectively in dialogue**

### **WORKING CONDITIONS:**

#### **ENVIRONMENT:**

The employee works in an office environment with many interruptions, moderate noise levels. Depending upon the position assignment, the employee interfaces with students, teachers, school administrators, staff, and public and private representatives in performing a variety of clerical functions and in requesting and providing information.

#### **PHYSICAL DEMANDS:**

Hand and finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate standard office equipment. The position occasionally bends, stoops, reaches, pushes and pulls drawers to retrieve and file information and lifts and carries reports and records that typically weigh less than twenty (20) pounds. Must be able to lift, push and pull up to fifty (50) pounds as required to move or assist an injured or ill student. Sitting, stooping, crouching, standing, bending at the waist, kneeling or walking to assist students. Must have hand and finger dexterity to operate specialized equipment and adaptive tools for lifting heavy students (such as the hoier lift). Must be physically able to provide rapid response to emergent situation throughout the school campus.

#### **HAZARDS:**

Exposure to contact with blood and other bodily fluids. May be required to work with harsh and toxic substances such as bleach.

**DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES:**

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A Health Office Specialist assists professional health services personnel in a school health office by maintaining clerical records and administering first aid in emergencies. The Senior Office Specialist performs a variety of clerical and typing duties ranging from beginning level to those requiring the exercise of judgment based on training and experience. A Licensed Vocational Nurse possesses a California Vocational Nurse License and performs specialized physical health care procedures requiring technical manual skills practiced under the technical and functional direction of the Credentialed School Nurse.

***DUTIES APPROVED  
BOARD OF EDUCATION:  
February 17, 2011***

***CLASSIFICATION APPROVED  
PERSONNEL COMMISSION:  
June 14, 2011  
REVISED:  
Revised July 12, 2011  
Proposed July 08, 2020***



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

**CLASSIFICATION DESCRIPTION**  
BARGAINING UNIT: SEIU LOCAL 99  
CLASS CODE: 550720

## HEALTH OFFICE SPECIALIST

### BASIC FUNCTION

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Under general supervision, assists in the daily operation of a school health office, administers first aid, assists students in taking prescribed medications, and performs a variety of related clerical duties.

### MINIMUM QUALIFICATIONS

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**EDUCATION:**

A high school diploma or recognized equivalent.

**EXPERIENCE:**

One (1) year of clerical experience including record keeping, data entry, and public contact.

**ADDITIONAL REQUIREMENTS/INFORMATION:**

A valid First Aid, CPR, and AED certification. A valid California Driver License and availability of private transportation or ability to provide transportation between job sites is required. Experience working within a health care setting is highly desirable. Experience working with school age children in an organized setting is highly desirable.

### REPRESENTATIVE DUTIES

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- Assists students in taking prescribed medications
- Assists the Credentialed School Nurse in maintaining health records and preparing reports
- Types and files student health records
- Prepares documents and reports for the Credentialed School Nurse or the school administrator when immunizations are not in compliance with current state laws
- Assists students with toileting and activities of daily living
- Maintains supplies in the health office and prepares requisitions for needed replacements
- Provides first aid to students and others who are hurt or become injured at school
- Records temperature readings
- Contacts parents and paramedics as required
- Performs specialized physical healthcare procedures and treatments including, but not limited to, glucose monitoring, mechanical nebulizer treatment or emergency injections of medications with appropriate training and supervision by the Credentialed School Nurse
- Maintains safety and sanitation of the school health office
- Performs related duties as assigned

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

## **SUPERVISION**

General supervision is received from a certificated administrator. Lead direction is provided by the Credentialed School Nurse. No supervision is exercised.

## **JOB REQUIREMENTS**

### **KNOWLEDGE:**

- First aid procedures and techniques
- Cardiopulmonary resuscitation (CPR) procedures and techniques
- Use of an automated external defibrillator (AED)
- Principles and practices of recordkeeping and maintaining documentation
- Principles and practices of data collection and entry
- Principles, practices, and techniques of information gathering
- Word processing, database, and spreadsheet software

### **CORE COMPETENCIES:**

- Professional & Technical Expertise – Applying technical subject matter to the job
- Using Technology – Working with electronic hardware and software applications
- Safety Focus – Showing vigilance and care in identifying and addressing health risks and safety hazards
- Handling Stress – Maintaining emotional stability and self-control under pressure, challenge, or adversity
- Adaptability – Responding positively to change and modifying behavior as the situation requires
- Customer Focus – Attending to the needs and expectation of customers
- Attention to Detail – Focusing on the details of work content, work steps, and final work products
- Teamwork – Collaborating with others to achieve shared goals
- Relationship Building – Establishing rapport and maintaining mutually productive relationships
- Oral Communication – Engaging effectively in dialogue

## **WORKING CONDITIONS**

### **ENVIRONMENT:**

The employee works in an office environment with many interruptions, moderate noise levels. Depending upon the position assignment, the employee interfaces with students, teachers, school administrators, staff, and public and private representatives in performing a variety of clerical functions and in requesting and providing information.

***PHYSICAL DEMANDS:***

Hand and finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate standard office equipment. The position occasionally bends, stoops, reaches, pushes and pulls drawers to retrieve and file information and lifts and carries reports and records that typically weigh less than twenty (20) pounds. Must be able to lift, push and pull up to fifty (50) pounds as required to move or assist an injured or ill student. Sitting, stooping, crouching, standing, bending at the waist, kneeling or walking to assist students. Must have hand and finger dexterity to operate specialized equipment and adaptive tools for lifting heavy students (such as the hoist lift). Must be physically able to provide rapid response to emergent situation throughout the school campus.

***HAZARDS:***

Exposure to contact with blood and other bodily fluids. May be required to work with harsh and toxic substances such as bleach.

**DISTINGUISHING CHARACTERISTICS**

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A Health Office Specialist assists professional health services personnel in a school health office by maintaining clerical records and administering first aid in emergencies. The Senior Office Specialist performs a variety of clerical and typing duties ranging from beginning level to those requiring the exercise of judgment based on training and experience. A Licensed Vocational Nurse possesses a California Vocational Nurse License and performs specialized physical health care procedures requiring technical manual skills practiced under the technical and functional direction of the Credentialed School Nurse.

***DUTIES APPROVED  
BOARD OF EDUCATION:  
February 17, 2011***

***CLASSIFICATION APPROVED  
PERSONNEL COMMISSION:  
June 14, 2011  
REVISED:  
July 12, 2011  
Proposed July 08, 2020***

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**IV. Commissioner Training/Briefing:**



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**V. Discussion Items:**



## **PERSONNEL COMMISSION**

### **Regular Meeting: Wednesday, July 08, 2020**

#### **AGENDA ITEM NO: V.D.01**

SUBJECT: First Reading of Changes to Merit Rules - Chapter XIII

#### **BACKGROUND INFORMATION:**

Chapter XIII: Seniority, Layoff, Displacement and Reemployment contains rule 13.2.1, Procedure of Employee Layoff. This rule contains details about when an employee being laid off must receive their notice in accordance with Education Code 45117. This chapter was previously revised and approved by the Personnel Commission in January, 2010. At that time, Ed Code 45117 required employees to receive their notice no less than forty-five (45) days prior to the effective date of their layoff. However, this section of Ed Code was amended in 2012 and, as of January 2013, now requires no less than sixty (60) days' notice. The Merit Rules have not been revised to reflect the change.

#### **DISCUSSION:**

Based on Education Code section 45117, all references to a forty-five (45) day notice in Merit Rule 13.2.1 have been revised to a sixty (60) day notice.

## **CHAPTER XIII: SENIORITY, LAYOFF, DISPLACEMENT AND REEMPLOYMENT**

### **RULE 13.1**

### **SENIORITY PROVISIONS**

- |         |                              |
|---------|------------------------------|
| Section | 13.1.1 Seniority Defined     |
|         | 13.1.2 Seniority Computation |
|         | 13.1.3 General Provisions    |
|         | 13.1.4 Seniority Lists       |

### **RULE 13.2**

### **LAYOFF PROCEDURES**

- |         |                                      |
|---------|--------------------------------------|
| Section | 13.2.1 Procedure for Employee Layoff |
|---------|--------------------------------------|

### **RULE 13.3**

### **DISPLACEMENT (BUMPING) RIGHTS**

- |         |                                                    |
|---------|----------------------------------------------------|
| Section | 13.3.1 Displacement Rights for Permanent Employees |
|         | 13.3.2 Rights of Non-Permanent Employees           |

### **RULE 13.4**

### **REEMPLOYMENT**

- |         |                                                   |
|---------|---------------------------------------------------|
| Section | 13.4.1 Reemployment Rights of Permanent Employees |
|         | 13.4.2 Reemployment Rights of Retired Employees   |

## **RULE 13.1 SENIORITY**

### **13.1.1 SENIORITY DEFINED**

- A. Seniority shall be defined as the length of service a regular classified employee has served in the class plus higher classes.
- B. For all employment in the regular classified service, seniority shall be determined by the employee's original date of hire in a class plus higher related classes.
- C. No seniority shall be earned during unpaid periods of separation from the service of the school district in excess of thirty (30) working days per year except for military leave. Time spent on military leave shall count toward seniority provided that the employee returns to active service with the District within six (6) months of release or discharge from the military under honorable conditions.
- D. A permanent employee, who is laid off and is subsequently reemployed pursuant to Education Code 45308, shall regain the seniority status held prior to the time of layoff, less the amount of time the employee was in a lay-off status.
- E. Should a permanent employee voluntarily separate from service and be subsequently reinstated to employment pursuant to Education Code 45309. All time spent working in the regular classified service shall count toward seniority accrual when the period of separation does not exceed thirty-nine (39) months.

**Reference: Education Code Sections 45308 and 45309**

### **13.1.2 SENIORITY COMPUTATION**

- A. Computation of seniority in a class shall include:
  - 1. All time served in the classification from the date of hire into the class in a regular probationary or permanent status.
  - 2. Time for which a regular employee is paid in an equal or higher class on a limited term or provisional basis shall be credited to the employee's regular class.
  - 3. Time served in restricted status upon qualification by the employee as provided in Rule 3.1.6.G.

B. Computation of seniority in a class shall not include:

1. Time served or compensated for in a substitute, limited term or provisional assignment prior to entering into the classified service as a probationary employee.
2. Time, in excess of thirty (30) working days per year, of unpaid separation from service in the school district except for military leave and the normal summer break for employees serving in less than an eleven (11) month per year assignment.

**Reference: Education Code Section 45308**

**13.1.3 GENERAL PROVISIONS**

- A. Whenever a tie in seniority in a class exists, the tie shall be broken in the following manner:
1. The employee with the longest total service in probationary/permanent status with the District shall be accorded the greater seniority.
  2. If two (2) or more employees continue to be tied, the Director of Classified Personnel shall provide for the employees to draw lots to break the tie.
- B. When reclassification results either in the merger of two (2) or more classes, or the separation of a class into two (2) or more classes, seniority rights of probationary/permanent employees who are reclassified with their positions shall be computed from the effective date of the reclassification.
- C. An employee changing from one (1) class to another shall retain seniority in the former class; seniority in the new class shall begin on the date of the change.

**13.1.4 SENIORITY LISTS**

- A. Seniority lists shall be prepared for each class and updated as needed. The lists shall be approved by the Director of Classified Personnel and certified by the Commission.
- B. A record of seniority computation shall be maintained for each employee. This record shall be made available to the employee for review.
- C. When an employee believes that an error has been made on the seniority computation, the employee may notify the Director of Classified Personnel who shall review the computations and any additional information provided by the employee. The Director of Classified Personnel shall determine if a re-

computation is appropriate. Seniority lists shall be corrected and presented to the Commission for certification, as necessary.

- D. In computing seniority for a single class with both full-time and part-time positions, only one list shall be prepared which shall include both the full-time and part-time positions.

## **RULE 13.2 LAYOFF PROCEDURES**

### **13.2.1 PROCEDURE FOR EMPLOYEE LAYOFF**

- A. The Board may layoff employees because of lack of work or lack of funds, and only in accordance with the rules and regulations of the Personnel Commission. Any effects of layoff that may be negotiated by and between the District and any recognized exclusive representative shall be in addition to these rules and regulations. In the event of layoff, the order of layoff within the class shall be determined by length of service. The employee who has been employed the shortest time in the class plus higher classes shall be laid off first. Employees who have been laid off shall have the right of reemployment. Reemployment shall be in the reverse order of layoff. The seniority list for the class shall be used to carry out all applicable Rules in regard to layoff.
- B. When the Board determines that classified employees must be laid off and has approved the positions, services or programs which are to be eliminated, the Assistant Superintendent-Human Resources shall notify the employees affected.
  - 1. Employees who are to be laid off shall be given notice of layoff not less than ~~forty five (45)~~ **sixty (60)** days prior to the effective date of layoff. Employees who are to be laid off due to the expiration of a specially funded program shall be given notice on or before April 29. However, if the termination date of any specially funded program is other than June 30, such notice shall be given not less than ~~forty five (45)~~ **sixty (60)** days prior to the effective date of their layoff.
  - 2. The layoff notice shall include the:
    - a. Reason for the layoff;
    - b. Effective date of layoff;
    - c. Employee's displacement (bumping and voluntary demotion) rights;
    - d. Employee's reemployment rights;

- e. Employee's benefit entitlement, unemployment compensation rights, and promotional testing preference;
  - f. Name and classification of the employee, and
  - g. Right to an exit interview during office working hours with the Director of Classified Personnel and bargaining representative.
3. The Board may waive the ~~forty-five (45)~~ **sixty (60)** day notice for lack of funds in the event of an actual and existing financial inability to pay salaries or for lack of work for causes not foreseeable or preventable by the Board.
  4. When the assigned work year and/or the assigned hours of a position must be reduced, or when a position is reallocated to a lower salary level, the incumbent shall be given the opportunity to elect a voluntary reduction in order to remain in the position. This reduction shall be in lieu of layoff.
  5. When a limited term assignment exists in the same class in which a regular employee is to be laid off, the regular employee shall be offered the limited term assignment. If the regular employee accepts the limited term assignment, the limited term employee shall be terminated. The regular employee remains on the reemployment list.
  6. Probationary employees who are to be laid off shall be given ~~forty-five (45)~~ **sixty (60)** days' notice and returned to the appropriate eligibility list.

**Reference: Education Code Section 45117**

### **RULE 13.3 DISPLACEMENT (BUMPING) RIGHTS**

#### **13.3.1**

- A. Permanent classified employees who are to be laid off may exercise displacement rights in their class or in a class with the same or lower salary in which they hold seniority credit greater than an incumbent. The incumbent who is displaced shall be the one with the least seniority in the class plus higher classes. In determining displacement rights, the following rules shall apply.
  1. In cases of reclassification, reorganization or abolishment of position, or in cases where an employee is promoted and subsequently disqualified during probation, an incumbent's seniority in the class shall be computed according to Rule 13.1.2.
  2. An employee has the choice of displacing that employee within the employee's classification who has the least seniority in the class or the one who holds the next most comparable assignment. Assignment is defined as the total number of hours of paid status assigned to a

position per year. The employee finally laid off shall be the one with the least seniority in the class plus higher classes.

3. When an employee displaces into a lower classification, the employee displaced shall be the one with the least seniority who holds the most comparable assignment. The employee finally laid off shall be the one with the least seniority in the class plus higher classes.
4. If an employee waives the opportunity to displace within the employee's classification, these procedures may be followed only in an equal or a lower classification in which seniority is held. If the employee waives the right to displacement or a vacant position the employee shall be laid off and placed on the reemployment list.
5. An employee shall have five (5) working days to notify the Director of Classified Personnel of the intent to exercise displacement rights.
6. Displacement into a lower class under this Rule shall be considered a voluntary demotion and shall qualify the employee for "Y" rate salary placement under Rule 12.2.8.

#### **13.3.2. RIGHTS OF NON PERMANENT EMPLOYEES**

- A. Probationary employees who are laid off shall have no displacement rights but shall be restored to their place on the eligibility list from which they were appointed.
- B. All other employees without permanent status in the classified service, shall hold no displacement rights and may be terminated at the end of their work shift by their supervisor without regard to the notification procedures of Rule 13.2.
- C. No regular employee shall be laid off from any position while temporary or limited term employees are assigned to positions in the same class, unless the regular employee declines the temporary assignment.

**Reference: Education Code Sections 45114, 45117 and 45308**

### **RULE 13.4 REEMPLOYMENT**

#### **13.4.1 REEMPLOYMENT RIGHTS OF PERMANENT EMPLOYEES**

- A. A permanent employee after having had the opportunity to exercise all rights guaranteed under this Rule who must be laid off and placed on a reemployment list for the first comparable vacancy occurring in the class from which the employee was laid off for a period of up to thirty-nine (39) months. The following procedures shall also apply:



1. An eligible on a reemployment list may decline three (3) offers of reemployment in the eligible's former class. After the third refusal, no additional offers need be made and the eligible shall be considered unavailable until the eligible indicates availability in writing.
  2. If an employee is on an eligibility list at the time of layoff, the employee shall be restored to or remain on the list until placed from the list or the employee's eligibility expires.
  3. Eligibles on reemployment lists may compete in promotional examinations for which they qualify and shall be granted seniority credit.
  4. Laid off employees shall not accumulate seniority in the class while on the reemployment list.
- B. An employee who has accepted voluntary demotion or voluntary reductions in assigned time in lieu of layoff has the right to be reemployed without examination, in accordance with the employee's seniority, in a vacant position in the employee's former class within sixty-three (63) months after demotion. Intervening assignments or reassignments to other classes shall not abrogate this right.
- C. Upon reemployment the District shall restore all rights, benefits, and burdens of a permanent employee in the classified service. Salary placement shall be determined according to Rule 12.2.12.

**References: Education Code Sections 45298 and 45308**

#### **13.4.2 REEMPLOYMENT RIGHTS OF RETIRED EMPLOYEES**

- A. Notwithstanding any other provisions of law, any person who was subject to being or was in fact laid off for lack of work or lack of funds and who elected service retirement from the Public Employees' Retirement System shall be placed on an appropriate reemployment list. The District shall notify the Board of Administration of the Public Employees' Retirement System of the fact that retirement was due to layoff for lack of work or lack of funds. If the person is subsequently subject to reemployment and accepts, in writing, the appropriate vacant position, The District shall maintain the vacancy until the Board of Administration of the Public Employees' Retirement System has properly processed the person's request for reinstatement from retirement.

**Reference: Education Code Section 45115**

## **State of California**

### **EDUCATION CODE**

#### **Section 45117**

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45117. (a) When, as a result of the expiration of a specially funded program, classified positions must be eliminated at the end of any school year, and classified employees will be subject to layoff for lack of funds, the employees to be laid off at the end of the school year shall be given written notice on or before April 29 informing them of their layoff effective at the end of the school year and of their displacement rights, if any, and reemployment rights. However, if the termination date of any specially funded program is other than June 30, the notice shall be given not less than 60 days prior to the effective date of their layoff.

(b) When, as a result of a bona fide reduction or elimination of the service being performed by any department, classified employees shall be subject to layoff for lack of work, affected employees shall be given notice of layoff not less than 60 days prior to the effective date of layoff, and informed of their displacement rights, if any, and reemployment rights.

(c) (1) A classified employee may not be laid off if a short-term employee is retained to render a service that the classified employee is qualified to render. This subdivision does not create a 60-day layoff notice requirement for any individual hired as a short-term employee, as defined in Section 45103, for a period not exceeding 60 days.

(2) This subdivision does not apply to the retention of a short-term employee, as defined in Section 45103, who is hired for a period not exceeding 60 days after which the short-term service may not be extended or renewed.

(d) This section does not preclude the governing board of a school district from implementing either of the following actions without providing the notice required by subdivision (a) or (b):

(1) A layoff for a lack of funds in the event of an actual and existing financial inability to pay the salaries of classified employees.

(2) A layoff for a lack of work resulting from causes not foreseeable or preventable by the governing board.

(e) This section shall apply to districts that have adopted the merit system in the same manner and effect as if it were a part of Article 6 (commencing with Section 45240).

(Amended by Stats. 2012, Ch. 860, Sec. 1. (AB 1908) Effective January 1, 2013.)

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**VI. Information Items:**

## Open Requisitions (7/1/2020)

Req Number	Req Title	Department	Position Type	FTE	Req Status
19-008	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	Vac	43.75	Open
19-016	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	Vac	43.75	Open
19-053	CHILDREN'S CENTER ASSISTANT-3	CHILD DEVELOPMENT SERVICES	New	43.75	Open
19-077	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	Vac	43.75	Open
19-188	ADMINISTRATIVE ASSISTANT	SANTA MONICA HIGH SCHOOL	Vac	100	Open
19-191	CUSTODIAN	SANTA MONICA HIGH SCHOOL	Vac	100	Open
19-206	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL	Vac	37.5	Open
20-008	SPORTS FACILITY ATTENDANT	BUSINESS SERVICES	New	30	Open
20-013	TRANSLATOR/INTERPRETER	EDUCATIONAL SERVICES	New	100	Open
20-020	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	Vac	43.75	Open
20-021	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	Vac	43.75	Open
20-035	TECHNICAL THEATER TECHNICIAN	BUSINESS SERVICES	Vac	50	Open
20-036	TRANSLATOR/INTERPRETER	EDUCATIONAL SERVICES	New	100	Open
20-038	CUSTODIAN	OLYMPIC HIGH SCHOOL	Vac	62.5	Open
20-048	PARAEDUCATOR-3	WEBSTER ELEMENTARY SCHOOL	New	75	Open
20-055	PARAEDUCATOR-1	MALIBU HIGH SCHOOL	New	75	Open
20-056	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	New	43.75	Open
20-057	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	New	43.75	Open
20-058	DIRECTOR OF PURCHASING	PURCHASING/WAREHOUSE	Vac	100	Open
20-068	ASSISTANT DIRECTOR-FISCAL SERVICES	FISCAL SERVICES	Vac	100	Open
20-071	PARAEDUCATOR-3	LINCOLN CHILD DEVELOPMENT CENTER	Vac	56.25	Open
20-077	ELEMENTARY LIBRARY COORDINATOR	EDISON LANGUAGE ACADEMY	Vac	87.5	Open
20-079	PHYSICAL ACTIVITIES SPECIALIST	MALIBU HIGH SCHOOL	Vac	25	Open
20-081	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	Vac	43.75	Open
20-082	GARDENER	M & O (Maintenance & Operations)	Vac	100	Open
20-091	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	New	43.75	Open
20-096	PARAEDUCATOR-1	MALIBU HIGH SCHOOL	Vac	75	Open
20-104	THEATER OPERATIONS SUPERVISOR	BUSINESS SERVICES	Vac	100	Open
20-108	TECHNICAL THEATER TECHNICIAN	BUSINESS SERVICES	Vac	100	Open
20-111	PARAEDUCATOR-1	JOHN MUIR ELEMENTARY SCHOOL	New	56.25	Open
20-112	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	81.25	Open
20-113	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	75	Open
20-114	PARAEDUCATOR-1	JOHN ADAMS MIDDLE SCHOOL	Vac	75	Open
20-117	BUS DRIVER	TRANSPORTATION	New	87.5	Open
20-121	PARAEDUCATOR-1	MCKINLEY ELEMENTARY SCHOOL	New	75	Open
20-125	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	EDISON LANGUAGE ACADEMY	Vac	43.75	Open

20-127	PARAEDUCATOR-1	ROOSEVELT ELEMENTARY SCHOOL	New	75	Open
20-132	PARAEDUCATOR-1	WEBSTER ELEMENTARY SCHOOL	Vac	75	Open
20-133	PARAEDUCATOR-3	LINCOLN MIDDLE SCHOOL	New	75	Open
20-140	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL	Vac	37.5	Open
20-143	INSTRUCTIONAL ASSISTANT-MUSIC	SANTA MONICA HIGH SCHOOL	Vac	37.5	Open
20-144	PARAEDUCATOR-3	JOHN ADAMS MIDDLE SCHOOL	Vac	75	Open
20-145	PARAEDUCATOR-3	LINCOLN MIDDLE SCHOOL	Vac	75	Open
20-149	PARAEDUCATOR-1	MCKINLEY ELEMENTARY SCHOOL	Vac	75	Open
20-150	PARAEDUCATOR-3	FRANKLIN ELEMENTARY SCHOOL	Vac	75	Open
20-152	SENIOR OFFICE SPECIALIST	LINCOLN MIDDLE SCHOOL	Vac	100	Open
20-153	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL	Vac	37.5	Open
20-154	PARAEDUCATOR-1	GRANT ELEMENTARY SCHOOL	Vac	75	Open
20-155	PARAEDUCATOR-1	GRANT ELEMENTARY SCHOOL	Vac	75	Open
20-156	CAMPUS MONITOR	ROOSEVELT ELEMENTARY SCHOOL	Vac	15	Open
20-158	CAMPUS SECURITY OFFICER	ADULT EDUCATION CENTER	Vac	40	Open
20-159	INSTRUCTIONAL ASSISTANT-CLASSROOM	JOHN MUIR ELEMENTARY SCHOOL	Vac	43.75	Open
20-162	ADMINISTRATIVE ASSISTANT	JOHN MUIR ELEMENTARY SCHOOL	VAC	100	Approved
20-163	ADMINISTRATIVE ASSISTANT	MAINTENANCE AND OPERATIONS	VAC	100	Approved
20-164	PARAEDUCATOR 3	GRANT ELEMENTARY SCHOOL	VAC	75	Approved
20-165	PHYSICAL ACTIVITIES SPECIALIST	JOHN MUIR ELEMENTARY SCHOOL	VAC	37.5	Approved
20-166	RISK MANAGER	BUSINESS SERVICES	NEW	100	Approved
20-167	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL	VAC	37.5	Approved
20-168	PARAEDUCATOR-1	MALIBU HIGH SCHOOL	VAC	75	Approved
20-169	PARAEDUCATOR-3	FRANKLIN ELEMENTARY SCHOOL	VAC	75	Approved
20-170	PARAEDUCATOR-1	MALIBU HIGH SCHOOL	VAC	75	Approved
20-171	ELEMENTARY LIBRARY COORDINATOR	SMASH (ALTERNATIVE) SCHOOL	VAC	100	Approved
20-172	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	EDISON LANGUAGE ACADEMY	Vac	43.75	Approved

**Classified Personnel – Merit**  
**6/25/20**

**TEMP/ADDITIONAL ASSIGNMENTS**

**EFFECTIVE DATE**

Agaton, Joel Educational Services	Technology Support Assistant [overtime; Parent Conference IT support]	2/22/20
Avalos, Mario Maintenance	Plumber [overtime; District projects]	7/1/20-6/30/21
Avina, Fernando Grounds	Lead Grounds Person [overtime; District projects]	7/1/20-6/30/21
Carrillo, Rigoberto Maintenance	HVAC Mechanic [overtime; District projects]	7/1/20-6/30/21
Gardner, Ryan Maintenance	Facilities Technician [overtime; District projects]	7/1/20-6/30/21
Martinez, Daniel Maintenance	Painter [overtime; District projects]	7/1/20-6/30/21
Plascencia, Henry Maintenance	Skilled Maintenance Worker [overtime; District projects]	7/1/20-6/30/21
Razo, Heaven Special Ed-Santa Monica HS	Paraeducator-1 [additional hours; bus supervision]	1/7/20-2/21/20
Reyes, Pedro Maintenance	Electrician [overtime; District projects]	7/1/20-6/30/21
Rivetti, Kimberly Malibu ES	Senior Office Specialist [additional hours; clerical support]	8/1/20-6/30/21
Sarvey, Roxana Special Ed-Adams MS	Paraeducator-1 [additional hours; ELD meetings child care]	1/30/20-2/27/20
Tirado, Fortino Facility Use	Equipment Operator/Tree Trimmer [overtime; Facility Use projects]	7/1/19-6/30/20
Villa, Alejandro Maintenance	Metal Worker [overtime; District projects]	7/1/20-6/30/21
Zalazar, Vanina Facility Improvement Projects	Lead Translator/Interpreter [overtime; FIP translating/interpreting]	5/1/20-6/30/21

**PROFESSIONAL GROWTH**

**EFFECTIVE DATE**

Barrett, Kenny Information Services	Technology Support Assistant	6/1/20
Mehrkhodavandi, Bahareh Educational Services	Administrative Assistant	6/1/20
Tirado, Fortino Maintenance	Equipment Operator/Tree Trimmer	7/1/20

Torres, Corina  
Roosevelt ES

Instructional Assistant – Classroom

7/1/20

**INVOLUNTARY TRANSFER**

Rodriguez, Maria  
Operations-Grant ES

Custodian  
8 Hrs/12 Mo  
From: 8 Hrs/12 Mo/Operations

**EFFECTIVE DATE**

8/16/19

**LEAVE OF ABSENCE (PAID)**

Lozano, Jasmine  
Special Ed-Santa Monica HS

Paraeducator-1  
FMLA/Pregnancy Disability

**EFFECTIVE DATE**

6/1/20-6/10/20

Plascencia, Henry  
Maintenance

Skilled Maintenance Worker  
FFCRA

3/31/20-4/15/20

Plascencia, Henry  
Maintenance

Skilled Maintenance Worker  
Medical/FMLA/CFRA

4/16/20-6/30/20

Rodriguez, Maria  
Operations-Grant ES

Custodian  
FFCRA

5/27/20-8/6/20

Santin, Aura  
Roosevelt ES

Campus Monitor  
Medical/FMLA/CFRA

2/24/20-3/19/20

Yeh, Wendy  
Special Ed-Grant ES

Paraeducator-1  
FMLA/ Intermittent CFRA

4/8/20-4/8/21

**WORKING OUT OF CLASS**

Benjamin, Venecia  
Operation

Custodian  
From: Cafeteria Worker II

**EFFECTIVE DATE**

6/1/20-6/11/20

Cisneros, Yolanda  
Operation

Custodian  
From: Cafeteria Worker II

6/1/20-6/11/20

Cline, Wendy  
Operation

Custodian  
From: Cafeteria Worker II

6/2/20-6/11/20

Cortez, Maria  
Operation

Custodian  
From: Cafeteria Worker I

6/1/20-6/11/20

Kachurka, Sabrina  
Operation

Custodian  
From: Cafeteria Worker II

6/1/20-6/11/20

Nolen, Henry  
Operation

Custodian  
From: Cafeteria Worker II

6/1/20-6/11/20

Richards, Ingrid  
Operation

Custodian  
From: Cafeteria Worker I

6/1/20-6/11/20

Ridley, Tisha  
Operation

Custodian  
From: Cafeteria Worker II

6/1/20-6/11/20

Rosas, Rosemarie  
Operation

Custodian  
From: Cafeteria Worker I

6/1/20-6/11/20

Smith, Darlene Operation	Custodian From: Cafeteria Worker I	6/1/20-6/11/20
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Tirado, Leticia Operation	Custodian From: Cafeteria Worker II	6/1/20-6/11/20
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**RESIGNATION**

DiTusa, Cynthia  
Rogers ES

Instructional Assistant – Classroom

**EFFECTIVE DATE**

6/10/20

Madsen, Kristina  
Rogers ES

Instructional Assistant – Classroom

6/10/20

Walulak, Kylie  
Special Ed-Grant ES

Paraeducator-3

6/10/20



**Classified Personnel – Non-Merit**  
**6/25/20**

**COACHING ASSISTANT**

Bogie, Catherine	Malibu HS	3/19/20-6/10/20
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**TECHNICAL SPECIALIST – LEVEL III**

Farokhzadeh, Mersedeh	Franklin ES [Student Counselor] - Funding: Formula & Old Tier III	8/19/20-6/9/21
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Rosario, Danielle	Lincoln MS [Choir Classes Choreographer] - Funding: Gifts	4/1/20-6/9/20
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**SANTA MONICA – MALIBU UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
MEETING CALENDAR  
2020 – 2021**

<b>Date</b>	<b>Time</b>	<b>Location</b>	<b>Notes</b>
<b>2020</b>			
July 8, 2020	4:30 p.m.	Zoom	
August 12, 2020	4:30 p.m.	Zoom	
September 9, 2020	4:30 p.m.	Testing Room – District Office	
October 14, 2020	4:30 p.m.	Board Room – District Office	
<b>November 10, 2020</b>	<b>4:30 p.m.</b>	<b>Board Room – District Office</b>	<b>Moved to Tuesday due to Veteran's Day</b>
December 9, 2020	4:30 p.m.	Board Room – District Office	
<b>2021</b>			
January 13, 2021	4:30 p.m.	Board Room – District Office	
February 10, 2021	4:30 p.m.	Board Room – District Office	
March 10, 2021	4:30 p.m.	Board Room – District Office	
April 14, 2021	4:30 p.m.	Board Room – District Office	Budget – First Reading
May 12, 2021	4:30 p.m.	Board Room – District Office	Budget – Public Hearing and Adoption
June 9, 2021	4:30 p.m.	Board Room – District Office	



## School Board Meetings: 2020-2021

Thurs., July 16, 2020 District Office Hybrid  
Thurs., August 13, 2020 District Office A  
Tues., August 25, 2020 District Office Special Meeting  
Thurs., September 3, 2020 District Office A  
Thurs., September 17, 2020 District Office B  
Thurs., October 1, 2020 Malibu A  
Thurs., October 15, 2020 District Office B  
Thurs., November 5, 2020 Malibu A  
Tues., November 17, 2020 District Office Special Meeting  
Thurs., November 19, 2020 District Office B  
Thurs., December 10, 2020 District Office Hybrid  
Thurs., January 14, 2021 District Office Hybrid  
Tues., January 21, 2021 District Office Special Meeting  
Thurs., February 4, 2021 Malibu A  
Thurs., February 18, 2021 District Office B  
Thurs., March 4, 2021 District Office A  
Weds., March 17, 2021 Malibu B  
Weds., March 24, 2021 District Office Special Meeting  
Thurs., April 22, 2021 District Office Hybrid  
Thurs., May 6, 2021 Malibu A  
Thurs., May 20, 2021 District Office B  
Thurs., June 3, 2021 District Office A  
Thurs., June 17, 2021 District Office Special Meeting  
Thurs., June 24, 2021 District Office B

### Meeting Format Structures:

#### Meeting "A"

1. Closed Session
2. Commendations/Recognitions
3. Study Session
4. Communications
5. Executive Staff Reports
6. Consent Calendar
7. General Public Comments (max. 30 minutes)
8. Discussion Items (as needed)
9. Major Items
10. Continuation of General Public Comments (if needed)

#### Meeting "B"

1. Closed Session
2. Consent Calendar
3. Study Session

4. Discussion Items
5. Major Items (as needed)
6. General Public Comments

**Hybrid of "A" and "B"**

1. Closed Session
2. Commendations/Recognitions
3. Study Session
4. Communications
5. Executive Staff Reports
6. Consent Calendar
7. General Public Comments (max. 30 minutes)
8. Discussion Items
9. Major Items
10. Continuation of General Public Comments (if needed)

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## VII. Personnel Commission Business:

### A. Future Items:

Subject	Action Steps	Tentative Date
Commissioner Training/Briefing: TBD	Commissioner Training	TBD

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

Wednesday, August 12, 2020, at 4:30 pm, *via Zoom*

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

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**X. Closed Session:**

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

**A. PUBLIC EMPLOYEE PERFORMANCE EVALUATION**

Title: Director of Classified Personnel

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



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**XI. Adjournment:**