



## PERSONNEL COMMISSION MEETING AGENDA

July 12, 2023

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Wednesday, July 12, 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 July 12, 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    |   |   |  |     |    |         |        |

Approval of Minutes for Regular Meeting on June 14, 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)

**July 12, 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, July 12, 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 July 12, 2023

G.06 Approval of Minutes for Regular Meeting on May 10, 2023 and June 14, 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> |
|-----------------------|-------------------|
| Campus Monitor        | 4                 |
| Paraeducator 1        | 1                 |
| Paraeducator 3        | 1                 |

## III. **ACTION ITEMS:**

These items are presented for ACTION at this time.

### A.01 Classification Revision:

Vehicle and Equipment Mechanic within the Operations Support Job Unit

**IV. COMMISSIONER TRAINING/BRIEFING:**

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

- No Training

**V. DISCUSSION ITEMS:**

These items are submitted for discussion only. Any action that might be required will generally be scheduled for the next regularly scheduled meeting of the Commission.

- No Discussion Items

**VI. INFORMATION ITEMS:**

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

- I.01 Open Personnel Requisitions Status Report
- I.02 Filled Personnel Requisitions Status Report
- I.03 Classified Personnel - Merit Report No. 4.ii. (for SMMUSD School Board Agenda)
  - June 29, 2023
- I.04 Classified Personnel - Non-Merit Report - No. 4.iii (for SMMUSD School Board Agenda)
  - June 29, 2023
- I.05 Personnel Commission's Twelve-Month Calendar of Events
  - 2022 - 2023
- I.06 Board of Education Meeting Schedule
  - 2022 – 2023
- I.07 Recruitment: Personnel Analyst – Independent Consultant Contract

**VII. PERSONNEL COMMISSION BUSINESS:**

B.01 Future Items:

| Subject       | Action Steps | Tentative Date     |
|---------------|--------------|--------------------|
| Annual Report | N/A          | September 13, 2023 |

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

Wednesday, August 9, 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)

**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 |
|--------------------------|---|

- 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



## PERSONNEL COMMISSION MEETING MINUTES

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 was held on **Wednesday, June 14, 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 Robinson led all in attendance in the Pledge of Allegiance.

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

- None

**G.05 Motion to Approve Agenda:** June 14, 2023

It was moved and seconded to approve the agenda with an amendment – Agenda Item G.06 - approval of the minutes of the regular May 10, 2023 meeting was postponed till July 12, 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

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    | ✓ |   |  | ✓   |    |         |        |

**Motion to Approve Regular Meeting Minutes:** May 10, 2023

Approval was postponed till July 12, 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 introduced Ms. Julie Younan who has been working provisionally as the Personnel Analyst. She would be speaking to one of the agenda items.
  - Director Kahn updated the Personnel Commission on recruitments, exams, and selection interviews administered since the last regular meeting on May 10, 2023.
  - Oral exams were administered for Construction Supervisor, Campus Security Officer, Instructional Assistant-Classroom, Athletic Trainer, and the Paraeducator series.
  - Written exams were held for Campus Monitor.

- Final selection interviews were held for HVAC Technician, Senior Office Specialist, the Paraeducator series, Construction Supervisor, Instructional Assistant – Music, Campus Security Officer, Speech Language Pathology Assistant, Facilities Technician, and Custodian.
- 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 Instructional Assistant – Music, Facilities Technician, Instructional Assistant – Bilingual, Board Certified Behavior Analyst, and Senior Office Specialist.
- 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 May.
- Director Kahn updated the Personnel Commission on the in-person celebration of the Classified School Employees Week on May 25, 2023. He thanked his staff for their support making the event successful.
- Director Kahn expressed his gratitude to Dr. Mark Kelly, the outgoing Interim Superintendent, for his time serving the District in this capacity. He welcomed the incoming Superintendent, Dr. Antonio Shelton, who will be entering the role on July 1, 2023.
- Commissioner Tate inquired about the number of applicants for the Human Resources Technician position. Director Kahn provided details regarding this recruitment.

#### **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.

- **Commissioners Robinson and Tate expressed their gratitude to Dr. Kelly for his dedication to the District serving as the Interim Superintendent.**

#### **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, expressed his gratitude to Dr. Kelly for his role of Interim Superintendent. He welcomed Dr. Antonio Shelton as the new Superintendent.**
  - **Mr. Mock congratulated all graduates wishing them all the best in their future endeavors.**
  - **Mr. Mock informed the Personnel Commission about SEIU, Local 99 annual members' appreciation barbeque that took place on June 10, 2023.**
  - **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 June 29, 2023.**



- Board of Education Report
  - **Dr. Kelly informed the Personnel Commission about the District's promotion and graduation ceremonies at McKinley Elementary School, Lincoln Middle School, Olympic, Santa Monica, Malibu High Schools, and PPBL.**
  - **Regarding the new Superintendent hire, Dr. Kelly stated that a transition process has already begun, so that Dr. Shelton will assume his role on July 1, 2023.**
  - **Dr. Kelly noted that on June 22, 2023, the Board of Education will be presented with the preliminary 2023-2024 District budget. The Board will also conduct a public hearing on the Local Control Accountability Plan.**
  - **The District budget and LCAP will be approved at the Board regular meeting on June 29, 2023.**
  - **Dr. Kelly notified the Personnel Commission about several administrative changes – Dr. Antonio Shelton became the new Superintendent. Mr. Jose Cuevas, a former house principal of Santa Monica High School, was appointed as the new Principal of Lincoln Middle School. Mr. Cuevas' position was assumed by Mr. Greg Pitts, a Santa Monica High school teacher since 2002. Vacancies for principals are at Roosevelt Elementary School and Malibu Middle School.**

#### **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> |
|-------------------------------------|-------------------|
| 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

**It was moved and seconded to approve the Consent Calendar as submitted for the Agenda Items C.01-05. 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 Accelerated Hiring Rate:

Technical Theater Technician within the Operations Support Unit

**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 |   | ✓ | ✓   |    |         |        |
| Mahshid Tarazi  |   |   |     |    |         | ✓      |
| Phillip Tate    | ✓ |   | ✓   |    |         |        |

### **REPORT AND DISCUSSION**

- **Director Kahn provided a quick overview and a rationale for the Accelerated Hiring Rate for the Technical Theater Technician classification.**
- **The recommendation is for Step F in order to attract more qualified candidates.**

- Director Kahn stated that the current permanent employee in this classification is on step B, so he would be also granted the top step.
- The real goal is to be able to close a gap with other agencies with comparable positions.

A.02 Classification Revision:

Electrician within the Operations Support Job Unit

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

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

**REPORT AND DISCUSSION**

- Ms. Younan provided a brief background for the revisions of this classification specification.
- In anticipation of an upcoming recruitment, staff reviewed the classification specification and reduced Experience requirements to two (2) years. This category was also revised to include both high and low voltage.

A.03 Classification Revision:

Personnel Analyst

**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 stated that in anticipation of an upcoming recruitment, staff reviewed the classification specification in order to clarify Minimum Qualifications and Supervision.
- The most significant change occurred with reducing Experience to two (2) years and clarifying scope of experience.
- Equivalency was also reduced to one (1) year.
- Abilities were replaced with Core Competencies.
- Formatting was updated for consistency.
- There are no changes to the duties and responsibilities.

A.04 New Classification:

Manager, Facility Services Funding

**It was moved and seconded to approve the Director's recommendations for Agenda Item III.A.04 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 and be responsible for managing finances, funding, and contracts related to bonds and construction within the Facility Improvement Projects Department.**

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

**It was moved and seconded to approve the Director's recommendations for Agenda Item III.A.05 as submitted. The motion passed.**

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

**REPORT AND DISCUSSION**

- **No scheduling conflicts at this time.**

**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 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.

- 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: 5:09 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    |   |   |  |     |    |         |        |

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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, July 12, 2023**

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

Classification Specification Revision: Vehicle and Equipment Mechanic

#### **BACKGROUND INFORMATION:**

A vacancy exists within the Vehicle and Equipment Mechanic classification and staff reviewed the class spec in an effort to assist with recruitment.

#### **METHODOLOGY:**

Staff conducted the following activities:

- Reviewed changes with the Director of Transportation, Neal Abramson

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

The recommended changes are summarized as follows:

- Add Heavy Duty to classification title
- Removed journey level experience from Experience requirement
- Replaced experience working with alternative fueled vehicles with experience working with vehicles and/or equipment weighing 14,000 pounds or more
- Updated formatting

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

The Director of Classified Personnel recommends that the Personnel Commission approve the revisions to the Vehicle and Equipment Mechanic 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 TITLE</b>               | Vehicle and Equipment Mechanic |
| <b>JOB FAMILY</b>              | Student Services               |
| <b>JOB SUB-FAMILY</b>          | Transportation                 |
| <b>SUPERVISOR TITLE</b>        | Director of Transportation     |
| <b>SALARY RANGE</b>            | A-36                           |

#### CLASSIFICATION DESCRIPTION

BARGAINING UNIT: SEIU LOCAL 99

CLASS CODE: 561546

## **HEAVY DUTY VEHICLE AND EQUIPMENT MECHANIC**

### **BASIC FUNCTION:**

Under general supervision, perform journey-level mechanical work in the inspection, diagnosis, repair, and maintenance of a variety of District vehicles and equipment, including gasoline and diesel-powered equipment and grounds maintenance equipment.

### **MINIMUM QUALIFICATIONS**

#### **EXPERIENCE:**

**Two (2) years of experience inspecting, servicing, and repairing equipment or vehicles that weigh 14,000 pounds or more.**

#### **EQUIVALENCY PROVISION:**

**Possession of an ASE Certification may substitute for one (1) year of the required experience.**

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

- **Possession of a California Driver License and proof of insurability are required**
- **Employees within this classification are subject to alcohol/controlled substance tests**
- **Employees within this classification are required to obtain the licenses and certifications necessary to meet the minimum qualifications of an SMMUSD Bus Driver within the six-month probationary period to maintain employment**

~~**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  |
|--|-------|
| Repairs and maintains gasoline, diesel-powered equipment, including buses, heavy vehicles, trucks, vans, cars, and other large and small grounds equipment                         | VEM-1 |
| Inspects and diagnoses mechanical malfunctions in gasoline and diesel engines; removes and installs engines, clutch assemblies, transmissions, differentials, and other assemblies | VEM-2 |
| Diagnoses, repairs, and rebuilds engine electrical and ignition systems, such as batteries, distributors, relays, alternators, starters, and related systems                       | VEM-3 |

| <b>Task Statement</b>  | <b>Code</b>       |
|--|-------------------|
| Determines <u>s</u> necessary parts for repair; requisitions <u>s</u> equipment, tools, parts, and materials according to established procedures   | <del>VEM-4</del>  |
| Performs <u>s</u> routine preventative maintenance safety checks and inspections; completes <u>s</u> and submits <u>s</u> vehicle maintenance and California Highway Patrol inspection reports as required | <del>VEM-5</del>  |
| Repairs <u>s</u> and installs <u>s</u> tires; maintains <u>s</u> proper inflation level of tires   | <del>VEM-6</del>  |
| Lubricates <u>s</u> buses, automotive, and other power equipment, replaces <u>s</u> defective lubrication fittings; inspects <u>s</u> and fills <u>s</u> gearboxes with lubricants                         | <del>VEM-7</del>  |
| Adjusts <u>s</u> and line brakes; maintains <u>s</u> , rebuilds <u>s</u> , and replaces <u>s</u> air and hydraulic brake system components; changes <u>s</u> and balances <u>s</u> tires                   | <del>VEM-8</del>  |
| Operates <u>s</u> a variety of specialized electronic diagnosis equipment and machinery  | <del>VEM-9</del>  |
| Conducts <u>s</u> road tests for vehicles; responds <u>s</u> to emergency road calls and makes <u>s</u> roadside repairs as necessary  | <del>VEM-10</del> |
| Operates <u>s</u> a school bus to transport students as assigned   | <del>VEM-11</del> |
| Maintains <u>s</u> shop area, equipment <u>s</u> , and tools in a safe, clean, and orderly condition   | <del>VEM-12</del> |
| Performs <u>s</u> other related duties as assigned   | <del>GEN-1</del>  |

**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>     | <del>Establishing overall expectations, goals and objectives, and aligning departmental resources</del> |
| Received from:          | Director of Transportation  |
| Given to:               | None  |
| <b>Work Direction:</b>  | <del>Providing specific instruction and expectations on how to complete daily activities</del>          |
| Received from:          | Director of Transportation and Lead Vehicle and Equipment Mechanic                                      |
| Given to:               | None  |
| <b>Work Evaluation:</b> | <del>Assessing the performance outcomes based on work direction and supervision expectations</del>      |
| Collaborators:          | Director of Transportation and Lead Vehicle and Equipment Mechanic                                      |
| Given to:               | None  |

**General supervision is received from management within Transportation. No supervision of other staff is exercised.**

## **KNOWLEDGE AND ABILITIES JOB REQUIREMENTS**

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

- Techniques and practices of maintenance and repair of heavy and light automotive vehicles and grounds maintenance equipment.
- Operation, theory, and principles of gasoline, diesel-powered engines.
- Methods, equipment, tools, and materials used in the repair and maintenance of vehicles and equipment.
- Diagnostic procedures for vehicles and equipment.
- Technical aspects of field of specialty.
- Health and safety regulations.
- Shop math applicable to vehicle maintenance

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

- Diagnose, repair, and maintain a wide variety of large and small gasoline and diesel powered equipment and small engines.
- Diagnose and repair mechanical, electrical, and computerized malfunctions.
- Operate specialized equipment used in repairing or servicing of vehicles.
- Read and apply technical and mechanical diagrams, schematics, and repair manuals.
- Analyze situations accurately and adopt an effective course of action.
- Maintain records related to safety, preventive maintenance, and work performed.
- Understand and carry out oral and written directions.
- Establish and maintain cooperative working relationships.
- Communicate effectively both orally and in writing
- Observe legal and defensive driving practices.
- Be flexible.

## **MINIMUM QUALIFICATIONS**

### ***EXPERIENCE:***

Three (3) years journey-level experience in automotive engine maintenance and repair including work with diesel and alternatively fueled (e.g. CNG, propane, etc.) engines.

Possession of an ASE Certification may substitute for one (1) year of the required experience.

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

Valid California Class B driver's license with passenger endorsement and insurability by District's carrier, current H6 DMV print-out; unrestricted California School Bus Driver certificate within probationary period; valid First Aid certificate.

## **WORKING CONDITIONS:**

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### ***ENVIRONMENT:***

Shop environment; subject to driving a vehicle to conduct work; driving during adverse weather conditions.

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

Lifting and carrying heavy objects; bending; reaching above the shoulder, overhead, and horizontally; crawling; seeing to perform and observe repairs; dexterity of hands and fingers to safely and efficiently operate specialized tools and equipment; standing for extended periods of time; hearing to listen to engines; hearing and speaking to exchange information.

### ***HAZARDS:***

Work around grease, diesel, and gasoline powered equipment; solvents, chemical cleaners, machinery having moving parts, exhaust fumes and gasoline.

~~Automotive Service~~

~~And Repair Worker — June 1977~~

~~Revised: October 1979~~

~~Revised: November 1986~~

~~Vehicle and~~

~~Equipment Mechanic — Revised: April 17, 1995 (Ewing & Co)~~

~~Revised: September 2015~~

**CLASSIFICATION ESTABLISHED:**

**June 1977**

**REVISED:**

**October, 1979**

**November 1986**

**April 17, 1995**

**September 08, 2015**

**PROPOSED July 12, 2023**

## HEAVY DUTY VEHICLE AND EQUIPMENT MECHANIC

### BASIC FUNCTION

---

Under general supervision, perform journey-level mechanical work in the inspection, diagnosis, repair, and maintenance of a variety of District vehicles and equipment, including gasoline and diesel-powered equipment and grounds maintenance equipment.

### MINIMUM QUALIFICATIONS

---

#### *EXPERIENCE:*

Two (2) years of experience inspecting, servicing, and repairing equipment or vehicles that weigh 14,000 pounds or more.

#### *EQUIVALENCY PROVISION:*

Possession of an ASE Certification may substitute for one (1) year of the required experience.

#### *ADDITIONAL REQUIREMENTS/INFORMATION:*

- Possession of a California Driver License and proof of insurability are required
- Employees within this classification are subject to alcohol/controlled substance tests
- Employees within this classification are required to obtain the licenses and certifications necessary to meet the minimum qualifications of an SMMUSD Bus Driver within the six-month probationary period to maintain employment

### REPRESENTATIVE DUTIES

---

- Repairs and maintains gasoline, diesel-powered equipment, including buses, heavy vehicles, trucks, vans, cars, and other large and small grounds equipment
- Inspects and diagnoses mechanical malfunctions in gasoline and diesel engines; removes and installs engines, clutch assemblies, transmissions, differentials, and other assemblies
- Diagnoses, repairs, and rebuilds engine electrical and ignition systems, such as batteries, distributors, relays, alternators, starters, and related systems
- Determines necessary parts for repair; requisitions equipment, tools, parts, and materials according to established procedures
- Performs routine preventative maintenance safety checks and inspections; completes and submits vehicle maintenance and California Highway Patrol inspection reports as required
- Repairs and installs tires; maintains proper inflation level of tires
- Lubricates buses, automotive, and other power equipment, replaces defective lubrication fittings; inspects and fills gearboxes with lubricants
- Adjusts and line brakes; maintains, rebuilds, and replaces air and hydraulic brake system components; changes and balances tires
- Operates a variety of specialized electronic diagnosis equipment and machinery
- Conducts road tests for vehicles; responds to emergency road calls and makes roadside repairs as necessary
- Operates a school bus to transport students as assigned
- Maintains shop area, equipment, and tools in a safe, clean, and orderly condition
- 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**

General supervision is received from management within Transportation. No supervision of other staff is exercised.

## **JOB REQUIREMENTS**

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### **KNOWLEDGE:**

- Techniques and practices of maintenance and repair of heavy and light automotive vehicles and grounds maintenance equipment.
- Operation, theory, and principles of gasoline, diesel-powered engines.
- Methods, equipment, tools, and materials used in the repair and maintenance of vehicles and equipment.
- Diagnostic procedures for vehicles and equipment.
- Technical aspects of field of specialty.
- Health and safety regulations.
- Shop math applicable to vehicle maintenance

### **ABILITY TO:**

- Diagnose, repair, and maintain a wide variety of large and small gasoline and diesel powered equipment and small engines.
- Diagnose and repair mechanical, electrical, and computerized malfunctions.
- Operate specialized equipment used in repairing or servicing of vehicles.
- Read and apply technical and mechanical diagrams, schematics, and repair manuals.
- Analyze situations accurately and adopt an effective course of action.
- Maintain records related to safety, preventive maintenance, and work performed.
- Understand and carry out oral and written directions.
- Establish and maintain cooperative working relationships.
- Communicate effectively both orally and in writing
- Observe legal and defensive driving practices.
- Be flexible.

## **WORKING CONDITIONS**

---

### **ENVIRONMENT:**

Shop environment; subject to driving a vehicle to conduct work; driving during adverse weather conditions.

### **PHYSICAL DEMANDS:**

Lifting and carrying heavy objects; bending; reaching above the shoulder, overhead, and horizontally; crawling; seeing to perform and observe repairs; dexterity of hands and fingers to safely and efficiently operate specialized tools and equipment; standing for extended periods of time; hearing to listen to engines; hearing and speaking to exchange information.

### **HAZARDS:**

Work around grease, diesel, and gasoline powered equipment; solvents, chemical cleaners, machinery having moving parts, exhaust fumes and gasoline.

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

**REVISED:**  
**October, 1979**  
**November 1986**  
**April 17, 1995**  
**September 08, 2015**  
**PROPOSED July 12, 2023**



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**IV. Commissioner Training/Briefing:**

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**V. Discussion Items:**

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**VI. Information Items:**

## Open Requisitions (7/5/2023)

| Req Number | Req Title                             | Department                   | Position Type | FTE   |
|------------|---------------------------------------|------------------------------|---------------|-------|
| 23-220     | BILINGUAL COMMUNITY LIAISON (SPANISH) | MALIBU HIGH SCHOOL           | Vac           | 100   |
| 23-221     | BOARD CERTIFIED BEHAVIOR ANALYST      | SPECIAL EDUCATION            | New           | 100   |
| 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  |
| 23-211     | CAFETERIA WORKER I                    | FOOD & NUTRITION SERVICES    | Vac           | 37.5  |
| 23-222     | CAFETERIA WORKER II                   | MALIBU ELEMENTARY SCHOOL     | Vac           | 87.5  |
| 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    |

|        |                               |                              |     |       |
|--------|-------------------------------|------------------------------|-----|-------|
| 23-212 | CAMPUS MONITOR                | EDISON LANGUAGE ACADEMY      | Vac | 37.5  |
| 23-223 | CAMPUS MONITOR                | EDISON LANGUAGE ACADEMY      | Vac | 25    |
| 23-224 | CAMPUS MONITOR                | EDISON LANGUAGE ACADEMY      | Vac | 25    |
| 23-225 | CAMPUS MONITOR                | WILL ROGERS LEARNING ACADEMY | Vac | 0.09  |
| 23-226 | CAMPUS MONITOR                | WILL ROGERS LEARNING ACADEMY | New | 2.18  |
| 23-227 | CAMPUS MONITOR                | WILL ROGERS LEARNING ACADEMY | New | 2.18  |
| 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   |
| 23-213 | HEALTH OFFICE SPECIALIST      | GRANT ELEMENTARY SCHOOL      | Vac | 75    |
| 23-214 | HEALTH OFFICE SPECIALIST      | MALIBU ELEMENTARY SCHOOL     | Vac | 75    |
| 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 |
| 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 |
| 23-215 | INSTRUCTIONAL ASSISTANT-CLASSROOM           | GRANT ELEMENTARY SCHOOL      | Vac | 37.5  |
| 23-216 | INSTRUCTIONAL ASSISTANT-CLASSROOM           | GRANT ELEMENTARY SCHOOL      | Vac | 37.5  |
| 23-228 | INSTRUCTIONAL ASSISTANT-CLASSROOM           | FRANKLIN ELEMENTARY SCHOOL   | Vac | 40    |

|        |  |                              |     |       |
|--------|--|------------------------------|-----|-------|
| 23-229 | INSTRUCTIONAL ASSISTANT-<br>CLASSROOM          | WILL ROGERS LEARNING ACADEMY | Vac | 37.5  |
| 23-230 | INSTRUCTIONAL ASSISTANT-<br>CLASSROOM          | WILL ROGERS LEARNING ACADEMY | Vac | 37.5  |
| 23-217 | INSTRUCTIONAL ASSISTANT-<br>MUSIC              | LINCOLN MIDDLE SCHOOL        | Vac | 75    |
| 22-177 | INSTRUCTIONAL ASSISTANT-<br>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<br>(LVN)             | SPECIAL EDUCATION            | New | 100   |
| 23-011 | LICENSED VOCATIONAL NURSE<br>(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    |
| 23-039 | 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    |
| 23-182 | 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    |
| 23-231 | PARAEDUCATOR-1 | CDS - LINCOLN                | Vac | 56.25 |
| 22-117 | PARAEDUCATOR-3 | WEBSTER 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    |
| 23-101 | 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<br>SPECIALIST                 | GRANT ELEMENTARY SCHOOL      | Vac | 62.5  |
| 23-156 | SENIOR ADMINISTRATIVE<br>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<br>PATHOLOGY ASSISTANT            | SPECIAL EDUCATION            | New | 81.25 |
| 22-169 | SPORTS FACILITY ATTENDANT                         | FACILITY USE DEPARTMENT      | Vac | 37.5  |
| 23-210 | STUDENT OUTREACH<br>SPECIALIST                    | SANTA MONICA HIGH SCHOOL     | Vac | 100   |
| 23-232 | STUDENT OUTREACH<br>SPECIALIST                    | SANTA MONICA HIGH SCHOOL     | Vac | 100   |
| 23-127 | SWIMMING<br>INSTRUCTOR/LIFEGUARD                  | MALIBU HIGH SCHOOL           | Vac | 37.5  |
| 23-233 | SYSTEMS ANALYST                                   | EDUCATIONAL SERVICES         | Vac | 100   |
| 23-219 | TECHNICAL THEATER<br>COORDINATOR                  | FACILITY USE DEPARTMENT      | New | 100   |
| 23-139 | TECHNICAL THEATER<br>TECHNICIAN                   | FACILITY USE DEPARTMENT      | Vac | 100   |
| 23-218 | TECHNICAL THEATER<br>TECHNICIAN                   | FACILITY USE DEPARTMENT      | Vac | 50    |
| 23-088 | VEHICLE AND EQUIPMENT<br>MECHANIC                 | TRANSPORTATION               | Vac | 100   |

**Filled Requisitions (7/5/2023)**

| Req Number | Req Title        | Department                   | Date of Accepted Job Offer |
|------------|------------------|------------------------------|----------------------------|
| 22-231     | ATHLETIC TRAINER | MALIBU HIGH SCHOOL           | 6/14/2023                  |
| 23-199     | CAMPUS MONITOR   | MCKINLEY ELEMENTARY SCHOOL   | 6/15/2023                  |
| 23-035     | PARAEDUCATOR-1   | MALIBU HIGH SCHOOL           | 6/23/2023                  |
| 23-178     | PARAEDUCATOR-1   | WILL ROGERS LEARNING ACADEMY | 6/20/2023                  |
| 22-141     | PARAEDUCATOR-3   | MALIBU ELEMENTARY SCHOOL     | 6/23/2023                  |
| 23-069     | PARAEDUCATOR-3   | LINCOLN MIDDLE SCHOOL        | 6/20/2023                  |

**Classified Personnel – Merit  
6/29/23**

**NEW HIRES**

|  |   | <b><u>EFFECTIVE DATE</u></b> |
|--|---|------------------------------|
| Delgadillo, Cristina<br>McKinley ES          | Senior Office Specialist<br>4 Hrs/10 Mo/Range: 27 Step: C | 5/10/23                      |
| Gomez, Luis<br>Operations-Santa Monica HS    | Custodian<br>8 Hrs/12 Mo/Range: 26 Step: A                | 5/9/23                       |
| Parker, Calvin<br>Special Ed-Santa Monica HS | Paraeducator 3<br>6.5 Hrs/SY/Range: 28 Step: A            | 5/18/23                      |

**PROMOTION**

|  |  | <b><u>EFFECTIVE DATE</u></b> |
|--|--|------------------------------|
| Kennedy, Katherine<br>Special Ed-Malibu HS | Paraeducator 3<br>6 Hrs/SY/Range: 28 Step: F<br>From: Paraeducator 1: 6 Hrs/SY                       | 5/30/23                      |
| Vila, Angel<br>Maintenance                 | Construction Supervisor<br>8 Hrs/12 Mo/Range: 47 Step: D<br>From: Facilities Technician: 8 Hrs/12 Mo | 6/1/23                       |

**ADDITIONAL CLASSIFICATION**

|                          |  | <b><u>EFFECTIVE DATE</u></b> |
|--------------------------|--|------------------------------|
| Gomez, Aida<br>Rogers LC | Campus Monitor<br>0.75 Hr/SY/Range: 13 Step: E<br>Current Class: Instructional Assistant-Classroom: 3 Hrs/SY | 5/1/23                       |

**SUMMER ASSIGNMENTS**

|  |   | <b><u>EFFECTIVE DATE</u></b> |
|--|---|------------------------------|
| Ayala Quintana, Magdalena<br>Educational Services-Adams MS | Health Office Specialist<br>4 Hrs/Day       | 6/20/23-7/21/23              |
| Bonnel, Melissa<br>Special Education                       | Occupational Therapist<br>6 Hrs/Day         | 6/20/23-7/18/23              |
| Chawla, Simren<br>Special Education                        | Occupational Therapist<br>6 Hrs/Day         | 6/20/23-7/18/23              |
| Cortez, Maria<br>FNS-Grant ES                              | Cafeteria Worker I<br>8 Hrs/Day             | 6/13/23-7/15/23              |
| Fargnoli, Cathy<br>Maintenance and Operations              | Senior Office Specialist<br>8 Hrs/Day       | 6/19/23-8/11/23              |
| Friedman, Talia<br>Special Education                       | Occupational Therapist<br>6 Hrs/Day         | 6/20/23-7/18/23              |
| Gomez, Jose<br>FNS-Santa Monica HS                         | Production Kitchen Coordinator<br>8 Hrs/Day | 6/13/23-8/22/23              |
| Martino, Jesica<br>Special Education                       | Occupational Therapist<br>6 Hrs/Day         | 6/20/23-7/18/23              |
| Medina, Elvia<br>FNS-Santa Monica HS                       | Cafeteria Worker I<br>8 Hrs/Day             | 6/13/23-8/22/23              |
| Miller, Melvin<br>Educational Services-Adams MS            | Campus Security Officer<br>4 Hrs/Day        | 6/20/23-7/21/23              |

|  |   |                 |
|--|---|-----------------|
| Moore, Sandra<br>FNS-Adams MS                        | Cafeteria Worker II<br>8 Hrs/Day                      | 6/16/23-7/15/23 |
| Ockner, Sari<br>Special Education                    | Occupational Therapist<br>6 Hrs/Day                   | 6/20/23-7/18/23 |
| Palmore, Renata<br>FNS-Adams MS                      | Cafeteria Worker I<br>8 Hrs/Day                       | 6/13/23-8/22/23 |
| Pannu, Jessica<br>FNS-Santa Monica HS                | Cafeteria Worker I<br>8 Hrs/Day                       | 6/13/23-8/22/23 |
| Ridley, Tischa<br>FNS-Santa Monica HS                | Site Food Services Coordinator<br>8 Hrs/Day           | 6/19/23-8/22/23 |
| Rosas, Rose<br>FNS-Adams MS                          | Cafeteria Worker I<br>8 Hrs/Day                       | 6/13/23-8/22/23 |
| Smith, Angelique<br>Special Education                | Occupational Therapist<br>6 Hrs/Day                   | 6/20/23-7/18/23 |
| Smith, Darlene<br>FNS-Grant ES                       | Cafeteria Worker I<br>8 Hrs/Day                       | 6/16/23-7/15/23 |
| Soong, Angela<br>Special Education                   | Certified Occupational Therapy Assistant<br>6 Hrs/Day | 6/20/23-7/18/23 |
| Vargas, Christopher<br>Educational Svcs-Malibu MS/HS | Campus Security Officer<br>5 Hrs/Day                  | 6/20/23-7/24/23 |
| Vasquez, Graciela<br>Educational Services-Adams MS   | Campus Security Officer<br>4 Hrs/Day                  | 6/20/23-7/14/23 |
| Williams, Steven<br>Food and Nutrition Services      | Stock and Delivery Clerk<br>8 Hrs/Day                 | 6/13/23-8/22/23 |
| Winger, Nidra<br>Educational Svcs-Malibu MS/HS       | Health Office Specialist<br>5 Hrs/Day                 | 6/20/23-7/24/23 |

**TEMP/ADDITIONAL ASSIGNMENTS**

**EFFECTIVE DATE**

|   |   |                 |
|---|---|-----------------|
| Ascencio, Miguel<br>Special Ed-Malibu MS/HS | Paraeducator 3<br>[additional hours; professional development]            | 2/24/23         |
| Biglow, Laurie<br>Special Ed-Malibu MS/HS   | Paraeducator 1<br>[additional hours; professional development]            | 2/24/23         |
| Burton, Tiffany<br>Rogers LC                | Campus Monitor<br>[additional hours; professional development]            | 4/17/23-6/12/23 |
| Daniels, Adriana<br>Rogers LC               | Campus Monitor<br>[additional hours; professional development]            | 4/17/23-6/12/23 |
| Fields, April<br>Rogers LC                  | Instructional Assistant-Classroom<br>[additional hours; student support]  | 1/17/23-6/12/23 |
| Gomez, Jose<br>Facility Use                 | Production Kitchen Coordinator<br>[overtime; Facility Use events support] | 2/1/23-6/30/23  |
| Gray, Carlos<br>Special Ed-Malibu MS/HS     | Paraeducator 1<br>[additional hours; professional development]            | 2/24/23         |

|   |  |                 |
|---|--|-----------------|
| Gutierrez, Nallely<br>Facility Improvement Projects | Bilingual Community Liaison<br>[overtime; translation & interpretation]                | 1/1/23-6/30/23  |
| Gutierrez, Nallely<br>Special Education             | Bilingual Community Liaison<br>[overtime; simultaneous interpretation-parent meetings] | 4/25/23-5/9/23  |
| Jackson, SheraLynn<br>Special Ed-Santa Monica HS    | Paraeducator 1<br>[additional hours; bus supervision]                                  | 3/13/23-6/12/23 |
| Jelks, Curtis<br>Lincoln MS                         | Campus Security Officer<br>[overtime; night school events security]                    | 8/18/22-6/12/23 |
| Jenson, Diane<br>Special Ed-Malibu ES               | Paraeducator 1<br>[additional hours; the Stairway of the Stars student support]        | 3/18/23         |
| Llosa, Silvia<br>Rogers LC                          | Campus Monitor<br>[additional hours; professional development]                         | 4/17/23-6/12/23 |
| Lopez, Luis<br>Facility Use                         | Sports Facility Attendant<br>[additional hours; Facility Use events support]           | 7/1/22-6/30/23  |
| Lopez, Luis<br>Facility Use                         | Sports Facility Attendant<br>[overtime; Facility Use events support]                   | 7/1/22-6/30/23  |
| Loza, Adelsa<br>Special Ed-Lincoln MS               | Paraeducator 1<br>[additional hours; band rehearsal/performance student support]       | 3/24/23-6/12/23 |
| Lucas, Ralph<br>McKinley ES                         | Instructional Assistant-Classroom<br>[additional hours; open house support]            | 5/1/23-5/3/23   |
| Machado, Marissa<br>Facility Use                    | Sports Facility Attendant<br>[additional hours; Facility Use events support]           | 7/1/22-6/30/23  |
| Machado, Marissa<br>Facility Use                    | Sports Facility Attendant<br>[overtime; Facility Use events support]                   | 7/1/22-6/30/23  |
| Martinez, Aida<br>Rogers LC                         | Campus Monitor<br>[additional hours; professional development]                         | 4/17/23-6/12/23 |
| Martini, Dustin<br>Facility Use                     | Sports Facility Attendant<br>[additional hours; Facility Use events support]           | 7/1/22-6/30/23  |
| Martini, Dustin<br>Facility Use                     | Sports Facility Attendant<br>[overtime; Facility Use events support]                   | 7/1/22-6/30/23  |
| Mortensen, Peter<br>Facility Use                    | Sports Facility Attendant<br>[additional hours; Facility Use events support]           | 7/1/22-6/30/23  |
| Mortensen, Peter<br>Facility Use                    | Sports Facility Attendant<br>[overtime; Facility Use events support]                   | 7/1/22-6/30/23  |
| Ntomchukwu, Divine<br>Lincoln MS                    | Library Assistant<br>[additional hours; choir concert supervision]                     | 5/18/23         |
| Oliva, Refugio<br>Rogers LC                         | Campus Monitor<br>[additional hours; professional development]                         | 4/17/23-6/12/23 |
| Preciado, Daniel<br>Lincoln MS                      | Campus Security Officer<br>[overtime; night school events security]                    | 8/18/22-6/12/23 |
| Quiroz, Timothy<br>Facility Use                     | Production Kitchen Coordinator<br>[overtime; Facility Use events support]              | 2/1/23-6/30/23  |

|   |   |                 |
|---|---|-----------------|
| Ramirez, Anthony<br>Grounds                       | Gardener<br>[overtime; district projects]                                     | 4/13/23-6/30/23 |
| Reyes-Jimenez, Roxana<br>Rogers LC                | Campus Monitor<br>[additional hours; professional development]                | 4/17/23-6/12/23 |
| Russell, Melissa<br>McKinley ES                   | Administrative Assistant<br>[additional hours; multicultural day support]     | 1/9/23-1/27/23  |
| Sandoval, Noelle<br>McKinley ES                   | Senior Office Specialist<br>[additional hours; multicultural day support]     | 1/9/23-1/27/23  |
| Sheppard, Billy<br>Facility Use                   | Sports Facility Attendant<br>[additional hours; Facility Use events support]  | 7/1/22-6/30/23  |
| Sheppard, Billy<br>Facility Use                   | Sports Facility Attendant<br>[overtime; Facility Use events support]          | 7/1/22-6/30/23  |
| Sheppard, Sean<br>Facility Use                    | Sports Facility Attendant<br>[additional hours; Facility Use events support]  | 7/1/22-6/30/23  |
| Sheppard, Sean<br>Facility Use                    | Sports Facility Attendant<br>[overtime; Facility Use events support]          | 7/1/22-6/30/23  |
| Trejo-Ramirez, Jane<br>Rogers LC                  | Campus Monitor<br>[additional hours; professional development]                | 4/17/23-6/12/23 |
| Valverde, Kevin<br>McKinley ES                    | Bilingual Community Liaison<br>[additional hours; multicultural day support]  | 1/9/23-1/27/23  |
| Valverde, Miguel<br>Facility Improvement Projects | Bilingual Community Liaison<br>[overtime; translation & interpretation]       | 1/1/23-6/30/23  |
| Webb, Kevin<br>Facility Use                       | Sports Facility Attendant<br>[additional hours; Facility Use events support]  | 7/1/22-6/30/23  |
| Webb, Kevin<br>Facility Use                       | Sports Facility Attendant<br>[overtime; Facility Use events support]          | 7/1/22-6/30/23  |
| Webber, Walter<br>Facility Use                    | Sports Facility Attendant<br>[additional hours; Facility Use events support]  | 7/1/22-6/30/23  |
| Webber, Walter<br>Facility Use                    | Sports Facility Attendant<br>[overtime; Facility Use events support]          | 7/1/22-6/30/23  |
| Williams, Monica<br>Lincoln MS                    | Senior Office Specialist<br>[overtime; choir concert supervision]             | 5/18/23         |
| Williams, Monica<br>Lincoln MS                    | Senior Office Specialist<br>[overtime; band concert supervision]              | 5/25/23         |
| Wolfe, Petra<br>Educational Services              | Elementary Library Coordinator<br>[additional hours; reference manual design] | 2/1/23-6/12/23  |

**SUBSTITUTES**Alvarez, Malissa  
Child Development Services

Children's Center Assistant 1

**EFFECTIVE DATE**

4/3/23-6/12/23

Field, Larissa  
Human Resources

Instructional Assistant-Classroom

5/17/23-6/30/23

Kidd, Kelsian  
Human Resources

Senior Office Specialist

5/22/23-6/30/23

**PROFESSIONAL GROWTH**Avalos, Mario  
Maintenance

Plumber

**EFFECTIVE DATE**

7/1/23

Benitez, Jesus  
Facility Improvement Projects

Facilities Technician

7/1/23

Brooks, Latricia  
Special Ed-Roosevelt ES

Paraeducator 1

7/1/23

Brown, Elizabeth  
Special Ed-Santa Monica HS

Paraeducator 1

6/1/23

Ellis, Ashley  
Special Ed-Lincoln MS

Paraeducator 3

7/1/23

Gershuni, Katherine  
Santa Monica HS

Health Office Specialist

6/1/23

Jimenez, Paul  
Grounds

Gardener

7/1/23

McAlpin, Michael  
Operations-Adams MS

Custodian

7/1/23

Perez, Grace  
Special Ed-Santa Monica HS

Paraeducator 1

7/1/23

**CHANGE IN ASSIGNMENT**Bratcher, Jessica  
Special Ed-Santa Monica HSParaeducator 1  
7.5 Hrs/SY  
From: 6.5 Hrs/SY/Special Ed-Santa Monica HS**EFFECTIVE DATE**

5/1/23

Gunning, Daisy  
Special Ed-Rogers LCParaeducator 1  
4.5 Hrs/SY  
From: 4 Hrs/SY/Special Ed-Rogers LC

1/18/23

Valdivia, Brenda  
OperationsCustodian  
8 Hrs/12 Mo  
From: 5 Hrs/12 Mo/Operations

5/30/23

**INVOLUNTARY TRANSFER**Cobbs, Rufus  
Operations-Adams MSCustodian-DS  
8 Hrs/12 Mo  
From: 8 Hrs/12 Mo/Operations-Adams MS/Custodian-NS**EFFECTIVE DATE**

10/14/22

**LEAVE OF ABSENCE (PAID)**

|   |  | <b><u>EFFECTIVE DATE</u></b> |
|---|--|------------------------------|
| Barber, Tyjuan<br>Transportation        | Bus Driver<br>Medical                              | 5/1/23-6/15/23               |
| Bilotti, Alfred<br>Special Ed-Malibu HS | Paraeducator 1<br>Medical/FMLA/CFRA                | 2/9/23-5/18/23               |
| Khodadadi, Shirin<br>Lincoln MS         | Health Office Specialist<br>Medical Maternity/FMLA | 5/18/23-6/12/23              |
| Sammann, Kevin<br>Transportation        | Bus Driver<br>Medical/FMLA/CFRA                    | 5/1/23-5/31/23               |

**WORKING OUT OF CLASS**

|                                  |  | <b><u>EFFECTIVE DATE</u></b> |
|----------------------------------|--|------------------------------|
| Cline, Megan<br>FNS-Webster ES   | Cafeteria Worker II<br>From: Cafeteria Worker I        | 5/3/23-5/5/23                |
| Heiderman, Daniel<br>Maintenance | Skilled Maintenance Worker<br>From: Utility Worker     | 7/1/23-8/1/23                |
| Peoples, Jeffrey<br>Operations   | Utility Worker<br>From: Custodian                      | 4/17/23-8/18/23              |
| Venable, Mark<br>Maintenance     | Electrician<br>From: Skilled Maintenance Worker        | 3/21/23-4/6/23               |
| Vila, Angel<br>Maintenance       | Maintenance Supervisor<br>From: Facilities Technician  | 12/14/22-1/17/23             |
| Vila, Angel<br>Maintenance       | Construction Supervisor<br>From: Facilities Technician | 2/6/23-5/31/23               |

**ABOLISHMENT OF POSITION**

|                                     | <b><u>EFFECTIVE DATE</u></b> |
|-------------------------------------|------------------------------|
| Custodian<br>8 Hrs/12 Mo/Operations | 8/4/22                       |

**DISQUALIFICATION FROM PROBATION**

|                               | <b><u>EFFECTIVE DATE</u></b> |
|-------------------------------|------------------------------|
| UC29887034<br>District Office | 6/16/23                      |

**RESIGNATION**

|  |                                   | <b><u>EFFECTIVE DATE</u></b> |
|--|-----------------------------------|------------------------------|
| Bieber, Alexandra<br>Roosevelt ES                  | Instructional Assistant-Classroom | 6/12/23                      |
| Cline, Wendy<br>FNS-Malibu ES                      | Cafeteria Worker II               | 6/12/23                      |
| Dicristofaro, Alvaro<br>Special Ed-Santa Monica HS | Paraeducator 3                    | 6/16/23                      |
| Garcia, Mayra<br>Special Ed-Santa Monica HS        | Paraeducator 1                    | 6/9/23                       |
| EX5139049<br>Operations                            | Custodian                         | 5/15/23                      |
| Lazo, Noreen<br>Special Ed-Olympic HS              | Paraeducator 3                    | 5/31/23                      |



|                                     |                                   |         |
|-------------------------------------|-----------------------------------|---------|
| LeVeaux, Mele<br>Santa Monica HS    | Student Outreach Specialist       | 7/24/23 |
| Smith, Duncan<br>Adams MS           | Instructional Assistant-Music     | 6/12/23 |
| Tarekegn, Melat<br>Grant ES         | Instructional Assistant-Classroom | 6/13/23 |
| Valdivia, Brenda<br>FNS-Franklin ES | Cafeteria Worker I                | 5/29/23 |

**RESCIND RESIGNATION**

|                           |                                   |   |
|---------------------------|-----------------------------------|---|
| Rosales, Ana<br>Edison LA | Instructional Assistant-Bilingual | <b><u>EFFECTIVE DATE</u></b><br>6/12/23 |
|---------------------------|-----------------------------------|---|

**RETIREMENT**

|                               |                                |   |
|-------------------------------|--------------------------------|---|
| Dixon, Guadalupe<br>Malibu HS | Bilingual Community Liaison    | <b><u>EFFECTIVE DATE</u></b><br>8/31/23 |
| Wolfe, Petra<br>Grant ES      | Elementary Library Coordinator | 6/30/23                                 |

**Classified Personnel – Non-Merit**  
**6/29/23**

**COACHING ASSISTANT**

Rehman, Robert

Malibu MS/HS

5/22/23-6/12/23

**TECHNICAL SPECIALIST – LEVEL II**

Bush, Jackson

Facility Use  
[Permit and Production Coordinator]  
- Funding: Permits

4/20/23-6/30/23

**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<br>and Adoption |
| June 12, 2024      | 4:30 p.m.   | Board Room – District Office |   |

## SMMUSD Board of Education Meeting Schedule **2023-24**

**Closed Session begins at 4:30 p.m. (subject to change)**

**Public Meetings begin at 5:30 p.m. (subject to change)**

| Meeting Date  | Meeting Location | Meeting Format |            |                    | Additional Notes   |
|---------------|------------------|----------------|------------|--------------------|--|
|               |                  | "A" Format     | "B" Format | Combo of "A" & "B" |  |
| 7/20/23 (Th)  | DO & Zoom        |                |            | X                  |  |
| 8/3/23 (Th)   | DO & Zoom        | X              |            |                    |  |
| 8/17/23 (Th)  | DO & Zoom        |                | X          |                    |  |
| 9/7/23 (Th)   | DO & Zoom        | X              |            |                    |  |
| 9/13/23 (W)   | DO & Zoom        |                |            |                    | Special Meeting: 2022-23 Unaudited Actuals<br>Note: Wednesday              |
| 9/21/23 (Th)  | DO & Zoom        |                | X          |                    |  |
| 10/5/23 (Th)  | M                | X              |            |                    |  |
| 10/19/23 (Th) | DO & Zoom        |                | X          |                    |  |
| 11/2/23 (Th)  | M                | X              |            |                    |  |
| 11/16/23 (Th) | DO & Zoom        |                | X          |                    |  |
| 12/7/23 (Th)  | DO & Zoom        |                |            |                    | Special meeting, if necessary for time-sensitive items prior to break      |
| 12/14/23 (Th) | DO & Zoom        |                |            | X                  |  |
| 1/18/24 (Th)  | DO & Zoom        |                |            | X                  |  |
| 2/1/24 (Th)   | M                | X              |            |                    |  |
| 2/15/24 (Th)  | DO & Zoom        |                | X          |                    |  |
| 3/7/24 (Th)   | DO & Zoom        | X              |            |                    |  |
| 3/13/24 (W)   | DO & Zoom        |                |            |                    | Special Meeting: 2023-24 2 <sup>nd</sup> Interim Budget<br>Note: Wednesday |
| 3/20/24 (W)   | M                |                | X          |                    | Note: Wednesday  |
| 4/18/24 (Th)  | DO & Zoom        |                |            | X                  |  |
| 5/2/24 (Th)   | M                | X              |            |                    |  |
| 5/16/24 (Th)  | DO & Zoom        |                | X          |                    |  |
| 6/6/24 (Th)   | DO & Zoom        | X              |            |                    |  |
| 6/20/24 (Th)  | DO & Zoom        |                |            |                    | Special Meeting: 2024-25 Public Hearings for Budget and LCAP               |
| 6/27/24 (Th)  | DO & Zoom        |                | X          |                    |  |

Locations marked "DO & Zoom" will be held at the district office and via Zoom webinar.

Locations marked "M" will be at a location in Malibu TBD.

Format A and Combo meetings have a section for communication updates from student board members, union leaders, and the PTA Council President.

# DR. FRANK OLMOS CONSULTING

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June 28, 2023

Joshua Kahn, Director of Classified Personnel  
Santa Monica Malibu School District - Personnel Commission  
1717 4th St.  
Santa Monica, CA 90401

**Subject: Scope of Work Proposal for Personnel Analyst Recruitment and Personnel Assessment Services**

Dear Mr. Khan,

I am proposing the following Scope of Work for the recruitment of your Personnel Analyst position. The goal is to provide your office with the necessary services to equitably attract, evaluate, and select the best possible candidates for this crucial position.

The methodology I propose has been designed to ensure the process is both thorough and efficient, capitalizing on best practices in the field of HR recruitment. Each stage, from the initial research and preparation to the final establishment of the eligibility list, is geared toward identifying talent that can contribute meaningfully to your Personnel Commission office.

Below is the timeline that outlines the sequence and duration of key activities in the proposed recruitment process:

**Activity Timeline**

| Activity   | Duration                                 |
|--|--|
| Recruitment  | 3 weeks                                  |
| Review and evaluation of applicants for minimum qualifications, including the protest period                               | 2 weeks                                  |
| Organization and conduct of a T&E, including the protest period, for applicants  | 2 weeks                                  |
| Organization and conduct of the In-Basket performance exam for applicants, including SME evaluation and the protest period | 2-3 weeks                                |
| Organization and conduct of the oral exam interview for applicants, including SME evaluation and the protest period        | 2-3 weeks                                |
| Establishment of the eligibility list and dispatch of rank letters   | 1 week                                   |
| <b>Total Estimated Timeline</b>  | <b>11-14 weeks or 2.75 to 3.5 months</b> |

Outlined below are the key activities involved in the proposed recruitment process for the Personnel Analyst position and the associated costs:

| Activity  | Cost            |
|---|-----------------|
| Research and preparation  | \$800           |
| Development of job bulletin   | \$800           |
| Development of competency model   | \$800           |
| Development and recording of exam plan  | \$400           |
| Enhanced recruitment efforts (social media posting, employment sites, etc.)     | \$800           |
| Review job applications for minimum qualifications (estimate 50-100 applicants) | \$1,400         |
| Development and conducting of a Training and Experience (T&E) Evaluation        | \$2,400         |
| Development and conducting of an in-basket (performance) examination            | \$2,400         |
| Development and conducting of oral exam interviews                              | \$2,400         |
| Miscellaneous and related tasks and stakeholder meetings                        | \$800           |
| <b>Total</b>  | <b>\$12,800</b> |

I am confident that the proposed services will facilitate a comprehensive recruitment process for your Personnel Analyst position, ensuring the Santa Monica Malibu School District - Personnel Commission secures a top-tier candidate. With carefully planned stages and a transparent cost structure, this proposal underscores my commitment to delivering high-quality, efficient HR services. I understand the importance of this role to your organization and am prepared to provide an exceptional recruitment process that will yield long-term benefits.

I'm available to discuss further details or adjustments as needed.

Sincerely,

*Dr. Frank Olmos*

Owner  
Dr. Frank Olmos Consulting

Cell: [REDACTED]

Email: [REDACTED]

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## VII. Personnel Commission Business:

### A. Future Items:

| Subject       | Action Steps | Tentative Date     |
|---------------|--------------|--------------------|
| Annual Report | N/A          | September 13, 2023 |

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

Wednesday, August 9, 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:**