



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

## PERSONNEL COMMISSION MEETING AGENDA

September 11, 2019

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Wednesday, September 11, 2019**, at **4:30 p.m.**, the **District Administrative Offices**: 1651 16<sup>th</sup> Street, Santa Monica, CA.

### **I. General Functions:**

- G.01 Call to Order
- G.02 Roll Call
- G.03 Pledge of Allegiance
- G.04 Report from Closed Session
- G.05 Approval of Agenda for Regular Meeting on September 11, 2019

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

- G.06 Approval of Minutes for Regular Meeting on August 14, 2019

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

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



## **PERSONNEL COMMISSION MEETING AGENDA**

Electronically Recorded (AUDIO ONLY)

**September 11, 2019**

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

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Wednesday, September 11, 2019**, at **4:30 p.m.**, in the **District Administrative Offices:** 1651 16<sup>th</sup> Street, Santa Monica, CA.

- ❖ **Instructions on Public Comments:** Persons wishing to address the Personnel Commission regarding an item scheduled for this meeting must submit the "Request to Address" card before consideration of that item. Persons wishing to address the Personnel Commission regarding an item within the Commission's subject matter jurisdiction but not scheduled on this meeting's agenda may speak during the Public Comments section by submitting the "Request to Address" card before the Commission reaches that section of the agenda.

### **OPEN SESSION**

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

G.01 Call to Order:

G.02 Roll Call:

G.03 Pledge of Allegiance:

G.04 Report from Closed Session of Personnel Commission

G.05 Approval of Agenda for Regular Meeting on September 11, 2019

G.06 Approval of Minutes for Regular Meetings on August 14, 2019

G.07 Report from the Director of Classified Personnel:

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

- General Comments and Updates

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

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

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

- SEIU Report
- Board of Education Report

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

**II. CONSENT CALENDAR:**

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

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

| <u>Classification</u>   | <u># Eligibles</u> |
|-------------------------|--------------------|
| Campus Security Officer | 5                  |
| Chief Steward           | 2                  |
| Paraeducator-1          | 7                  |
| Paraeducator-2          | 1                  |
| Paraeducator-3          | 7                  |

C.02 Advanced Step Placement:  
 Luis Barrientos in the classification of Paraeducator-1 at Range A-20 Step C

C.03 Advanced Step Placement:  
 Enid Goldenberg in the classification of Paraeducator-1 at Range A-20 Step C

C.04 Advanced Step Placement:  
 Emunah Lewis in the classification of Paraeducator-1 at Range A-20 Step C

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

**III. ACTION ITEMS:**

These items are presented for ACTION at this time.

- A.01 Classification Revision:  
Network Engineer/Computer Systems Specialist within the Information Services  
job family

- A.02 New Classification:  
Senior Network Engineer within the Information Services job family

**IV. 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 No Discussion Items

**V. COMMISSIONER TRAINING/BRIEFING:**

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

- CT.01 Advanced Step Placement

**VI. INFORMATION ITEMS:**

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

- I.01 Open Personnel Requisitions Status Report  
I.02 Filled Personnel Requisitions Status Report  
I.03 Classified Personnel - Merit Report No. VI.D.2 (for SMMUSD School Board  
Agenda)  
• August 15, 2019  
Classified Personnel - Merit Report No. VIII.D.2 (for SMMUSD School Board  
Agenda)  
• September 5, 2019  
I.04 Classified Personnel - Non-Merit Report - No.VI.D.3 (for SMMUSD School  
Board Agenda)  
• August 15, 2019  
Classified Personnel - Non-Merit Report - No.VIII.D.3 (for SMMUSD School  
Board Agenda)  
• September 5, 2019  
I.05 Personnel Commission's Twelve-Month Calendar of Events  
• 2019 – 2020

- I.06 Board of Education Meeting Schedule
- 2019 – 2020

**VII. PERSONNEL COMMISSION BUSINESS:**

B.01 Future Items:

| <b>Subject</b>                             | <b>Action Steps</b>   | <b>Tentative Date</b> |
|--|-----------------------|-----------------------|
| Classification Specifications: Overview    | Commissioner Training | 10/10/19              |
| Merit Rules Revisions Update - Definitions | Discussion            | 11/13/19              |

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

Thursday, October 10, 2019, at 4:30 p.m. - *District Office Board Room*

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

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

**X. CLOSED SESSION:**

- No Closed Session

**XI. ADJOURNMENT:**

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

Submitted by:

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

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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

**PERSONNEL COMMISSION MEETING  
MINUTES**

Electronically Recorded (AUDIO ONLY)

**August 14, 2019**

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

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission was held on **Wednesday, August 14, 2019**, at **4:33 p.m.**, in the **District Administrative Offices:** 1651 16<sup>th</sup> Street, Santa Monica, CA.

- ❖ **Instructions on Public Comments:** Persons wishing to address the Personnel Commission regarding an item scheduled for this meeting must submit the "Request to Address" card before consideration of that item. Persons wishing to address the Personnel Commission regarding an item within the Commissions subject matter jurisdiction but not scheduled on this meeting's agenda may speak during the Public Comments Section by submitting the "Request to Address" card before the Commission reaches that section of the agenda.

**OPEN SESSION**

**I. GENERAL FUNCTIONS:**

**G.01 Call to Order: The Open Session of the Regular Meeting of the Personnel Commission was called to order at 4:33 p.m.**

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

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

**G.03 Pledge of Allegiance: Mr. Joshua Kahn, the new Director of Classified Personnel, led all in attendance in the Pledge of Allegiance.**

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

- None

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

**G.05 Motion to Approve Agenda: August 14, 2019**

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

| <b>Commissioner</b> | <b>M</b> | <b>S</b> | <b>Yes</b> | <b>No</b> | <b>Abstain</b> | <b>ABSENT</b> |
|---------------------|----------|----------|------------|-----------|----------------|---------------|
| Lauren Robinson     | ✓        |          | ✓          |           |                |               |
| Maria Stewart       |          |          |            |           |                | ✓             |
| Julie Waterstone    |          | ✓        | ✓          |           |                |               |

**G.06 Motion to Approve Minutes: July 10, 2019**

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

| <b>Commissioner</b> | <b>M</b> | <b>S</b> | <b>Yes</b> | <b>No</b> | <b>Abstain</b> | <b>ABSENT</b> |
|---------------------|----------|----------|------------|-----------|----------------|---------------|
| Lauren Robinson     | ✓        |          | ✓          |           |                |               |
| Maria Stewart       |          |          |            |           |                | ✓             |
| Julie Waterstone    |          | ✓        | ✓          |           |                |               |

**G.07 Report from the Director of Classified Personnel:**

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

- General Comments and Updates
  - **Director Kahn expressed his gratitude to the Personnel Commission staff for a warm welcome and to Ms. Caldera for serving the Personnel Commission and the District as an interim director.**
  - **Ms. Caldera updated the Personnel Commission on the current recruitments as the Personnel Commission staff has been filling vacancies for the new school year.**
  - **Ms. Caldera introduced Ms. Nichelle Cummings, the new Human Resources Technician.**
  - **Ms. Caldera informed the Personnel Commission about the District's management retreat that took place on August 1, 2019 for classified managers. Certificate management participated in the retreat for two more days.**

**G.08 Personnel Commissioner Comments/Reports:**

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

- **Commissioner Waterstone thanked Ms. Caldera for her dedication and hard work serving as an interim director.**
- **Commissioner Waterstone extended a welcome to Director Kahn.**
- **Commissioner Waterstone expressed her best wishes for Commissioner Stewart and her family.**
- **Commissioner Waterstone wished all District staff a successful new school year.**

**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
  - **None**
- Board of Education Report
  - **Dr. Mark Kelly, Assistant Superintendent of Human Resources, welcomed Director Kahn and wished him all the best.**
  - **Dr. Kelly thanked Ms. Caldera for her dedication serving the District as an interim director.**
  - **Dr. Kelly updated the Personnel Commission on the District’s current certificated recruitments and appointments.**
  - **Dr. Kelly expressed his gratitude to the Personnel Commission and Special Education for their hard work filling paraeducator vacancies.**
  - **Dr. Kelly informed the Personnel Commission about the upcoming Board of Education meeting on August 15, 2019 and the District convocation on August 19, 2019. Students come back to school on August 22, 2019.**
  - **Dr. Kelly recognized the Maintenance and Operations department and Facility Improvement Projects department for their dedication and hard work to have all campuses ready for the new school year.**

**G.10 Public Comments:**

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

- **None**

**G.11 Personnel Commission Organization – Election of Personnel Commission Officers:**

Election of Personnel Commission Officers (Pursuant to Personnel Commission Rule 2.1.5.)

a. Nomination of Chair by: Lauren Robinson

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

**It was moved and seconded to elect Commissioner Waterstone as the Personnel Commission Chair. The motion passed.**

b. Nomination of Vice-Chair by: Julie Waterstone

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

**It was moved and seconded to elect Commissioner Robinson as the Personnel Commission Vice-Chair. The motion passed.**

**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> |
|--------------------------|--------------------|
| Administrative Assistant | 2                  |
| Cafeteria Worker I       | 7                  |
| Paraeducator-1           | 7                  |
| Paraeducator-2           | 1                  |
| Paraeducator-3           | 10                 |
| Translator/Interpreter   | 6                  |

C.02 Advanced Step Placement:

Jose Gomez in the classification of Gardener at Range A-26 Step C

**It was moved and seconded to approve the Consent Calendar as submitted for the Agenda Items C.01 – C.02. The motion passed.**

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

**REPORT AND DISCUSSION**

- None

**III. ACTION ITEMS:**

These items are presented for ACTION at this time.

A.01 Classification Revision:

Metal Worker within the Maintenance job family

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

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

**REPORT AND DISCUSSION**

- Ms. Caldera provided a brief background for the revisions. The current incumbent in this position has retired; hence, a new recruitment will be opened to fill this vacancy. Minor changes were made to clarify duty statements and also to specify minimum requirements.

A.02 Classification Revision:  
Painter within the Maintenance job family

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

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

**REPORT AND DISCUSSION**

- None

A.03 Working Out of Class:  
Patsy Herschberger - Administrative Assistant

It was moved and seconded to approve the Working Out of Class request - Agenda Item III.A.03. The motion failed.

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

**REPORT AND DISCUSSION**

- Ms. Herschberger presented a rationale for her working out of class request.
- Personnel Commission asked clarifying questions.

**IV. DISCUSSION ITEMS:**

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

- No Discussion Items

**V. COMMISSIONER TRAINING/BRIEFING:**

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

- No Training

**VI. INFORMATION ITEMS:**

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

- I.01 Open Personnel Requisitions Status Report
- I.02 Filled Personnel Requisitions Status Report
- I.03 Classified Personnel - Merit Report No. VII.D.2 (for SMMUSD School Board Agenda)
  - July 18, 2019
- Classified Personnel - Merit Report No. VIII.D.2 (for SMMUSD School Board Agenda)
  - August 1, 2019
- I.04 Classified Personnel - Non-Merit Report - No. (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:

| <b>Subject</b>  | <b>Action Steps</b>   | <b>Tentative Date</b> |
|---|-----------------------|-----------------------|
| Introduction to the Personnel Commission and Advanced Step Placement    | Commissioner Training | 9/11/19               |
| Job Descriptions, Minimum Qualifications, and Classification Guidelines | Commissioner Training | 10/9/19               |
| Merit Rules Revisions Update - Definitions                              | Discussion            | 11/13/19              |

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

Wednesday, September 11, 2019, at 4:30 p.m. - *District Office Board Room*

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

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

- **None**

**X. CLOSED SESSION:**

- No Closed Session

**XI. ADJOURNMENT:**

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

**It was moved and seconded to adjourn the meeting.**

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

**TIME ADJOURNED: 5:20 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.

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## II. Consent Calendar:

| <b>Commissioner</b> | <b>M</b> | <b>S</b> | <b>Yes</b> | <b>No</b> | <b>Abstain</b> | <b>ABSENT</b> |
|---------------------|----------|----------|------------|-----------|----------------|---------------|
| Lauren Robinson     |          |          |            |           |                |               |
| Maria Stewart       |          |          |            |           |                |               |
| Julie Waterstone    |          |          |            |           |                |               |



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

## PERSONNEL COMMISSION

### Regular Meeting: Wednesday, September 11, 2019

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

SUBJECT: Advanced Step Placement – Luis Barrientos

Hire Date: 08/21/2019

ASP Request Submitted: 08/28/2019

**BACKGROUND INFORMATION:**

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

**DIRECTOR'S COMMENTS:**

Mr. Barrientos' education and experience exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-20 at Step B is \$14.94/hour, while Step C is \$15.69/hour. The gross difference in pay is an approximate increase of \$0.74 per hour, \$96.75 per month, or \$967.50 per year.

**DIRECTOR'S RECOMMENDATION:**

It is recommended that the Personnel Commission approve Advanced Step Placement for Luis Barrientos at Range A-20, 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    |   |   |  |     |    |         |        |
| Julie Waterstone |   |   |  |     |    |         |        |



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

## PERSONNEL COMMISSION

### Regular Meeting: Wednesday, September 11, 2019

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

SUBJECT: Advanced Step Placement – Enid Goldenberg

Hire Date: 08/21/2019

ASP Request Submitted: 08/22/2019

**BACKGROUND INFORMATION:**

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

**DIRECTOR'S COMMENTS:**

Ms. Goldenberg's education exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-20 at Step B is \$14.94/hour, while Step C is \$15.69/hour. The gross difference in pay is an approximate increase of \$0.74 per hour, \$96.75 per month, or \$967.50 per year.

**DIRECTOR'S RECOMMENDATION:**

It is recommended that the Personnel Commission approve Advanced Step Placement for Enid Goldenberg at Range A-20, 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    |   |   |     |    |         |        |
| Julie Waterstone |   |   |     |    |         |        |



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

## PERSONNEL COMMISSION

### Regular Meeting: Wednesday, September 11, 2019

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

SUBJECT: Advanced Step Placement – Emunah Lewis

Hire Date: 08/21/2019

ASP Request Submitted: 08/26/2019

**BACKGROUND INFORMATION:**

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

**DIRECTOR'S COMMENTS:**

Ms. Lewis' education exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-20 at Step B is \$14.94/hour, while Step C is \$15.69/hour. The gross difference in pay is an approximate increase of \$0.74 per hour, \$96.75 per month, or \$967.50 per year.

**DIRECTOR'S RECOMMENDATION:**

It is recommended that the Personnel Commission approve Advanced Step Placement for Emunah Lewis at Range A-20, 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    |   |   |  |     |    |         |        |
| Julie Waterstone |   |   |  |     |    |         |        |



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

## PERSONNEL COMMISSION

### Regular Meeting: Wednesday, September 11, 2019

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

SUBJECT: Advanced Step Placement – Soni, Ekta

Hire Date: 08/21/2019

ASP Request Submitted: 08/27/2019

**BACKGROUND INFORMATION:**

|  |  |  |
|--|--|--|
| <b>Classification Title:</b><br>Instructional Assistant - Classroom  | <b>Employee:</b><br>Soni, Ekta   | <b>Calculation of Advanced Step Recommendation</b>   |
| <b>Education:</b> <ul style="list-style-type: none"> <li>Completed 48 units at an institution of higher learning; OR</li> <li>Obtained an Associate's (or higher) degree; OR</li> <li>Pass the District's Instructional Assistant written examination</li> </ul> | <ul style="list-style-type: none"> <li>Ekta Soni has 2 Bachelor's degrees and a Master's degree</li> </ul> | 1 level of education above the required level<br>= <b>1 Step Advance</b><br>(Max. allowed) |
| <b>Experience:</b> <ul style="list-style-type: none"> <li>(Preferred) Six (6) months paid or volunteer experience that has provided first-hand knowledge of the needs of school aged children and young people.</li> </ul>                                       | <ul style="list-style-type: none"> <li>Ekta Soni meets the minimum qualifications.</li> </ul>              | 1 (2-year periods) of experience above the required level<br>= <b>0 Step Advance</b>       |
| <b><u>Total Advanced Steps: Starting Step: C (Living Wage) + 1 (Education) + 0 (Experience) = 1</u></b><br><b>Advanced Step = STEP D</b>   |  |  |

**DIRECTOR'S COMMENTS:**

Ms. Soni's professional training exceed the minimum requirements specified for this classification. Pay rate at salary Range A-18 at Step C is \$14.94/hour, while Step D is \$15.68/hour. The gross difference in pay is an approximate increase of \$0.74 per hour, \$48.28 per month, or \$482.77 per year.

**DIRECTOR'S RECOMMENDATION:**

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

| Commissioner     | M | S | Yes | No | Abstain | ABSENT |
|------------------|---|---|-----|----|---------|--------|
| Laura Robinson   |   |   |     |    |         |        |
| Maria Stewart    |   |   |     |    |         |        |
| Julie Waterstone |   |   |     |    |         |        |

#### **RULE 12.2.4.B: SALARY ON EMPLOYMENT**

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

### 16.3 Step Advancement

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

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

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

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

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### III. Action Items:

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



**PERSONNEL COMMISSION**

**Regular Meeting: Wednesday, September 11, 2019**

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

Classification Description Revision: Network Engineer/Computer Systems Specialist

**BACKGROUND INFORMATION:**

In anticipation of an upcoming recruitment for the proposed new classification of Senior Network Engineer, Personnel Commission staff reviewed the Network Engineer/Computer Systems Specialist classification specification for updates and revisions for any possible recruitments as well as to create a consistent, linear job series.

**METHODOLOGY:**

Staff conducted the following activities:

- Met with the Assistant Superintendent, Educational Services, the Director, Educational Technology, and Network Engineer/Computer Systems Specialist incumbents to review the current class specification.
- Staff distributed proposed revisions to the current class specification based upon initial feedback received from above stakeholders.
- Further revisions were made based on additional feedback.

**ANALYSIS & FINDINGS:**

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

- Change in title from Network Engineer/Computer Systems Specialist to Network Engineer to reflect the focus on responsibilities related to network operations.
- Experience minimum qualification was lowered.
- Equivalency provision was established so experience can substitute for education.
- Duties are separated and clarified.
- Language used for Knowledge has been updated to be more broad and less specific to account for possible changes to software and hardware.
- Core Competencies replace Abilities.
- The requirement of a class “C” driver’s license requirement remains, but it does not have to be from California.
- Distinguishing Characteristics has been added in order to clarify the distinction between Network Engineer and Senior Network Engineer

**DIRECTOR’S RECOMMENDATION:**

It is recommended that the Personnel Commission approve the revisions to the Network Engineer/Computer Systems Specialist classification description as provided.

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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

**CLASSIFICATION DESCRIPTION**  
BARGAINING UNIT: SEIU LOCAL 99  
CLASS CODE: 540350  
SALARY RANGE: A-51

## **NETWORK ENGINEER/COMPUTER SYSTEMS SPECIALIST**

### **BASIC FUNCTION:**

Under general supervision of the Director of Information Services, configures, delivers, installs, problem solves, repairs, maintains, monitors, and manages networks systems and Windows based computer systems including hardware, software, and peripherals. **Under general supervision, implements and maintains Santa Monica-Malibu USD voice over internet protocol (VoIP) local, wireless, and wide area networks (LAN/WLAN/WANs), including monitoring network security and providing technical assistance to end-users.**

### **MINIMUM QUALIFICATIONS**

#### **EDUCATION:**

- A high school diploma or its recognized equivalent, **and**
  - Two (2) years of college coursework in computer science, data communications, electrical engineering or a closely related field from an accredited institution, or completion of a job training program in networks or data communications certified by Cisco, Novell, Microsoft or Apple.
  - **An associate's degree or equivalent number of college units (60 semester units or 90 quarter units) including at least 15 semester or 22.5 quarter units in computer science, information technology, 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.**
- Or**
- **A Cisco Certified Network Associate (CCNA) (router/switching) certification, Microsoft Certified Solutions Expert (MCSE) certification, or other industry recognized and reputable network related certification.**

#### **EXPERIENCE:**

- Four (4) years of professional information systems experience directly related to networking, server, and workstation installation and management.
- **Two (2) years of experience troubleshooting, configuring, testing, and maintaining LAN/WLAN/WANs within a Cisco environment.**

#### **EQUIVALENCY PROVISION:**

- **Two (2) additional years of experience troubleshooting, configuring, testing, and maintaining LAN/WLAN/WANs within a Cisco environment may substitute for the education requirement.**

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

A valid California driver's license and availability of private transportation or ability to provide transportation between District Sites may be required.

## REPRESENTATIVE DUTIES:

- 
- Installs, upgrades, troubleshoots, repairs, configures, tests, and maintains network and VOIP hardware.
  - Troubleshoots, configures, tests, and maintains network and VOIP applications and protocols.
  - Assists in the development of network designs to connect new sites, upgrade infrastructure, and relocate existing sites.
  - Implements preventative maintenance plans to ensure network reliability and availability is monitored, managed, maintained and operated per service level agreements.
  - Identifies potential security threats by auditing firewall logs and resolves security issues in accordance with established standards and configurations.
  - Installs, upgrades, troubleshoots, repairs, configures, tests, and maintains server hardware.
  - Installs, troubleshoots, configures, tests, and maintains server software and applications.
  - Assists in the assessment and evaluation of networking needs.
  - Provides ongoing technical support to District staff by investigating, identifying, and documenting errors, answering questions, and recommending solutions.
  - Creates and updates records and logs related to errors, corrective actions, operational status, and IP address maintenance.
  - Performs network data and service restoration and recovery.
  - Provides information to network users regarding system status, scheduled downtime, and other system activities that may impact operations.
  - Performs related duties as assigned.
1. ~~Designs, recommends, configures, installs, monitors, troubleshoots, and problem solves local and wide area networks including routers, switches, firewalls, monitoring software, anti-spam and virus protection systems, and other network security systems. **E**~~
  2. ~~Designs, recommends, configures, installs, monitors, troubleshoots, and problem solves server and personal computer systems including hardware, operating system software, standard district use applications, virus and spam protection, backup software, and peripherals including printers, scanners, and storage devices. **E**~~
  3. ~~Develops and implements user access protocols to network resources. **E**~~
  4. ~~Provides technical assistance and support to administrative, instructional, and support staff on use of network and server systems. **E**~~
  5. ~~Establishes, maintains, and updates records tracking vendors, hardware, software, repairs, and support delivery. **E**~~
  6. ~~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 Information Services higher level management within Information Services. No supervision of other staff is exercised.

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

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

- ~~Windows operating systems include server software including Windows 2000, XP, and Vista, Windows 2000, 2003 Server.~~
- **Network, server, and client operating systems.**
- ~~Cisco IOS supporting routers and switches including, but not limited to 2600, 2900, 2950, 3550, and 3750.~~
- **Network hardware installation techniques.**
- **Network diagnostic and troubleshooting techniques.**
- ~~Principles and practices of basic network configuration, installation, security and monitoring including VLANs, NAT, ACLs, VPNs, switching and networking.~~
- ~~Network standards and various transfer and communication protocols including TCP/IP, FTP, TFTP, DHCP, and NetBIOS.~~
- **Principles and practices of LAN/WLAN/WAN and TCP/IP operations.**
- **Principles and practices of VOIP operations.**
- ~~Microsoft Windows Networking including Active Directory and domain configuration.~~
- ~~Network, computer, and peripheral cables and cabling systems.~~
- **Principles, practices, terminology, and trends of network engineering.**
- ~~Virus and spyware identification and removal.~~
- **Principles and practices of network security.**
- ~~Knowledge of UNIX/LINUX operating systems is highly desirable.~~
- ~~Knowledge of Mac OS X is highly desirable.~~
- **Principles and practices of network disaster recovery.**
- **Principles and practices of recordkeeping and maintaining documentation.**

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

- ~~Install, configure, manage, and maintain Cisco and other brand routers, switches, and related network equipment and IOSs.~~
- ~~Install, configure, manage, and maintain workstation and server systems integrated into local and wide area networks.~~
- ~~Train and support administrative, instructional, and support staff in the principals and techniques of technology usage in a networked environment.~~
- ~~Analyze and evaluate technological problems including workstations, servers, routers,~~

~~switches, and network related problems isolating to a level where solutions may be sought and effectively implemented.~~

- ~~• Operate diagnostic equipment and software, such as sniffers, continuity testers, port scanners, and loopback devices.~~
- ~~• Prepare, install, and test various types of cabling and network or computing related connections.~~
- ~~• Communicate and work effectively with all levels of internal and external personnel.~~
- ~~• Communicate clearly and concisely, both orally and in writing.~~
- ~~• Plan and organize work to meet schedules and timelines.~~
- ~~• Work under limited supervision with a broad framework of standard policies and procedures.~~
- ~~• Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.~~

### **CORE COMPETENCIES:**

- Professional & Technical Expertise – Applying technical subject matter to the job.**
- Teamwork – Collaborating with others to achieve shared goals.**
- Customer Focus – Attending to the needs and expectation of customers.**
- Leveraging Technology – Applying technology for improvements in organizational efficiency and effectiveness**
- Action & Results Focus – Initiating tasks and focusing on accomplishment.**
- Analyzing & Interpreting Data – Drawing meaning and conclusions from quantitative or qualitative data.**

### **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. The employee may be required to work at varying heights and in restrictive areas. Note: Travel to various District sites may be required.

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

Finger dexterity is needed to access, enter and retrieve data using a computer keyboard and to operate standard office equipment. Seeing is required to view a computer monitor and read a variety of materials. Physical demands may include climbing, bending and stooping and movement of objects requiring motions such as lifting and carrying to connect cables and equipment that typically weigh less than twenty (20) pounds.

### **DISTINGUISHING CHARACTERISTICS:**

**The Network Engineer classification is distinguished from Senior Network Engineer in that the Senior provides lead direction, assesses and evaluates networking needs, and develops networking designs as well as preventative maintenance plans. The Network Engineer provides assistance in these areas, but the Senior is responsible for carrying them out independently.**

### **CLASSIFICATION ESTABLISHED:**

**July 17, 2007**

**UPDATED:**

**Proposed September 11, 2019**



**CLASSIFICATION DESCRIPTION**  
BARGAINING UNIT: SEIU LOCAL 99  
CLASS CODE: 540350  
SALARY RANGE: A-51

## **NETWORK ENGINEER**

### **BASIC FUNCTION:**

Under general supervision, implements and maintains Santa Monica-Malibu USD's voice over internet protocol (VoIP) and local, wireless, and wide area networks (LAN/WLAN/WANs), including monitoring network security and providing technical assistance to end-users.

### **MINIMUM QUALIFICATIONS**

#### *EDUCATION:*

- An associate's degree or equivalent number of college units (60 semester units or 90 quarter units) including at least 15 semester or 22.5 quarter units in computer science, information technology, 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.

**Or**

- A Cisco Certified Network Associate (CCNA) (router/switching) certification, Microsoft Certified Solutions Expert (MCSE) certification, or other industry recognized and reputable network related certification.

#### *EXPERIENCE:*

- Two (2) years of experience troubleshooting, configuring, testing, and maintaining LAN/WLAN/WANs within a Cisco environment.

#### *EQUIVALENCY PROVISION:*

- Two (2) additional years of experience troubleshooting, configuring, testing, and maintaining LAN/WLAN/WANs within a Cisco environment may substitute for the education requirement.

#### *LICENSES AND OTHER REQUIREMENTS:*

A valid driver's license and availability of private transportation or ability to provide transportation between District Sites may be required.

### **REPRESENTATIVE DUTIES:**

- Installs, upgrades, troubleshoots, repairs, configures, tests, and maintains network and VOIP hardware.
- Troubleshoots, configures, tests, and maintains network and VOIP applications and protocols.
- Assists in the development of network designs to connect new sites, upgrade infrastructure, and relocate existing sites.
- Implements preventative maintenance plans to ensure network reliability and availability is monitored, managed, maintained and operated per service level agreements.

- Identifies potential security threats by auditing firewall logs and resolves security issues in accordance with established standards and configurations.
- Installs, upgrades, troubleshoots, repairs, configures, tests, and maintains server hardware.
- Installs, troubleshoots, configures, tests, and maintains server software and applications.
- Assists in the assessment and evaluation of networking needs.
- Provides ongoing technical support to District staff by investigating, identifying, and documenting errors, answering questions, and recommending solutions.
- Creates and updates records and logs related to errors, corrective actions, operational status, and IP address maintenance.
- Performs network data and service restoration and recovery.
- Provides information to network users regarding system status, scheduled downtime, and other system activities that may impact operations.
- 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:**

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General supervision is received from higher level management within Information Services. No supervision of other staff is exercised.

#### **JOB REQUIREMENTS**

##### **KNOWLEDGE:**

- Network, server, and client operating systems.
- Network hardware installation techniques.
- Network diagnostic and troubleshooting techniques.
- Principles and practices of LAN/WLAN/WAN and TCP/IP operations.
- Principles and practices of VOIP operations.
- Principles, practices, terminology, and trends of network engineering.
- Principles and practices of network security.
- Principles and practices of network disaster recovery.
- Principles and practices of recordkeeping and maintaining documentation.

##### **CORE COMPETENCIES:**

- Professional & Technical Expertise – Applying technical subject matter to the job.
- Teamwork – Collaborating with others to achieve shared goals.
- Customer Focus – Attending to the needs and expectation of customers.
- Leveraging Technology – Applying technology for improvements in organizational efficiency

and effectiveness

- Action & Results Focus – Initiating tasks and focusing on accomplishment.
- Analyzing & Interpreting Data – Drawing meaning and conclusions from quantitative or qualitative data.

### **WORKING CONDITIONS:**

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#### ***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. The employee may be required to work at varying heights and in restrictive areas. Note: Travel to various District sites may be required.

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

Finger dexterity is needed to access, enter and retrieve data using a computer keyboard and to operate standard office equipment. Seeing is required to view a computer monitor and read a variety of materials. Physical demands may include climbing, bending and stooping and movement of objects requiring motions such as lifting and carrying to connect cables and equipment that typically weigh less than twenty (20) pounds.

### **DISTINGUISHING CHARACTERISTICS:**

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The Network Engineer classification is distinguished from Senior Network Engineer in that the Senior provides lead direction, assesses and evaluates networking needs, and develops networking designs as well as preventative maintenance plans. The Network Engineer provides assistance in these areas, but the Senior is responsible for carrying them out independently.

#### ***CLASSIFICATION ESTABLISHED:***

***July 17, 2007***

#### ***UPDATED:***

***Proposed September 11, 2019***



**PERSONNEL COMMISSION**

**Regular Meeting: Wednesday, September 11, 2019**

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

Proposed New Classification: Senior Network Engineer

**BACKGROUND INFORMATION:**

The Assistant Superintendent, Educational Services and the Director, Educational Technology requested a classification that would have lead duties and responsibilities over the maintenance of the District’s network as well as increased responsibilities related to designing and implementing network operations when compared to existing classifications.

**METHODOLOGY:**

Staff conducted the following activities:

- Met with the Assistant Superintendent, Educational Services and the Director, Educational Technology to review the distinction between Senior Network Engineer and other classifications within Information Services.
- Reviewed the proposed Senior Network Engineer class specification in context with the proposed revisions to Network Engineer/Computer Systems Specialist.
- Received feedback from stakeholders and incorporated into the class specification.
- The new classification of Senior Network Engineer was approved by the Board of Education at their regular meeting on June 27, 2019.

**DIRECTOR’S RECOMMENDATION:**

It is recommended that the Personnel Commission approve the new classification of Senior Network Engineer at A-56 of the salary range, as provided.

| <b>Commissioner</b> | <b>M</b> | <b>S</b> |  | <b>Yes</b> | <b>No</b> | <b>Abstain</b> | <b>ABSENT</b> |
|---------------------|----------|----------|--|------------|-----------|----------------|---------------|
| Lauren Robinson     |          |          |  |            |           |                |               |
| Maria Stewart       |          |          |  |            |           |                |               |
| Julie Waterstone    |          |          |  |            |           |                |               |



**CLASSIFICATION DESCRIPTION**  
BARGAINING UNIT: SEIU LOCAL 99  
CLASS CODE:  
SALARY RANGE: A-56

## SENIOR NETWORK ENGINEER

### BASIC FUNCTION:

Under general direction, implements and maintains Santa Monica-Malibu USD's voice over internet protocol (VoIP) and local, wireless, and wide area networks (LAN/WLAN/WANs), including monitoring network security and providing technical assistance to end-users while providing lead direction.

### MINIMUM QUALIFICATIONS

#### EDUCATION:

- An associate's degree or equivalent number of college units (60 semester units or 90 quarter units) including at least 15 semester or 22.5 quarter units in computer science, information technology, 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.

Or

- A Cisco Certified Network Associate (CCNA) (router/switching) certification, Microsoft Certified Solutions Expert (MCSE) certification, or other industry recognized and reputable network related certification.

#### EXPERIENCE:

- Four (4) years of experience troubleshooting, configuring, testing, and maintaining LAN/WLAN/WANs within a Cisco environment.

#### LICENSES AND OTHER REQUIREMENTS:

A valid driver's license and availability of private transportation or ability to provide transportation between District Sites may be required.

### REPRESENTATIVE DUTIES:

- Installs, upgrades, troubleshoots, repairs, configures, tests, and maintains network and VOIP hardware.
- Troubleshoots, configures, tests, and maintains network and VOIP applications and protocols.
- Develops network designs to connect new sites, upgrade infrastructure, and relocate existing sites.
- Develops and implements preventative maintenance plans to ensure network reliability and availability is monitored, managed, maintained and operated per service level agreements.
- Identifies potential security threats by auditing firewall logs and resolves security issues in accordance with established standards and configurations.
- Installs, upgrades, troubleshoots, repairs, configures, tests, and maintains server hardware.

- Installs, troubleshoots, configures, tests, and maintains server software and applications.
- Assesses and evaluates networking needs.
- Provides ongoing technical support to District staff by investigating, identifying, and documenting errors, answering questions, and recommending solutions.
- Creates and updates records and logs related to errors, corrective actions, operational status, and IP address maintenance.
- Performs network data and service restoration and recovery.
- Provides information to network users regarding system status, scheduled downtime, and other system activities that may impact operations.
- Acts as a lead by guiding, training, assigning, scheduling, and monitoring the work of professional and technical 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:**

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General direction is received from higher level management within Information Services. Responsibilities include providing lead direction to professional and technical staff. No supervision of other staff is exercised.

#### **JOB REQUIREMENTS**

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##### **KNOWLEDGE:**

- Network, server, and client operating systems.
- Network hardware installation techniques.
- Network diagnostic and troubleshooting techniques.
- Principles and practices of LAN/WLAN/WAN and TCP/IP operations.
- Principles and practices of VOIP operations.
- Principles, practices, terminology, and trends of network planning, design, and engineering.
- Principles and practices of network security.
- Principles and practices of network disaster recovery.
- Principles and practices of recordkeeping and maintaining documentation.
- Techniques of project management and coordination.

##### **CORE COMPETENCIES:**

- Professional & Technical Expertise – Applying technical subject matter to the job.
- Teamwork – Collaborating with others to achieve shared goals.
- Customer Focus – Attending to the needs and expectation of customers.
- Leveraging Technology – Applying technology for improvements in organizational efficiency

and effectiveness

- Action & Results Focus – Initiating tasks and focusing on accomplishment.
- Analyzing & Interpreting Data – Drawing meaning and conclusions from quantitative or qualitative data.
- Delegating – Sharing responsibility, authority, and accountability.
- Project Management – Ensuring that projects are on-time, on-budget, and achieve their objectives.

## **WORKING CONDITIONS:**

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### ***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. The employee may be required to work at varying heights and in restrictive areas. Note: Travel to various District sites may be required.

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

Finger dexterity is needed to access, enter and retrieve data using a computer keyboard and to operate standard office equipment. Seeing is required to view a computer monitor and read a variety of materials. Physical demands may include climbing, bending and stooping and movement of objects requiring motions such as lifting and carrying to connect cables and equipment that typically weigh less than twenty (20) pounds.

## **DISTINGUISHING CHARACTERISTICS:**

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The Senior Network Engineer classification is distinguished from Network Engineer in that the Senior provides lead direction, assesses and evaluates networking needs, and develops networking designs as well as preventative maintenance plans. The Network Engineer provides assistance in these areas, but the Senior is responsible for carrying them out independently.

### ***CLASSIFICATION ESTABLISHED:***

***Proposed September 11, 2019***

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**IV. Discussion Items:**

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V. **Commissioner Training/Briefing:**

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**VI. Information Items:**

## Open Requisitions (9/6/2019)

| Req Number | Req Title                            | Department                  | Position Type | FTE   | Req Status | Date Received From HR  |
|------------|--------------------------------------|-----------------------------|---------------|-------|------------|------------------------|
| 16-021     | CHILDREN'S CENTER ASSISTANT-3        | CDS-WEST WASHINGTON         | Vac           | 43.75 | Open       | 7/29/2015 12:00:00 AM  |
| 18-048     | CHILDREN'S CENTER ASSISTANT-1, 2 & 3 | CHILD DEVELOPMENT SERVICES  | Vac           | 43.75 | Open       | 8/24/2017 12:00:00 AM  |
| 18-049     | CHILDREN'S CENTER ASSISTANT-1        | CHILD DEVELOPMENT SERVICES  | New           | 43.75 | Open       | 1/12/2018 12:00:00 AM  |
| 18-050     | CHILDREN'S CENTER ASSISTANT-3        | CHILD DEVELOPMENT SERVICES  | Vac           | 43.75 | Open       | 8/24/2017 12:00:00 AM  |
| 18-061     | INSTRUCTIONAL ASSISTANT-MUSIC        | MALIBU HIGH SCHOOL          | Vac           | 31.25 | Open       | 8/30/2017 12:00:00 AM  |
| 18-075     | CHILDREN'S CENTER ASSISTANT-1        | CHILD DEVELOPMENT SERVICES  | Vac           | 43.75 | Open       | 9/26/2017 12:00:00 AM  |
| 18-119     | CHILDREN'S CENTER ASSISTANT-2        | CHILD DEVELOPMENT SERVICES  | Vac           | 43.75 | Open       | 12/11/2017 12:00:00 AM |
| 18-120     | CHILDREN'S CENTER ASSISTANT-2        | CHILD DEVELOPMENT SERVICES  | Vac           | 43.75 | Open       | 12/11/2017 12:00:00 AM |
| 18-169     | CHILDREN'S CENTER ASSISTANT-2        | CHILD DEVELOPMENT SERVICES  | New           | 43.75 | Open       | 4/19/2018 12:00:00 AM  |
| 19-008     | CHILDREN'S CENTER ASSISTANT-2        | CHILD DEVELOPMENT SERVICES  | Vac           | 43.75 | Open       | 7/13/2018 12:00:00 AM  |
| 19-016     | CHILDREN'S CENTER ASSISTANT-2        | CHILD DEVELOPMENT SERVICES  | Vac           | 43.75 | Open       | 7/24/2018 12:00:00 AM  |
| 19-021     | CHILDREN'S CENTER ASSISTANT-2        | CHILD DEVELOPMENT SERVICES  | Vac           | 43.75 | Open       | 8/10/2018 12:00:00 AM  |
| 19-022     | CHILDREN'S CENTER ASSISTANT-3        | CHILD DEVELOPMENT SERVICES  | Vac           | 43.75 | Open       | 8/10/2018 12:00:00 AM  |
| 19-034     | CHILDREN'S CENTER ASSISTANT-2        | CHILD DEVELOPMENT SERVICES  | New           | 43.75 | Open       | 8/10/2018 12:00:00 AM  |
| 19-043     | CHILDREN'S CENTER ASSISTANT-2        | CHILD DEVELOPMENT SERVICES  | Vac           | 43.75 | Open       | 8/27/2018 12:00:00 AM  |
| 19-053     | CHILDREN'S CENTER ASSISTANT-3        | CHILD DEVELOPMENT SERVICES  | New           | 43.75 | Open       | 9/5/2018 12:00:00 AM   |
| 19-077     | CHILDREN'S CENTER ASSISTANT-2        | CHILD DEVELOPMENT SERVICES  | Vac           | 43.75 | Open       | 10/8/2018 12:00:00 AM  |
| 19-108     | CAMPUS SECURITY OFFICER              | BUSINESS SERVICES           | Vac           | 25    | Open       | 12/17/2018 12:00:00 AM |
| 19-118     | CHILDREN'S CENTER ASSISTANT-3        | CHILD DEVELOPMENT SERVICES  | Vac           | 43.75 | Open       | 1/17/2019 12:00:00 AM  |
| 19-132     | Campus Monitor                       | WEBSTER ELEMENTARY SCHOOL   | New           | 37.5  | Open       | 2/7/2019 12:00:00 AM   |
| 19-135     | CHIEF STEWARD                        | HUMAN RESOURCES             | Vac           | 100   | Open       | 2/14/2019 12:00:00 AM  |
| 19-146     | CAMPUS SECURITY OFFICER              | SANTA MONICA HIGH SCHOOL    | Vac           | 100   | Open       | 3/4/2019 12:00:00 AM   |
| 19-152     | CAMPUS MONITOR                       | JOHN MUIR ELEMENTARY SCHOOL | Vac           | 18.75 | Open       | 3/21/2019 12:00:00 AM  |

|        |                                   |                                  |     |       |      |                       |
|--------|-----------------------------------|----------------------------------|-----|-------|------|-----------------------|
| 19-167 | CUSTODIAN                         | M & O (Maintenance & Operations) | Vac | 100   | Open | 4/9/2019 12:00:00 AM  |
| 19-168 | CUSTODIAN                         | M & O (Maintenance & Operations) | Vac | 100   | Open | 4/9/2019 12:00:00 AM  |
| 19-183 | METAL WORKER                      | M & O (Maintenance & Operations) | Vac | 100   | Open | 5/6/2019 12:00:00 AM  |
| 19-188 | ADMINISTRATIVE ASSISTANT          | SANTA MONICA HIGH SCHOOL         | Vac | 100   | Open | 5/21/2019 12:00:00 AM |
| 19-191 | CUSTODIAN                         | SANTA MONICA HIGH SCHOOL         | Vac | 100   | Open | 5/31/2019 12:00:00 AM |
| 19-193 | PAINTER                           | M & O (Maintenance & Operations) | Vac | 100   | Open | 5/31/2019 12:00:00 AM |
| 19-202 | INSTRUCTIONAL ASSISTANT-CLASSROOM | MCKINLEY ELEMENTARY SCHOOL       | Vac | 37.5  | Open | 6/10/2019 12:00:00 AM |
| 19-204 | CAFETERIA WORKER I                | FOOD & NUTRITION SERVICES        | Vac | 62.5  | Open | 6/11/2019 12:00:00 AM |
| 19-205 | CAFETERIA WORKER I                | FOOD & NUTRITION SERVICES        | Vac | 50    | Open | 6/12/2019 12:00:00 AM |
| 19-206 | INSTRUCTIONAL ASSISTANT-CLASSROOM | GRANT ELEMENTARY SCHOOL          | Vac | 37.5  | Open | 6/12/2019 12:00:00 AM |
| 19-209 | CAMPUS MONITOR                    | MCKINLEY ELEMENTARY SCHOOL       | New | 0.25  | Open | 6/18/2019 12:00:00 AM |
| 19-213 | INSTRUCTIONAL ASSISTANT-CLASSROOM | FRANKLIN ELEMENTARY SCHOOL       | Vac | 45    | Open | 6/14/2019 12:00:00 AM |
| 19-214 | INSTRUCTIONAL ASSISTANT-CLASSROOM | GRANT ELEMENTARY SCHOOL          | Vac | 37.5  | Open | 6/18/2019 12:00:00 AM |
| 20-001 | INSTRUCTIONAL ASSISTANT-CLASSROOM | JOHN MUIR ELEMENTARY SCHOOL      | Vac | 43.75 | Open | 6/28/2019 12:00:00 AM |
| 20-002 | INSTRUCTIONAL ASSISTANT-CLASSROOM | ROOSEVELT ELEMENTARY SCHOOL      | Vac | 37.5  | Open | 6/28/2019 12:00:00 AM |
| 20-007 | SPORTS FACILITY ATTENDANT         | BUSINESS SERVICES                | New | 30    | Open | 6/28/2019 12:00:00 AM |
| 20-008 | SPORTS FACILITY ATTENDANT         | BUSINESS SERVICES                | New | 30    | Open | 6/28/2019 12:00:00 AM |
| 20-009 | TECHNICAL THEATER COORDINATOR     | BUSINESS SERVICES                | Vac | 100   | Open | 6/28/2019 12:00:00 AM |
| 20-010 | TECHNOLOGY SUPPORT ASSISTANT      | INFORMATION SERVICES             | Vac | 100   | Open | 6/28/2019 12:00:00 AM |
| 20-014 | ADMINISTRATIVE ASSISTANT          | SPECIAL EDUCATION                | Vac | 100   | Open | 7/12/2019 12:00:00 AM |
| 20-015 | CAMPUS MONITOR                    | JOHN MUIR ELEMENTARY SCHOOL      | Vac | 0.19  | Open | 7/16/2019 12:00:00 AM |
| 20-017 | CAMPUS SECURITY OFFICER           | ADULT EDUCATION CENTER           | Vac | 40    | Open | 8/15/2019 12:00:00 AM |
| 20-019 | CHILDREN'S CENTER ASSISTANT-2     | CHILD DEVELOPMENT SERVICES       | Vac | 100   | Open | 6/24/2019 12:00:00 AM |
| 20-020 | CHILDREN'S CENTER ASSISTANT-2     | CHILD DEVELOPMENT SERVICES       | Vac | 43.75 | Open | 7/16/2019 12:00:00 AM |
| 20-021 | CHILDREN'S CENTER ASSISTANT-2     | CHILD DEVELOPMENT SERVICES       | Vac | 43.75 | Open | 7/16/2019 12:00:00 AM |

|        |                                   |                                  |     |       |      |                       |
|--------|-----------------------------------|----------------------------------|-----|-------|------|-----------------------|
| 20-035 | TECHNICAL THEATER TECHNICIAN      | BUSINESS SERVICES                | Vac | 50    | Open | 7/16/2019 12:00:00 AM |
|        |                                   |                                  |     |       |      |                       |
| 20-036 | TRANSLATOR/INTERPRETER            | EDUCATIONAL SERVICES             | New | 100   | Open | 7/3/2019 12:00:00 AM  |
| 20-037 | CAFETERIA WORKER I                | FOOD & NUTRITION SERVICES        | Vac | 37.5  | Open | 7/25/2019 12:00:00 AM |
| 20-038 | CUSTODIAN                         | OLYMPIC HIGH SCHOOL              | Vac | 62.5  | Open | 7/25/2019 12:00:00 AM |
| 20-039 | HEALTH OFFICE SPECIALIST          | MALIBU HIGH SCHOOL               | New | 43.75 | Open | 8/9/2019 12:00:00 AM  |
| 20-040 | INSTRUCTIONAL ASSISTANT-MUSIC     | MALIBU HIGH SCHOOL               | Vac | 31.25 | Open | 8/7/2019 12:00:00 AM  |
| 20-048 | PARAEDUCATOR-3                    | WEBSTER ELEMENTARY SCHOOL        | New | 75    | Open | 8/21/2019 12:00:00 AM |
| 20-049 | PARAEDUCATOR-3                    | MALIBU HIGH SCHOOL               | New | 75    | Open | 8/9/2019 12:00:00 AM  |
| 20-050 | SENIOR OFFICE SPECIALIST          | WILL ROGERS LEARNING ACADEMY     | Vac | 50    | Open | 8/7/2019 12:00:00 AM  |
| 20-051 | CHILDREN'S CENTER ASSISTANT-2     | CHILD DEVELOPMENT SERVICES       | Vac | 43.75 | Open | 8/14/2019 12:00:00 AM |
| 20-055 | CHILDREN'S CENTER ASSISTANT-2     | CHILD DEVELOPMENT SERVICES       | Vac | 43.75 | Open | 8/16/2019 12:00:00 AM |
| 20-056 | CHILDREN'S CENTER ASSISTANT-2     | CHILD DEVELOPMENT SERVICES       | New | 43.75 | Open | 8/19/2019 12:00:00 AM |
| 20-057 | CHILDREN'S CENTER ASSISTANT-2     | CHILD DEVELOPMENT SERVICES       | New | 43.75 | Open | 8/19/2019 12:00:00 AM |
| 20-058 | DIRECTOR OF PURCHASING            | PURCHASING/WAREHOUSE             | Vac | 100   | Open | 8/16/2019 12:00:00 AM |
| 20-062 | PARAEDUCATOR-3                    | SMASH (ALTERNATIVE) SCHOOL       | Vac | 75    | Open | 8/19/2019 12:00:00 AM |
| 20-063 | SENIOR OFFICE SPECIALIST          | SANTA MONICA HIGH SCHOOL         | Vac | 100   | Open | 8/19/2019 12:00:00 AM |
| 20-065 | INSTRUCTIONAL ASSISTANT-CLASSROOM | OLYMPIC HIGH SCHOOL              | Vac | 62.5  | Open | 8/23/2019 12:00:00 AM |
| 20-066 | INSTRUCTIONAL ASSISTANT-MUSIC     | LINCOLN MIDDLE SCHOOL            | Vac | 75    | Open | 8/23/2019 12:00:00 AM |
| 20-067 | TECHNICAL THEATER TECHNICIAN      | BUSINESS SERVICES                | Vac | 100   | Open | 8/23/2019 12:00:00 AM |
| 20-069 | PARAEDUCATOR-1                    | LINCOLN MIDDLE SCHOOL            | Vac | 75    | Open | 8/28/2019 12:00:00 AM |
| 20-070 | PARAEDUCATOR-1                    | MALIBU HIGH SCHOOL               | Vac | 75    | Open | 8/22/2019 12:00:00 AM |
| 20-071 | PARAEDUCATOR-3                    | LINCOLN CHILD DEVELOPMENT CENTER | Vac | 56.25 | Open | 8/28/2019 12:00:00 AM |
| 20-072 | PARAEDUCATOR-3                    | SANTA MONICA HIGH SCHOOL         | Vac | 75    | Open | 8/28/2019 12:00:00 AM |
| 20-073 | PARAEDUCATOR-3                    | SANTA MONICA HIGH SCHOOL         | Vac | 75    | Open | 8/28/2019 12:00:00 AM |
| 20-074 | PARAEDUCATOR-3                    | SANTA MONICA HIGH SCHOOL         | Vac | 81.25 | Open | 8/28/2019 12:00:00 AM |



## Filled Requisitions (7/5/19)

| Req Number | Req Title                      | Department                  | Date of Accepted Job Offer |
|------------|--------------------------------|-----------------------------|----------------------------|
| 19-155     | PARAEDUCATOR-2                 | SANTA MONICA HIGH SCHOOL    | 8/20/2019 12:00:00 AM      |
| 19-165     | PARAEDUCATOR-3                 | FRANKLIN ELEMENTARY SCHOOL  | 8/21/2019 12:00:00 AM      |
| 19-189     | CONSTRUCTION SUPERVISOR        | BUSINESS SERVICES           | 8/30/2019 12:00:00 AM      |
| 19-194     | PARAEDUCATOR-1                 | MCKINLEY ELEMENTARY SCHOOL  | 8/20/2019 12:00:00 AM      |
| 19-203     | PHYSICAL ACTIVITIES SPECIALIST | FRANKLIN ELEMENTARY SCHOOL  | 8/16/2019 12:00:00 AM      |
| 19-223     | PARAEDUCATOR-1                 | LINCOLN MIDDLE SCHOOL       | 8/21/2019 12:00:00 AM      |
| 20-004     | PARAEDUCATOR-3                 | WEBSTER ELEMENTARY SCHOOL   | 8/16/2019 12:00:00 AM      |
| 20-018     | CAMPUS SECURITY OFFICER        | OLYMPIC HIGH SCHOOL         | 8/21/2019 12:00:00 AM      |
| 20-024     | PARAEDUCATOR-1                 | LINCOLN MIDDLE SCHOOL       | 8/21/2019 12:00:00 AM      |
| 20-029     | PARAEDUCATOR-2                 | LINCOLN MIDDLE SCHOOL       | 8/20/2019 12:00:00 AM      |
| 20-030     | PARAEDUCATOR-2                 | MALIBU HIGH SCHOOL          | 8/16/2019 12:00:00 AM      |
| 20-034     | PHYSICAL ACTIVITIES SPECIALIST | JOHN MUIR ELEMENTARY SCHOOL | 8/14/2019 12:00:00 AM      |
| 20-041     | PARAEDUCATOR-1                 | SANTA MONICA HIGH SCHOOL    | 8/20/2019 12:00:00 AM      |
| 20-042     | PARAEDUCATOR-1                 | LINCOLN MIDDLE SCHOOL       | 8/20/2019 12:00:00 AM      |
| 20-043     | PARAEDUCATOR-1                 | ROOSEVELT ELEMENTARY SCHOOL | 8/20/2019 12:00:00 AM      |
| 20-044     | PARAEDUCATOR-1                 | MCKINLEY ELEMENTARY SCHOOL  | 8/20/2019 12:00:00 AM      |
| 20-045     | PARAEDUCATOR-1                 | FRANKLIN ELEMENTARY SCHOOL  | 8/20/2019 12:00:00 AM      |
| 20-046     | PARAEDUCATOR-3                 | SANTA MONICA HIGH SCHOOL    | 8/20/2019 12:00:00 AM      |
| 20-047     | PARAEDUCATOR-3                 | LINCOLN MIDDLE SCHOOL       | 8/20/2019 12:00:00 AM      |
| 20-052     | PARAEDUCATOR-1                 | MCKINLEY ELEMENTARY SCHOOL  | 8/21/2019 12:00:00 AM      |
| 20-053     | PARAEDUCATOR-3                 | SMASH (ALTERNATIVE) SCHOOL  | 8/22/2019 12:00:00 AM      |
| 20-054     | PARAEDUCATOR-3                 | SANTA MONICA HIGH SCHOOL    | 8/21/2019 12:00:00 AM      |

|        |                |                                |                          |
|--------|----------------|--------------------------------|--------------------------|
| 20-060 | PARAEDUCATOR-3 | FRANKLIN ELEMENTARY SCHOOL     | 8/20/2019 12:00:00<br>AM |
| 20-061 | PARAEDUCATOR-3 | JOHN MUIR ELEMENTARY<br>SCHOOL | 8/26/2019 12:00:00<br>AM |

**Classified Personnel – Merit  
8/15/19**

**PROMOTION**

Zurich-Lunsford, Kathleen  
Grant ES

Administrative Assistant  
8 Hrs/10 Mo/Range: 31 Step: B  
From: Senior Office Specialist: 4 Hrs/10 Mo

**EFFECTIVE DATE**

8/8/19

**LIMITED TERM**

Lam, Lucille  
Fiscal Services

Payroll Specialist  
8 Hrs/12 Mo/Range: 34 Step: A

**EFFECTIVE DATE**

7/1/19-12/3/19

**RE-INSTATEMENT**

Amaya, Janene  
CDS-Adams Preschool

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

**EFFECTIVE DATE**

5/21/19

**SUMMER ASSIGNMENTS**

Bachtell, Amy  
Special Education

Paraeducator-2  
6 Hrs/Day

**EFFECTIVE DATE**

6/20/19-7/17/19

Benjamin, Venecia  
Food and Nutrition Services

Cafeteria Worker II  
Not to exceed: 240 Hrs

7/9/19-8/19/19

Benjamin, Venecia  
Child Development Services

Children's Center Assistant-2  
Not to exceed: 280 Hrs

7/1/19-8/19/19

Brito, Salvador  
Transportation

Bus Driver  
Not to exceed: 152 Hrs

7/18/19-8/14/19

Cooper, Raymond  
Fiscal Services

Campus Security Officer  
8 Hrs/Day

7/11/19-7/19/19

Cortez, Maria  
Operations

Custodian  
8 Hrs/Day

7/3/19-8/14/19

Davis, Kenrick  
Transportation

Bus Driver  
Not to exceed: 152 Hrs

7/18/19-8/14/19

De La Rosa, Johanna  
Student Services

Bilingual Community Liaison  
8 Hrs/Day

6/17/19-8/22/19

Elie, Banita  
Transportation

Bus Driver  
Not to exceed: 152 Hrs

7/18/19-8/14/19

Ernst, Amanda  
Special Education

Paraeducator-2  
6 Hrs/Day

6/20/19-7/17/19

Freire, Juana  
Special Education

Paraeducator-3  
6 Hrs/Day

6/20/19-7/17/19

Friedman, Ashley  
Child Development Services

Children's Center Assistant-2  
Not to exceed: 376 Hrs

7/1/19-8/19/19

Gaglione, Lisa  
Child Development Services

Children's Center Assistant-2  
Not to exceed: 280 Hrs

7/10/19-8/19/19

|  |   |                 |
|--|---|-----------------|
| Gauntt, Deborah<br>Transportation                | Bus Driver<br>Not to exceed: 152 Hrs                    | 7/18/19-8/14/19 |
| Gutierrez, Nallely<br>Child Development Services | Children's Center Assistant-2<br>Not to exceed: 280 Hrs | 7/12/19-8/19/19 |
| Gutierrez, Rosa<br>Transportation                | Bus Driver<br>Not to exceed: 152 Hrs                    | 7/9/19-8/14/19  |
| Hernandez, Patricia<br>Lincoln MS                | Senior Office Specialist<br>Not to exceed: 80 Hrs       | 7/1/19-8/14/19  |
| Lewis, Emunah<br>Special Education               | Paraeducator-1<br>6 Hrs/Day                             | 7/1/19-7/17/19  |
| Lewis, Jessie<br>Transportation                  | Bus Driver<br>Not to exceed: 152 Hrs                    | 7/9/19-7/17/19  |
| Mesrobian, Varso<br>Franklin ES                  | Senior Office Specialist<br>8 Hrs/Day                   | 8/6/19-8/14/19  |
| Moreno, Peggy<br>Child Development Services      | Children's Center Assistant-2<br>Not to exceed: 280 Hrs | 7/12/19-8/19/19 |
| Muhammed Jinadu, Fatimoh<br>Fiscal Services      | Campus Security Officer<br>8 Hrs/Day                    | 7/11/19-7/19/19 |
| O'Neal, Sheridan<br>Special Education            | Paraeducator-2<br>6 Hrs/Day                             | 6/20/19-7/17/19 |
| Poindexter, Baja<br>Special Education            | Paraeducator-1<br>6 Hrs/Day                             | 6/20/19-7/17/19 |
| Pollack, Bridget<br>Child Development Services   | Children's Center Assistant-2<br>Not to exceed: 376 Hrs | 7/1/19-8/19/19  |
| Ramos, Marlene<br>Lincoln MS                     | Bilingual Community Liaison<br>Not to exceed: 10 Hrs    | 6/20/19-6/28/19 |
| Reynolds, Luz<br>Child Development Services      | Children's Center Assistant-2<br>Not to exceed: 280 Hrs | 7/12/19-8/19/19 |
| Ruiz, Juliana<br>Operations                      | Custodian<br>8 Hrs/Day                                  | 7/3/19-8/14/19  |
| Salvador, Lydia<br>Child Development Services    | Swimming Instructor/Lifeguard<br>Not to exceed: 60 Hrs  | 7/12/19-8/12/19 |
| Sammann, Kevin<br>Transportation                 | Bus Driver<br>Not to exceed: 152 Hrs                    | 7/18/19-8/14/19 |
| Singleton, Eric<br>Child Development Services    | Children's Center Assistant-2<br>Not to exceed: 280 Hrs | 7/15/19-8/19/19 |
| Torres, Veronica<br>Lincoln MS                   | Senior Office Specialist<br>Not to exceed: 32 Hrs       | 8/5/19-8/14/19  |
| Tran, Daniel<br>Santa Monica HS                  | Athletic Trainer<br>Not to exceed: 145 Hrs              | 6/24/19-8/17/19 |

|   |   |                 |
|---|---|-----------------|
| Vasquez, Erin<br>Food and Nutrition Services    | Cafeteria Cook/Baker<br>8 Hrs/Day                       | 7/9/19-8/19/19  |
| Villagomez, Alice<br>Child Development Services | Children's Center Assistant-2<br>Not to exceed: 280 Hrs | 7/12/19-8/19/19 |
| Williams, Racheal<br>Special Education          | Paraeducator-3<br>6 Hrs/Day                             | 6/20/19-7/17/19 |
| Woods, Kendall<br>Special Education             | Paraeducator-3<br>6 Hrs/Day                             | 6/20/19-7/17/19 |
| Yates-Lomax, Kathy<br>Transportation            | Bus Driver<br>Not to exceed: 152 Hrs                    | 7/18/19-8/14/19 |

**TEMP/ADDITIONAL ASSIGNMENTS**

**EFFECTIVE DATE**

|  |   |                |
|--|---|----------------|
| Avalos, Mario<br>Maintenance                 | Plumber<br>[overtime; district projects]                              | 7/1/19-6/30/20 |
| Baghoomian, Edwin<br>Maintenance             | HVAC Mechanic<br>[overtime; district projects]                        | 7/1/19-6/30/20 |
| Batmunh, Otgonbayar<br>Maintenance           | Electrician<br>[overtime; district projects]                          | 7/1/19-6/30/20 |
| Bechtloff, Julie<br>Fiscal Services          | Accounting Technician<br>[overtime; fiscal projects]                  | 7/1/19-6/30/20 |
| Bunayog, Jesse<br>Fiscal Services            | Accountant<br>[overtime; fiscal projects]                             | 7/1/19-6/30/20 |
| Burton, Lisa<br>Fiscal Services              | Payroll Specialist<br>[overtime; payroll support]                     | 7/1/19-6/30/20 |
| Carrillo, Rigoberto<br>Maintenance           | HVAC Mechanic<br>[overtime; district projects]                        | 7/1/19-6/30/20 |
| Davis, Jeffery<br>Maintenance                | Carpenter<br>[overtime; district projects]                            | 7/1/19-6/30/20 |
| Dodd, Jason<br>Facility Improvement Projects | Facilities Technician<br>[overtime; FIP projects]                     | 7/1/19-6/30/20 |
| Eby, David<br>Grant ES/Olympic HS            | Physical Activities Specialist<br>[additional hours; Fitgram testing] | 5/2/19-5/22/19 |
| Esquivias, Rene<br>Maintenance               | Electrician<br>[overtime; district projects]                          | 7/1/19-6/30/20 |
| Flores, Ana<br>Maintenance                   | Administrative Assistant<br>[overtime; clerical support]              | 5/3/19-6/30/19 |
| Gardner, Ryan<br>Maintenance                 | Facilities Technician<br>[overtime; district projects]                | 7/1/19-6/30/20 |
| Gonzalez, Gary<br>Maintenance                | Plumber<br>[overtime; district projects]                              | 7/1/19-6/30/20 |

|   |   |                              |
|---|---|------------------------------|
| Hall, Caryl<br>Fiscal Services                    | Accountant<br>[overtime; fiscal projects]                   | 7/1/19-6/30/20               |
| Hedges, Eric<br>Maintenance                       | Facilities Technician<br>[overtime; district projects]      | 7/1/19-6/30/20               |
| Herrera, Zenon<br>Maintenance                     | Locksmith<br>[overtime; district projects]                  | 7/1/19-6/30/20               |
| Jala, Ariel<br>Operations-Malibu MS/HS            | Custodian<br>[overtime; custodial support]                  | 7/1/18-6/30/19               |
| Khimani, Ashraf<br>Facility Improvement Projects  | Accountant<br>[overtime; FIP projects]                      | 7/1/19-6/30/20               |
| Lacson, Andrew<br>Fiscal Services                 | Payroll Specialist<br>[overtime; payroll support]           | 7/1/19-6/30/20               |
| Marmolejo, David<br>Facility Improvement Projects | Network Engineer<br>[overtime; FIP projects]                | 7/1/19-6/30/20               |
| Parker, Stephen<br>Maintenance                    | Skilled Maintenance Worker<br>[overtime; district projects] | 7/1/19-6/30/20               |
| Perez, Elena<br>Fiscal Services                   | Accountant<br>[overtime; fiscal projects]                   | 7/1/19-6/30/20               |
| Plascencia, Henry<br>Maintenance                  | Skilled Maintenance Worker<br>[overtime; district projects] | 7/1/19-6/30/20               |
| Reyes, Pedro<br>Maintenance                       | Electrician<br>[overtime; district projects]                | 7/1/19-6/30/20               |
| Rizk, Rizk<br>Fiscal Services                     | Payroll Specialist<br>[overtime; payroll support]           | 7/1/19-6/30/20               |
| Smith, Matthew<br>Facility Improvement Projects   | Facilities Technician<br>[overtime; FIP projects]           | 7/1/19-6/30/20               |
| Staib, Katherine<br>Facility Improvement Projects | Administrative Assistant<br>[overtime; FIP projects]        | 7/1/19-6/30/20               |
| Suaste, Eduardo<br>Operations-Santa Monica HS     | Lead Custodian<br>[overtime; custodial support]             | 8/1/18-6/30/19               |
| Venable, Mark<br>Maintenance                      | Skilled Maintenance Worker<br>[overtime; district projects] | 7/1/19-6/30/20               |
| Villa, Alejandro<br>Maintenance                   | Carpenter<br>[overtime; district projects]                  | 7/1/19-6/30/20               |
| <b><u>SUBSTITUTES</u></b>                         |   | <b><u>EFFECTIVE DATE</u></b> |
| Rocha, Eric<br>Food and Nutrition Services        | Stock and Delivery Clerk                                    | 8/22/19-6/10/20              |
| Salvador, Lydia<br>Facility Use                   | Swimming Instructor/Lifeguard                               | 4/25/19-6/30/19              |

**INVOLUNTARY TRANSFER**Hernandez, Jason  
Facility Use-Adams MSSports Facility Attendant  
6 Hrs/12 Mo  
From: 6 Hrs/12 Mo/Facility Use-Malibu HS**EFFECTIVE DATE**

7/2/19

**VOLUNTARY TRANSFER**Kubicz-Preis, Anna  
SMASHAdministrative Assistant  
8 Hrs/10 Mo  
From: 8 Hrs/12 Mo/Educational Services**EFFECTIVE DATE**

8/8/19

Preciado, Daniel  
Lincoln MSCampus Security Officer  
8 Hrs/10 Mo  
From: 4 Hrs/11 Mo/Adult Education

8/15/19

**WORKING OUT OF CLASS**Davis, Jeffery  
MaintenancePlumber  
From: Carpenter**EFFECTIVE DATE**

5/28/19-6/30/19

Parker, Stephen  
MaintenanceCarpenter  
From: Skilled Maintenance Worker

5/28/19-6/30/19

Plascencia, Henry  
MaintenancePainter  
From: Skilled Maintenance Worker

5/28/19-10/30/19

Villa, Alejandro  
MaintenanceMetal Worker  
From: Carpenter

7/1/19-10/30/19

**ABOLISHMENT**

Franklin ES

Instructional Assistant - Classroom

**EFFECTIVE DATE**

8/21/19

Special Ed-Adams MS

Paraeducator-1

6/21/19

Special Ed-Grant ES

Paraeducator-3

7/11/19

**Classified Personnel – Merit  
9/5/19**

**NEW HIRES**

|   |   | <b><u>EFFECTIVE DATE</u></b> |
|---|---|------------------------------|
| Berron, Cristina<br>Edison ES               | Elementary Library Coordinator<br>7 Hrs/10 Mo/Range: 26 Step: A     | 8/15/19                      |
| Cerritos, Salvador<br>Information Services  | Technology Support Assistant<br>8 Hrs/12 Mo/Range: 38 Step: A       | 8/12/19                      |
| Jolly, Tania<br>Malibu MS                   | Administrative Assistant<br>8 Hrs/12 Mo/Range: 31 Step: A           | 8/7/19                       |
| Kahn, Joshua<br>Personnel Commission        | Director of Classified Personnel<br>8 Hrs/12 Mo/Range: M-64 Step: A | 8/12/19                      |
| Lewis, Emunah<br>Special Ed-Grant ES        | Paraeducator-1<br>6 Hrs/SY/Range: 20 Step: B                        | 8/21/19                      |
| Morales, Arturo<br>Malibu MS/HS             | Campus Security Officer<br>8 Hrs/10 Mo/Range: 25 Step: A            | 8/15/19                      |
| Niederberger-Beekman, Jenelle<br>Adams MS   | Senior Office Specialist<br>4 Hrs/10 Mo/Range: 25 Step: A           | 8/15/19                      |
| O'Neal, Sheridan<br>Special Ed-Roosevelt ES | Paraeducator-3<br>6 Hrs/SY/Range: 26 Step: A                        | 8/21/19                      |
| Taylor, Amariah<br>Malibu HS                | Senior Office Specialist<br>8 Hrs/10 Mo/Range: 25 Step: A           | 8/15/19                      |
| Torres, Veronica<br>Lincoln MS              | Senior Office Specialist<br>8 Hrs/10 Mo/Range: 25 Step: A           | 8/15/19                      |
| Yoshioka, Mike<br>Lincoln MS                | Senior Office Specialist<br>8 Hrs/10 Mo/Range: 25 Step: A           | 8/15/19                      |

**PROMOTION**

|                                   |  | <b><u>EFFECTIVE DATE</u></b> |
|-----------------------------------|--|------------------------------|
| Garcia, Claudia<br>FNS-Lincoln MS | Site Food Services Coordinator<br>7 Hrs/SY/Range: 29 Step: A<br>From: Cafeteria Worker I: 3.5 Hrs/SY | 8/21/19                      |

**SUMMER ASSIGNMENTS**

|                            |                        | <b><u>EFFECTIVE DATE</u></b> |
|----------------------------|------------------------|------------------------------|
| Santin, Aura<br>Operations | Custodian<br>8 Hrs/Day | 7/31/19-8/14/19              |

**TEMP/ADDITIONAL ASSIGNMENTS**

|  |   | <b><u>EFFECTIVE DATE</u></b> |
|--|---|------------------------------|
| Ellis, Ashley<br>Special Ed-Lincoln MS   | Paraeducator-3<br>[additional hours; student support at concerts] | 5/13/19-5/17/19              |
| Gergis, Sohair<br>Special Ed-McKinley ES | Paraeducator-1<br>[overtime; bus supervision]                     | 4/1/19-6/11/19               |
| Gomez, Jose<br>Operations                | Gardener<br>[overtime; district projects]                         | 7/9/19-6/30/20               |

|                                      |  |                 |
|--------------------------------------|--|-----------------|
| Mock, Christopher<br>Human Resources | Paraeducator-3<br>[additional hours; Health Benefits Committee]          | 7/1/19-6/30/20  |
| Mock, Christopher<br>Human Resources | Paraeducator-3<br>[overtime; Health Benefits Committee]                  | 7/1/19-6/30/20  |
| Ortiz, Alondra<br>Special Education  | Office Specialist<br>[additional hours; clerical support]                | 7/1/19-6/30/20  |
| Patterson, Pete<br>Human Resources   | Technology Support Assistant<br>[overtime; Health Benefits Committee]    | 7/1/19-6/30/20  |
| Sotoj, Maria<br>McKinley ES          | Campus Monitor<br>[additional hours; child care for parent meetings]     | 5/13/19-6/12/19 |
| Yoshioka, Mike<br>Lincoln MS         | Senior Office Specialist<br>[additional hours; professional development] | 7/11/19-8/14/19 |

**SUBSTITUTES**

|  |                               |  |
|--|-------------------------------|--|
| Rugamas Castro, Angel<br>Operations            | Gardener                      | <b><u>EFFECTIVE DATE</u></b><br>7/1/19-6/30/20 |
| Smith, Denise<br>District                      | Office Specialist             | 8/6/19-6/30/20                                 |
| Trujillo, Sandra<br>Child Development Services | Children's Center Assistant-2 | 8/19/19-6/30/20                                |
| Whitesell, Lori<br>Santa Monica HS             | Senior Office Specialist      | 7/1/19-7/31/19                                 |

**CHANGE IN ASSIGNMENT**

|                                |   |   |
|--------------------------------|---|---|
| Danganan, Maye<br>Roosevelt ES | Physical Activities Specialist<br>6 Hrs/SY<br>From: 3.75 Hrs/SY/Muir ES | <b><u>EFFECTIVE DATE</u></b><br>8/21/19 |
| Reed, Desiree<br>Adams MS      | Senior Office Specialist<br>8 Hrs/10 Mo<br>From: 4 Hrs/10 Mo/Adams MS   | 8/15/19                                 |

**INVOLUNTARY TRANSFER**

|  |  |   |
|--|--|---|
| Brown, Elizabeth<br>Special Ed-Santa Monica HS | Paraeducator-1<br>6.5 Hrs/SY<br>From: 6.5 Hrs/SY/Special Ed-Lincoln MS | <b><u>EFFECTIVE DATE</u></b><br>8/21/19 |
| Lopez, Luis<br>Special Ed-Santa Monica HS      | Paraeducator-1<br>8 Hrs/SY<br>From: 8 Hrs/SY/Special Ed-Lincoln MS     | 8/21/19                                 |
| Macklin, Lyndsay<br>Special Ed-Webster ES      | Paraeducator-3<br>6 Hrs/SY<br>From: 6 Hrs/SY/Special Ed-Cabrillo ES    | 8/21/19                                 |
| Madry, Tyrone<br>Special Ed-Santa Monica HS    | Paraeducator-3<br>6 Hrs/SY<br>From: 6 Hrs/SY/Special Ed-Lincoln MS     | 8/21/19                                 |

|  |   |         |
|--|---|---------|
| Manjarrez, Lisette<br>Special Ed-Lincoln MS  | Paraeducator-2<br>7.5 Hrs/SY<br>From: 7.5 Hrs/SY/Special Ed-McKinley ES     | 8/21/19 |
| Martinez, Melinda<br>Special Ed-Roosevelt ES | Paraeducator-3<br>6 Hrs/SY<br>From: 6 Hrs/SY/Special Ed-Rogers ES           | 8/21/19 |
| Ratliff, Sheleita<br>Special Ed-Adams MS     | Paraeducator-1<br>6 Hrs/SY<br>From: 6 Hrs/SY/Special Ed-Rogers ES           | 8/21/19 |
| Symons, Alyson<br>Special Ed-Lincoln MS      | Paraeducator-2<br>6 Hrs/SY<br>From: 6 Hrs/SY/Special Ed-Roosevelt ES        | 8/21/19 |
| Watson, Natasha<br>Special Ed-CDS-Rogers ES  | Paraeducator-1<br>4.5 Hrs/SY<br>From: 4.5 Hrs/SY/Special Ed-CDS-Pine Street | 8/21/19 |

**VOLUNTARY TRANSFER**

|                                      |   |   |
|--------------------------------------|---|---|
| Quiroz, Timothy<br>FNS-Adams MS      | Site Food Services Coordinator<br>7 Hrs/SY<br>From: 7 Hrs/SY/FNS-Lincoln MS | <b><u>EFFECTIVE DATE</u></b><br>8/21/19 |
| Vasquez, Graciela<br>Santa Monica HS | Campus Security Officer<br>8 Hrs/10 Mo<br>From: 8 Hrs/10 Mo/Malibu HS       | 8/15/19                                 |

**LEAVE OF ABSENCE (PAID)**

|  |  |  |
|--|--|--|
| Overton, Christopher<br>Special Ed-Franklin ES | Paraeducator-1<br>CFRA   | <b><u>EFFECTIVE DATE</u></b><br>8/21/19-10/30/19 |
| Reed, Desiree<br>Adams MS                      | Senior Office Specialist<br>CFRA                                       | 8/15/19-9/5/19                                   |
| Robledo Carrasco, Maria<br>Edison ES           | Instructional Assistant - Bilingual<br>Pregnancy Disability Leave/FMLA | 8/21/19-9/16/19                                  |
| Robledo Carrasco, Maria<br>Edison ES           | Instructional Assistant - Bilingual<br>CFRA                            | 9/17/19-10/29/19                                 |
| Sanchez, Yolanda<br>Muir ES                    | Administrative Assistant<br>Medical/FMLA/CFRA                          | 8/8/19-1/5/20                                    |
| Yeh, Wendy<br>Special Ed-Grant ES              | Paraeducator-1<br>Intermittent FMLA/CFRA                               | 4/3/19-4/3/20                                    |

**LEAVE OF ABSENCE (UNPAID)**

|  |                            |   |
|--|----------------------------|---|
| Vethavanam, Savithri<br>Special Ed-Franklin ES | Paraeducator-3<br>Personal | <b><u>EFFECTIVE DATE</u></b><br>8/21/19-6/30/20 |
|--|----------------------------|---|

**WORKING OUT OF CLASS**

|                                       |                             |  |
|---------------------------------------|-----------------------------|--|
| Avitia-Quintana, Hector<br>Operations | Gardener<br>From: Custodian | <b><u>EFFECTIVE DATE</u></b><br>7/1/19-7/10/19 |
|---------------------------------------|-----------------------------|--|

Parker, Stephen  
Maintenance

Carpenter  
From: Skilled Maintenance Worker

7/1/19-10/30/19

**EXERCISE OF DISPLACEMENT RIGHTS IN LIEU OF LAYOFF**

**EFFECTIVE DATE**

TS6155292

Office Specialist

9/16/19

Child Development Services

**ABOLISHMENT**

**EFFECTIVE DATE**

Facility Improvement Projects

Office Specialist

8/5/19

**SUSPENSION WITHOUT PAY**

**EFFECTIVE DATE**

HQ8371288

Custodian

8/1/19-8/2/19; 8/5/19-8/9/19  
8/12/19-8/14/19; 9/3/19-9/6/19  
9/9/19

Operations

**TERMINATION DUE TO LAYOFF**

**EFFECTIVE DATE**

UE4140320

Custodian

8/5/19

Facility Use

DC7730533

Sports Facility Attendant

8/5/19

Facility Use

JD5885822

Office Specialist

8/5/19

Facility Improvement Project

XA8821326

Health Office Specialist

8/5/19

Cabrillo ES/Pt. Dume ES

**RESIGNATION**

**EFFECTIVE DATE**

Brewster, Stephanie  
Malibu ES

Instructional Assistant-Classroom

8/9/19

Malone, David  
Purchasing

Director of Purchasing

8/7/19

**Classified Personnel – Non-Merit  
8/15/19**

**TECHNICAL SPECIALIST – LEVEL II**

Kaddoura, Mariam                      Educational Services                      7/1/18- 7/6/18  
[4<sup>th</sup> of July Parade]  
- Funding: Measure "R"

Rivera, Nancy                              Child Development Services              7/1/19- 8/31/19  
[administrative specialist]  
- Funding: Head Start - Basic  
CA State School Age - CCTR

**Classified Personnel – Non-Merit  
9/5/19**

**COACHING ASSISTANT**

|                    |                 |                 |
|--------------------|-----------------|-----------------|
| Baisden, Kendall   | Santa Monica HS | 7/1/19-7/31/19  |
| Fletcher, Sakoiya  | Santa Monica HS | 7/1/19-8/9/19   |
|                    |                 | 8/22/19-6/10/20 |
| Harrington, Alexis | Santa Monica HS | 8/1/19-6/10/20  |

**TECHNICAL SPECIALIST – LEVEL I**

|              |  |               |
|--------------|--|---------------|
| Hurst, Diana | Santa Monica HS<br>[AP Test Proctor]<br>- Funding: Reimbursed by ASB | 6/3/19-6/7/19 |
|--------------|--|---------------|

**TECHNICAL SPECIALIST – LEVEL II**

|                |  |                 |
|----------------|--|-----------------|
| Oyenoki, Aimee | Educational Services<br>[English Language Development;<br>Science Language Academy planning]<br>- Funding: ESEA, Title III - LEP | 6/13/19-6/28/19 |
|----------------|--|-----------------|

**TECHNICAL SPECIALIST – LEVEL III**

|              |  |                 |
|--------------|--|-----------------|
| Rowles, Ryan | Lincoln MS<br>[Jazz Band Director]<br>- Funding: Gifts | 8/21/19-6/10/20 |
|--------------|--|-----------------|

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

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



# Board of Education Planning Calendars 2019-20

Click on a Date to Jump to that Specific Meeting

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

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

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

| <b>Subject</b>                             | <b>Action Steps</b>   | <b>Tentative Date</b> |
|--|-----------------------|-----------------------|
| Classification Specifications: Overview    | Commissioner Training | 10/10/19              |
| Merit Rules Revisions Update - Definitions | Discussion            | 11/13/19              |

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

Thursday, October 10, 2019, at 4:30 pm, *District Office Board Room*

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

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**X. Closed Session:**

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**XI. Adjournment:**