

VIRTUAL PERSONNEL COMMISSION MEETING

September 09, 2020 at 4:30pm

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

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



JOIN ZOOM MEETING

<http://bit.ly/SEPTEMBERPCMEETING>

Meeting ID: 814 7817 3604

Password: SMMUSD



PROVIDE PUBLIC COMMENT

You may submit a request to make a public comment by e-mail to: jhatch@smmusd.org

- **Requests must be submitted no later than 5:00 p.m. on Tuesday, September 08, 2020**
- **Please include your full name and the specific agenda item you wish to speak to or if you would like to address a non-agenda item**
- **During the meeting via Zoom, speakers will be called upon and unmuted to make a comment – please use your full name as your Zoom profile to help expedite the process**



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

**PERSONNEL COMMISSION MEETING
AGENDA**

September 9, 2020

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Wednesday, September 9, 2020**, at **4:30 p.m.**, via Zoom.

I. General Functions:

- G.01 Call to Order
- G.02 Roll Call
- G.03 Pledge of Allegiance
- G.04 Report from Closed Session
- G.05 Approval of Agenda for Regular Meeting on September 9, 2020

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

- G.06 Approval of Minutes for Regular Meeting on August 11, 2020

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

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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION MEETING AGENDA

Electronically Recorded (AUDIO ONLY)

September 9, 2020

PERSONNEL COMMISSIONERS:

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

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Wednesday, September 9, 2020**, at **4:30 p.m.**, via Zoom.

❖ **Instructions on Public Comments:**

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

OPEN SESSION

I. GENERAL FUNCTIONS:

G.01 Call to Order:

G.02 Roll Call:

G.03 Pledge of Allegiance:

G.04 Report from Closed Session of Personnel Commission

G.05 Approval of Agenda for Regular Meeting on September 9, 2020

G.06 Approval of Minutes for Regular Meeting on August 11, 2020

G.07 Report from the Director of Classified Personnel:

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

- General Comments and Updates

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

G.08 Personnel Commissioner Comments/Reports:
 This is time during which a Personnel Commissioner may make a brief announcement or report on his/her own activities relative to Commission business. This is not a time for discussion.

G.09 Communications:
 The Communications section provides an opportunity for the Personnel Commission to hear from the individuals or representatives listed below. All reports are limited to five (5) minutes or less.

- SEIU Report
- Board of Education Report

G.10 Public Comments:
 Public Comments is the time when members of the audience may address the Personnel Commission on items not scheduled on the meeting's agenda. All speakers are limited to five (5) minutes. When there is a large number of speakers, the Personnel Commission may reduce the allotted time to three (3) minutes per speaker. The Brown Act (Government Code) states that Personnel Commission members may not engage in discussion of issues raised during "Public Comments" except to ask clarifying questions, make a brief announcement, make a brief report on his or her own activities, or to refer the matter to staff.

II. CONSENT CALENDAR:

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

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

<u>Classification</u>	<u># Eligibles</u>
Director, Purchasing	4

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

Custodian	16
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C.02 Advanced Step Placement:
 Marizol Bonilla in the classification of Paraeducator-3 at Range A-28 Step B

C.03 Advanced Step Placement:
 Hector Hernandez in the classification of Carpenter at Range A-39 Step C

C.04 Advanced Step Placement:
 Michael Marmolejo in the classification of Paraeducator-1 at Range A-22 Step B

- C.05 Advanced Step Placement:
Tanya Willinger in the classification of Paraeducator-1 at Range A-22 Step C

III. ACTION ITEMS:

These items are presented for ACTION at this time.

- A.01 New Classification:
Director, Risk Management within the Business and Fiscal Services job family
- A.02 Classification Revision:
Buyer within the Business and Fiscal Services job family
- A.03 Second Reading of Changes to Merit Rules:
Chapter IV: Application for Employment
Chapter VI: Eligibility Lists
Chapter VIII: Employee Clearances
- A.04 Personnel Commission Annual Report FY 2019-2020

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
- None
- I.03 Classified Personnel - Merit Report No. 4.ii. (for SMMUSD School Board Agenda)
- August 13, 2020
 - September 3, 2020
- I.04 Classified Personnel - Non-Merit Report - No. 4.iii (for SMMUSD School Board Agenda)
- September 3, 2020
- I.05 Personnel Commission's Twelve-Month Calendar of Events
- 2020 - 2021

- I.06 Board of Education Meeting Schedule
- 2020 – 2021

VII. PERSONNEL COMMISSION BUSINESS:

B.01 Future Items:

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

VIII. NEXT REGULAR PERSONNEL COMMISSION MEETING:

Wednesday, October 14, 2020, at 4:30 p.m. – *via Zoom*

IX. PUBLIC COMMENTS FOR CLOSED SESSION ITEMS ONLY:

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

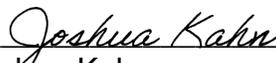
X. CLOSED SESSION:

- 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.



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

**PERSONNEL COMMISSION MEETING
MINUTES**

Electronically Recorded (AUDIO ONLY)

August 11, 2020

PERSONNEL COMMISSIONERS:

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

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission was held on **Tuesday, August 11, 2020**, at **4:34 p.m.**, via Zoom.

❖ **Instructions on Public Comments:**

Persons wishing to address the Personnel Commission must submit a request to make a public comment by e-mail to jhatch@smmusd.org no later than 5:00 p.m. on Monday, August 10, 2020. Please include your full name and the specific agenda item you wish to speak to or if you would like to address a non-agenda item if the subject matter is not scheduled on this meeting's agenda.

OPEN SESSION

I. GENERAL FUNCTIONS:

G.01 Call to Order: The Open Session of the Regular Meeting of the Personnel Commission was called to order at 4:34 p.m.

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

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

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

G.04 Report from Closed Session:

- None

G.05 Motion to Approve Agenda: August 11, 2020
It was moved and seconded to approve the agenda as submitted. The motion passed.

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

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

G.06 Motion to Approve Minutes: July 8, 2020

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

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

G.08 Report from the Director of Classified Personnel:

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

- General Comments and Updates
 - Director Kahn updated the Personnel Commission on the Personnel Commission Office daily operation as staff continues to perform their duties remotely recruiting for the new school year.
 - Director Kahn informed the Personnel Commission about recruiting for certain key positions such as Director of Purchasing, Paraeducators, and Health Office Specialists in anticipation of returning to in-person instruction. Following the Physical Therapist pilot, staff continues with remote testing for Paraeducator-1,2-3, Director of Purchasing, and a bilingual fluency in Spanish across classifications.
 - Exam materials are being converted for remote testing for Administrative Assistant, Elementary Library Coordinator, Buyer, Health Office Specialist, and Translator/Interpreter to name a few. The remote testing is being successfully accomplished by using Zoom, Google Drive, Google Docs and Sheets, and Survey Monkey.
 - Director Kahn updated the Personnel Commission on the layoff process in the Child Development Services. He, together with Dr. Kelly, Mr. Mock, and Mrs. Johnston conducted several meetings with impacted employees to discuss possible employment options, especially as it relates to Tucker eligibility, which affords employees on Re-employment List certain advantages when applying to select classifications, even if they never held seniority in them before.
 - The layoff situation is being considered when opening new recruitments so that promotional employees, including the ones on the Re-employment List, have preference over outside candidates.

G.09 Personnel Commissioner Comments/Reports:

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

- **Commissioner Robinson extended her gratitude to the District for Family Resources to Support Anti-racism webpage and implementing an anti-racist curriculum.**

G.10 Communications:

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

- **SEIU Report**
 - **Mr. Mock, the Chief Steward, reported to the Personnel Commission on the classified employees' layoffs in the Child Development Services.**
 - **Mr. Mock informed the Personnel Commission about the Union's initiative to delay the start of the new school year by two (2) days so that Paraeducators and other classified employees can receive additional training for distance learning.**
 - **Mr. Mock informed the Personnel Commission about the Union's meeting with labor management team in Special Education to discuss Paraeducators' roles in distance learning.**

Board of Education Report

- **Dr. Kelly reported on the District's activities and initiatives in preparation for the new school year in distance learning.**
- **Dr. Kelly informed the Personnel Commission about the negotiated Memorandum of Understanding with the teachers' union. The Tentative Agreement will be presented to the Board of Education at their regular meeting on August 13, 2020.**
- **Dr. Kelly stated that the anti-racism resources have been created by the Educational Services staff. A document regarding the District's anti-racist efforts and activities will be presented to the Board of Education at a special meeting on August 25, 2020.**
- **Commissioner Stewart inquired about in-person learning requirements.**
- **Dr. Kelly stated that the Los Angeles County Department of Public Health has released protocols for school re-opening. It is a set of primarily safety requirements school districts have to fulfill in order to resume in-person instruction. A second requirement is that the California Department of Public Health indicated that schools may only re-open after the county is off the Governor's watch list for period of fourteen (14) consecutive days. The district can consider applying for a waiver, which would allow only elementary schools to open for in-person learning. However, the Los Angeles County Public Health Director has indicated that there will be no waivers granted at this time.**
- **Commissioner Stewart inquired about the financial impact of distance learning as it relates to enrollment and student attendance, for instance.**
- **Dr. Kelly explained that there is no significant financial impact since Santa Monica-Malibu is a Basic Aid School District, and its revenue is based on property tax value, which exceeds the funding that the District would receive as State Aid School District.**
- **Commissioner Stewart inquired about parents' alternative education options.**

- Dr. Kelly stated that there are parents seeking more structured distance learning via camp programs and homeschooling.
- Dr. Kelly stated that the start date of the new school year was moved from August 20 to August 24, 2020 in order to provide staff with additional planning and professional development.

G.11 Public Comments:

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

- None

II. CONSENT CALENDAR:

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

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

<u>Classification</u>	<u># Eligibles</u>
Paraeducator-1	11
Paraeducator-2	2
Paraeducator-3	6

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

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

REPORT AND DISCUSSION

- None

C.02 Advanced Step Placement:

- None

III. ACTION ITEMS:

These items are presented for ACTION at this time.

- A.01 Second Reading of Changes to Merit Rule:
Chapter XIII: Seniority, Layoff, Displacement and Reemployment

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

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

REPORT AND DISCUSSION

- Commissioner Robinson presented information regarding the proposed changes to chapter XIII: *Seniority, Layoff, Displacement and Reemployment, Rule 13.2.1: Procedure of Employee Layoff*. This rule contains details about layoff notices that must be given for no less than sixty (60) days.

IV. COMMISSIONER TRAINING/BRIEFING:

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

- None

V. DISCUSSION ITEMS:

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

- D.01 First Reading of Changes to Merit Rules:
Chapter IV: Application for Employment
Chapter VI: Eligibility Lists
Chapter VIII: Employee Clearances

REPORT AND DISCUSSION

- Commissioner Robinson summarized the above noted rules addressing specific steps that must be taken if a candidate is disqualified from employment due to the results of their Department of Justice and/or Federal Bureau of Investigation reports. These steps include notifying the candidate (Chapter VIII), removal from the eligibility list (Chapter VI) and providing an opportunity for appeal (Chapter IV).
- Director Kahn stated that the revisions were initiated in a review of disqualification from employment letters sent to disqualified candidates in order to remove discrepancies and correct inconsistencies in the interrelated sections.

- Director Kahn pointed out that the appeal period has been extended from five (5) days to ten (10) working days to provide a more reasonable window of time.
- Commissioner Tate inquired about the postmark date that triggers an appeal period.
- Director Kahn clarified that the start of an appeal period based on the postmark date mirrors the internal consistencies in Chapter VIII. The appeal period has been extended to ten (10) working days to make it more reasonable for the candidate but also for the Personnel Commission department being able to move forward with filling the particular position the disqualified candidate was supposed to assume.
- Commissioner Robinson inquired about a discretion on the appeal given that the post office did not deliver the letter in a timely manner.
- Director Kahn stated that based on the rules, there is no ability to provide any additional time for the sake of consistency. The candidate has an opportunity to appeal via e-mail. The request does not have to be received by regular mail. However, the original notification is not sent via e-mail as it contains a confidential document.
- Commissioner Tate proposed researching a technological solution that would compliment notifying the candidate via regular mail without compromising the confidentiality in the future rule revisions.

VI. INFORMATION ITEMS:

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

- I.01 Open Personnel Requisitions Status Report
- I.02 Filled Personnel Requisitions Status Report
 - None
- I.03 Classified Personnel - Merit Report No. 4.ii. (for SMMUSD School Board Agenda)
 - July 16, 2020
- I.04 Classified Personnel - Non-Merit Report - No. 4.iii (for SMMUSD School Board Agenda)
 - None
- I.05 Personnel Commission’s Twelve-Month Calendar of Events
 - 2019 - 2020
- I.06 Board of Education Meeting Schedule
 - 2019 – 2020

VII. PERSONNEL COMMISSION BUSINESS:

B.01 Future Items:

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

VIII. NEXT REGULAR PERSONNEL COMMISSION MEETING:

Wednesday, September 9, 2020, at 4:30 p.m. - *via Zoom*

IX. PUBLIC COMMENTS FOR CLOSED SESSION ITEMS ONLY:

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

- **None**

X. CLOSED SESSION:

The Commission adjourned to closed session at **5:05 p.m.** pursuant to Government Code Section 54954.5 and 54957 to discuss:

A. PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Title: Director of Classified Personnel

The Commission reconvened into open session at **5:47 p.m.** and reported on the following action taken in closed session:

The Commissioners completed the Director of Classified Personnel's performance evaluation and recommended that he passed probation.

XI. ADJOURNMENT:

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

It was moved and seconded to adjourn the meeting.

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

TIME ADJOURNED: 5:47 p.m.

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.

II. Consent Calendar:

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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Wednesday, September 09, 2020

AGENDA ITEM NO: II.C.02

SUBJECT: Advanced Step Placement – Marizol Bonilla

Hire Date: 08/24/2020

ASP Request Submitted: 08/25/2020

BACKGROUND INFORMATION:

Classification Title: Paraeducator-3	Employee: Marizol Bonilla	Calculation of Advanced Step Recommendation
<p><u>Education:</u></p> <p>Must have a high school diploma or its recognized equivalent <u>and</u> ONE of the following:</p> <ul style="list-style-type: none"> Completed 48 units at an institution of higher learning; OR Obtained an Associate's (or higher) degree; OR Have at least one (1) year experience working with individuals with special needs; OR Must pass the District's Instructional Assistant written examination demonstrating knowledge of and the ability to assist in instructing reading readiness, writing readiness and mathematics readiness <p><u>EXPERIENCE:</u></p> <p>At least six (6) months experience working with individuals with exceptional needs and/or behavioral, social-emotional deficits are required. This experience must be directly related to behavior modification within last five (5) years</p>	<ul style="list-style-type: none"> Marizol Bonilla meets education standards. Marizol Bonilla has over three (3) years of experience working with students with special needs. 	<p>0 level of education above the required level = 0 Step Advance</p> <p>1 (2-year periods) of experience above the required level = 1 Step Advance</p>
<p><u>Total Advanced Steps: 0 (Education) + 1 (Experience) = 1 Advanced Step = STEP B</u></p>		

DIRECTOR'S COMMENTS:

Ms. Bonilla's work experience exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-28 at Step A is \$17.68/hour, while Step B is \$18.57/hour.

DIRECTOR'S RECOMMENDATION:

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

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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Wednesday, September 09, 2020

AGENDA ITEM NO: II.C.03

SUBJECT: Advanced Step Placement – Hector Hernandez

Hire Date: 08/18/2020

ASP Request Submitted: 08/21/2020

BACKGROUND INFORMATION:

Classification Title: Carpenter	Employee: Hector Hernandez	Calculation of Advanced Step Recommendation
<u>Experience:</u> • Three (3) years of professional carpentry experience.	• Hector Hernandez has over eleven (11) years of carpentry experience.	2 (3-year periods) of experience above the required level = 2 Step Advance (Max Allowed)
<u>Total Advanced Steps: 0 (Education) + 2 (Experience) = 2 Advanced Step = STEP C</u>		

DIRECTOR'S COMMENTS:

Mr. Hernandez' work experience exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-39 at Step A is \$23.12/hour, while Step C is \$25.49/hour.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Hector Hernandez at Range A-39, Step C on the Classified Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment.*

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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Wednesday, September 09, 2020

AGENDA ITEM NO: II.C.04

SUBJECT: Advanced Step Placement – Michael Marmolejo

Hire Date: 08/19/2020

ASP Request Submitted: 09/01/2020

BACKGROUND INFORMATION:

Classification Title: Paraeducator-1	Employee: Michael Marmolejo	Calculation of Advanced Step Recommendation
<p><u>Education and Experience:</u></p> <p>Must have a high school diploma or its recognized equivalent and ONE of the following:</p> <ul style="list-style-type: none"> • Completed 48 units at an institution of higher learning; OR • Obtained an Associate's (or higher) degree; • Must Pass the District's Instructional Assistant written examination demonstrating knowledge of and the ability to assist in instructing reading readiness, writing readiness and mathematics readiness • Have at least six (6) months experience working with individuals with special needs 	<ul style="list-style-type: none"> • Michael Marmolejo has a Bachelor's degree in Liberal Studies. • Michael Marmolejo meets minimum requirements. 	<p>1 level of education above the required level =1 Step Advance (Max. allowed)</p> <p>0 (2-year periods) of experience above the required level =0 Step Advance</p>
<p><u>Total Advanced Steps: 1 (Education)+ 0 (Experience) = 1 Advanced Step = STEP B</u></p>		

DIRECTOR'S COMMENTS:

Mr. Marmolejo's education exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-22 at Step A is \$15.28/hour, while Step B is \$16.04/hour.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Michael Marmolejo at Range A-22, Step B on the Classified Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment.*

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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Wednesday, September 09, 2020

AGENDA ITEM NO: II.C.05

SUBJECT: Advanced Step Placement – Tanya Willinger

Hire Date: 08/19/2020

ASP Request Submitted: 08/24/2020

BACKGROUND INFORMATION:

Classification Title: Paraeducator-1	Employee: Tanya Willinger	Calculation of Advanced Step Recommendation
<u>Education and Experience:</u> Must have a high school diploma or its recognized equivalent and ONE of the following: <ul style="list-style-type: none"> • Completed 48 units at an institution of higher learning; OR • Obtained an Associate's (or higher) degree; • Must Pass the District's Instructional Assistant written examination demonstrating knowledge of and the ability to assist in instructing reading readiness, writing readiness and mathematics readiness • Have at least six (6) months experience working with individuals with special needs 	<ul style="list-style-type: none"> • Tanya Willinger has a Master's degree in Social Work. • Tanya Willinger has over two (2) years working with individuals with special needs. 	<p>2 level of education above the required level =1 Step Advance (Max. allowed)</p> <p>1 (2-year periods) of experience above the required level =1 Step Advance</p>
<u>Total Advanced Steps: 1 (Education)+ 1 (Experience) = 1 Advanced Step = STEP C</u>		

DIRECTOR'S COMMENTS:

Ms. Willinger's education and experience exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-22 at Step A is \$15.28/hour, while Step C is \$16.84/hour.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Tanya Willinger at Range A-22, Step C on the Classified Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment.*

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

RULE 12.2.4.B: SALARY ON EMPLOYMENT

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

16.3 Step Advancement

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

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

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

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

16.4 Advanced Step Placement:

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

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

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

16.5 Salary on Promotion

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

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

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

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

III. Action Items:

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



PERSONNEL COMMISSION

Regular Meeting: Wednesday, September 09, 2020

AGENDA ITEM NO: III.A.01

Establish New Classification & Specification: Director, Risk Management

BACKGROUND INFORMATION:

Risk management is responsible for protecting students, staff, and assets by identifying risks, developing and managing programs to control and minimize losses, and promote safe, healthy, and secure learning and work environments. The responsibility of overseeing the risk management program is currently carried out by the Risk Manager. This classification has been vacant since March, 2020. A request to fill the position prompted staff to review the class spec and consider the placement of the classification within the district’s hierarchy.

METHODOLOGY:

Staff conducted the following activities:

- Discussed the classification’s role and responsibilities with the Assistant, Superintendent, Business and Fiscal Services and Assistant Superintendent, Human Resources
- Reviewed other classifications within district to ensure internal alignment based on complexity, knowledge, scope and effect, and minimum qualifications
- Distributed the proposed classification specification to the Assistant Superintendent, Business and Fiscal Services for review and feedback

ANALYSIS & FINDINGS:

In analyzing the scope of work, functions of the job, and level of responsibility, staff determined that it is justified to establish a new classification of Director, Risk Management to reflect the required knowledge, skills, abilities, and responsibilities needed to perform the essential functions of this position. While many duties are similar between the Risk Manager and the proposed Director, Risk Management class specification, duties related to developing and implementing district-wide systems and programs are most appropriate at the director level rather than at a manager level.

A review of other classifications within the district was conducted to determine which were most similar for evaluating internal alignment. Based on complexity, knowledge, and scope and effect, the internal classifications determined to be aligned with the proposed new classification are:

Division	Classification	Range	Monthly Salary
Business and Fiscal Services	Director, Food Services	61	\$8,241 – \$10,043
Business and Fiscal Services	Director, Purchasing	61	\$8,241 – \$10,043
Business and Fiscal Services	Director, Risk Management (Proposed)	61	\$8,241 – \$10,043

DIRECTOR’S RECOMMENDATION:

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

1. Establish the classification of Director, Risk Management
2. Place the classification of Director, Risk Management on range 61 of the management salary schedule (\$8,241 - \$10,043)
3. Designate the classification of Director, Risk Management as FLSA Exempt
4. Adopt the classification specification for Director, Risk Management

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



DIRECTOR, RISK MANAGEMENT

BASIC FUNCTION

Under administrative direction from the Assistant Superintendent of Business and Fiscal Services, plans, organizes, establishes, monitors, and directs the District's risk management operations.

MINIMUM QUALIFICATIONS

EDUCATION:

A bachelor's degree in business administration, public administration, human resources, risk management, insurance studies or other fields closely related to the job requirements of this classification, from an institution of higher learning recognized by the Council of Higher Education Accreditation. Foreign degrees and credit units require translation and equivalency established by an agency recognized by the Commission on Teacher Credentialing.

EXPERIENCE:

Three years (3) of experience in the administration of risk management programs including worker's compensation and property & liability.

ADDITIONAL REQUIREMENTS/INFORMATION:

A valid California Driver License and the availability of private transportation or the ability to obtain transportation between job sites is required. Risk management experience within a public agency is highly desirable. Incumbents are required to be on-call for emergencies.

REPRESENTATIVE DUTIES

- Develops, implements, evaluates, and audits District-wide rules and procedures to reduce or eliminate risks and liabilities and ensure compliance with laws and regulations
- Collects, reviews, and researches information for and completes, maintains, and processes a variety of workers' compensation forms and reports
- Researches, interprets, and informs District staff of applicable laws, regulations, policies, and procedures
- Acts as liaison with third-party administrator (TPA), joint powers authority (JPA), and insurance providers
- Performs studies including, but not limited to, loss trend analyses and forecasting to identify risks and recommend corrective actions
- Negotiates and manages claims, lawsuits, settlements, insurance and vendor contracts
- Conducts and manages investigations of complaints, incidents, and accidents to collect data, determine cause, and implement corrective actions
- Provides support and guidance to District staff, senior management, and board members by identifying and investigating errors, answering questions, and providing guidance on matters related to risk management

- Plans, coordinates, develops, and conducts workshops, trainings, and presentations related to risk management to District staff
- Develops, maintains, updates, and trains staff on carrying out District-wide Emergency Response Plans related to, but not limited to, wildfires, earthquakes, inclement weather, and active shooters
- Manages the return to work program by maintaining documentation, consulting with medical providers, facilitating communication between stakeholders, and recommending alternative jobs and modified duties
- Coordinates and conducts the District Safety Committee
- Selects, trains, evaluates, and supervises staff
- Performs related duties as assigned

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

SUPERVISION

General supervision is received from the Assistant Superintendent of Business and Fiscal Services. Supervision is exercised over technical and operations support personnel.

JOB REQUIREMENTS

KNOWLEDGE:

- California Education Code, Administrative Code, Government Code, Labor Code, Health and Safety Code, California Code of Regulations, Code of Federal Regulations, and other laws, codes and regulations pertaining to risk management
- Principles, practices, and trends in the administration of risk management, insurance, self-insurance, claims administration, safety and loss-prevention/control, and workers' compensation
- Principles and practices of employee supervision and evaluation
- Principles and practices of instruction, training, and group facilitation
- Principles and terminology of employment laws, codes, and regulation
- Principles, practices, and procedures of return to work programs, reasonable accommodations, and interactive process meetings

CORE COMPETENCIES:

- Professional & Technical Expertise – Applying technical subject matter to the job
- Analyzing & Interpreting Data – Drawing meaning and conclusions from quantitative or qualitative data
- Business Process Analysis – Defining, assessing, and improving operational processes and workflow
- Legal & Regulatory Navigation – Understanding, interpreting, and ensuring compliance with laws and regulations
- Project Management – Planning and tracking projects to ensure they are on-time, on-budget, and achieve their objectives

- Critical Thinking – Analytically and logically evaluating information, propositions, and claims
- Action & Results Focus – Initiating tasks and focusing on accomplishment
- Safety Focus – Showing vigilance and care in identifying and addressing health risks and safety hazards
- Informing – Proactively obtaining and sharing information
- Fact Finding – Obtaining facts and data pertaining to an issue or question

WORKING CONDITIONS

ENVIRONMENT:

The work environment involves everyday risks or discomforts that require normal safety precautions. May be temporarily exposed to outdoor weather conditions when moving between buildings and sites. Requires frequent travel by car. Works in an indoor, climate-controlled environment.

PHYSICAL DEMANDS:

The work requires some physical exertion. Remains in a stationary position to perform desk work. Exchanges information in large group settings. Uses hands, wrists, and fingers repetitively to type and operate office equipment. Rotates the head right or left from a neutral position to review work materials. Uses near visual acuity at 20 inches or less to closely observe for safety risks and operate a computer. Uses far visual acuity at 20 feet or more to observe the environment for safety risks. Grasp and grip with hands to utilize tools such as a hanging crane scale. Walks between areas of an office, school site, or facility to observe the environment. May walk across uneven surfaces. Lift objects up to 20 pounds unassisted to place on scales.

CLASSIFICATION ESTABLISHED:

PROPOSED September 09, 2020



PERSONNEL COMMISSION

Regular Meeting: Wednesday, September 09, 2020

AGENDA ITEM NO: III.A.02

Classification Description Revision: Buyer

BACKGROUND INFORMATION:

A recent revision of the Director, Purchasing class spec reduced the minimum qualification for education from a Bachelor’s degree to an Associate’s degree. Due to a vacancy in the Buyer classification, the current class spec was examined within the context of a series and how the minimum qualifications aligned within the series after the Director’s qualifications were changed.

METHODOLOGY:

Staff conducted the following activities:

- Reviewed existing class spec within context of the purchasing job series
- Distributed proposed revisions to the Assistant, Superintendent, Business and Fiscal Services for review

ANALYSIS & FINDINGS:

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

- Adjust minimum qualification for education from Associate’s to completion of high school or equivalent
- Clarify level of supervision received and exercised
- Clarify required knowledge
- Replace Abilities with Core Competencies

DIRECTOR’S RECOMMENDATION:

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

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



CLASSIFICATION DESCRIPTION
BARGAINING UNIT: SEIU LOCAL 99
CLASS CODE: 541209
SALARY RANGE: A37

BUYER

BASIC FUNCTION:

Under general supervision, perform a variety of specialized duties involved in the purchasing of supplies and equipment for the District. **purchases, researches, monitors, and negotiates the purchase of materials, supplies, equipment, and services for the District.**

MINIMUM QUALIFICATIONS

EDUCATION:

Associate Degree in Supply Chain Management, Accounting, Business, or Legal Studies. **A high school diploma or recognized equivalent.**

EXPERIENCE:

Two (2) years of experience in purchasing materials, equipment and supplies. ~~School district purchasing experience preferred.~~

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

A valid California ~~Class C driver's license~~ **Driver License** and availability of private transportation or ability to provide **obtain** transportation between job sites may be **is** required. **School district purchasing experience is highly desirable.**

REPRESENTATIVE DUTIES:

- Performs a wide variety of difficult, specialized duties involved in the purchasing of supplies, equipment and material for the District.
- Follows guidelines contained in the District Purchasing Manual in the purchasing process from the time the requisition is received, bids prepared, abstracted and analyzed.
- Reconciles items requisitioned if requests differ from established standards.
- Consults vendor catalogues, makes comparisons and judgments in writing specifications.
- Assists in preparing bid openings and bid results.
- Consults vendor representatives, requisitioners as needed, and examines samples to make determination for recommendation regarding lowest acceptable bid on each item.
- May provide functional and technical guidance to clerical employees to ensure correct terminology, layout and distribution of bid forms.
- Handles bids and quotations for sale of surplus property and other commodities following established procedures.
- Maintain a variety of records and files.
- Research assigned topics and may prepare reports.

- Performs related duties as assigned.

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

SUPERVISION:

General ~~Supervision~~ is received from the Director, ~~of Purchasing~~. ~~Functional and technical guidance may be received from the Senior Buyer. May provide functional and technical guidance to clerical staff.~~
No supervision of other staff is exercised.

KNOWLEDGE AND ABILITIES JOB REQUIREMENTS

KNOWLEDGE OF:

- ~~Purchasing terminology and proper wording of specifications.~~
- ~~Rules and regulations governing purchasing procedures.~~
- ~~General office practice, filing and record keeping procedures.~~
- **Codes, regulations, and laws pertaining to purchasing and contract management**
- **Principles and practices of basic accounting**
- **Principles and practices of competitive bidding**
- **Principles and practices of procurement and material management**
- **Principles and practices of recordkeeping and maintaining documentation**
- **Word processing, spreadsheet, and presentation software**

ABILITY TO:

- ~~Effectively purchase school district materials, equipment and supplies.~~
- ~~Exercise independent judgment.~~
- ~~Establish and maintain cooperative relationships with those contracted in the work.~~
- ~~Operate a variety of office machines and equipment.~~
- ~~Provide effective customer service.~~

CORE COMPETENCIES:

- **Professional & Technical Expertise – Applying technical subject matter to the job**
- **Using Technology – Working with electronic hardware and software applications**
- **Legal & Regulatory Navigation – Understanding, interpreting, and ensuring compliance with laws and regulations**
- **Fact Finding – Obtaining facts and data pertaining to an issue or question**
- **Self-Management – Showing personal organization, self-discipline, and dependability**
- **Customer Focus – Attending to the needs and expectation of customers**
- **Teamwork – Collaborating with others to achieve shared goals**
- **Attention to Detail – Focusing on the details of work content, work steps, and final work products**

- **Critical Thinking – Analytically and logically evaluating information, propositions, and claims**

WORKING CONDITIONS:***ENVIRONMENT:***

This is primarily a sedentary classification and the employee works in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances. Some work is performed off-site visiting vendors and District facilities.

PHYSICAL DEMANDS:

Office work requires sitting for prolonged periods of time and the use of a computer keyboard and screen. Physical demands include standing, kneeling, crouching, bending, reaching, grasping, lifting, pushing and pulling boxes of files and/or equipment weighing up to twenty (20) lbs.

DISTINGUISHING CHARACTERISTICS:

- **Assistant Buyer is the entry-level class in the Buyer series. Positions assigned to this class assist Buyers in the purchase of a variety of commodity items and in the preparation, finalization, and ordering on continuing-price contracts.**
- **Buyer is the intermediate level class in this series. Positions assigned to this class exercise independent judgment in solving problems of average difficulty and are responsible for the complete purchasing cycle involved in the acquisition of a wide variety of supplies, materials, or equipment for use by the District.**
- **Senior Buyer is the senior level class in this series. Positions assigned to this class are responsible for researching and exercising initiative and judgment in solving more difficult problems in the area of facility-related purchases and construction and public works contracts.**

DUTIES APPROVED**BOARD OF EDUCATION****CLASSIFICATION ESTABLISHED:**

June, 1997

REVISED:

January 12, 2010

November 09, 2010

January 16, 2018

PROPOSED September 09, 2020



CLASSIFICATION DESCRIPTION
BARGAINING UNIT: SEIU LOCAL 99

BUYER

BASIC FUNCTION

Under general supervision, purchases, researches, monitors, and negotiates the purchase of materials, supplies, equipment, and services for the District.

MINIMUM QUALIFICATIONS

EDUCATION:

A high school diploma or recognized equivalent.

EXPERIENCE:

Two (2) years of experience in purchasing materials, equipment and supplies.

ADDITIONAL REQUIREMENTS/INFORMATION:

A valid California Driver License and availability of private transportation or ability to obtain transportation between job sites is required. School district purchasing experience is highly desirable.

REPRESENTATIVE DUTIES

- Performs a wide variety of difficult, specialized duties involved in the purchasing of supplies, equipment and material for the District
- Follows guidelines contained in the District Purchasing Manual in the purchasing process from the time the requisition is received, bids prepared, abstracted and analyzed
- Reconciles items requisitioned if requests differ from established standards
- Consults vendor catalogues, makes comparisons and judgments in writing specifications
- Assists in preparing bid openings and bid results
- Consults vendor representatives, requisitioners as needed, and examines samples to make determination for recommendation regarding lowest acceptable bid on each item
- May provide functional and technical guidance to clerical employees to ensure correct terminology, layout and distribution of bid forms
- Handles bids and quotations for sale of surplus property and other commodities following established procedures
- Maintain a variety of records and files
- Research assigned topics and may prepare reports
- Performs related duties as assigned

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

SUPERVISION

General supervision is received from the Director, Purchasing. No supervision of other staff is exercised.

JOB REQUIREMENTS

KNOWLEDGE:

- Codes, regulations, and laws pertaining to purchasing and contract management
- Principles and practices of basic accounting
- Principles and practices of competitive bidding
- Principles and practices of procurement and material management
- Principles and practices of recordkeeping and maintaining documentation
- Word processing, spreadsheet, and presentation software

CORE COMPETENCIES:

- Professional & Technical Expertise – Applying technical subject matter to the job
- Using Technology – Working with electronic hardware and software applications
- Legal & Regulatory Navigation – Understanding, interpreting, and ensuring compliance with laws and regulations
- Fact Finding – Obtaining facts and data pertaining to an issue or question
- Self-Management – Showing personal organization, self-discipline, and dependability
- Customer Focus – Attending to the needs and expectation of customers
- Teamwork – Collaborating with others to achieve shared goals
- Attention to Detail – Focusing on the details of work content, work steps, and final work products
- Critical Thinking – Analytically and logically evaluating information, propositions, and claims

WORKING CONDITIONS

ENVIRONMENT:

This is primarily a sedentary classification and the employee works in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances. Some work is performed off-site visiting vendors and District facilities.

PHYSICAL DEMANDS:

Office work requires sitting for prolonged periods of time and the use of a computer keyboard and screen. Physical demands include standing, kneeling, crouching, bending, reaching, grasping, lifting, pushing and pulling boxes of files and/or equipment weighing up to twenty (20) lbs.

DISTINGUISHING CHARACTERISTICS

- Assistant Buyer is the entry-level class in the Buyer series. Positions assigned to this class assist Buyers in the purchase of a variety of commodity items and in the preparation, finalization, and ordering on continuing-price contracts.
- Buyer is the intermediate level class in this series. Positions assigned to this class exercise independent judgment in solving problems of average difficulty and are responsible for the complete

purchasing cycle involved in the acquisition of a wide variety of supplies, materials, or equipment for use by the District.

- Senior Buyer is the senior level class in this series. Positions assigned to this class are responsible for researching and exercising initiative and judgment in solving more difficult problems in the area of facility-related purchases and construction and public works contracts.

CLASSIFICATION ESTABLISHED:

June, 1997

REVISED:

January 12, 2010

November 09, 2010

January 16, 2018

PROPOSED September 09, 2020



PERSONNEL COMMISSION

Regular Meeting: Wednesday, September 09, 2020

AGENDA ITEM NO: III.A.03

SUBJECT: Second Reading and Adoption of Changes to Merit Rules - Chapter IV; Chapter VI; Chapter VIII

BACKGROUND INFORMATION:

Chapter IV: Application for Employment, Chapter VI: Eligibility Lists, and Chapter VIII: Employee Clearances all contain rules that address what steps are to be taken if a candidate is disqualified due to the results of their Department of Justice and/or Federal Bureau of Investigation reports. This includes notifying the candidate (Chapter VIII), removal from the eligibility list (Chapter VI), and providing an opportunity for appeal (Chapter IV). While these sections are interrelated, the language used does contain inconsistencies and an error.

DISCUSSION:

The following revisions were made in Chapter IV:

4.3.2.A.1 – change protest period from five (5) days to ten (10) days to be consistent with 6.1.9.B.

4.3.2.A.3 – change language regarding review of the protest to be consistent with 4.3.2.A and 4.3.2.B’s use of *administrative review*.

4.3.2.B.1 – change appeal period from five (5) days to seven (7) days.

The following revisions were made in Chapter VI:

6.1.9.B – clarify appeal period is based on working days and begins with postmark date to be consistent with 4.3.2.A.1.

The following revisions were made in Chapter VIII:

8.2.2.C - clarify appeal period is based on working days and begins with postmark date to be consistent with 4.3.2.A.1 and 6.1.9.B. Remove reference to rule 4.6.2, which does not exist, and replace with 4.3.2.

DIRECTOR’S RECOMMENDATION:

The Director of Classified Personnel recommends that the Personnel Commission approve the revisions to Merit Rules chapters IV, VI, and VIII as provided.

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

CHAPTER IV: APPLICATION FOR EMPLOYMENT

RULE 4.1 FILLING A VACANCY

Rule 4.2 APPLICATION

- Section 4.2.1 Filing of Applications
 4.2.2 General Qualifications of Applicants

RULE 4.3 DISQUALIFICATION OF APPLICANTS AND CANDIDATES

- Section 4.3.1 Causes for Disqualification
 4.3.2 Appeal from Disqualification

CHAPTER IV: APPLICATION FOR EMPLOYMENT

RULE 4.1 **FILLING A VACANCY**

- A. Whenever it becomes necessary to fill existing or anticipated vacancies, and an appropriate eligibility list does not exist (as determined by these Rules), the Personnel Commission shall recruit applicants to compete in a competitive examination for the position(s).
- B. The Personnel Commission shall prepare, or cause to be prepared, job announcement bulletin(s).

RULE 4.2 **APPLICATION**

4.2.1 **FILING OF APPLICATIONS**

- A. All applications for employment shall be submitted on the official forms provided by the Commission, either on-line or on paper as determined by the Commission. Every item shall be answered in full and the application filed on or before the date and time specified on the Job Announcement Bulletin.
- B. Applicants shall submit a separate and complete application for each classification.
- C. For reporting purposes, questions regarding ethnicity, gender, age, disability, and other protected categories shall be placed on a separate form. Answers to such questions shall be voluntary and kept confidential and shall not be considered by, or made available, to anyone who will assign ratings during the examination process.
- D. The application form shall require that each applicant indicate whether or not he or she has been convicted of a crime. An applicant may be disqualified based on a conviction as set forth in Rule 4.3.1.
- E. Applications and examination papers are confidential and shall not be returned to the applicant.

Reference: Education Code Sections 45260 and 45272

4.2.2 **GENERAL QUALIFICATIONS OF APPLICANTS**

- A. Applicants must be permanent residents of the United States or must otherwise prove their right to work. Applicants must meet the

qualifications established for the class. Every applicant must, in all aspects, be mentally and physically competent to perform the essential functions of the position for which the applicant applied.

- B. Every qualified applicant shall have an opportunity to seek, obtain and hold permanent employment without discrimination based on race, religious creed, color, national origin, ancestry, disability, medical condition, marital status, gender, sexual orientation, age, or other protected categories.
- C. Residency within the District shall not be a condition for filing applications for employment except in the case of restricted positions that require specific residency.
- D. No maximum age limit shall be set as a condition for initial or continued employment in the District.
- E. Applicants with disabilities shall be given equal employment opportunity and reasonable accommodation for employment shall be made.

References:

- 1. Education Code Sections 45111, 45122-45124 and 45272**
- 2. Labor Section 2805**
- 3. Government Code Sections 12921 and 12926**

RULE 4.3 DISQUALIFICATION OF APPLICANTS AND CANDIDATES

4.3.1 CAUSES FOR DISQUALIFICATION

- A. An applicant, candidate, or eligible may be barred from an examination, or removed from an eligibility list, for any of the following reasons:
 1. Failure to meet the general qualifications of Rule 4.2.2.;
 2. Advocacy of the overthrow of the Government of the United States or the State of California by force, violence, or other unlawful means;
 3. Conviction, either by a plea of guilty or nolo contendere, a court decision or a jury verdict to a charge of a sex or narcotics offense, as defined in Education Code 44010 or 44011;
 4. A history of drug or alcohol addiction or other substance abuse without acceptable evidence of rehabilitation;

5. Conviction, either by a plea of guilty or nolo contendere, a court decision or a jury verdict of a felony or serious crime, or a record of one or more convictions which would indicate that the person is a poor employment risk. A conviction record will be evaluated on the following basis: nature, seriousness and circumstances of the offense(s); recency of the conviction(s); age of the person at the time of the conviction(s); number of convictions; relationship of the offense to the position for which the applicant has applied; evidence of rehabilitation and maturing, including the employment record with respect to job responsibility and duration; truthfulness in admitting to the offense(s); and person's attitude;
6. Making a false statement or intentionally omitting a significant statement of a material fact requested on the application form;
7. Practicing any deception or fraud in connection with an examination or to secure employment;
8. Obtaining or attempting to obtain either directly or indirectly, privileged information regarding test questions or examination content;
9. Dismissal from previous employment for cause if the cause would have subjected the applicant to dismissal by the District under these Rules;
10. Previous dismissal from the District or resignation not in good standing in lieu of dismissal;
11. A record of unsatisfactory service within the District as evidenced by a disciplinary action, needs to improve, or unsatisfactory job performance;
12. Dishonorable discharge from the armed forces of the United States;
13. Refusal to furnish testimony, other than self-incrimination, at a hearing or investigation before the Commission or Board;
14. Attempting to or making contact with any member of the Board, Superintendent, the Personnel Commission or anyone involved in the examination process with the intent of inappropriately attempting to favorably influence any recruitment, examination, and/or selection process in any way. Exempted from this restriction would be any formal appeal of the recruitment/examination/selection process to the Commission as a whole by any candidate through the established process;

15. Failure to report for duty after an assignment has been offered and accepted; or
16. Any other reason determined to be, according to these Rules, cause for disciplinary action of a regular classified employee.

Reference: Education Code Sections 44009, 44010, 45111, 45122-45125, 45134 and 45303

4.3.2 APPEAL FROM DISQUALIFICATION

- A. The Director of Classified Personnel shall be responsible for notifying in writing applicants, candidates, and eligibles who have been disqualified. Those individuals may appeal to the Director for administrative review, subject to the following conditions:
 1. The protest is made within ~~five (5)~~ **ten (10)** working days from the postmark date of the notice.
 2. The appeal is made in writing and states the reason upon which the appeal is based.
 3. After receipt of a timely written appeal, the Director of Classified Personnel shall confirm receipt of the appeal within (10) working days. The Director shall then ~~review the written protest~~ **facilitate an administrative review** ~~and render a decision~~. The decision shall be transmitted in writing to all concerned.
 4. Failure to appeal the disqualification shall make the action final and conclusive.
 5. Anyone who has an appeal of disqualification pending may be permitted to participate conditionally in the examination process.
- B. If there has been an administrative review by the Director of Classified Personnel, as provided above, applicants, any candidate, and any eligible shall have the further right to appeal to the Personnel Commission subject to the following conditions:
 1. The appeal is made in writing and received by the Director of Classified Personnel within ~~five (5)~~ **seven (7)** working days from the postmark date of the notice.
 2. The appeal is based upon a charge that the disqualification constitutes a violation of law, misapplication of the Personnel

Commission Rules, abuse of discretion, or that the reasons for rejection are inconsistent with the facts. The facts supporting such a charge shall be clearly set forth in the appeal.

3. After receipt of a written appeal, the Commission shall set a date for a review at which time the evidence shall be considered, and the Commission will render a decision. The decision shall be transmitted in writing to all concerned and shall be final.
4. If a disqualification is not sustained by the Personnel Commission, the Director of Classified Personnel shall immediately institute action to ensure the rights of the applicant, candidate, or eligible. However, regular appointments made in the interim shall not be disturbed except in cases of promotional examinations where no regular appointments shall be made if a timely appeal has been filed.

Reference: Education Code Section 45111, 45122-45124, 45134, 45274 and 45303

CHAPTER VI: ELIGIBILITY LISTS

RULE 6.1

ELIGIBILITY FOR EMPLOYMENT

- Section 6.1.1 Establishment of Life of Eligibility List
- 6.1.2 Types of Eligibility Lists
- 6.1.3 Duration of Eligibility Lists
- 6.1.4 Merger of Eligibility Lists
- 6.1.5 Reemployment Lists
- 6.1.6 Termination of Eligibility Lists
- 6.1.7 Eligibility of After Appointment
- 6.1.8 Waivers of Certification
- 6.1.9 Removal of Names from Eligibility lists

RULE 6.2

CERTIFICATION FROM EMPLOYMENT LISTS

- Section 6.2.1 Appointing Authority
- 6.2.2 Order of Precedence in Filing Vacancies
- 6.2.3 Rule of Three (3) Ranks
- 6.2.4 Procedure for Certification and Appointment from Eligibility Lists
- 6.2.5 Procedure When Fewer Than (3) Ranks Remain
- 6.2.6 Certification of Additional Eligibles
- 6.2.7 Withholding Names from Certification
- 6.2.8 Restoration
- 6.2.9 Certification from List for Another Class
- 6.2.10 Duties of Eligibles
- 6.2.11 Selective Certification
- 6.2.12 Reduction in Eligibility
- 6.2.13 Certification of Names for Differential Compensation
- 6.2.14 Confidentiality of Lists

CHAPTER VI
ELIGIBILITY FOR EMPLOYMENT

RULE 6.1 **ELIGIBILITY LISTS**

6.1.1 **ESTABLISHMENT AND LIFE OF ELIGIBILITY LISTS**

- A. After an examination, the names of successful candidates shall be arranged in the order of examination score plus additional points when applicable. The completed list constitutes an eligibility list for that class, after approval by the Commission.

- B. Unless specifically authorized in these Rules, all appointments to positions in the classified service shall be made from eligibles whose names appear on eligibility lists. The Director of Classified Personnel shall be responsible for establishing eligibility lists as a result of examinations authorized by these Rules. An eligibility list shall contain the:
 - 1. Type of eligibility list – open, promotional, open and promotional with the promotional list taking precedence or merged promotional and open competitive;
 - 2. Names of all eligibles in final rank order of total examination scores;
 - 3. Adjusted scores of each part of the examination and the weighted total score;
 - 4. Dates of each part of examination and the weight assigned to that part of the examination;
 - 5. Expiration date of each person’s eligibility;
 - 6. Signature of the Director of Classified Personnel attesting to the accuracy of the information on the eligibility list, and
 - 7. Date the list was approved by the Commission.

- C. All eligibility lists shall be certified by the Director of Classified Personnel at the first reasonable opportunity.
 - 1. The Director of Classified Personnel may submit eligibility lists for approval by the Commission subsequent to certification from the list. Appointments may be made from available eligibles pending final decision on the protest(s) and/or appeal(s) and shall not be changed even though the outcome is in the appellant’s favor.

Reference: Education Code Section 45272

6.1.2 TYPES OF ELIGIBILITY

- A. Appointments to positions shall be made from the following certification lists:
1. Reemployment – A list of employees who have been laid off from permanent positions because of lack of work, lack of funds or exhaustion of benefits. These eligibles shall take precedence over all other persons eligible for appointment. Except for those referenced in Rule 6.1.5.B.
 2. Promotional – A list of eligibles resulting from an examination limited to qualified permanent employees only.
 3. Promotional and Open Competitive – Separate promotional and open competitive lists of eligibles resulting from a single examination with the promotional list taking precedence.
 4. Merged Promotional and Open Competitive – One list of eligibles resulting from a single examination.
 5. Open Competitive – A list of eligibles resulting from an examination open to all qualified applicants.
 6. Transfer – Employees who, having left in good standing, requested appointment to a vacant position in the same or related classification (Rule 9.5).
 7. Reinstatement – Former employees who have requested reinstatement to a vacant position in a class in which they held permanent status.
 8. Demotion – Employees who have requested assignment to a vacant position in a lower classification (Rule 9.7).

6.1.3 DURATION OF ELIGIBILITY LISTS

- A. An eligibility list shall be in effect for a period of one (1) year, unless exhausted. A list may be extended for an additional period of two (2) years or less at the discretion of the Commission.
- B. The Commission may approve the establishment of an eligibility list for a period of six (6) months when announced on the recruitment bulletin for the examination.
- C. When fewer than three (3) ranks of available eligibles remain on an eligibility list, the appointing authority may request certification of additional eligibles.

Reference: Education Code Section 45300

6.1.4 MERGER OF ELIGIBILITY LISTS

- A. If a new examination for a class is given during the first year of the life of an existing list, the examination shall be sufficiently similar to the previous examination to ensure the comparability of the scores of eligibles. The new list shall then be merged with the existing list with eligibles ranked in the order of examination score, plus additional points where applicable. Promotional lists shall be merged only with promotional lists.
- B. When lists are merged under this Rule, the earlier list shall be terminated according to its established expiration date and those eligibles' names shall be removed from the merged list, except when the earlier list is extended.
- C. All eligibles on an eligibility list which is terminated shall be notified at the time a new examination is scheduled for the class. Each eligible may retake the examination if a period of ninety (90) days has elapsed since the eligible last took the examination. Notification is not required when an eligibility list expires.

Reference: Education Code Section 45291

6.1.5 REEMPLOYMENT LISTS

- A. There shall be established for each class, as necessary, a reemployment list which shall take precedence over all other employment lists in filling vacant positions. This list shall contain the names of all regular classified employees who have been laid off, demoted, or retired from any position because of lack of work, lack of funds, or exhaustion of medical leave benefits.
- B. An employee who acquires a leave of absence for military duty and those who are ordered, pursuant to the laws of the United States, to serve in any civilian war effort or war industry, shall have their names placed over all other names on the reemployment list in the class which they left.
- C. The life of the reemployment list for persons laid off shall be thirty-nine (39) months. Employees returning from military leave shall be eligible for reemployment for a period not to exceed six (6) months after discharge.
- D. Employees who take voluntary demotions or voluntary reductions in assigned time in lieu of layoff shall retain eligibility for reemployment for an additional period of twenty-four (24) months, provided the same tests of fitness under which they qualified for appointment still apply.

**Reference: Education Code Sections 45114, 45115, 45117, 45118, 45298 and 45308
Military and Veteran Codes 395.1 and 395.3**

6.1.6 TERMINATION OF ELIGIBILITY LISTS

- A. An eligibility list is automatically terminated one (1) year from the date of its approval unless extended by the Commission. Lists established under Rule 6.1.3.B shall terminate six (6) months from the date of approval.
- B. An eligibility list automatically terminates when no eligibles remain on the list.
- C. An eligibility list may be terminated by the Director of Classified Personnel prior to its expiration when no eligible is available for appointment to a specific permanent position in a class or when there are fewer than three (3) eligibles remaining on the list. Eligibles on such a list shall be notified prior to its termination.

Reference: Education Code Section 45300

6.1.7 ELIGIBILITY AFTER APPOINTMENT

- A. An eligibility list shall be used for full-time, part-time, regular, and limited-term assignments in the class. An eligible who accepts a part-time assignment shall continue to be eligible for full-time employment, and an eligible who accepts a limited-term assignment shall continue to be eligible for regular employment.

6.1.8 WAIVERS OF CERTIFICATION

- A. An eligible may request to be made unavailable for certification to specific locations or shifts, to part-time or full-time positions and to limited-term or permanent positions by written notice to the Director of Classified Personnel.
- B. Certification of eligibles who have made themselves unavailable for certification shall not be made. Eligibles may revise or withdraw their unavailability by written notice to the Director of Classified Personnel.
- C. An available eligible may waive certification twice without penalty. When a third waiver is made, the eligible will be informed that, the eligible is being removed from the eligibility list per Rule 6.1.9.

6.1.9 REMOVAL OF NAMES FROM ELIGIBILITY LISTS

- A. The name of an eligible may be removed from an eligibility list by the Director of Classified Personnel for any of the following reasons:
 - 1. Failure to respond within three (3) business days following the notification of an inquiry regarding availability for employment;

2. Any of the causes listed in Rule 4.3.1;
 3. Failure to respond for a scheduled interview after certification;
 4. Termination of employment (Promotional Eligibility List only);
 5. Three (3) waivers of certification during the life of the eligibility list, except that waivers relating to limited-term appointments should not be counted for the purpose of this Rule;
 6. Refusing two (2) employment offers after having been properly certified as eligible and available for the appointment, or
 7. A written request by the eligible for removal.
- B. The Director of Classified Personnel shall notify the eligible of the action taken and the reasons therefore and shall provide the person with the opportunity to appeal the decision within ten (10) **working days of notification from the postmark date of the notice**. The decision of the Director of Classified Personnel shall be final.

RULE 6.2 CERTIFICATION FROM EMPLOYMENT LISTS

6.2.1 APPOINTING AUTHORITY

- A. The appointing authority shall be the Board and its designated managers.

6.2.2 RULE OF THREE (3) RANKS

- A. Eligibles shall be placed on the eligibility list in rank order according to their score on the examination. The final scores of eligibles shall be rounded to the nearest whole percent. All eligibles with the same percentage score shall be placed in the same rank. Certification from the list shall be the first three (3) ranks of eligibles who are ready and willing to accept the positions to be filled.
- B. For classifications approved for continuous testing, certification shall be made at the time the Director of Classified Personnel can first reasonably certify three (3) ranks of eligibles to the appointing authority.

Reference: Education Code Section 45272

6.2.3 PROCEDURE FOR CERTIFICATION AND APPOINTMENT FROM ELIGIBILITY LISTS

- A. When position is to be filled, the appointing authority shall notify the Director of Classified Personnel of the date of anticipated need. The employment request shall state the duties, classification title, hours and location of employment and other pertinent information required by the Director of Classified Personnel.
- B. The Director of Classified Personnel shall determine the availability of eligibles and shall certify the names of all eligibles who are ready and willing to accept the position. Certification shall be in accordance with Rules 6.1.2 and 6.2.2.
- C. Certification from existing eligibility lists to interview for existing vacancies shall be within two (2) weeks after job posting and other contractual requirements have been met.
- D. If an eligible fails to keep the interview appointment or declines the interview opportunity results in less than three (3) ranks, the appointing authority may fill the vacancy from the remaining eligibles or may request certification of eligibles in accordance with Rule 6.2.5
- E. The Site Administrator/Department concerned shall, within five (5) working days of the interview, make a selection from the eligibles presented and shall notify the Director of Classified Personnel of their selection.

6.2.4 FEWER THAN THREE (3) RANKS REMAIN

- A. When a promotional list has fewer than three (3) ranks of eligibles, sufficient eligibles shall be certified from the open or merged promotional open competitive list to allow selection from three (3) ranks.
- B. When fewer than three (3) ranks of eligibles are available for certification, the available eligibles may be certified. However, the appointing authority may choose not to appoint any of them and may request additional eligibles.

6.2.5 CERTIFICATION OF ADDITIONAL ELIGIBLES

- A. If an eligible who has been certified, refuses appointment or fails to respond for an interview the appointing authority shall document such on the certification list.
- B. When a request for additional eligibles is made, the Director of Classified Personnel shall:
 - 1. At his/her discretion, investigate the matter to determine that any appointment refusal is in fact voluntary, and
 - 2. Remove the names of eligibles who failed to report for interviews or refused appointment from the certification list;

3. Certify additional eligibles as required;
4. Request authorization from the Commission to refuse further certification of eligibles should the investigation determine that refusal of appointment by an eligible is in fact not voluntary.

6.2.6 WITHHOLDING NAMES FROM CERTIFICATION

- A. The name of an eligible may be withheld from certification by the Director of Classified Personnel when the eligible:
 1. Expresses unwillingness or inability to accept the terms of a specific position;
 2. Fails to respond within three (3) working days following inquiry regarding availability;
 3. Cannot be reached in time for appointment when immediate temporary employment is required;
 4. Fails to present the license, registration, certificate, or any other credential required, or
 5. Any reason listed in Rule 4.6.

6.2.7 RESTORATION

- A. When an eligible has been withheld from certification, the Director of Classified Personnel may subsequently approve placement or restoration to the list subject to ratification by the Commission, under the following circumstances:
 1. When an eligible was withheld from certification because of the inability to accept employment, failure to respond to inquiry, failure to appear for an interview, and the eligible presents a valid reason, in writing to the Director of Classified Personnel that the eligible is now willing and able to accept an appointment, or
 2. When the withholding was for a reason listed in Rule 4.6, and the eligible has presented verifiable documentation of the correction.

6.2.8 CERTIFICATION FROM ANOTHER CLASS LIST

- A. If there is no eligibility list for the class in which the vacancy occurs, certification may be made from an eligibility list of another class at the same or a higher salary level if the duties and qualifications of the class, for which the examination was given, include substantially all of the duties of the position to be filled; and the Director of Classified Personnel finds,

subject to approval by the Commission, that necessary skills and knowledge were adequately tested in the examination.

6.2.9 DUTIES OF ELIGIBLES

- A. It shall be the duty of every eligible to respond promptly after receiving notice of certification. The eligible will be required to respond within three (3) working days. Failure to respond within the above stated time may result in removal from the certification list. Three (3) waivers of certification may result in removal from the eligibility list.
- B. An eligible who has been selected for a permanent position and is unable or unwilling to report by the end of two (2) weeks or one (1) month in the case of management classes, may be considered to have refused appointment. The appointing authority may allow a longer period at its discretion.
 - 1. The date of the offer of appointment shall be the date on which the eligible is notified by the Personnel Commission Office of selection.
 - 2. Notification may be made by telephone, electronic mail, registered or certified mail.
- C. When appointment is to a limited-term position, the eligible must be available on the date specified by the appointing authority.
- D. Persons placed on any eligibility list shall provide a current address and telephone number to the Commission office. It shall be the responsibility of the eligible to notify the Commission office of any changes in contact information. Failure to file such information with the Commission office may constitute a waiver of certification or selection.

6.2.10 SELECTIVE CERTIFICATION

- A. If a position requires the use of a language other than English, or a valid driver's license, the appointing authority shall so indicate to the Director of Classified Personnel when the position control form is submitted.
- B. The Director of Classified Personnel shall determine which eligibles possess the required language(s) or license(s) and shall certify the names of the first three (3) ranks of eligibles who meet the requirements.
- C. If there are insufficient eligibles who meet the requirements and willing to accept the position, a provisional appointment may be made.

Reference: Education Code Section 45277

6.2.11 CONFIDENTIALITY OF ELIGIBILITY LISTS

- A. Eligibility lists shall be considered public information and shall contain names, ranks, and classification title. They shall be available for review in the Commission office. Individual examination scores will be made available to the eligible(s) or their representative(s). Scores of eligibles shall not be made available to the public.

Reference: Education Code Section 45274 and Government Code Sections 6250-6255

**CHAPTER VIII:
EMPLOYEE CLEARANCES**

RULE 8.1 PHYSICAL EXAMINATIONS

- | | | |
|---------|-------|----------------------|
| Section | 8.1.1 | Initial Employment |
| | 8.1.2 | School Bus Drivers |
| | 8.1.3 | Medical Review Board |

RULE 8.2 CRIMINAL RECORDS

- | | | |
|---------|-------|----------------------------|
| Section | 8.2.1 | Fingerprinting |
| | 8.2.2 | Review of Criminal Records |

CHAPTER VIII
EMPLOYEE CLEARANCES

RULE 8.1 PHYSICAL EXAMINATIONS

8.1.1 INITIAL EMPLOYMENT

- A. Candidates and eligibles appointed to a position in the District may be required to pass a physical examination prior to initial appointment.
- B. The examination shall be administered by the medical facility designated by the District.
- C. Prior to employment, every candidate and eligible must undergo a skin test or chest X-ray to determine that they are free from active tuberculosis. To be acceptable, the examination must have been conducted within a sixty (60) day period prior to the date of employment appointment.
- D. The medical facility designated by the District shall determine the ability of the candidate and eligible to perform the prescribed duties of the class in which they shall be employed, and shall notify the District of the examination results.
 - 1. If the candidate or eligible does not receive physical clearance from the medical facility, facility shall provide the Assistant Superintendent–Human Resources with a statement describing the candidate’s or eligible’s conditions and limitations.
 - 2. If the physical examination reveals job-related limitations, the District may require the candidate or eligible to report for follow-up examinations related to the identified job-related limitations. The Assistant Superintendent-Human Resources shall review the final examination results and may approve the individual’s employment, which may include a reasonable accommodation.

References: Education Codes 45122 and 49406

8.1.2 SCHOOL BUS DRIVERS

- A. In addition to any other examination that may be required by these Rules, school bus drivers must have a valid School Bus Driver's Certificate which requires a separate medical examination to meet the minimum requirements set forth by the Department of Motor Vehicles.

References: Education Codes 45122 and 49406

8.1.3 MEDICAL REVIEW BOARD

- A. Any medical rejection of candidate or eligible may be appealed to the Personnel Commission.
- B. Upon formal appeal by the candidate or eligible, the Commission shall determine whether the medical rejection should be sustained.
- C. The Personnel Commission shall base its decision upon evidence submitted by the candidate or eligible and advice of independent medical experts employed by the Personnel Commission.

RULE 8.2 CRIMINAL RECORDS

8.2.1 FINGERPRINTING

- A. Every new candidate or eligible shall submit to a criminal records check in accordance with prescribed procedures or shall forfeit eligibility for employment. The District will notify each candidate or eligible where and when to report for fingerprinting.

8.2.2 REVIEW OF CRIMINAL RECORDS

- A. All criminal record reports are to be treated as confidential. Any employee charged with receiving and/or reviewing them who divulges information contained therein to an unauthorized person is subject to disciplinary action.
- B. The criminal records report from the Department of Justice and/or the Federal Bureau of Investigation shall be reviewed with the person's employment application by the Assistant Superintendent-Human Resources. If there is a criminal record which was undisclosed, the Assistant Superintendent- Human Resources shall decide whether or not the person should be employed. In the case of disqualification, the Assistant Superintendent-Human Resources shall notify the Director of Classified Personnel of the disqualification.

- C. If candidate or eligible is to be dismissed because of information obtained on the criminal records report, they shall be removed from all eligibility lists. The Director of Classified Personnel shall notify the candidate or eligible of the action taken and the reasons and shall provide the candidate or eligible with an opportunity to appeal the decision in writing within ~~five (5)~~ **ten (10)** working days of notification from the postmark date of the notice. If an appeal is filed, the Director of Classified Personnel shall follow the procedures outlined in Rule ~~4.6.2~~ **4.3.2** – Appeal from Disqualification.

Reference: Education Code 45125



PERSONNEL COMMISSION
Regular Meeting: Wednesday, September 09, 2020

AGENDA ITEM NO: III.A.04

SUBJECT: 2019-2020 Personnel Commission Annual Report

BACKGROUND INFORMATION:

The 2019-2020 Annual Report of the Personnel Commission encompasses the period from July 1, 2019, through June 30, 2020, and includes information on staff, activities, productivity, and the Merit System. The report is submitted in accordance with Education Code 45266 and Merit Rule 2.4.2.

DIRECTOR'S RECOMMENDATION:

The Director of Classified Personnel recommends that the Personnel Commission approve the 2019-2020 Personnel Commission Annual Report for submission to the Board of Education.

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

By the Numbers

13 Class Specifications Revised

The Personnel Commission is responsible for defining, categorizing, and allocating positions to appropriate classes, assigning classifications within occupational hierarchies, and developing written class specifications.

The Personnel Commission is responsible for recruiting and assessing candidates for employment based on provisions of the Education Code and other relevant laws, regulations, guidelines, and standards.

53 Recruitments Opened

58 Advanced Step Placements Approved

The Personnel Commission is responsible for reviewing and evaluating requests for advanced salary step placement. Advanced steps are based on an employee's experience, education, and other factors related to recruitment.

48% of all positions filled were within the Paraeducator job series. The next largest group of positions was the Instructional Assistant series at 11%, followed by Campus Monitor at 7%.

165 Positions Filled

2,735 Job Interest Cards Received

Job Interest Cards are submitted online at www.governmentjobs.com/careers/smmusd/jobInterestCards/categories and help potential candidates stay informed about job opportunities as they become available.

39% of all applications reviewed were for positions in the Instructional Assistant and Paraprofessional job group, 30% for Office, Technical, and Business Services positions, 29% for Operations Support, and 2% for Administrative positions.

2,766 Applications Reviewed

Other Activities & Accomplishments

New Director of Classified Personnel

Former Director, Eric Rowen, separated from the District in April 2019 and incoming Director, Josh Kahn, joined SMMUSD in August 2019.

New Personnel Commissioner

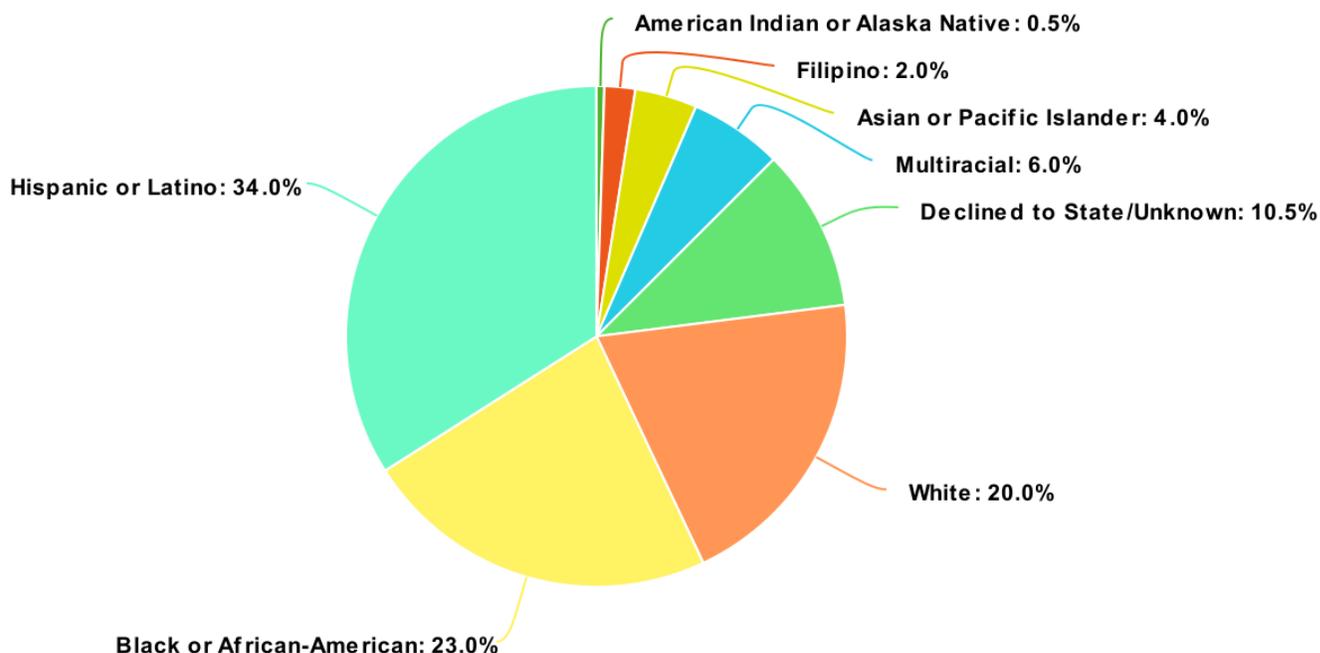
Ms. Julie Waterstone served on the Personnel Commission from May 2017 to February 2020. In April 2020, the State Superintendent of Public Instruction appointed Mr. Phillip Tate to the Personnel Commission for a three-year term that ends December 31, 2022.

Covid-19 Response

The Personnel Commission transitioned to remote testing in response to shelter-in-place orders that included coordinating remote interviews via videoconference software, creating web-based rating sheets, implementing practices for pre-recorded interviews and performance exams, and transitioning existing material from Microsoft Office to Google's web-based office suite to be more accessible to candidates. Special thanks to PC staff, Clare Caldera, Nichelle Cummings, Jana Hatch, Cindy Johnston, and Julie Younan for their support during this time.

Commitment to Diversity

Providing equal employment opportunities is a keystone of merit system principles. We strive to ensure diversity in the candidates available for selection by using a balanced set of recruitment strategies, ensuring that selection criteria are job-related and do not impose unnecessary requirements, assess skills through direct measurement, and develop and use structured rather than unstructured assessments to minimize the possibility that decisions will be influenced by unconscious or unwarranted assumptions about candidates. Below is a chart summarizing the ethnic background of our applicant pool:



55% of applicants identified as female, 40% identified as male, and 5% declined to state or are unknown.

IV. Commissioner Training/Briefing:

V. Discussion Items:

VI. Information Items:

Open Requisitions (9/3/2020)

Req Number	Req Title	Department	Position Type	FTE
19-188	ADMINISTRATIVE ASSISTANT	SANTA MONICA HIGH SCHOOL	Vac	100
19-191	CUSTODIAN	SANTA MONICA HIGH SCHOOL	Vac	100
19-206	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL	Vac	37.5
20-008	SPORTS FACILITY ATTENDANT	BUSINESS SERVICES	New	30
20-013	TRANSLATOR/INTERPRETER	EDUCATIONAL SERVICES	New	100
20-035	TECHNICAL THEATER TECHNICIAN	BUSINESS SERVICES	Vac	50
20-036	TRANSLATOR/INTERPRETER	EDUCATIONAL SERVICES	New	100
20-038	CUSTODIAN	OLYMPIC HIGH SCHOOL	Vac	62.5
20-048	PARAEDUCATOR-3	WEBSTER ELEMENTARY SCHOOL	New	75
20-058	DIRECTOR OF PURCHASING	PURCHASING/WAREHOUSE	Vac	100
20-068	ASSISTANT DIRECTOR-FISCAL SERVICES	FISCAL SERVICES	Vac	100
20-077	ELEMENTARY LIBRARY COORDINATOR	EDISON LANGUAGE ACADEMY	Vac	87.5
20-079	PHYSICAL ACTIVITIES SPECIALIST	MALIBU HIGH SCHOOL	Vac	25
20-082	GARDENER	M & O (Maintenance & Operations)	Vac	100
20-104	THEATER OPERATIONS SUPERVISOR	BUSINESS SERVICES	Vac	100
20-108	TECHNICAL THEATER TECHNICIAN	BUSINESS SERVICES	Vac	100
20-117	BUS DRIVER	TRANSPORTATION	New	87.5
20-125	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	EDISON LANGUAGE ACADEMY	Vac	43.75
20-132	PARAEDUCATOR-1	WEBSTER ELEMENTARY SCHOOL	Vac	75
20-140	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL	Vac	37.5
20-143	INSTRUCTIONAL ASSISTANT-MUSIC	SANTA MONICA HIGH SCHOOL	Vac	37.5
20-152	SENIOR OFFICE SPECIALIST	LINCOLN MIDDLE SCHOOL	Vac	100
20-153	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL	Vac	37.5
20-156	CAMPUS MONITOR	ROOSEVELT ELEMENTARY SCHOOL	Vac	15
20-158	CAMPUS SECURITY OFFICER	ADULT EDUCATION CENTER	Vac	40
20-162	ADMINISTRATIVE ASSISTANT	JOHN MUIR ELEMENTARY SCHOOL	Vac	100
20-163	ADMINISTRATIVE ASSISTANT	M & O (Maintenance & Operations)	Vac	100
20-164	PARAEDUCATOR-3	GRANT ELEMENTARY SCHOOL	Vac	75
20-165	PHYSICAL ACTIVITIES SPECIALIST	JOHN MUIR ELEMENTARY SCHOOL	Vac	37.5
20-166	RISK MANAGER	BUSINESS SERVICES	New	100
20-167	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL	Vac	37.5
21-001	PARAEDUCATOR-1	EDISON LANGUAGE ACADEMY	Vac	75
21-002	PARAEDUCATOR-1	ROOSEVELT ELEMENTARY SCHOOL	Vac	75
21-003	BUYER	PURCHASING/WAREHOUSE	Vac	100

21-004	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL	Vac	37.5
21-005	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL	Vac	37.5
21-006	INSTRUCTIONAL ASSISTANT-CLASSROOM	WILL ROGERS LEARNING ACADEMY	Vac	37.5
21-007	PARAEDUCATOR-1	GRANT ELEMENTARY SCHOOL	Vac	75
21-008	PARAEDUCATOR-1	EDISON LANGUAGE ACADEMY	Vac	75
21-009	PARAEDUCATOR-3	LINCOLN CHILD DEVELOPMENT CENTER	Vac	56.25
21-010	PARAEDUCATOR-3	LINCOLN MIDDLE SCHOOL	New	75
21-011	PARAEDUCATOR-3	MALIBU HIGH SCHOOL	Vac	75
21-012	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	EDISON LANGUAGE ACADEMY	Vac	43.75

Filled Requisitions (9/3/2020)

	Req Title	Department	Req Status	Date of Accepted Job Offer
20-096	PARAEDUCATOR-1	MALIBU HIGH SCHOOL	Filled	8/11/2020
20-114	PARAEDUCATOR-1	JOHN ADAMS MIDDLE SCHOOL	Filled	8/11/2020
20-121	PARAEDUCATOR-1	MCKINLEY ELEMENTARY SCHOOL	Filled	8/12/2020
20-127	PARAEDUCATOR-1	ROOSEVELT ELEMENTARY SCHOOL	Filled	8/12/2020
20-133	PARAEDUCATOR-3	LINCOLN MIDDLE SCHOOL	Filled	8/12/2020
20-144	PARAEDUCATOR-3	JOHN ADAMS MIDDLE SCHOOL	Filled	8/12/2020
20-145	PARAEDUCATOR-3	LINCOLN MIDDLE SCHOOL	Filled	8/12/2020
20-149	PARAEDUCATOR-1	MCKINLEY ELEMENTARY SCHOOL	Filled	8/17/2020
20-150	PARAEDUCATOR-3	FRANKLIN ELEMENTARY SCHOOL	Filled	8/12/2020
20-157	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Filled	8/12/2020
20-159	INSTRUCTIONAL ASSISTANT-CLASSROOM	JOHN MUIR ELEMENTARY SCHOOL	Filled	9/1/2020
20-168	PARAEDUCATOR-1	MALIBU HIGH SCHOOL	Filled	8/12/2020
20-169	PARAEDUCATOR-3	FRANKLIN ELEMENTARY SCHOOL	Filled	8/12/2020
20-171	ELEMENTARY LIBRARY COORDINATOR	SMASH (ALTERNATIVE) SCHOOL	Filled	9/1/2020
21-013	PARAEDUCATOR-1	LINCOLN CHILD DEVELOPMENT CENTER	Filled	8/5/2020

**Classified Personnel – Merit
8/13/20**

SUMMER ASSIGNMENTS

		<u>EFFECTIVE DATE</u>
Davis, Jonathan Operations	Custodian 8 Hrs/Day	6/25/20-8/1/20
Diaz, Erika Educational Services	Bilingual Community Liaison Not to exceed: 24 Hrs	6/18/20-7/15/20
Fagnoli, Cathy Edison ES	Senior Office Specialist Not to exceed: 40 Hrs	6/16/20-6/30/20
Gonzalez, April Special Education	Paraeducator-1 3 Hrs/Day	6/29/20-7/15/20
Lopez, Francisco FNS-Santa Monica HS	Cafeteria Worker I 3.5 Hrs/Day	7/13/20-8/16/20
Vargas, Cynthia Special Ed-Adams MS	Paraeducator-1 4 Hrs/Day	6/18/20-7/15/20
Zurich-Lunsford, Kathleen Human Resources	Senior Office Specialist 4 Hrs/Day	6/23/20-7/26/20

TEMP/ADDITIONAL ASSIGNMENTS

		<u>EFFECTIVE DATE</u>
Barrett, Kenny Facility Improvement Projects	Technology Support Assistant [overtime; FIP projects]	7/1/20-6/30/21
Bechtloff, Julie Fiscal Services	Accounting Technician [overtime; Health Benefits Committee]	7/1/20-6/30/21
Burkett, Deena Facility Use	Senior Office Specialist [overtime; Facility Use events]	7/1/20-6/30/21
Castillo, John Facility Improvement Projects	Network Engineer [overtime; FIP projects]	7/1/20-6/30/21
Chamorro, Christian Facility Use	Technical Theater Technician [overtime; Facility Use events]	7/1/20-6/30/21
Diaz Gomez, Angel Facility Improvement Projects	Technology Support Assistant [overtime; FIP projects]	1/1/20-6/30/20
Esquivias, Norma Facility Use	Senior Office Specialist [overtime; Facility Use events]	7/1/20-6/30/21
Flores, Ana Maintenance	Administrative Assistant [overtime; Maintenance & Operations projects]	6/12/20-6/30/20
Gondo, Janet McKinley ES	Campus Monitor [additional hours; 5 th grade parade support]	6/1/20-6/10/20
Miranda, Cristy Facility Use	Administrative Assistant [overtime; Facility Use events]	7/1/20-6/30/21

Morales, Yanet Facility Improvement Projects	Senior Technology Support Assistant [overtime; FIP projects]	1/1/20-6/30/20
Patterson, Pete Information Services	Technology Support Assistant [overtime; Health Benefits Committee]	7/1/20-6/30/21
Sinai, Farimah Facility Use	Accounting Assistant II [overtime; Facility Use events]	7/1/20-6/30/21
Staib, Katherine Facility Improvement Projects	Administrative Assistant [overtime; FIP projects]	7/1/20-6/30/21
White, Robert Facility Use	Sports Facility Coordinator [overtime; Facility Use projects]	7/1/20-6/30/21
Wingfield, Janet Special Ed-Lincoln ES	Paraeducator-2 [overtime; bus supervision]	10/1/19-6/10/20
<u>PROFESSIONAL GROWTH</u>		<u>EFFECTIVE DATE</u>
Brown, Murphy Operations-Franklin ES	Custodian	8/1/20
Ockner, Sari Special Ed-Muir ES	Occupational Therapist	8/1/20
<u>INVOLUNTARY TRANSFER</u>		<u>EFFECTIVE DATE</u>
Martin, Eric Operations	Lead Custodian 8 Hrs/12 Mo From: 8 Hrs/12 Mo/Operations-Malibu HS	5/18/20
Suaste, Eduardo Operations-Malibu HS	Lead Custodian 8 Hrs/12 Mo From: 8 Hrs/12 Mo/Operations	5/18/20
<u>LEAVE OF ABSENCE (PAID)</u>		<u>EFFECTIVE DATE</u>
Cage, Ramondo Operations-Santa Monica HS	Custodian CFRA	7/6/20-8/28/20
Carrillo, Rigoberto Maintenance	HVAC Mechanic FFCRA	7/20/20-7/24/20
Jala, Ariel Operations-Malibu HS	Custodian CFRA	7/16/20-7/31/20
Mitchell, Alvin Operations-Santa Monica HS	Lead Custodian Medical/FMLA/CFRA	7/1/20-8/6/20
Plascencia, Henry Maintenance	Skilled Maintenance Worker Medical/FMLA/CFRA	7/1/20-7/28/20
Tate, Jarrell Operations	Custodian FFCRA	6/1/20-6/12/20
Tate, Jarrell Operations	Custodian Medical/FMLA/CFRA	6/15/20

LEAVE OF ABSENCE (UNPAID)Larios, Carmen
Fiscal ServicesFiscal Services Supervisor
Medical-Partial/FMLA/CFRA**EFFECTIVE DATE**

7/1/20-6/30/21

WORKING OUT OF CLASSBoothby, Devon
PurchasingBuyer
From: Administrative Assistant**EFFECTIVE DATE**

7/1/20-11/3/20

Carrillo, Brenda
PurchasingBuyer
From: Administrative Assistant

7/1/20-11/3/20

Gil, Moises
Food and Nutrition ServicesStock and Delivery Clerk
From: Cafeteria Worker I

6/12/20

McGrath, Kathleen
Adams MSAdministrative Assistant
From: Senior Office Specialist

7/1/20-11/6/20

Nguyen, Kim
PurchasingSenior Buyer
From: Senior Administrative Assistant

7/1/20-11/3/20

ABOLISHMENT OF POSITIONHealth Office Specialist - Total 1.0 FTE
3.5 Hrs/SY/Rogers ES

8/19/20

Instructional Assistant-Classroom - Total 5.0 FTE
3 Hrs/SY/Rogers ES

8/19/20

Job Development & Placement Specialist - Total 1.0 FTE
8 Hrs/SY/Special Ed-Santa Monica HS

6/11/20

Reprographics Operator - Total 1.0 FTE
8 Hrs/12 Mo/Purchasing

7/1/20

Senior Office Assistant - Total 1.0 FTE
8 Hrs/12 Mo/Special Education

7/1/20

Speech Language Pathology Assistant - Total 2.0 FTE
8 Hrs/SY/Special Education

7/1/20

LAY-OFFMG8776585
PurchasingReprographics Operator
8 Hrs/12-Month

8/5/20

VX7932648
Special EducationSpeech Language Pathology Assistant
8 Hrs/SY

8/5/20

RELEASE FROM PROBATION DUE TO LAY-OFFDR1632975
Franklin ESCampus Monitor
2.3 Hrs/SY

8/5/20

SX8854898
McKinley ESHealth Office Specialist
3.5 Hrs/SY

8/5/20

EXERCISE DISPLACEMENT RIGHTS IN LIEU OF LAY-OFF**EFFECTIVE DATE**Gutierrez, Cindy
McKinley ESHealth Office Specialist
3.5 Hrs/SY
From: 3.5 Hrs/SY/Rogers ES

8/5/20

EXERCISE DISPLACEMENT RIGHTS/REDUCTION OF ASSIGNMENT IN LIEU OF LAY-OFF**EFFECTIVE DATE**Westbrook, Carey
Franklin ESCampus Monitor
2.3 Hrs/SY
From: 3 Hrs/SY/Roosevelt ES

8/5/20

CHANGE OF ASSIGNMENT IN LIEU OF LAY-OFF**EFFECTIVE DATE**Braley, Colton
Grant ESInstructional Assistant - Classroom
3 Hrs/SY
From: 3 Hrs/SY/Rogers ES

8/5/20

Carlstroem, Corina
Grant ESInstructional Assistant - Classroom
3 Hrs/SY
From: 3 Hrs/SY/Rogers ES

8/5/20

REDUCTION OF ASSIGNMENT IN LIEU OF LAY-OFF**EFFECTIVE DATE**Hernandez, Christopher
Rogers ESInstructional Assistant - Classroom
3 Hrs/SY
From: 3.5 Hrs/SY/Rogers ES

8/5/20

Villagomez, Alice
Rogers ESInstructional Assistant - Classroom
3 Hrs/SY
From: 3.5 Hrs/SY/Rogers ES

8/5/20

RESIGNATION**EFFECTIVE DATE**Viviani, Mark
Adams MS

Campus Monitor

7/2/20

**Classified Personnel – Merit
9/3/20**

NEW HIRES

		<u>EFFECTIVE DATE</u>
Ceasar, Jaquay Special Ed-Malibu HS	Paraeducator-1 6 Hrs/SY/Range: 22 Step: A	8/19/20
Hernandez, Hector Maintenance	Carpenter 8 Hrs/12 Mo/Range: 39 Step: A	8/18/20

SUMMER ASSIGNMENTS

		<u>EFFECTIVE DATE</u>
Escobar, Victoria Food and Nutrition Services	Cafeteria Worker II 3.5 Hrs/Day	7/1/20-8/17/20
Hendricks, David Operations	Custodian 8 Hrs/Day	7/15/20-7/31/20
Vila, Florinda Rogers ES	Bilingual Community Liaison Not to exceed: 12 Hrs	6/22/19-6/30/20

TEMP/ADDITIONAL ASSIGNMENTS

		<u>EFFECTIVE DATE</u>
Adams, Toni Operations	Custodian [overtime; District projects]	7/1/20-6/30/21
Adeyemi, Olayiwola Operations	Custodian [overtime; District projects]	7/1/20-6/30/21
Albrecht, Pia Student Services	Health Office Specialist [additional hours; health office support]	8/18/20-6/11/21
Arangoa, Isabel Operations	Custodian [overtime; District projects]	7/1/20-6/30/21
Ayala, Magdalena Student Services	Health Office Specialist [additional hours; health office support]	8/18/20-6/11/21
Boyd, Katherine Operations	Custodian [overtime; District projects]	7/1/20-6/30/21
Brown, Murphy Operations	Custodian [overtime; District projects]	7/1/20-6/30/21
Brown, Shawn Operations	Custodian [overtime; District projects]	7/1/20-6/30/21
Buchanan, Timothy Operations	Custodian [overtime; District projects]	7/1/20-6/30/21
Cage, Ramondo Operations	Custodian [overtime; District projects]	7/1/20-6/30/21
Castro, Alexander Operations	Custodian [overtime; District projects]	7/1/20-6/30/21
Cobbs, Rufus Operations	Custodian [overtime; District projects]	7/1/20-6/30/21

Colvin, Lovell, Jr. Operations	Custodian [overtime; District projects]	7/1/20-6/30/21
Davis, Katherine Operations	Custodian [overtime; District projects]	7/1/20-6/30/21
Etchison, Chauncey Operations	Custodian [overtime; District projects]	7/1/20-6/30/21
Flores, Ana Maintenance	Administrative Assistant [overtime; Maintenance & Operations projects]	7/1/20-8/30/20
Flores, Nancy Student Services	Health Office Specialist [additional hours; health office support]	8/18/20-6/11/21
Fuller, Charesse Operations	Custodian [overtime; District projects]	7/1/20-6/30/21
Gomez, Jack Operations	Custodian [overtime; District projects]	7/1/20-6/30/21
Gonzalez, Arthur Operations	Custodian [overtime; District projects]	7/1/20-6/30/21
Gonzalez, Diane Student Services	Health Office Specialist [additional hours; health office support]	8/18/20-6/11/21
Gonzalez, Jose Operations	Custodian [overtime; District projects]	7/1/20-6/30/21
Gutierrez, Cindy Student Services	Health Office Specialist [additional hours; health office support]	8/18/20-6/11/21
Harris, Eddie Operations	Custodian [overtime; District projects]	7/1/20-6/30/21
Harris, Kenneth Operations	Custodian [overtime; District projects]	7/1/20-6/30/21
Harris, Tracey Operations	Custodian [overtime; District projects]	7/1/20-6/30/21
Hernandez, Yolanda Webster ES	Health Office Specialist [additional hours; health office support]	8/10/20-6/18/21
Hernandez, Yolanda Student Services	Health Office Specialist [additional hours; health office support]	8/18/20-6/11/21
Ihim, Nnaemeka Operations	Custodian [overtime; District projects]	7/1/20-6/30/21
Jackson, Donte Operations	Custodian [overtime; District projects]	7/1/20-6/30/21
Jala, Ariel Operations	Custodian [overtime; District projects]	7/1/20-6/30/21
Khodadadi, Shirin Student Services	Health Office Specialist [additional hours; health office support]	8/18/20-6/11/21

Madsen, Kaitlin Student Services	Health Office Specialist [additional hours; health office support]	8/18/20-6/11/21
Madsen, Karla Student Services	Health Office Specialist [additional hours; health office support]	8/18/20-6/11/21
McAlpin, Michael Operations	Custodian [overtime; District projects]	7/1/20-6/30/21
Miller, Maurice Operations	Custodian [overtime; District projects]	7/1/20-6/30/21
Morales, Steve Operations	Custodian [overtime; District projects]	7/1/20-6/30/21
Morris, Sean Operations	Custodian [overtime; District projects]	7/1/20-6/30/21
Moton, Wilson Operations	Custodian [overtime; District projects]	7/1/20-6/30/21
Odom, Lamont Operations	Custodian [overtime; District projects]	7/1/20-6/30/21
Ortiz, Alondra Student Services	Health Office Specialist [additional hours; health office support]	8/18/20-6/11/21
Perez, Graciela Operations	Custodian [overtime; District projects]	7/1/20-6/30/21
Perez, Maria Operations	Custodian [overtime; District projects]	7/1/20-6/30/21
Quintana, Anthony Operations	Custodian [overtime; District projects]	7/1/20-6/30/21
Rodriguez, Maria Operations	Custodian [overtime; District projects]	7/1/20-6/30/21
Rovetto, Nicole Student Services	Health Office Specialist [additional hours; health office support]	8/18/20-6/11/21
Royal, Kenneth, Sr. Operations	Custodian [overtime; District projects]	7/1/20-6/30/21
Tate, Wiley Operations	Custodian [overtime; District projects]	7/1/20-6/30/21
Thompson, Raquel Student Services	Health Office Specialist [additional hours; health office support]	8/18/20-6/11/21
Vasquez-Gomez, Miguel Operations	Custodian [overtime; District projects]	7/1/20-6/30/21
Villegas, Bibiana Student Services	Health Office Specialist [additional hours; health office support]	8/18/20-6/11/21
Ward, Allison Webster ES	Senior Office Specialist [additional hours; clerical support]	8/10/20-6/18/21

Winger, Nidra Student Services	Health Office Specialist [additional hours; health office support]	8/18/20-6/11/21
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SUBSTITUTES

McClung, Vitty Human Resources	Office Specialist	<u>EFFECTIVE DATE</u> 7/1/20-6/30/21
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Taylor, Amariah Human Resources	Office Specialist	7/1/20-6/30/21
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PROFESSIONAL GROWTH

Bakhyt, Peter Food and Nutrition Services	Cafeteria Worker - Transporter	<u>EFFECTIVE DATE</u> 9/1/20
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Bonnel, Melissa Special Education	Occupational Therapist	9/1/20
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Freire, Juana Special Ed-SMASH	Paraeducator-3	9/1/20
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Nguyen, Chieu-Quan Special Ed-McKinley ES	Paraeducator-2	9/1/20
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Nguyen, Kim Business Services	Senior Administrative Assistant	9/1/20
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Ramos, Marlene Lincoln MS	Bilingual Community Liaison	9/1/20
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Torres, Monica Rogers ES	Instructional Assistant - Classroom	9/1/20
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Tran, Daniel Santa Monica HS	Athletic Trainer	9/1/20
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INVOLUNTARY TRANSFER

Perez, Denise Special Ed-Webster ES	Paraeducator-1 6 Hrs/SY From: 6 Hrs/SY/ Special Ed-Malibu HS	<u>EFFECTIVE DATE</u> 8/19/20
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Rodgers, Rodney Special Ed-Malibu MS	Paraeducator-2 6 Hrs/SY From: 6 Hrs/SY/ Special Ed-Malibu ES	8/19/20
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Ucan, Abraham Special Ed-Malibu MS	Paraeducator-3 7.6 Hrs/SY From: 7.6 Hrs/SY/ Special Ed-Malibu ES	8/19/20
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LEAVE OF ABSENCE (PAID)

Quintana, Anthony Operations-Malibu ES	Custodian FFCRA	<u>EFFECTIVE DATE</u> 7/27/20-8/28/20
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Ramirez, Pablo Grounds	Gardener FFCRA	7/21/20-8/3/20
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Ramirez, Pablo Grounds	Gardener Medical/FMLA/CFRA	8/4/20-8/5/20
Spitzer, Sarah Special Ed-Grant ES	Paraeducator-3 FFCRA	8/19/20-10/28/20
Torres, Corina Roosevelt ES	Instructional Assistant - Classroom Campus Monitor Medical Maternity/FMLA	8/19/20-9/30/20

DISQUALIFICATION FROM PROBATION

EF7235009 Special Education	Paraeducator-3	<u>EFFECTIVE DATE</u> 8/31/20
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ABOLISHMENT OF POSITION

Instructional Assistant-Classroom - Total 1.0 FTE 3.9 Hrs/SY/Malibu ES	<u>EFFECTIVE DATE</u> 5/26/20
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RESIGNATION

Carlstroem, Corina Grant ES	Instructional Assistant - Classroom	<u>EFFECTIVE DATE</u> 7/24/20
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Devis, Juanita Malibu HS	Bilingual Community Liaison	7/31/20
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Hill, Sara Special Ed-Roosevelt ES	Paraeducator-1	7/22/20
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Nunez, Karen Special Ed-Edison ES	Paraeducator-1	6/10/20
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RETIREMENT

Moton, Wilson Operations-Santa Monica HS	Custodian	<u>EFFECTIVE DATE</u> 9/30/20
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**Classified Personnel – Non-Merit
9/3/20**

TECHNICAL SPECIALIST – LEVEL I

Medina, Devon	Student Services [MSW Intern] - Funding: ESSA TITLE IN, PART A	7/28/20-6/9/21
Riley, Anna	Student Services [MSW Intern] - Funding: ESSA TITLE IN, PART A	8/20/20-6/9/21

**SANTA MONICA – MALIBU UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
MEETING CALENDAR
2020 – 2021**

Date	Time	Location	Notes
2020			
July 8, 2020	4:30 p.m.	Zoom	
August 11, 2020	4:30 p.m.	Zoom	
September 9, 2020	4:30 p.m.	Zoom	
October 14, 2020	4:30 p.m.	Zoom	
November 10, 2020	4:30 p.m.	Board Room – District Office	Moved to Tuesday due to Veteran’s Day
December 9, 2020	4:30 p.m.	Board Room – District Office	
2021			
January 13, 2021	4:30 p.m.	Board Room – District Office	
February 10, 2021	4:30 p.m.	Board Room – District Office	
March 10, 2021	4:30 p.m.	Board Room – District Office	
April 14, 2021	4:30 p.m.	Board Room – District Office	Budget – First Reading
May 12, 2021	4:30 p.m.	Board Room – District Office	Budget – Public Hearing and Adoption
June 9, 2021	4:30 p.m.	Board Room – District Office	



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

School Board Meetings: 2020-2021

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

Meeting Format Structures:

Meeting "A"

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

Meeting "B"

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

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

Hybrid of "A" and "B"

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

VII. Personnel Commission Business:

A. Future Items:

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

VIII. Next Regular Personnel Commission Meeting:

Wednesday, October 14, 2020, at 4:30 pm, *via Zoom*

IX. Public Comments for Closed Session Items Only:

X. Closed Session:

XI. Adjournment: